

## 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 2022**

#### **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 2021/22 included:

- Continued review of the offer of hours to Pre-school children to ensure retention of staffing levels.
- Take advantage of the availability of online training to allow staff to pursue personal development.
- Continued recruitment of new committee members
- Close management of expenditure on possible reduced income.
- Managing the reserves fund within the restraints of the policy.
- Focus on staff CPD and training, in particular safeguarding, teaching and educating
- Agree a staff succession planning
- Continued investment into the training budget to allow staff to pursue personal development.
- Active promotion of playgroup to ensure preschool numbers for September 2022.

## REVIEW OF ACTIVITIES & ACHIEVEMENTS:

- Fundraising events returned to some normality, holding an Autumn Party and the Christmas Show in traditional formats.
- New fundraising committee set up to support playgroup staff and the Trustees in delivering varied and successful fundraising activities and events.
- Succession plan to recruit a Deputy Playleader put in place with a view for this person to take on an administration management role alongside working within ratio.
- An already tight budget was squeezed further in April 2022 with the NLW increasing by 6.6% and funding only increasing by 3.07%.

## FUTURE PLANS:

Our plans for the year 2022/23 include:

- Explore opportunities to increase income aside from fundraising – extended hours, holiday club.
- Continued close monitoring of day to day expenses.
- Ensure continued availability of funds to support succession planning and enhancing the management team.
- Availability of training budget to allow staff to pursue personal development in specific areas of interest ie SENCO, ECAT etc. Alongside statutory training obligations.
- Managing the reserves fund within the restraints of the policy.
- Monitor staffing ratios to ensure the balance of staff and wage bill is appropriate
- Review staff benefits and consider enhancing these where possible to encourage staff retention and recruitment.

## FINANCES:

- Summary for 2021/2022:

Income v Expenditure		Income £	Expenditure £
Fees/Funding	76301		
Sale of uniform	553		
Fundraising	3193		
Services and Supplies	5		
Wages/PAYE/Pension			68978
Rent/Insurance			5887
Services & Supplies			1107
Expenses			3851
Training			460
<b>Total</b>	<b>80051</b>		<b>80283</b>
<b>Net income</b>	<b>-231</b>		

Although the final figures for 2021/22 show only a small deficit, the late arrival of the Summer term rent of the Church Rooms pushed its payment into the 2022/23 accounts. With this figure included the figures would have been:

Income	£ 80051
Expenditure	£ 82801
<b>Net Income</b>	<b>-£2750</b>

- Total cash summary at 31<sup>st</sup> August 2022

	<b>£</b>
Current Account	13661
Savings Account	52493
Petty Cash	2056
<b>Total Cash</b>	<b>68210</b>

#### **POLICY ON RESERVES:**

Playgroup hold reserves to provide financial security and stability and ensure that we can meet legal obligations should we have to close. We aim to keep sufficient reserves to cover 1 full term of running costs, salary payments of notice periods and staff redundancy costs. The reserves also include a small contingency to cover staff long term sick payments, replacement of equipment of significant cost and costs associated with any possible temporary or permanent premises relocation.

#### **FUNDRAISING:**

Our principle source of income is Nursery Education Funding and fees, supported by fundraising. Fundraising activities were back to normal levels with great support from playgroup families and the community. Additional donations from local business activities boosted the overall total.

<b>Event</b>	<b>Income £</b>	<b>Expenditure £</b>	<b>Net Income £</b>
Autumn Party	212	58	154
Christmas Show	1668	205	1463
Spring Fundraising	693	0	693
Misc Fundraising	620	0	620
<b>Total</b>	<b>3193</b>	<b>263</b>	<b>2930</b>

Our primary aim of fundraising is to ensure that we can continue to fund varied and fun activities such as 'beach week', the Leavers Party and Christmas Party. replace aged and damaged toys and improve the playgroup environment.

**TRUSTEES:**

The following Trustees were nominated and elected by the Committee to serve throughout the year 2021/22:

Chair – Sophie Taylor  
(succeeded by Robyn Wilson January 2023)

Secretary – Emma Green

Treasurer – Robyn Wilson  
(succeeded by Catherine Roylance – March 2023)

**CONTACT DETAILS:**

Playgroup Manager -Tracey Ford

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

**PROFESSIONAL ADVISERS:**

Bank: Santander

Independent Accounts Examiner: Charlotte Millar

Insurance: Morton Michel

Payroll: PATA



Bredon Playgroup		1053149		CC16a
<b>Receipts and payments accounts</b>				
For the period from	01/09/2021	To	31/08/2022	

## 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	76,301	-	-	76,301	87,820
Sale of Uniform	552	-	-	552	893
Fundraising	3,047	-	-	3,047	2,020
Services and Supplies	146	-	-	146	60
Interest	5	-	-	5	112
CJRS grant	-	-	-	-	1,114
Sponsorship	-	-	-	-	100
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>80,051</b>	<b>-</b>	<b>-</b>	<b>80,051</b>	<b>92,119</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>80,051</b>	<b>-</b>	<b>-</b>	<b>80,051</b>	<b>92,119</b>
<b>A3 Payments</b>					
Wages & PAYE & Pension	68,978	-	-	68,978	68,577
Rent/Insurance	5,887	-	-	5,887	8,152
Services and Supplies	4,957	-	-	4,957	5,746
Training	68	-	-	68	1,127
Fundraising	-	-	-	-	-
Uniform	393	-	-	393	991
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>80,283</b>	<b>-</b>	<b>-</b>	<b>80,283</b>	<b>84,592</b>
<b>A4 Asset and investment purchases, (see table)</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>80,283</b>	<b>-</b>	<b>-</b>	<b>80,283</b>	<b>84,592</b>
<b>Net of receipts/(payments)</b>	<b>- 231</b>	<b>-</b>	<b>-</b>	<b>- 231</b>	<b>7,527</b>
<b>A5 Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>68,441</b>	<b>-</b>	<b>-</b>	<b>68,441</b>	<b>60,914</b>
<b>Cash funds this year end</b>	<b>68,209.67</b>	<b>-</b>	<b>-</b>	<b>68,210</b>	<b>68,441</b>

## Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds	Restricted funds	Endowment funds
		to nearest £	to nearest £	to nearest £
<b>B1 Cash funds</b>	Current Account	13,661	-	-
	Savings Account	52,493	-	-
	Petty Cash	2,056	-	-
	<b>Total cash funds</b>	<b>68,209.68</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>		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B3 Investment assets</b>		-	-	-
		-	-	-
		-	-	-
		-	-	-

		-	-
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	Fund to which asset belongs	Cost (optional)	Current value (optional)
Details			
B4 Assets retained for the charity's own use		-	-
Toys & Educational Equipment		-	-
Furniture & fittings		-	-
Computer		-	-
		-	-
		-	-
		-	-
		-	-
		-	-
		-	-

	Fund to which liability relates	Amount due (optional)	When due (optional)
Details			
B5 Liabilities		-	
		-	
		-	
		-	
		-	

Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval
	R Wilson	Robyn Wilson	13.06.23
	C Roylance	Catherine Roylance	15.06.23





CHARITY COMMISSION  
FOR ENGLAND AND WALES

## Independent examiner's report on the accounts

### Section A

### Independent Examiner's Report

Report to the trustees/  
members of

Charity Name

BREDON PLAYGROUP

On accounts for the year  
ended

31.08.2022

Charity no  
(if any)

Set out on pages

(remember to include the page numbers of additional sheets)

Responsibilities and  
basis of report

I report to the trustees on my examination of the accounts of the above  
charity ("the Trust") for the year ended DD / MM / YYYY.

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 [insert name of  
applicable listed body]]. Delete [ ] if not applicable.

I have completed my examination. I confirm that no material matters have  
come to my attention in connection with the examination (other than that  
disclosed below \*) 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.

\* Please delete the words in the brackets if they do not apply.

Signed:

Date:

15.04.2023

Name:

CHARLOTTE MILLAR

Relevant professional  
qualification(s) or body

ASSOCIATION OF  
ACCOUNTING TECHNICIANS

20023756



(if any):

Address:

65 QUEENSMEAD  
BREDON, TEWKESBURY  
GL20 7NF

## 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.