



## Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	01	08	2019		31	07	2020

### Section A Reference and administration details

Charity name

Other names charity is known by

Registered charity number (if any)

Charity's principal address

Postcode

#### 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	Lucy Howard	Chair		
2	Claire Whitelock	Treasurer		
3	Laura Holloway	Secretary	Nov 2019- July 2020	
4				
5				
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12				
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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)

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## Section B Structure, governance and management

### Description of the charity's trusts

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

Constitution

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

The Charity was incorporated on 26 July 2006 as a company limited by guarantee and is registered with the Charity Commission. The affairs of the company are governed by its memorandum and articles of association. The liability of the members in the event of the company being wound up is limited to a sum not exceeding £1.

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

Trustees are elected by members at the AGM in November each year.

### 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.

Ridgeway Playgroup has a set of policies and procedures related to all aspects of the day to day operation of Playgroup, employment of staff and roles of Trustees. We are governed by the requirements of the Early Years Framework and Ofsted. We are audited by Gloucestershire Early Years Team for our processes and procedures, with particular regard to safeguarding.

Ridgeway Playgroup is a member of PATA, which is a voluntary sector provider of support to early years providers in Gloucestershire.

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

The charity's objectives are to provide safe and satisfying group play for the promotion of the education of pre-school-age 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 trustees make all decisions with regard to the public benefit requirement.

Ridgeway Playgroup exists to provide public benefit through the provision of a playgroup and pre-school for the local community.

Where we charge for our provision, the fees are reviewed and maintained at an affordable level.

When reviewing our opening hours and access to our premises we take into account the needs of the local community (eg how it fits with the school day, whether the least advantaged parents can still afford to access full provision).

We review the cost of services (eg payroll) and staffing levels carefully.

No personal benefits are received by the trustees.

## 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.

Playgroup is run by volunteer parents who oversee all the legal and financial obligations of the charity and company.

It is acknowledged that this is a time consuming and complex business and the input of the trustees is invaluable in the continued existence of Playgroup.

This year we carried out a successful Christmas nativity event which was organised by the committee and volunteer parents as well as raising small amounts of additional through donations throughout the year.

We were unfortunately unable to run the Spring fun day and take part in other fundraising activities this year due to the covid19 pandemic.

We made a successful application to receive a Parish grant for equipment.

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

During this period we have been open 5 days a week for 28 weeks of the year. We were forced to close from 23<sup>rd</sup> March - 2<sup>nd</sup> June 2020 due to the Covid19 pandemic lock down.

We provided term time childcare in accordance with the requirements of the Early Years Foundation Stage Framework, Ofsted Framework and the requirements of the Gloucestershire Early Years team.

It has been a very challenging year due to the pandemic. We were only able to carry out 1 main fundraising event – the Christmas nativity. This fundraising provides useful additional funds for resources. However, the other planned events were forced to be cancelled. Parents have contributed with some donations of items playgroup required and money.

We have continued to foster strong links with local Primary Schools and continue to work with other local settings to share good practice. It was unfortunate that no school visits were able to take place this year. We have received good support and advice from the Early Years Team at Gloucestershire County Council and from PATA.

The treasurer of trustees remained unchanged at the AGM in November 2019. 2 new trustees were appointed, the secretary stepped up to the chair role to take the place of the retiring chair and a new secretary was appointed.

We continued to provide the extended opening hours, being open 5 days per week and continued to provide a total of 23 hours of a provision a week and places for children from 2 years upwards. However opening hours had to be reduced for a period following the reopening on playgroup following lock down reopening on 2<sup>nd</sup> June to allow for new cleaning policies to be adopted.

We had good child numbers even spread across the five days and the numbers rose steadily throughout the year.

We chose to ensure we had a more stable level of staffing going forward. Ensuring that we have 4 members of staff working everyday. We felt it would be hugely beneficial for the children to have extra staff on hand. As well as staff feeling more valued and hopefully retained as they are not having their hours changed according to children numbers.

We have continued to successfully deliver provision of the extended 30 hours childcare and Tax-free childcare (beginning September 2017). We have provided support to parents to enable them to sign up and access these additional benefits. We have also continued our membership of child care voucher schemes.

The staff coped amazingly well during the pandemic and have adapted to the 'new normal' way of working. A new policy and risk assessment for Covid19 was created the staff applied it to playgroup to ensure the safety of our children and staff. It has been a real challenge.

We were able to maintain the business, no staff were furloughed and received full pay during lock down. We felt it was important to retain our wonderful staff. Gloucestershire county council also continued to pay the child funding despite us being closed which helped. Parents who were

## Section D

## Achievements and performance

self funding were not charged for the sessions their child missed due to the Covid19 closure.

## Section E

## Financial review

### Brief statement of the charity's policy on reserves

We began this year with a good level reserves (approx. £17,000) However we finished the year making a loss of £3408.44, therefore some reserves were used maintaining playgroup during this very challenging year. This deficit has since been reduced by a payment of £1648.11 from Gloucestershire County Council for child funding, however it was not received until after year end.

### 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.

The principal sources of funds for Ridgeway Playgroup are the Early Years grant from Gloucestershire Council (15 hours funded childcare for children from the term after their 3<sup>rd</sup> birthday). We also receive funding for eligible 2 year olds and additional Pupil Premium funding for the most disadvantaged.

Some of our income comes from fees for those children who are not eligible for Early Years funding or who have exceeded their funded hours limit.

We also carry out fund raising activities were limited this year due to the pandemic. We managed to maintain playgroup despite being closed during lock-down, no staff were furloughed.

## 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 name(s)

Lucy Howard

Position (eg Secretary, Chair, etc)

Chair

Date

11/11/20



**Income and Expenditure Account**  
**Ridgeway Playgroup Ltd Year ended 31/07/2020**

	Year Ended Jul-18 £	Year Ended Jul-19 £	Year Ended Jul-20 £
<b>Income</b>			
Grants	36509.31	39591.06	33885.26
Fees	8130.72	7200	5932
Transfer from reserve account	0	0	0
Rent Refund	231.6	84.44	0
Fundraising	850.76	872.71	526.28
Donations	345.5	246	50
Misc Income		617	199.99
Reserve Account Interest	0	0	0
	<u>46067.89</u>	<u>48611.21</u>	<u>40593.53</u>
<b>Expenditure</b>			
Wages	30439.68	35317.78	37173.58
Pension	110.43	243.01	844.48
Rent	3541.23	3564	2665.02
Petty Cash (other)	7.28	0	0
Ofsted	50	50	50
Clothes	0	0	270.03
Stationery & Postage	0	0	0
Materials	1627.95	1678.7	823.76
Expenses	615.36	279.1	13
Accountant Fees	0	0	0
ICO	35	35	35
Fundraising	104.66	318.53	80
HMRC Tax & NI	865.52	347.12	1021.44
Insurance	271.16	271.16	271.16
Payroll	586.8	444	321
Training	50	75	207.5
Trips & Activities	0	450	46
Pata Fees	90	340	95
Supastrikers	240	270	0
Advertising/Website Charges	140	165	85
Overdraft charge	0	0	0
Bank charges/returned chqs	54	0	0
	<u>38829.07</u>	<u>43848.4</u>	<u>44001.97</u>
Net Expenditure			
	38829.07	43848.4	44001.97
Net Inflow/Outflow in Period	7238.82	4762.81	-3408.44
Balance Sheet as at 31 July			
Current account b/f	5025.4	12264.22	17027.03
Reserve account b/f	5.8	5.8	5.8
Net Inflow/Outflow in Period	7238.82	4762.81	-3408.44
	<u>12270.02</u>	<u>17032.83</u>	<u>13624.39</u>
Current account c/f	12264.22	17027.03	13618.59
Reserve account c/f	5.8	5.8	5.8

<b>Ridgeway Playgroup Limited</b> <b>Accounts for year ended 31/07/2018</b>	Charity No	1117737
	Company No	5887047

**Section A Statement of financial activities (including summary income and expenditure account)**

	Note	Unrestricted funds £	Restricted funds £	Total 2020 £	Total 2019 £
INCOMING RESOURCES	2	<u>40,593.53</u>	-	<u>40,593.53</u>	<u>48,611.21</u>
RESOURCES EXPENDED					
Fundraising costs	3	80.00		80.00	318.53
Charitable activities	4	43,600.97	-	43,600.97	43,085.87
Governance costs	5	321.00		321.00	444.00
Total resources expended		<u>44,001.97</u>	-	<u>44,001.97</u>	<u>43,848.40</u>
Net movement in funds	-	3,408.44	-	<u>- 3,408.44</u>	<u>4,762.81</u>
Total funds brought forward		17,032.83	-	17,032.83	12,270.02
Total funds carried forward		13,624.39	-	<u>13,624.39</u>	<u>17,032.83</u>
Net assets at 31 July 2020	9			<u>13,624.39</u>	<u>17,032.83</u>

The statement of financial activities includes all gains and losses in the year. All incoming resources and resources expended derive from continuing activities.



<b>Ridgeway Playgroup Limited</b>	Charity No	1117737
<b>Accounts for year ended 31/07/2017</b>	Company No	5887047

# **Section B Balance Sheet at 31 July 2020**

	Note	2020 £	2019 £
<b>FIXED ASSETS</b>			
Tangible Assets	6	-	-
<b>CURRENT ASSETS</b>			
Debtors	7	-	-
Cash at bank and in hand		13,624.39	17,032.83
<b>CREDITORS: amounts falling due within one year</b>	8	-	-
<b>NET CURRENT ASSETS</b>		<u>13,624.39</u>	<u>17,032.83</u>
<b>FUNDS</b>			
Restricted	9	-	-
Unrestricted	9	13,624.39	17,032.83
<b>TOTAL</b>		<u>13,624.39</u>	<u>17,032.83</u>

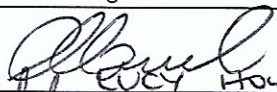
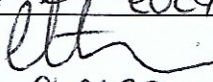
*The company was entitled to exemption from audit under s477 of the Companies Act 2006 relating to small companies.*

*The members have not required the company to obtain an audit in accordance with section 476 of the Companies Act 2006.*

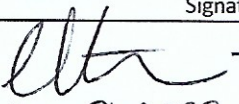
*The directors acknowledge their responsibilities for complying with the requirements of the Companies Act with respect to accounting records and the preparation of accounts.*

*These accounts have been prepared in accordance with the provisions applicable to small companies subject to the small companies regime and in accordance with FRS102 SORP.*

Signed by one or two trustees/directors on behalf of all the trustees/directors

Signature	Date dd/mm/yyyy
 Print Name LUCY HOWARD	24/11/2020
 Print Name CLAIRE WHITELOCK	24/11/2020

Signature of director authenticating accounts being sent to Companies House

Signature	Date dd/mm/yyyy
 Print Name CLAIRE WHITELOCK	24/11/2020

### 1.1 Basis of accounting

These accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts.

The accounts have been prepared in accordance with:

- ☒ the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014
- and with\* ☒ the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102)
- and with the Charities Act 2011.

The charity constitutes a public benefit entity as defined by FRS 102.\*

☒

### 1.2 Going concern

*If there are material uncertainties related to events or conditions that cast significant doubt on the charity's ability to continue as a going concern, please provide the following details or state "Not applicable", if appropriate:*

An explanation as to those factors that support the conclusion that the charity is a going concern;

*Adequate resources continue to be available to fund the activities of the Playgroup and the Trustees are of the view that the charity is a going concern.*

Disclosure of any uncertainties that make the going concern assumption doubtful;

**None**

Where accounts are not prepared on a going concern basis, please disclose this fact together with the basis on which the trustees prepared the accounts and the reason why the charity is not regarded as a going concern.

**Not applicable**

### 1.3 Change of accounting policy

The accounts present a true and fair view and no changes have been made to the accounting policies adopted.

Yes*	<input checked="" type="checkbox"/>
No*	<input type="checkbox"/>

\* -Tick as appropriate

Please disclose:

- (i) the nature of the change in accounting policy; None
- (ii) the reasons why applying the new accounting policy provides more reliable and more relevant information; and None
- (iii) the amount of the adjustment for each line affected in the current period, each prior period presented and the aggregate amount of the adjustment relating to periods before those presented, 3.44 FRS102 SORP. None

### 1.4 Changes to accounting estimates

No changes to accounting estimates have occurred in the reporting period (3.46 FRS102 SORP).

Yes*	<input checked="" type="checkbox"/>
No*	<input type="checkbox"/>

\* -Tick as appropriate

Please disclose:

- (i) the nature of any changes; None
- (ii) the effect of the change on income and expense or assets and liabilities for the current period; and None
- (iii) where practicable, the effect of the change in one or more future periods. None

### 1.5 Material prior year errors

No material prior year error have been identified in the reporting period (3.47 FRS102 SORP).

Yes*	<input checked="" type="checkbox"/>
No*	<input type="checkbox"/>

\* -Tick as appropriate

Please disclose:

- (i) the nature of the prior period error; None
- (ii) for each prior period presented in the accounts, the amount of the correction for each account line item affected; and None
- (iii) the amount of the correction at the beginning of the earliest prior period presented in the accounts. None



## **1b Additional Notes on Accounting Policies**

### **Cash flow statement**

These accounts do not include a cash flow statement because the charity, as a small reporting entity is exempt from requirements to prepare such a statement.

### **Income**

Donations, legacies and gifts are recognised in the accounts when receivable by the company. Other income is accounted for on an accruals basis as far as it is prudent to do so. Donations received in kind are not valued unless the items involved are of significant value.

### **Revenue Grants**

Revenue grants are credited to the income and expenditure account as receivable.

### **Capital Grants**

Fixed assets acquired with grant assistance are stated at cost and depreciated over their useful economic lives. The receipt of the grant is recorded as a restricted fund in the statement of financial activities.

### **Taxation**

As a registered charity the company is generally exempt from income tax and capital gains tax, but not from VAT. Irrecoverable VAT is included in the costs of those items to which it relates.

### **Tangible Fixed Assets**

Fixed assets are shown at historical cost. Depreciation is provided at an annual rate of 25% for Gardens, and 20% for equipment, furniture and fittings in order to write off each asset over its estimated useful life on a reducing balance basis.

### **Allocation of Expenditure**

Expenditure has been allocated between the main headings in the Statement of Financial Activities on the basis of the type of activity to which they relate. Governance of the charity is principally by the unpaid Trustees and few costs have been allocated to this activity. Income and expenses have not been netted off.

Notes to the Accounts (Cont.)

2. INCOMING RESOURCES

	Unrestricted Funds £	Restricted Funds £	Total 2020 £	Total 2019 £
<b>VOLUNTARY INCOME</b>				
Donations	50	0	50	663
Chalford Parish Grant	0		0	200
<b>ACTIVITIES FOR GENERATING FUNDS</b>				
Fund Raising	526.28	0	526.28	872.71
Misc Income	199.99	0	199.99	0
<b>CHARITABLE ACTIVITIES</b>				
Nursery Grants	33885.26	0	33885.26	39591
Fees	5932	0	5932	7200
Rent refund	0	0	0	84.44
<b>Total</b>			<b>40593.53</b>	<b>48611.15</b>

3. FUNDRAISING COSTS

	Unrestricted Funds £	Restricted Funds £	Total 2020 £	Total 2019 £
Fundraising costs	80		80	872.71
<b>Total</b>			<b>80</b>	<b>872.71</b>

4. CHARITABLE ACTIVITIES

	Unrestricted Funds £	Restricted Funds £	Total 2020 £	Total 2019 £
Rent	2665.02		2665.02	3564
Insurance	271.16		271.16	271.16
Ofsted registration	50		50	50
PATA membership	95		95	340
ICO fee	35		35	35
Materials, equipment purchased	823.76	0	823.76	1678.7
Trips & activities	46		46	450
Superstrikers	0		0	270
Postage and Stationery	0		0	0
Overdraft and bank charges	0		0	0
Advertising/Website services	85		85	165
Other charitable expenses	13		13	279.1
<b>STAFF COSTS</b>				
Wages and salaries	37173.58		37173.58	35317.78
Tax and Ni	1021.44		1021.44	347.12
Pension	844.48		844.48	243.01
Staff Training	207.5		207.5	75
Clothing	270.03		270.03	0
<b>Total</b>			<b>43600.97</b>	<b>43085.87</b>

5. GOVERNANCE COSTS

	Unrestricted Funds £	Restricted Funds £	Total 2020 £	Total 2019 £
Payroll services	321		321	444
Accountancy services	0		0	0
<b>Total</b>			<b>321</b>	<b>444</b>

6. TANGIBLE ASSETS (Approx. figures)

	Garden £ 25% depr/yr	Fixtures & Equipment £ 20% depr./year	Total
Value at 31 July 2019	0	0	0
Additions			0
Depreciation	0	0	0
Value at 31 July 2020	0	0	0

7. DEBTORS

	2019 £	2020 £
Overdue fees	0	0

8. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2019 £	2020 £
Social security and other taxes	0	0
Accruals	0	0

9. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Unrestricted funds £	Restricted Funds £	Total 2020	2019 £
Tangible Fixed assets	0	0	0	0
Current assets	13624.39	0	13624.39	17032.83
Current debtors	0	0	0	0
Current liabilities	0	0	0	0
Net assets at 31 July 2018	13624.39	0	13624.39	17032.83

Restricted funds represent funds with designated specific purpose (eg. Parish grant)





Section A

Independent Examiner's Report

Report to the trustees/  
members of

RIDGEWAY PLAYGROUP LTD.

On accounts for the year  
ended

31/12/2020.

Charity no  
(if any)

1117737.

Set out on pages

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

Responsibilities and  
basis of report

As the charity trustees of the Trust, 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 the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent  
examiner's statement

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

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn 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:

Judith White

Date:

18/11/20

Name:

JUDITH WHITE

Relevant professional  
qualification(s) or body  
(if any):

Address:

6 THE HAWTHORN, JESSIE  
STREET, ALBURY

Only complete if the examiner needs to highlight 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.