



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

UPTON ST LEONARDS PLAYGROUP

On accounts for the year
ended

31st March 2021

Charity no
(if any)

1053965

Set out on pages

1-2

(remember to include the page numbers of additional sheets)

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

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 [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:

Watt

Date:

21/7/21

Name:

LAURA PITT

Relevant professional
qualification(s) or body

ACCA

(if any):

Address:

BROTHERTONS ACCOUNTANTS
2 COMMERCIAL HOUSE, ABBEYMEAD AVENUE,
GLOUCESTER, GL4 5UA.

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.

Upton St Leonards Playgroup

Charity Number: 1053965

Period Start Date	01/04/2020	31/03/2021
RECEIPTS	Previous Year	Current Year
	£	£
Nursery Education Funding	69,907.25	63,144.93
Childrens Fees	14,328.06	18,545.62
Grants		3,000.00
Deprivation Grants	1,737.95	
Furlough Scheme		2,875.39
Fundraising	3,807.87	2,660.16
Milk Refund	21.50	28.42
Other Receipts	2,872.54	1,747.55
Interest		1.04
TOTAL RECEIPTS	92,675.17	92,003.11

PAYMENTS	Previous Year	Current Year
	£	£
Employment Costs	70,398.60	67,567.30
Premises Costs - Rent	13,114.35	8,523.90
Insurance	480.91	541.75
Training Costs	661.50	97.50
Administration	621.34	241.05
Consumables	9,226.89	6,498.83
Sundries		
TOTAL PAYMENTS	94,503.59	83,470.33

NET RECEIPTS/PAYMENTS	-	1,828.42	8,532.78
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Cash funds last year end	23,074.43	21,246.01
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Cash funds this year end	21,246.01	29,778.79
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Statement of Assets and Liabilities

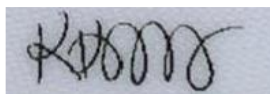
	£
Bank Accounts and Cash	30,177.43
Debtors	2,300.00
Liabilities	3,673.25
NET CASH RESERVES	28,804.18
Value of Buildings and Equipment	2,976.00

NET ASSETS

31,780.18

Signed on behalf of the trustees

Katy Kear
Chair
07/07/2021

A handwritten signature in black ink, appearing to read 'K Kear', on a light blue background.

Upton St Leonards Playgroup and Pre school AGM 2021

8th July 2021, 7pm, held via Zoom

Attendees

Name	Role
Chantelle Martin (CM)	Playgroup Manager/Staff Rep
Debbie Hardy (DH)	Playgroup Deputy Manager/Staff Rep
Katy Kear (KK)	Committee Member - Chair
Sadie Trout (ST)	Committee Member – Treasurer
Lucy Cresswell (LC)	Committee Member - Secretary

Agenda

1. Welcome and introductions
2. Financial reports- by Sadie Trout
3. Chair report- by Katy Kear
4. Committee voting
5. Any other business
6. Meeting close

1. Welcome and Introductions

KK opened the meeting and welcomed those in attendance. She noted that the purpose of the AGM was to provide an overview of what had happened at the setting over the last 12 months and re-elect committee members or new members into committee roles. KK emphasised that in order to adhere to the constitution, electing members into the 3 key roles (Chair, Treasurer and Secretary) was imperative in order for the setting to continue to run. KK introduced herself and the current committee members.

2. Financial Report

ST presented the end of year account position for 2020/21. She noted that the total income for the period was circa. £92k and expenditure was circa. £83k, which left a net position of £8.5k. The key points to note included:

- The setting had finished the year in a much more favourable position than the previous financial year. Although the pandemic had had a significant impact on the running and income of the setting, particularly with regards to fees and funding, additional financial support for settings from GCC and a grant from the Lady Downe Trust had contributed to the improved closing position.
- The most significant improvement was driven by the longer sessions for playgroup and the additional session on Wednesdays. Moving to monthly invoicing has also increased cash flow which helped the setting at the beginning of the year when cash was a challenge.

- Rent relief when the setting was forced to close also helped reduced running costs and gradual phased return of staff from the furlough scheme was also supportive when income was reduced.
- It was also noted that there were more children attending the setting with additional needs and/or MyPlan which also attracted additional funding to support resources/staffing requirements to meet the children's needs.
- Fundraising had been challenging during the year due to restrictions, but families had really supported the few events that had taken place and so although fundraising profits were lower than previous year, they had still made a significant contribution. Penny Pots continue to be a valuable source of fundraising and will be continued into the next academic year.

ST noted that this was the first full year she had been in post and therefore the first set of accounts she had produced for the setting. She noted that although she had tried to follow the format created by the previous Treasurer, there was a variance in coding/categorising of payments in QuickBooks and so the accounts overview included headings that items had not been categorised against in year. She noted these categories would be continued into 2021/22 and the Excel spreadsheet overview noted where categorisations had changed.

ST thanked the management team for their support in recovering the financial position and their hard work to offer longer and additional sessions to increase income, whilst working to reduce running costs.

3. Chairs Report

KK presented her Chair's report (attached to minutes). She gave an overview of the challenges faced in year as a charity run playgroup and the impacts of the pandemic and steps taking to maintain the running of the setting. KK thanked the staff for their hard work and continuing to provide such a great setting for the children to attend and thrive, she also passed thanks on behalf of the committee to all of our families for the support, patience and kindness they have shown the setting during the last year at such an uncertain and challenging time.

4. Election of New Committee

KK noted that she hadn't received any expressions of interest for any committee roles outside of the current committee members. The committee agreed that expanding the committee was to be an immediate priority for the new academic year and a new approach was needed to attract additional members.

- It is proposed that Katy Kear continues her role as Chairperson.

Proposer: Katy Kear

Seconded: Sadie Trout

- It is proposed that Sadie Trout continues her role as Treasurer.

Proposer: Sadie Trout

Seconded: Lucy Cresswell

- It is proposed that Lucy Cresswell continues her role as Secretary.

Proposer: Lucy Cresswell

Seconded: Sadie Trout

KK suggested that whilst the roles of the committee have met the minimum legal requirements to enable the setting to continue to operate, there are still a number of roles that are still vacant. This is something we will be focusing on as a committee over the next academic year. KK noted the committee were pulling together a fund raising event schedule for next year and a letter will be sent out for those parents who would kindly like to help and get involved.

5. AOB

No further business was discussed.

6. Meeting closed

KK closed the AGM.