



CHARITY COMMISSION  
FOR ENGLAND AND WALES

## Trustees' Annual Report for the period

From 1<sup>st</sup> March 20 to 28<sup>th</sup> February 2021

Charity name: St. Michael's Playgroup

Charity registration number: 1041030

## Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	To provide childcare and education for children aged 2, 3 and 4 years old
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	We cater for children age 2,3 and 4 years old . We open from 9am – 3pm, Monday-Friday term time only. Sessions available are 9am – 12 midday or 9am- 3pm
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	All trustees receive induction training including information that is published by the charities commission for trustees

## Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	
Policy on social investment including program related investment	Para 1.38	
Contribution made by volunteers	Para 1.38	
Other		

## Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	The charity has remained stable during 2020 when we were closed for 3 months due to the covid pandemic. Approximately a third of children still attended when we reopened on 1 <sup>st</sup> June 2020. This was predominantly for working parents who needed childcare to allow them to return to work.

### Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	
Performance of fundraising activities against objectives set	Para 1.41	
Investment performance against objectives	Para 1.41	
Other		

## Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	At the end of this period we were in a strong financial position. We still received local authority funding throughout the 3 months we were closed, which allowed us to pay staff and cover all over heads.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	Reserves are held to ensure that in the event of a complete loss of income ( local authority funding) we would be able to pay staff and redundancies and cover general bills over a period of 2 months
Amount of reserves held	Para 1.22	£25,000
Reasons for holding zero reserves	Para 1.22	n/a
Details of fund materially in deficit	Para 1.24	n/a
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	n/a

### Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	Our main source of income is funding from our local authority for eligible children . For children that are not eligible we charge parents for childcare.
Investment policy and objectives including any social investment policy adopted	Para 1.46	
A description of the principal risks facing the charity	Para 1.46	
Other		

## Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	Constitution
How is the charity constituted? (e.g. unincorporated association, CIO)	Para 1.25	We are members of the Early Years Alliance and follow their constitution ( 2011)
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	Potential trustees are asked to attend the AGM and put themselves forward as a member. This then is decided by existing members on a vote , majority winning

### Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	
The charity's organisational structure and any wider network with which the charity works	Para 1.51	
Relationship with any related parties	Para 1.51	
Other		

## Reference and Administrative details

Charity name	St.Michael's Playgroup
Other name the charity uses	N/A
Registered charity number	1041040
Charity's principal address	c/o Finedon Infant School Orchard Road Finedon Northants NN9 5JG

**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	Miss Janine Lake	Chairperson		
2	Mrs Naomi Brawn	Treasurer		
3	Mrs Vicki Sharman	Secretary		
4	Miss Eisha Bailey	General member		
5	Miss Shaunie Taylor	Chairperson	October 2019-July 2020	
6	Miss Kirtsy Wade	Treasurer	October 2019- July 2020	
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

**Corporate trustees – names of the directors at the date the report was approved**

Director name		

**Name of trustees holding title to property belonging to the charity**

Trustee name	Dates acted if not for whole year	



**Funds held as custodian trustees on behalf of others**

Description of the assets held in this capacity	None
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	

**Additional information (optional)****Names and addresses of advisers (Optional information)**

Type of adviser	Name	Address
Accountants	Ad Valorem Accountancy Services	2 Manor Farm Court Old Wolverton Road Old Wolverton Milton Keynes MK12 5NN

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

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**Exemptions from disclosure**

Reason for non-disclosure of key personnel details

n/a

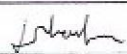
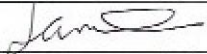
**Other optional information**

For the accounting period the above listed trustees were in post. Eisha Bailey remains a trustee- Secretary and myself – Joyce Stanford ( Treasurer and Jane Garley ( chair ) were appointed on 3<sup>rd</sup> April 2021

## Declarations

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Joyce Stanford	Jane Garley
Position (eg Secretary, Chair, etc)	Treasurer	Secretary
Date	25.1.22	25.1.22



CHARITY COMMISSION  
FOR ENGLAND AND WALES

St Michael's Playgroup

No. 1041030

## Receipts and payments accounts

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For the period from	01/03/2020	To	28/02/2021
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### Section A Receipts and payments

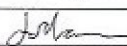
	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
<b>A1 Receipts</b>					
Funding	80,653	-	-	80,653	87,666
Fees	3,818	-	-	3,818	7,219
Donations	-	-	-	-	174
Other	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>84,470</b>	<b>-</b>	<b>-</b>	<b>84,470</b>	<b>95,058</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>84,470</b>	<b>-</b>	<b>-</b>	<b>84,470</b>	<b>95,058</b>
<b>A3 Payments</b>					
Staffing costs	69,551	-	-	69,551	67,125
Resources & Equipment & room costs	4,157	-	-	4,157	4,264
Insurance	719	-	-	719	710
Sundries	2,994	-	-	2,994	6,383
Waste disposal	720	-	-	720	729
Telephone	120	-	-	120	210
Travel	50	-	-	50	786
Governance	3,492	-	-	3,492	2,983
Entertainment	378	-	-	378	284
Repairs & Maintenance	220	-	-	220	166
Staff Training	252	-	-	252	3,156
PayPal fees	36	-	-	36	54
PPS	282	-	-	282	247
Bad Debts	-	-	-	-	703
Staff Uniform	308	-	-	308	249
Charitable Donations	-	-	-	-	500
<b>Sub total</b>	<b>83,278</b>	<b>-</b>	<b>-</b>	<b>83,278</b>	<b>88,548</b>
<b>A4 Asset and investment purchases, (see table)</b>					
Curry's - Laptop	1,194	-	-	1,194	-
	-	-	-	-	-
<b>Sub total</b>	<b>1,194</b>	<b>-</b>	<b>-</b>	<b>1,194</b>	<b>-</b>
<b>Total payments</b>	<b>84,472</b>	<b>-</b>	<b>-</b>	<b>84,472</b>	<b>88,548</b>
<b>Net of receipts/(payments)</b>	<b>- 2</b>	<b>-</b>	<b>-</b>	<b>- 2</b>	<b>6,510</b>
<b>A5 Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>50,399</b>	<b>-</b>	<b>-</b>	<b>50,399</b>	<b>43,233</b>
<b>Cash funds this year end</b>	<b>50,397</b>	<b>-</b>	<b>-</b>	<b>50,397</b>	<b>49,743</b>



## Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B1 Cash funds</b>	Bank Account	46,396	-	-
	PayPal	3,986	-	-
	Petty Cash	15	-	-
	<b>Total cash funds</b>	<b>50,397</b>	<b>-</b>	<b>-</b>
(agree balances with receipts and payments account(s))				
<b>B2 Other monetary assets</b>	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
<b>B3 Investment assets</b>	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
<b>B4 Assets retained for the charity's own use</b>	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
	Laptop	Unrestricted	-	-
	Samsung Tablets	Unrestricted	-	-
	Amazon Fire	Unrestricted	-	-
	Acer 11.6 Chromebook	Unrestricted	-	-
	Mobile Phone	Unrestricted	-	-
	Gum's - Laptop	Unrestricted	-	-
			-	-
			-	-
			-	-
<b>B5 Liabilities</b>	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
			-	
			-	
			-	
			-	
			-	

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval
	JOYCE STANFORD	25.1.22



CHARITY COMMISSION  
FOR ENGLAND AND WALES

## Independent examiner's report on the accounts

### Section A

### Independent Examiner's Report

Report to the trustees/  
members of

Charity Name  
St Michael's Playgroup

On accounts for the year  
ended

28 February 2021

Charity no  
(if any)

1041030

Set out on pages

1 & 2 of the receipts and payments form included.

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended **28 / 02 / 2021**.

Responsibilities and  
basis of report

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent  
examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination (other than that disclosed below \*) which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

*\* Please delete the words in the brackets if they do not apply.*

Signed:

Date:

25/1/2022

Name:

Mr Thomas Foot

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

FCA - ICAEW

Address:

2 Manor Farm Court

Old Wolverton Road, Milton Keynes

MK12 5NN

**Section B****Disclosure**

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

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