

# **2022-2023 Prebend Preschool Playgroup Trustee Report**

**Charity Number: 1036865**

## **Charity Trustees:**

- Craig Short continues as our Chairperson, but is wishing to stand down once a new Chair is elected.
- Katy Saunders continues as our Treasurer and Trustee.
- Megan Brooksby continues as a Trustee as designated person for OFSTED Communications. Megan is wishing to stand down as Trustee once new Trustees are elected.

We thank them for their continued support of the Charity.

## **Preschool Staff:**

- Sue Rippin continues as Manager, and Health and Safety Officer.
- Jeannine Evison continues as Manager and Safeguarding and Child Protection Officer.
- Rosanna Cottam continues as Deputy Manager and SENCO.
- Danielle Evison continues as Practitioner and Admin Officer. She is also now joint Language Lead.
- Alice Townsend is now a permanent Practitioner and joint Language Lead.
- Jenny Wood continues as Practitioner.
- Heather Baldwin is our main Relief Practitioner.
- Justine Griffin continues as a Relief Practitioner.
- Mick Cawton continues as our Volunteer Woodland Helper.
- 5 of the staff currently hold an up to date First Aid Certificate, and the others are registered to have their updated. All staff have a Safeguarding certificate and have completed their Prevent Duty course. At least 1 holds a basic Food Hygiene qualification. All staff are DBS checked.
- Emily Lambert stepped down as Finance Officer, which has been taken over by Amy Wells.

We thank them for their continued running of the Preschool and support of the Charity.

## **Organisation:**

- We continue to be open 38 weeks a year, 7.30am to 5.30pm, 5 days a week.
- Over 22-23, the number of enrolled children varied between 27 and 41 with good attendance across all sessions.
- 23 3-4 year olds accessed funding.
- 2 two year olds accessed funding.
- We have offered to do drop offs and collections of previous Preschool children to Lowes Wong Infants on every day bar Wednesdays.
- We have had no students this year.
- Our PVI is Rachael Homewood, and contact is mostly through phone/email.
- Jonathon Lucas is our County Council funding contact, communications are through email.
- SEN and Language Lead meetings are continuing mostly online.
- Summer Holiday club was held this year over 6 days, 10 children accessed this.
- Due to the hard work and care from Mick Cawton, Sue Rippin and the children, the woodland learning area has lots of opportunities and areas of development which benefits the children.
- In March 2023, a meeting was held with Nigel Spraggins who owns Sacrista Prebend (where the Woodland Learning is held) through the Minster Church. He was unaware that Andy Gregory (previous owner) had given permission for use of the Woodland area. Proof of liability insurance has been given and a contract for continued use is being produced. This is ongoing.
- No OFSTED visit this year.
- Staff hours were cut this year due to ongoing costs, with enough staff on daily rotas to cover practitioner:child ratio.

## **Fundraising/Activities:**

- No fundraising for the Charity has occurred this year. We rely on Fundraising heavily for our continued progression of the Charity and Preschool, so hope to do more in the future to try and assist with costs.

- Co-op funding has been applied for, to enable us to get tablets for the Preschool setting, to enable the children to progress in their learning and development.
- We took part in the Southwell Community Garden Party this year, to get our name out more and to benefit the community which was a great experience for the staff who attended and help run our stall.

#### Next Steps:

- Begin to search for new Trustees and Chairperson to replace those wishing to step down.
- Push for more fundraising opportunities.



CHARITY COMMISSION  
FOR ENGLAND AND WALES

PREBEND PLAYGROUP

1036865

## 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>					
Fees	27,132	-	-	27,132	27,371
Funding	69,490	-	-	69,490	71,297
Fundraising	-	-	-	-	-
Misc	172	-	-	172	-
Bank Interest	-	196	-	196	6
Donations	17	-	-	17	2
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>96,811</b>	<b>196</b>	<b>-</b>	<b>97,007</b>	<b>98,676</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>96,811</b>	<b>196</b>	<b>-</b>	<b>97,007</b>	<b>98,676</b>
<b>A3 Payments</b>					
Wages & NI	92,513	-	-	92,513	87,103
Premises	9,990	-	-	9,990	5,335
Insurance	136	-	-	136	100
Training	610	-	-	610	707
Printing & Stationery	746	-	-	746	364
Deposits	-	-	-	-	-
Materials	822	-	-	822	1,353
Toys	159	-	-	159	2,760
Food	343	-	-	343	46
Phone/Web	330	-	-	330	145
Other	1,701	-	-	1,701	492
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>107,350</b>	<b>-</b>	<b>-</b>	<b>107,350</b>	<b>98,405</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>107,350</b>	<b>-</b>	<b>-</b>	<b>107,350</b>	<b>98,405</b>
<b>Net of receipts/(payments)</b>	<b>- 10,539</b>	<b>196</b>	<b>-</b>	<b>- 10,343</b>	<b>271</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>17,891</b>	<b>21,262</b>	<b>-</b>	<b>39,153</b>	<b>38,882</b>
<b>Cash funds this year end</b>	<b>7,352</b>	<b>21,458</b>	<b>-</b>	<b>28,810</b>	<b>39,153</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>	Cash at Bank	7,352	21,458	-
		-	-	-
		-	-	-
	<b>Total cash funds</b>	<b>7,352</b>	<b>21,458</b>	<b>-</b>
	(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
			CRAIG SHORT	18/06/24



Section A

Independent Examiner's Report

Report to the trustees/  
members of

Charity Name  
PREBEND PLAYGROUP

On accounts for the year  
ended

31/08/2023

Charity no  
(if any)

1036865

Set out on pages

1 to 2

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.

Signed:

Date:

12/06/24

Name:

RICHARD SHAW

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

FCCA

Address:

C/O BEELEY HAWLEY & CO LTD

44 NOTTINGHAM ROAD, MANSFIELD
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NOTTS, NG18 1BL
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**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.**