



# Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	Day	Month	Year		Day	Month	Year
	01	09	2021		31	08	2022

## 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	Sarah Wade			
8	Anna Selbie			
9	Lucy Hartley			
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

## 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)

--

## 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.

--

## 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

We have had a fall in the number of children on our roll due to a number of factors, an issue which a number of settings across the area are experiencing. The current cost of living rise has had an impact, in that the parents of fee-paying children cannot afford as many sessions. The underfunding of the National Education Funding for eligible children is an ongoing national issue. Financially, all of these factors have had a detrimental impact upon us.

Nevertheless, we continue to be a happy, popular and well supported preschool, where children learn through play with the support of highly qualified, dedicated and experienced staff.

## Financial review

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

We hold cash at bank and in hand of £19,527 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

<b>Signature(s)</b>		
<b>Full name(s)</b>	Mrs P Etchells	
<b>Position (eg secretary, chair, etc)</b>	Staff Representative	
<b>Date</b>		

**Addingham Pre School Playgroup**  
**Receipts and Payments Account for the year ended 31 August 2022**

		2022	2021
<b>Receipts</b>			
<b>Trading</b>			
Fees and grants	47,549.12	61,544.86	
Donations	<u>727.00</u>	<u>50.00</u>	
		48,276.12	61,594.86
<b>Fundraising</b>			
Receipts	<b>Note 2</b>	5,911.40	2,699.12
<b>Miscellaneous receipts</b>			
Interest	2.71	4.43	
Discretionary grants	<u>0.00</u>	<u>20,159.98</u>	
		<u>2.71</u>	<u>20,164.41</u>
<b>Total receipts for year</b>		<u><u>54,190.23</u></u>	<u><u>84,458.39</u></u>
<b>Payments</b>			
<b>Direct charitable expenditure</b>			
Equipment purchases	894.74	2,718.51	
Wages	54,324.37	61,564.41	
Staff pension scheme	1,386.59	1,582.10	
Rent	4,977.50	14,805.50	
Insurances and subscriptions	981.68	965.40	
Printing postage and stationery	228.66	483.70	
Accountancy	600.00	600.00	
Legal and professional fees	0.00	48.10	
Partnership funding	0.00	1,237.50	
Telephone	346.99	396.48	
Web-site and computer costs	545.99	168.79	
Lottery, music and bar licences	108.43	123.72	
Tea, coffee, water, etc	0.00	21.38	
Inspection and registration fees	0.00	35.00	
Repairs and maintenance	0.00	555.00	
Courses and training expenses	<u>0.00</u>	<u>206.00</u>	
		64,394.95	85,511.59
<b>Fundraising</b>			
Expenditure	<b>Note 2</b>	<u>620.00</u>	<u>1,086.50</u>
<b>Total payments for year</b>		<u><u>65,014.95</u></u>	<u><u>86,598.09</u></u>
<b>Net Income/(Expenditure)</b>		(10,824.72)	(2,139.70)
<b>Unrestricted Funds at last year end</b>		<u>30,351.95</u>	<u>32,491.65</u>
<b>Unrestricted Funds at this year end</b>		<u><u>19,527.23</u></u>	<u><u>30,351.95</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 2022

**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:**

**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.