

OVERTON PLAYGROUP

England & Wales - Charity number 1075540

Details

Other names OVERTON PRESCHOOL PLAYGROUP

Status Registered

Legal form Other

Registered 1999-05-17

Register [View on the Charity Commission register](#)

Contact

Address Community Centre
Winchester Street
Overton
Overton
RG25 3HS

Phone 01256770370

Email committee@overtonplaygroup.com

Website www.overtonplaygroup.com

Activities

Objects: 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 THROUGH COMMUNITY GROUPS.

Activities: Provision of pre-school education

Classification

- **How:** Provides Services
- **What:** Education/training
- **Who:** Children/young People, People With Disabilities, The General Public/mankind

Geography

- **Area of benefit:** OVERTON, HAMPSHIRE
- Hampshire

Finances

Period end	Income	Expenditure	Assets	Employees
2024-08-31	£241,069	£213,210	-	-
2023-08-31	£190,729	£175,134	-	-
2022-08-31	£179,404	£168,134	-	-
2021-08-31	£171,635	£163,920	-	-
2020-08-31	£197,869	£158,393	-	-

Trustees

Name	Role	Appointed
Emily Giblett		2024-09-09
James Giblett		2024-09-09
Joshua Dack		2024-09-09
Katy Dibbern		2022-09-13
Nick Dibbern		2024-09-09

OVERTON PLAYGROUP

England & Wales - Charity number 1075540

Accounts



Overton Playgroup

Accounts for the year ended 31 August 2024

David Carter

INDEPENDENT EXAMINERS REPORT

Independent examiner's report to the trustees

I report on the accounts of the charity for the year ended 31/8/24, which are set out on the following pages

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year (under section 145(1) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility:

- To examine the accounts (under section 145 of the 2011 Act);
- To follow the procedures laid down in the General Directions given by the Charity Commissioners (under section 145(5) of the 2011 Act); and
- To state whether any matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. 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 you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.

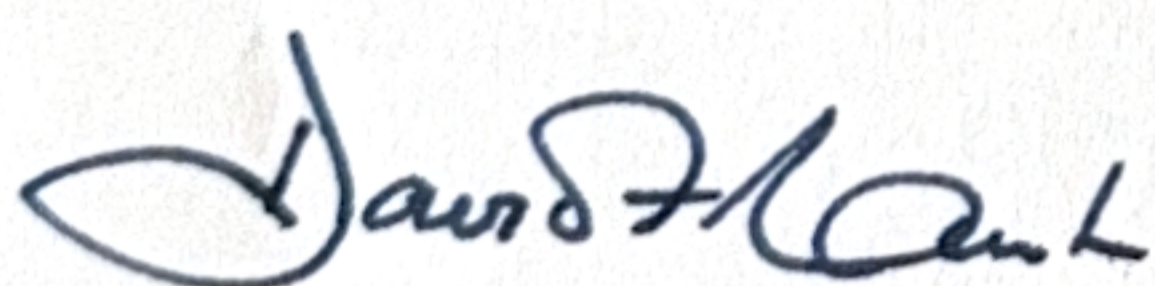
Independent examiner's statement

In connection with my examination, no matter has come to my attention:

- a) which gives me reasonable cause to believe that in any material respects the requirements
- to keep accounting records in accordance with section 130 of the 2011 Act; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act.

have not been met; or

- b) which, in my opinion, attention should be drawn to in order to enable a proper understanding of the accounts to be reached.



David Carter

30 April 2025

Overton Playgroup
Statement of Financial Activities for the year ended 31 August 2024

	Note	Total year to 31.8.24 £	Total year to 31.8.23 £
Incoming Resources			
Fees including vouchers		77,520	61,565
Hampshire County Council - Pre-school vouchers		159,161	124,260
Fund Raising	3	1,212	3,421
Other income	4	10	287
Investment income	5	3,166	1,197
Total Incoming Resources		241,069	190,729
Less: cost of generating funds			
Fundraising and publicity	6	296	850
Net incoming resources available for charitable application		240,773	189,879
 Resources Expended - Charitable expenditure			
Staff Costs	7	171,544	144,374
Cost of activities in furtherance of the charities objectives	8	37,188	26,096
Catering Costs	9	369	178
Managing and administering the charity	10	3,814	4,485
Total Resources Expended		212,914	175,134
 Net movement in funds			
Balances brought forward at 1 September 2023		27,859	14,745
		203,351	188,606
Balances carried forward at 31 August 2024		231,210	203,351

Overton Playgroup
Balance Sheet as at 31 August 2024

	2024		2023	
	£	£	£	£
Current Assets				
HSBC Savings Account	50,708		20,118	
Nationwide Savings Account	120,001		120,001	
Current a/c	60,425		63,207	
Petty Cash	61		11	
		<u>231,195</u>	<u>203,336</u>	
Creditor - Barclaycard		15		15
		<u>231,210</u>	<u>203,351</u>	
Reserves				
Unrestricted Funds		<u>231,210</u>	<u>203,351</u>	
		<u>231,210</u>	<u>203,351</u>	

The financial statements are approved by the Trustees and signed on their behalf by:

.....		30/4/25
Chairman	Treasurer	Date

1 Accounting Policies

1.1 Basis of preparation

The financial statements have been prepared under the historical cost convention and in accordance with the Statement of Recommended Practice, Accounting and Reporting by Charities (SORP 2005), applicable accounting standards and the Charities Act 1993.

The principal accounting policies adopted in the preparation of the financial statements are as follows:

1.2 Funds structure

Funds held by the charity are

Unrestricted general funds - these are funds which can be used in accordance with the charitable objects at the discretion of the trustees.

1.3 Incoming Resources

Fees

Income is recognised upon receipt.

Donations and grants

Income from donations and grants, including capital grants, is included in incoming resources when these are receivable

1.4 Interest receivable

Interest is included when received by the charity.

1.5 Resources expended

Expenditure included in the direct charitable expenditure is that relating to the provision of playschool services.

Fundraising expenditure is that expenditure directly incurred related to the Charity's fundraising activities.

All other expenses relate to managing and administering the charity.

1.6 Irrecoverable VAT

The charity does not require to be registered for VAT therefore, irrecoverable VAT is charged against the category of resource expended for which it was incurred

2 Related party transactions

The trustees received no remuneration either during the current or preceding year.

Out of pocket expenses were not claimed by the trustees in either year, the value of these contributions is not known.

3 Fundraising Income

General Fundraising - merged
Xmas Cards
Donations and Grants

	2024 £	2023 £
	1,212	2,098
		323
		1,000
	<u>1,212</u>	<u>3,421</u>

4 Miscellaneous Income

Merchandise and General Sales

	2024 £	2023 £
	10	287
	<u>10</u>	<u>287</u>

5 Investment Income

Interest on Savings Account in 2023
Interest on cash deposits

	2024 £	2023 £
	114	
	3,052	1,197
	<u>3,166</u>	<u>1,197</u>

6 Fundraising and Publicity costs

General

	2024 £	2023 £
	296	850
	<u>296</u>	<u>850</u>

7 Staff costs

Staff Costs including ER's NI
Pension (NEST)
Training
Other Staff Costs

	2024 £	2023 £
	162,939	136,327
	6,476	6,521
	397	901
	1,732	624
	<u>171,544</u>	<u>144,374</u>

No employee earned more than £50,000 per annum in either year in above accounts.

8 Direct Charitable Expenditure

	2024 £	2023 £
Rent	19,669	18,284
Moving Costs - Re-location from Overton Primary school to St Lukes Hall	8,885	-
Resources - Consumables	270	1,377
Resources	3,502	3,405
Maintenance	1,852	256
Insurance	1,590	1,460
Printing and stationery	347	83
Telephone & Internet	681	622
Other Costs	391	628
	<u>37,187.73</u>	<u>26,095.62</u>

9 Catering Costs

	2024 £	2023 £
Groceries	369	178
Food Vouchers	0	0
	<u>369</u>	<u>178</u>

10 Management and Administration of the Charity

	2024 £	2023 £
Audit and Accountancy	2,918	2,386
Fees & Subscriptions	541	381
Miscellaneous	355	1,718
	<u>3,814</u>	<u>4,485</u>

11 Staff numbers


The average number of employees (including casual and part-time staff) during the year was as follows:

	2024	2023
Full Time	4	4
Part Time	7	5
	<u>11</u>	<u>9</u>

OVERTON PLAYGROUP


England & Wales - Charity number 1075540

Accounts



Overton Playgroup

Accounts for the year ended 31 August 2023



David Carter

INDEPENDENT EXAMINERS REPORT

Independent examiner's report to the trustees

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Respective responsibilities of trustees and examiner

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It is my responsibility:

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- To follow the procedures laid down in the General Directions given by the Charity Commissioners (under section 145(5) of the 2011 Act); and
- To state whether any matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. 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 you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.

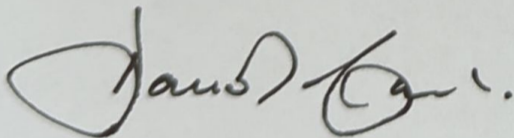
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have not been met; or

- b) which, in my opinion, attention should be drawn to in order to enable a proper understanding of the accounts to be reached.



David Carter

26 May 2024

Overton Playgroup
Statement of Financial Activities for the year ended 31 August 2023

	Note	Total year to 31.8.23 £	Total year to 31.8.22 £
Incoming Resources			
Fees including vouchers		61,565	44,262
Hampshire County Council - Pre-school vouchers		124,260	131,815
Fund Raising	3	3,421	3,398
Other income	4	287	206
Investment income	5	1,197	97
Total Incoming Resources		190,729	179,779
Less: cost of generating funds			
Fundraising and publicity	6	850	170
Net incoming resources available for charitable application		189,879	179,609
 Resources Expended - Charitable expenditure			
Staff Costs	7	144,374	138,544
Cost of activities in furtherance of the charities objectives	8	26,096	25,437
Catering Costs	9	178	976
Managing and administering the charity	10	4,485	3,178
Total Resources Expended		175,134	168,134
 Net movement in funds			
Balances brought forward at 1 September 2022		14,745	11,270
		188,606	177,337
 Balances carried forward at 31 August 2023		203,351	188,606

**Overton Playgroup
Balance Sheet as at 31 August 2023**

	2023		2022	
	£	£	£	£
Current Assets				
HSBC Savings Account	20,118		20,091	
Nationwide Savings Account	120,001		120,001	
Current a/c	63,207		48,511	
Petty Cash	11		3	
	<u>203,336</u>		<u>188,606</u>	
Creditor - Barclaycard		15		
		<u>203,351</u>		<u>188,606</u>
Reserves				
Unrestricted Funds		<u>203,351</u>		<u>188,606</u>
		<u>203,351</u>		<u>188,606</u>

The financial statements are approved by the Trustees and signed on their behalf by:

.....
Chairman

.....
Treasurer

.....
Date

1 Accounting Policies

1.1 Basis of preparation

The financial statements have been prepared under the historical cost convention and in accordance with the Statement of Recommended Practice, Accounting and Reporting by Charities (SORP 2005), applicable accounting standards and the Charities Act 1993. The principal accounting policies adopted in the preparation of the financial statements are as follows:

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Unrestricted general funds - these are funds which can be used in accordance with the charitable objects at the discretion of the trustees.

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Fees

Income is recognised upon receipt.

Donations and grants

Income from donations and grants, including capital grants, is included in incoming resources when these are receivable

1.4 Interest receivable

Interest is included when received by the charity.

1.5 Resources expended

Expenditure included in the direct charitable expenditure is that relating to the provision of playschool services.
Fundraising expenditure is that expenditure directly incurred related to the Charity's fundraising activities.
All other expenses relate to managing and administering the charity.

1.6 Irrecoverable VAT

The charity does not require to be registered for VAT therefore, irrecoverable VAT is charged against the category of resource expended for which it was incurred

2 Related party transactions

The trustees received no remuneration either during the current or preceding year.
Out of pocket expenses were not claimed by the trustees in either year, the value of these contributions is not known.

3 Fundraising Income

General Fundraising
Xmas Cards
Donations and Grants

2023	2022
£	£
2,098	2,448
323	373
1,000	578
<u>3,421</u>	<u>3,398</u>

4 Miscellaneous Income

Merchandise and General Sales

2023	2022
£	£
287	206
<u>287</u>	<u>206</u>

5 Investment Income

Interest on cash deposits

2023	2022
£	£
1,197	97
<u>1,197</u>	<u>97</u>

6 Fundraising and Publicity costs

General

2023	2022
£	£
850	170
<u>850</u>	<u>170</u>

7 Staff costs

Staff Costs including ER's NI
Pension (NEST)
Training
Other Staff Costs

2023	2022
£	£
136,327	132,841
6,521	5,460
901	147
624	95
<u>144,374</u>	<u>138,544</u>

No employee earned more than £50,000 per annum in either year in above accounts.

8 Direct Charitable Expenditure

	2023 £	2022 £
Rent	18,284	17,121
Resources - Consumables	1,377	1,762
Resources	3,405	3,574
Maintenance	256	652
Insurance	1,460	1,671
Printing and stationery	63	53
Telephone & Internet	622	604
Other Costs	628	

26,095.62 25,437.22

9 Catering Costs

	2023 £	2022 £
Groceries	178	436
Food Vouchers	0	540

178 976

10 Management and Administration of the Charity

	2023 £	2022 £
Audit and Accountancy	2,386	2,516
Fees & Subscriptions	381	231
Miscellaneous	1,718	431

4,485 3,178

11 Staff numbers

The average number of employees (including casual and part-time staff) during the year was as follows:

	2023	2022
Full Time	4	3
Part Time	5	6

9 9

OVERTON PLAYGROUP

England & Wales - Charity number 1075540

Accounts



Overton

Preschool Playgroup

Overton Community Centre
Winchester Street
Overton
RG25 3HS
Tel: 01256 770370
Registered Charity 1075540

ANNUAL REPORT 2021-2022

Legal and Administrative Information

Charity Name	Overton Playgroup
Also known as	Overton Preschool Playgroup
Registered charity no:	1075540
For the financial year beginning on	1 st September 2021
For the financial year ending on	31 st August 2022
Charity's principal address	Community Centre Winchester Street Overton Hampshire RG25 3HS
Governing Document	Early Years Alliance (was Preschool Learning Alliance) Preschool Constitution 2011, approved by the members at a General Meeting held on 19 th September 2012
Objects of the Charity	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 through community groups.
Professional Advisers	Georgina Jackson (Accounts Administrator)

Introduction to Overton Preschool Playgroup

Overton Playgroup has been in the heart of the village of Overton for 41 years, providing care and education to local children by our qualified and experienced staff. We are registered to care for 26 children from age two at the Community Centre setting and 18 children from age three at the Overton Primary School setting in any one session. Last year we were able to provide places for 60 children at both our Community Centre and School settings (33 and 27 respectively).

Overview

We have had a very successful year at Overton Preschool Playgroup, and are very happy that we have been able to return to operating as normal after the government declared end of Covid restrictions earlier this year.

We began the year optimistic to embrace the new normal, with our finances in good shape despite our various interruptions of the previous year. Both our settings continued to provide a safe-haven for our children to get back to what they do best: play and learn, while the government gave the Chair and Manager plenty of extra reading with ever changing covid rules and advice.

However, we still faced challenges through the year with both our settings having to close due to separate cases of covid - and storm Eunice! I remember saying this last year, but it is still 100% true this year - I am proud to say that we were able to support our children and keep our closures to the absolute minimum, thanks to our wonderful staff who worked in a different setting or on a different day to enable us to stay open as much as we did. They all truly shone in difficult circumstances.

Our staff worked unstintingly to ensure our children's time at Playgroup and Preschool was as normal as possible, full of education, fun and outdoor play in all weathers. They also supported our big initiative of the year, the Octopus Challenge, which we successfully completed and earned our Plastic Free status as well as teaching children and their families more about reducing, reusing and recycling. On top of this, we finished the year with a profit which we look forward to investing in new equipment for both settings.

The professionalism, hard work, dedication and positivity of the staff made this year one to remember.

Staffing

We are extremely lucky to have such an experienced, hardworking and well-qualified team at Overton Preschool Playgroup, led since 2000 by Amanda Igo.

We have 4 salaried staff and 4 sessional staff.

Leader -	Amanda Igo NNEB NVQ4
Room Leaders -	Angela Cowperthwaite NVQ3 Linda Shanks NVQ3
Keypersons -	Hazel Duncombe NVQ3 Leanne Britton NVQ3 Clare Miller
SENCO -	Eva Jones NVQ3
Preschool Assistant	Laura Enters BSc Social Policy

Clare Miller started as keyperson in September and has had a great first year with us.

Helen Wragg resigned her position at the end of the autumn term and has been missed by staff, committee and children alike. Laura Enters began as Bank staff in December, and we were very happy that she decided to become a Preschool Assistant earlier this year and will become a keyperson this year.

All our Keypersons and have assigned a number of children for whom they have particular responsibility helping them settle quickly, assisting him or her in activities and keeping the parent or carer informed of the child's progress. The Keyperson keeps a record of each child's progress by making regular observations, which are noted in the child's Learning Journey and a play plan is then formulated according to each child's needs.

Professional Development

Angela Cowperthwaite and Linda Shanks have continued in their roles as Room Leader at the two settings, also acting as the Safeguarding officer in their respective settings.

It has been difficult to maintain the level of training usually completed, due to lockdowns and changes to training opportunities, but the staff has used the Services for Young Children online learning platform to keep up to date with safeguarding and the new reformed EYFS. Amanda has continued to access the provider briefer meetings, Angela has accessed safeguarding meetings, Linda has attended birth to 4 meetings and Eva has attended her SENCO meetings. Inset days continue to be used to reflect Playgroup and Preschool practice and as a result of the pandemic staff have joined lots of social media early years groups where they have been able to share ideas, new information and latest updates.

Quality Assurance

There were no visits from Ofsted, and so we retain our Outstanding rating at both of our settings, as ever working to the highest standards.

Enrolment

The year began strongly, with Preschool full right from the start and a good number of children registered for Playgroup. Flexible start dates and options supported this, and we attracted a number of newcomers to the village as well as younger siblings from families we have previously known.

For the coming academic year, we have 56 children on our register so far, 28 for each setting, with Preschool full and many children attending 5 days a week. Playgroup is also busier than previous years in September, as some children who turned two last spring or summer term started then, rather than waiting for September, which should lead to a more settled start to the new academic year.

We offer a flexible variety of session times at both the Community Centre and school settings and are well set up to welcome children from the age of two. We accept applications from birth. As a charity, it is always our intention to provide Early Years' Education to as many local children as our space and ratios allow and this will continue to be a driving factor when deciding upon session times. We are also pleased to be able to offer the Government 30 hours funding for eligible 3 and 4 year olds.

Playgroup and Preschool settings

We benefit from having two separate classrooms in two different locations; Playgroup in the heart of the village within the Community Centre and Preschool based within Overton Primary School. Since Covid, Preschool continues to flex to fit in with the staggered start and finish times at Overton Primary School and Playgroup children enter our Playgroup room via the garden.

Overton Playgroup and the local Community

As we are located at the heart of the village, we feel very central to the community and have missed the level of involvement we have had in previous years, due to social restrictions lifting slowing after Covid-19. However, we managed to hold one community event, our May Fair, in the Community Centre in May this year, which was wonderfully supported by our children, their parents, previous children and parents and the community as a whole. A great way to restart our in-person fundraising events which we hope to organise more of this year.

We have continued with our monthly feature in the Test Magazine, broadening our subject range to activities to enjoy with our children during all sorts of weathers and times of year, our participation in Light Up Overton at Christmas, and how to help children transition – whether to join us at Playgroup or Preschool or whether starting at “big school”. The best advice given being to enjoy an ice-cream or iced lolly when it gets hot!

We also worked with the children and their families on our Octopus Challenge, inspired by the work of Plastic Free Overton and Sustainable Overton to look at what we do in our settings. We pledged to make changes such as reducing our use of single use plastic by encouraging our children to bring reusable water bottles, reusing plastic, e.g. yogurt pots that come in our children’s packed lunches as glue and paint pots, and recycling our old toys at our fundraising May Fair event. We are pleased to share that we have gained our Plastic Free status.

Parent Management Committee

Overton Preschool Playgroup is managed by a voluntary Parent Management Committee, which is an essential part of Overton Preschool Playgroup. They not only manage and organise the fundraising activities throughout the year but they also act as Trustees for Playgroup (which is a Registered Charity) and oversee the staff, finances and administration.

The Committee consists of three officers (Chair, Secretary and Treasurer) and no fewer than two and not more than nine other elected members. Committee members are elected for one year at the Annual General Meeting. The Committee are able to co-opt a further three members, during the course of the year. A list of the charity Trustees for 2020/2021 is detailed at the end of this report.

The Management Committee have continued to meet on a monthly basis through the year to ensure the smooth running of the business carrying out functions including:

- Banking and Petty Cash
- Health and Safety risk assessments
- Fundraising and events
- Website and social media management
- Newsletters
- PR

Events and fundraising

We successfully ran a number of fundraisers, with our events and fundraising team working very hard to ensure our Christmas cards, sponsored bike ride and May Fair raised vital funds to invest back into our settings for our children. A special mention must go to one of our parents, Josh, who cycled 100 miles to raise funds for us.

Funds raised by the charity are spent directly on resources to enrich the learning environment for the children. In addition to the events mentioned a second ago, we

have maximised income from passive fundraising by promoting schemes such as Amazon Smile and Easy Fundraising.

The Southern Coop chose us to be their charity partner for another year from April, which was great news. We are very pleased that they have selected us again for this coming year, thank you to Stuart and the Coop for your support.

Parent Survey

Responses to the Parent Questionnaire were universally positive, reflecting the understanding and respect that the parents have for the staff and the dedication the staff put into the children's welfare and enjoyment of their time at Overton Preschool Playgroup. Suggestions for improvements have been reviewed and actioned where practical.

The committee will continue to prioritise open and relevant communication with parents and carers, and actively look for ways to improve this.

Some examples of comments from the questionnaire:

"We chose Overton Preschool Playgroup because, quite simply, playgroup seemed like a very happy place where all the children were having fun- a first impression which has proved to be absolutely true."

"The staff have done so incredibly well to continually provide a great experience for our child through all the challenges associated with the pandemic."

"3 children of my own have attended this playgroup/preschool over the last 9 years and they have always been amazing and attended to each child in a way that the child's needs were met."

We are very grateful to the commitment of the parents for their time and dedication to Overton Preschool Playgroup. In addition to the committee members, we would also like to thank all the parents who helped in various ways including supporting our fundraising, as parent helpers or supplying fruit for snack time.

Thank yous

At this point I would like to say a big thank you to those members of the Parent Management Committee who are standing down from the Committee this evening. Your support, hours volunteered, positivity, enthusiasm and help have been very much appreciated. By me as the Chair over a very trying couple of years, and I'm sure Amanda and the staff will not mind me thanking you on their behalf - for allowing them to concentrate on what they do best, letting our children experiment, learnt, thrive and have fun.

We mustn't forget those Committee members who will stay on this year and any parent who volunteers their time to us. Thank you from all of us. We could not do what we do so well without you.

CHARITY TRUSTEES 2019-2020

Name of Trustees	Dates during which named trustees acted, if not during the whole period of this report	Method of appointment or election
Susannah Teixeira, Chair		Re-elected at AGM 2021
Sarah Hands, Treasurer		Re-elected at AGM 2021
Amy Smith, Secretary		Re-elected at AGM 2021
Beth Wilkes		Elected at AGM 2021
Chris Shaw		Re-elected at AGM 2021
Claire Whitlam		Re-elected at AGM 2021
Emma Booth		Re-elected at AGM 2021
Emma Riggs		Re-elected at AGM 2021
Georgie Corlett-Pitt		Elected at AGM 2021
Katy Dibbern	June 2022 to date	Co-opted June 2022
Lucy Quick		Re-elected at AGM 2020

Notes on the accounts

Overton Playgroup

For the year ended

31 August 2022

Accounts for the year ended

31 August 2022

The accounts have been prepared in accordance with the provisions of the Companies Act 2006 and the Companies (Accounts) Regulations 2008.

The accounts have been prepared on a cash basis.

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The accounts have been prepared on a cash basis.

INDEPENDENT EXAMINERS REPORT

Independent examiner's report to the trustees

I report on the accounts of the charity for the year ended 31/8/22, which are set out on the following pages

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- To examine the accounts (under section 145 of the 2011 Act);
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- To state whether any particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. 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 you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

- a) which gives me reasonable cause to believe that in any material respects the requirements
 - to keep accounting records in accordance with section 130 of the 2011 Act; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act.

have not been met; or

- b) which, in my opinion, attention should be drawn to in order to enable a proper understanding of the accounts to be reached.



David Carter

29 May 2023

**Overton Playgroup
Statement of Financial Activities for the year ended 31 August 2022**

	Total year to 31.8.22 £	Total year to 31.8.21 £
	Note	
Incoming Resources		
Fees including vouchers	44,262	34,959
Hampshire County Council - Pre-school vouchers	131,815	133,452
Fund Raising	3,398	2,956
Other income	-	206
Investment income	98	62
Total Incoming Resources	<u>179,574</u>	<u>171,635</u>
Less: cost of generating funds		
Fundraising and publicity	170	1,417
Net incoming resources available for charitable application	<u>179,404</u>	<u>170,218</u>
Resources Expended - Charitable expenditure		
Staff Costs	7	138,544
Cost of activities in furtherance of the charities objectives	8	25,437
Catering Costs	9	976
Managing and administering the charity	10	3,178
Total Resources Expended	<u>168,134</u>	<u>163,920</u>
Net movement in funds	11,270	6,297
Balances brought forward at 1 September 2021	177,337	171,040
Balances carried forward at 31 August 2022	<u>188,606</u>	<u>177,337</u>

**Overton Playgroup
Balance Sheet as at 31 August 2022**

	2021	2021
	£	£
Current Assets		
HSBC Savings Account	48,511	20,087
Nationwide Savings Account	20,091	120,001
Current a/c	120,001	37,249
Petty Cash	<u>3</u>	<u>102</u>
	188,606	177,440
Creditor - Barclaycard		(17)
	<u>188,606</u>	<u>177,423</u>
Reserves		
Unrestricted Funds	<u>188,606</u>	<u>177,423</u>

The financial statements are approved by the Trustees and signed on their behalf by:


.....
Chairman


.....
Treasurer

18/09/2023
.....
Date

1 Accounting Policies

1.1 Basis of preparation

The financial statements have been prepared under the historical cost convention and in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities (SORP 2005), applicable accounting standards and the Charities Act 1993. The principal accounting policies adopted in the preparation of the financial statements are as follows:

1.2 Funds structure

Funds held by the charity are *Unrestricted general funds* - these are funds which can be used in accordance with the charitable objects at the discretion of the trustees.

1.3 Incoming Resources

Fees
Income is recognised upon receipt.

Donations and grants
Income from donations and grants, including capital grants, is included in incoming resources when these are receivable

1.4 Interest receivable

Interest is included when received by the charity.

1.5 Resources expended

Expenditure included in the direct charitable expenditure is that relating to the provision of playschool services. Fundraising expenditure is that expenditure directly incurred related to the Charity's fundraising activities.

All other expenses relate to managing and administering the charity.

1.6 Irrecoverable VAT

The charity does not require to be registered for VAT therefore, irrecoverable VAT is charged against the category of resource expended for which it was incurred

2 Related party transactions

The trustees received no remuneration either during the current or preceding year. Out of pocket expenses were not claimed by the trustees in either year, the value of these contributions is not known.

3 Fundraising Income

General Fundraising
Xmas Cards
Donations and Grants

	2022	2021
	£	£
	2448,04	1901,91
	372,81	538,57
	577,6	515,5
	3.398,45	2.955,98

4 Miscellaneous Income

Merchandise

	2022	2021
	£	£
	0	206
	-	206,00

5 Investment Income

Interest on cash deposits

	2022	2021
	£	£
	97,72	62

6 Fundraising and Publicity costs

General

	2022	2021
	£	£
	170	1417,33
	170,00	1.417,33

7 Staff costs

Staff Costs including ER's NI
Pension (NEST)
Training
Other Staff Costs

	2022	2021
	£	£
	132,841	128,592
	5,460	3,782
	147	147
	95	76
	138,544	132,597,46

No employee earned more than £50,000 per annum in either year in above accounts.

	2022	2021
8 Direct Charitable Expenditure	£	£
Rent	17,121	15,590
Resources - Consumables	1,762	3,426
Resources	3,574	4,916
Maintenance	652	728
Insurance	1,671	1,407
Printing and stationery	53	-
Telephone & Internet	604	760
Other Costs		403
	<u>25,437.22</u>	<u>27,230.38</u>
9 Catering Costs	£	£
Groceries	435.94	425.68
Food Vouchers	540.00	315.00
	<u>975.94</u>	<u>740.68</u>
10 Management and Administration of the Charity	£	£
Audit and Accountancy	2,516	2,523
Fees & Subscriptions	231	301
Miscellaneous	431	528
	<u>3,177.50</u>	<u>3,351.92</u>
11 Staff numbers	2022	2021
The average number of employees (including casual and part-time staff) during the year was as follows:		
Full Time	3	3
Part Time	6	7
	<u>9</u>	<u>10</u>

Notes on the accounts

Overton Playgroup

For the year ended

Accounts for the year ended

at

31 August 2022

The accounts have been prepared in accordance with the provisions of the Companies Act 2006 and the Companies (Accounts) Regulations 2008.

The accounts have been prepared on a cash basis.

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INDEPENDENT EXAMINERS REPORT

Independent examiner's report to the trustees

I report on the accounts of the charity for the year ended 31/8/22, which are set out on the following pages

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year (under section 145(1) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility:

- To examine the accounts (under section 145 of the 2011 Act);
- To follow the procedures laid down in the General Directions given by the Charity Commissioners (under section 145(5) of the 2011 Act); and
- To state whether any particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. 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 you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.

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David Carter

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	2022	2021
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Interest on cash deposits

	2022	2021
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Interest on cash deposits	97.72	62

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	2022	2021
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OVERTON PLAYGROUP

England & Wales - Charity number 1075540

Accounts



Overton

Preschool Playgroup

Overton Community Centre
Winchester Street
Overton
RG25 3HS
Tel: 01256 770370
Registered Charity 1075540

ANNUAL REPORT 2020-2021

Legal and Administrative Information

Charity Name	Overton Playgroup
Also known as	Overton Preschool Playgroup
Registered charity no:	1075540
For the financial year beginning on	1 st September 2020
For the financial year ending on	31 st August 2021
Charity's principal address	Community Centre Winchester Street Overton Hampshire RG25 3HS
Governing Document	Early Years Alliance (was Preschool Learning Alliance) Preschool Constitution 2011, approved by the members at a General Meeting held on 19 th September 2012
Objects of the Charity	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 through community groups.
Professional Advisers	Georgina Jackson (Accounts Administrator)

Introduction to Overton Preschool Playgroup

Overton Playgroup has been in the heart of the village of Overton for 41 years, providing care and education to local children by our qualified and experienced staff. We are registered to care for 26 children from age two at the Community Centre setting and 18 children from age three at the Overton Primary School setting in any one session. Last year we were able to provide places for 69 children at both our Community Centre and School settings (33 and 36 respectively).

Overview

We have had a very successful year at Overton Preschool Playgroup, despite the challenges that working through a pandemic continues to throw at us.

We began the year happy to be returning to some normality after an unexpected summer term. Our finances were in good shape, despite our closure and everyone looked forwards to getting back to normal. As the government grappled with the best way to deal with the continuing Covid-19 challenges, both our settings provided a safe-haven for our children to get back to what they do best: play and learn.

I am very proud to say that we were able to support our children, providing early years' childcare to our Ofsted Outstanding level, while the government closed schools for the first 3 months of 2021. Everyone remained optimistic and our staff truly shone in difficult circumstances. Difficulties around shared early years care were resolved as best they could be, by working together with the other providers to ensure the children remained everyone's number one priority.

Our staff worked tirelessly to ensure our children's time at Playgroup and Preschool were as normal as possible, and the closure of Playgroup due to a positive Coronavirus case, was tough on everyone. Despite worries about our finances due to possible closures, and one actual closure, we finished the year with a profit which we look forward to investing in new equipment for both settings.

The professionalism, hard work and kindness of the staff made this year a positive one despite the situation, and the dedication of the whole team made the year one to remember.

Staffing

We are extremely lucky to have such an experienced, hardworking and well-qualified team at Overton Preschool Playgroup, led since 2000 by Amanda Igo.

We have 4 salaried staff and 5 sessional staff.

Leader -	Amanda Igo NNEB NVQ4
Room Leaders -	Angela Cowperthwaite NVQ3 Linda Shanks NVQ3
Keypersons -	Hazel Duncombe NVQ3 Helen Wragg NVQ3 Amanda Phillips NVQ3 Leanne Britton NVQ3
SENCO -	Eva Jones NVQ3

Jo Markham did not return to work in September and Katie O'Brien took on regular hours as our bank staff. Amanda Phillips resigned her position at the end of the summer term and will be missed by staff, committee and children alike. Clare Miller starts as keyperson in September 2021.

All staff work as a Keyperson and have assigned a number of children for whom they will have particular responsibility ensuring the children settle quickly, assisting him or her in Playgroup activities and keeping

the parent or carer informed of the child's progress. The Keyperson keeps a record of each child's progress by making regular observations, which are noted in the child's Learning Journey and a play plan is then formulated according to each child's needs.

Professional Development

Angela Cowperthwaite and Linda Shanks have continued in their roles as Room Leader at the two settings, also acting as the Safeguarding officer in their respective settings.

It has been difficult to maintain the level of training usually completed, due to lockdowns and changes to training opportunities, but the staff has used the Services for Young Children online learning platform to keep up to date with safeguarding and the new reformed EYFS. Amanda has continued to access the provider briefers meetings, Angela has accessed safeguarding meetings, Linda has attended birth to 4 meetings and Eva has attended her SENCO meetings. Inset days continue to be used to reflect Playgroup and Preschool practice and as a result of the pandemic staff have joined lots of social media early years groups where they have been able to share ideas, new information and latest updates.

Quality Assurance

There were no visits from Ofsted, and so we retain our Outstanding rating at both of our settings, as ever working to the highest standards.

Enrolment

The year began strongly, with Preschool more or less full right from the start and a good number of children registered for Playgroup. Flexible start dates and options supported this, and we attracted a good number of newcomers to the village as well as younger siblings from families we have previously known.

For the forthcoming academic year, we have 56 children on our register so far, 28 for each setting, with Preschool full and many children attending 5 days a week. Playgroup is also busier than previous years in September, as some children who turned two in the spring or summer term have already started, rather than waiting for September, which should lead to a more settled start to the new academic year.

We offer a very flexible variety of session times at both the Community Centre and school settings and are well set up to welcome children from the age of two. We accept applications from birth. It is always our intention to provide Early Years' Education to as many local children as our space and ratios allow and this will continue to be a driving factor when deciding upon session times. We are also pleased to be able to offer the Government 30 hours funding for eligible 3 and 4 year olds.

Playgroup and Preschool settings

Overton Preschool Playgroup benefits from having two distinct classrooms; one in the heart of the village within the Community Centre and the other based within Overton Primary School. We were delighted to return to our usual preschool setting in October, having maintained separate Preschool and Playgroup bubbles at the Playgroup setting when we returned in September. Continuing Covid restrictions have seen some changes to our usual ways of working and routines: Preschool flexing to fit in with the staggered start and finish times at Overton Primary School and entering our Playgroup room via the garden.

Changes due to Covid-19

The coronavirus pandemic had significant impact on all aspects of our operation. We remained open while schools were closed at the beginning of 2021 on Government instruction, which meant some complexity for children who attended more than one early years provider with some unable to attend.

Communicating to parents continues to be key and the individual email addresses set up for staff members last year remain a point of contact. Private Facebook groups share videos and pictures with others who attend the same setting and parent communication is made by email and newsletter. The Chair and

Amanda worked hard to stay on top of the ever-changing Government guidance, to put into place safe operating procedures and communicate necessary changes to parents.

In May our Playgroup setting had to close due to a positive case of Coronavirus. The staff reacted very professionally, ensuring all parents and professional bodies were informed and the reaction from our parents was supportive. We were able to reopen after the isolation period was up with no further cases reported, children and staff very glad to return. While Playgroup closed, we were able to keep Preschool open thanks to our separate locations and the staff bubbles that were in place.

This was an incredibly challenging time, requiring complex decision-making based on guidance that was not always clear and constantly changing. Everyone involved went above and beyond, and the professionalism and leadership skills of Amanda were vital in making this such a success. There were financial challenges too, as we lost income from fees and fundraising.

Overton Playgroup and the local Community

As we are located at the heart of the village, we feel very central to the community and have missed the level of involvement we have had in previous years, due to social restrictions in place due to Covid-19. We had to cancel a number of planned events this year, as there were restrictions on numbers of people able to meet which made our plans invalid.

To better support working parents, we continued with our extended opening hours, offering breakfast at Preschool from 8am and “after school” club until 3:45pm, with Playgroup open from 8:15am until 3:45pm. This has proved very popular, and has definitely contributed to the high numbers of children attending, as well as helping parents avoid the rush at pick up and drop off at school.

We have continued with our monthly feature in the Test Magazine, broadening our subject range to activities to enjoy with our children during lockdown, our participation in Light Up Overton at Christmas, how to enjoy Spring and the change of a more normal life returning. The best advice given being to enjoy an ice-cream or iced lolly when it gets hot! OPP continue to collect crisp packets for our crisp packet-recycling scheme, with over 60kg of crisp packets returned to Walkers for recycling so far, in conjunction with Plastic Free Overton.

Parent Management Committee

Overton Preschool Playgroup is managed by a voluntary Parent Management Committee, which is an essential part of OPP. They not only manage and organise the fundraising activities throughout the year but they also act as Trustees for Playgroup (which is a Registered Charity) and oversee the staff, finances and administration.

The Committee consists of three officers (Chair, Secretary and Treasurer) and no fewer than two and not more than nine other elected members. Committee members are elected for one year at the Annual General Meeting. The Committee are able to co-opt a further three members, during the course of the year. A list of the charity Trustees for 2020/2021 is detailed at the end of this report.

The Management Committee have continued to meet virtually on a monthly basis through the year to ensure the smooth running of the business carrying out functions including:

- Banking and Petty Cash
- Health and Safety risk assessments
- Fundraising and events
- Website and social media management
- Newsletters

Sadly this year additional committee effort was curtailed due to Covid-19 restrictions.

Events and fundraising

We successfully ran a number of fundraisers, but only those that could be completed at home which has meant we did not have the usual funds raised by these events. The events and fundraising team worked very hard to ensure our Christmas cards, Christmas Craft boxes, bags and placemats fundraisers raised vital funds to invest back into our settings for our children.

Sadly, we were unable to plan our usual trips due to ever-changing government regulations, as the Covid-19 situation evolved.

Funds raised by the charity are spent directly on resources to enrich the learning environment for the children. In addition to the usual events and schemes, we have maximised income from passive fundraising by promoting schemes such as Amazon Smile and Easy Fundraising, as well as looked for innovative ways to raise funds such as registering as a collector for crisp packets, which are returned to Walkers for recycling in exchange for cash, raising £160 so far.

The Southern Coop chose us to be their charity partner for another year from April, which was great news. Over the last year, we received over £500 from them and they supported us with goods for a range of activities.

Parent Survey

Responses to the Parent Questionnaire were universally positive, reflecting the understanding and respect that the parents have for the staff and the dedication the staff put into the children's welfare and enjoyment of their time at OPP. Suggestions for improvements have been reviewed and actioned where practical.

The committee will continue to prioritise open and relevant communication with parents and carers, and actively look for ways to improve this, especially as people other than parents bring an increasing number of children, and Coronavirus restrictions in place make direct communication trickier.

Some examples of comments from the questionnaire:

"Absolutely brilliant from start to finish. So sad I have no more children to send as I really can't rate these settings and staff highly enough. There is such a wide variety of things for the children to do, they're learning so much without knowing it, and the communication back about anything is always prompt, helpful and complete. There can be no denying the love and care from the staff to the children, which has always given me such peace of mind as I've gone off to work. Thank you all so much."

We are very grateful to the voluntary commitment of the parents for their time and dedication to OPP. In addition to the committee members, we would also like to thank all the parents who helped in various ways including as parent helpers or supplying fruit for snack time. Without the help and support of the parents, staff and committee, it would be impossible to run our fundraising events.

CHARITY TRUSTEES 2019-2020

Name of Trustees	Dates during which named trustees acted, if not during the whole period of this report	Method of appointment or election
Susannah Teixeira, Chair		Elected at AGM 2020
Sarah Hands, Treasurer		Elected at AGM 2020
Amy Smith, Secretary		Elected at AGM 2020
Chris Shaw		Re-elected at AGM 2020
Dawn Finnis	Until April 2021	Re-elected at AGM 2020
Zena Luckhurst		Re-elected at AGM 2020
Claire Whitlam		Elected at AGM 2020
Emma Booth		Elected at AGM 2020
Emma Riggs		Elected at AGM 2020
Holly Scott	Until July 2021	Elected at AGM 2020
Lucy Quick		Elected at AGM 2020

Treasurer report, OPP fiscal 20/21

Despite a particularly challenging year I'm pleased to say that we have remained in good financial shape thanks to the fantastic efforts of the staff, committee and parents. Both playgroup and preschool were very busy last year and everyone coped so well with the ever-changing situation involving isolations, closure and general Covid-related requirements.

Summary of finances

As a charitable organisation, our main financial goal is to operate without making either a large profit or a loss within the academic year. Any surplus funds we accumulate should be reinvested into the charity throughout the year to cover running costs, buy new resources, provide experiences and activities for the children, upskilling our staff through appropriate training courses and any business-related changes deemed necessary to improve quality levels at our settings. The uncertainty throughout last year led to a particularly cautious approach to finances.

The attached accounts provide details of our income, expenditure and bank balances for the academic year 2020/2021.

Income

- **Fees:** No major changes to the fee structure over the year. The fees are regularly reviewed in line with peer and competitive modelling, but we feel that they are currently in the right place.
- **Vouchers and Government funding:** Vouchers received from Hampshire County Council remain our major source of income and we do not underestimate the importance of this and continue to ensure we meet the requirements of the council in our provision. Our rate of funding did increase this year by just over 1%.
- **Fundraising and events:** Unfortunately we were fairly restricted in how we were able to fundraise this year as we were not able to hold events, but we did raise money from the sale of Christmas cards, craft boxes, tea towels, bags and placemats, so thank you to everyone who supported this effort. We also raise money using Easyfundraising and Amazon Smile, which are easy to sign up to and basically donate a percentage of what you spend to us, for free. So I'd encourage anyone who hasn't already signed up to do so, as it is a great way to raise some funds without too much effort. We also received funds from the Coop as one of their charity partners, which we are very grateful for of course.

Expenditure

- **Wages:** As in previous years, wages remained our largest outgoing. Our staff members remain OPP's most valuable asset. Without their continued hard work, experience and commitment, we wouldn't be able to offer the children in our community such a fantastic first step in their education and therefore we deem it highly important to invest in our staff and do all we can to ensure they remain happy within our settings.
- **Rent:** rent is our second biggest outgoing, but rather fortunately the rent did not go up at either setting last year so was a stable cost. There will be an increase in rent at the community centre for this year, however.
- **Resources:** We were able to invest in some resources to benefit the children, but due to the uncertainty of the year, we did not make any major purchases.

Next year planning and key initiatives / review of topics from last year:

To summarise, despite all the uncertainty that last year brought, we have managed to balance the finances well and even made a small profit, which we intend to use to make some improvements to the settings this

year. I see this as a real success and is testament to the hard work of the staff, committee and parents. I think it's a wonderful achievement to have kept the settings working so well in such difficult times and I count our children very lucky indeed to have been able to attend Overton Preschool Playgroup in the past year. I'd just like to thank Susannah in particular who has led us through this year with such commitment and competence, it's really not been easy at times, I know there have been several late nights or even sleepless nights, along with having to juggle childcare, work and her committee role, but she's stuck with it and I think we're all really grateful to her for that.

Moving into this year we need to continue to do what we do well and make improvements where needed. All being well it should be a more stable year and both settings have healthy numbers of children attending. This allows us to plan spending more effectively and create more experiences for the children. Of course, we will continue to monitor spending but we're currently in a good position, with cash reserves in-line with requirements and, therefore we are able to invest in the charity to ensure our children's early years education is the best around.

Overton Playgroup**Statement of Financial Activities for the year ended 31 August 2021**

	Note	Total year to 31.8.21 £	Total year to 31.8.20 £
Incoming Resources			
Fees including vouchers		34,959	53,592
Hampshire County Council - Pre-school vouchers		133,452	134,602
Fund Raising	3	2,956	4,322
Grants - HMRC Furlough Grant			4,499
Gift Aid			62
Other income	4	206	281
Investment income	5	62	512
Total Incoming Resources		<u>171,635</u>	<u>197,869</u>
Less: cost of generating funds			
Fundraising and publicity	6	1,417	2,363
Net incoming resources available for charitable application		<u>170,218</u>	<u>195,506</u>
 Resources Expended - Charitable expenditure			
Staff Costs	7	132,597	134,447
Cost of activities in furtherance of the charities objectives	8	27,230	21,047
Catering Costs	9	741	299
Managing and administering the charity	10	3,352	2,600
Total Resources Expended		<u>163,920</u>	<u>158,393</u>
Net movement in funds		6,297	37,113
Balances brought forward at 1 September 2019		171,126	134,013
Balances carried forward at 31 August 2020		<u>177,423</u>	<u>171,126</u>

**Overton Playgroup
Balance Sheet as at 31 August 2021**

	2021		2020	
	£	£	£	£
Current Assets				
HSBC Savings Account	20,087		20,085	
Nationwide Savings Account	120,001		120,001	
Current a/c	37,249		30,857	
Petty Cash	<u>102</u>		<u>100</u>	
		177,440		171,043
Debtors - Barclaycard		<u>-</u>		<u>83</u>
		177,440		171,126
Creditor - Barclaycard		(17)		
		<u>177,423</u>		<u>171,126</u>
Reserves				
Unrestricted Funds		<u>177,423</u>		<u>171,126</u>
		<u>177,423</u>		<u>171,126</u>

The financial statements are approved by the Trustees and signed on their behalf by:

.....
Chairman

.....
Treasurer

.....
Date

1 Accounting Policies

1.1 Basis of preparation

The financial statements have been prepared under the historical cost convention and in accordance with the Statement of Recommended Practice, Accounting and Reporting by Charities (SORP 2005), applicable accounting standards and the Charities Act 1993.

The principal accounting policies adopted in the preparation of the financial statements are as follows:

1.2 Funds structure

Funds held by the charity are

Unrestricted general funds - these are funds which can be used in accordance with the charitable objects at the discretion of the trustees.

1.3 Incoming Resources

Fees

Income is recognised upon receipt.

Donations and grants

Income from donations and grants, including capital grants, is included in incoming resources when these are receivable

1.4 Interest receivable

Interest is included when received by the charity.

1.5 Resources expended

Expenditure included in the direct charitable expenditure is that relating to the provision of playschool services.

Fundraising expenditure is that expenditure directly incurred related to the Charity's fundraising activities.

All other expenses relate to managing and administering the charity.

1.6 Irrecoverable VAT

The charity does not require to be registered for VAT therefore, irrecoverable VAT is charged against the category of resource expended for which it was incurred

2 Related party transactions

The trustees received no remuneration either during the current or preceding year.

Out of pocket expenses were not claimed by the trustees in either year, the value of these contributions is not known.

3 Fundraising Income

	2021 £	2020 £
Events	0	2255.12
General	1901.91	1310.72
Xmas Cards	538.57	366.62
Donations	515.5	389.82
	2,955.98	4,322.28

4 Miscellaneous Income

	2021 £	2020 £
Merchandise	206	280.5
	206.00	280.50

5 Investment Income

	2021 £	2020 £
Interest on cash deposits	62	512.4

6 Fundraising and Publicity costs

	2021 £	2020 £
General	1417.33	1668.08
Childrens events		662.86
Marketing & Advertising		31.98
	1,417.33	2,362.92

7 Staff costs

	2021 £	2020 £
Staff Costs including ER's NI	128,592	127,862
Pension (NEST)	3,782	5,080
Training	147	650
Other Staff Costs	76	855
	132,597	134,447.29

No employee earned more than £50,000 per annum in either year in above accounts.

8 Direct Charitable Expenditure	2021	2020
	£	£
Rent	15,590	13,828.00
Resources - Consumables	3,426	1,860.68
Resources	4,916	2,853.93
Maintenance	728	108.34
Insurance	1,407	1,415.48
Cost of Sales	-	174.00
Printing and stationery	-	4.55
Telephone & Internet	760	587.50
Other Costs	403	214.25
	<u>27,230.38</u>	<u>21,046.73</u>
9 Catering Costs	2021	2020
	£	£
Groceries	425.68	298.96
Food Vouchers	315.00	-
	<u>740.68</u>	<u>298.96</u>
10 Management and Administration of the Charity	2021	2020
	£	£
Audit and Accountancy	2,523	2,499.31
Fees & Subscriptions	301	85.00
Miscellaneous	528	15.99
	<u>3,351.92</u>	<u>2,600.30</u>
11 Staff numbers	2021	2020
The average number of employees (including casual and part-time staff) during the year was as follows:		
Full Time		3
Part Time		7
		<u>-</u>
		<u>10</u>

Overton Playgroup

Accounts for the year ended

31 August 2021

INDEPENDENT EXAMINERS REPORT

Independent examiner's report to the trustees

I report on the accounts of the charity for the year ended 31/8/21, which are set out on the following pages

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year (under section 145(1) of the Charities Act 2011 (the 2011 Act)) and that an independent examination is needed.

It is my responsibility:

- To examine the accounts (under section 145 of the 2011 Act);
- To follow the procedures laid down in the General Directions given by the Charity Commissioners (under section 145(5) of the 2011 Act); and
- To state whether any particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. 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 you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

- a) which gives me reasonable cause to believe that in any material respects the requirements
 - to keep accounting records in accordance with section 130 of the 2011 Act; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act.

have not been met; or

- b) which, in my opinion, attention should be drawn to in order to enable a proper understanding of the accounts to be reached.

David Carter

2 May 2022

OVERTON PLAYGROUP

England & Wales - Charity number 1075540

Accounts



Overton

Preschool Playgroup

Overton Community Centre
Winchester Street
Overton
RG25 3HS
Tel: 01256 770370
Registered Charity 1075540

ANNUAL REPORT 2019-20

Legal and Administrative Information

Charity Name	Overton Playgroup
Also known as	Overton Preschool Playgroup
Registered charity no:	1075540
For the financial year beginning on	1 st September 2019
For the financial year ending on	31 st August 2020
Charity's principal address	Community Centre Winchester Street Overton Hampshire RG25 3HS
Governing Document	Early Years Alliance (was Preschool Learning Alliance) Preschool Constitution 2011, approved by the members at a General Meeting held on 19 th September 2012
Objects of the Charity	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 through community groups.
Professional Advisers	Georgina Jackson (Accounts Administrator)

Introduction to Overton Preschool Playgroup

Overton Playgroup has been in the heart of the village of Overton for 40 years, providing care and education to local children by our qualified and experienced staff. We are registered to care for 26 children from age two at the Community Centre setting and 18 children from age three at the Overton Primary School setting in any one session. Last year we were able to provide places for 79 children at both our Community Centre and School settings (44 and 35 respectively) which is 7 more than the previous year.

Overview

This has been the most unusual and challenging year at OPP, and a year of two halves.

The year started out very positively, with a strong number of children including a full Preschool setting, a positive financial forecast and an enthusiastic Committee continuing our program of 40 events to celebrate our 40th anniversary. With both settings rated as Outstanding by Ofsted, this looked to be one of our best years yet. Extended opening hours continued to gain popularity and being in a profitable position enabled us to plan for additional trips and activities for the summer term.

Unfortunately, the Coronavirus Pandemic changed all of this and we were shut down by Government restrictions on 24th March, losing the last 2 weeks of the spring term, and with it all our plans for events and activities. At the time we did not know how long this would last, but sadly not all of our children were able to return before the end of the year, and for our Preschoolers it meant we lost the chance to say our usual goodbyes.

Despite these challenges, the team at OPP did all they could to enable children to return safely in the second half of the summer term, to as normal an environment as possible. The professionalism, hard work and kindness of the staff made the end of the year a positive one despite the situation, and the dedication of the whole team made the year one to remember.

Staffing

We are extremely lucky to have such an experienced, hardworking and well-qualified team at Overton Preschool Playgroup, led since 2000 by Amanda Igo.

We have 4 salaried staff and 4 sessional staff.

Leader -	Amanda Igo NNEB NVQ4
Room Leaders -	Angela Cowperthwaite NVQ3 Linda Shanks NVQ3

Keypersons -	Hazel Duncombe NVQ3 Helen Wragg NVQ3 Amanda Phillips NVQ3 Jo Markham NVQ5
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SENCO -	Eva Jones NVQ3
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Early in the autumn term, Tracy Boyt resigned her position, and was replaced by two bank staff initially. Once of these, Jo Markham, was given permanent hours as a key person in January. Leanne Britton continued volunteering and working for us in order to complete her NVQ3 qualification. This was successfully completed at the end of the year, despite the disrupted working, as we found imaginative ways to complete the tasks.

All staff work as a Keyperson and have assigned a number of children for whom they will have particular responsibility ensuring the children settle quickly, assisting him or her in Playgroup activities and keeping the parent or carer informed of the child's progress. The Keyperson keeps a record of each child's progress by making regular observations, which are noted in the child's Learning Journey and a play plan is then formulated according to each child's needs.

Professional Development

Angela Cowperthwaite and Linda Shanks have continued in their roles as Room Leader at the two settings, also acting as the Safeguarding officer in their respective settings.

Amanda Igo attended courses titled "Cultural Capital" (part of the new Ofsted framework) and "Ready Steady Ofsted", to ensure all staff were up to date with the new Ofsted requirements. She also attended *Provider briefings* and *Birth to 4* meetings within Hampshire Children's Services. All staff completed their First Aid qualification in January, which must be refreshed every 3 years. This was done as a blend between online and in-person training as a group for the first time, which was very successful. While the settings were shut due to Covid-19 lockdown, staff were encouraged to access e-learning courses made available through the Early Years Alliance.

Quality Assurance

There were no visits from Ofsted, and so we retain our Outstanding rating at both of our settings, as ever working to the highest standards.

Enrolment

The year began in a stronger position than last year, with Preschool more or less full right from the start and a good number of children registered for Playgroup. Flexible start dates and options supported this, and we attracted a good number of newcomers to the village as well as younger siblings from families we have previously known.

For the forthcoming academic year, we have 59 children on our register so far, 34 preschool children and 25 playgroup children, with Preschool full and some children needing to attend sessions at the Community Centre setting. Playgroup is also busier than previous years in September, as some children who turned two in the spring or summer term have already started, rather than waiting for September, which should lead to a more settled start to the new academic year.

We offer a very flexible variety of session times at both the Community Centre and school settings and are well set up to welcome children from the age of two. We accept applications from birth. It is always our intention to provide Early Years' Education to as many local children as our space and ratios allow and this will continue to be a driving factor when deciding upon session times.

We are pleased to be able to offer the Government 30 hours funding for eligible 3 and 4 year olds. Although, as discovered by Preschool settings across the country the implementation of the government 30 hours funding has proved problematic. The funding rate provided is lower than our standard hourly rate, which has adversely affected Playgroup finances. For the coming year Playgroup is set to continue providing the 30 hours with no additional charges or restrictions but whilst the government-funding rate is not scheduled to change but costs such as rents and pay rates will be expected to rise, the offer will need to be kept under review. In addition to financial effects, the administrative implementation has proved time-consuming and in some cases, applications have been difficult for the parents.

Playgroup and Preschool settings

Overton Preschool Playgroup benefits from having two distinct classrooms; one in the heart of the village within the Community Centre and the other based within Overton Primary School. However, due to the restrictions placed on the way we operated this year, we had to be very flexible about this. We were unable to return to the Primary School site when we re-opened in June and so adapted our offering to take place in two distinct rooms within the Community Centre. This meant we had to rethink how we shared the garden, entrances and facilities in order to keep the two groups of children separate, but also meant that staff were able to communicate better, even if social distancing did mean we had to remain in separate bubbles.

Changes due to Covid-19

The coronavirus pandemic had an incredibly significant impact on all aspects of our operation. We were closed along with all childcare settings on Government instruction from 24th March, which meant we lost 2 weeks of the spring term, with several children not attending prior to this date too.

Communicating to parents what was happening was key, and individual email addresses were set up for staff members to use with their key children. Initially this was simply as a point of contact, but once we started the Summer term this was used to make suggestions of activities which could be completed at home and to share what other children within their group had been doing, to try to maintain friendships and stop the children feeling so isolated at home. Private Facebook groups were also created, to share videos and pictures with others who attend the same setting. All parent communications had to be sent by email, and the Chair and Amanda worked hard to stay on top of the ever-changing Government guidance, to put into place safe operating procedures and communicate necessary changes to parents. Most staff were furloughed during this time, meaning we were able to claim a proportion of their wages from the Government scheme, while we paid them in full. The Committee also had to operate via email, although luckily there was not too much to do while we were shut!

With a significant amount of planning, research, risk assessments and new procedures, we were so glad to be able to open again on June 1st to a reduced number of children. Overton Primary School decided at short notice that we would be unable to return to Preschool this year and so the planning began over. We were fortunate to be able to hire the rest of the Community Centre, enabling us to operate as two bubbles for the two settings, though this did bring limitations on space and flexibility. Fortunately, we were able to accommodate almost all of the children who wanted to return, and had 16 confirm a place for the rest of the term at Playgroup, and 12 at Preschool. On our first day, we opened to 6 preschoolers and 10 playgroup children and all of the planning and preparation paid off. Despite significant changes behind the scene, the experience for the children was as close to normal as possible, and we were highly praised by parents for what we were able to offer. It was just brilliant to have smiling faces back, and over the remaining weeks a few more children joined us as guidance changed and our procedures showed this would be appropriate.

This was an incredibly challenging time, requiring complex decision-making based on guidance that was not always clear and constantly changing. Everyone involved went above and beyond, and the professionalism and leadership skills of Amanda were vital in making this such a success. There were financial challenges too, as we lost income from fees and fundraising. We were able to take advantage of the Furlough scheme and made an early decision to pay all of our staff full pay throughout, as they are our most valuable asset.

Overton Playgroup and the local Community

Being located at the heart of the village, we feel very central to the community and aimed to involve the whole village in celebrating our 40th year, both by ensuring some events were open for everyone in the community, and by attending village events such as the Christmas Market to provide free craft activities for children. The children worked together to plant a commemorative apple tree in the Community Orchard, and one at the Community Centre, with the help of Overton Biodiversity Society. We held a Preloved Sale in the Community Centre, arranged a storyteller to visit during October half-term for a bespoke story, a Christmas party for the adults to enjoy and a Christmas film morning for the children of the village.

To better support working parents, we continued with our extended opening hours, offering breakfast at Preschool from 8am and “after school” club until 3:45pm, with Playgroup open from 8:15am until 3:45pm. This has proved very popular, and has definitely contributed to the higher numbers of children attending, as well as helping parents avoid the rush at pick up and drop off at school.

We have continued with our monthly feature in the Test Magazine, covering topics from reading, preparing children for starting school, celebrating Christmas with small children, and how to be more “green” with small children. OPP are proud to have set up a crisp packet-recycling scheme, with over 60kg of crisp packets returned to Walkers for recycling so far, in conjunction with Plastic Free Overton.

Students

This year we offered training to one student from Peter Symonds College towards her NVQIII in Childcare, who also worked with us last year, as well as continuing to support Leanne Britton to complete her NVQIII.

Parent Management Committee

Overton Preschool Playgroup is managed by a voluntary Parent Management Committee, which is an essential part of OPP. They not only manage and organise the fundraising activities throughout the year but they also act as Trustees for Playgroup (which is a Registered Charity) and oversee the staff, finances and administration.

The Committee consists of three officers (Chair, Secretary and Treasurer) and no fewer than two and not more than nine other elected members. Committee members are elected for one year at the Annual General Meeting. The Committee are able to co-opt a further three members, during the course of the year. A list of the charity Trustees for 2019/2020 is attached at the end of this report.

The Management Committee have continued to meet on a monthly basis through the year to ensure the smooth running of the business carrying out functions including:

- Banking and Petty Cash
- Health and Safety risk assessments
- Fundraising and events
- Website and social media management
- Newsletters

In addition to the usual roles carried out by the committee extensive effort was made to continue to celebrate our 40th Anniversary year in style, to raise the profile of OPP in the local area, add a social element for parents and some fun activities for the children. We were delighted to reach the target of 40 events by the end of the year, and were excited to plan some special events for the community and our children for the summer, though sadly many of these were unable to happen due to Covid-19 restrictions.

Events and fundraising

Regular events this year included the Preschool Christmas Singalong held at Overton Primary School, with a twist as we held it outside in the woods (and it only rained for a bit!) a Christmas Singalong at the Kingfisher centre in the village and the Christmas Party for all of our children. Unfortunately, we had to cancel the Spring Fair, Sponsored Bike ride / Scoot in the grounds of Overton Primary School and the Preschool Leaver's Party, due to Covid-19 restrictions.

Continuing our celebration of the 40th Anniversary in 40 ways, we hosted a popular Race Night at the ORC and a storytelling event. Merry Go Round Storytelling entertained children with a story about Red the Squirrel's Whizz Band Fireworks Surprise at the Community Centre in half-term, which was open to the whole community, as was the Race Night. We organised a great Christmas party, aptly titled the Ruby Christmas Cracker featuring a local band and a big raffle, which the staff came to as their staff party. For the kids we held a matinee showing of *Arthur Christmas* too. Some of these events were fundraisers, some were to raise our profile in the community and some were just plain fun! We are very grateful to the local community and businesses who help to make these events possible and successful.

Sadly, we were unable to take the children to our arranged trips to the Watercress Line, 4 Kingdoms and or to enjoy the visits to the settings from two different animal experiences.

Funds raised by the charity are spent directly on resources to enrich the learning environment for the children. In addition to the usual events and schemes, we have maximised income from passive fundraising by promoting schemes such as Amazon Smile and Easy Fundraising, as well as looked for innovative ways to raise funds such as registering as a collector for crisp packets, which are returned to Walkers for recycling in exchange for cash, raising £160 so far.

The Southern Coop chose us to be their charity partner for another year from April, which was great news. Over the last year, they collected over £400 and supported us with goods for a range of activities. We also were lucky to receive a grant of £200 from WH Smith to support reading in the Early years and used this to create a cosy reading corner at Playgroup.

Parent Survey

Responses to the Parent Questionnaire were universally positive, reflecting the understanding and respect that the parents have for the staff and the dedication the staff put into the children’s welfare and enjoyment of their time at OPP. Suggestions for improvements have been reviewed and actioned where practical.

The committee will continue to prioritise open and relevant communication with parents and carers, and actively look for ways to improve this, especially as people other than parents bring an increasing number of children, and Coronavirus restrictions in place make direct communication trickier.

Some examples of comments from the questionnaire:

“How lucky I feel to have had such an amazing establishment, service and team right on my doorstep for my little one to enjoy and flourish within and as a stepping stone into school.”

“Well done to all the staff and the committee for handling this difficult year so smoothly.”

“He absolutely loves his teachers.”

“I’m so pleased to see the friends he has made and bonds with all the staff.”

We are very grateful to the voluntary commitment of the parents for their time and dedication to OPP. In addition to the committee members, we would also like to thank all the parents who helped in various ways including as a parent helper for outings or supplying fruit for snack time. We also extend specific thanks to Playgroup parents who have helped at the various events, and come along to support us. Without the help of the parents, staff and committee, it would be impossible to run our fundraising events.

CHARITY TRUSTEES 2019-2020

Name of Trustees	Dates during which named trustees acted, if not during the whole period of this report	Method of appointment or election
Laura Harrison, Chair		Re-elected at AGM 2019
Katie O’Brien, Secretary		Re-elected at AGM 2019
Chris Shaw, Treasurer		Re-elected at AGM 2019
Jo Shepherd		Elected at AGM 2019
Dawn Finnis		Re-elected at AGM 2019
Zena Luckhurst		Re-elected at AGM 2019
Krissy Reid		Re-elected at AGM 2019
Sarah Warriss-Simmons		Re-elected at AGM 2019
Emma Restell	Until December 2019	Re-elected at AGM 2019
Elinor Harvey	Until December 2019	Re-elected at AGM 2019
Fiona Ferguson	Until February 2020	Re-elected at AGM 2019

Treasurer report, OPP fiscal 19/20

As my second treasurer report starts to take shape and form, I'm pleased to initially say that we are still in good financial shape. This is again down to the amazing efforts of the staff, committee and parents in fundraising and driving our business forward. As the village has expanded with new developments and new families join our community, we have managed to attract more than our fair share of children to look after.

This is down to a number of factors including a flexible drop off / pick up structure, strong community spirit and tradition, balanced costs and fees and our OFSTED Outstanding rating. I have to pass thanks again to Laura, the wider committee and the staff in maintaining this and allowing growth. Without consideration of the finances and the willingness of the community to support a charity such as ours could very quickly start to regress.

Summary of finances

Our aims from last year have not changed in the sense that we need to enrich and invest in the children while still maintain a sensible grip on expenditure and a watchful eye on income streams. We still have the same 3 revenue streams as last year – Fees, Government funding and donations. We expect to make a healthy surplus to be reinvested back into the charity and while COVID will of course affect us and that has to be acknowledged, we are fortunate in the sense that we could re-open quickly and safely and didn't dent finances too badly.

Income

- **Fees:** No major changes to the fee structure over the year after a few tweaks and review in the previous year. Always under consideration and regularly reviewed in line with peer and competitive modelling, we feel that they are in the right place. Fees are up year on year due to child numbers again rising.
- **Vouchers and Government funding:** Always my biggest fear as its not a lever we directly control, government funding has again increased year on year. Again, down in the most part to children's numbers growing. The importance of this revenue stream and the need to claim every penny on offer through the vouchers is still incredibly important.
- **Fundraising and events:** A tricky one with an up and down year in terms of ability to execute due to COVID but a solid return against the backdrop. Sadly down on last year, however not a long term trend we expect to see.

In summary, a combination of growth, support from the community and generosity has allowed income to grow and I want to thank everyone who has paid a bill, or brought a Christmas card or anything in between. Every penny counts and it is appreciated and noted.

Expenditure

- **Rent and associated costs:** Rents have risen in line with inflation and while we don't want costs to rise, we accept that it has to happen on occasion. We've also seen repairs and improvements / safety improvements to the settings to partially justify the rent increases. However due to site closure and a sensible agreement between the OPP and the OCA we managed to not pay for lockdown and as such rents year on year fell. This is of course not expected next year.
- **Wages:** Wages rose year on year, however this was expected in line with last years reviews and our thinking that we need to pay in line with living wage and ethical wage. Fluctuating

staff numbers and the COVID enforced break affected it too, however it is in tolerance levels.

- Resources: Up on last year but expected in line with surplus. Expected to be the same next year in line with a positive cash flow and surplus this year.

Next year planning and key initiatives / review of topics from last year:

Last years first paragraph of this section said that it would be a “business as normal year”. I could not have been more wrong! However, the finances stood up and in actual fact I think we managed to navigate a odd year well. Again, this is based on the actions of the staff, committee and community. Thank you all!

As we move into the new year we need to continue to do what we do well and maintain that “feeling” and network. This allows us to plan spending more effectively and create more experiences for the children which is ultimately what its all about. Spending will of course be monitored and adjusted accordingly but cash reserves are in line and we are able to again invest back into the charity.

Overton Playgroup**Statement of Financial Activities for the year ended 31 August 2020**

	Total year to 31.8.20 £	Total year to 31.8.19 £
Note		
Incoming Resources		
Fees including vouchers	53,592	53,037
Hampshire County Council - Pre-school vouchers	134,602	98,683
Fund Raising	4,322	6,060
Grants - HMRC Furlough Grant	4,499	-
Gift Aid	62	320
Other income	281	153
Investment income	512	618
Total Incoming Resources	197,869	158,870
Less: cost of generating funds		
Fundraising and publicity	2,363	1,510
Net incoming resources available for charitable application	195,506	157,360
 Resources Expended - Charitable expenditure		
Staff Costs	134,447	117,145
Cost of activities in furtherance of the charities objectives	21,047	21,971
Catering Costs	299	171
Managing and administering the charity	2,600	2,991
Total Resources Expended	158,393	142,277
Net movement in funds	37,113	15,083
Balances brought forward at 1 September 2019	134,013	118,930
Balances carried forward at 31 August 2020	171,126	134,013

**Overton Playgroup
Balance Sheet as at 31 August 2020**

	2020		2019	
	£	£	£	£
Current Assets				
HSBC Savings Account	20,085		20,046	
Nationwide Savings Account	120,001		100,001	
Current a/c	30,857		13,776	
Petty Cash	<u>100</u>		<u>54</u>	
		171,043		133,877
Debtors - Barclaycard		83		136
		<u>171,126</u>		<u>134,013</u>
Reserves				
Unrestricted Funds		<u>171,126</u>		<u>134,013</u>
		<u>171,126</u>		<u>134,013</u>

The financial statements are approved by the Trustees and signed on their behalf by:

.....
Chairman

.....
Treasurer

.....
Date

1 Accounting Policies

1.1 Basis of preparation

The financial statements have been prepared under the historical cost convention and in accordance with the Statement of Recommended Practice, Accounting and Reporting by Charities (SORP 2005), applicable accounting standards and the Charities Act 1993.

The principal accounting policies adopted in the preparation of the financial statements are as follows:

1.2 Funds structure

Funds held by the charity are

Unrestricted general funds - these are funds which can be used in accordance with the charitable objects at the discretion of the trustees.

1.3 Incoming Resources

Fees

Income is recognised upon receipt.

Donations and grants

Income from donations and grants, including capital grants, is included in incoming resources when these are receivable

1.4 Interest receivable

Interest is included when receivable by the charity.

1.5 Resources expended

Expenditure included in the direct charitable expenditure is that relating to the provision of playschool services.

Fundraising expenditure is that expenditure directly incurred related to the Charity's fundraising activities.

All other expenses relate to managing and administering the charity.

1.6 Irrecoverable VAT

The charity does not require to be registered for VAT therefore, irrecoverable VAT is charged against the category of resource expended for which it was incurred

2 Related party transactions

The trustees received no remuneration either during the current or preceding year.

Out of pocket expenses were not claimed by the trustees in either year, the value of these contributions is not known.

3 Fundraising Income

	2020 £	2019 £
Events	2255.12	4427.05
General	1310.72	712.27
Language Hour		395.00
Xmas Cards	366.62	469.00
Donations	389.82	56.46
	4,322.28	6,059.78

4 Miscellaneous Income

	2020 £	2019 £
Merchandise	280.5	152.5
Training refund		0
	280.50	152.50

5 Investment Income

	2020 £	2019 £
Interest on cash deposits	512.4	617.61

6 Fundraising and Publicity costs

	2020 £	2019 £
General	1668.08	1085.13
Childrens events	662.86	301.99
Marketing & Advertising	31.98	123.00
	2,362.92	1,510.12

7 Staff costs

	2020 £	2019 £
Staff Costs including ER's NI	127,862	112,862.07
Pension (NEST)	5,080	3,097.99
Training	650	245.00
Other Staff Costs	855	940.00
	134,447	117,145.06

No employee earned more than £50,000 per annum in either year in above accounts.

8 Direct Charitable Expenditure	2020	2019
	£	£
Rent	13,828.00	15,596.00
Resources - Consumables	1,860.68	2,036.98
Resources	2,853.93	1,551.93
Maintenance	108.34	180.00
Insurance	1,415.48	1,234.74
Cost of Sales	174.00	348.00
Printing and stationery	4.55	120.11
Telephone	587.50	775.68
Other Costs	214.25	127.09
	<u>21,046.73</u>	<u>21,970.53</u>
9 Catering Costs	2020	2019
	£	£
Groceries	298.96	170.59
	<u>298.96</u>	<u>170.59</u>
10 Management and Administration of the Charity	2020	2019
	£	£
Audit and Accountancy	2,499.31	2,635.17
Fees & Subscriptions	85.00	331.39
Bank Charges	0.00	12.00
Miscellaneous	15.99	12.43
	<u>2,600.30</u>	<u>2,990.99</u>
11 Staff numbers	2020	2019
The average number of employees (including casual and part-time staff) during the year was as follows:		
Full Time	3	3
Part Time	8	6
	<u>11</u>	<u>9</u>

Overton Playgroup

Accounts for the year ended

31 August 2020

INDEPENDENT EXAMINERS REPORT

Independent examiner's report to the trustees

I report on the accounts of the charity for the year ended 31/8/20, which are set out on the following pages

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year (under section 145(1) of the Charities Act 2011 (the 2011 Act)) and that an independent examination is needed.

It is my responsibility:

- To examine the accounts (under section 145 of the 2011 Act);
- To follow the procedures laid down in the General Directions given by the Charity Commissioners (under section 145(5) of the 2011 Act); and
- To state whether any particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. 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 you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

- a) which gives me reasonable cause to believe that in any material respects the requirements
 - to keep accounting records in accordance with section 130 of the 2011 Act; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act.

have not been met; or

- b) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

David Carter

19 April 2021