



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

From 1st April 2020 To 31st March 2021

Charity name: Naunton Park Pre School Playgroup

Charity registration number: 1054209

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	<p>We are a non-profit making community playgroup overseen by a committee of volunteers.</p> <p>The charity's aim is to enhance the development, care and education of children primarily under the statutory school age.</p> <p>We ensure that every child is nurtured to their full potential and stimulated to learn and achieve.</p> <p>We are passionate about improving outcomes for children and providing caring, enriched learning environments for each child to develop confidence, self awareness and independence.</p>
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	<p>We provide educational facilities in a dedicated environment for children before they start school – from age 2 ½ to 4.</p> <p>The pre school, normally, operates 5 days a week and offers appropriate education and play facilities.</p> <p>Through the pandemic the pre school was open as much as was safe to support local families.</p>
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	<p>All trustees are aware of the guidance and ensure that decisions are made to reinforce our charity's purpose provides benefit to the children we serve in the local community.</p>

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	
Policy on social investment including program related investment	Para 1.38	
Contribution made by volunteers	Para 1.38	
Other		

Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	<p>The charity has made significant benefit to the families and children it supports and educates and have provided a pre-school for 37 different children in the year 19/20.</p> <p>Fees are kept low and we support the use of the Government's free childcare allowance (for over 3 year olds) enabling families to use their hours with us.</p>

Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	
	Para 1.41	

Performance of fundraising activities against objectives set		
Investment performance against objectives	Para 1.41	
Other		

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	Income for 20/21 was £78,683.57 and expenditure was £82,368.03. This year we lost money due to a drop in fees and overall income due to closures caused by the pandemic.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	The charity reserves policy is to set aside funds for the future sustainability or potential closure of the Group – this is approximately 3 months expenditure.
Amount of reserves held	Para 1.22	£22,261
Reasons for holding zero reserves	Para 1.22	NA
Details of fund materially in deficit	Para 1.24	NA
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	None.

Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	Our principal sources of income are fees (from parents), Government Grants and also fundraising activity. Though note that this was reduced this year.
Investment policy and objectives including any social investment policy adopted	Para 1.46	
A description of the principal risks facing the charity	Para 1.46	
Other		

Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	PATA (UK) Group constitution
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	PATA (UK) Group constitution
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	All trustees are volunteers who are nominated and seconded at the yearly AGM.

Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	
The charity's organisational structure and any wider network with which the charity works	Para 1.51	
Relationship with any related parties	Para 1.51	
Other		

Reference and Administrative details

Charity name	Naunton Park Pre School Playgroup
Other name the charity uses	NA
Registered charity number	1054209
Charity's principal address	Naunton Park Pre School, Naunton Lane, Cheltenham, Gloucestershire GL53 7BT

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	Sarah White	Chair		
2	James Barr Miller	Treasurer		
3	Laura Threadgold	Secretary		

Corporate trustees – names of the directors at the date the report was approved

Director name		
NA		

Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	
NA		

Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	NA
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	NA
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	NA

Additional information (optional)

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

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

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Exemptions from disclosure

Reason for non-disclosure of key personnel details

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Other optional information

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Declarations

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)	J Barr Miller	
Full name(s)	James Barr Miller	
Position (eg Secretary, Chair, etc)	Secretary	
Date	22/06/2021	

Naunton Park Pre School Playgroup (charity 1054209)

Accounts for year 2020/2021

Income

Month	TOTAL	Fees	Grants	Donations	Lunch Club	Misc	Christmas Fair	Misc
Apr-20	£16,271.83	£357.00	£15,528.77	£0.00	£216.00	£78.06	£0.00	£92.00
May-20	£254.43	£175.00	£0.00	£0.00	£0.00	£0.00	£0.00	£79.43
Jun-20	£2,758.31	£345.00	£2,019.31	£0.00	£336.00	£0.00	£0.00	£58.00
Jul-20	£2,087.05	£145.00	£1,677.55	£0.00	£192.00	£0.00	£0.00	£72.50
Aug-20	£368.53	£82.50	£232.03	£0.00	£0.00	£0.00	£0.00	£54.00
Sep-20	£5,080.69	£3,912.66	£0.00	£0.00	£1,032.00	£50.00	£0.00	£86.03
Oct-20	£18,452.35	£1,144.50	£16,346.85	£0.00	£906.00	£7.00	£0.00	£48.00
Nov-20	£3,548.51	£1,312.25	£0.00	£0.00	£1,962.00	£222.26	£0.00	£52.00
Dec-20	£2,506.03	£552.50	£1,540.03	£0.00	£336.00	£0.00	£0.00	£77.50
Jan-21	£1,704.02	£403.25	£458.77	£20.00	£762.00	£0.00	£0.00	£60.00
Feb-21	£18,535.78	£1,286.00	£16,787.78	£0.00	£372.00	£0.00	£0.00	£90.00
Mar-21	£7,116.04	£2,328.00	£3,033.14	£0.00	£1,518.00	£154.00	£19.90	£63.00
	£78,683.57	£12,043.66	£57,624.23	£20.00	£7,632.00	£511.32	£19.90	£832.46

Expenditure

Month	TOTAL	Wages	Inland Revenue	Office & Admin	Rent	Petty Cash	Fundraising Costs	Misc
Apr-20	£6,538.24	£5,159.06	£508.08	£415.10	£456.00	£0.00	£0.00	£0.00
May-20	£6,160.51	£5,202.19	£164.01	£278.31	£456.00	£0.00	£0.00	£60.00
Jun-20	£7,554.34	£6,069.37	£174.92	£763.32	£456.00	£0.00	£0.00	£90.73
Jul-20	£6,850.32	£5,350.65	£431.07	£512.60	£456.00	£100.00	£0.00	£0.00
Aug-20	£6,030.99	£5,002.23	£202.96	£369.80	£456.00	£0.00	£0.00	£0.00
Sep-20	£6,036.51	£5,102.56	£75.68	£362.57	£456.00	£0.00	£0.00	£39.70
Oct-20	£6,160.02	£5,008.39	£160.30	£375.33	£456.00	£100.00	£0.00	£60.00
Nov-20	£6,574.17	£5,195.53	£217.00	£705.64	£456.00	£0.00	£0.00	£0.00
Dec-20	£7,014.07	£5,085.12	£296.52	£1,176.43	£456.00	£0.00	£0.00	£0.00
Jan-21	£7,650.16	£6,443.92	£226.15	£484.09	£456.00	£0.00	£0.00	£40.00
Feb-21	£7,650.48	£5,559.32	£594.96	£840.20	£456.00	£200.00	£0.00	£0.00
Mar-21	£8,148.22	£6,110.98	£263.17	£1,311.11	£456.00	£0.00	£0.00	£6.96
	£82,368.03	£65,289.32	£3,314.82	£7,594.50	£5,472.00	£400.00	£0.00	£297.39



NAUNTON PARK PRE-SCHOOL PLAYGROUP

**TRUSTEE'S REPORT AND
ANNUAL ACCOUNTS**

FOR THE YEAR ENDED 31 MARCH 2021

CHARITY NUMBER: 1054209

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TRUSTEES' ANNUAL REPORT

The Trustees have pleasure in presenting their annual report and the accounts of Naunton Park Pre-School Playgroup for the year ended 31 March 2021.

Administrative Details

Naunton Park Pre-School Playgroup is registered in the UK with the charity commission, reference 1054209. Its principal address is Naunton Lane, Cheltenham GL53 7BJ.

Structure, Governance and Management

The charity is unincorporated, governed by its constitution as amended 18 September 2002. The charity is structured with a Board of Trustees overseeing the managers of the pre-school.

During the year, the trustees were:	Sarah White	(Chair)
	James Barr Miller	(Treasurer)
	Laura Threadgold	(Secretary)

The trustees were supported in the year by four committee members.

Objectives, Activities and Performance

The charity was setup to enhance the development and education of children under statutory school age. It runs a popular pre-school within the grounds of Naunton Park Primary School. The charity is independent from the school, but benefits from close links. The charity is regulated by the Charity Commission and Ofsted.

The covid-19 pandemic resulted in social distancing measures and local lockdowns, which limited the charity's ability to undertake fundraising. The Trustees are hopeful that fundraising can resume in the near future.

Financial Review

The accounts for the year have been prepared on a receipts basis. They indicate net outgoing resources for the year of £4,767 (2020 - £1,818 net ingoing resources). The year-end fund balance was £67,467 (2020: £72,264) predominantly held in cash. The charity aims to hold sufficient reserves to allow the preschool to continue for the foreseeable future.

Statement of Trustees' Responsibilities

The Trustees' are responsible for preparing a Trustees' Annual Report and Accounts in accordance with applicable law and regulations. The Trustees are responsible for keeping proper accounting records that are sufficient to show and explain the charity's transactions and disclose with reasonable accuracy at any time the financial position of the charity. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

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

.....
Signature	Name	Position

INDEPENDENT EXAMINER'S REPORT

To the trustees of Naunton Park Pre-School Playgroup

I have examined the accounts of Naunton Park Pre-School Playgroup (the "Charity"), charity registration number 1054209, for the year ended 31 March 2021.

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 Charity'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

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.



.....
Robert Harris ACA
Kingscott Dix (Cheltenham) Limited
Malvern View Business Park
Stella Way, Bishops Cleeve
Cheltenham, GL52 7DQ

6 December 2021

.....
Date

INCOME AND EXPENDITURE ACCOUNT

		2021	2020
		General	General
		Unrestricted	Unrestricted
		Fund	Fund
	Note	£	£
INCOMING RESOURCES			
Donations		20	120
Charitable activities	3	78,663	93,082
Interest received		9	45
		<u>78,692</u>	<u>93,247</u>
RESOURCES EXPENDED			
Raising funds		-	40
Charitable activities	4	83,459	91,389
		<u>83,459</u>	<u>91,429</u>
NET INCOMING / (OUTGOING) RESOURCES		(4,767)	1,818
Fund balance at the start of the year	8	72,264	70,446
Fund balance at the end of the year	8	<u>67,497</u>	<u>72,264</u>

Naunton Park Pre-School Playgroup
Annual accounts for the year ended 31 March 2021

BALANCE SHEET

		2021	2020
		General	General
		Unrestricted	Unrestricted
		Fund	Fund
	Note	£	£
CURRENT ASSETS			
Cash at bank	6	68,588	72,264
		<u>68,588</u>	<u>72,264</u>
CURRENT LIABILITIES			
Creditors due within one year	7	1,091	-
		<u>1,091</u>	<u>-</u>
NET ASSETS		<u>67,497</u>	<u>72,264</u>
FUNDS			
General unrestricted fund	8	67,497	72,264
TOTAL FUNDS		<u>67,497</u>	<u>72,264</u>

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

.....
Signature	Name	Position

NOTES TO THE ACCOUNTS

1 Accounting policies

Basis of preparation

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice (Charities SORP – FRS 102) and with the Charities Act 2011.

Income

Income is recognised when the charity has entitlement to the funds, performance conditions attached to the income have been met, it is probable the income will be received, and the amount can be measured reliably.

Expenditure

Expenditure is recognised once there is a legal or constructive obligation to make a payment to a third party, it is probable that settlement will be required, and the amount of the obligation can be measured reliably.

Cash at bank

All cash is held within current and deposit bank accounts that are instantly accessible.

Creditors

The charity has creditors which are measured at settlement amounts less any trade discounts.

Fund Accounting

General funds are unrestricted funds which are available for use at the discretion of the trustees in furtherance of the general objectives of the charity and which have not been designated for other purposes.

2 Related party transactions

No trustee received any remuneration nor any reimbursed expenses during the current or previous year.

3 Income from charitable activities

	2021	2020
	£	£
Fees	12,044	23,981
Grants	57,624	56,809
Lunch Club	7,632	8,244
Fundraising	852	2,885
Miscellaneous	511	1,163
	<u>78,663</u>	<u>93,082</u>

Naunton Park Pre-School Playgroup
Annual accounts for the year ended 31 March 2021

4 Expenditure on charitable activities

	Direct Costs £	Staff Costs £	Support Costs £	2021 Total £	2020 Total £
Wages, taxes and pensions	-	69,215	-	69,215	77,068
Office and administrative	7,595	-	-	7,595	7,739
Rent	5,472	-	-	5,472	5,512
Miscellaneous	697	-	-	697	920
Independent examination	-	-	480	480	150
	<u>13,764</u>	<u>69,215</u>	<u>480</u>	<u>83,459</u>	<u>91,389</u>

5 Staff costs

	2021 £	2020 £
Wages and salaries	68,399	76,252
Pension contributions	816	816
	<u>69,215</u>	<u>77,068</u>

The average number of employees during the year was 7 (2020 – 7).

6 Cash at bank and in hand

	2021 £	2020 £
Current bank account	46,327	50,012
Deposit bank account	22,261	22,252
	<u>68,588</u>	<u>72,264</u>

7 Creditors

	2021 £	2020 £
Other creditors	708	-
Payroll taxes and social security	383	-
	<u>1,091</u>	<u>-</u>

8 Unrestricted Funds

	2020 £	Income £	Expenditure £	Transfers £	2021 £
General funds	72,264	78,692	83,459	-	67,497
Total funds	<u>72,264</u>	<u>78,692</u>	<u>83,459</u>	<u>-</u>	<u>67,497</u>

The charity has general unrestricted funds that are free reserves for use in achieving the charity's aims and objectives.