



# Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	Day 01	Month 09	Year 2023		Day 31	Month 08	Year 2024

## 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	Bethany Harrison	Chair		
2	Sarah Wade	Secretary		
3	Julia Llewellyn	Treasurer		
4	Rosemary Brightman	Staff Representative		
5	Alix Barlow			
6	Bethany Grange			
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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 pre-school 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 early Years Alliance.

## Achievements and performance

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### Summary of the main achievements of the charity during the year

We have had a very successful year. The increase in hours taken up by children because of our opening hours being increased in the year has made a very positive impact on us, resulting in more revenue, and putting us in a great financial position financially.

We will continue to offer these extended hours, giving parents much needed flexibility to their childcare needs and placing pre-school in a much better financial position going forward.

We continue to be a happy, popular, and well supported pre-school, 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 £81,917 all of which is unrestricted funds. These funds are held 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 £85,000 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)	Bethany Harrison	
Position (eg secretary, chair, etc)	Chair	
Date	25 September 2024	

**Addingham Pre School Playgroup**  
**Receipts and Payments Account for the year ended 31 August 2024**

		2024	2023
<b>Receipts</b>			
<b>Trading</b>			
Fees and grants	174,072.19	64,267.25	
Donations	<u>958.00</u>	<u>770.00</u>	
	175,030.19		65,037.25
<b>Fundraising</b>			
Receipts	<b>Note 2</b>	3,628.02	7,203.44
<b>Miscellaneous receipts</b>			
Interest	94.83	66.38	
	<u>94.83</u>	<u>66.38</u>	
			<u>66.38</u>
<b>Total receipts for year</b>		<u><u>178,753.04</u></u>	<u><u>72,307.07</u></u>
<b>Payments</b>			
<b>Direct charitable expenditure</b>			
Equipment purchases	7,533.75	941.82	
Wages	85,864.93	48,516.17	
Staff pension scheme	2,402.31	1,181.01	
Rent	12,820.32	15,062.00	
Insurances and subscriptions	1,266.41	1,329.79	
Repairs and maintenance	2,506.48	0.00	
Printing postage and stationery	678.21	234.83	
Accountancy	480.00	360.00	
Legal and professional fees	35.00	35.00	
Marketing	126.00	0.00	
AGM expenses	36.00	0.00	
Telephone	307.87	322.80	
Hygiene products	272.78	0.00	
Food	563.20	0.00	
Web-site and computer costs	612.63	585.53	
Lottery, music and bar licences	150.82	138.39	
Inspection and registration fees	50.73	40.00	
Educational visits	208.80	0.00	
End of form party	306.17	0.00	
Gardening	0.00	53.87	
Courses and training expenses	<u>534.40</u>	<u>279.20</u>	
	116,756.81		69,080.41
<b>Fundraising</b>			
Expenditure	<b>Note 2</b>	<u>1,560.88</u>	<u>1,271.80</u>
<b>Total payments for year</b>		<u><u>118,317.69</u></u>	<u><u>70,352.21</u></u>
<b>Net Income/(Expenditure)</b>		60,435.35	1,954.86
<b>Unrestricted Funds at last year end</b>		<u>21,482.09</u>	<u>19,527.23</u>
<b>Unrestricted Funds at this year end</b>		<u><u>81,917.44</u></u>	<u><u>21,482.09</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 2024

**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:**

7 November 2024

**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.