



# Trustees' Annual Report for the period

Period start date		Period end date	
From	01 09 2020	To	31 08 2021

## 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	Nicola Morton	Chair	Until 28/06/21	
3	Hannah Klewpatinond	Treasurer		
4	Kelly Flesher		Until 28/06/21	
5	Amy Lannon			
6	Kerry Shephard		Until 01/11/2021	
7	Sarah Clarke	Chair		
8	Lyndsay Ali			
9	Aliz Szasz		From 28/06/2021	
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### 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 09/03/2022
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**

Sarah Clarke became committee chairperson on the 28<sup>th</sup> June 2021 when the previous chairperson, Nicola stepped down. We would like to thank Nicola for her service to the group through some very difficult times.

The 2020/21 year was a challenging year. Covid restrictions had to be observed throughout the year, and Government guidelines and advice and help from other organisations such as the local council and the Early Years Alliance were used to help us with the procedures that we used. The children settled well into these at the start of the academic year, and the parents were wonderfully cooperative with the changes that had to be made because of Covid.

During the Covid restrictions and lockdowns the playgroup stayed open to all the children, apart from two weeks in January of 2021, where Covid cases meant we had to close for a period of time. Otherwise we remained open and available, although some parents chose to keep their children at home for a number of weeks during that first half of the Spring Term. This was despite having 4 members of staff unable to work for between 6 to 12 weeks.

During the spring term because of the reduced number of staff available we employed another member of staff. Parents would know her as Sophie Blue. We would have needed another member of staff in the summer term anyway as someone else went on Maternity leave in May. Sultana completed her Early Years Teaching degree during the year supported by Rebecca. We were pleased to be able to do this this knowing that she would be leaving at the end of the academic year to get married and move to another part of the country. Unfortunately Kath our experienced auxiliary also needed to leave at the end of the year at short notice.

The playgroup was almost full with limited sessions by November of 2020. We did release more sessions in the Summer term as we could use our outside space more and to ease demand for sessions.

Finally the summer term saw the group making preparation for the new Early Years Foundation Stage which came into force in September 2021. The staff now have a different approach to making observational records of the children and this means less paperwork and more time spent with the children. The children will each have a learning journey/scrapbook when they leave

## 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. Adjustment made for year 21/22 to include using 20/21 surplus for anticipated deficit for the end of August 2022 year.

### 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.

## 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

<b>Signature(s)</b>	Wendy Cross	Wendy Cross
<b>Full name(s)</b>	Wendy Cross	
<b>Position (eg Secretary, Chair, etc)</b>	Committee member	
<b>Date</b>	15 <sup>th</sup> March 2022	

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

## **INCOME AND EXPENDITURE ACCOUNTS FOR THE YEAR ENDING 31<sup>st</sup> AUGUST 2021**

<b>INCOME RECEIPTS</b>	<b>2021</b>	<b>2020</b>
Fund Raising	£14.42	£24.10
Milk Grant	£344.60	£316.58
Fees	£13745.30	£19637.00
Nursery Grant	£153517.51	£135491.66
Bank Interest	£1.48	£22.61
Miscellaneous	£8872.50	£9409.32
CJRS & SSP	£977.67	£3817.18

<b>TOTAL RECEIPTS:</b>	<b><u>£177473.48</u></b>	<b><u>£168718.45</u></b>
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### **LESS EXPENDITURE:**

Rent	£6557.50	£4819.50
Milk	£353.28	£323.75
Equipment	£2052.77	£1937.51
Stationary	£684.24	£399.22
Miscellaneous	£5966.27	£4797.13
Wages (net)	£132378.37	£133762.68
NI & Tax	£7154.58	£13168.96
Pensions	£3476.80	£3805.86
Beverages	£1313.98	£1201.64
Expenses & Training	£416.60	£785.20
Consumables	£3666.68	£2009.97

<b>TOTAL PAYMENTS:</b>	<b><u>£164021.07</u></b>	<b><u>£167011.42</u></b>
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<b>NET SURPLUS/(LOSS):</b>	<b><u>£13452.41</u></b>	<b><u>£1707.03</u></b>
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Opening Cash Balance	£64342.19	£62635.16
Closing Cash Balance	£77794.60	£64342.19

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

#### **Assets**

Petty Cash Float	£1389.02	£902.69
Current Account Bank Balance	£61225.70	£48261.10
Reserve Account	£14879.88	£14878.40
2 <sup>nd</sup> Reserve Account	£300.00	£300.00

<b>TOTAL ASSETS:</b>	<b><u>£77794.60</u></b>	<b><u>£64342.19</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

# 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 2021

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 \_\_\_\_\_ 08/01/2022 \_\_\_\_\_

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

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

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