

Treasurer's Report 2024/25

Whilst the spreadsheet kept to track the spending and incoming money for Hempsted Playgroup runs from April to April, I thought it helpful to provide an overview of the academic year.

- The cost of subscriptions and services has increased this year which has meant an increase in outgoings for Playgroup.
- Wages were increased to remain above the minimum wage and to be in line with, or above, the rate of other Playgroup settings (as set out in PATA).
- Playgroup were allocated funds of £10,000 to make improvements to the setting and have used this to buy, for example but not limited to, a new interactive whiteboard, new sofas for the children and a safer kitchen area.
- £20,000 was transferred to the Lloyds account which brings the total in this account to £41,029.54. This account is a contingency and is to be used only in case of emergency, covering wages and other essential payments.

Opening balance September 2024: £50,882.95

Total incoming (from fees, parent contributions and fundraising): £135,846.62

Total outgoing: £107,617.70

Closing balance July 2025: £79,111.86

Advisories for the academic year 2025/26:

- Continue to upgrade the setting by replacing the door, the surface of the outside area and the shelter.
- Write a policy which explains the contingency fund and what it is allocated for.
- Complete transparency across the committee with regards to expenditure and incoming monies.
- Continue to spend money on improving the setting and the opportunities which it can provide. Perhaps a couple of trips or visitors each year.

Throughout the last two years, Playgroup have had all requests for money granted and have been encouraged to spend further. I feel this is a great time for Playgroup to really embrace their ideal setting and continue to be given the freedom to see it happen. The accounts demonstrate that Playgroup is in a very healthy financial state and whilst subscriptions and costs are likely to increase over the next 12 months I see no reason for the finances to be a concern.

Gemma Bate
September 2025



Receipts and payments accounts

CC16a

For the period
from

31/03/2024

To

31/03/2025

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 £
A1 Receipts					
Nursery Funding	121,073	-	-	121,073	-
Parent Invoices	8,630	-	-	8,630	-
Fundraising	389	-	-	389	-
Donations	752	-	-	752	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	130,844	-	-	130,844	-
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	130,844	-	-	130,844	-
A3 Payments					
Wages	71,894	-	-	71,894	-
Pensions	2,525	-	-	2,525	-
Premises costs (phone/utilities etc)	2,354	-	-	2,354	-
Insurance	1,331	-	-	1,331	-
Annual licenses	581	-	-	581	-
Resources	26,058	-	-	26,058	-
Admin (HMRC/PATA)	4,887	-	-	4,887	-
Other expenses	3,416	-	-	3,416	-
	-	-	-	-	-
Sub total	113,046	-	-	113,046	-
A4 Asset and investment purchases. (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	113,046	-	-	113,046	-
Net of receipts/(payments)	17,798	-	-	17,798	-
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	-	-	-	-	-
Cash funds this year end	17,798	-	-	17,798	-

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 £
B1 Cash funds				
	Santander	65,295	-	-
		-	-	-
		-	-	-
		-	-	-
	Total cash funds	65,295	-	-
	(agree balances with receipts and payments account(s))	Agreement Error	OK	OK

	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities			-	
			-	
			-	
			-	
			-	
			-	

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

Signature	Print Name	Date of approval

I CONFIRM THAT I HAVE REVIEWED THE SUBMISSION
AND AM SATISFIED THAT THE INFORMATION PRESENTED
IS ACCURATE AND COMPLETE.



19/2/26

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Hempsted Playgroup – Year Ending 31st March 2025

Overview

Hempsted Playgroup achieved a **positive cash movement of £17,798** during 2024–25, supported primarily by strong nursery funding, controlled expenditure, and several one-off grant receipts. Overall cash at bank increased to **£65,295** by 31 March 2025.

Income Summary

- **Local Authority Funding** remained the largest income stream at **£121,073**, reflecting consistent pupil numbers and termly allocations.
- **Parent fees** contributed **£8,630**, with variations linked to attendance patterns and adjustments for reduced hours.
- **Fundraising** added **£389**, providing helpful but modest supplementary income.

Expenditure Summary

Total expenditure was **£113,046**, with key areas:

Staffing (£71,894 wages + £2,525 pension)

- Staffing remains the largest cost category (c. 65% of expenditure).
- One-off adjustments include payroll corrections and back-dated items noted in workbook comments.

Premises and Utilities (£3,685)

- Stable recurring commitments: TalkTalk, Octopus Energy, Council Tax.
- Costs increased slightly due to higher energy charges.

Resources & Equipment (£26,058)

- Includes classroom supplies, snacks, cleaning, ink, stationery, and child-facing resources.
- Several larger purchases noted: learning equipment, replacement items, petty cash supplies, Amazon/Findel educational materials.

Building & Repair Work (£3,416)

- Works undertaken across the year for safety, electrical repairs, and maintenance.

- Notable items include electrician callouts, skip hire, spark repairs, heating, and minor refurbishment.

Admin, HMRC & Payroll (£4,887)

- PATA processing fees.
- HMRC payments lower than expected due to a significant HMRC overpayment earlier in the year, resulting in several months with no PAYE debits.

Cash Position

- **Year-end cash balance:** £65,294.58 (Santander).
- This reconciles exactly with the accounting records.
- The year generated a **£17,797 surplus**, improving reserves and strengthening stability heading into 2025–26.

Notable Items for Trustee Awareness

- HMRC overpayment early in the year created a temporary credit, reducing PAYE outflows for several months.
- Large GCC payments (including deprivation adjustments) contributed to positive cashflow spikes.
- Building and repairs were higher in-year due to safety and maintenance issues plus end-of-year improvements.
- The team made significant investment in staff training, including EYPDP courses and first aid.
- Several parent and fundraising activities (photos, raffles, snacks, uniform contributions) are well-tracked in the workbook notes.

Trustee Responsibilities for Deploying the Reserves

With a year-end cash balance of **£65,295**, trustees must give conscious consideration to **how best to deploy the reserves** in line with charity law and good financial stewardship. This includes:

- **Ensuring reserves are used to advance the Playgroup's charitable purpose** — improving early-years provision, learning environments, safety, and outcomes for children.
- **Balancing sustainability and investment** — determining how much should be held as an operational reserve (e.g., payroll stability, unexpected repairs, managing term-to-term funding fluctuations) versus how much can be allocated to development projects.
- **Planning expenditure carefully** — any use of reserves should be costed, justified, risk-assessed, and formally approved at a trustee meeting.
- **Maintaining a clear reserves policy** — trustees should periodically review and document the rationale for current reserve levels, and explain future plans for the surplus in the annual report.

In essence, trustees are required to actively manage and strategically deploy the reserves, ensuring funds are used responsibly and effectively to support the Playgroup's long-term stability and development.