WHITEHOUSE PLAYGROUP

England & Wales · Charity number 1036518

Details

Status	Registered
Legal form	Other
Registered	1994-04-15
Register	View on the Charity Commission register

Contact

Address	The Playgroup 36 Benvenue Avenue Leigh-on-Sea SS9 5SJ
Phone	01702511863
Email	whitehouseplaygroup@gmail.com
Website	www.whitehousepreschool.com

Activities

Objects: THE AIMS OF THE PRE-SCHOOL ARE TO ENHANCE THE DEVELOPMENT AND EDUCATION OF CHILDREN PRIMARILY UNDER STATUTORY SCHOOL AGE BY ENCOURAGING PARENTS TO UNDERSTAND AND PROVIDE FOR THE NEEDS OF THEIR CHILDREN THROUGH COMMUNITY GROUPS AND BY:(A) OFFERING APPROPRIATE PLAY, EDUCATION AND CARE FACILITIES, FAMILY LEARNING AND EXTENDED HOURS GROUPS, TOGETHER WITH THE RIGHT OF PARENTS TO TAKE RESPONSIBILITY FOR AND TO BECOME INVOLVED IN THE ACTIVITIES OF SUCH GROUPS, ENSURING THAT SUCH GROUPS OFFER OPPORTUNITIES FOR ALL CHILDREN WHATEVER THEIR RACE, CULTURE, RELIGION, MEANS OR ABILITY;(B) ENCOURAGING THE STUDY OF THE NEEDS OF SUCH CHILDREN AND THEIR FAMILIES AND PROMOTING PUBLIC INTEREST IN AND RECOGNITION OF SUCH NEEDS IN THE LOCAL AREAS;(C) INSTIGATING AND ADHERING TO AND FURTHERING THE AIMS AND OBJECTS OF THE PRE-SCHOOL LEARNING ALLIANCE.

Activities: PROVIDES EDUCATION FOR CHILDREN OF PRE SCHOOL AGE

Classification

- **How:** Provides Services
- **What:** Education/training
- **Who:** Children/young People

Downloaded from opencharities.uk/ew/1036518

Geography

- Essex
- Southend-on-sea

Finances

Period end	Income	Expenditure	Assets	Employees
2024-12-31	£236,927	£220,771	-	-
2023-12-31	£196,073	£205,878	-	-
2022-12-31	£167,266	£159,678	-	-
2021-12-31	£134,540	£135,581	-	-
2020-12-31	£128,887	£134,605	-	-

Trustees

Name	Role	Appointed
Jodie Smith		2019-09-01
Paula Nall		2017-07-21
Rebecca Herve		2022-09-01
Zoe Moore		2022-09-01

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WHITEHOUSE PLAYGROUP

England & Wales - Charity number 1036518

Accounts

Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	01	JAN	2024		31	DEC	2024

Section A Reference and administration details

Charity name WHITEHOUSE PLAYGROUP PRESCHOOL

Other names charity is known by

Registered charity number (if any) 1036518

Charity's principal address

36 BEVENUE AVENUE	
LEIGH ON SEA	
ESSEX	
Postcode	**SS9 5SJ**

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	REBECCA HERVE	CHAIRPERSON	SEPT 2022 - PRESENT	
2	ZOE MOORE	SECRETARY	SEPT 2022- PRESENT	
3	JODIE SMITH	TREASURER	SEPT 2019- PRESENT	
4	CARLA JANE HUNT	TRUSTEE	SEPT 2022- PRESENT	
5	PAULA NALL	TRUSTEE	JULY 2017- PRESENT	
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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)

Section B Structure, governance and management

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	CONSTITUTION
How the charity is constituted (eg. trust, association, company)	TRUST
Trustee selection methods (eg. appointed by, elected by)	ELECTED MEMBERS

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.

Section C Objectives and activities

Summary of the objects of the charity set out in its governing document	The aims of the preschool are to enhance the care, learning and development of children under statutory school age (9mnths – 4 years) by working in partnership with families, external professionals and continuous professional development.

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)

- Provide a safe nurturing environment where children flourish
- Ensuring inclusive access to children and families of all backgrounds including those with special educational needs or disabilities, ensuring promoting equality and diversity.
- Delivery and broad and balanced curriculum tailored to the needs and interests of our children within our setting.
- Supporting all areas of their development.
- Engaging our families and wider community through open days and collaborative events, which encourages strong partnerships with our families and community. This also supports the children holistic development.
- Implementing robust safeguarding policy and procedures to protect the children's, staff and family's welfare always.
- Continuous professional development for staff to maintain the highest standards of care, safeguarding and educational quality.

The trustees confirm that all decisions and policies are made with a view to maximizing benefit to the public, in particular the families and children served by our charity.

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.

Section D Achievements and performance

Summary of the main achievements of the charity during the year

Over the past year, our early years setting charity has made significant progress in supporting children, families, and the wider community.

- Enhanced Child Development Programmes by providing the children with separate lunch hall to enable safe, undistracted and quality mealtime. This has enabled us to continue our all year-round outdoor learning by adapting the old eating area as an outdoor classroom.
- Widened/updated our play-based learning strategies, resulting in measurable improvements in children's social, emotional, and cognitive skills.
- Increased Enrolment and Accessibility: by opening our under2's setting providing quality child care for children from 9months inline with the new government funding for 9months+
- Successfully expanded capacity for younger children, allowing more local children to access high-quality early education and care.
- Provided continuous parents and carers with resources and knowledge to aid their children's development.
- Continued to support staff development and training by offering training opportunities supported by our local authority.
- Invested in ongoing professional development, ensuring all staff are equipped with the latest skills and safeguarding knowledge.
- Community Partnerships: Supporting the children through their transitions to further education, supported familied through EHCP applications resulting in two plans being in place for primary school.
- Strengthened collaborations with local schools, health services, and community groups to provide holistic support for families.
- Enhanced our setting's inclusivity approaches to better support children with additional needs.
- Secured vital funding through successful community fundraising events, enabling further investment in facilities and resources.

Section D	Achievements and performance
	• Prioritised children's and staff's wellbeing by integrating mindfulness activities and emotional support into daily routines. These achievements have laid a strong foundation for continued growth and impact in the coming year. We remain committed to our mission of providing the best possible start for every child in our care.

Section E Financial review

Brief statement of the charity's policy on reserves	We regularly review the level of reserves held, ensuring they are sufficient to cover essential operating costs and to respond flexibly to changing circumstances, whilst not holding funds unnecessarily that could otherwise be used to further our charitable objectives.
Details of any funds materially in deficit	none

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.

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

Signature(s)	Paula Nall.	
Full name(s)	Paula Nall	JODIE SMITH
Position (eg Secretary, Chair, etc)	Trustee	TREASURER.
Date	30/10/2023.	

CHARITY COMMISSION FOR ENGLAND AND WALES

Whitehouse Playgroup	1036518

Receipts and payments accounts

CC16a

For the period from	Period start date 01/01/2024	To	Period end date 31/12/2024

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 £
A1 Receipts					
EY FUNDING	161,299	-	-	161,299	131,359
EY FEES/VOUCHERS	15,826	-	-	15,826	29,292
FUNDRAISING	2,083	-	-	2,083	123
CREDIT TRANSFER	57,720	-	-	57,720	35,299
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total *(Gross income for AR)*	236,927	-	-	236,927	196,073
A2 Asset and investment sales, (see table).					
	-	-	-	-	
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	236,927	-	-	236,927	196,073
A3 Payments					
SALARIES	121,067	-	-	121,067	106,120
TAX/NATIONAL INS	8,406	-	-	8,406	9,008
PENSION	4,646	-	-	4,646	3,379
UTILITIES	8,158	-	-	8,158	8,073
MISC./MAINTENANCE	15,774	-	-	15,774	6,581
SUNDRIES	11,283	-	-	11,283	6,478
INSURANCE/MEMBERSHIPS	2,617	-	-	2,617	2,342
RENT	9,260	-	-	9,260	5,231
BANK CHARGES	60			60	60
DEBIT TRANSFER	39,500	-	-	39,500	49,293
Sub total	220,771	-	-	220,771	196,565
A4 Asset and investment purchases, (see table)					
ASSET/TRAINING/RESOURCES	3,584	-	-	3,584	9,313
	-	-	-	-	
Sub total	3,584	-	-	3,584	-
Total payments	224,355	-	-	224,355	196,565
Net of receipts/(payments)	12,572	-	-	12,572	6,843
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	4,845	-	-	4,845	7,106
Cash funds this year end	17,416	-	-	17,416	13,949

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

B1 Cash funds

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
			-	-
			-	-
			-	-
	Total cash funds (agree balances with receipts and payments account(s))	Agreement Error	OK	OK

B2 Other monetary assets

Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
CONTINGENCY	10,326	-	-
FUNDRAISING	786	-	-
	-	-	-
	-	-	-
	-	-	-
	-	-	-

B3 Investment assets

Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
		-	-
		-	-
		-	-
		-	-
		-	-

B4 Assets retained for the charity's own use

Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
		-	-
		-	-
		-	-
		-	-
		-	-
		-	-
		-	-
		-	-
		-	-

B5 Liabilities

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
	Paula Nall	30/10/25
	Jodie Smith	30/10/25

CHARITY COMMISSION
FOR ENGLAND AND WALES

Independent examiner's report on the accounts

Section A Independent Examiner's Report

Report to the trustees/ members of	Whitehouse Playgroup		
On accounts for the year ended	December 2024	**Charity no (if any)**	1036518
Set out on pages	1-2		

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended **31 / 12 / 2024**.

Responsibilities and basis of report

As the charity trustees of the Trust, 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 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 (other than that disclosed below *) in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn 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:	K Lansley	**Date:**	30/10/2025
Name:	KARL JAMES LANSLEY		
Relevant professional qualification(s) or body (if any):			

Address:

34 SHEPARD CLOSE
EASTWOOD, LEIGH ON SEA
ESSEX, SS9 5YR

Section B Disclosure

Only complete if the examiner needs to highlight 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.

WHITEHOUSE PLAYGROUP

England & Wales - Charity number 1036518

Accounts

Only complete if the examiner needs to highlight 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

Independent examiner's report on the accounts

Report to the trustees/ members of	Whitehouse Playgroup		
On accounts for the year ended	December 2023	**Charity no (if any)**	1036518
Set out on pages	1-2 (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 **31/12/2023**

Responsibilities and basis of report

As the charity trustees of the Trust, 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 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 (other than that disclosed below *) in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn 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:	K L	**Date:**	22/11/2024
Name:	KARL LANSLEY		
Relevant professional qualification(s) or body (if any):			
Address:	34 SHEPARD CLOSE EASTWOOD, LEIGH ON SEA ESSEX. SS9 5YR		

CHARITY COMMISSION FOR ENGLAND AND WALES

Whitehouse Playgroup	1036518

Receipts and payments accounts

CC16a

For the period from	Period start date 01/01/2023	To	Period end date 31/12/2023

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 £
A1 Receipts					
EY FUNDING	131,359	-	-	131,359	121,208
EY FEES/VOUCHERS	29,292	-	-	29,292	22,812
FUNDRAISING	123	-	-	123	96
CREDIT TRANSFER	35,299	-	-	35,299	23,150
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
***Sub total** (Gross income for AR)*	196,073	-	-	196,073	167,266
A2 Asset and investment sales, (see table).					
	-	-	-	-	
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	196,073	-	-	196,073	167,266
A3 Payments					
SALARIES	106,120	-	-	106,120	94,685
TAX/NATIONAL INS	9,008	-	-	9,008	2,960
PENSION	3,379	-	-	3,379	2,429
UTILITIES	8,073	-	-	8,073	6,093
MISC./MAINTENANCE	6,581	-	-	6,581	4,388
SUNDRIES/RESOURCES	6,478	-	-	6,478	3,092
INSURANCE/MEMBERSHIPS	2,342	-	-	2,342	1,828
RENT	5,231	-	-	5,231	7,673
BANK CHARGES	60			60	81
DEBIT TRANSFER	49,293	-	-	49,293	27,295
Sub total	196,565	-	-	196,565	150,524
A4 Asset and investment purchases, (see table)					
ASSET/TRAINING	9,313	-	-	9,313	9,154
	-	-	-	-	
Sub total	9,313	-	-	9,313	9,154
Total payments	205,878	-	-	205,878	159,678
Net of receipts/(payments)	- 9,805	-	-	- 9,805	7,588
A5 Transfers between funds		-	-	-	-
A6 Cash funds last year end	14,691	-	-	14,691	7,106
Cash funds this year end	4,886	-	-	4,886	14,694

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 £
B1 Cash funds	contingency	27,227	-	-
	fundraising	786	-	-
	cafcash	4,886	-	-
	Total cash funds	32,899	-	
	(agree balances with receipts and payments account(s))	OK	OK	OK

	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets	CONTINGENCY/CREDIT/DEBIT/TRANSFERS		-	-
	FUNDRAISING		-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets			-	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities			-	
			-	
			-	
			-	
			-	

	Signature	Print Name	Date of approval
Signed by one or two trustees on behalf of all the trustees		Paula Nall	28/11/2024
		Jodie Smith	28/11/2024

Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	01	Month 01	Year 2023		Day 31	Month 12	Year 2023

Charity name Whitehouse Playgroup Preschool

Other names charity is known by

Registered charity number (if any) 1036518

Charity's principal address

36 Benvenue Avenue	
Leigh on Sea	
Essex	
Postcode	**SS9 5SJ**

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	Rebecca Herve	Chairperson	Sept 2022-present	
2	Zoe Moore	Secretary	Sept 2022-present	
3	Jodie Smith	Treasurer	Sept 2019-present	
4	Carla Jane Hunt	Trustee	Sept 2022-present	
5	Paula Nall	Trustee	July 2017-present	
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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)

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Constitution
How the charity is constituted (eg. trust, association, company)	Trust
Trustee selection methods (eg. appointed by, elected by)	Elected Members

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.	

Summary of the objects of the charity set out in its governing document	The aims of the preschool are to enhance the development and education of children under statutory school age (2-4 years) by encouraging parents to understand the needs of their children through learning and parent partnership.
Summary of the main activities undertaken for the public benefit in relation to these objects (include within this	The aims above are met by – Offering appropriate play, education, and care facilities. Family learning

during the year	neighbouring primary school, our Graduation Ceremony' where the children were proud to show off their achievements. We introduced Forest School,we have installed a Forest School Lodge, which also is used to accommodate lunchtimes and small group work. This addition, as well as Forest School has had a huge impact on the children's learning and development. We have seen a continued growth in confidence and can now access Forest School curriculum all year round. The children have learned so much about the natural world around us, their resilience has continued to be tested as they have experimented with den building, slack line walking and learning how to safely build and light a campfire. Physical development has grown due to the lengthy walks, wood collecting and water carrying! Additional investment in equipment/resources for Forest School and the main setting has allowed us to update our curriculum to be more child centred based around the cohorts' interests. Working together as a team has built long lasting friendships. One member of staff has qualified in ELKLAN speech and language training. All staff completed WELLCOMM training to screen the children's communication and language development on entry. We purchased our own copy of the program to ensure that this vital resource can be in use for the foreseeable future. All staff have carried out various CPD including children's mental health and wellbeing, Level 3 SEND training and Makaton.
Brief statement of the	To set aside any funds not required for the immediate day to day running of the setting to continue to build a secure contingency, with the view for

section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

and extended hours groups, together with the right of parents to take responsibility for and to become involved in the activities of such groups, ensuring that such groups offer opportunities for all children whatever race, culture, religion, means or ability.

Encourage the study of the needs of such children and their families and promoting public interest in and recognition of such needs in the local areas.

Instigating and adhering to and furthering the aims and objectives of the Early Years Alliance.

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

We have enjoyed many events this year including sports day at our

charity's policy on reserves	future expansion due to the funding expansion.
Details of any funds materially in deficit	NONE

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.

Section F Other optional information

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

Signed on behalf of the charity's trustees

Signature(s)	PNall	
Full name(s)	Paula Nall	Jodie Smith
Position (eg Secretary, Chair, etc)	Trustee	Treasurer
Date	19/11/2024	

WHITEHOUSE PLAYGROUP

England & Wales - Charity number 1036518

Accounts

Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	01	Month 01	Year 2022		Day 31	Month 12	Year 2022

Section A Reference and administration details

Charity name	Whitehouse Playgroup Preschool
Other names charity is known by	
Registered charity number (if any)	1036518
Charity's principal address	36 Benvenue Avenue
	Leigh on Sea
	Essex
	Postcode **SS9 5SJ**

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	Rebecca Herve	Chairperson	Sept 2022-present	
2	Zoe Moore	Secretary	Sept 2022-present	
3	Jodie Smith	Treasurer	Sept 2019-present	
4	Carla Jane Hunt	Trustee	Sept 2022-present	
5	Paula Nall	Trustee	July 2017-present	
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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)

Section B Structure, governance and management

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Constitution
How the charity is constituted (eg. trust, association, company)	Trust
Trustee selection methods (eg. appointed by, elected by)	Elected Members

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.

Section C Objectives and activities

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

The aims of the preschool are to enhance the development and education of children under statutory school age (2-4 years) by encouraging parents to understand the needs of their children through learning and parent partnership.

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 aims above are met by –

Offering appropriate play, education, and care facilities. Family learning and extended hours groups, together with the right of parents to take responsibility for and to become involved in the activities of such groups, ensuring that such groups offer opportunities for all children whatever race, culture, religion, means or ability.

Encourage the study of the needs of such children and their families and promoting public interest in and recognition of such needs in the local areas.

Instigating and adhering to and furthering the aims and objectives of the Early Years Alliance.

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.

Section D Achievements and performance

Summary of the main achievements of the charity during the year

We have enjoyed many events this year including sports day at our neighbouring primary school, our Graduation Ceremony' where the children were proud to show off their achievements. We introduced Forest School, with one member of staff qualifying at level 3 and 2 members of staff qualifying at level 2 outdoor learning. Forest School has had a huge impact on the children's learning and development. We have seen them grow in confidence, they have learned so much about the natural world around us, their resilience has been tested as they have experimented with den building, slack line walking and learning how to safely build and light a campfire. Physical development has grown due to the lengthy walks, wood collecting and water carrying!
Working together as a team has built long lasting friendships.

One member of staff has qualified at level 5, all staff completed PFA training, as well as various CPD including children's mental health and wellbeing, Level 3 SEND training and Makaton.

Section E Financial review

Brief statement of the charity's policy on reserves	To set aside any funds not required for the immediate day to day running of the setting to continue to build a secure contingency, with the view for future expansion due to the funding expansion.
Details of any funds materially in deficit	NONE

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.	

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

Signature(s)		
Full name(s)	Paula Nall	Jodie Smith
Position (eg Secretary, Chair, etc)	Trustee	Treasurer
Date	26/03/2024	

CHARITY COMMISSION FOR ENGLAND AND WALES

Whitehouse Playgroup	1036518	CC16a

Receipts and payments accounts

For the period from	Period start date 1/1/2022	To	Period end date 12/31/2022

Section A Receipts and payments

	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Last year
	to the nearest £	to the nearest £	to the nearest £	to the nearest £	to the nearest £
A1 Receipts					
EY FUNDING	121,208	-	-	121,208	73,846
EY FEES/VOUCHERS	22,812	-	-	22,812	21,954
FUNDRAISING	96	-	-	96	456
CREDIT TRANSFER	23,150	-	-	23,150	38,284
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total*(Gross income for AR)*	167,266	-	-	167,266	134,540
A2 Asset and investment sales, (see table).					
	-	-	-	-	
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	167,266	-	-	167,266	134,540
A3 Payments					
SALARIES	94,685	-	-	94,685	72,768
TAX/NATIONAL INS	2,960	-	-	2,960	5,218
PENSION	2,429	-	-	2,429	2,067
UTILITIES	6,093	-	-	6,093	6,429
MISC./MAINTENANCE	4,388	-	-	4,388	3,446
SUNDRIES	3,092	-	-	3,092	5,173
INSURANCE/SUBS	1,828	-	-	1,828	1,953
RENT	7,673	-	-	7,673	5,983
BANK CHARGES	81			81	96
DEBIT TRANSFER	27,295	-	-	27,295	27,090
Sub total	150,524	-	-	150,524	130,223
A4 Asset and investment purchases, (see table)					
ASSET/TRAINING/RESOURCES	9,154	-	-	9,154	5,358
	-	-	-	-	
Sub total	9,154	-	-	9,154	-
Total payments	159,678	-	-	159,678	130,223
Net of receipts/(payments)	7,588	-	-	7,588	4,317
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	7,106	-	-	7,106	-
Cash funds this year end	14,694	-	-	14,694	4,317

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

Categories	Details	Unrestricted funds	Restricted funds	Endowment funds
		to nearest £	to nearest £	to nearest £
B1 Cash funds			-	-
			-	-
			-	-
	Total cash funds		-	
	(agree balances with receipts and payments account(s))	Agreement Error	OK	OK

	Details	Unrestricted funds	Restricted funds	Endowment funds
		to nearest £	to nearest £	to nearest £
B2 Other monetary assets	CONTINGENCY	-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets			-	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities			-	
			-	
			-	
			-	
			-	

Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval

CHARITY COMMISSION FOR ENGLAND AND WALES

Whitehouse Playgroup	1036518

Receipts and payments accounts

CC16a

For the period from	Period start date 01/01/2022	To	Period end date 31/12/2022

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 £
A1 Receipts					
EY FUNDING	121,208	-	-	121,208	73,846
EY FEES/VOUCHERS	22,812	-	-	22,812	21,954
FUNDRAISING	96	-	-	96	456
CREDIT TRANSFER	23,150	-	-	23,150	38,284
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total *(Gross income for AR)*	167,266	-	-	167,266	134,540
A2 Asset and investment sales, (see table).					
	-	-	-	-	
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	167,266	-	-	167,266	134,540
A3 Payments					
SALARIES	94,685	-	-	94,685	72,768
TAX/NATIONAL INS	2,960	-	-	2,960	5,218
PENSION	2,429	-	-	2,429	2,067
UTILITIES	6,093	-	-	6,093	6,429
MISC./MAINTENANCE	4,388	-	-	4,388	3,446
SUNDRIES	3,092	-	-	3,092	5,173
INSURANCE/SUBS	1,828	-	-	1,828	1,953
RENT	7,673	-	-	7,673	5,983
BANK CHARGES	81			81	96
DEBIT TRANSFER	27,295	-	-	27,295	27,090
Sub total	150,524	-	-	150,524	130,223
A4 Asset and investment purchases, (see table)					
ASSET/TRAINING/RESOURCES	9,154	-	-	9,154	5,358
	-	-	-	-	
Sub total	9,154	-	-	9,154	-
Total payments	159,678	-	-	159,678	130,223
Net of receipts/(payments)	7,588	-	-	7,588	4,317
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	7,106	-	-	7,106	-
Cash funds this year end	14,694	-	-	14,694	4,317

WHITEHOUSE PLAYGROUP

England & Wales - Charity number 1036518

Accounts

CHARITY COMMISSION FOR ENGLAND AND WALES

Charity Name	No (if any)
Whitehouse Playgroup	1036518

Receipts and payments accounts

CC16a

For the period from	Period start date	To	Period end date
	01-Jan-21		31-Dec-21

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 £
A1 Receipts					
Early Years Funding	73,846	-	-	73,846	90,617
Early Years Fees	21,126	-	-	21,126	10,052
Fundraising	456	-	-	456	171
Early Years Vouchers	828	-	-	828	939
Credit Transfer	38,284	-	-	38,284	13,663
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total *(Gross income for AR)*	134,540	-	-	134,540	115,442
A2 Asset and investment sales, (see table).					
	-	-	-	-	
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	134,540	-	-	134,540	115,442
A3 Payments					
Salaries	72,768	-	-	72,768	72,550
Tax	5,218	-	-	5,218	2,182
Utilities	6,429	-	-	6,429	3,778
Rent Rates	5,983	-	-	5,983	620
Misc	3,446	-	-	3,446	1,496
Sundries	5,173	-	-	5,173	3,295
Ins/Subs	1,953	-	-	1,953	1,688
Pension	2,067	-	-	2,067	2,205
transfer between accounts	27,090				14,572
Bank Charges	96	-	-	96	60
Sub total	130,223	-	-	103,133	102,446
A4 Asset and investment purchases, (see table)					
training/assets	5,358	-	-	5,358	1,422
	-	-	-	-	
Sub total	5,358	-	-	5,358	-
Total payments	135,581	-	-	135,581	102,446
Net of receipts/(payments)	- 1,041	-	-	- 1,041	12,996
A5 Transfers between funds		-	-	-	-
A6 Cash funds last year end	8,147	-	-	8,147	-
Cash funds this year end	7,106	-	-	7,106	12,996

CHARITY COMMISSION FOR ENGLAND AND WALES

Independent examiner's report on the accounts

Section A Independent Examiner's Report

Report to the trustees/ members of	Whitehouse Playgroup		
On accounts for the year ended	December 2021	**Charity no (if any)**	1036518
Set out on pages	1-2		

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended **31 / 12 / 2021**.

Responsibilities and basis of report

As the charity trustees of the Trust, 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 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 (other than that disclosed below *) in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn 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: KL **Date:** 30/1/2023

Name: KARL LANSLEY

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

Address: 34 SHEPARD CLOSE
EASTWOOD. LEIGH ON SEA
SS9 5YR

Section B Disclosure

Only complete if the examiner needs to highlight 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.

Section D Achievements and performance

Summary of the main achievements of the charity during the year

Following on from a difficult year during when we were hit by the Covid-19 Pandemic, we have now increased the number of children on roll to our highest ever.

We have offered the 'lets Get Ready' sessions to our school leavers to ensure their school readiness. We have introduced home visits to ur youngest starters to help build trusting relationships from the outset, this has proved invaluable for the setting to gain relevant information from our families and has made for an even smoother transition into preschool.

We have introduced trips to our local country park, following on from reflection of observations, we found that a number of our children's physical development had been affected due to the national lockdown so these trips have been very beneficial to bring them to their expected level of development.

We have continued with staff CPD, after seeing a decline in speech and language development, a member of our team has completed a qualification which allows us to support the identified children and work closely to target the areas where support is needed.
Two members of staff have completed the Level 3 qualification for recognising and supporting children with special educational needs and disabilities. This has increased the expertise of our team to offer early intervention and support to identified children.

Section E Financial review

Brief statement of the charity's policy on reserves	To set aside any funds not required for the day to day running of the charity, this will continue to build a secure contingency.
Details of any funds materially in deficit	NONE

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.

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

Signature(s)		
Full name(s)	JODIE SMITH	PAULA NALL
Position (eg Secretary, Chair, etc)	TREASURER	TRUSTEE

Date	14.12.2022

Trustees' Annual Report for the period

	Period start date				Period end date		
		Month	Year		Day	Month	Year
From	01	01	2021	To	31	12	2021

Section A Reference and administration details

Charity name	Whitehouse Playgroup
Other names charity is known by	
Registered charity number (if any)	1036518
Charity's principal address	36 Benvenue Avenue
	Leigh on Sea
	Essex
	Postcode **SS9 5SJ**

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	Faye Rawlinson	Chairperson		
2	Kim Oddy	Secretary		
3	Jodie Smith	Treasurer		
4	Paula Nall	Trustee		
5	Emma Frost	Trustee		
6	Holly Gray	Trustee		
7	Daisy May Orton	Trustee		
8	Charlotte Thompson	Trustee		
9	Courtney Eva	Trustee		
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)

Section B Structure, governance and management

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Constitution
How the charity is constituted (eg. trust, association, company)	Trust
Trustee selection methods (eg. appointed by, elected by)	Elected by members

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.

Section C Objectives and activities

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

The aims of the Nursery are to enhance the development and education of children primarily under statutory school age by encouraging parents to understand and provide for the needs of their children.

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)

Through community groups and by offering appropriate play, education and care facilities, family learning and extended hours groups, together with the right of parents to take responsibility for and to become involved in the activities of such groups, ensuring that such groups offer opportunities for all children whatever their race, culture, religion, means or ability. Encouraging the study of the needs of such children and their. families and promoting public interest in and recognition of such needs in the local areas. Instigating and adhering to and furthering the aims and objects of the Pre-school Learning Alliance, now known as the Early Years Alliance.

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.

WHITEHOUSE PLAYGROUP

England & Wales - Charity number 1036518

Accounts

Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	01	Month 01	Year 2020		Day 31	Month 12	Year 2020

Section A Reference and administration details

Charity name	WHITEHOUSE PLAYGROUP
Other names charity is known by	
Registered charity number (if any)	1036518
Charity's principal address	36 BENVENUE AVE
	LEIGH ON SEA
	ESSEX
	Postcode **SS9 5SJ**

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	SARAH BRITTO	CHAIRPERSON	SEPT 2019-PRESENT	
2	FAYE RAWLINSON	SECRETARY	JULY 2019-PRESENT	
3	JODIE SMITH	TREASURER	JULY 2019-PRESENT	
4				
5				
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)

Section B Structure, governance and management

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	CONSTITUTION
How the charity is constituted (eg. trust, association, company)	TRUST
Trustee selection methods (eg. appointed by, elected by)	ELECTED MEBERS

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.

Section C Objectives and activities

Summary of the objects of the charity set out in its governing document	The aims of our playgroup are to enhance the development and education of children under statutory school age (2-4 years) by encouraging parents to understand the needs of their children through learning and parent partnership.
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 aims are met by – Offering appropriate play, education and care facilities. Family learning and extended hours groups, together with the right of parents to take responsibility for and to become involved in the activities of such groups, ensuring that such groups offer opportunities for all children whatever race, culture, religion. means or ability. Encourage the study of the needs of such children and their families and promoting public interest in and recognition of such needs in the local areas. Instigating and adhering to and furthering the aims and objectives of the early years alliance.

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.

Section D Achievements and performance

Section D Achievements and performance

Summary of the main achievements of the charity during the year

We have enjoyed many events this year including sports day, our Graduation Ceremony, where the children were proud to show off their achievements, we introduced nature week which involved the children visiting our local nature reserve and learning how to look after the environment.

Staff have continued their CPD, we have built up a good partnership with a local college to enable more students to fulfil their voluntary hours.

Our intake of children was the biggest yet and is still growing due to recommendation and our advertising campaign.

Section E Financial review

Brief statement of the charity's policy on reserves	To set aside any funds not required for the immediate day to day running of the setting to continue to build a secure contingency.
Details of any funds materially in deficit	None

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.

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

Signature(s)	Faye Rawlinson	Jodie Smith
Full name(s)	Faye Rawlinson	Jodie Smith
Position (eg Secretary, Chair, etc)	Chair	Treasurer
Date	02/02/2021	

CHARITY COMMISSION FOR ENGLAND AND WALES

Whitehouse Playgroup	No (if any) 1306518

Receipts and payments accounts

For the period from	Period start date 1/1/2020	To	Period end date 12/31/2020

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 £
A1 Receipts				
Early Years Funding	100,937	-	-	100,937
Early Years Fees	8,813	-	-	8,813
Fundraising	77	-	-	77
Early years Vouchers	-	-	-	-
Credit Transfer	19,060	-	-	19,060
	-	-	-	-
	-	-	-	-
	-	-	-	-
Sub total *(Gross income for AR)*	128,887	-	-	128,887
A2 Asset and investment sales, (see table).				
	-	-	-	-
	-	-	-	-
Sub total	-	-	-	-
Total receipts	128,887	-	-	128,887
A3 Payments				
Salaries	71,271	-	-	71,271
Tax	2,651	-	-	2,651
Rent/Rates	9,394	-	-	9,394
Misc	4,987	-	-	4,987
Transfer between accounts	26,000	-	-	26,000
Sundries	5,799	-	-	5,799
Insurance/Subs	1,830	-	-	1,830
Bank Charges	60	-	-	60
Utilities	6,002			6,002
Pension	1,525	-	-	1,525
Sub total	129,519	-	-	129,519
A4 Asset and investment purchases, (see table)				
Training/Assets	4,810	-	-	4,810
	-	-	-	-
Sub total	4,810	-	-	4,810
Total payments	134,329	-	-	134,329
Net of receipts/(payments)	- 5,442	-	-	- 5,442
A5 Transfers between funds	-	-	-	-
A6 Cash funds last year end	-	-	-	-
Cash funds this year end	- 5,442	-	-	- 5,442

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

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £
B1 Cash funds	caf cash acc	8,147	-
	caf contingency/gold acc	19,287	-
	caf fundraising acc	585	-
	Total cash funds	28,019	-
	(agree balances with receipts and payments account(s))	Agreement Error	OK

	Details	Unrestricted funds to nearest £	Restricted funds to nearest £
B2 Other monetary assets		-	-
		-	-
		-	-
		-	-
		-	-
		-	-

	Details	Fund to which asset belongs	Cost (optional)
B3 Investment assets			-
			-
			-
			-
			-

	Details	Fund to which asset belongs	Cost (optional)
B4 Assets retained for the charity's own use			-
			-
			-
			-
			-
			-
			-
			-
			-

	Details	Fund to which liability relates	Amount due (optional)
B5 Liabilities			-
			-
			-
			-
			-

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name

CC16a

[redacted]

Last year

to the nearest £

-
-
-
-
-
-
-
-
-

-
-

-

72,550
2,182
620
1,496
-
3,295
1,688
60
3,458
2,205
87,554

1,433
-

87,554

- 87,554
-
-
- 87,554

Endowment funds to nearest £
-
-
-
-

OK

Endowment funds to nearest £
-
-
-
-
-
-

Current value (optional)
-
-
-
-
-

Current value (optional)
-
-
-
-
-
-
-
-
-

When due (optional)

Date of approval

CHARITY COMMISSION FOR ENGLAND AND WALES

Independent examiner's report on the accounts

Section A Independent Examiner's Report

Report to the trustees/ members of

Charity Name
WHITEHOUSE PLAYGROUP

On accounts for the year ended	31/12/2021	**Charity no (if any)**	1036518

Set out on pages

1-2
1-2(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 / 12 / 2020**.

Responsibilities and basis of report

As the charity trustees of the Trust, 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 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 (other than that disclosed below *) in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn 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:	Karl Lansley	**Date:**	07/12/2021

Name: Karl Lansley

Relevant professional

qualification(s) or body (if any):	

Address:	34 Shepherd Close
	Leigh on Sea
	SS9 5YR

Section B Disclosure

Only complete if the examiner needs to highlight 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.