



# Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	Day	Month	Year		Day	Month	Year
	01	Sept	2022		31	August	2023

## Section A Reference and administration details

Charity name Hunton & Linton Under Fives Playgroup

Other names charity is known by

Registered charity number (if any) 1035846

Charity's principal address Hunton Village Hall

West Street, Hunton

Maidstone, Kent

Postcode ME15 0RS

### Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Bevalee Marshall	Chairperson		Trustee Resolution
2	Naomi Sokeyo	Treasurer		Trustee Resolution
3	Rachel Kelly	Secretary		Trustee Resolution
4	Sarah Horlock			Trustee Resolution
5	Natalie Priestley			Trustee Resolution
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

### Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

## Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

## Name of chief executive or names of senior staff members (Optional information)

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# Section B Structure, governance and management

## Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Constitution (Pre-School Learning Alliance 2011)
How the charity is constituted (eg. trust, association, company)	Association
Trustee selection methods (eg. appointed by, elected by)	By resolution at AGM and EGM and co-opted at meetings after.

## Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

The charity is a member of the Early Years Alliance (previously the Pre School Learning Alliance) as an umbrella body their membership provides insurance, advice, legal advice and a model constitution which we have adopted (2011). The charities activities are overseen and key decisions are made by a Committee, mostly made up of Parents and grandparents of children within the playgroup. The operational and day to day management of the playgroup is delivered by a staff team including a Manager and Deputy Manager.

# Section C Objectives and activities

## Summary of the objects of the charity set out in its governing document

The object of the charity is to deliver the EYFS to children of pre-school age.

**Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)**

The charity operates 5 days a week, term time only (sessional).

Our sessions are as follows:

Monday, Tuesday, Wednesday and Thursday - 9.15am to 2.45pm

Friday - 9.15am to 1.15pm

The pre-school is open 26 hours per week.

The pre-school runs out of Hunton Village Hall and employs an average of 8 part time staff to supervise an average roll of 50 children.

**Additional details of objectives and activities (Optional information)**

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

**Summary of the main achievements of the charity during the year**

The charity continues to meet the educational requirements for preschool learning as prescribed by OFSTED and the Early Years Alliance.

## Section E Financial review

### Brief statement of the charity's policy on reserves

The trustees are required to hold sufficient funds to meet staff redundancy costs and the costs for hall hire for one school term following the curtailment of operations which we keep in the reserve account. This money is saved specifically for unforeseen circumstances, for example, a falling number of children attending, loss of premises, reduction in income, redundancies and to meet our statutory obligations if we should cease operation.  
The trustee's estimate this cost to be approx. £50,000.

### Details of any funds materially in deficit

N/A

### Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

The charities principal source of funding is fees provided by Kent County Council as the administrator of the government free childcare scheme. Additionally we receive private fees from non eligible families and we do a lot of fundraising in order to raise money to purchase new equipment etc.

## Section F Other optional information

## Section G Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

<b>Signature(s)</b>	B. Marshall	N. Sokeyo
<b>Full name(s)</b>	Bevalee Marshall	Naomi Sokeyo
<b>Position (eg Secretary, Chair, etc)</b>	Chairperson	Treasurer
<b>Date</b>	29/06/2024	



Section A

Independent Examiner's Report

Report to the trustees

Charity Name

Hunton and Linton Under Fives Playgroup

On accounts for the year  
ended

31 August 2023

Charity no  
(if any)

1035846

Set out on pages

3 & 4

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/08/2023.

Responsibilities and  
basis of report

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent  
examiner's statement

[I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

*\* Please delete the words in the brackets if they do not apply.*

Signed:

Shoodwin

Date:

30/06/2024

Name:

Sharon Goodwin

Relevant professional  
qualification(s) or body  
(if any):

Chartered Accountant

Address:

11 Barton Road, Maidstone,  
Kent, ME15 7BU

**Section B**

**Disclosure**

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

**Give here brief details of any items that the examiner wishes to disclose.**





CHARITY COMMISSION  
FOR ENGLAND AND WALES

Hunton and Linton Under Fives Playgroup

1035846

## Receipts and payments accounts

CC16a

For the period  
from

01.09.2022.

To

31.08.2023.

### Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
<b>A1 Receipts</b>					
KCC Vouchers	63,689	-	-	63,689	76,450
Fees	36,365	-	-	36,365	20,673
Fund Raising	3,258	-	-	3,258	3,337
Coronavirus JRS	-	-	-	-	2,765
Bank Interest	201	-	-	201	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>103,513</b>	<b>-</b>	<b>-</b>	<b>103,513</b>	<b>103,225</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>103,513</b>	<b>-</b>	<b>-</b>	<b>103,513</b>	<b>103,225</b>
<b>A3 Payments</b>					
Staff Costs	100,612	-	-	100,612	86,517
Hall Rental, Insurance & Telephone	8,157	-	-	8,157	8,091
Toys & Equipment	4,475	-	-	4,475	8,646
Other	2,334	-	-	2,334	3,042
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>115,578</b>	<b>-</b>	<b>-</b>	<b>115,578</b>	<b>106,296</b>
<b>A4 Asset and investment purchases. (see table)</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>115,578</b>	<b>-</b>	<b>-</b>	<b>115,578</b>	<b>106,296</b>
<b>Net of receipts/(payments)</b>	<b>- 12,065</b>	<b>-</b>	<b>-</b>	<b>- 12,065</b>	<b>- 3,071</b>
<b>A5 Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>57,460</b>	<b>-</b>	<b>-</b>	<b>57,460</b>	<b>60,531</b>
<b>Cash funds this year end</b>	<b>45,395</b>	<b>-</b>	<b>-</b>	<b>45,395</b>	<b>57,460</b>



## Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B1 Cash funds</b>	Bank balances	45,395	-	-
		-	-	-
		-	-	-
	<b>Total cash funds</b>	45,395	-	-
	(agree balances with receipts and payments account(s))	OK	OK	OK
<b>B2 Other monetary assets</b>	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
<b>B3 Investment assets</b>	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
<b>B4 Assets retained for the charity's own use</b>	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
<b>B5 Liabilities</b>	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
			-	
			-	
			-	
			-	
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval	



Section A

Independent Examiner's Report

Report to the trustees

Charity Name

Hunton and Linton Under Fives Playgroup

On accounts for the year  
ended

31 August 2023

Charity no  
(if any)

1035846

Set out on pages

3 & 4

(remember to include the page numbers of additional sheets)

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Signed:

Shoodwin

Date:

30/06/2024

Name:

Sharon Goodwin

Relevant professional  
qualification(s) or body  
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Chartered Accountant

Address:

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	-	-	-	-	-
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	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
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	(agree balances with receipts and payments account(s))	OK	OK	OK
		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B2 Other monetary assets</b>	Details	-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
<b>B3 Investment assets</b>	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
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			-	-
			-	-
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			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
<b>B5 Liabilities</b>	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
			-	
			-	
			-	
			-	
			-	
			-	
			-	
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval	