

## Bredon Playgroup



Bredon Playgroup, Church Rooms, Dock Lane, Bredon, Tewkesbury, GL20 7LG.

Tel: 01684 773536 / [bredonplaygroup@gmail.com](mailto:bredonplaygroup@gmail.com)

Charity no. 1053149 / Ofsted Register no. 205313

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### **Trustees Report for Year Ending 31st August 2020**

#### **AIMS:**

Bredon Playgroup is a community pre-school run by experienced staff and managed by a committee of parents. We are self-financing and a registered charity. Our aim is to provide:

- Quality and consistency so that every child makes good progress and no child gets left behind.
- A secure foundation through learning and development opportunities which are planned around the needs and interests of each individual child and are assessed and reviewed regularly.
- Partnership working between practitioners and with parents and/or carers.
- Equality of opportunity and anti-discriminatory practice, ensuring that every child is included and supported.

Whilst doing this we offer a safe and stimulating environment for children to learn through play. Children need to learn to express themselves, to develop their skills and to be socially confident. Building these skills we enable children to enter school confidently and enthusiastically.

#### **OBJECTIVES:**

Our key objectives for the year 2019/20 included:

- Investment into staff training to ensure everyone was fully up to date on Ofsted and EYFS guidelines.
- Additional training budget to allow staff to pursue personal development in specific areas of interest ie SENCO, ECAT etc.
- Active recruitment of new committee members
- Close management of expenditure on reduced income.
- Managing the reserves fund within the restraints of the policy – allowing funds to be released to cover any short falls due to low numbers.

## REVIEW OF ACTIVITIES & ACHIEVEMENTS:

- Survived a tricky year which saw Playgroup have to close due to the Covid 19 pandemic. Since our running costs in the second half of the year always outweigh our income, the forced closure thankfully did not cause too many financial difficulties.
- Managed and implemented new policies, procedures and risk assessments in line with the developing Covid situation and guidelines.
- On and off line support for families continued throughout the closure, including distribution of resources, story time and phonics videos for the children.
- New committee members welcomed in the first half of the year and Bank staff recruited.

## FUTURE PLANS:

Our plans for the year 2020/21 include:

- Managing the future uncertainty due to continuing restrictions of the Covid pandemic.
- Review fundraising abilities in line with government restrictions.
- Expand the offer of hours to Pre-school children to ensure retention of staffing levels.
- Staff training for EYFS changes to be implemented from September 2021.
- Continued investment into the training budget to allow staff to pursue personal development.
- Active recruitment of new committee members
- Active promotion of playgroup to ensure preschool numbers for September 2021.
- Close management of expenditure on possible reduced income.
- Managing the reserves fund within the restraints of the policy.

## FINANCES:

- Summary for 2019/2020:

<b>Income v Expenditure</b>	<b>Income £</b>	<b>Expenditure £</b>
Fees	76524	
Grant	2094	
Sale of uniform	294	
Fundraising	2075	
Services and Supplies	384	
Sponsorship	169	
Interest	318	
Wages/PAYE/Pension		61999
Rent/Insurance		6391
Services & Supplies		5728
Training		549
<b>Total</b>	<b>81859</b>	<b>74667</b>
<b>Net income</b>	<b>+7191</b>	

- Our principle source of income is fees but fund raising events and donations contributed 2.5% this year. This is slightly lower than previous years due to the Spring and Summer term events not going ahead as planned.

Event	Income £	Expenditure £	Net Income £
Autumn Party	254	35	219
Christmas Show	1476	236	1240
Spring Fundraising	329	0	329
<b>Total</b>	<b>2059</b>	<b>271</b>	<b>1788</b>

- Total cash summary at 31<sup>st</sup> August 2020

	£
Current Account	8268
Savings Account	52376
Petty Cash	271
<b>Total Cash</b>	<b>60914</b>

#### **TRUSTEES:**

The following Trustees were nominated and elected by the Committee to serve throughout the year 2019/20:

Chair – Gemma Cox  
 Secretary – Louise Jenkins  
 Treasurer – Jo Warner

#### **CONTACT DETAILS:**

Playgroup Manager -Tracey Ford

#### **PROFESSIONAL ADVISERS:**

Bank: Santander

Accountant: Pete Cox

Insurance: Morton Michel

Payroll: PATA



Bredon Playroup		1053149		CC16a
Receipts and payments accounts				
For the period from	01/09/2019	To	31/08/2020	

## Section A Receipts and payments

	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Last year
	to the nearest £	to the nearest £	to the nearest £	to the nearest £	to the nearest £
<b>A1 Receipts</b>					
Fees	76,524	-	-	76,524	64,034
Sale of Uniform	294	-	-	294	361
Fundraising	2,075	-	-	2,075	2,256
Services and Supplies	384	-	-	384	460
Interest	318	-	-	318	308
CJRS grant	2,094	-	-	2,094	-
Sponsorship	169	-	-	169	-
	-	-	-	-	-
	81,859	-	-	81,859	67,419
<b>Sub total</b> (Gross income for AR)					
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	-	-	-	-	-
<b>Total receipts</b>	81,859	-	-	81,859	67,419
<b>A3 Payments</b>					
Wages & PAYE & Pension	61,999	-	-	61,999	57,959
Rent/Insurance	6,391	-	-	6,391	8,230
Services and Supplies	5,728	-	-	5,728	6,624
Training	549	-	-	549	268
Fundraising	-	-	-	-	-
Reserves spending	-	-	-	-	125
	-	-	-	-	-
<b>Sub total</b>	74,667	-	-	74,667	73,206
<b>A4 Asset and investment purchases, (see table)</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	-	-	-	-	-
<b>Total payments</b>	74,667	-	-	74,667	73,206
<b>Net of receipts/(payments)</b>	7,191	-	-	7,191	5,787
<b>A5 Transfers between funds</b>	-	-	-	-	-
<b>A6 Cash funds last year end</b>	53,723	-	-	53,723	59,510
<b>Cash funds this year end</b>	60,914.35	-	-	60,914	53,723

## 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 £
<b>B1 Cash funds</b>	Current Account	8,268	-	-
	Savings Account	52,376	-	-
	Petty Cash	271	-	-
	<b>Total cash funds</b>	<b>60,914.35</b>	<b>-</b>	<b>-</b>
	(agree balances with receipts and payments account(s))	OK	OK	OK
		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B2 Other monetary assets</b>	Details			
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
<b>B3 Investment assets</b>	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
<b>B4 Assets retained for the charity's own use</b>	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
	Toys & Educational Equipment		-	-
	Furniture & fittings		-	-
	Computer		-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
<b>B5 Liabilities</b>	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
			-	
			-	
			-	
			-	
Signed by one or two trustees on behalf of all the trustees				
	Signature	Print Name	Date of approval	



**Section A**

**Independent Examiner's Report**

**Report to the trustees/  
members of**

Bredon Playgroup

**On accounts for the year  
ended**

31<sup>st</sup> August 2020

**Charity no  
(if any)**

1053149

**Set out on pages**

1 and 2

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended **31 / 08 / 2020**.

**Responsibilities and  
basis of report**

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").

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

**Independent  
examiner's statement**

[The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of the Association of Accounting Technicians.

I have completed my examination. I 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:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

**Signed:**

**Date:**

31/05/2021

**Name:**

Peter Cox

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

Association of Accounting Technicians, Level 4 Diploma.

**Address:**

88 Queensmead

Bredon

GL20 7NG

**Section B**

**Disclosure**

Only complete if the examiner needs to highlight material 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.**