



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

Reference and administration details

Charity name Addingham Pre-School Playgroup

Other names charity is known by

Registered charity number (if any) 1040515

Charity's principal address C/o Addingham Primary School

Bolton Road

Addingham

Postcode LS29 0NR

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	Tamsin Waddilove - Carr	Chair		
2	Rose Smye	Vice Chair		
3	Bethany Harrison	Secretary		
4	Joanne Taal	Treasurer		
5	Penny Etchells	Staff Representative		
6	Eleanor Phillips			
7	Kirsty Colquhoun			
8	Jade Connelly			
9	Deborah Hancock			
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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 advisor	Name	Address
Accountants	Shepherd Partnership Limited	Carleton Business Park, Skipton BD23 2DE
Banks	Santander	Bootle
	Barclays Bank	Leicester

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

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Structure, governance and management

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Pre School Learning Alliance Constitution dated 11 July 2006
How the charity is constituted (eg. trust, association, company)	Trust consisting of up to 12 trustees.
Trustee selection methods (eg. appointed by, elected by)	Trustees are appointed or reappointed at the Annual General Meeting.

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.

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Objectives and activities

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

To operate a playgroup for the benefit of children in the area of Addingham, West Yorkshire. It is associated with the 'Pre-School Playgroups Association'.

Summary of the main activities in relation to these objects

To enhance the development and education of children under statutory school age by encouraging parents to understand and provide needs through community groups.

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

To offer appropriate play, education and care facilities, together with the rights of parents to take responsibility for and to become involved in activities of community groups regardless of race and culture.

To encourage the study of needs of such children and their families and promote interest in and recognise such needs in the local areas.

To instigate and adhere to furthering the aim of the Pre-School Playgroups Association.

Achievements and performance

Achievements and performance

Summary of the main achievements of the charity during the year

The playgroup has maintained the numbers of children on the register and we continue to be a happy, popular and well supported playgroup where the children learn through play. We remained open throughout the 2020-21 academic year despite the Covid -19 pandemic and at no time had to close. Attendance patterns changed due to various restrictions placed upon us, in that children were unable to attend more than two settings during this time and therefore this had some financial impact on us. We were very fortunate to be successful with further Discretionary Grant applications to Bradford Council and we have retained the services of highly qualified and experienced staff.

Financial review

Brief statement of the charity's policy on reserves

We hold cash at bank and in hand of £30,335 all of which is unrestricted funds. These funds are held in order to meet any unforeseen expenditure that may occur, for example, fall of numbers of children, long term staff sickness and any unforeseen improvements to the premises. We aim to hold at least £5,000 and no more than £35,000 in reserves at the end of the financial year.

Details of any funds materially in deficit

Not applicable

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.

Other optional information

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)	Mrs P Etchells	
Position (eg secretary, chair, etc)	Staff Representative	
Date		

Addingham Pre School Playgroup
Receipts and Payments Account for the year ended 31 August 2021

		2021	2020
Receipts			
Trading			
Fees and grants	61,544.86	60,088.91	
Donations	<u>50.00</u>	<u>600.00</u>	
		61,594.86	60,688.91
Fundraising			
Receipts	Note 2	2,699.12	4,082.47
Miscellaneous receipts			
Interest	4.43	23.13	
Furlough receipts	0.00	1,770.83	
Discretionary grants	<u>20,159.98</u>	<u>4,840.02</u>	
		<u>20,164.41</u>	<u>6,633.98</u>
Total receipts for year		<u><u>84,458.39</u></u>	<u><u>71,405.36</u></u>
Payments			
Direct charitable expenditure			
Equipment purchases	2,718.51	432.07	
Wages	61,564.41	61,602.28	
Staff pension scheme	1,582.10	1,495.94	
Rent	14,805.50	7,260.75	
Insurances and subscriptions	965.40	965.39	
Printing postage and stationery	483.70	470.60	
Accountancy	600.00	600.00	
Legal and professional fees	48.10	48.29	
Partnership funding	1,237.50	0.00	
Advertising	0.00	35.00	
Telephone	396.48	321.50	
Web-site and computer costs	168.79	195.56	
Lottery, music and bar licences	123.72	123.20	
Tea, coffee, water, etc	21.38	0.00	
Inspection and registration fees	35.00	35.00	
PPE	0.00	51.14	
Repairs and maintenance	555.00	0.00	
Courses and training expenses	206.00	294.39	
Sundries	<u>0.00</u>	<u>75.00</u>	
		85,511.59	74,006.11
Fundraising			
Expenditure	Note 2	<u>1,086.50</u>	<u>863.10</u>
Total payments for year		<u><u>86,598.09</u></u>	<u><u>74,869.21</u></u>
Net Income/(Expenditure)		(2,139.70)	(3,463.85)
Unrestricted Funds at last year end		<u>32,491.65</u>	<u>35,955.50</u>
Unrestricted Funds at this year end		<u><u>30,351.95</u></u>	<u><u>32,491.65</u></u>



Independent examiner's report on the accounts

Report to the trustees/ members of	Addingham Pre-School Playgroup		
On accounts for the year ended	31 August 2021	Charity no (if any)	1040515
Set out on pages	8 and 9		

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 independent examiner's statement

My examination was carried out in accordance with General Directions given by the Charity Commissioners. 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 the 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.

Signed:

Date:

11 October 2021

Name:

Adam John Dutton

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

FCCA

Address:

Shepherd Partnership Limited

Carleton Business Park

Skipton

BD23 2DE

Disclosure section

Only complete if the examiner needs to highlight material problems.

Give here brief details of any items that the examiner wishes to disclose.

None to report.