



**CHARITY COMMISSION**  
FOR ENGLAND AND WALES

## Trustees' Annual Report for the period

From **01.09.2020** Period start date To **31.08.2021** Period end date

Charity name: **Plumbland Pre-school Playgroup**

Charity registration number: **1037375**

## Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	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 in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	Plumbland Pre-school operates for six hours every weekday morning and afternoon during term time for children aged from 24 months.
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	Trustees are elected by current committee members.

## Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	
Policy on social investment including program related investment	Para 1.38	
Contribution made by volunteers	Para 1.38	

Other		
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## Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	<p>Provision is available for pre-school children from age 2 to 4 years old.</p> <p>Lunch is made available every day and is provided in the school hall alongside the infant children, in order to help prepare the pre-school children for their transition to school.</p>

### Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	
Performance of fundraising activities against objectives set	Para 1.41	
Investment performance against objectives	Para 1.41	
Other		

## Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	The charity ended the year with an increase in surplus of £7184.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	The charity aims to ensure sufficient funds in reserves to cover any redundancy payments.
Amount of reserves held	Para 1.22	£4000
Reasons for holding zero reserves	Para 1.22	
Details of fund materially in deficit	Para 1.24	
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	

### Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	
Investment policy and objectives including any social investment policy adopted	Para 1.46	
A description of the principal risks facing the charity	Para 1.46	
Other		

## Structure, Governance and Management

Description of charity's trusts:		
Type of governing document ( <a href="#">trust deed</a> , <a href="#">royal charter</a> )	Para 1.25	Constitution
How is the charity constituted? (e.g. <a href="#">unincorporated association</a> , <a href="#">CIO</a> )	Para 1.25	Committee
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	Elected by members

### Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	
The charity's organisational structure and any wider network with which the charity works	Para 1.51	
Relationship with any related parties	Para 1.51	
Other		

## Reference and Administrative details

Charity name	Plumbland Pre-school Playgroup
Other name the charity uses	n/a
Registered charity number	1037375
Charity's principal address	Plumbland CE School Parsonby Aspatria Wigton Cumbria CA7 2DQ

### **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	Mrs Claire McKie	Chair		
2	Mrs Rachel Addison	Treasurer		
3	Mrs Gemma Stevens	Secretary		
4				
5				
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20				

Corporate trustees – names of the directors at the date the report was approved

[illegible]

Name of trustees holding title to property belonging to the charity

[illegible]

## Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	n/a	
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	n/a	
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	n/a	

### Additional information (optional)

#### 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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## Exemptions from disclosure

Reason for non-disclosure of key personnel details

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## Other optional information

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## Declarations

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

Signed on behalf of the charity's trustees

<b>Signature(s)</b>	ReAddison	
<b>Full name(s)</b>	Rachel Ella Addison	
<b>Position (eg Secretary, Chair, etc)</b>	Treasurer	
<b>Date</b>	13.06.22	

Plumbland Pre-school Playgroup Accounts Year Ending 31/08/21

Income and Expenditure Account

£

**Income**

Fees	£ 7,483	✓
Funding (Cumbria County Council)	£ 34,066	✓
Lunch	£ 748	✓
Fundraising	£ -	
Trips	£ -	
Grants	£ -	
Interest Received	£ 0	
Other	£ 62	✓
<b>Total Income</b>	<b>£ 42,359</b>	✓

**Less Expenses**

Payroll	£ 28,815	✓
Casual staff	£ -	
Training	£ -	
Utilities (light, heat, electricity, water)	£ 2,137	✓
Telephone	£ 5	✓
Insurance	£ 664	✓
Stationery	£ 1,011	✓
Consumables/Equipment	£ 1,170	✓
Postage and carriage	£ -	
Lunches	£ 375	✓
Subscriptions	£ 455	✓
Trips	£ 157	✓
Other food/drink	£ 324	✓
Other costs	£ 62	✓
Legal/professional fees	£ -	✓
<b>Total Expenses</b>	<b>£ 35,175</b>	✓

**Net Income for the year ended 31/08/21**

**£ 7,184** ✓

Bank Reconciliation

£

**Opening Balance as at 01/09/20:**

Current Account	£ 9,102	✓
Reserve Account	£ 4,014	✓
Petty Cash	-£ 0	✓
<b>Total</b>	<b>£ 13,116</b>	✓

Add: Income	£ 42,359	✓
Less: Expenses	£ 35,175	✓

**Closing Balance as at 31/08/21:** £ 20,300 ✓

**Actual Balances as at 31/08/21:**

Current Account	£ 16,285	✓
Reserve Account	£ 4,015	✓
Petty Cash	£ 1	✓
<b>Total</b>	<b>£ 20,300</b>	✓

**Difference**

£ -



# Income and Expenditure - Sept 2020 - Aug 2021

Month	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Jul-21	Aug-21	Total
<b>Income</b>													
Fees	262	1,047	599	812	27	612	922	423	792	940	873	176	7,483
Funding	7,308	-	4,844	-	6,805	3,484	191	6,453	-	4,980	-	-	34,066
Lunch	30	48	100	128	-	38	90	18	40	138	53	68	748
Fundraising	-	-	-	-	-	-	-	-	-	-	-	-	-
Trips	-	-	-	-	-	-	-	-	-	-	-	-	-
Grants	-	-	-	-	-	-	-	-	-	-	-	-	-
Other	-	62	-	-	-	-	-	-	-	-	-	-	62
Interest Received	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Total Income</b>	<b>£ 7,600</b>	<b>£ 1,157</b>	<b>£ 5,543</b>	<b>£ 940</b>	<b>£ 6,832</b>	<b>£ 4,134</b>	<b>£ 1,202</b>	<b>£ 6,893</b>	<b>£ 832</b>	<b>£ 6,058</b>	<b>£ 926</b>	<b>£ 243</b>	<b>£ 42,359</b>
<b>Less Expenses</b>													
Payroll	2,839	3,279	3,512	3,136	4,851	2,692	3,632	2,721	2,669	3,266	2,748	3,174	28,815
Casual staff	-	-	-	-	-	-	-	-	-	-	-	-	-
Training	-	-	-	-	-	-	-	-	-	-	-	-	-
Utilities (light, heat, electricity, water)	614	-	180	-	-	-	-	-	-	1,342	-	-	2,137
Telephone	-	-	-	-	-	-	-	-	-	5	-	-	5
Insurance	-	-	-	-	-	-	-	-	664	-	-	-	664
Stationery	233	114	-	-	-	-	-	107	77	341	140	-	1,011
Consumables/Equipment	111	219	17	-	253	-	-	142	109	72	193	55	1,170
Postage and carriage	-	-	-	-	-	-	-	-	-	-	-	-	-
Lunches	75	-	-	-	-	-	-	-	-	300	-	-	375
Subscriptions	220	-	-	-	-	35	-	-	50	150	-	-	455
Trips	-	-	-	-	-	-	-	-	-	-	157	-	157
Other food/drink	64	45	53	47	10	-	-	-	105	-	-	-	324
Other costs	-	-	-	62	-	-	-	-	-	-	-	-	62
Legal/professional fees	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Total Expenses</b>	<b>£ 4,156</b>	<b>£ 3,656</b>	<b>£ 3,762</b>	<b>£ 3,245</b>	<b>£ 4,588</b>	<b>£ 2,727</b>	<b>£ 3,632</b>	<b>£ 2,969</b>	<b>£ 3,674</b>	<b>£ 5,475</b>	<b>£ 3,238</b>	<b>£ 3,229</b>	<b>£ 35,175</b>
<b>Net Income</b>	<b>£3,444</b>	<b>-£2,500</b>	<b>£1,780</b>	<b>-£2,306</b>	<b>£11,420</b>	<b>£1,407</b>	<b>-£2,430</b>	<b>£3,924</b>	<b>-£2,842</b>	<b>£583</b>	<b>-£2,312</b>	<b>-£2,986</b>	<b>£7,184</b>

# Income

Invoice Date	Description	Total	Category	Paying In No.
04/09/2020	Funding	£ 7,308.00 ✓	Funding	BACS
14/09/2020	G Stevens	£ 27.00 ✓	Fees	BACS
15/09/2020	K Blackburn	£ 27.00 ✓	Fees	BACS
16/09/2020	National Savings	£ 27.00 ✓	Fees	BACS
18/09/2020	S Cuthell	£ 27.00 ✓	Fees	BACS
23/09/2020	S Cuthell	£ 13.50 ✓	Fees	BACS
25/09/2020	G Stevens	£ 27.00 ✓	Fees	BACS
25/09/2020	D Richardson	£ 30.00 ✓	Lunch	BACS
25/09/2020	D Richardson	£ 4.50 ✓	Fees	BACS
30/09/2020	Business Reserve Interest	£ 0.04	Interest Received	BACS
30/09/2020	S Cuthell	£ 13.50 ✓	Fees	BACS
01/10/2020	M Westgarth	£ 47.50 ✓	Lunch	BACS
01/10/2020	Edenred	£ 243.00 ✓	Fees	BACS
07/10/2020	S Cuthell	£ 13.50 ✓	Fees	BACS
12/10/2020	K Blackburn	£ 67.50 ✓	Fees	BACS
14/10/2020	S Cuthell	£ 13.50 ✓	Fees	BACS
19/10/2020	National Savings	£ 57.00 ✓	Fees	BACS
19/10/2020	G Stevens	£ 108.00 ✓	Fees	BACS
20/10/2020	A S Clubs	£ 62.00 ✓	Other	BACS
21/10/2020	S Cuthell	£ 13.50 ✓	Fees	BACS
22/10/2020	Edenred	£ 270.00 ✓	Fees	BACS
26/10/2020	National Savings	£ 81.00 ✓	Fees	BACS
27/10/2020	National Savings	£ 94.50 ✓	Fees	BACS
30/10/2020	Business Reserve Interest	£ 0.03	Interest Received	BACS
04/11/2020	S Cuthell	£ 13.50 ✓	Fees	BACS
06/11/2020	D Richardson	£ 50.00 ✓	Lunch	BACS
06/11/2020	Funding	£ 1,565.59 ✓	Funding	BACS
06/11/2020	Funding	£ 3,278.02 ✓	Funding	BACS
11/11/2020	S Cuthell	£ 13.50 ✓	Fees	BACS
18/11/2020	S Cuthell	£ 13.50 ✓	Fees	BACS
24/11/2020	G Stevens	£ 157.50 ✓	Fees	BACS
25/11/2020	S Cuthell	£ 13.50 ✓	Fees	BACS
25/11/2020	D Richardson	£ 50.00 ✓	Lunch	BACS
26/11/2020	K Blackburn	£ 63.00 ✓	Fees	BACS
30/11/2020	Business Reserve Interest	£ 0.03	Interest Received	BACS
30/11/2020	National Savings	£ 27.00 ✓	Fees	BACS
30/11/2020	Edenred	£ 270.00 ✓	Fees	BACS
02/12/2020	S Cuthell	£ 13.50 ✓	Fees	BACS
09/12/2020	S Cuthell	£ 13.50 ✓	Fees	BACS
15/12/2020	G Stevens	£ 117.00 ✓	Fees	BACS
16/12/2020	S Cuthell	£ 22.50 ✓	Fees	BACS
18/12/2020	National Savings	£ 94.50 ✓	Fees	BACS
21/12/2020	National Savings	£ 94.50 ✓	Fees	BACS
21/12/2020	Edenred	£ 216.00 ✓	Fees	BACS
21/12/2020	Edenred	£ 2.50 ✓	Lunch	BACS
29/12/2020	Fees	£ 174.50 ✓	Fees	100720



Invoice Date	Description	Total	Category	Paying In No.
29/12/2020	Lunch	£ 125.50 ✓	Lunch	100720
31/12/2020	Business Reserve Interest	£ 0.03	Interest Received	BACS
07/01/2021	Funding	£ 6,162.11 ✓	Funding	BACS
08/01/2021	Funding	£ 643.10 ✓	Funding	BACS
27/01/2021	S Cuthell	£ 27.00 ✓	Fees	BACS
29/01/2021	Business Reserve Interest	£ 0.03	Interest Received	BACS
01/02/2021	B Sharpe	£ 54.00 ✓	Fees	BACS
03/02/2021	S Cuthell	£ 27.00 ✓	Fees	BACS
10/02/2021	G Stevens	£ 121.50 ✓	Fees	BACS
10/02/2021	S Cuthell	£ 27.00 ✓	Fees	BACS
10/02/2021	D Richardson	£ 37.50 ✓	Lunch	BACS
11/02/2021	B Sharpe	£ 27.00 ✓	Fees	BACS
15/02/2021	National Savings	£ 40.50 ✓	Fees	BACS
17/02/2021	Edenred	£ 202.50 ✓	Fees	BACS
18/02/2021	Funding - 3&4 - 2nd pmt	£ 3,208.83 ✓	Funding	BACS
19/02/2021	Funding - 2 - 2nd pmt	£ 275.62 ✓	Funding	BACS
24/02/2021	S Cuthell	£ 27.00 ✓	Fees	BACS
25/02/2021	K Blackburn	£ 54.00 ✓	Fees	BACS
26/02/2021	Business Reserve Interest	£ 0.03	Interest Received	BACS
26/02/2021	B Sharpe	£ 31.50 ✓	Fees	BACS
03/03/2021	S Cuthell	£ 27.00 ✓	Fees	BACS
05/03/2021	B Sharpe	£ 31.50 ✓	Fees	BACS
10/03/2021	S Cuthell	£ 27.00 ✓	Fees	BACS
12/03/2021	G Stevens	£ 121.50 ✓	Fees	BACS
12/03/2021	B Sharpe	£ 5.00 ✓	Lunch	BACS
12/03/2021	B Sharpe	£ 36.00 ✓	Fees	BACS
15/03/2021	K Blackburn	£ 15.00 ✓	Lunch	BACS
15/03/2021	K Blackburn	£ 98.00 ✓	Fees	BACS
17/03/2021	S Cuthell	£ 27.00 ✓	Fees	BACS
19/03/2021	B Sharpe	£ 5.00 ✓	Lunch	BACS
19/03/2021	B Sharpe	£ 36.00 ✓	Fees	BACS
19/03/2021	Edenred	£ 12.50 ✓	Lunch	BACS
19/03/2021	Edenred	£ 225.00 ✓	Fees	BACS
24/03/2021	S Cuthell	£ 31.50 ✓	Fees	BACS
25/03/2021	Funding	£ 190.94 ✓	Funding	BACS
29/03/2021	Lunch	£ 2.50 ✓	Lunch	BACS
29/03/2021	Fees	£ 72.00 ✓	Fees	BACS
29/03/2021	S Blackburn	£ 20.00 ✓	Lunch	BACS
30/03/2021	G Stevens	£ 81.00 ✓	Fees	BACS
30/03/2021	J Hill	£ 27.00 ✓	Fees	BACS
30/03/2021	K Blackburn	£ 54.00 ✓	Fees	BACS
30/03/2021	K Blackburn	£ 5.00 ✓	Lunch	BACS
30/03/2021	D Richardson	£ 25.00 ✓	Lunch	BACS
31/03/2021	Business Reserve Interest	£ 0.04	Interest Received	BACS
31/03/2021	S Cuthell	£ 27.00 ✓	Fees	BACS
07/04/2021	Edenred	£ 270.00 ✓	Fees	BACS
07/04/2021	Edenred	£ 12.50 ✓	Lunch	BACS
09/04/2021	National Savings	£ 54.00 ✓	Fees	BACS
21/04/2021	S Cuthell	£ 31.50 ✓	Fees	BACS

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Invoice Date	Description	Total	Category	Paying In No.
22/04/2021	Funding	£ ✓ 6,452.84 ✓	Funding	BACS
26/04/2021	B Sharpe	£ ✓ 36.00 > ✓	Fees	BACS
26/04/2021	B Sharpe	£ ✓ 5.00	Lunch	BACS
28/04/2021	S Cuthell	£ ✓ 31.50 ✓	Fees	BACS
30/04/2021	Business Reserve Interest	£ 0.03	Interest Received	BACS
04/05/2021	B Sharpe	£ ✓ 36.00 > ✓	Fees	BACS
04/05/2021	B Sharpe	£ ✓ 5.00	Lunch	BACS
07/05/2021	D Richardson	£ ✓ 10.00 > ✓	Lunch	BACS
07/05/2021	D Richardson	£ ✓ 18.00	Fees	BACS
07/05/2021	G Stevens	£ ✓ 94.50 ✓	Fees	BACS
07/05/2021	K Blackburn	£ ✓ 90.00 > ✓	Fees	BACS
07/05/2021	K Blackburn	£ ✓ 12.50	Lunch	BACS
12/05/2021	S Cuthell	£ ✓ 31.50 ✓	Fees	BACS
12/05/2021	B Sharpe	£ ✓ 54.00 > ✓	Fees	BACS
12/05/2021	B Sharpe	£ ✓ 7.50	Lunch	BACS
13/05/2021	Edenred	£ ✓ 247.50 ✓ -	Fees	BACS
19/05/2021	S Cuthell	£ ✓ 31.50 ✓ -	Fees	BACS
21/05/2021	B Sharpe	£ ✓ 36.00 > ✓	Fees	BACS
21/05/2021	B Sharpe	£ ✓ 5.00	Lunch	BACS
26/05/2021	S Cuthell	£ ✓ 31.50 ✓	Fees	BACS
27/05/2021	G Stevens	£ ✓ 121.50 ✓ -	Fees	BACS
28/05/2021	Business Reserve Interest	£ 0.03	Interest Received	BACS
02/06/2021	D Richardson	£ ✓ 25.00 ✓	Lunch	BACS
07/06/2021	B Sharpe	£ ✓ 36.00 > ✓	Fees	BACS
07/06/2021	B Sharpe	£ ✓ 5.00	Lunch	BACS
07/06/2021	Edenred	£ ✓ 225.00 ✓	Fees	BACS
09/06/2021	S Cuthell	£ ✓ 31.50 ✓	Fees	BACS
09/06/2021	National Savings	£ ✓ 108.00 ✓	Fees	BACS
10/06/2021	National Savings	£ ✓ 103.00 > ✓	Fees	BACS
10/06/2021	National Savings	£ ✓ 10.00	Lunch	BACS
10/06/2021	Funding	£ ✓ 4,031.76 ✓	Funding	BACS
14/06/2021	Funding	£ ✓ 948.72 ✓	Funding	BACS
15/06/2021	S Cuthell	£ ✓ 27.00 ✓	Fees	BACS
18/06/2021	B Sharpe	£ ✓ 72.00 > ✓	Fees	BACS
18/06/2021	B Sharpe	£ ✓ 10.00	Lunch	BACS
24/06/2021	S Cuthell	£ ✓ 31.50 ✓	Fees	BACS
25/06/2021	D Richardson	£ ✓ 37.50 ✓	Lunch	BACS
25/06/2021	K Blackburn	£ ✓ 72.00 > ✓	Fees	BACS
25/06/2021	K Blackburn	£ ✓ 10.00	Lunch	BACS
25/06/2021	S Blackburn	£ ✓ 45.00 > ✓	Fees	BACS
25/06/2021	S Blackburn	£ ✓ 37.50	Lunch	BACS
25/06/2021	G Stevens	£ ✓ 121.50 ✓	Fees	BACS
28/06/2021	B Sharpe	£ ✓ 36.00 > ✓	Fees	BACS
28/06/2021	B Sharpe	£ ✓ 2.50	Lunch	BACS
30/06/2021	Business Reserve Interest	£ 0.04	Interest Received	BACS
30/06/2021	S Cuthell	£ ✓ 31.50 ✓	Fees	BACS
02/07/2021	C Slater	£ ✓ 27.00 > ✓	Fees	BACS
02/07/2021	C Slater	£ ✓ 5.00	Lunch	BACS
02/07/2021	B Sharpe	£ ✓ 36.00 ✓	Fees	BACS



Invoice Date	Description	Total	Category	Paying In No.
07/07/2021	S Cuthell	£ ✓ 31.50 ✓	Fees	BACS
09/07/2021	G Stevens	£ ✓ 103.50 ✓	Fees	BACS
09/07/2021	B Sharpe	£ ✓ 36.00 ✓	Fees	BACS
12/07/2021	R Rowland	£ ✓ 42.50 ✓	Lunch	BACS
15/07/2021	National Savings	£ ✓ 130.50 ✓	Fees	BACS
15/07/2021	S Cuthell	£ ✓ 31.50 ✓	Fees	BACS
16/07/2021	C Slater	£ ✓ 5.00 ✓	Lunch	BACS
16/07/2021	C Slater	£ ✓ 27.00 ✓	Fees	BACS
19/07/2021	Edenred	£ ✓ 450.00 ✓	Fees	BACS
30/07/2021	Business Reserve Interest	£ 0.03	Interest Received	BACS
10/08/2021	National Savings	£ ✓ 157.50 ✓	Fees	BACS
10/08/2021	National Savings	£ ✓ 12.50 ✓	Lunch	BACS
11/08/2021	S Blackburn	£ ✓ 17.50 ✓	Lunch	BACS
11/08/2021	S Blackburn	£ ✓ 18.00 ✓	Fees	BACS
11/08/2021	D Richardson	£ ✓ 37.50 ✓	Lunch	BACS
31/08/2021	Business Reserve Interest	£ 0.04	Interest Received	BACS
		<u>£ 42,085.43</u> ✓ ✓		
Income from Petty Cash		£ 273.99 ✓		
		<u>£ 42,359.42</u> ✓		

# Expenses

Paid Date	Invoice No	Supplier	Supplier Ref	Description	Total	Category	Cheque no
10/09/2020	229	YPO	SI-0339399	Gloves	£ 19.50 ✓	Consumables/Equipment	BACS
11/09/2020	230	Plumbland CE School	R Hill 1220384	Torbeck filling valve	£ 91.25 ✓	Consumables/Equipment	001173
11/09/2020	230	Plumbland CE School	0007/0620	School meals - 16/03/20	£ 75.00 ✓	Lunches	001173
11/09/2020	230	Plumbland CE School	Recharge	Water/pest control/waste disposal	£ 614.46 ✓	Utilities (light, heat, electricity, water)	001173
11/09/2020	230	Plumbland CE School	Recharge	Photocopier	£ 232.63 ✓	Stationery	001173
15/09/2020	231	CPSL	SI-6228	Payroll - Aug 20	£ 25.80 ✓	Payroll ✓	DD
20/09/2020	232	Payroll	Payroll	Payroll	£ 2,651.57 ✓	Payroll ✓	BACS
23/09/2020	no inv	NEST	Pension	Pension	£ 161.44 ✓	Payroll ✓	DD
30/09/2020	no inv	OFSTED		Registration	£ 220.00 ✓	Subscriptions	DD
04/10/2020	233	CPSL	SI-6308	Payroll - Sep 20	£ 25.80 ✓	Payroll ✓	DD
05/10/2020	234	Plumbland CE School	R Hill - 1220408	WC Overflow valve	£ 90.50 ✓	Consumables/Equipment	001174
13/10/2020	235	YPO	SI-0134441	Handtowels	£ 19.45 ✓	Consumables/Equipment	BACS
13/10/2020	236	YPO	SI-0495819	Exercise books	£ 76.13 ✓	Stationery	BACS
13/10/2020	237	YPO	SI-0154591	Treasury tags	£ 1.00 ✓	Stationery	BACS
13/10/2020	238	YPO	SI-0573614	Handtowels	£ 50.06 ✓	Consumables/Equipment	BACS
13/10/2020	239	YPO	SI-0573648	Handtowels	£ 49.68 ✓	Consumables/Equipment	BACS
13/10/2020	240	YPO	SI-0635975	Pebbles	£ 4.68 ✓	Consumables/Equipment	BACS
13/10/2020	241	YPO	SI-0635973	Pebbles	£ 4.68 ✓	Consumables/Equipment	BACS
20/10/2020	242	Payroll	Payroll	Payroll	£ 3,253.11 ✓	Payroll ✓	BACS
13/11/2020	243	R&M Cleaning Services Ltd	no ref	Clean canopy	£ 180.00 ✓	Utilities (light, heat, electricity, water)	BACS
19/11/2020	no inv	NEST	Pension	Pension	£ 467.70 ✓	Payroll ✓	DD
20/11/2020	244	Payroll	Payroll	Payroll	£ 3,018.31 ✓	Payroll ✓	BACS
24/11/2020	245	CPSL	SI-6434	Payroll - Oct 20	£ 25.80 ✓	Payroll ✓	DD
04/12/2020	246	CPSL	SI-6515	Payroll - Nov 20	£ 25.80 ✓	Payroll ✓	DD
20/12/2020	247	Payroll	Payroll	Payroll	£ 3,109.99 ✓	Payroll ✓	BACS
24/12/2020	248	Plumbland CE School	Recharge	A S Clubs	£ 62.00 ✓	Other costs	001175
07/01/2021	249	YPO	SI-0766744	Xmas crafts	£ 75.07 ✓	Consumables/Equipment	BACS
07/01/2021	250	YPO	SI-0745302	Gloves/handwash	£ 35.54 ✓	Consumables/Equipment	BACS
07/01/2021	251	YPO	SI-0806424	Mini deep tuff spot stand with tray	£ 68.82 ✓	Consumables/Equipment	BACS
07/01/2021	252	YPO	SI-0806423	Mini deep tuff spot stand with tray	£ 68.82 ✓	Consumables/Equipment	BACS
07/01/2021	253	YPO	SI-0826062	Pebbles	£ 4.68 ✓	Consumables/Equipment	BACS
07/01/2021	no inv	NEST	Pension	Pension	£ 241.48 ✓	Payroll ✓	DD
20/01/2021	254	Payroll	Payroll	Payroll	£ 2,923.13 ✓	Payroll ✓	BACS
21/01/2021	255	CPSL	SI-6631	Payroll - Dec 20	£ 25.80 ✓	Payroll ✓	DD
25/01/2021	256	HMRC	Refund	PAYE Refund	-£ 8,041.59 ✓	Payroll ✓	BACS



Paid Date	Invoice No	Supplier	Supplier Ref	Description	Total	Category	Cheque no
02/02/2021	257	ICO	ZA163703	Data Protection Registration	£ 35.00 ✓	Subscriptions	DD
07/02/2021	258	CPSL	SI-6735	Payroll - Jan 21	£ 25.80 ✓	Payroll ✓	DD
20/02/2021	259	Payroll	Payroll	Payroll	£ 2,666.46 ✓	Payroll ✓	BACS
20/03/2021	260	Payroll	Payroll	Payroll	£ 2,970.62 ✓	Payroll ✓	BACS
25/03/2021	no inv	NEST	Pension	Pension	£ 431.99 ✓	Payroll ✓	DD
31/03/2021	no inv	NEST	Pension	Pension	£ 229.88 ✓	Payroll ✓	DD
08/04/2021	261	YPO	SI-0826063	Pebbles	£ 4.68 ✓	Consumables/Equipment	BACS
08/04/2021	262	YPO	SI-0917351	Exercise books/pens	£ 51.80 ✓	Stationery	BACS
08/04/2021	263	YPO	SI-0937163	Exercise books	£ 8.63 ✓	Stationery	BACS
08/04/2021	264	YPO	SI-0945848	Ink Cartridge	£ 58.80 ✓	Consumables/Equipment	BACS
08/04/2021	265	YPO	SI-0953161	Ink Cartridge	£ 46.20 ✓	Stationery	BACS
08/04/2021	266	YPO	SI-0982135	Play tray	£ 78.56 ✓	Consumables/Equipment	BACS
12/04/2021	267	CPSL	SI-6833	Payroll - Feb 21	£ 25.80 ✓	Payroll ✓	DD
12/04/2021	268	CPSL	SI-6923	Payroll - Mar 21	£ 25.80 ✓	Payroll ✓	DD
20/04/2021	269	Payroll	Payroll	Payroll	£ 2,669.06 ✓	Payroll ✓	BACS
04/05/2021	270	Amazon	Recharge	Books/pens	£ 51.74 ✓	Stationery	BACS
07/05/2021	271	YPO	SI-1032659	Stationery	£ 25.15 ✓	Stationery	BACS
11/05/2021	272	G Winder	Recharge	Consumables	£ 109.10 ✓	Consumables/Equipment	BACS
11/05/2021	272	G Winder	Recharge	Snacks	£ 104.65 ✓	Other food/drink	BACS
12/05/2021	273	Early Learning Alliance	18884	Insurance	£ 664.29 ✓	Insurance	001177
20/05/2021	274	Payroll	Payroll	Payroll	£ 2,668.86 ✓	Payroll ✓	BACS
24/05/2021	275	Ofsted		Registration	£ 50.00 ✓	Subscriptions	DD
01/06/2021	276	Plumbland CE School	0008/0221	School meals - 02/09/20 - 14/12/20	£ 300.00 ✓	Lunches	001176
01/06/2021	276	Plumbland CE School	Recharge	DBS - 3 employees	£ 150.00 ✓	Subscriptions	001176
01/06/2021	276	Plumbland CE School	Recharge	Pest control/Oil/water/cleaning	£ 1,342.21 ✓	Utilities (light, heat, electricity, water)	001176
01/06/2021	276	Plumbland CE School	Recharge	Photocopier	£ 340.98 ✓	Stationery	001176
01/06/2021	276	Plumbland CE School	Recharge	Telephone	£ 4.68 ✓	Telephone	001176
01/06/2021	276	Plumbland CE School	Recharge	Toilet repairs/Light repairs	£ 71.50 ✓	Consumables/Equipment	001176
01/06/2021	no inv	NEST	Pension	Pension	£ 206.08 ✓	Payroll ✓	DD
02/06/2021	no inv	NEST	Pension	Pension	£ 206.08 ✓	Payroll ✓	DD
07/06/2021	277	CPSL	SI-7037	Payroll - Apr 21	£ 30.00 ✓	Payroll ✓	DD
07/06/2021	278	CPSL	SI-7133	Payroll - May 21	£ 30.00 ✓	Payroll ✓	DD
20/06/2021	279	Payroll	Payroll	Payroll	£ 2,793.48 ✓	Payroll ✓	BACS
05/07/2021	280	G Winder	Recharge	Hobbycraft	£ 61.75 ✓	Consumables/Equipment	BACS
05/07/2021	281	YPO	SI-1102963	Stationery	£ 140.45 ✓	Stationery	BACS
05/07/2021	282	YPO	SI-1130004	Easel board	£ 79.50 ✓	Consumables/Equipment	BACS
05/07/2021	283	YPO	SI-1132424	Glow tank	£ 51.72 ✓	Consumables/Equipment	BACS
09/07/2021	284	Rookies	91	Summer party	£ 156.60 ✓	Trips	BACS

Paid Date	Invoice No	Supplier	Supplier Ref	Description	Total	Category	Cheque no
20/07/2021	285	Payroll	Payroll	Payroll	£ 2,717.62 ✓	Payroll ✓	BACS
30/07/2021	286	CPSL	SI-7312	Payroll - Jun 21	£ 30.00 ✓	Payroll ✓	DD
04/08/2021	287	CPSL	SI-7313	Payroll - Jul 21	£ 30.00 ✓	Payroll ✓	DD
05/08/2021	no inv	NEST	Pension	Pension	£ 215.69 ✓	Payroll ✓	DD
10/08/2021	no inv	NEST	Pension	Pension	£ 210.50 ✓	Payroll ✓	DD
17/08/2021	288	YPO	SI-1289332	Easel board	£ ✓ 54.78	Consumables/Equipment	BACS
20/08/2021	289	Payroll	Payroll	Payroll	£ 2,717.62 ✓	Payroll ✓	BACS
					<u>£ 34,902.20</u> ✓		
				Petty Cash expenses	£ 273.02 ✓		
				<b>Total Expenses</b>	<u>£ 35,175.22</u> ✓		



Petty Cash - Sept 20 - Aug 21

Opening Balance as at 1st Sep 20					-£ 0.15
Date	Description	Total	Category	Balance	
16/09/2020	Fruit/snacks/cleaning	✓ 59.90	Other food/drink ✓	-£ 60.05 ✓	
21/09/2020	Fruit/snacks	✓ 4.28	Other food/drink ✓	-£ 64.33 ✓	
30/09/2020	Fees	✓ 95.50	Fees	£ 31.17 ✓	
05/10/2020	Brioche/teabags	✓ 6.00	Other food/drink ✓	£ 25.17 ✓	
28/10/2020	Cleaning/ink	✓ 36.45	Stationery	-£ 11.28 ✓	
12/10/2020	Snacks	✓ 5.03	Other food/drink ✓	-£ 16.31 ✓	
19/10/2020	Halloween snacks	✓ 33.54	Other food/drink ✓	-£ 49.85 ✓	
31/10/2020	Fees	✓ 85.49	Fees	£ 35.64 ✓	
02/11/2020	Cleaning/snacks	✓ 17.99	Other food/drink ✓	£ 17.65 ✓	
02/11/2020	Playdoh	✓ 16.98	Consumables/Equipment ✓	£ 0.67 ✓	
02/11/2020	Snacks	✓ 3.65	Other food/drink ✓	-£ 2.98 ✓	
17/11/2020	Snacks	✓ 16.45	Other food/drink ✓	-£ 19.43 ✓	
17/11/2020	Advent	✓ 8.90	Other food/drink ✓	-£ 28.33 ✓	
30/11/2020	Snacks	✓ 6.45	Other food/drink ✓	-£ 34.78 ✓	
30/11/2020	Fees	✓ 27.50	Fees	-£ 7.28 ✓	
07/12/2020	Party food selection box	✓ 47.25	Other food/drink ✓	-£ 54.53 ✓	
31/12/2020	Fees	✓ 65.50	Fees	£ 10.97 ✓	
07/01/2021	Cleaning/snacks	✓ 10.15	Other food/drink ✓	£ 0.82 ✓	
Petty cash balance as at 31st August 21				£ 0.82 ✓	
Difference				£ -	

Petty Cash - Sept 20 - Aug 21

	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Jul-21	Aug-21	Total	
Stationery		-36.45 ✓											-£ 36.45	✓
Other costs													£ -	✓
Consumables/Equipment		-£ 16.98 ✓											-£ 16.98	✓
Other food/drink	✓	64.18 -£ 44.57 ✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	-£ 219.59	✓
Fundraising					10.15 ✓								£ -	✓
Fees	✓	95.50 ✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	£ 273.99	✓
													£ -	✓
<b>Grand Total</b>	✓	£ 31.32	£ 4.47 -£ 42.92	£ 18.25 -£ 47.25	£ 10.15 -£ 10.15	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ 0.97	✓
													£ 15	✓



Section A

Independent Examiner's Report

Report to the trustees/  
members of

Charity Name  
Plumbland Pre-school Playgroup

On accounts for the year  
ended

31<sup>st</sup> August 2021

Charity no  
(if any)

1037375

Set out on pages

1-11

(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<sup>st</sup> August 2021.

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

~~[The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of [insert name of applicable listed body]]. Delete [ ] if not applicable.~~

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination (other than that disclosed below \*) 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:

Date:

24<sup>th</sup> June 2022

Name:

Brian Stephenson

Relevant professional  
qualification(s) or body

N/A

(if any):

Address:

ERNE HOUSE, PEUMSLAND,  
WILTON, CUMBRIA,  
CAT ZET

## 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.

NONE.