



# Trustees' Annual Report for the period

<b>From</b>	Period start date			<b>To</b>	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 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 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**

<b>Signature(s)</b>	Faye Rawlinson	Jodie Smith
<b>Full name(s)</b>	Faye Rawlinson	Jodie Smith
<b>Position (eg Secretary, Chair, etc)</b>	Chair	Treasurer
<b>Date</b>	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 £
<b>A1 Receipts</b>				
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
	-	-	-	-
	-	-	-	-
	-	-	-	-
<b>Sub total</b> (Gross income for AR)	128,887	-	-	128,887
<b>A2 Asset and investment sales, (see table).</b>				
	-	-	-	-
	-	-	-	-
<b>Sub total</b>	-	-	-	-
<b>Total receipts</b>	128,887	-	-	128,887
<b>A3 Payments</b>				
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
<b>Sub total</b>	129,519	-	-	129,519
<b>A4 Asset and investment purchases, (see table)</b>				
Training/Assets	4,810	-	-	4,810
	-	-	-	-
<b>Sub total</b>	4,810	-	-	4,810
<b>Total payments</b>	134,329	-	-	134,329
<b>Net of receipts/(payments)</b>	- 5,442	-	-	- 5,442
<b>A5 Transfers between funds</b>	-	-	-	-
<b>A6 Cash funds last year end</b>	-	-	-	-
<b>Cash funds this year end</b>	- 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 £
<b>B1 Cash funds</b>	caf cash acc	8,147	-
	caf contingency/gold acc	19,287	-
	caf fundraising acc	585	-
	<b>Total cash funds</b>	<b>28,019</b>	<b>-</b>
	(agree balances with receipts and payments account(s))	Agreement Error	OK

	Details	Unrestricted funds to nearest £	Restricted funds to nearest £
<b>B2 Other monetary assets</b>		-	-
		-	-
		-	-
		-	-
		-	-
		-	-
		-	-

	Details	Fund to which asset belongs	Cost (optional)
<b>B3 Investment assets</b>			-
			-
			-
			-
			-

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

	Details	Fund to which liability relates	Amount due (optional)
<b>B5 Liabilities</b>			-
			-
			-
			-
			-

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

Signature

Print Name





**CC16a**

**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




**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.**