



# Trustees' Annual Report for the period

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

## Section A Reference and administration details

**Charity name** PICKERING PRE-SCHOOL PLAYGROUP

**Other names charity is known by**

**Registered charity number (if any)** 1038039

**Charity's principal address** C/O Pickering Community Infant and Nursery School  
RUFFA LANE  
PICKERING  
**Postcode** YO18 7AT

### 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	CAROLINE WILKIE	TRUSTEE	01-10-2016 TO DATE	
2	RICHARD MARK ALLENBY	TRUSTEE	14-12-2020 TO DATE	
3	MARY LOUISE SIMS	TRUSTEE	14-12-2020 TO DATE	
4	AMY KING	TRUSTEE	05-01-2021 TO DATE	
5	AMANDA LOUISE WILKINSON	TRUSTEE	14-12-2020 TO DATE	
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### Names of the trustees for the charity, if any, (for example, any custodian trustees)


### Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
ACCOUNTANT	CHAMPLEYS ACCOUNTANTS	CHAMPLEYS MEWS, MARKET PLACE, PICKERING YO18 7AE

### Name of chief executive or names of senior staff members (Optional information)

AMY KING - MANAGER

## Section B Structure, governance and management

### Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	PSLA CONSTITUTION
How the charity is constituted (eg. trust, association, company)	CHARITABLE TRUST
Trustee selection methods (eg. appointed by, elected by)	APPOINTED BY COMMITTEE

### 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.

The adopted policies and procedures for the year were taken from the Pre-school Learning Alliance models, which were adapted to be relevant to the charity.

## Section C Objectives and activities

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

To provide sessional care for children aged two to school age. Also providing parent and toddler and parent and baby sessions.

**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 aim of the charity is to enhance the development and education of children of pre-school/nursery age Sessional Day Care and by:

- Providing high quality care and education for children primarily below statutory school age;
- Working in partnership with parents to help children to learn and develop.
- Adding to the life and wellbeing of its local community;
- Offering appropriate play facilities ensuring that such sessions offer opportunities for all children by providing it at an affordable price.

The charity provides a readily available and affordable pre-school childcare in the town. The Team at the pre-school have worked hard to ensure that our children leave ready for their next step in their learning journey, whether that be at school nursery or reception. We work hard to ensure their transition to school moves at their pace.

Children make good progress because their key person knows them and builds a secure bond of trust and friendship. Staff work hard to ensure that children's next steps are planned for and assessed. Using the framework of the statutory guidance laid down by the government, they ensure that children progress in their learning at their own pace and stage, and in a way that enables them to learn best.

Owing to the ever-changing Covid restrictions imposed, the activities we could provide the children were forced to change throughout this yearly period. We could not give children a number of the regular, ever-popular or seasonal activities for periods during this yearly review and toys had to be regularly disinfected to prevent the spread of the virus. In general the changes we made worked with no members of staff catching the virus and the few children who did were unlikely to have caught it at our pre-school. Getting children to play alongside each other and as part of groups was one of the important aspects of this period with many young children having never experienced play with anyone outside of their home bubble. The free transition between our indoor and outdoor spaces were encouraged, with children enjoying a variety of climbing, see-saw and slide play items on a grass area our landlord had allowed us to use.

We also began a small garden area, with children planting seeds, watering and watching vegetable plants grow through the spring and summer terms. Healthy eating was promoted with fruit and veg being offered as snack foods each day. How we recycle was introduced to the children and they enjoyed the responsibility of helping staff take the recycling to the correct bins.

Once Covid restrictions eased we were finally able to resume our weekly parent and baby/toddler "stay and play" sessions and parents were allowed back into our building. This easing also allowed us resume the full use of play-dough, sand, water and messy play back into our regular and themed activities we provide indoors and outdoors. Following on from the play-dough, the children showed an interest in baking so this was developed; baking gives the children real experience of how something can be made from ingredients as well as counting, measuring to rolling and cutting.

The charity trustees have complied with their duty to have due regard to the guidance on public sector benefit published by the Charity Commission in exercising their powers and duties.

## 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

This has been a difficult academic year for pre-school, the community, and the country as a whole. The country was suffering a coronavirus pandemic throughout the period leaving the pre-school to change the way it operated to minimise risk to children and staff. As was stated in the previous Annual Report, child numbers had been very low when the setting re-opened following the first Covid-19 pandemic lockdown in June 2020. From September 2020 the numbers of children had increased significantly allowing for all existing staff to return to work following their furlough and that the pre-school was able to employ an additional member of staff who would begin Level 3 Childcare training whilst working for us. In early December 2020 the pre-school elected three new would-be trustees / committee members to replace other former trustees with immediate effect.

The manager at the time resigned in mid December 2020. This was a massive blow to the pre-school to lose such a passionate and dedicated person who had many years of service to the charity and had seen a huge number of children pass through the pre-school under her management. Parents were informed of the situation and there was a real risk the pre-school may close. Fortunately we were able to then appoint a new manager to take over in January 2021, but with minimal hand-over. While young, eager to learn and passionate to keep the pre-school open she, like us, had no experience of running or managing a childcare setting. The transition was not easy.

Owing to a Covid-19 lockdown between January and March 2021 the holding of formal face to face meetings was not possible. The children were, thankfully, able to continue to attend and we remained open for business though parents and committee could not enter the building. Child numbers from January 2021

further increased from the previous term and we employed an additional member of staff to cater for the increase and also to cover staff sickness.

During the period January to April 2021 while offering what support we could to the new manager, the trustees and manager undertook a review of all documentation we inherited, and updated or created new where needed in line with current practice. We gave the pre-school a website, listed ourselves with Google as well as revamping our social media to give us a much improved online presence.

During the period May to July 2021 child numbers again increased but not outside of our existing staffing. During this period we gained proper access to the charities banking and it became clear our financial position was very weak. Added to this, the outgoings had been greater than the income during 2020 with reserves of money that were once held had been spent on topping up wages of furloughed staff. Once this became apparent our position became very difficult. We were forced to make difficult decisions to ensure the pre-school remained viable and open. All spending on anything other than for necessary items had to be stopped. It also became clear that the money held in reserve to cover staff redundancy and to release us from our then lease agreement had a significant shortfall should the worst happen. The children need frequent new resources so trustees, manager and staff sought the generosity of others when free items were seen advertised. This was a difficult time for staff and during this period one member of staff left (being replaced) and another stepped down as a relief member of staff. They were the two longest serving members of staff and we were sad to lose them.

Once Covid restrictions were relaxed we held an open day for parents to see where their children were attending, we also held an AGM in June 2021 and it was stressed that the money situation was becoming increasingly worrying. We reached the end of the Summer 2021 term somewhat relieved to have completed the school year.

To attempt to get a better idea of our finances we sought a financial review from North Yorkshire County Council during August 2021. Our main concern was if we re-opened to children in September 2021 and should then run out of money weeks later it would not be in the best interest of anyone, most importantly the children in our care to do this. NYCC found that we remained a viable business, we informed staff of the result and that we would continue but stressed we would need to remain in tight control of spending. We re-opened to children in September 2021. Alongside our micromanaging of the financial side of the charity since Summer 2021 we have been successful in applying for council grants. The Cooperative also kindly donated much needed funds through a shop loyalty scheme which has helped hugely in securing our future.

## Section E

## Financial review

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

The charity aims to have sufficient reserves to cover staff redundancy and for three months rent.

### 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	
Full name	AMANDA WILKINSON
Position (eg Secretary, Chair, etc)	TREASURER
Date	07/06/2022

# Pickering Pre-School Playgroup

Charity No: 1038039

Receipts and Payments Accounts for the year from 1st September 2020 to 31st August 2021

## Section A Receipts and Payments


	Unrestricted £	Restricted £	Endowment £	Total £	Prior year £
<b>A1 Receipts</b>					
Subscriptions - NYCC	21,654	-	-	21,654	30,369
Subscriptions - Parents	12,182	-	-	12,182	8,122
CJRS Government Grant Income	956	-	-	956	7,494
Local Grant Income	-	-	-	-	885
Fundraising	1,607	-	-	1,607	-
Donations	-	-	-	-	20
Bank Interest	21	-	-	21	-
Sundry Income	2,933	-	-	2,933	640
<b>Sub total</b> (Gross income for AR)	39,353	-	-	39,353	47,530
<b>A2 Asset and Investment Sales</b> (see table)	-	-	-	-	-
<b>Total Receipts</b>	39,353	-	-	39,353	47,530
<b>A3 Payments</b>					
Accountancy Fees	600	-	-	600	1,200
Advertising and PR	-	-	-	-	248
Cleaning Expenses	119	-	-	119	119
Insurance	639	-	-	639	628
Rent	8,512	-	-	8,512	8,512
Repairs and Maintenance	683	-	-	683	513
Staff Training and Welfare	137	-	-	137	180
Subscriptions	273	-	-	273	119
Sundry Expenses	-	-	-	-	-
Toys and Equipment	-	-	-	-	-
Wages and Salaries	38,784	-	-	38,784	34,289
<b>Sub total</b>	49,747	-	-	49,747	45,808
<b>A4 Asset and Investment Purchases</b> (see table)	-	-	-	-	-
<b>Total Payments</b>	49,747	-	-	49,747	45,808
<b>Net of Receipts/(Payments)</b>	(10,394)	-	-	(10,394)	1,722
<b>A5 Transfers between funds</b>	-	-	-	-	-
<b>A6 Cash funds last year end</b>	15,663	-	-	15,663	13,941
<b>Cash funds this year end</b>	5,269	-	-	5,269	15,663

# Pickering Pre-School Playgroup

Charity No: 1038039

Receipts and Payments Accounts for the year from 1st September 2020 to 31st August 2021

## Section B Statement of Assets and Liabilities at the end of the period

	£	£	£
<b>B1 Cash funds</b>	<b>Unrestricted funds</b>	<b>Restricted funds</b>	<b>Endowment funds</b>
Yorkshire Bank	1,989	-	-
Yorkshire Building Society	3,272	-	-
Yorkshire Bank Fundraising Account	8	-	-
<b>Total cash funds</b>	<b>5,269</b>	<b>-</b>	<b>-</b>
<b>B2 Other monetary assets</b>	<b>Unrestricted funds</b>	<b>Restricted funds</b>	<b>Endowment funds</b>
	-	-	-
<b>B3 Investment assets</b>	<b>Fund to which asset belongs</b>	<b>Cost (optional)</b>	<b>Current value (optional)</b>
	-	-	-
<b>B4 Assets retained for the charity's own use</b>	<b>Fund to which asset belongs</b>	<b>Cost (optional)</b>	<b>Current value (optional)</b>
<u>Buildings</u>			
Storage shed	Unrestricted	696	-
Decking and work to shelter	Unrestricted	1,330	-
		2,026	-
<b>B5 Liabilities</b>	<b>Fund to which liability relates</b>	<b>Amount due (optional)</b>	<b>When due (optional)</b>
Accountancy	Unrestricted	150	-
		150	-
<b>Signed by one or two trustees on behalf of all the trustees</b>		<b>Print Name</b> Amanda Wilkinson	<b>Approval Date</b> 07/06/2022

PICKERING PRE-SCHOOL PLAYGROUP  
INDEPENDENT EXAMINER'S REPORT  
FOR THE YEAR ENDED 31<sup>ST</sup> AUGUST 2021

I report on the accounts of Pickering Pre-School Playgroup for the year ended 31<sup>st</sup> August 2021, which are set out on pages 7 to 8.

Respective Responsibilities of Trustees and Examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act;
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act), and
- to state whether particular matters have come to my attention.

Basis of the Independent Examiner's Report

My examination was carried out in accordance with the general directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

Independent Examiner's Statement

In connection with my examination, no matter has come to my attention:

- 1) which gives me reasonable cause to believe that in any material respect, the requirements:
  - to keep accounting records in accordance with section 130 of the Charities Act; and
  - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act have not been met; or
- 2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Michael Richmond FCCA BA (Hons) MAAT  
Champleys Accountants  
Champleys Mews, Market Place, Pickering YO18 7AE

7<sup>th</sup> June 2022



**Issuer** Champleys Accountants

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#### Parties involved with this document

Document processed	Party + Fingerprint
Thu, 9th Jun 2022 16:40:15 BST	Mrs Amanda Louise Wilkinson - Signer (27f0f0cda143968a60929681e3addc1f)
Thu, 9th Jun 2022 16:40:15 BST	Michael Richmond - Copied In (21215a5cdf380479fbc374e2e20f629e)

#### Audit history log

Date	Action
Thu, 9th Jun 2022 16:40:18 BST	Mrs Amanda Louise Wilkinson viewed the envelope. (35.179.80.221)
Thu, 9th Jun 2022 16:40:17 BST	Document emailed to party email (3.8.18.160)
Thu, 9th Jun 2022 16:40:15 BST	The envelope has been signed by all parties. (35.179.80.221)
Thu, 9th Jun 2022 16:40:15 BST	Sent a copy of the envelope to Michael Richmond . (35.179.80.221)
Thu, 9th Jun 2022 16:40:15 BST	Mrs Amanda Louise Wilkinson signed the envelope. (35.179.80.221)
Thu, 9th Jun 2022 16:38:43 BST	Mrs Amanda Louise Wilkinson viewed the envelope. (18.132.124.34)
Thu, 9th Jun 2022 16:36:03 BST	Document emailed to party email (13.40.141.136)
Thu, 9th Jun 2022 16:35:46 BST	Sent the envelope to Mrs Amanda Louise Wilkinson for signing. (18.170.23.170)
Thu, 9th Jun 2022 16:35:46 BST	Michael Richmond has been assigned to this envelope. (18.170.23.170)
Thu, 9th Jun 2022 16:35:46 BST	Mrs Amanda Louise Wilkinson has been assigned to this envelope. (18.170.23.170)
Thu, 9th Jun 2022 16:35:46 BST	Envelope generated. (18.170.23.170)
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Thu, 9th Jun 2022 16:35:46 BST	Document generated with fingerprint da5e84eca115022f329b98cae07bd38b. (18.170.23.170)
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