



# Trustees' Annual Report for the period

Period start date

Period end date

From

To

## 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	Theresa Wallace	Chair		
2	Jody O'connor	Treasurer		
3	Laura Holloway	Secretary		
4				
5				
6				
7				
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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)**

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## Section B      Structure, governance and management

**Description of the charity's trusts**

Type of governing document	Constitution
How the charity is constituted	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	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.



## Section C Objectives and activities

**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 regards 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 and staff 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 funds 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.

## Section D

## Achievements and performance

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

During this period we have been open 5 days a week for 38 weeks of the year. We have been open throughout the lockdowns and have increased our opening hours to now include Tuesday and Wednesday afternoons.

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 another 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. But the Reception Teachers from the Primary Schools were able to visit us instead to meet the pre schoolers. We have received good support and advice from the Early Years Team at Gloucestershire County Council and from PATA.

The Chair and Treasurer of Trustees changed at the AGM in November 2020 and the Secretary remained unchanged.

We continued to provide the extended opening hours, being open 5 days per week and continued to provide a total of 27.5 hours of a provision a week and places for children from 2 years upwards.

We had good child numbers evenly 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's 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 childcare 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 and 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 and in fact increase turnover and no staff were furloughed. We felt it was important to retain our wonderful staff.

## Section E

## Financial review



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

We began and finished this year with a good level of reserves. We finished with a loss of £3408 in 2020 and finished with a profit of £2379 in 2021. Our child numbers increased and this was helped by being open extra hours (Tuesday and Wednesday afternoons). We have now been allowed to keep these hours indefinitely. For the first time in a number of years we have a waiting list of children wanting to start as far forward as September 2022.

**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 have managed to increase our children's numbers over the last year and now have a waiting list for next term. We have also increased staffing hours and two of our unqualified staff are now doing their Level 3 qualification.

**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) Theresa Wallace

Position (eg Secretary, Chair, etc)

Chair

Date

11/11/21

<b>Ridgeway Playgroup Limited</b>	Charity No	1117737
<b>Accounts for year ended 31/07/2021</b>	Company No	5887047

**Section B Balance Sheet at 31 July 2021**

	Note	2021 £	2020 £
<b>FIXED ASSETS</b>			
Tangible Assets	6	-	-
<b>CURRENT ASSETS</b>			
Debtors	7	-	-
Cash at bank and in hand		16,003.75	13,624.39
<b>CREDITORS: amounts falling due within one year</b>	8	-	-
<b>NET CURRENT ASSETS</b>		<u>16,003.75</u>	<u>13,624.39</u>
<b>FUNDS</b>			
Restricted	9	-	-
Unrestricted	9	16,003.75	13,624.39
<b>TOTAL</b>		<u>16,003.75</u>	<u>13,624.39</u>

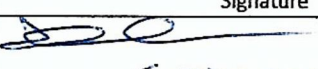
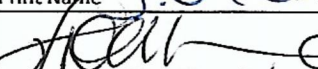
*The company was entitled to exemption from audit under s477 of the Companies Act 2006 relating to small companies.*

*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
	04/2/22
Print Name J. O'CONNOR	
	4/2/22
Print Name J. O'CONNOR	

Signature of director authenticating accounts being sent to Companies House

Signature	Date dd/mm/yyyy
	04/02/22
Print Name J. O'CONNOR	

Ridgeway Playgroup Limited Charity Number 1117737 2019/2020 Financial Statements  
Note 1 Basis of preparation of Accounts

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:

- |                                     |   |
|-------------------------------------|---|
| <input checked="" type="checkbox"/> | 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 |
| <input checked="" type="checkbox"/> | the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102)   |
- and with\*
  - and with the Charities Act 2011.

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

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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 2021 £	Total 2020 £
<b>VOLUNTARY INCOME</b>				
Donations	468	0	468	50
Chalford Parish Grant	0	300	300	0
<b>ACTIVITIES FOR GENERATING FUNDS</b>				
Fund Raising	15.84	0	15.84	526.28
Misc Income	60	0	60	199.99
<b>CHARITABLE ACTIVITIES</b>				
Nursery Grants	31568.49	0	31268.49	33885.26
Fees	31267.24	0	31267.24	5932
Rent refund	61.65	0	61.65	84.44
<b>Total</b>			<b>63441.22</b>	<b>40677.97</b>

3. FUNDRAISING COSTS

	Unrestricted Funds £	Restricted Funds £	Total 2021 £	Total 2020 £
Fundraising costs	0	0	0	80
<b>Total</b>			<b>0</b>	<b>80</b>

4. CHARITABLE ACTIVITIES

	Unrestricted Funds £	Restricted Funds £	Total 2021 £	Total 2020 £
Rent	4780	0	4780	2665.02
Insurance	263.94	0	263.94	271.16
Ofsted registration	50	0	50	50
PATA membership	126	0	126	95
ICO fee	35	0	35	35
Materials, equipment purchased	1130.3	0	1130.3	823.76
Trips & activities	213.4	0	213.4	46
Superstriders	0	0	0	0
Postage and Stationery	0	0	0	0
Overdraft and bank charges	0	0	0	0
Advertising/Website services	85	0	85	85
Other charitable expenses	620.68	0	620.68	13
<b>STAFF COSTS</b>				
Wages and salaries	49942.59	0	49942.59	37173.58
Tax and NI	1978.08	0	1978.08	1021.44
Pension	1084.01	0	1084.01	844.48
Staff Training	349.86	0	349.86	207.5
Clothing	0	0	0	270.03
<b>Total</b>			<b>60558.86</b>	<b>43600.97</b>

5. GOVERNANCE COSTS

	Unrestricted Funds £	Restricted Funds £	Total 2021 £	Total 2020 £
Payroll services	403	0	403	321
Accountancy services	0	0	0	0
<b>Total</b>			<b>403</b>	<b>321</b>

6. TANGIBLE ASSETS (Approx. figures)

	Garden £ 25% depr/yr	Fixtures & Equipment £ 20% depr./year	Total
Value at 31 July 2020	0	0	0
Additions	0	0	0
Depreciation	0	0	0
Value at 31 July 2021	0	0	0

7. DEBTORS

	2020 £	2021 £
Overdue fees	0	0

8. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2020 £	2021 £
Social security and other taxes	0	0
Accruals	0	0

9. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Unrestricted funds £	Restricted Funds £	Total 2021	2020 £
Tangible Fixed assets	0	0	0	0
Current assets	16003.75	0	16003.75	13624.39
Current debtors	0	0	0	0
Current liabilities	0	0	0	0
<b>Net assets at 31 July 2021</b>	<b>16003.75</b>	<b>0</b>	<b>16003.75</b>	<b>13624.39</b>

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

**Income and Expenditure Account**  
**Ridgeway Playgroup Ltd Year ended 31/07/2021**

	Year Ended Jul-19 £	Year Ended Jul-20 £	Year Ended Jul-21 £
<b>Income</b>			
Grants (Gov funding)	39591.06	33885.26	31268.49
Grants (parish council)			300
Fees	7200	5932	31267.24
Transfer from reserve account	0	0	0
Rent Refund	84.44	0	61.65
Fundraising	872.71	526.28	15.84
Donations	246	50	468
Misc Income	617	199.99	60
Reserve Account Interest	0	0	
	<u>48611.21</u>	<u>40593.53</u>	<u>63441.22</u>
<b>Expenditure</b>			
Wages	35317.78	37173.58	49942.59
Pension	243.01	844.48	1084.01
Rent	3564	2665.02	4780
Petty Cash (other)	0	0	0
Ofsted	50	50	50
Clothes	0	270.03	0
Stationery & Postage	0	0	0
Materials	1678.7	823.76	1130.3
Expenses	279.1	13	620.68
Accountant Fees	0	0	0
ICO	35	35	35
Fundraising	318.53	80	0
HMRC Tax & NI	347.12	1021.44	1978.08
Insurance	271.16	271.16	263.94
Payroll	444	321	403
Training	75	207.5	349.86
Trips & Activities	450	46	213.4
Pata Fees	340	95	126
Supastrikers	270	0	0
Advertising/Website Charges	165	85	85
Overdraft charge	0	0	
Bank charges/returned chqs	0	0	
	<u>43848.4</u>	<u>44001.97</u>	<u>61061.86</u>
Net Expenditure			
	43848.4	44001.97	61061.86
Net Inflow/Outflow in Period	4762.81	-3408.44	2379.36
Balance Sheet as at 31 July			
Current account b/f	12264.22	17027.03	13618.59
Reserve account b/f	5.8	5.8	5.8
Net Inflow/Outflow in Period	-3408.44	0	2379.36
	<u>8861.58</u>	<u>17032.83</u>	<u>16003.75</u>
Current account c/f	17027.03	13618.59	15997.95
Reserve account c/f	<u>5.8</u>	<u>5.8</u>	<u>5.8</u>

<b>Ridgeway Playgroup Limited</b>	Charity No	1117737
<b>Accounts for year ended 31/07/2021</b>	Company No	5887047

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

	Note	Unrestricted funds £	Restricted funds £	Total 2021 £	Total 2020 £
INCOMING RESOURCES	2	<u>63,441.22</u>	-	<u>63,441.22</u>	<u>40,593.53</u>
RESOURCES EXPENDED					
Fundraising costs	3	-	-	-	80.00
Charitable activities	4	60,658.86	-	60,658.86	43,600.97
Governance costs	5	403.00	-	403.00	321.00
Total resources expended		<u>61,061.86</u>	-	<u>61,061.86</u>	<u>44,001.97</u>
Net movement in funds		2,379.36	-	<u>2,379.36</u>	- 3,408.44
Total funds brought forward		13,618.59	-	13,624.39	17,032.83
Total funds carried forward		16,003.75	-	<u>16,003.75</u>	<u>13,624.39</u>
Net assets at 31 July 2021	9	16,003.75	-	<u>16,003.75</u>	<u>13,624.39</u>

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





Section A

Independent Examiner's Report

Report to the trustees/  
members of

Ridgeway Playgroup Limited

On accounts for the year  
ended

31/07/2021

Charity no  
(if any)

111773

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'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

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.

Signed:

Date:

2/2/2022

Name:

CLAIRE WHITELOCK

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

Address:

10 BEECHWOOD DRIVE, CHALFORD  
STROUD, GL6 8JP.

**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.**