

Section A

Independent Examiner's Report

Report to the trustees/  
members of

CONDICOTE PLAYGROUP + TODDLER GROUP

On accounts for the year  
ended

AUGUST 31st 2022

Charity no  
(if any)

1064785

Set out on pages

3, 4 and 5

(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 30/09/2022.

Responsibilities and  
basis of report

As the charity trustees of the Trust, 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 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 (other than that disclosed below \*) in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn 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:

Joan Lane

Date:

20/11/2023

Name:

JOAN LANE

Relevant professional  
qualification(s) or body  
(if any):

Address:

11 MIDDLETOWN LANE  
STUDLEY  
B80 7PN



Only complete if the examiner needs to highlight 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.**



Condicote Playgroup Accounts

01 September 2021 - 31 August 2022

Receipts

	£
Nursery Education Funding	38,120.73
Playgroup Fees	26,053.19
Toddler Fees	0.00
Grants	0.00
Fundraising	2,364.36
Donations	0.00
Interest	0.99
Early Years Lead funding	0.00
Movement between accounts	6,164.36
<b>Total Receipts</b>	<b>72,703.63</b>

Payments

	£
Salaries	44,306.37
HMRC	1,668.12
Payroll (PATA)	388.00
Training Costs	529.60
Premises	7,791.50
Insurance	417.60
Administration	311.20
Refreshments	349.08
Consumables	322.24
Fundraising Costs	0.00
Playgroup Fees	20.00
Equipment	690.76
NEST	1,102.86
Movement between accounts	6,164.36

**Total Payments**

**64,061.69**

**Profit/Loss**

**8,641.94**

CHAIR  
Michelle Hanna

TREASURER  
Sophie Arkell

*[Signature]*



Becky Mills (01/11/2022)

Condicote Playgroup Accounts

1st September 2021 - 31st August 2022

CHAIR  
Michelle Heale  
*Michelle Heale*

Receipts

	<u>2021/22</u>	<u>2020/21</u>	<u>2019/20</u>
	£	£	£
Nursery Education Funding	38,120.73	41,316.62	46,391.14
Playgroup Fees	26,053.19	13,359.70	11,127.42
Toddlers	0.00	-	600.00
Grants	0.00	-	-
Fundraising	2,364.36	503.74	433.30
Donations	0.00	-	38.81
Bank Interest	0.99	17.76	58.68
Early Years Lead Funding	0.00	-	-
Movement between accounts	6,164.36	-	-
<b>Total Receipts</b>	<b><u>72,703.63</u></b>	<b><u>55,197.82</u></b>	<b><u>58,649.35</u></b>

TREASURER

SOPHIE ARELL

*Sophie Arell*

Payments

	£	£	£
Salaries	44,306.37	41,583.68	40,356.42
HMRC	1,668.12	1,619.71	1,871.71
Payroll (PATA)	388.00	424.00	405.20
Training Costs	529.60	612.92	281.75
Premises	7,791.50	6,478.50	6,093.50
Insurance	417.60	348.90	308.83
Administration	311.20	526.15	218.44
Refreshments	349.08	741.83	233.77
Consumables	322.24	316.39	296.19
Fundraising Costs	-	-	50.64
Playgroup Fees	20.00	131.00	548.10
Equipment	690.76	974.56	810.04
NEST	1,102.86	779.65	804.21
Movement between accounts	6,164.36	-	-

**Total Payments**

64,061.69

54,537.29

52,278.80

**Profit/Loss**

8,641.94

660.53

6,370.55



Becky Mills (01/11/2022)

Condicote Playgroup Bank

01 September 2021 - 31 August 2022

<u>Current Account</u>	<u>£</u>	<u>Deposit Account</u>	<u>£</u>	<u>Net Assets</u>	<u>£</u>
Balance at 31/08/2021	27,735.66	Balance at 31/08/2021	9,835.64	Balance at 31/08/2021	37,571.30
Receipts 2021-22	66,538.28	Receipts 2021-22	6,165.35	Receipts 2021-22	72,703.63
Payments 2021-22	64,061.69	Payments 2021-22	0.00	Payments 2021-22	64,061.69
Balance at 31/08/2022	30,212.25	Balance at 31/08/2022	16,000.99	Balance at 31/08/2022	46,213.24

CHAIR  
Michelle Harle  
Me

TREASURER  
SOPHIE ARETEL

Pat





**AGM Minutes**  
**Tuesday 15 November 2022, 8pm**  
**At Condicote Village Hall**  
**To be chaired by Emma Bovill**

**1. Welcome by Chairperson**

Emma welcomed everyone to the AGM

**2. Apologies**

Attendees: Emma Bovill (Chair), Sophie Arkell (Treasurer), Sarah Wharton (Secretary), Melissa, Jess, Marion, Trudy, Nicki, Annabell

Via Zoom: Ilona, Michelle

Apologies: Emily, Liz, Cathy

**3. Sign off previous AGM minutes**

The following amendments were made to the 2021 AGM minutes:

P.3 Money spent on training was £612.92

If there are no further corrections the minutes were approved as corrected.

**4. Accounts for the previous financial year**

Sophie presented the accounts and provided a Treasurer's report

End of Year balances 31st August 2022

Current Account £30,212.25

Deposit Account £16,000.99

Combined £46,213.24

The final profit figure for 2021-22 was £8,641.94. This is a fabulous amount really proving what a wonderful business we are.

The fundraising amount of £2,364.36 is a huge increase on the previous year, thanks to two years' worth of Lower Slaughter teas, raising £1,075.20 and £856.21 respectively. Our non-Nursery Education Funded Playgroup fees doubled to £26,053.19, with lots of 2-year-olds doing more days a week than in previous years. The playgroup fees increased in January 2022 in line with local benchmarking and market research.

CHAIR  
Michelle Harle  
*[Signature]*

TREASURER  
SOPHIE ARKELL  
*[Signature]*



The annual accounts spreadsheet recognises the movement of funds into the contingency deposit account, this amount is to be reviewed on an annual basis to reflect any changes in potential contingency plan costs. This is for emergency outlays such as redundancies, rent increases, and any other bills.

Co-Op Bank offers a Community account for charities with a turnover of less than £1m. It can be run online with dual signatories and the ability to pay cash and cheques in at the Post Office. The account opening form needs signatures of all the trustees in line with our governing document. Sophie suggested the Chairperson, Treasurer and Deputy Treasurer should have access to the accounts. It has also been agreed at the previous meeting that the contingency account will be set up as a savings account, linked to our current account, with a 35-day withdrawal limit. This is currently paying interest of 0.28%, however, this is likely to increase based on recent financial market behaviour.

Easyfundraising has had a definite boost from more subscribers. It has been confirmed on our account that we receive a small percentage of anything raised by Blockley Primary School and Temple Guiting School as part of a referral scheme. We have also set up an Amazon Smile account so we will benefit with a little donation from any Amazon purchases by people using us as their worthy cause.

For the year beginning September 2022, we are to pay the staff on an annual salary basis rather than an hour-by-hour monthly calculated amount. The amount paid to each employee is the same, it is just a more evenly spread distribution over the year.

Thank you for another wonderful year.

## **5. Annual Report**

### Emma gave the Annual Chair Report

It has been a wonderful 2021-22 academic year at Condicote Playgroup – healthy numbers and happy children as always a testament to the hard working staff and strong leadership from our Play Leader.


We've seen some wonderful examples of teamwork – within the staff team, dealing with situations calmly and efficiently as they arose, an enthusiastic committee and engaged parents. It was fantastic to see such great participation with our fundraising events – PJ Days in December, the spring quiz (with Cathy's amazing games!) and July teas at Lower Slaughter.

Condicote thrives as a playgroup because we all put the interests of the children first, work together and keep a sense of humour at all times! It's been a pleasure to be involved.

### Trudy gave the annual Playleader Report

Add in Trudy update

CHAIR  
Michelle Hane  


TREASURER  
SOPHIE ARKELL  




## 6. Election of new Committee Members

The following members stood down from the committee:

☐

Emma Bovil  
Sarah Wharton  
Sophie Arkell  
Melissa Fleming  
Marion Lindsay  
Michelle Harle  
Ilona Hilton-Johnson  
Emily Mounteney  
Liz West ☐

The following members were elected onto the committee:

☐

Sophie Arkell  
Melissa Fleming  
Jess Leighton-Allen  
Michelle Harle  
Ilona Hilton-Johnson  
Emily Mounteney ☐

The following Committee Officer roles will need to be filled at the first new Condicote Committee Meeting:

Chair

Secretary

Treasurer: Sophie Arkell continues as Treasurer for a further year.

ACTION: Trudy to send new committee member documentation to all new committee members

## 7. AOB

Items to be added to the first Committee Meeting Agenda:

1. Confirmation of the Committee Officers.
2. New bank account forms to be signed by the new committee members and signatories to be added once the Officers have been confirmed.
3. New committee to discuss the issue of a staff bonus. It was agreed at the last committee meeting that this should be debated and decided by the new committee. It was suggested that the new committee consider a (possibly profit linked) pre-Christmas annual bonus and an annual end of financial year pay review.

CHAIR  
Michelle Harle  


TREASURER  
SOPHIE ARKELL  
