

**POTTERS CROSS  
PRE-SCHOOL PLAYGROUP**

**REPORT AND FINANCIAL STATEMENTS  
YEAR ENDED 31 JULY 2021**

**CHARITY NO: 1051336**

**POTTERS CROSS PRE-SCHOOL PLAY GROUP**

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**POTTERS CROSS PRE-SCHOOL PLAY GROUP**

**REFERENCE AND ADMINISTRATIVE INFORMATION**

**CHARITY NAME** POTTERS CROSS PRE-SCHOOL PLAYGROUP

**CHARITY NUMBER** 1051336

**TRUSTEES**

R Baker ( Chair)  
M Weaver ( Treasurer)  
C Wood (Secretary)  
S Warwick  
K Kilkelly  
I Seedhouse  
E Cromarty  
R John  
G Powell  
K Ball  
P Mclean

**PRINCIPAL ADDRESS**

Methodist Church Hall  
Enville Road  
Kinver  
Stourbridge  
West Midlands  
DY7 6AQ

**INDEPENDENT EXAMINER**

S Edwards FCCA  
SJE Accounting Services Limited  
Warren Cottage  
Worcester Road  
Pattingham  
West Midlands  
WV6 7EG

**BANKERS**

Barclays Bank plc  
34 High Street  
Kinver  
West Midlands  
DY7 6HF



**POTTERS CROSS PRE-SCHOOL PLAY GROUP**

**ANNUAL REPORT**

**YEAR ENDING 31 JULY 2021**

**1. Structure, Governance and Management**

**Constitution**

The charity is constituted under the Pre-school Learning Alliances Model Pre-school Constitution, adopted 21 September 1995 ( as amended 22 November 2011) and the charities Act 2011.

Registered with the Charities Commission on 11 December 1995.

**Trustee Selection**

The minimum number of members shall be 5, up to a maximum of 12, together with 3 co-opted members. The committee shall consist of a Chair, Treasurer and Secretary; and between 2 and 9 other elected members; plus the committee may co-opt 3 further members.

Trustees are appointed and reappointed annually at the Annual General Meeting and may serve for a maximum of 10 consecutive years. Co-opted members may be appointed by the committee at any time but shall retire at the next AGM and may serve up to a maximum of 6 consecutive years.

**2. Public Benefit**

The Trustees confirm that they have referred to the guidance contained in the Charity Commissions general guidance on public benefit when reviewing the Charity's aims and objectives; and in planning future activities.

**3. Aims and Objectives**

Potters Pre-School Playgroup is committed to enhance the development and education of children primarily under statutory school age.

The main activities in order to carry out the aim are:

Encouraging parents to understand and provide needs of their children care for children of pre-school age through community groups.

Offer appropriate play, education and care facilities for all children whatever their race, culture, religion, means or ability.

Encourage the study of the needs of such children and their families and promoting public interest in recognition of such needs in the local areas.

Instigating and adhering to; and furthering, the aims and objectives of the Pre-school Learning Alliance.



# **Chairpersons Report**

## **August 2020 to July 2021**

When I wrote last year's Chairpersons report, I never thought that a year later, we would be in a similar position with lockdowns, government restrictions and the continuation of social distancing. This year, Potters Cross Preschool Playgroup has once again been drastically affected by Covid19, impacting childcare, staffing and finances. My most sincere thanks goes to Mandy and the rest of the team who have continued to adapt to different ways of working, increased cleaning and sanitisation procedures, as well as putting themselves at risk on a daily basis. Whilst schools have periodically been closed, and the country had a third lockdown after Christmas, the setting remained open, delivering safe and amazing childcare under very difficult, circumstances. Amazingly, none of the staff contracted Covid19 and we only had two short closures due to positive cases being reported.

The year started with reduced children numbers compared to normal due to a number of factors; parents still working at home and able to look after their children, some families shielding because of vulnerable family members and the opening of Little Acorns pre-school at Foley Infants School. We undertook a number of advertising options during the summer in order to counteract this situation.

The team at Potters has remained unchanged over the last 12 months and Mandy continues to provide great leadership. Between all of the staff, they have an amazing 107 years of Early Years experience, which continues to be a major strong point for us. Despite the daily running of the setting being made more difficult due to Covid19, they have remained committed and dedicated to their roles, work together seamlessly and regularly go above and beyond their daily responsibilities. They came up with imaginative ways to keep our traditional, annual events on the calendar such as a virtual Easter Concert and Harvest Festival which were filmed for parents and families to enjoy at home. Thanks to Jan Hyde for her technical expertise! Their passion remains caring and nurturing the children in the setting, always striving to provide the best possible childcare experience.

Over the year the children have enjoyed a wide range of activities and topics although Mandy has had to manage their play and learning slightly differently due to Covid safety regulations. Unfortunately, all sessions or activities provided by external visitors were not able to go ahead.



As a direct result of fundraising we have again been able to provide the children with extra treats, trips and parties – a Christmas party and Christmas presents, Easter Eggs, a picnic and a Summer trip to Little Owl Farm.

Unfortunately, we had to cancel some of our usual events and our leavers were not able to experience transition days to Foley Infant School for the second year in a row. We did however manage to give them a fantastic outdoor send off in lieu of the leavers' concert with limited numbers of family members in attendance.

Links with Foley Infant School haven't been as strong as in previous years since the takeover by The Multi Academy Trust and this situation was not helped by the COVID19 outbreak as all visits and meetings with the new head had to be cancelled. We are keen to re-establish these links once restrictions are lifted.

The fees for 2020-2021 remained the same as the previous year at £13.00 for playgroup children and £13.55 for Preschool children with the afternoon sessions remaining at £15 as we were very sensitive to parent's financial situation during the pandemic. We have a policy to give at least half a terms notice of any increase in fees and still offer very competitive rates within the local area.

Despite such a difficult year we managed to break even on our day to day running costs with a profit of £30. Whilst as a registered charity we don't aim to make a profit we are very pleased to have upheld our financial position and we still hold three months of reserves. Overall we had a surplus of £7788 which was largely due to a donation from Kinver Preschool of £4592 as a result of their closure and magnificent fundraising efforts, coordinated by Mel Nock which generated £2454. As always there were excellent efforts by the committee, trustees, staff and parents all working together. I would like to thank everyone for their ongoing support during a very difficult time.

We had no AGM in January 2020 however our annual accounts and chair's report were filed as normal with the Charities Commission. Communication with trustees has been via email or Zoom meetings. We currently have an unconventional mix of trustees with less being 'current' parents than desired. This is a knock on effect of Covid, restricting social interaction with new parents, which we hope to address in the coming year. May I take this opportunity to thank all of our fantastically supportive current trustees who have stayed in position, despite their children leaving, to support the setting through this difficult time.



Thanks to Michelle Weaver for the fantastic job she continues to do as our treasurer, to Charlotte Wood as our super-efficient secretary and to Mel Nock for her tireless fundraising efforts. Also special thanks also go to trustee, Emma Cromarty for the HR support and advice that she continues to provide.

Mandy and Gaenor continue to run the playgroup efficiently, smoothly and professionally and they are supported by a really great team of very experienced staff. It is the people involved which make the setting the wonderful place it is and we look forward to celebrating our 50<sup>th</sup> anniversary in September with various activities planned.

At this point a special mention must be made about Mandy our incredibly dedicated manager. She has been an absolute rock again this year working tirelessly in the background as well as daily in the setting. From reading government and Early Years guidelines on a daily basis, to re-planning the children's sessions in line with government guidelines and keeping in touch regularly with parents and trustees. All of this has been done with such a positive attitude whilst juggling family commitments too. Thank you.

We are all feeling very positive about getting back to 'normal' in 2021/2022. Our priorities will be restoring and maintaining our child numbers, hosting our usual events for parents, grandparents and carers, reinstating sessions with external visitors, re-establishing a full fundraising calendar and improving links with Foley Infant School. It will also be really great to rekindle the very close relationships that we have always had with parents which has been very difficult and hugely missed in the past year.

In a year when so many playgroups have closed their doors due to a lack of children and financial income, a lack of trustee support, or just a lack of energy to keep going, I am so proud that Potters Cross Preschool Playgroup have survived almost unscathed. My sincere thanks to everyone concerned.



**POTTERS CROSS PRE-SCHOOL PLAY GROUP**  
**ANNUAL REPORT ( CONTINUED)**  
**YEAR ENDING 31 JULY 2021**

**5. Reserves Policy**

It is the policy of the Charity to maintain a fund balance to sustain the Charitys operations for at least three months by having sufficient funds to cover staff salary costs together with rental costs, for a minimum period of three months. Including a contingency reserve of £16,000 is required.

The charity held £86,195 in bank balances and short-term deposits as at 31 July 2021 and in the opinion of the Trustees, the Charity continues to be in a position to pursue its charitable objectives in the foreseeable future.

**6. Report of Serious Incidents**

The Trustees have no report of any serious incidents that would or could result in a significant loss of, funds, or significant risk to the charitys property, work, beneficiaries or reputation.

R Baker 28.4.2022

Chairperson

Dated:



**POTTERS CROSS PRE-SCHOOL PLAY GROUP**  
**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES**  
**YEAR ENDING 31 JULY 2021**

I report on the accounts of the Charity for the year ended 31 July 2021, which are set out on pages 6 to 11.

**Respective responsibilities of trustees and examiner**

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

It is my responsibility to:

- Examine the accounts under section 145 of the Act;
- Follow the procedures laid down in the General Directions given by the Charity Commissioners under section 145(5)(b) of the Charities Act; and
- State whether particular matters have come to my attention.

**Basis of independent examiners statement**

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. 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 you as trustees concerning any matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

**Independent examiners report**

In connection with my examination, no matter has come to our attention:

- 1) which gives me reasonable cause to believe that in any material respect the requirements
  - to keep accounting records in accordance with section 130 of the Charities Act: and
  - to prepare accounts which accord with the accounting recordshave not been met: or
- 2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

*S Edwards*

.....  
S Edwards  
SJE Accounting Services Limited  
Warren Cottage  
Worcester Road  
Pattingham  
West Midlands  
WV6 7EG

Date: 06/04/2022

**POTTERS CROSS PRE-SCHOOL PLAY GROUP**  
**RECEIPTS AND PAYMENTS ACCOUNT**  
**YEAR ENDING 31 JULY 2021**

<b><u>Receipts:</u></b>	<b><u>Notes</u></b>	<b><u>Restricted</u></b>	<b><u>Unrestricted</u></b>	<b><u>Total</u></b>	<b><u>Total</u></b>
		<b><u>£</u></b>	<b><u>£</u></b>	<b><u>2021</u></b>	<b><u>2020</u></b>
				<b><u>£</u></b>	<b><u>£</u></b>
Fees	3	-	70,689	70,689	77,576
Donations and Funding	3	-	7,212	7,212	3,329
Fund Raising	3	-	2,548	2,548	2,751
Other Receipts	3	-	247	247	411
<b><u>Total Receipts</u></b>	3	-	80,696	80,696	84,067
<b><u>Payments:</u></b>					
Direct Charitable Expenditure	4	-	69,327	69,327	73,364
Charitable Activities to Furtherance of Charitable Objectives	5	-	432	432	550
Fundraising and Publicity	6	-	261	261	636
Management & Administration of the Charity	7	-	2,888	2,888	7,209
<b><u>Total Payments</u></b>		-	72,908	72,908	81,759
Transfer to Petty cash			1,000	1,000	1,200
<b><u>Surplus/ ( Deficit) of Receipts over Payments</u></b>		-	6,788	6,788	1,108
Monetary Assets at 31 July 2020		-	86,195	86,195	79,407
<b>Monetary Assets at 31 July 2021</b>		-	86,195	86,195	-

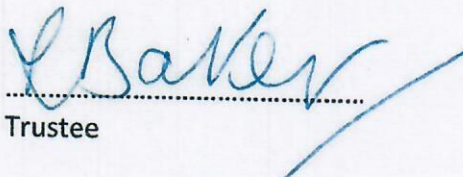
The notes on pages 9-12 form part of these accounts.



**POTTERS CROSS PRE-SCHOOL PLAY GROUP**  
**STATEMENT OF ASSETS AND LIABILITIES**  
**YEAR ENDING 31 JULY 2021**

	<u>2021</u>	<u>2020</u>
<b><u>CASH FUNDS</u></b>		
Cash at bank:-		
Barclays Current Account	66,535	59,751
Barclays Deposit Account	19,660	19,656
Petty Cash	-	-
	<u>86,195</u>	<u>79,407</u>

Approved by the Board of Trustees on 28.4.22 and signed on its behalf by:

  
Trustee

The notes on pages 8-11 form part of these accounts.

**POTTERS CROSS PRE-SCHOOL PLAY GROUP**  
**NOTES TO THE ACCOUNTS**  
**YEAR ENDING 31 JULY 2021**

1) **Accounting Policies:-**

The financial statements have been prepared on a receipts and payments basis in accordance with the Charities Commissioners publication "Accounting for Smaller Charity (CC54).

2) **Fund Balances:-**

	<b><u>2021</u></b>	<b><u>2020</u></b>
	<b><u>£</u></b>	<b><u>£</u></b>
<b><u>Unrestricted:-</u></b>		
Brought forward	79,406	78,298
Surplus/(deficit) for the year	6,788	1,108
Transfer to designated reserves	-	-
Transfer from designated reserves	-	-
Rounding	1	-
<b>Total unrestricted funds</b>	<b><u><u>86,195</u></u></b>	<b><u><u>79,406</u></u></b>
 <b><u>Restricted:-</u></b>		
Play area - Grants Received	-	-
Less Costs	-	-
Transfer from General Fund	-	-
 <b>Total designated funds</b>	<b><u><u>-</u></u></b>	<b><u><u>-</u></u></b>
 <b>TOTAL FUNDS</b>	<b><u><u>86,195</u></u></b>	<b><u><u>79,406</u></u></b>



**POTTERS CROSS PRE-SCHOOL PLAY GROUP**  
**NOTES TO THE ACCOUNTS ( CONTINUED)**  
**YEAR ENDING 31 JULY 2021**

	<u>2021</u> £	<u>2020</u> £
<b>3) Analysis of receipts:-</b>		
<b><u>Fees:-</u></b>		
Fees including vouchers	13,563	13,218
S.S.C.C Fees	57,126	64,358
	<u>70,689</u>	<u>77,576</u>
<b><u>Donations and funding:-</u></b>		
Easy Fundraising	46	15
Match Fundraising	-	-
Donations	4,840	350
Grants received under covid	2,326	2,964
	<u>7,212</u>	<u>3,329</u>
<b><u>Fund Raising:-</u></b>		
Sale of bags	234	-
Harvest Festival	-	200
Jumble Sale	-	644
Photographs	35	90
Christmas Concert/Hampers	1,038	978
Bags to School	350	112
Halloween Party	-	498
Summer trip	140	-
Hook a duck	106	-
Leavers concert	44	-
Autumn sponsor event	601	-
Christmas Trip	-	79
Pantomine refund	-	150
	<u>2,548</u>	<u>2,751</u>
<b><u>Other Receipts:</u></b>		
Interest Received	4	31
Milk Grant	243	380
	<u>247</u>	<u>411</u>
<b>Total Receipts</b>	<u><u>80,696</u></u>	<u><u>84,067</u></u>

**POTTERS CROSS PRE-SCHOOL PLAY GROUP**  
**NOTES TO THE ACCOUNTS (CONTINUED)**  
**YEAR ENDING 31 JULY 2021**

	<b><u>2021</u></b> <b><u>£</u></b>	<b><u>2020</u></b> <b><u>£</u></b>
<b>4) <u>Direct Charitable Expenditure:-</u></b>		
Wages and National Insurance	63,751	68,230
Rent and Photocopying	5,240	4,732
Milk	336	402
	<u>69,327</u>	<u>73,364</u>
<b>5) <u>Charitable Activities to Furtherance of Charitable Objectives:-</u></b>		
Christmas Entertainer	35	225
Summer Trip	397	-
Play equipment	-	325
	<u>432</u>	<u>550</u>
<b>6) <u>Fundraising and Publicity</u></b>		
Licence Fee	-	55
Leavers Gifts	30	28
Winter Wonderland	-	300
Easter gifts	52	-
Christmas Gifts for the Children	179	143
Eco bags	-	45
Donation	-	25
Yoga class	-	40
	<u>261</u>	<u>636</u>



**POTTERS CROSS PRE-SCHOOL PLAY GROUP**  
**NOTES TO THE ACCOUNTS (CONTINUED)**  
**YEAR ENDING 31 JULY 2021**

	<b><u>2021</u></b>	<b><u>2020</u></b>
	<b><u>£</u></b>	<b><u>£</u></b>
<b><u>Analysis of Expenditure (continued):-</u></b>		
<b>7) <u>Management and Administration of the Charity:-</u></b>		
Postage and Stationery	181	36
Telephone and Wifi	423	172
Repairs	230	4,357
Insurance	789	789
Ofsted	50	50
Staff courses and training	-	-
Accountancy and payroll	265	250
Furlough claim fees	125	-
Cleaning	60	-
Software	420	420
Economy of Brighton	159	63
Staff gifts	-	320
CRB Checks	-	48
Marketing	-	227
Banner for advertising	53	-
Uniform	81	477
Sundry	52	-
	<b><u>2,888</u></b>	<b><u>7,209</u></b>