



Trustees' Annual Report for the period

From

Period start date

Day
01

Month
09

Year
2020

To

Period end date

Day
31

Month
08

Year
2021

Section A

Reference and administration details

Charity name

Chestnut Playgroup

Other names charity is known by

Registered charity number (if any)

1090719

Charity's principal address

The Cathodeon Centre

Horseheath Road

Linton

Postcode

CB21 4LU

Names of the charity trustees who manage the charity

| | Trustee name | Office (if any) | Dates acted if not for whole year | Name of person (or body) entitled to appoint trustee (if any) |
|----|----------------|-----------------|-----------------------------------|---|
| 1 | Kerri Westlake | Chair | Sep 2018 - | |
| 2 | Fran Pollard | Treasurer | Sep 2020 - | |
| 3 | Jessica Sutton | Secretary | Sep 2018 - | |
| 4 | Cailan Thomas | | Sep 2018 - | |
| 5 | Jo Paintin | | Sep 2018 - | |
| 6 | Emily Steele | | Sep 2020 - | |
| 7 | | | | |
| 8 | | | | |
| 9 | | | | |
| 10 | | | | |
| | | | | |

Names of the trustees for the charity, if any, (for example, any custodian trustees)

| Name | Dates acted if not for whole year |
|------|-----------------------------------|
| | |
| | |
| | |

Names and addresses of advisers (Optional information)

Type of adviser

Name

Address

| | | |
|--|--|--|
| | | |
| | | |

Name of chief executive or names of senior staff members (Optional information)

| |
|--|
| |
|--|

Section B Structure, governance and management

Description of the charity's trusts

| | |
|---|--|
| Type of governing document (eg. trust deed, constitution) | Constitution adopted 10/10/1999, Amended 30/09/2009 |
| How the charity is constituted (eg. trust, association, company) | Unincorporated association |
| Trustee selection methods (eg. appointed by, elected by) | Volunteer committee elected from membership at AGM or further meetings if applicable |

Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

Summary of the objects of the charity set out in its governing document

The playgroup aims to enhance the development and education of pre-school children by offering appropriate play, education and care facilities, family learning and extended hours groups. We recognise the right of parents to take responsibility for and become involved in the activities of such groups, and offer opportunities for all children whatever their race, culture, religion, means or ability.

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

Provision of sessional play, education and care

The trustees employ a playgroup leader, deputy and other full time and bank staff to provide sessional play, education and care to pre-school children at a setting in the local community. Sessions run in term time on mornings, lunch and afternoons from Monday to Friday. Children may attend playgroup from the age of 2, and all sessions include a mix of ages. We can also provide 1-1 care for any eligible child if required.

Involving parents

Parents are encouraged to volunteer to join the committee and actively contribute to the development of local pre-school children through the playgroup. Furthermore, parents and carers are occasionally invited to attend and help at playgroup sessions/outings if they wish, or as part of settling in their children. We also encourage parents to share their skills or hobbies in group sessions where appropriate.

Statutory declaration

The trustees have had regard to the guidance issued by the Charity Commission on public benefit.

Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

Summary of the main achievements of the charity during the year

Despite the ongoing Covid-19 situation and its repercussions the playgroup has had another successful year. Our manager and the rest of the staff continued to open the playgroup to all families despite unknowing times. The playgroup has continued to develop from the progress made over the previous years, building on processes internally as well as continuing to develop the EYFS learning protocols.

The staff team continued to provide a high quality level of care for the children, assisting in their educational and emotional development, through use of a broad array of resources. These ranged from equipment and toys, computer tablets, art facilities, as well as a large outside area with playground equipment, vegetable patches, mud kitchen and a sandpit. All whilst adhering to all protocols and changing guidance.

We were lucky enough to again gain specific grants which allowed us to purchase new toys and equipment.

Activities have also included story-telling, free-flow play, painting and other crafts, role-playing, outside play, singing, messy play, contributing to community events, family events, library visits and various fundraising events. We have also been on outings to local places Covid / lockdown allowing.

The staff and committee have again worked hard this year. We have managed to raise more than our fundraising target which we are very pleased was possible despite all the continued restrictions.

Financially, the playgroup has had a successful year. We made a good profit mostly through good management of finances, and due to cashflow. We also received some unexpected donations.

Together with a cautious eye on the budget, and keeping spending to a minimum this has seen good results.

The group entered the following year with a healthy cash balance and a large number of children on role. We will continue to open for 5 days a week, and offer the extended hours funding, within the playgroup opening hours.

We have this year purchased a new laptop for the setting manager. We have also had to once again postpone the new sheds for various reasons mostly due to covid lockdowns then finding a new contractor (as the previous one had accepted work elsewhere). This was due to take place in the summer holidays but has had to be rescheduled to next year. We are also looking to spending some of our donation monies as this was not previously possible due to covid/lockdowns etc, and as we had anticipated needing the extra storage space because of the sheds. We look forward to getting new equipment and toys for the children to enjoy.

Section E

Financial review

Brief statement of the charity's policy on reserves

The playgroup maintains a savings account with a balance of £25,000+ . This is to cover contingencies and ensures there are adequate resources to pay staff for up to 3 months, and find a new building if necessary. This amount has had to be increased from previous years, after a full review, due to the increased number of staff and the length of service.

Details of any funds materially in deficit

Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

Section F

Other optional information

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s) *Philippa Jordan*

Full name(s) Philippa Jordan

Position (eg Secretary, Chair, etc) Administrator

Date 9 June 2022



CHARITY COMMISSION
FOR ENGLAND AND WALES

| | |
|---|------------------------|
| Charity Name Chestnut Playgroup | No (if any) 1090719 |
|---|------------------------|

Receipts and payments accounts

CC16a

| | | | |
|------------------------|---------------------------------|----|-------------------------------|
| For the period from | Period start date 01/09/2020 | To | Period end date 31/08/2021 |
|------------------------|---------------------------------|----|-------------------------------|

Section A Receipts and payments

| | Unrestricted funds to the nearest £ | Restricted funds to the nearest £ | Endowment funds to the nearest £ | Total funds to the nearest £ | Last year to the nearest £ |
|---|---|--------------------------------------|-------------------------------------|---------------------------------|-------------------------------|
| A1 Receipts | | | | | |
| County Council grant | 78,361 | - | - | 78,361 | 57,360 |
| Fees | 17,300 | - | - | 17,300 | 13,223 |
| Other grants | 11,569 | - | - | 11,569 | 6,996 |
| Fundraising | 6,342 | - | - | 6,342 | 2,195 |
| Bank Interest | 13 | - | - | 13 | 50 |
| Miscellaneous | - | - | - | - | - |
| | - | - | - | - | - |
| Sub total (Gross income for AR) | 113,585 | - | - | 113,585 | 79,824 |
| A2 Asset and investment sales, (see table). | | | | | |
| | - | - | - | - | - |
| | - | - | - | - | - |
| Sub total | - | - | - | - | - |
| Total receipts | 113,585 | - | - | 113,585 | 79,824 |
| A3 Payments | | | | | |
| Staff salaries | 84,451 | - | - | 84,451 | 56,515 |
| Fundraising, Grants Spent | 2,577 | - | - | 2,577 | 1,036 |
| Rent | 4,145 | - | - | 4,145 | 4,901 |
| Payroll bureau & recruitment | 1,810 | - | - | 1,810 | 1,440 |
| Equipment & stationery | 3,372 | - | - | 3,372 | 797 |
| Snack money | 1 | - | - | 1 | 163 |
| PLA & insurance | 996 | - | - | 996 | 879 |
| Training | 628 | - | - | 628 | 200 |
| Telephone | 40 | - | - | 40 | 16 |
| Other | 580 | - | - | 580 | 1,462 |
| Sub total | 98,600 | - | - | 98,600 | 67,409 |
| A4 Asset and investment purchases, (see table) | | | | | |
| | - | - | - | - | - |
| | - | - | - | - | - |
| Sub total | - | - | - | - | - |
| Total payments | 98,600 | - | - | 98,600 | 67,409 |
| Net of receipts/(payments) | 14,985 | - | - | 14,985 | 12,415 |
| A5 Transfers between funds | - | - | - | - | - |
| A6 Cash funds last year end | 42,095 | - | - | 42,095 | 29,680 |
| Cash funds this year end | 57,081 | - | - | 57,081 | 42,095 |

Section B Statement of assets and liabilities at the end of the period

| Categories | Details | Unrestricted funds to nearest £ | Restricted funds to nearest £ | Endowment funds to nearest £ |
|---|--|------------------------------------|----------------------------------|---------------------------------|
| B1 Cash funds | Current accounts | 31,838 | - | - |
| | Saving accounts | 25,003 | - | - |
| | Cash | 240 | - | - |
| | Total cash funds | 57,081 | - | - |
| | (agree balances with receipts and payments account(s)) | OK | OK | OK |
| B2 Other monetary assets | Details | Unrestricted funds to nearest £ | Restricted funds to nearest £ | Endowment funds to nearest £ |
| | | - | - | - |
| | | - | - | - |
| | | - | - | - |
| | | - | - | - |
| | | - | - | - |
| | | - | - | - |
| B3 Investment assets | Details | Fund to which asset belongs | Cost (optional) | Current value (optional) |
| | | | - | - |
| | | | - | - |
| | | | - | - |
| | | | - | - |
| B4 Assets retained for the charity's own use | Details | Fund to which asset belongs | Cost (optional) | Current value (optional) |
| | | | - | - |
| | | | - | - |
| | | | - | - |
| | | | - | - |
| | | | - | - |
| | | | - | - |
| | | | - | - |
| | | | - | - |
| B5 Liabilities | Details | Fund to which liability relates | Amount due (optional) | When due (optional) |
| | | | - | |
| | | | - | |
| | | | - | |
| | | | - | |
| Signed by one or two trustees on behalf of all the trustees | Signature | Print Name | Date of approval | |
| | Philippa Jordan | PHILIPPA JORDAN | 09/06/2022 | |
| | | | | |

Independent examiner's report to the trustees of Chestnut Playgroup

I report on the accounts of the playgroup for the year ended 31 August 2021.

Respective responsibilities of the 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 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act;
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act); and
- to state whether particular matters have come to my attention.

Basis of independent examiner's statement

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

Independent examiner's statement

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

(1) which gives me reasonable cause to believe that in, any material respect, the requirements:

- to keep accounting records in accordance with section 130 of the Charities Act; and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act

have not been met; or

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



Barnaby Rix
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30 June 2022