

Charity Registration Number: 1048432

THE VINES PLAYGROUP

**Trustees Annual Report
and Financial Statements**

Year Ended 5 April 2021

THE VINES PLAYGROUP

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THE VINES PLAYGROUP

MEMBERS OF THE BOARD AND PROFESSIONAL ADVISORS

Registered Charity Name	The Vines Playgroup
Charity Number	1048432
Registered Office	St Chads Parish Church Hazeldene Road New Moston Manchester M40 3GL
Trustees	Gaynor Monteverde Kelly O'Hara Kath O'Hara Pat Harland Jayne Risby
Accountants	Community Accounting Lancashire C.I.C. Foxfields 9 Norley Close Chadderton Oldham Lancashire OL1 2RA
Bankers	TSB 38 Ashton Road Denton Manchester M34 3EX



Trustees' Annual Report for the period

		Period start date			Period end date		
	Day	Month	Year		Day	Month	Year
From	06	04	2020	To	05	04	2021

Section A Reference and administration details

Charity name	The Vines Playgroup		
Other names charity is known by			
Registered charity number (if any)	1048432		
Charity's principal address	St Chad's Parish Hall		
	Hazeldene Road		
	New Moston		
Postcode	M40 3GL		

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	Gaynor Monteverde	Trustee		
2	Kath O'Hara	Playgroup Manager		
3	Kelly O'Hara	Trustee		
4	Pat Harland	Trustee		
5	Jayne Risby	Trustee		
6				
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20				

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 adviser	Name	Address

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

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Section B	Structure, governance and management
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Description of the charity's trusts

Type of governing document
(eg. trust deed, constitution)

Constitution

How the charity is constituted
(eg. trust, association, company)

Voluntary Committee

Trustee selection methods
(eg. appointed by, elected by)

New members are elected at the AGM

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.

- Ofsted policies and procedures are adopted by The Vines Playgroup as this is a requirement.
- The Vines Playgroup is a member of the Pre-School Learning Alliance.

Section C	Objectives and activities
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Summary of the objects of the charity set out in its governing document

The aim of The Vines Playgroup is to Provide Pre-School Education for children in the local community and enhance development for children under the statutory school age (3 to 5 years old). Following the legal statutory guidance of the Early Years Foundation Stage.

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

The Vine Playgroup offers education, care and appropriate play facilities, working in partnership with parents and the local community ensuring all opportunities are offered to all children. With the curriculum on offer covering and supporting the Early Years Foundation Stage.

We aim to provide a warm 'friendly' atmosphere within our playgroup delivering excellent advancement of education within a safe, nurturing and stimulating setting also recognising such need in the local community. To achieve this our playgroup undertakes the following activities:

- Recruitment, training and appraisal of staff.
- Planning, provision and review of high quality education, play activities and care in conjunction with policies and safety/child's protection, health and hygiene.
- Regular reporting on children's progress and achievements to parents/carers to encourage parents to become involved in what their child is doing and take an active role within the pre-school.
- Help children develop lively enquiring minds.
- Develop the essential skills of language and numeracy.
- Provide opportunities for all children to experience success.
- Provide a calm and caring environment.
- Involve parents/carers in their child's learning.
- Involve the Pre-School within the local community.
- Parental feedback and suggestions are actively encouraged.
- Management of finances and facilities.

Each child will develop at their own pace by exploration and discovery of basic concepts using their own creativity and enjoyment of learning; this is supported by caring qualified staff using a key worker system. We offer children and parents/carers a service that promotes equality and values diversity and adds to the life and wellbeing of the local community.

The Vines Playgroup offers;

- Term time places,
- Aged 2 – 5 years,
- 33 children on the register attending either 2 ½ hours per day, or for funded children a minimum of 3 hours per day or 5 ½ for a full day.

The trustees have regard to the guidance issued by the Charity Commission on public benefit, and discuss this at our trustees meetings where we plan and make decisions for the carrying out of our activities to which the guidance is relevant.

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.

We are run by a voluntary committee and volunteers may assist some sessions if required.

Section D

Achievements and performance

Summary of the main achievements of the charity during the year

Ofsted inspected The Vines Playgroup in November 2018. The report is extremely positive with a rating of Good achieved.

The Vines playgroup has a good reputation that brings parents back again and again, we come highly recommended by our children's parents and families and continue to be a longstanding thriving playgroup in a community where many have closed. Acknowledging every child's hard work and determination as they achieve developmental milestones through observation, all of which are logged in their own individual learning journals.

We continue to help fundraising for our local community as well as our city. We recently raised funds to help the Manchester bombing victims where children took part in a balloon release.

The children continue to take part in the graduation assembly receiving certificates of acknowledgement in front of their parents/carers as well as singing a farewell song.

Our Playgroup has continued to grow from strength to strength as we continue to provide good quality education for young children giving them a great start in life pre-pairing them for their next educational chapter.

Section E**Financial review****Brief statement of the charity's policy on reserves**

Our reserves policy is to hold 3 months of free reserve funds.
At the end of this year we held a balance in our reserve funds of 51,514.
We had a surplus of £7,716 in this financial year, compared to a deficit of (£5,127) in the previous year.

The overall income level was £80,396, being higher than the £73,552 in the previous year.

However, the main 'core' income was lower at £64,482 (compared to £73,552 previously) due to closures from the Covid-19 restrictions.

The overall income included Government Grants of £7,914 from the HMRC Job Retention Scheme and £8,000 received from Manchester City Council for An Additional Restrictions Grant.

We continue to operate as a going concern, and are able to meet all of our liabilities for the running of the playgroup.

Details of any funds materially in deficit

N/A

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.

The playgroup was impacted in this financial period from the closures imposed by lockdown restrictions from Covid-19.

Government Grants were received to cover staff costs from the HMRC Job Retention Scheme Grant (JRS Grant).

An additional £8,000 was received from Manchester City Council for the Addition Restrictions Grant (ARG Grant).

Following the Covid-19 pandemic we are continuing to review and carry out robust risk assessments to ensure staff, parents and children are kept in a safe environment.

Section F**Other optional information**

N/A

Section G**Declaration**

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

Signed on behalf of the charity's trustees

Signature(s)

KOL ara

K O'HARA

Full name(s)

Kelly Marie O'Hara

Kath O'Hara

Position (Secretary, Chair, etc)

Trustee/Treasurer

Trustee/Playgroup Manager

Date

6th June 2022

THE VINES PLAYGROUP

REPORT TO THE MEMBERS ON THE UNAUDITED FINANCIAL STATEMENTS OF THE VINES PLAYGROUP

YEAR ENDED 5 APRIL 2021

I report on the accounts for the year ended 5 April 2021 as set out on pages 4 to 5.

Respective Responsibilities of Trustees and Examiner

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").

The charity's trustees consider an audit is not required for this year under section 144 of the 2011 Act, and that an independent examination is needed.

It is my responsibility as independent examiner to:

- ~ examine the accounts under section 145 of the 2011 Act
- ~ follow the applicable Directions given by the Charity Commissioners under section 145(5)(b) of the 2011 Act, and
- ~ to state whether particular matters have come to my attention

Basis of Independent Examiners Report

My examination was carried out in accordance with the Directions given by the Charity commission.

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 of 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 I do not express an audit opinion on the accounts.

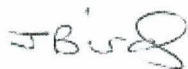
Independent Examiners Statement

I have completed my examination for the year ended 5 April 2021.

I can confirm that no material matters have come to my attention 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 2011 Act or
- ~ the accounts do not accord with the accounting records to comply with the accounting requirements of the 2011 Act

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.



6th June 2022

Miss Jacqueline Bird F.M.A.A.T.
Community Accounting Lancashire C.I.C.
Foxfields
9 Norley Close
Chadderton
Oldham
OL1 2RA

THE VINES PLAYGROUP
RECEIPTS AND PAYMENTS ACCOUNT

YEAR ENDED 5 APRIL 2021

		Unrestricted Funds 2021 £	Restricted Funds 2021 £	Total Funds 2021 £	Total Funds 2020 £
RECEIPTS	<i>Notes</i>				
Grants:					
2 Year Funding		23,083	-	23,083	15,726
3 & 4 Year Funding		24,412	-	24,412	31,304
2, 3 & 4 Year Payment		-	-	-	-
Disability Access Fund (DAF)		-	-	-	-
Early Years Pupil Premium (EYPP)		501	-	501	811
Other Funding (EP LB)		-	-	-	2,700
Fees		16,486	-	16,486	22,975
Photographs		-	-	-	36
Donations		-	-	-	-
Other Income	2	<u>15,914</u>	-	<u>15,914</u>	-
TOTAL RECEIPTS		80,396	-	80,396	73,552
PAYMENTS					
Salaries		65,005	-	65,005	65,593
Training		111	-	111	260
Staff Uniforms		-	-	-	149
Rent		5,000	-	5,000	7,400
Waste Collection		324	-	324	310
Children's Resources		399	-	399	481
Office Expenses & Telephones		635	-	635	807
Equipment, Toys & Books		161	-	161	1,300
Photographs		37	-	37	34
Accounts, Payroll & Bookkeeping		471	-	471	1,110
Insurance		-	-	-	716
Subscriptions (OFSTED & ICO)		85	-	85	85
Bank Charges		187	-	187	156
Sundries		<u>265</u>	-	<u>265</u>	<u>278</u>
TOTAL PAYMENTS		72,680	-	72,680	78,679
Net of receipts/(payments)		7,716	-	7,716	(5,127)
Cash funds at 6 April 2020		43,798	-	43,798	48,925
Cash funds at 5 April 2021		<u>51,514</u>	-	<u>51,514</u>	<u>43,798</u>
REPRESENTED BY:					
BANK		50,975	-	50,975	43,762
CASH		<u>539</u>	-	<u>539</u>	<u>36</u>
		<u>51,514</u>	-	<u>51,514</u>	<u>43,798</u>

The financial statements were approved by the Trustees on the 6th of June 2022 and signed on their behalf:



Kelly Marie O'Hara
Trustee

THE VINES PLAYGROUP

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 5 APRIL 2021

1. Receipts and payments accounts

Receipts and payments accounts are statements that summarise the movement of cash into and out of the organisation during the financial year. In this context "cash" includes cash equivalents, for example, bank accounts where cash can be readily withdrawn to pay for debts as they become due.

2. Other Income

	Unrestricted Funds	Restricted Funds	2021 Total Funds	2020 Total Funds
	£	£	£	£
Government Grants:				
HMRC Job Retention Scheme Grant (JRS)	7,914	-	7,914	-
Additional Restrictions Grant (ARG)	<u>8,000</u>	<u>-</u>	<u>8,000</u>	<u>-</u>
	<u>15,914</u>	<u>-</u>	<u>15,914</u>	<u>-</u>

During the period the charity benefitted from £15,914 of Government Grants in the form of £7,914 from the HMRC Job Retention Scheme Grant (JRS), and £8,000 from Manchester City Council for the Covid-19 Additional Restrictions Grant (ARG).

These are included in 'Other Income' within the 'Receipts and Payments Accounts' over the same period as the staff costs for which it compensates, and for which the coronavirus restrictions impacted.