

**Sutton St. James
Pre-School Playgroup**

**Annual Report and Accounts
For the Year Ended 31 August 2020
Registered charity number 1076912**

SUTTON ST JAMES PRE-SCHOOL PLAYGROUP
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SUTTON ST JAMES PRE-SCHOOL PLAYGROUP
OFFICIALS AND ADDRESSES
FOR THE YEAR ENDED 31 AUGUST 2020

Trustees

S Horsfield	Chairman, acting Secretary (Appointed 12 November 2019)
C Willows	Vice Chairperson, acting Secretary (Appointed 12 November 2019)
S Cooper	Treasurer

K Dobney	
H Thorpe	(Appointed 12 November 2019)
B Richardson	(Appointed 12 November 2019)
H Cooper	

Charity Address

C/o S Horsfield
Sutton St James Pre-School Playgroup
Bells Drove
Sutton St James
Spalding
Lincolnshire
PE12 0JG

Independent Examiner

Peter R Wright (FCCA)
Bulley Davey
1 - 4 London Road
Spalding
Lincolnshire
PE11 2TA

Bankers

Barclays Bank Plc
8 High Street
Holbeach
Lincolnshire
PE12 7DX

SUTTON ST JAMES PRE-SCHOOL PLAYGROUP

TRUSTEES' ANNUAL REPORT

FOR THE YEAR ENDED 31 AUGUST 2020

Officers and addresses

Details of the charity's current serving officers, principal advisors and addresses are listed on page 1.

Governing document

The pre-school is a member of the Pre-school Learning Alliance.

The pre-school is governed by its constitution dated 16 October 1997 which was amended on 10 May 1999 and 21 June 1999. The pre-school was registered with the Charity Commission on 5 August 1999, registered charity number 1076912.

Charity trustees

The Charity is administered by a committee consisting of trustees. The Committee meets at least three times a year and is responsible for ensuring that the pre-school complies with its aims and is properly managed.

Members of the Committee are of two kinds;

- (a) Family members - parents or guardians of all children who attend any group run by the pre-school, each family to have one vote and count as one member;
- (b) Other members - other interested individuals, persons or other bodies, excluding paid employees, approved by the committee shall be entitled to become members of the pre-school but such persons shall not be entitled to become members until the pre-school shall have received the appropriate subscription set by the committee.

The members serving the charity during the year with dates of changes where relevant are as follows:-

Name	Office
S Horsfield	Chairman, acting Secretary (Appointed 12 November 2019)
C Willows	Vice Chairperson, acting Secretary (Appointed 12 November 2019)
S Cooper	Treasurer
J Merrison	Secretary (Resigned 12 November 2019)
K Dobney	
H Thorpe	(Appointed 12 November 2019)
B Richardson	(Appointed 12 November 2019)
H Cooper	
S Morgan	(Resigned 12 November 2019)

Objectives & activities

The objectives of the pre-school is 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 and by;

- (a) offering appropriate play facilities and training courses, together with right of parents to take responsibility for and to become involved in the activities of such groups, ensuring such groups offer opportunities for all children, regardless of race, culture, religion or means;
- (b) encouraging the study of the needs of such children and their families and promoting public interest in and recognition of such needs in the local areas.
- (c) Instigating and adhering to and further the aim of the Pre-School Learning Alliance.

SUTTON ST JAMES PRE-SCHOOL PLAYGROUP
TRUSTEES' ANNUAL REPORT
FOR THE YEAR ENDED 31 AUGUST 2020

Achievements of performance

Once again the Playgroup has continued to develop in all areas with the hard work, enthusiasm and dedication of all the staff. We were delighted to appoint a new leader in December but unfortunately, due to personal circumstances, Kerri was unable to continue in post after February so we continue to be very grateful to Helen Fitzpatrick who continued as Acting Leader as the search for a new leader continues. Lisa Parker became Acting Deputy Leader and we welcomed back Amanda Garrod from her Maternity Leave.

We have continued to offer the staff a range of online training courses during the current year which all serve to enhance and extend the curriculum, the environment and the development of the children in our care. In the summer, 10 children transferred to local schools.

At the beginning of September, we continued to plan for fundraising for a new replacement building but unfortunately due to Covid 19 all the usual activities and plans had to be suspended. Playgroup opened for the children of Key workers from March and opened for all children once again in June. We are very grateful to all staff for their support during this difficult time. They worked hard to provide a safe and secure setting for our children, putting in place stringent risk assessments and precautions, allowing the children to continue their learning.

We are continuously searching for further ways to extend our links with the local and wider community. As ever, we are aware of the tremendous support we receive from our staff, committee and parents on these occasions. We were also very grateful for the support and grants received from local charities. During the year, we have continued to replace and develop resources to support the curriculum and work has taken place to maintain our buildings and play area. Numbers have remained stable and we continue to offer full time childcare and are constantly striving to develop and improve our provision. We remain, as ever, committed to providing a caring and secure environment for our children to develop and prepare for the future.

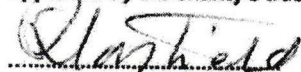
Financial review

Unrestricted funds amount to £55,232. This reserve represents the free reserves of the charity which are available to further the objectives of the charity. Any further increases in this fund will be utilised in this way.

Principal funding sources

The principal sources of funding comes from Lincolnshire County Council Early Years Grants.

Approved by the charity's trustees & signed on their behalf by:



S Horsfield (Chairman)

Approved by the trustees on8/1/21.....

SUTTON ST JAMES PRE-SCHOOL PLAYGROUP
RECEIPTS AND PAYMENTS ACCOUNT
FOR THE YEAR ENDED 31 AUGUST 2020

	Notes	2020		2019	
		£	£	£	£
Receipts	1				
Receipts from charitable activities					
Grants received		49,259		60,302	
Fundraising income		<u>645</u>	49,904	<u>767</u>	61,069
Investment income			30		31
Other income			1,178		-
Total receipts		<u>51,112</u>		<u>61,100</u>	
Payments					
Charitable Expenditure					
Fundraising		-		-	
General	2	49,130		44,152	
Governance Costs		616		200	
Total payments		<u>49,746</u>		<u>44,352</u>	
Net receipts/(payments) for the year		1,366		16,748	
Cash funds brought forward at 1 September 2019		53,866		37,118	
Cash funds carried forward at 31 August 2020		<u>55,232</u>		<u>53,866</u>	

The notes on pages 7 to 9 form a part of the financial statements

SUTTON ST JAMES PRE-SCHOOL PLAYGROUP
STATEMENT OF ASSETS AND LIABILITIES
FOR THE YEAR ENDED 31 AUGUST 2020

	2020 £	2019 £
Cash funds		
Barclays Bank Community account	33,350	37,265
Barclays Bank Premium account	5,009	5,000
Barclays Fundraising account	17,685	12,078
Petty cash	-	-
	<u>56,045</u>	<u>54,344</u>
Creditors		
PAYE	334	478
Creditors	479	-
	<u>813</u>	<u>478</u>
Total Cash Funds	<u>55,232</u>	<u>53,866</u>
Other non-monetary assets		
Mobile classroom and equipment brought forward	14,070	13,366
Additions	1,227	1,805
	<u>15,296</u>	<u>15,171</u>

The accounts on pages 1 to 9 have been approved by the trustees and signed on their behalf by:



 S Cooper (Treasurer)

Approved by the trustees on 8 / 1 / 21

The notes on pages 6 to 8 form a part of the financial statements

SUTTON ST JAMES PRE-SCHOOL PLAYGROUP
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 AUGUST 2020

1 Receipts

	2020 £	2019 £
a Receipts from charitable activities		
Grants received		
Fees	9,271	7,261
Early years grant	37,317	51,032
Donations	2,671	2,010
	<u>49,259</u>	<u>60,302</u>
Fundraising income		
Other	-	125
Quiz	39	-
Bags 2 School	-	76
Sports day	-	30
Crowd funding	-	140
Book sale	15	-
Easter and Portrait squares	35	29
Christmas fair	50	-
Makeup/pamper night	21	151
Sponsored trike	140	
Bingo	345	217
	<u>645</u>	<u>767</u>
b Investment income		
Barclays bank interest	<u>30</u>	<u>31</u>
c Other income		
Coronavirus Job Retention Scheme claims	<u>1,178</u>	<u>-</u>
Total receipts	<u><u>51,112</u></u>	<u><u>61,100</u></u>

SUTTON ST JAMES PRE-SCHOOL PLAYGROUP
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 AUGUST 2020

2 Payments

	2020 £	2019 £
General		
Christmas presents	57	39
Leavers presents	39	12
Electric and water	2,483	2,062
Equipment purchases Note 3	1,227	1,805
ESPO	876	1,343
Fire inspection fee	68	39
General repairs and renewals	66	259
Insurance	572	568
Ofsted	50	50
Pre-School Learning Alliance membership	106	106
Refreshments and supplies	462	699
Telephone	446	515
Training	29	200
Waste disposal	468	468
Uniform costs	159	277
Printing, stationery and advertising	373	191
Wages	41,447	35,211
Other	202	309
	<u>49,130</u>	<u>44,152</u>
Governance Costs		
General expenses	-	-
Accountancy fees	616	200
	<u>616</u>	<u>200</u>
Total payments	<u><u>49,746</u></u>	<u><u>44,352</u></u>

SUTTON ST JAMES PRE-SCHOOL PLAYGROUP
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 AUGUST 2020

3 Assets retained for charity's own use

	2020 £	2019 £
Mobile classroom	3,373	4,048
Tarmac play area	1,516	1,768
Setting up expenses	747	872
Water treatment	300	350
Anglian Water	171	205
Electricity Board	135	162
Outdoor wooden play equipment	52	61
Photocopier	37	43
Lease	16	19
Playhouse	25	29
Fence and gate	21	25
Architect	14	16
Stereo recorder	50	58
Playgroup sign	18	21
Planning application	12	14
Mobile book unit	39	46
Slide climber	27	32
Plumber	7	9
Fenland Fire Appliance	8	9
Building Regulations	4	5
Environment Agency	3	4
Table	5	6
Canopy planning	51	60
Alarm	48	56
Storage units	102	120
Canopy	983	1,157
2 x Chairs	53	63
Various toys	381	448
Heaters	882	1,037
Toys	64	75
Chairs	41	48
Rain shelter	445	524
Toys	55	64
Extension of timber shelter	109	129
Easel	50	58
Laptop	274	322
Photocopier	217	255
Kitchen sink and worktop	488	574
2 xiPads	432	508
iPad cases	56	66
Little Tikes Slide	281	330
Sofa & Chair	751	884
Carpet	102	120
Filing Cabinet	91	107
Outdoor play equipment	155	183
Climbing frame and slide	154	181
Balance bike	41	-
Basketball stand	56	-
Wheelbarrows	72	-
Mobile market	214	-

Tool bench	73	-
Chalkboard	106	-
Table/easel	342	-
Fence	192	-
See-saw	102	-
Telephone	29	-
	<u>14,070</u>	<u>15,171</u>

4 Grants and Donations

Grants and donations are included in the accounts when the charity receives the money.

5 Trustees Expenses

During the year there were no expenses paid to the Trustees.

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF
SUTTON ST JAMES PRE-SCHOOL PLAYGROUP
FOR THE YEAR ENDED 31 AUGUST 2020**

I report on the accounts of the Sutton St James Playgroup for the year ended 31 August 2020, which are set out on pages 1 to 8.

Respective responsibilities of trustees and examiner

As the charity's trustees, you are responsible for the preparation of the accounts; you consider that an audit is not required for this year (under section 144(2) 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 Act) to follow the procedures laid down in the General Directions given by the Charity Commissioners (under section 145(5)(b) of the Act); and to state whether 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.

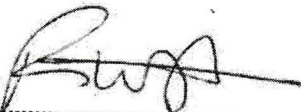
An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and the seeking of explanations from you as trustees concerning any such matters.

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:

- 1) which gives me reasonable cause to believe that in, any material respect, the trustees have not met the requirements to ensure that:
 - (a) proper accounting records are kept (in accordance with section 130 of the Act); and
 - (b) accounts are prepared which agree with the accounting records and comply with the accounting requirements of the Act; or
- 2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Peter R Wright (FCCA)
Bulley Davey
1 - 4 London Road
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PE11 2TA

Dated: 17/3/2021