

# **Trustees' Annual Report for the period 01 September 2020 to 31 August 2021**

## **Section A Reference and administration details**

Charity name:	<b>Fleetville Community Playgroup</b>
Other names charity is known by	<b>Playgroup</b>
Registered Charity Number	<b>1112599</b>
Charity's principal address	Fleetville Community Centre Royal Road St Albans AL1 4LQ
Name of the charity trustees who manage the charity	Jennifer Langstaffe, Chair Julie McKinlay, Secretary Catherine Stemple, Treasurer Debbie Stallan, Acting Playgroup Manager and Leader Caroline Hudd Rosalind Sands

## **Section B Structure, governance and management**

### **Description of charity's trusts**

Type of governing document	The Playgroup's governing document is the Charity Commission Model constitution adopted by the members of the Pre-school Learning Allowance – 1096526, on 29 February 2016.
How the Charity is constituted	Association consisting of all parents or guardians of children who attend the Playgroup, with a managing committee consisting of a Chair, Secretary and Treasurer, and no less than two nor more than nine other elected members.
Trustee selection methods	Trustees are elected or re-elected annually at the Annual General Meeting, held in November

### **Additional governance issues (Optional information)**

All trustees give their time voluntarily and receive no remuneration or other benefits for their Committee service.

## Section C Objectives and activities

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

To advance 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, education and care facilities, family learning and extended hours groups, together with the right of parents to take responsibility for and to become involved in the activities of such groups, ensuring that such groups offer opportunities for all children whatever their race, culture, religion, means or ability;

(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 furthering the aims and objects of the Pre-school Learning Alliance.

### **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 Commission on public benefit)**

The Playgroup's main activities in relation to these objectives are to organise and run a community-based preschool for children aged two to four years old, to engage in activities that support the development and education of the children, and to develop more extended relationships between parents, staff and other associates of the Playgroup, keeping in mind the Charity Commission's guidance on public benefit at our committee meetings issued by the Charity.

### **Additional details of objectives and activities (Optional information)**

The Playgroup employs six regular members of staff, including a Leader and Deputy Leader, as well as occasional supply staff. Fundraising and social events are run by parents, staff and other volunteers who generously donate many hours of their time to make these events a success.

## Section D Achievements and performance

### **Summary of the main achievements of the charity during the year**

#### **Playgroup Highlights**

In addition to its regular Monday through Thursday morning sessions, the Playgroup extended lunch club and afternoon sessions to four days a week from September, 2019.

Despite to the ongoing Covid-19 situation, the setting remained open for the whole of 2020-21, with only one member of staff furloughed due to shielding. A sharp uptake in afternoon sessions for the Summer Term saw us end the year in profit.

#### **Fundraising Highlights**

The Playgroup ran successful raffles in the Spring and Summer terms, which raised £1,500. All of the lovely prizes were donated. The Sponsored Bounce raised a record amount of £680 this year, with Gift Aid. Near the end of Summer Term we also held a series of Teddy Bears' Picnics in a local park, giving parents and children an opportunity to socialise outdoors.

Children's crafts such as Christmas cards, mugs and canvases also contributed to fundraising.

## Section E Financial review

Brief statement of the charity's policy on reserves

The Playgroup held cash at bank of £47,989 at the end of the 2020/2021 financial year, of which £25,000 was budgeted to cover to running costs of the Autumn term.

We aim to hold at least one full term's operating expenses in reserves at the end of the year.

**Details of any funds materially in deficit**

There are no funds materially in deficit.

## Section F Other Optional Information

## Section G Declaration

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

**Signed on behalf of the charity's trustees**

**Signature(s)**



**Full names(s)**

Jennifer Langstaffe

Catherine Stemple

**Position**

Chair

Treasurer

**Date**

01/04/22

01/04/22

**Fleetville Community Playgroup**

**Statement of Financial Activities for the period 1st September 2020 to 31st August 2021**

	£	£	£
	Unrestricted Funds	Restricted Funds	Total
<b>Income</b>			
Fees for Playgroup Services	43,943		43,943
Grants			
Early Years Funding	39,450		39,450
Job Retention Scheme	3,040		3,040
Fundraising	4,218		4,218
Donations	-		-
Bank Interest	4		4
<b>Total Income</b>	<b>90,656</b>		<b>90,656</b>
<b>Expenses</b>			
Charitable Activities			
Running and Management of Playgroup			<b>(77,935)</b>
<b>Net Income</b>			<b>12,720</b>

**Fleetville Community Playgroup**

**Statement of Assets and Liabilities as at 31st August 2021**

	£	£
<b>Fixed Assets</b>		
		-
<b>Current Assets</b>		
Current Account		1,696
Deposit Account		46,293
Undeposited Funds		-
Petty Cash		50
<b>Total Assets</b>		<b>48,039</b>
<b>Liabilities</b>		
Unearned Revenue		165
<b>Total Liabilities</b>		<b>165</b>
<b>Net Assets</b>		<b>47,874</b>

## **Fleetville Community Playgroup**

### Treasurer's Report

1. Period under review is the year ended 31st August 2021

2. Summary of Financial results:

Total Income	<b>90,656</b>
Total Expenses	<b>(77,935)</b>
Net Gain (Loss)	<b>12,720</b>

3. Finances are currently sound:

We finished this year in a strong financial position. Balance at bank as t 31st August 2020 was £1,696, with a reserve (deposit) account balance of £46,293.

Income was higher in the summer term than in past years, due to an increased uptake for afternoon sessions, which had previously only just covered costs due to low numbers.

4. Forthcoming year 2021-22:

Enrollment figures are good, and we expect to be full or nearly full each morning sessions from January, 2022.

Our free structure will change slightly from September to offer a longer extended morning session, and to have afternoon sessions run for three hours and include lunch.

The Committee have approved an increase to staff salaries of 3% from September 2021, and have taken on a new member of staff as a dedicated afternoon assistant.



Section A

Independent Examiner's Report

Report to the trustees/  
members of

Charity Name

FLEETVILLE COMMUNITY PLAY GROUP

On accounts for the year  
ended

31/8/21

Charity no  
(if any)

1112599

Set out on pages

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/08/2021.

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:

Anita Gordon

Date:

29/13/21

Name:

ANITA GORDON

Relevant professional  
qualification(s) or body

CHARTERED TAX ADVISOR

(if any):

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Address:

89 VICTORIA ST
ST ALBANS
AL1 3XX

## 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.

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