



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	Day	Month	Year		Day	Month	Year
	01	09	2022		31	08	2023

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	Bethany Harrison	Secretary		
3	Anna Selbie	Treasurer		
4	Penny Etchells	Staff Representative		
5	Sarah Wade			
6	Emma Michell			
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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

Underfunding of the Nursery Education Funded sessions continue to make a detrimental impact on income because hourly funding rates are a lot lower than our preschool hourly fees. This and low numbers of children attending either a Nursery Funded place or as a fee payer has also impacted our income.

Needing to do something to secure our future, we have looked into what limits parents choosing us for a childcare option and found that working parents require us to be open longer hours and have all sessions available for their child to attend rather than certain hours being offered to different aged cohorts. Over this year we have gradually been phasing this in, hence our income has increased from the previous year. Moving forward, many changes will take place from 1 September 2023 ensuring high standards of care and education are maintained whilst giving parents the flexible hours they require to meet their needs which in turn will make our income higher and more funds available to enhance our provision in many ways.

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 £21,482 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	25 September 2023	

Addingham Pre School Playgroup
Receipts and Payments Account for the year ended 31 August 2023

		2023	2022
Receipts			
Trading			
Fees and grants	64,267.25	47,549.12	
Donations	<u>770.00</u>	<u>727.00</u>	
		65,037.25	48,276.12
Fundraising			
Receipts	Note 2 7,203.44		5,911.40
Miscellaneous receipts			
Interest	66.38	2.71	
	<u>66.38</u>	<u>2.71</u>	<u>2.71</u>
Total receipts for year		<u><u>72,307.07</u></u>	<u><u>54,190.23</u></u>
Payments			
Direct charitable expenditure			
Equipment purchases	941.82	894.74	
Wages	48,516.17	54,324.37	
Staff pension scheme	1,181.01	1,386.59	
Rent	15,062.00	4,977.50	
Insurances and subscriptions	1,329.79	981.68	
Printing postage and stationery	234.83	228.66	
Accountancy	360.00	600.00	
Legal and professional fees	35.00	0.00	
Telephone	322.80	346.99	
Web-site and computer costs	585.53	545.99	
Lottery, music and bar licences	138.39	108.43	
Inspection and registration fees	40.00	0.00	
Gardening	53.87	0.00	
Courses and training expenses	<u>279.20</u>	<u>0.00</u>	
		69,080.41	64,394.95
Fundraising			
Expenditure	Note 2 1,271.80		620.00
Total payments for year		<u><u>70,352.21</u></u>	<u><u>65,014.95</u></u>
Net Income/(Expenditure)		1,954.86	(10,824.72)
Unrestricted Funds at last year end		<u>19,527.23</u>	<u>30,351.95</u>
Unrestricted Funds at this year end		<u><u>21,482.09</u></u>	<u><u>19,527.23</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 2023	Charity no (if any)	1040515
Set out on pages	8 and 9		
Respective responsibilities of trustees and examiner	<p>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.</p> <p>It is my responsibility to</p> <ul style="list-style-type: none">• 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	<p>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.</p>		
Independent examiner's statement	<p>In connection with my examination, no matter has come to my attention</p> <ol style="list-style-type: none">1. which gives me reasonable cause to believe that in, any material respect, the requirements:<ul style="list-style-type: none">• 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; or2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.		
Signed:		Date:	26 September 2023
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.