



Trustees' Annual Report for the period

Period start date		Period end date	
From	01 09 2021	To	31 08 2022

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	Hannah Klewpatinond	Treasurer	Until 22/06/22	
3	Amy Lannon			
4	Sarah Clarke	Chair		
5	Lyndsay Ali		Until 07/03/23	
6	Aliz Szasz			
7	Natasha Wiggins		From 09/03/22 Secretary 20/06/22	
8	Charlotte Ross	Treasurer	From 20/06/22	
9	Kerry Shephard		Until 01/11/21	
10	Nicola Kirby		From 07/03/23	
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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 07/03/2023
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

At the start of the academic year from September 2021, we were still adhering to Covid rules and guidelines which asked us to produce a management plan in case of an outbreak. We were fortunate that although we had a number of cases for both children and staff, that we did not exceed the number which would have caused us to close for a period of time.

For the first time for a number of years the playgroup did not fill completely during the Spring Term– we were almost at capacity during the Summer Term. We also had a higher percentage of children that were not receiving Government funding and paying fees – we receive more per hour from funding than from fees. Both of these reflect the reduction in income from Grant and the increase in Fee income shown in the accounts.

Because of the difference paid between Government Grant and fees per hour, and also because of the greater percentage of paid sessions this year the Management committee decided to increase both session and lunch fees from January 2023. This is still less than the amount per hour we receive from grant funding. We also decided to increase the request we make for snack and consumable items from the parents once a term – the last time we increase this was about 6 years ago.

There were a number of staff changes. Two new staff are training to gain their level 3 early years qualification.

We had another successful trip to Rookery farm on the 5th May 2022 and the Open afternoon in May was very well attended with over 70% of our families making an appearance.

We were aware that we would end with a net loss at the end of the year and were careful to make savings where we could. We were estimating that the loss would be in the region of £4-5K, but with some efficiencies managed to reduce this to £938. The previous year's surplus will offset this deficit. We are also holding this as we know that we will have a much larger rent bill going forward from April 2023 as the management of the hall is changing then – we haven't yet been informed how much this is going to be, but have been led to believe that it will at least double. We also have the large increase from April 2023 in National Living Wage which will increase wages. The Government funding for childcare is also increasing this April, but is not keeping up with costs.

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 working months income. This is to cover for contingencies including, the temporary shortfall in the Autumn term, redundancy, SSP, increases in National Living Wage, pensions. Adjustment made for year 21/22 and 22/23 to include using 20/21 surplus for forecasted deficits and future rent bill rises.

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

Signature(s)	Wendy Cross	Wendy Cross
Full name(s)	Wendy Cross	
Position (eg Secretary, Chair, etc)	Committee member	
Date	11 th March 2023	

EMERSON VALLEY PLAYGROUP T/AS THE WENDY HOUSE

INCOME AND EXPENDITURE ACCOUNTS FOR THE YEAR ENDING 31st AUGUST 2022

INCOME RECEIPTS	2022	2021
Fund Raising	£11.92	£14.42
Milk Grant	£378.85	£344.60
Fees	£31910.51	£13745.30
Nursery Grant	£123015.86	£153517.51
Bank Interest	£6.96	£1.48
Miscellaneous	£1072.22	£8872.50
CJRS & SSP	£539.56	£977.67

TOTAL RECEIPTS:	<u>£156935.88</u>	<u>£177473.48</u>
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LESS EXPENDITURE:

Rent	£6930.00	£6557.50
Milk	£390.96	£353.28
Equipment	£1318.89	£2052.77
Stationary	£560.65	£684.24
Miscellaneous	£5108.49	£5966.27
Wages (net)	£131034.15	£132378.37
NI & Tax	£3979.58	£7154.58
Pensions	£3844.91	£3476.80
Beverages	£1596.97	£1313.98
Expenses & Training	£632.20	£416.60
Consumables	£2390.76	£3666.68
Bank charges	86.45	

TOTAL PAYMENTS:	<u>£157874.01</u>	<u>£164021.07</u>
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NET SURPLUS/(LOSS):	<u>(£938.13)</u>	<u>£13452.41</u>
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Opening Cash Balance	£77794.60	£64342.19
Closing Cash Balance	£76856.47	£77794.60

STATEMENT OF ASSETS AND LIABILITIES

Assets

Petty Cash Float	£1586.82	£1389.02
Current Account Bank Balance	£60082.81	£61225.70
Reserve Account	£14886.84	£14879.88
2 nd Reserve Account	£300.00	£300.00

TOTAL ASSETS:	<u>£76856.47</u>	<u>£77794.60</u>
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TOTAL LIABILITIES	<u>£0.00</u>	<u>£0.00</u>
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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 31st AUGUST 2022

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 02/01/2023 _____

Name _____ J A MANNERS _____

Relevant professional qualification or body (if any) _____ ACIB _____

Address _____ 1 Walton Road, Caldecotte, Milton Keynes, MK7 8AE _____