

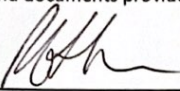
**TANSOR PLAYGROUP**

**RECEIPTS AND PAYMENTS ACCOUNT FOR YEAR ENDED 31st AUGUST 2022**

	<b>2022</b>	<b>2021</b>
	<b>£</b>	<b>£</b>
<b>Income</b>		
Fees & Funding Received	58,765	60,186
Fundraising Income	1,149	1,008
Coronavirus Job Retention Scheme	0	184
Other	0	200
Snack Donations	283	158
Business Account Interest	14	3
	<u>60,211</u>	<u>61,740</u>
<b>Expenditure</b>		
Hall Rental	5,850	3,950
Salaries incl. Bonus & Other Staff Costs	47,141	38,992
PAYE / NI	2,491	1,110
Pension	1,073	931
Specialist Lessons	0	270
Catering / Snack Purchases	335	265
Materials / Equipment	1,632	3,098
Mobile Phone	175	173
Tapestry Fees	134	121
Administration / Stationary	103	2,154
Insurance	904	888
Payroll / Audit Fees	348	216
Gifts	26	102
Website / Advertising	104	84
Fundraising Expenses	204	266
Staff & Committee Training & Travel Expenses	1,178	353
DBS / ICO / Ofsted	182	260
Cleaning	205	117
Premises Expenses / Health and Safety	226	123
Covid-19 Expenses	0	27
Recruitment	163	0
Zoom	0	86
IT Purchases	239	756
Wildlife Trust	60	60
	<u>62,773</u>	<u>54,402</u>
<b>Surplus / (Loss) for the Year</b>	<u><b>-2,563</b></u>	<u><b>7,338</b></u>
<b>Add Balance brought forward</b>	<u>55,974</u>	<u>48,636</u>
	<u><b>55,974</b></u>	<u><b>48,636</b></u>
<b>Represented By:</b>		
Current Account	23,234	25,811
Reserve Account	30,178	30,163
	<u><b>53,412</b></u>	<u><b>55,974</b></u>

**ACCOUNTANT'S REPORT**

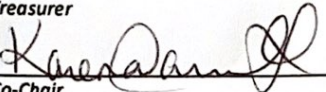
I certify that the above financial statement is in accordance with the books, records, and documents provided to me, and consider them to be a correct summary thereof.

  
\_\_\_\_\_  
Auditor

13/10/22.  
Date

SM Williams  
\_\_\_\_\_  
Treasurer

9/11/22  
Date

  
\_\_\_\_\_  
Co-Chair

9/11/22  
Date

Registered Charity No. 1035283

Ofsted registration number 220301

## Rob Hole Accounting Bookkeeping and Accountancy Services

---

The Vintner's House  
Main Street  
Polebrook  
Nr Peterborough  
PE8 5LN

01/10/22

Dear Committee,

Please find enclosed the documents you gave me to complete the audit of Tansor Playgroup.

I am happy to report I did not find any significant issues whilst carrying out the audit. Please see below for some of my thoughts that could be considered going forward.

The main issue that I saw was training receipts shown as income. Going forward TPG should pay for the training of the staff and committee members. There should not be a need for the training costs to be paid by committee members as they are working on behalf and for the benefit of TPG.

The breakdown of expenses is never easy but I think they need to be re-checked and if possible simplified. For example a line for subscriptions could contain Tapestry Fees and Wildlife Trust all in one.

For the Treasurer I would ensure that the categories of the bank statement sheet match the categories of the expense sheet within the accounts workbook. This will reduce the number of lines that you have to work with and should make the job easier both monthly and at year end.

Thank you for giving me the opportunity to carry out the audit for Tansor Playgroup once again.

May I take this opportunity to wish TPG staff and the Committee all the best for the future. It has been a great privilege to work for such committed staff and volunteers who all work for the benefit of Pre-School children in our local community.

Yours sincerely,



Robbie Hole

---

T: 01832 274703

M: 07890 524186

E: [robbie@rhaccounting.co.uk](mailto:robbie@rhaccounting.co.uk)

Authorised and regulated by

The Association of Accounting Technicians. Membership Number: 10155339

The Association of Taxation Technicians. Membership Number: 182682

### **Tansor Playgroup Treasurer's Report FY 21/22**

Total Income for the Year: **£60,211**

Total Expenditures: **£62,773**

Fundraising: **£1,149**

Bank balance as at 31/10/2022: **£23,383.47**

We are required to keep a contingency fund as suggested by the charity commission to deal with the unexpected. We have a separate account for this and the balance as at 31/10/2022 is: **£30,192.82**

#### **Year Summary**

We went into this year with a very healthy bank balance and so have been able to invest in both our staff and in resources and equipment for the children's teaching and learning. As a committee we always make very strategic decisions with regards to spending money and the investment this year is important in moving forwards and being able to stay in line with local competition but also the standards needed for our children to thrive.

#### **Expenditure**

**Hall Rental** – This has gone up from last year, as expected, as there have been no COVID related lockdowns/reduced fees which is why it was reduced last year. The Tansor Village Hall have assured us they will not be putting their rates up this year in spite of the energy prices increasing, however we do expect our rent to increase as we are now open on Thursday and Friday afternoons.

**Salaries** – Have risen by approximately £8000 in reflection of both increasing staff numbers and wage changes. Wages have and will continue to be the single largest cost to TGP.

**PAYE/NI and Pension** – These have risen as a result to the increase in salaries.

**Materials/equipment** - We have continued to invest well this year in lots of new equipment both for the children and for the staff to facilitate and improve the learning and learning environment of the children. It is a lot less than the previous year because new tables and chairs were purchased in August 21.

**Staff Training** – We were able to go ahead with Forest School training for staff this year which cost approximately £900

Sophie Williams  
Treasurer

## **Chairperson's report 2021 - 2022**

As a charity we are required to hold an AGM as a formality. But this meeting should also be seen as a time to reflect over the past year, celebrate our successes and consider how we can improve further in the future to ensure that the needs of all our children are met and that Tansor Playgroup continues to thrive and grow.

### **Current Committee members:**

Co-chairs: Wendy Ross/ Karena Corkill

Secretary: Natalie Cooper

Treasurer: Sophie Williams

Health and Safety: Ruth Measures

Safeguarding: Aimee Nightingale

Advertising:

SEND:

Fundraising: Michelle Groom

Administrator and Payroll: Christine Ambrose

### **Report**

Please note that this annual review runs alongside our financial year which is from September 2021 to September 2022. There may be some reference to beyond September 2022 but this review is predominantly reflecting the last academic year.

### **Staffing**

Michelle Tilley (Supervisor)

Teresa Doughty (Deputy)

Heather Ingram (Assistant)

Carolyn Hart (Assistant)

Heather Smith (Assistant) until November 2021

Madeline Jary (Assistant) from November 2021

Christine Ambrose (Administrator)

The staffing has been fairly stable for this academic year. Madeline joined us in November 2021 and has enjoyed a successful year at Tansor. Madeline will be leaving to go on maternity leave in early December 2022 and a replacement has been appointed. Samantha Turnbull, who has lots of Early Years' experience joins us in November. Christine Ambrose had added to her responsibilities by taking on the payroll since October 2022.

We take this opportunity to thank all of our staff at Tansor for your hard work and commitment to the setting. Without your teamwork and dedication, it would not be the lovely, thriving setting that it is.

### **Progress since last year**

Our successes have been;

- Purchase of more age-appropriate furniture/resources to improve the learning environment.
- Sustained healthy intake of numbers coming into playgroup.
- Adequate staffing to ensure children with additional needs are supported along with ensuring adequate cover should there be a need.
- Extremely positive feedback from our recent 'Leavers' questionnaire'.

- Ongoing drop off and pick up from the gate, which allows for better settling and developing independence, and also reduces congestion at key times.
- In our recent leavers questionnaire, all of the parents that responded believed we prepared their child well for starting school, and that their children built up strong bonds with the staff at Tansor.
- Ongoing delivery of our Forest School mornings with the 3 yr olds.
- Michelle Tilley continued her Level 3 diploma in Forest School training.

### Feedback from parents

Our recent leavers questionnaire results were very pleasing. Some really lovely comments from some very happy parents. All tick boxes fell in the strongly agree, and agree category, and we are very pleased with those results. Here are some of the main comments below.

- Loved the 'Stay and Play' session and the 'Mothers-Day' teas.
- Staff are happy to give their time to discuss children's needs.
- My child's Progress report was spot on!
- My child goes in happily, and talks positively about staff at home.
- All staff are approachable and great at giving daily updates.
- Staff are loving and nurturing.
- My child loves all activities and formed great relationship with staff.
- Staff are all aware of my child's favourite activities likes and dislikes.
- Good management during the really hot weather. The water activities went down very well.
- Same key person for all 3 of my children so a good relationship has been developed.
- Tapestry is really good for seeing what my child has been doing and allows me to talk about things at home with them.
- I trust all staff completely with my child!
- Wide range of activities
- Asks to go at weekends
- All staff very approachable at pick up and drop off especially my child's Key person.
- My child is more confident at Tansor than they were at previous Nursery.
- Staff know my child's personality inside and out.
- Perfect environment

### **Progress towards Aims 2021-2022 (developed by the staff and committee)**

- To continue to encourage next steps planning, and the value of observations to feed into planning, following children's needs and interests. Staff contribute half termly as suggested by our Early Years Advisor using our planning sheets re/next steps. They also offer daily feedback for me to use for the following day/week verbally or on post-its as this is our best method!
- To build on staff observations, and for these to become embedded now that we have started doing them. Be open to visitors and committee coming in to offer feedback and suggestions. Staff observations are being completed although staff are still reluctant to observe each other as this feels odd. MT doing observations seems to work well and quality feedback is given. Michelle has just completed the first round of these and fed back to staff. More visitors have been passing through now that covid restrictions have lessened. Committee members have visited from time-to-time but observing a full session might be good.
- For staff to be given the opportunity to observe good practice in other settings and act on this to improve their own practice. C and T are visiting Orton Longville in Peterborough on the 3<sup>rd</sup> Nov and I have visited Ketton playgroup. They will feed back to staff. Heather is going to visit Easton On The Hill Nursery, or Thrapston pre-school with me date to be confirmed. Orton Longville are going to visit us, and others will also be invited!

### **New Aims 2022-2023**

- To develop areas on the SEND plan:
  - Greater consistency between staff
  - Targets to be followed/consistency
  - Staff training to be utilised from SEN school Red Kite and accessed by all.
  - Possibly other online options.
- To develop a SEND page on our website.
- To continue to build upon staff observations and visits to other settings. Looking for areas of development and ideas. Staying up to date with current thinking. Subscribe to Nursery World or other magazine.
- Training is often online using Educare. All NNC, NASEN, Local a Authority Safeguarding training is online via zoom. Staff will need to use this moving forward, and become more comfortable with this method.

**Additional areas for development are identified on the Playgroup Development Plan based on parental responses to questionnaires and staff reflection.**

### **Safeguarding**

We are required to report that there have been no Safeguarding issues to report during this period.

### **Registration update.**

See attached.

### **We need you**

We are a charitable organisation and require a committee in order to operate. 2 local Early Years' settings have closed this year reducing childcare access for our families, hence the reason why we are now offering additional hours at Tansor. **The bottom line is, if there is no committee Tansor playgroup will close.** The length of time each child attends Tansor is brief and therefore committee members also generally leave with their children. Without all of the committee members with responsibilities assigned, Tansor Playgroup cannot run.

**We are required to have a number of current parents on the committee at all times, so it is not possible to operate with just long-standing members. Currently we have 3 but from September 2022 we will only have 1. It is therefore essential that we continue to recruit new members at every AGM.**

Please consider putting yourself forward at the end of this meeting. We are a friendly group of people all wanting the best for our children. Many have joined this committee with no previous experience of childcare (besides their own children) but have other skills to offer. Please think about whether you might be able to offer some of your time to support us. We have a minimum of 3 meetings per year, but chat about other issues through a private forum throughout the year. Should you be interested in a role but unsure of whether you are able to do it, a transition/shadowing period is possible, to ensure that you are confident to take over.

**We have 4 roles which need filling this year, a Safeguarding committee member, a SEND committee member, a Chair (transitional) and a Marketing/Website committee member.**

### **And finally;**

Thank you to the current committee who give up their time to support Tansor. Your contribution is much appreciated. A special thank you to Aimee Nightingale who has been on the committee for a number of years. Aimee has been our Safeguarding

committee member throughout and a treasurer for a year. Aimee is leaving us from today and we wish you all the best for the future.