



# Trustees' Annual Report for the period

Period start date		Period end date	
From	01 09 2019	To	31 08 2020

## Section A Reference and administration details

Charity name

EMERSON VALLEY PLAYGROUP

Other names charity is known by

THE WENDY HOUSE

Registered charity number (if any)

1056708

Charity's principal address

River Valley Centre, 6, White Horse Drive, Emerson Valley,  
Milton Keynes

Postcode

MK4 2AS

### 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	Wendy Cross			
2	Beverley Porritt			
3	Nicola Morton	Chair		
4	Hannah Klewpatinond	Treasurer		
5	Michelle Price		Until 28/01/2020	
6	Kelly Flesher			
7	Amy Lannon			
8	Billie Aldridge		Until 16/07/2020	
9	Kerry Shephard			
10	Sarah Clarke		From 28/01/2020	
11	Lyndsay Ali		From 17/03/2020	
12				
13				
14				
15				
16				
17				
18				
19				
20				

### Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

### 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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## Section B Structure, governance and management

### Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Constitution (Pre-School Learning Alliance 2011)
How the charity is constituted (eg. trust, association, company)	Trust reapproved on 28/01/2020
Trustee selection methods (eg. appointed by, elected by)	Elected by members at AGM and/or co-opted by invitation of the committee

### Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

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## Section C Objectives and activities

### Summary of the objects of the charity set out in its governing document

To enhance the development and education of children primarily under statutory school age by encouraging parents to understand and provide for the needs of their children by:  
Offering appropriate play, education and care facilities, family learning, together with the right of parents to take responsibility for and to become involved in the activity of the group, ensuring that opportunities are offered to all children whatever their race, culture, religion, means or ability.

**Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)**

We are able to offer children play, education and care in accordance with Ofsted's Early Years Foundation Stage education and welfare requirements. Primarily this is through renting an appropriate space to provide these requirements and the employment of trained, qualified and experienced staff.

We admit children from families within the local community and the wider area within Milton Keynes from varied family backgrounds.

**Additional details of objectives and activities (Optional information)**

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

**Summary of the main achievements of the charity during the year**

2019/2020 was another good year for The Wendy House despite the start of the pandemic restrictions last March.

At the beginning of the Autumn term, we had a well-supported fundraising effort for McMillan, selling cakes and raising £316. Let's hope we can do this again this Autumn

All Early Years settings prepared for a new Ofsted Inspection Framework including us. The changes will hopefully mean that they will look at how we know the children and their outcomes rather than relying more on paperwork. In normal circumstances we would be expecting an inspection this year. Because of COVID-19 everything has been delayed and it's now possible that our inspection could be up to 2023.

In early March the playgroup ran an Open afternoon and evening for the parents. This was very well attended with 63% attendance. Unfortunately, we will not be able to do this again this month, but may have something in the Summer Term.

As we all know COVID-19 became serious in March of last year and the playgroup had no choice but to close on its doors after the 20<sup>th</sup> March 2019. We were fortunate that we continued to receive our Government funding through to the end of the Summer term, which enabled us to continue to pay the staff team normally. Our lost income from fees allowed two members of staff to be furloughed, with the remainder doing work from home e.g., Facebook ideas and videos, preparation work. Planning and risk assessments took place during May to begin the process of reopening on the 4<sup>th</sup> June on a part time basis. This was available just to the older children due to start school in September 2020.

Standard fees for a 3-hour session increased to £13 in September 2020 to keep up with increases in the National Living Wage. The playgroup a not-for-profit charity we have and always will endeavour to keep our fees as low as possible.

## Section E

## Financial review

### Brief statement of the charity's policy on reserves

Our policy aims to hold to build and maintain a reserve a total of three months income. This is to cover for contingencies including, the temporary shortfall in the Autumn term, redundancy, SSP, increases in National Living Wage, pensions, COVID-19.

### Details of any funds materially in deficit

### Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

Fees and Nursery Grant income both down. To be expected when we were not open to new admissions from March and had no fee income during 5 months of the year. One child had additional funding shown the Misc. amount. The rent amount is lower as we were closed for about 8 weeks. Other costs are lower as we were closed and then has fewer children over the remaining Summer weeks.

## Section F

## Other optional information

## Section G

## Declaration

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

### Signed on behalf of the charity's trustees

Signature(s)	Wendy Cross	Wendy Cross
Full name(s)	Wendy Cross	
Position (eg Secretary, Chair, etc)	Committee member	
Date	15 <sup>th</sup> March 2021	

# **EMERSON VALLEY PLAYGROUP T/AS THE WENDY HOUSE**

## **INCOME AND EXPENDITURE ACCOUNTS FOR THE YEAR ENDING 31<sup>st</sup> AUGUST 2020**

<b>INCOME RECEIPTS</b>	<b>2020</b>	<b>2019</b>
Fund Raising	£24.10	
Milk Grant	£316.58	£492.15
Fees	£19637.00	£23430.00
Nursery Grant	£135491.66	£145414.75
Bank Interest	£22.61	£27.72
Miscellaneous	£9409.32	£2154.50
Job Retention Scheme	£3817.18	

<b>TOTAL RECEIPTS:</b>	<b><u>£168718.45</u></b>	<b><u>£171519.12</u></b>
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### **LESS EXPENDITURE:**

Rent	£4819.50	£6852.00
Milk	£323.75	£477.81
Equipment	£1937.51	£3596.12
Stationary	£399.22	£841.44
Miscellaneous	£4797.13	£6120.61
Wages (net)	£133762.68	£129154.24
NI & Tax	£13168.96	£11247.55
Pensions	£3805.86	£2644.92
Beverages	£1201.64	£1586.35
Expenses & Training	£785.20	£837.85
Consumables	£2009.97	£3214.55

<b>TOTAL PAYMENTS:</b>	<b><u>£167011.42</u></b>	<b><u>£166573.44</u></b>
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<b>NET SURPLUS/(LOSS):</b>	<b><u>£1707.03</u></b>	<b><u>£4945.68</u></b>
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Opening Cash Balance	£62635.16	£57689.48
Closing Cash Balance	£64342.19	£62635.16

### **STATEMENT OF ASSETS AND LIABILITIES**

#### **Assets**

Petty Cash Float	£902.69	£420.57
Current Account Bank Balance	£48261.10	£47058.80
Reserve Account	£14878.40	£14855.79
2 <sup>nd</sup> Reserve Account	£300.00	£300.00

<b>TOTAL ASSETS:</b>	<b><u>£64342.19</u></b>	<b><u>£62635.16</u></b>
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<b>TOTAL LIABILITIES</b>	<b><u>£0.00</u></b>	<b><u>£0.00</u></b>
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Accounts examined by

John Manners

Date 29/12/2020

# Independent Examiner's Report on the Accounts Receipts and Payments Accounts

Report to the trustees/members of EMERSON VALLEY PLAYGROUP T/AS THE WENDY HOUSE

Registered charity number 1056708

On accounts for the year ended 31<sup>st</sup> AUGUST 2020

Set out on pages AS FOLLOWS

## Respective responsibilities of trustees and examiner

The charity's trustees you are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 43(2) of the Charities Act 1993 (the 1993 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 43 of the 1993 Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission under Section 43(7) (b) of the 1993 Act, and
- to state whether particular matters have come to my attention.

## Basis of independent examiner's Statement

My examination was carried out in accordance with the general Directions given by the Charity Commission. 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 the trustees concerning any such 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 examiner's Statement

In connection with my examination, no matter has come to my attention (other than that disclosed below\*):

- (1) which gives me reasonable cause to believe that in, any material respect, the requirements:
  - to keep accounting records in accordance with section 41 of the Act; and
  - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 1993 Acthave 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.

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

Signed \_\_\_\_\_ J A MANNERS \_\_\_\_\_ Date \_\_\_\_\_ 29/12/2020 \_\_\_\_\_

Name \_\_\_\_\_ J A MANNERS \_\_\_\_\_

Relevant professional qualification or body (if any) \_\_\_\_\_ ACIB \_\_\_\_\_

Address \_\_\_\_\_ 1 Walton Road, Caldecotte, Milton Keynes, MK7 8AE \_\_\_\_\_