



# Trustees' Annual Report for the period

		Period start date			Period end date		
<b>From</b>	Day 01	Month 09	Year 2020	<b>To</b>	Day 31	Month 08	Year 2021

## Section A Reference and administration details

**Charity name**

3-2-5 Pre-School Playgroup

**Other names charity is known by**

**Registered charity number (if any)**

1037061

**Charity's principal address**

Burghclere Down Community Hall

Berry Way

Andover

**Postcode**

SP10 3RZ

### 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	Candice Appleton	Chair		
2	Ginette Pope	Treasurer		
3	Gemma McGinty	Secretary		
4	Louise Proudfoot	Member		
5	Lucy Clapcott	Member		
6	Jacey Johnson	Member		
7	Alice Kew	Member		
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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)

Rachael Woolley - Manager

## Section B Structure, governance and management

### Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Pre-School Learning Alliance Constitution
How the charity is constituted (eg. trust, association, company)	Association
Trustee selection methods (eg. appointed by, elected by)	Elected from Membership

### Additional governance issues (Optional information)

<p>You <b>may choose</b> to include additional information, where relevant, about:</p> <ul style="list-style-type: none"><li>• policies and procedures adopted for the induction and training of trustees;</li><li>• the charity's organisational structure and any wider network with which the charity works;</li><li>• relationship with any related parties;</li><li>• trustees' consideration of major risks and the system and procedures to manage them.</li></ul>	<p>Past/Current parent/carers of children that attend or have attended the Preschool are chosen first.</p> <p>Volunteers from the local community considered should numbers require it.</p> <p>The induction of trustees includes DBS checks and EY2 status confirmation prior to full access to meetings inclusive of children's information and finances.</p>
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## Section C Objectives and activities

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

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.

**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)**

Oversee the management of a charity funded pre-school providing sessional care for children aged 2 years 6 months to 5 years offering appropriate play and education. This is done via various methods of child-centred learning and in the moment activities.

The Trustees attend regular monthly Committee Meetings, alongside focused group meetings with members of the committee, the key activities undertaken in the 2020-2021 academic year were to promote the Preschool as a safe and unique environment following COVID-19 and increase intake which was severely affected by the pandemic.

Seeking financial grant and fundraising was also a key focus, alongside recruitment of management and staff.

The Trustee's followed the guidance from the Government, NHS, Services for Young Children and the Alliance in order to end the academic year positively with a healthy intake, steady funds and a very supportive and creative team of staff.

**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**

Supported the provision running 5 days a week inclusive of lunchtimes to deliver Early Years Foundation Stage (EYFS) to a high standard by continuing to improve the child led approach and natural world play.

**Recruitment:**

Recruit new Manager following safer recruitment processes with the support of Services for Young Children. Complete 6-month induction programme which included the review of development plans for new manager.

Support and develop new and existing staff following the impact of COVID-19 and new management changes.

**Financial:**

Review financial projections in order to focus fundraising requirements. Move to one accountant for book-keeping and wages – recategorize accounts to make P&L clearer.

**Fundraising:**

Government Grant confirmed for Minimum Funding Guarantee. Government Grant confirmed for Additional Restrictions Support. TVBC Local Discretionary funding and Persimmons Community Champions grant confirmed.

Amazon Smile and easy fundraising set up for raffles and other local fundraising events.

**Policies and Procedures:**

Policies review and updates with new manager.

DBS checks for committee and staff performed termly.

**Training:**

Safeguarding course completed for DSO.

Sign up to Noodle for staff training.

**Marketing:**

Digital Marketing plan created and managed via Committee, with Manager trained to take over going forward.

Website updated to include gallery, FAQ and more relevant information.

Prospectus for 2021 created.

Posters updated and printed.

New uniforms with new logo provided to staff.

New uniforms for children advertised for purchase.



## Section E

## Financial review

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

An amount of £23,000 has been set aside from unrestricted funds which is held in order to meet any unforeseen expenditure that may occur, for example to cover staff redundancies.

### 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.

The main source of preschool financing is government funding of free childcare for 3- and 4-year-olds. A much smaller proportion of funding comes from parent fees. During the covid pandemic many parents withheld their children from preschool (a trend observed nationally) and as such, these funding streams were considerable reduced. This year we were able to apply for grant monies to cover a portion of the shortfall, but we were also forced to transfer money from our savings account.

As we recover from the pandemic, and as a result of a targeted digital marketing strategy, a rise in registered child numbers saw income from funding and fees rise towards the end of the financial year. Additionally, we have begun to make use of online funding/payment platforms such as Rocketfund, Amazon Smile and Paypal to fundraise more effectively.

To better meet the objective of the preschool to provide a range of open-ended resources and opportunities for children to investigate movement, we organised a fundraiser to purchase a specific piece of play equipment, the Pikler Triangle. More targeted fundraising is planned for the future.

## Section F

## Other optional information

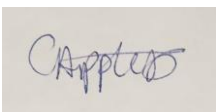
## Section G

## 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)

Candice Zoe Louise Appleton

Position (eg Secretary, Chair, etc)

Chair

Date

16/11/2021



## Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	Day	Month	Year		Day	Month	Year
	01	09	2020		31	08	2021

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## 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) Candice Zoe Louise Appleton

Position (eg Secretary, Chair, etc)

Chair

Date

16/11/2021





CHARITY COMMISSION  
FOR ENGLAND AND WALES

Charity Name  
3-2-5 Pre-School Playgroup

No (if any)  
1037061

## Receipts and payments accounts

CC16a

For the period from	Period start date 01/09/2020	To	Period end date 31/08/2021
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### 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>					
Funding and fees	60,773	415	-	61,188	89,137
Grants and donations	16,064	-	-	16,064	-
Interest	11	-	-	11	29
Tax credit funding	-	-	-	-	-
Fundraising	556	-	-	556	263
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b> (Gross income for AR)	77,404	415	-	77,819	89,429
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	-	-	-	-	-
<b>Total receipts</b>	77,404	415	-	77,819	89,429
<b>A3 Payments</b>					
Rent	10,941	-	-	10,941	-
Staff costs	82,414	-	-	82,414	87,761
Insurance	252	-	-	252	360
Consumables	2,741	415	-	3,156	2,439
Fundraising activities	-	-	-	-	409
Administration	3,028	-	-	3,028	4,788
Memberships and subscriptions	788	-	-	788	95
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	100,164	415	-	100,579	95,852
<b>A4 Asset and investment purchases, (see table)</b>					
Office equipment	-	-	-	-	699
	-	-	-	-	-
<b>Sub total</b>	-	-	-	-	699
<b>Total payments</b>	100,164	415	-	100,579	96,551
<b>Net of receipts/(payments)</b>	- 22,760	-	-	- 22,760	- 7,122
<b>A5 Transfers between funds</b>	-	-	-	-	-
<b>A6 Cash funds last year end</b>	69,884	-	-	69,884	77,006
<b>Cash funds this year end</b>	47,124	-	-	47,124	69,884



# 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	47,053	-	-
	Cash	71	-	-
		-	-	-
	<b>Total cash funds</b>	<b>47,124</b>	<b>-</b>	<b>-</b>
	(agree balances with receipts and payments account(s))	OK	OK	OK

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

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<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>	Fencing	Unrestricted	-	-
	Office equipment	Unrestricted	-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
<b>B5 Liabilities</b>	Trade creditors	Unrestricted	-	
	Tax and social security	Unrestricted	-	
	Pension contributions	Unrestricted	-	
			-	
			-	

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

Signature

Print Name

Date of approval

GPope

GINETTE POPE

16/11/2021





**Section A**

**Independent Examiner's Report**

**Report to the trustees/  
members of**

Charity Name  
3-2-5 Pre-School Playgroup

**On accounts for the year  
ended**

31 August 2021

**Charity no  
(if any)**

1037061

**Set out on pages**

(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 / 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 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.

**Signed:**

**Date:** 02/11/2021

**Name:**

Mark Wall

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

F CPA

**Address:**

M W Accounting Ltd

Unit 5 Basepoint Business Centre, Caxton Close

Andover, SP10 3FG

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.