

**Charity Registration Number: 1048432**

**THE VINES PLAYGROUP**

**Trustees Annual Report  
and Financial Statements**

**Year Ended 5 April 2024**

# THE VINES PLAYGROUP

## Contents

---

	<b>Page</b>
Members of the Board and professional advisers	2
Trustees Annual Report	3-7
Independent Examination	8
Receipts and Payments Accounts	9
Notes to the financial statements	10

## THE VINES PLAYGROUP

### MEMBERS OF THE BOARD AND PROFESSIONAL ADVISORS

---

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



## Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	Day	Month	Year		Day	Month	Year
	06	04	2023		05	04	2024

### Section A Reference and administration details

Charity name

Other names charity is known by

Registered charity number (if any)

Charity's principal address

Postcode

#### 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/Chair		
2	Kath O'Hara	Trustee/Playgroup Manager		
3	Kelly O'Hara	Trustee		
4	Pat Harland	Trustee		
5	Jayne Risby	Trustee		

#### Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

#### Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

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

## Section B Structure, governance and management

### 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

### 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 2023. 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 £15,984. We had a deficit of (£4,209) in this financial year, compared to a deficit of (£14,505) in the previous year.

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.

## 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)

*KO'HARA*

K O'HARA

Full name(s)

Kelly Marie O'Hara

Kath O'Hara

Position (Secretary, Chair, etc)

Trustee

Trustee/Playgroup Manager

Date

22<sup>nd</sup> April 2025



**THE VINES PLAYGROUP**  
**REPORT TO THE MEMBERS ON THE UNAUDITED FINANCIAL STATEMENTS OF**  
**THE VINES PLAYGROUP**  
**YEAR ENDED 5 APRIL 2024**

---

I report on the accounts for the year ended 5 April 2024 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 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 I do not express an audit opinion on the accounts.

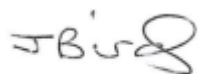
**Independent Examiners Statement**

I have completed my examination for the year ended 5 April 2024.

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.



23<sup>rd</sup> April 2025

**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 2024**

	Unrestricted Funds 2024 £	Restricted Funds 2024 £	Total Funds 2024 £	Total Funds 2023 £
<b>RECEIPTS</b>				
<i>Notes</i>				
Grants:				
2 Year Funding	25,078	-	25,078	22,351
3 & 4 Year Funding	15,730	-	15,730	21,342
Early Years Pupil Premium (EYPP)	360	-	360	567
Food Vouchers	1,310	-	1,310	1,250
Fees	24,599	-	24,599	19,751
Photographs	94	-	94	81
Donations	-	-	-	-
Other Income	-	-	-	-
<b>TOTAL RECEIPTS</b>	<b>67,171</b>	<b>-</b>	<b>67,171</b>	<b>65,342</b>
<b>PAYMENTS</b>				
Salaries	58,150	-	58,150	65,780
Training	85	-	85	439
Staff Uniforms	-	-	-	-
Rent	7,800	-	7,800	7,600
Waste Collection	704	-	704	563
Food Vouchers (Expense)	1,440	-	1,440	1,355
Children's Resources	241	-	241	477
Office Expenses & Telephones	882	-	882	757
Equipment, Toys & Books	76	-	76	279
Photographs	48	-	48	96
Accounts, Payroll & Bookkeeping	1,165	-	1,165	1,773
Insurance	480	-	480	368
Subscriptions (OFSTED)	85	-	85	85
Bank Charges	212	-	212	197
Sundries	12	-	12	78
<b>TOTAL PAYMENTS</b>	<b>71,380</b>	<b>-</b>	<b>71,380</b>	<b>79,847</b>
<b>Net of receipts/(payments)</b>	<b>(4,209)</b>	<b>-</b>	<b>(4,209)</b>	<b>(14,505)</b>
<b>Cash funds at 5 April 2023</b>	<b>20,193</b>	<b>-</b>	<b>20,193</b>	<b>34,698</b>
<b>Cash funds at 5 April 2024</b>	<b><u>15,984</u></b>	<b><u>-</u></b>	<b><u>15,984</u></b>	<b><u>20,193</u></b>
<b>REPRESENTED BY:</b>				
<b>BANK</b>	15,102	-	15,102	19,996
<b>CASH</b>	882	-	882	197
	<b><u>15,984</u></b>	<b><u>-</u></b>	<b><u>15,984</u></b>	<b><u>20,193</u></b>

The financial statements were approved by the Trustees on the 22<sup>nd</sup> of April 2025 and signed on their behalf:



Kelly Marie O'Hara  
**Trustee**

# THE VINES PLAYGROUP

## NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 5 APRIL 2024

---

### 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. Incoming Resources

All income is recognised once the charity has entitlement to the income. It is probable that the income will be received, and the amount of income receivable can be measured reliably.

Funding, and food vouchers, are received from the Manchester City Council grants. Income from fees represents fees earned in respect of looking after the children in the playgroup.

### 3. Resources Expended

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that settlement will be required, and the amount for the obligation can be measured reliably.

### 4. Trustees & Staff Costs

During the financial year 1 trustee received remuneration as an employee.

No employee received emoluments of £60,000 or above (2023: none).

### 5. Funds Analysis

	Balance at 6 April 2023	Incoming Resources	Resources Expended	Balance at 5 April 2024
	£	£	£	£
Unrestricted Funds	20,193	67,171	(71,380)	15,984
Restricted Funds	-	-	-	-
<b>Total Funds</b>	<b><u>20,193</u></b>	<b><u>67,171</u></b>	<b><u>(71,380)</u></b>	<b><u>15,984</u></b>