



# Trustees' Annual Report for the period

| Period start date |     |       |      | Period end date |     |       |      |
|-------------------|-----|-------|------|-----------------|-----|-------|------|
| From              | Day | Month | Year | To              | Day | Month | Year |
|                   | 01  | 09    | 23   |                 | 31  | 08    | 24   |

## Section A

### Reference and administration details

Charity name Hardwicke Early Years

Other names charity is known by

Registered charity number (if any) 1095245

Charity's principal address Clo Hardwicke Parochial Primary Academy  
Doplar Way, Gloucester  
 Postcode GL2 4QG

### 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 <u>Laurie Hanks</u>     | <u>Chair</u>            |                                   | <u>Committee</u>  |
| 2 <u>Laura Miles</u>      | <u>Treasurer</u>        |                                   | <u>"</u>  |
| 3 <u>Charlotte Mylone</u> | <u>Secretary</u>        |                                   | <u>"</u>  |
| 4 <u>Nicola Samuel</u>    | <u>Committee member</u> |                                   | <u>"</u>  |
| 5 <u>Helen Morris</u>     | <u>Committee member</u> |                                   | <u>"</u>  |
| 6                         |                         |                                   | <u>"</u>  |
| 7                         |                         |                                   |   |
| 8                         |                         |                                   |   |
| 9                         |                         |                                   |   |
| 10                        |                         |                                   |   |
| 11                        |                         |                                   |   |
| 12                        |                         |                                   |   |
| 13                        |                         |                                   |   |
| 14                        |                         |                                   |   |
| 15                        |                         |                                   |   |
| 16                        |                         |                                   |   |
| 17                        |                         |                                   |   |
| 18                        |                         |                                   |   |
| 19                        |                         |                                   |   |
| 20                        |                         |                                   |   |

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

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





## Names and addresses of advisers (Optional information)

| Type of adviser | Name | Address |
|-----------------|------|---------|
|                 |      |         |
|                 |      |         |
|                 |      |         |

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

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

## Section B

## Structure, governance and management

## Description of the charity's trusts

Type of governing document  
(eg. trust deed, constitution)

DATA Constitution

How the charity is constituted  
(eg. trust, association, company)

Voluntary managed.

Trustee selection methods  
(eg. appointed by, elected by)

Elected at AGM.

## 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.

Hardwicke Early Years is a registered Charity. It is Committee led by a group of Volunteers, some of which have children at the setting.

There are induction packs for new trustee members. DBS checks and EY2 forms are to be completed before employment of trustees can begin.

Policies are in place to cover GDPR, Confidentiality and Child Protection Complaints (among many others).

## Section C

## Objectives and activities

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

- To enhance the development, care and education of children under Statutory School age.
- offering appropriate play facilities.
- Encouraging parents to understand and provide for the needs of their children.



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)

- The Setting ensures Staff are up to date with relevant training.
- We encourage good relationships with parents + the local community.
- We are actively seeking ways to improve play facilities.

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.





## Section D

## Achievements and performance

Summary of the main achievements of the charity during the year

- We have Successfully transformed the outside play area. The Children and Staff have enjoyed playing and exploring outside.
- We have had new flooring laid in the Setting. This allows more freedom for playing and for when the children are eating
- We continue to communicate well with our parents. We send out regular newsletters and emails. We also use the Settings website and social media pages to relay information to parents.
- We held a Successful Christmas brunch event (Dec 2023). This was open to the wider community. We received great feedback from this event!
- We continue to improve relations and communication with the main school and its staff.



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**Section E****Financial review**

Brief statement of the charity's policy on reserves

Contingency fund is £30,000.  
This will need reviewing again soon.

Details of any funds materially in deficit

Our main source of funding is NEF 2, 3 and 4 yr olds.  
Private fees and fundraising.

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**

- 19 Children transitioned into Primary Schools in the local area.
- There is a lot of interest for the 24/25 year of intake.
  - Due to Changes with funded hours.

**Section G****Declaration**

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

Signed on behalf of the charity's trustees

|                                     |              |  |
|-------------------------------------|--------------|--|
| Signature(s)                        | L Hanks      |  |
| Full name(s)                        | Lawrie Hanks |  |
| Position (eg Secretary, Chair, etc) | Chair        |  |
| Date                                | 20/11/24.    |  |





**Charity name:**

Hardwick Playgroup (became Hardwick early years 01/09/20)

**Charity number:**

1095245

Period start date.....01/09/2023..... Period end date.....31/08/2024.....

**Receipts and payments account for the period**

| <b>RECEIPTS</b>                          | <b>Previous year</b> |                  | <b>Current year</b> |                  |
|--|----------------------|------------------|---------------------|------------------|
|  | <b>£</b>             | <b>P</b>         | <b>£</b>            | <b>P</b>         |
| Nursery Education Funding (Free for 3&4) | 69569.75             |                  | 86101.10            |                  |
| Nursery Education Funding (New for 2)    | 8586.48              |                  | £ 10,510.19         |                  |
| Children's fees                          | 24161.58             |                  | 22229.51            |                  |
| Milk refund                              |                      |                  |                     |                  |
| Grants (specify).....                    |                      |                  |                     |                  |
| Grant.....                               |                      |                  |                     |                  |
| Grant.....                               |                      |                  |                     |                  |
| Fundraising                              | 1625.85              |                  | 1594.4              |                  |
| Donations                                |                      |                  |                     |                  |
| Interest                                 |                      |                  |                     |                  |
| Other receipts                           | 9362.51              |                  | 5098.49             |                  |
| Sub total                                | 113306.17            |                  | 125533.69           |                  |
| Income from the sale of equipment        |                      |                  |                     |                  |
| <b>TOTAL RECEIPTS</b>                    | <b>(A)</b>           | <b>113306.17</b> |                     | <b>125533.69</b> |

| <b>PAYMENTS</b>                               | <b>Previous year</b> |                  | <b>Current year</b> |                  |
|---|----------------------|------------------|---------------------|------------------|
|   | <b>£</b>             |                  | <b>£</b>            |                  |
| Employment costs (gross pay + employer's NIC) | 86225.54             |                  | 91330.54            |                  |
| Training costs                                | 1556                 |                  | 956.8               |                  |
| Premises (rent, heat, etc)                    | 10160                |                  | 11340               |                  |
| Subscriptions                                 | 1234.96              |                  | 1083.68             |                  |
| Insurance                                     | 763.34               |                  | 750.4               |                  |
| Administration                                | 259.37               |                  | 256.45              |                  |
| Refreshments                                  | 732.15               |                  | 694.87              |                  |
| Consumables (paint,paper etc)                 | 2016.61              |                  | 1644.48             |                  |
| Fundraising costs                             |                      |                  | 861.46              |                  |
| Other   | 4526.11              |                  | 19158.62            |                  |
| Sub total                                     | 107474.08            |                  | 128077.3            |                  |
| Purchasess of equipment and other assets      | 596.97               |                  | 1199.37             |                  |
| <b>TOTAL PAYMENTS</b>                         | <b>(B)</b>           | <b>108071.05</b> |                     | <b>129276.67</b> |

|  |                |                |  |                 |
|--|----------------|----------------|--|-----------------|
| <b>NET OF RECEIPTS AND PAYMENTS</b>                      | <b>(A-B=C)</b> | <b>5235.12</b> |  | <b>-3742.98</b> |
| <b>Cash funds</b> *incl. deposit a/c <b>last</b> year en | <b>(D)</b>     |                |  |                 |
| <b>Cash funds</b> *incl.deposit a/c <b>this</b> year en  | <b>(C+D)</b>   | <b>5235.12</b> |  | <b>-3742.98</b> |

**STATEMENT OF ASSETS AND LIABILITIES****\*Note: cash funds include reserve/contingency/deposit accounts.**

|  | <b>Current Value</b> |
|--|----------------------|
|  | <b>£</b>             |
| Cash funds (agree with the balance of the receipts and payments a/c) | 74916.16             |
| Debtors (money owed to the charity on the period end date)           |                      |
| Value of buildings and equipment (current or depreciated value)      |                      |
| Liabilitites (loan and any other money owed on the period end date)  | 2030.44              |
| Net assets   | <b>(E-F+G-H)</b>     |
|  | <b>72885.72</b>      |

Signed on behalf of the trustees (committee):

Signed.....Name.....Role.....

Date.....



CHARITY COMMISSION  
FOR ENGLAND AND WALES

## Independent examiner's report on the accounts

### Section A

### Independent Examiner's Report

Report to the trustees

HARDWICK PLAYGROUP

On accounts for the year  
ended

31/08/2024

Charity no  
(if any)

1095245

Set out on pages

1 & 2

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/08/2024

Responsibilities and  
basis of report

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent  
examiner's statement

[The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of [insert name of applicable listed body]]. Delete [ ] if not applicable.

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination (other than that disclosed below\*) which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

\* Please delete the words in the brackets if they do not apply.

Signed:

S. Lee

Date:

17/12/2024

Name:

SEAN CARMICHAEL LAWSON

Relevant professional  
qualification(s) or body

ACCA



((if any)):

Address:

45 AMANFY DRIVE , KINGSUAT  
QUEDGELEY, GLOUCESTER  
GL2 2HR

## Section B

### Disclosure

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.