

**Lordswood Community Playgroup**

**Lordswood community centre, Sandpiper Road, Lordswood, Southampton**

**SO16 8HU**

**Charity Number 1042614**

**Trustee's Annual Report for the Period 1st September 2019 – 31st August 2020**

**Names of the Charity's Trustee for the above period:**

Karen Morris – Chairperson

Chris Blake – Secretary

Vicky Crabb – Treasurer

Amie Dickson – Committee Member

Kristy Macleod – Committee Member

**Structure, governance and management**

Governing body – Pre School Learning Alliance Constitution

Charity is constituted by a Committee

Committee is elected at annual AGM

**Additional Information:**

Additional members can join in the year. Induction of new members is immediate. When elected at the AGM all new members have an introduction at the next committee meeting where they are given a copy of the constitution, confidentiality forms, DBS information and preschool policies and committee roles are further explained.

**Objectives and activities**

Lordswood Community Playgroup offer Early Years places to children ages 2 years to primary school age.

If funds allow, we aim to also provide holiday club for up to 7 weeks of the year.



## Summary of main activities:

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

- Continued improving the garden. This was completed in July 2020. The garden is now useable in all weathers, all year round.
- We have continued our Parental partnerships with more ideas by newsletters, texts and emails. During COVID-19 parents interacted via a closed 'Facebook' group with activities for their children. In the first 'lockdown' we provided parents with packs with activities to help keep their children entertained. We interacted with staff reading or signing via our Facebook group.
- Received a donation from the Lordswood Community Centre Association towards the garden improvements.
- We continued with the extended opening times, from 8am – 4pm.
- Holiday Clubs were offered to children ages 2 years to 7 years.
- We closed due to COVID-19 in March 2020. We reopened from 1<sup>st</sup> June 2020 to limited number of children.

## Financial Review

Reserves are kept in a separate account to the normal daily Current account. This has enough money in to cover in the case of redundancies. Money is regularly transferred to keep the amount needed correct and not to be used for other purposes. The amount held also includes 3 months running costs.

Most income is received from Nursery Education Funding from the local authority. At times we have additional funding to support children with SEN needs. All fundraising is spent on new equipment needed in the setting.

- More funded children on the register during 19-20 & increase of NEF rate
- Less paying children on register & loss of income due to COVID-19
- Holiday Club income was less due to closing to COVID-19
- Less Fundraising received due to COVID-19
- SEN income delayed due to COVID-19
- More Children receiving EYPP in 19-20
- Reduction in rent due to COVID-19
- % of wages refunded via HMRC CJRS during April – August
- Increase of cleaning & PPE costs
- Increased Level of insurance to meet the correct levels
- No pay rises awarded during 19-20 due to COVID-19 and staff being on furlough
- Holiday Pay calculations changed; this increased the amount payable

## Declaration

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

## Signed on behalf of the charity's trustees

Signature

UMons

Full Name

Karen Mons

Position

Chair

Date

4/12/2020



**LORDSWOOD COMMUNITY PRE SCHOOL**  
**YEAR ENDING 31.08.20**  
**CHARITY NUMBER 1042614**

INCOME	Unrestricted Funds £	Restricted Funds £	Total Funds £	18-19	Variance
NURSERY EDUCATION FUNDING	£165,457		£165,457	£136,972	£28,485
PARENT FEES	£15,734		£15,734	£26,390	-£10,655
HOLIDAY CLUB	£590		£590	£1,817	-£1,227
UNIFORM SALES	£30		£30	£94	-£64
FUNDRAISING	£10		£10	£969	-£959
DONATION	£2,000		£2,000		
GRANTS			£0	£3,500	-£3,500
OTHER	£291		£291	£775	-£484
SEN Funding	£1,680		£1,680	£9,343	-£7,663
EYPP	£1,744		£1,744	£1,361	£383
	<b>£187,537</b>	<b>£0</b>	<b>£187,537</b>	<b>£181,220</b>	<b>£6,317</b>
<b>EXPENSES</b>					
RENT	£12,204		£12,204	£9,968	-£2,236
INTERNET	£554		£554	£544	-£10
PHONE BILL	£206		£206	£141	-£65
WAGES	£114,040		£114,040	£118,036	£3,996
HMRC	£14,137		£14,137	£14,860	£723
PENSIONS	£3,877		£3,877	£3,046	-£831
SNACK	£226		£226	£324	£98
CLEANING	£351		£351	£49	-£302
MATERIAL	£1,330		£1,330	£977	-£352
STAFF CONSUMABLES	£68		£68	£48	-£20
TRAVEL	£0		£0	£0	£0
STATIONARY	£1,055		£1,055	£735	-£320
PHOTOCOPYING	£1,262		£1,262	£888	-£373
INSURANCE	£1,080		£1,080	£688	-£392
UNIFORM	£1,245		£1,245	£631	-£614
SEN	£85		£85	£937	£853
SUBSCRIPTIONS	£1,516		£1,516	£967	-£549
EQUIPMENT	£26,852		£26,852	£14,305	-£12,548
TRAINING	£195		£195	£1,178	£983
FIRST AID	£322		£322	£14	-£308
FUNDRAISING	£0		£0	£140	£140
COMMITTEE EXPENSES	£122		£122	£16	-£106
TEAM BUILDING	£416		£416	£590	£174
ADVERTISING	£0		£0	£32	£32
POSTAGE	£19		£19	£58	£39
OTHER	£1,237		£1,237	£1,240	£3
EYPP	£1,285		£1,285	£1,479	£194
TRANSFER TO RESERVES ACCOUNT (Provision for Redundancy)			£0	£600	£600
	<b>£183,681</b>	<b>£0</b>	<b>£183,681</b>	<b>£172,490</b>	<b>-£11,191</b>
<b>PROFIT / (LOSS)</b>	<b>£3,855</b>	<b>£0</b>	<b>£3,855</b>	<b>£8,729</b>	<b>-£4,874</b>

CASH FUNDS	Unrestricted Funds	Restricted Funds	Total
<u>Current Account</u>			
BANK BALANCE AT 30.8.19			£63,802.03
Less transfers to Reserves account			-£43,010.73
PROFIT/ (LOSS)			£3,855.38
BALANCE C/F 19-20	£24,646.68	£0.00	<u>£24,646.68</u>

Fundraising Account bal 30.8.20 £285.98

#### OTHER MONETARY ASSETS

##### Reserves account (Provision for redundancy)

Balance of reserves account 01.09.19		£45,436.84
Payments in & Transfers	£43,010.73	
Interest Received	£30.69	
Balance of reserves account 31.8.20		<u>£88,478.26</u>

##### Petty Cash tin - 19-20

Balance c/f from 18-19	£111.70	
cash in	£650.00	
expenses out	£671.81	
Balance end 19-20		<u>£89.89</u>

#### ASSETS FOR CHARITY USE ONLY

FIXTURE & FITTINGS	Unrestricted
EQUIPMENT	both

#### LIABILITIES

Outstanding Fees from parents 19-20	£13.00	
Outstanding Fees from parents 18-19	£146.00	
Outstanding Fees from parents 17-18	£273.00	
		<u>£432.00</u>





Section A

Independent Examiner's Report

Report to the trustees/  
members of

Charity Name

LORDSWOOD COMMUNITY PRE SCHOOL

On accounts for the year  
ended

31st AUGUST 2020

Charity no  
(if any)

1042614

Set out on pages

(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 DD / MM / YYYY.

Responsibilities and  
basis of report

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

Independent  
examiner's statement

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 the applicable Directions given by the Charity Commission  
under section 145(5)(b) of the Act.

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

- accounting records were not kept in accordance with section 130 of  
the Act or
- the accounts do 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 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:

J V Theu

Date:

25/11/20

Name:

JONATHAN THEU

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

RETIRED (FORMER FCCA)

Address:

13 MERCURY CLOSE, LORDSWOOD, SOUTHAMPTON  
SO16 8BH



Only complete if the examiner needs to highlight 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.