

# WESTFIELD PLAYGROUP AND PARENT & TODDLER GROUP

England & Wales · Charity number 1143763

## Details

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Other names	WESTFIELD PLAYGROUP
Status	Registered
Legal form	Other
Registered	2011-09-12
Register	<a href="#">View on the Charity Commission register</a>

## Contact

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Address	Church Hall Vicarage Lane Westfield Hastings TN35 4SD
Phone	07341791519
Email	<a href="mailto:info@westfieldplaygroup.co.uk">info@westfieldplaygroup.co.uk</a>
Website	<a href="http://www.westfieldplaygroup.co.uk">www.westfieldplaygroup.co.uk</a>

## Activities

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**Objects:** THE AIM OF THE ASSOCIATION SHALL BE TO ADVANCE THE EDUCATION OF CHILDREN BELOW COMPULSORY SCHOOL AGE BY:-A)PROVIDING SAFE AND SATISFYING GROUP PLAY, IN WHICH PARENTS HAVE THE RIGHT TO TAKE PART.B)ENCOURAGING OTHER CHARITABLE ACTIVITIES THOUGH WHICH PARENTS MAY HELP THE CHILDREN, INCLUDING RUNNING A PARENT & TODDLER GROUP.C)TO OPERATE AS A NON-PROFIT MAKING ORGANISATION FOR THE BENEFIT OF THE CHILDREN OF THE LOCAL COMMUNITY AND SURROUNDING AREAS.

**Activities:** To advance the education of children below compulsory school age by\*Providing safe and satisfying group play, in which parents have the right to take part\*Encouraging other charitable activities through which parents may help the children \*To operate as a non-profit making organisation for the benefit of the children of the local community and surrounding areas

## Classification

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- **How:** Other Charitable Activities
- **What:** Education/training
- **Who:** Children/young People

## Geography

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- East Sussex

## Finances

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Period end	Income	Expenditure	Assets	Employees
2024-08-31	£106,442	£83,071	-	-
2023-08-31	£77,492	£83,555	-	-
2022-08-31	£80,255	£83,194	-	-
2021-08-31	£73,543	£71,175	-	-
2020-08-31	£66,768	£63,098	-	-

## Trustees

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Name	Role	Appointed
<b>Brett Edwards</b>	Chair	2023-09-11
Abby Anne Lee		2022-09-01
Hayley Austin		2025-11-13
Molly Leatham		2024-11-12
Nicola Edwards		2023-09-04

**WESTFIELD PLAYGROUP AND PARENT & TODDLER GROUP**

England & Wales - Charity number 1143763

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# Accounts

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# **Westfield Playgroup**

**Registered charity number 1143763**

## **Financial statements**

**for the period**

**1 September 2023 - 31 August 2024**

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Hastings Voluntary Action  
Jackson Hall  
Portland Place  
Hastings  
East Sussex  
TN34 1QN

**Westfield Playgroup**  
**Trustees' annual report**  
for the year ended 31 August 2024

**Full name:** Westfield Playgroup and Parent & Toddler Group

**Other names by which the charity is known:** Westfield Playgroup

**Registered charity number:** 1143763

**Principal address:** Temporary Address: Westfield Community Hall, V21 Workhouse Lane, Westfield, TN35 4QL

**Trustees:**

Abby Lee – chair

Molly Leatham - Fundraiser

Brett Edwards - Adminsitrator

Luke Myrphy - Co-Opted Trustee

All of the Above were elected on Tuesday 12th November 2024.

**Bankers**

Natwest, Hastings branch

**Independent examiner**

Laura Dawson, Finance Manager of Hastings Voluntary Action, Jackson Hall, Portland Place, Hastings, TN34 1QN.

**Governance and management**

Westfield Playgroup has an active committee of 4 Trustees and are governed by a constitution adopted on 24<sup>th</sup> June 2011, and most recently amended on 17<sup>th</sup> October 2017. Election of Trustees is laid down in the constitution. Trustees are appointed from parents attending the playgroup and local people who support the aims of the group. Trustees are elected at the Annual General Meeting (AGM) according to the requirements of the constitution. All trustees give their time freely and no trustee remuneration or out of pocket expenses were paid during the year.

Day to day management of the nursery is undertaken by the manager, Nikki Edwards, who is responsible to the trustee board. Membership of the group is open to parents both past and present and other adults with a vested interest in the playgroup. The trustees meet regularly as a board and hold formal and informal meetings with the manager, and the manager and staff meet regularly to reflect on what is working well and areas for development. Issues arising within the setting are raised through the manager with the trustees having the final say. Staff and trustees have a clear understanding of their role and responsibilities, with clear written policies and procedures being shared with parents.

**Aims and objectives**

The aim of the association shall be to advance the education of children below compulsory school age by: a) providing safe and satisfying group play, in which parents have the right to take part; b) encouraging other charitable activities through which parents may help the children, including

**Westfield Playgroup**  
**Trustees' annual report**  
for the year ended 31 August 2024 (continued)

**Background**

Westfield Playgroup opened in 1968 and normally operates from a church hall in Westfield. Due to some ceiling issues which needed to be made safe, we have been lucky enough to have a lovely space in Westfield Community Hall that the school have made available to us during their school day. The setting opens Monday to Thursday during school term times. Sessions are from 9am to 2.45pm on Monday to Thursday. The setting is in receipt of funding for the provision of free early education for children aged two, three and four years. The setting employs five staff, four of whom, including the manager, hold appropriate early years qualifications at level 3 and above.

The provision complies with the statutory framework for children's learning, development and care – known as the Early Years Foundation Stage. The Playgroup is registered with OFSTED (URN 2830783).

**Summary of the main activities and achievements during the period, giving due regard to the Charity Commission's guidance on public benefit**

In setting our objectives and planning our activities the trustees have given careful consideration to the Charity Commission's general guidance on public benefit and in particular to its supplementary public benefit guidance on advancing education and on fee-charging.

The charity's principal activity during the year continued to be provision of day care for pre-school children.

The playgroup staff provide a broad range of activities designed to promote children's learning across the seven areas of learning. They effectively assess children's level of development and identify clear next steps in learning for each child. Staff inform parents of children's learning needs and encourage them to support this with activities at home. Parents provide information back to staff about children's home achievements and comment positively on the support and advice they receive to help their children progress.

Staff provide activities that reflect the children's interest and abilities. Staff interaction with the children is excellent, asking questions that encourage them to describe what they are doing and to share experiences. Children in the setting are given the freedom to explore and investigate independently. The playgroup is organised to ensure that each child receives an enjoyable and challenging experience.



# Westfield Playgroup

Receipts & Payments accounts  
for the period

**1 September 2023** to **31 August 2024**


Previous Year		Notes	Restricted funds	Current Year Unrestricted funds	Total funds
	<b><u>Receipts</u></b>				
15,438	Fees Non EYEE		-	12,123	12,123
55,518	EYEE Fees		-	92,515	92,515
572	Charitable Activities		-	140	140
195	Deposits/ Registration Fees		-	330	330
-	Refunds		-	-	-
4,940	Donations & Legacies		-	391	391
-	Miscellaneous		-	-	-
272	Trip Fees		-	352	352
483	Sales		-	-	-
-	Uncategorised Income		-	-	-
-	Uniforms		-	472	472
74	Bank interest		-	120	120
77,492			-	106,442	106,442
	<b><u>Expenditure</u></b>				
260	Accountant/book-keeper		-	-	-
120	Activities		-	32	32
320	Advertising/Promotional		-	103	103
-	Birthdays/Gifts		-	130	130
122	Cleaning		-	41	41
60	Computer Costs		-	60	60
35	Data Protection		-	35	35
894	Toys & equipment		-	768	768
25	Garden		-	3,972	3,972
593	HM Rev and Cust		-	3,166	3,166
784	Ink/Printing/Postage		-	86	86
816	Insurance		-	840	840
1,161	Repair & Maintenance		-	38	38
41	Misc		-	8	8
108	Mobile Phone		-	309	309
886	Office/General Admin expenses		-	875	875
1,391	Other Professional services		-	763	763
1,685	Pension		-	2,371	2,371
277	Playgroup outings		-	320	320
5,107	Rent		-	4,427	4,427
338	Snacks		-	201	201
96	Stationery		-	60	60
225	Sundries		-	264	264
214	Uniforms		-	413	413
67,995	Wages		-	63,754	63,754
-	Purchases		-	36	36
83,555	TOTAL PAYMENTS		-	83,071	83,071
(6,063)	Net surplus/-deficit		-	23,371	23,371
56,316	Balance brought forward	1/9/23	-	50,253	50,253
50,253	Balance carried forward	31/8/24	-	73,624	73,624

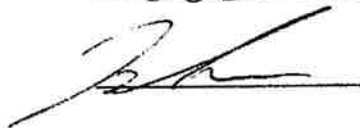
**Westfield Playgroup**  
**Statement of Assets & Liabilities**  
as at  
**31 August 2024**

				Previous year			
				Restricted Income	Unrestricted Income	Total	Total
				£	£	£	£
<b>Current assets</b>							
Current Account	@	31/08/24	-	65,281	65,281	65,281	42,030
Deposit Account	@	31/08/24	-	8,343	8,343	8,343	8,223
Petty Cash	@	31/08/24	-	-	-	-	-
Debtors			-	-	-	-	-
				-	73,624	73,624	50,253
<b>Current liabilities</b>							
Creditors			-	-	-	-	-
				-	73,624	73,624	50,253

Charity Law requires the Trustees to prepare financial statements for each financial year which comply with the regulations set out in the Charities Act 1993. The trustees have elected to take advantage of the provisions that apply to small charities and have prepared a Receipts and Payments account and Statement of Assets and Liabilities.

Approved by the Trustees on 4<sup>th</sup> June 25 and signed on their behalf by

  
Abby Lee – chair

  
Trustee

**Westfield Playgroup  
Notes to the accounts  
for the year ended 31 August 2024**

**1 Receipts & payments accounts**

Receipts and payments accounts are statements that summarise the movement of cash into and out of the charity during the financial year. In this context "cash" includes cash equivalents, for example, bank accounts where cash can be readily withdrawn to pay for debts as they become due.

**2 Premises & staff**

The premises for this year are in the Community Hall as the local church are doing repairs. The staff are employed by the Trustees.

**3 Trustees' remuneration**

Trustees received no expenses, remuneration or benefits in this period.

**4 Related party transactions**

There were no related party transactions during the period.

**5 Previous period comparison**

The previous period's figures are included to enable the reader of the accounts to make comparisons with the previous year.

**6 Glossary of terms**

Restricted funds: These are funds given to the charity, subject to specific restrictions set by the donor, but still within the general objects of the charity.

**7 Restricted funds**

No funds currently held by the Playgroup are subject to any restrictions.

## Independent Examiner's Report to the Committee of the Westfield Playgroup

I report on the accounts of Westfield Playgroup for the twelve month period ended 31 August 2024 which are set out on the previous pages.

### Respective responsibilities of committee & 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 report

My examination was carried out in accordance with the 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 supporting documentation 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
  - to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the Acthave 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.



Laura Dawson  
Finance Manager  
Hastings Voluntary Action  
Jackson Hall, Portland Place, Hastings, TN34 1QN

Dated: 5/6/2025.

**WESTFIELD PLAYGROUP AND PARENT & TODDLER GROUP**

England & Wales - Charity number 1143763

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# Accounts

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Chair persons report:

In October 2023 Julie (previous manager) and Rose (previous deputy) handed in their notices of resignation. Which was a worrying time for Playgroup as we didn't know what would happen next. But applications were rolling in, and the interviewing process started. Nikki and Amy worked together at their previous nursery. Their interviews both went well and Julie and I agreed that they would be great for the Playgroup because they would be able to give each other the strength and confidence a new manager and deputy would need. They already worked well as a team and since joining the Playgroup, they have made small but very positive changes which seem to be working well. They are both doing everything they can to make sure children and staff are happy at all times, they seem to have settled very well into Westfield Playgroup and I look forward to the next year working with them.

Going forward, we will be working closely with Nikki and the staff to get both the Playgroup and the committee where they need to be. Please keep an eye out for our fundraisers happening this year. We would love to get you involved as much as possible with your children.

We appreciate all of your support during this time, and please bear with us while we all learn the ropes.

# **Westfield Playgroup**

**Registered charity number 1143763**

## **Financial statements**

**for the period**

**1 September 2022 - 31 August 2023**

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Jackson Hall  
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**Westfield Playgroup**  
**Trustees' annual report**  
for the year ended 31 August 2023

**Full name:** Westfield Playgroup and Parent & Toddler Group

**Other names by which the charity is known:** Westfield Playgroup

**Registered charity number:** 1143763

**Principal address:** Parish Hall, Vicarage Lane, Westfield, TN35 4SD

**Trustees:**

Abby Lee – chair

Lucy Dethridge – secretary

Jessica Murphy – treasurer

Sarah English - Fundraiser

Molly Leatham - Fundraiser

Brett Edwards - Trustee

All of the Above were elected on Wednesday 15th November 2023.

**Bankers**

Natwest, Hastings branch

**Independent examiner**

Laura Dawson, Finance Manager of Hastings Voluntary Action, Jackson Hall, Portland Place, Hastings, TN34 1QN.

**Governance and management**

Westfield Playgroup has an active committee of 6 Trustees and are governed by a constitution adopted on 24<sup>th</sup> June 2011, and most recently amended on 17<sup>th</sup> October 2017. Election of Trustees is laid down in the constitution. Trustees are appointed from parents attending the playgroup and local people who support the aims of the group. Trustees are elected at the Annual General Meeting (AGM) according to the requirements of the constitution. All trustees give their time freely and no trustee remuneration or out of pocket expenses were paid during the year.

Day to day management of the nursery is undertaken by the manager, Nikki Edwards, who is responsible to the trustee board. Membership of the group is open to parents both past and present and other adults with a vested interest in the playgroup. The trustees meet regularly as a board and hold formal and informal meetings with the manager, and the manager and staff meet regularly to reflect on what is working well and areas for development. Issues arising within the setting are raised through the manager with the trustees having the final say. Staff and trustees have a clear understanding of their role and responsibilities, with clear written policies and procedures being shared with parents.

**Aims and objectives**

The aim of the association shall be to advance the education of children below compulsory school

**Westfield Playgroup**  
**Trustees' annual report**  
for the year ended 31 August 2023 (continued)

**Background**

Westfield Playgroup opened in 1968 and operates from a church hall in Westfield. The setting opens Monday to Thursday during school term times. Sessions are from 9am to 3pm on Monday to Thursday. The setting is in receipt of funding for the provision of free early education for children aged two, three and four years. The setting employs five staff, four of whom, including the manager, hold appropriate early years qualifications at level 3 and above.

The provision complies with the statutory framework for children's learning, development and care – known as the Early Years Foundation Stage. The Playgroup is registered with OFSTED (URN EY109538).

**Summary of the main activities and achievements during the period, giving due regard to the Charity Commission's guidance on public benefit**

In setting our objectives and planning our activities the trustees have given careful consideration to the Charity Commission's general guidance on public benefit and in particular to its supplementary public benefit guidance on advancing education and on fee-charging.

The charity's principal activity during the year continued to be provision of day care for pre-school children.

The playgroup staff provide a broad range of activities designed to promote children's learning across the seven areas of learning. They effectively assess children's level of development and identify clear next steps in learning for each child. Staff inform parents of children's learning needs and encourage them to support this with activities at home. Parents provide information back to staff about children's home achievements and comment positively on the support and advice they receive to help their children progress.

Staff provide activities that reflect the children's interest and abilities. Staff interaction with the children is excellent, asking questions that encourage them to describe what they are doing and to share experiences. Children in the setting are given the freedom to explore and investigate independently. The playgroup is organised to ensure that each child receives an enjoyable and challenging experience.

**Westfield Playgroup**  
**Trustees' annual report**  
for the year ended 31 August 2023 (continued)

**Financial review**

The group is funded through fees, fundraising and local authority funding. The income enables the group to provide a high standard of quality childcare and equipment. During the year the charity received £77,492 in unrestricted income. The cost of operating the group was £83,555. This resulted in a deficit of £6,063, which has been deducted from our reserve fund.

**Reserves policy**

The Trustees maintain sufficient cash reserves to fund working capital requirements and to ensure the continued existence of the playgroup should admissions not achieve target levels. The Trustees have further determined that it will hold on reserve the equivalent of one term's running costs, to be used to effect a controlled winddown should the Trustees and Members decide that it is in the interest of the group to close, together with a fund to pay redundancy payments to staff members who are legally entitled to same.

**Accounting and reporting responsibilities**

The Trustees are responsible for preparing the Trustee's Annual Report and the Financial Statements in accordance with applicable law and United Kingdom Accounting Standards (UK generally accepted accounting practice).

The law applicable to charities in England and Wales requires trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on a going concern basis unless it is inappropriate to presume that the charity will continue in operation

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and enable that the financial statements comply with the Charities Act 2011, the Charity (Accounts and reports) Regulation 2008 and the provision of the governing documents.

Signed on behalf of the charity's trustees:

Signed                     *all*                     Date           4/1/24            
Abby Lee, Chair

Signed                     *[Signature]*                     Date           6/1/24            
Lucy Dethridge, Secretary

# Westfield Playgroup

Receipts & Payments accounts  
for the period

**1 September 2022** to **31 August 2023**

Previous Year		Notes	Restricted funds	Current Year Unrestricted funds	Total funds
	<b>Receipts</b>				
11,717	Fees Non EYEE		-	15,438	15,438
68,049	EYEE Fees		-	55,518	55,518
79	Charitable Activities		-	572	572
45	Deposits/ Registration Fees		-	195	195
74	Refunds		-	0	0
-	Donations & Legacies		-	4,940	4,940
-	Miscellaneous		-	-	-
265	Trip Fees		-	272	272
22	Sales		-	483	483
4	Uncategorised Income		-	-	-
-	Uniforms		-	-	-
-	Bank interest		-	74	74
80,255			-	77,492	77,492
	<b>Expenditure</b>				
-	Accountant/book-keeper		-	-	-
727	Activities		-	260	260
6	Advertising/Promotional		-	120	120
457	Birthdays/Gifts		-	320	320
-	DBS Checks		-	-	-
103	Cleaning		-	122	122
190	Computer Costs		-	60	60
35	Data Protection		-	35	35
1,947	Toys & equipment		-	894	894
2,693	Garden		-	25	25
1,582	HM Rev and Cust		-	593	593
934	Ink/Printing/Postage		-	784	784
- 1,759	Insurance		-	816	816
127	Repair & Maintenance		-	1,161	1,161
63	Misc		-	41	41
119	Mobile Phone		-	108	108
-	Ofsted Registrations		-	-	-
440	Office/General Admin expenses		-	886	886
551	Other Professional services		-	1,391	1,391
1,881	Pension		-	1,685	1,685
355	Playgroup outings		-	277	277
4,031	Rent		-	5,107	5,107
469	Snacks		-	338	338
139	Stationery		-	96	96
385	Sundries		-	225	225
-	Training costs		-	-	-
103	Uniforms		-	214	214
67,618	Wages		-	67,995	67,995
83,194	<b>TOTAL PAYMENTS</b>		-	83,555	83,555
(2,939)	<b>Net surplus/-deficit</b>		-	(6,063)	(6,063)
59,255	Balance brought forward	1/9/22	-	56,316	56,316
56,316	Balance carried forward	31/8/23	-	50,253	50,253



**Westfield Playgroup**  
**Notes to the accounts**  
**for the year ended 31 August 2023**

**1 Receipts & payments accounts**

Receipts and payments accounts are statements that summarise the movement of cash into and out of the charity during the financial year. In this context "cash" includes cash equivalents, for example, bank accounts where cash can be readily withdrawn to pay for debts as they become due.

**2 Premises & staff**

The premises are rented from the local church.  
The staff are employed by the Trustees.

**3 Trustees' remuneration**

Trustees received no expenses, remuneration or benefits in this period.

**4 Related party transactions**

There were no related party transactions during the period.

**5 Previous period comparison**

The previous period's figures are included to enable the reader of the accounts to make comparisons with the previous year.

**6 Glossary of terms**

Restricted funds: These are funds given to the charity, subject to specific restrictions set by the donor, but still within the general objects of the charity.

**7 Restricted funds**

No funds currently held by the Playgroup are subject to any restrictions.

## **Independent Examiner's Report to the Committee of the Westfield Playgroup**

I report on the accounts of Westfield Playgroup for the twelve month period ended 31 August 2023 which are set out on the previous pages.

### **Respective responsibilities of committee & 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

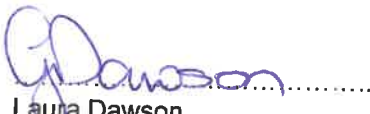
### **Basis of independent examiner's report**

My examination was carried out in accordance with the 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 supporting documentation 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
  - to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the Acthave 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.



Laura Dawson  
Finance Manager  
Hastings Voluntary Action  
Jackson Hall, Portland Place, Hastings, TN34 1QN

Dated: 15/1/24.

# **Westfield Playgroup**

**Registered charity number 1143763**

## **Financial statements**

**for the period**

**1 September 2022 - 31 August 2023**

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**Trustees' annual report**  
for the year ended 31 August 2023

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**Registered charity number:** 1143763

**Principal address:** Parish Hall, Vicarage Lane, Westfield, TN35 4SD

**Trustees:**

Abby Lee – chair

Lucy Dethridge – secretary

Jessica Murphy – treasurer

Sarah English - Fundraiser

Molly Leatham - Fundraiser

Brett Edwards - Trustee

All of the Above were elected on Wednesday 15th November 2023.

**Bankers**

Natwest, Hastings branch

**Independent examiner**

Laura Dawson, Finance Manager of Hastings Voluntary Action, Jackson Hall, Portland Place, Hastings, TN34 1QN.

**Governance and management**

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**Aims and objectives**

The aim of the association shall be to advance the education of children below compulsory school

**Westfield Playgroup**  
**Trustees' annual report**  
for the year ended 31 August 2023 (continued)

**Background**

Westfield Playgroup opened in 1968 and operates from a church hall in Westfield. The setting opens Monday to Thursday during school term times. Sessions are from 9am to 3pm on Monday to Thursday. The setting is in receipt of funding for the provision of free early education for children aged two, three and four years. The setting employs five staff, four of whom, including the manager, hold appropriate early years qualifications at level 3 and above.

The provision complies with the statutory framework for children's learning, development and care – known as the Early Years Foundation Stage. The Playgroup is registered with OFSTED (URN EY109538).

**Summary of the main activities and achievements during the period, giving due regard to the Charity Commission's guidance on public benefit**

In setting our objectives and planning our activities the trustees have given careful consideration to the Charity Commission's general guidance on public benefit and in particular to its supplementary public benefit guidance on advancing education and on fee-charging.

The charity's principal activity during the year continued to be provision of day care for pre-school children.

The playgroup staff provide a broad range of activities designed to promote children's learning across the seven areas of learning. They effectively assess children's level of development and identify clear next steps in learning for each child. Staff inform parents of children's learning needs and encourage them to support this with activities at home. Parents provide information back to staff about children's home achievements and comment positively on the support and advice they receive to help their children progress.

Staff provide activities that reflect the children's interest and abilities. Staff interaction with the children is excellent, asking questions that encourage them to describe what they are doing and to share experiences. Children in the setting are given the freedom to explore and investigate independently. The playgroup is organised to ensure that each child receives an enjoyable and challenging experience.

**Westfield Playgroup**  
**Trustees' annual report**  
for the year ended 31 August 2023 (continued)

**Financial review**

The group is funded through fees, fundraising and local authority funding. The income enables the group to provide a high standard of quality childcare and equipment. During the year the charity received £77,492 in unrestricted income. The cost of operating the group was £83,555. This resulted in a deficit of £6,063, which has been deducted from our reserve fund.

**Reserves policy**

The Trustees maintain sufficient cash reserves to fund working capital requirements and to ensure the continued existence of the playgroup should admissions not achieve target levels. The Trustees have further determined that it will hold on reserve the equivalent of one term's running costs, to be used to effect a controlled winddown should the Trustees and Members decide that it is in the interest of the group to close, together with a fund to pay redundancy payments to staff members who are legally entitled to same.

**Accounting and reporting responsibilities**

The Trustees are responsible for preparing the Trustee's Annual Report and the Financial Statements in accordance with applicable law and United Kingdom Accounting Standards (UK generally accepted accounting practice).

The law applicable to charities in England and Wales requires trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on a going concern basis unless it is inappropriate to presume that the charity will continue in operation

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and enable that the financial statements comply with the Charities Act 2011, the Charity (Accounts and reports) Regulation 2008 and the provision of the governing documents.

Signed on behalf of the charity's trustees:

Signed                     *all*                     Date           4/1/24            
Abby Lee, Chair

Signed                     *[Signature]*                     Date           6/1/24            
Lucy Dethridge, Secretary

# Westfield Playgroup

Receipts & Payments accounts  
for the period

**1 September 2022** to **31 August 2023**

Previous Year			Current Year		
	<u>Receipts</u>	Notes	Restricted funds	Unrestricted funds	Total funds
11,717	Fees Non EYEE		-	15,438	15,438
68,049	EYEE Fees		-	55,518	55,518
79	Charitable Activities		-	572	572
45	Deposits/ Registration Fees		-	195	195
74	Refunds		-	0	0
-	Donations & Legacies		-	4,940	4,940
-	Miscellaneous		-	-	-
265	Trip Fees		-	272	272
22	Sales		-	483	483
4	Uncategorised Income		-	-	-
-	Uniforms		-	-	-
-	Bank interest		-	74	74
80,255			-	77,492	77,492
<b><u>Expenditure</u></b>					
-	Accountant/book-keeper		-	-	-
727	Activities		-	260	260
6	Advertising/Promotional		-	120	120
457	Birthdays/Gifts		-	320	320
-	DBS Checks		-	-	-
103	Cleaning		-	122	122
190	Computer Costs		-	60	60
35	Data Protection		-	35	35
1,947	Toys & equipment		-	894	894
2,693	Garden		-	25	25
1,582	HM Rev and Cust		-	593	593
934	Ink/Printing/Postage		-	784	784
- 1,759	Insurance		-	816	816
127	Repair & Maintenance		-	1,161	1,161
63	Misc		-	41	41
119	Mobile Phone		-	108	108
-	Ofsted Registrations		-	-	-
440	Office/General Admin expenses		-	886	886
551	Other Professional services		-	1,391	1,391
1,881	Pension		-	1,685	1,685
355	Playgroup outings		-	277	277
4,031	Rent		-	5,107	5,107
469	Snacks		-	338	338
139	Stationery		-	96	96
385	Sundries		-	225	225
-	Training costs		-	-	-
103	Uniforms		-	214	214
67,618	Wages		-	67,995	67,995
83,194	<b>TOTAL PAYMENTS</b>		-	83,555	83,555
(2,939)	<b>Net surplus/-deficit</b>		-	(6,063)	(6,063)
59,255	Balance brought forward	1/9/22	-	56,316	56,316
56,316	Balance carried forward	31/8/23	-	50,253	50,253

**Westfield Playgroup**  
**Statement of Assets & Liabilities**  
as at  
**31 August 2023**

				Restricted Income		Unrestricted Income		Total		Previous year
				£	£	£	£	£	£	
<b>Current assets</b>										
Current Account	@	31/08/23		-		42,030		42,030		48,166
Deposit Account	@	31/08/23				8,223		8,223		8,151
Petty Cash	@	31/08/23				-		-		-
Debtors						-		-		-
				-		50,253		50,253		56,317
<b>Current liabilities</b>										
Creditors						-		-		-
				-		50,253		50,253		56,317

Charity Law requires the Trustees to prepare financial statements for each financial year which comply with the regulations set out in the Charities Act 1993. The trustees have elected to take advantage of the provisions that apply to small charities and have prepared a Receipts and Payments account and Statement of Assets and Liabilities.

Approved by the Trustees on 9-1-24 and signed on their behalf by

Abby Lee Abby Lee – chair

Jessica Murphy Jessica Murphy – treasurer

**Westfield Playgroup**  
**Notes to the accounts**  
**for the year ended 31 August 2023**

**1 Receipts & payments accounts**

Receipts and payments accounts are statements that summarise the movement of cash into and out of the charity during the financial year. In this context "cash" includes cash equivalents, for example, bank accounts where cash can be readily withdrawn to pay for debts as they become due.

**2 Premises & staff**

The premises are rented from the local church.  
The staff are employed by the Trustees.

**3 Trustees' remuneration**

Trustees received no expenses, remuneration or benefits in this period.

**4 Related party transactions**

There were no related party transactions during the period.

**5 Previous period comparison**

The previous period's figures are included to enable the reader of the accounts to make comparisons with the previous year.

**6 Glossary of terms**

Restricted funds: These are funds given to the charity, subject to specific restrictions set by the donor, but still within the general objects of the charity.

**7 Restricted funds**

No funds currently held by the Playgroup are subject to any restrictions.

## **Independent Examiner's Report to the Committee of the Westfield Playgroup**

I report on the accounts of Westfield Playgroup for the twelve month period ended 31 August 2023 which are set out on the previous pages.

### **Respective responsibilities of committee & 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 report**

My examination was carried out in accordance with the 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 supporting documentation 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
  - to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the Acthave 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.



Laura Dawson  
Finance Manager  
Hastings Voluntary Action  
Jackson Hall, Portland Place, Hastings, TN34 1QN

Dated: 15/1/24.

**WESTFIELD PLAYGROUP AND PARENT & TODDLER GROUP**

England & Wales - Charity number 1143763

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# Accounts

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**Full name:** Westfield Playgroup

**Other names by which the charity is known:** Westfield Playgroup

**Registered charity number:** 1143763

**Principal address:** Parish Hall, Vicarage Lane, Westfield, TN35 4SD

**Trustees:**

Abby Lee – Chair

Lucy Dethridge – Secretary

Kaitlynn Philpot – Treasurer

**Bankers**

Natwest, Hastings branch

**Independent examiner**

Laura Dawson, employee of Hastings Voluntary Action, Jackson Hall, Portland Place, Hastings, TN34 1QN.

**Governance and management**

Westfield Playgroup has an active committee of 3 Trustees and are governed by a constitution adopted on 24<sup>th</sup> June 2011, and most recently amended on 17<sup>th</sup> October 2017. Election of Trustees is laid down in the constitution. Trustees are appointed from parents attending the playgroup and local people who support the aims of the group. Trustees are elected at the Annual General Meeting (AGM) according to the requirements of the constitution. All trustees give their time freely and no trustee remuneration or out of pocket expenses were paid during the year.

Day to day management of the playgroup is undertaken by the manager, Julie Guest, who is responsible to the trustee board. Membership of the group is open to parents both past and present and other adults with a vested interest in the playgroup. The trustees meet regularly as a board and hold formal and informal meetings with the manager, and the manager and staff meet regularly to reflect on what is working well and areas for development. Issues arising within the setting are raised through the manager with the trustees having the final say. Staff and trustees have a clear understanding of their role and responsibilities, with clear written policies and procedures being shared with parents.

**Aims and objectives**

The aim of the association shall be to advance the education of children below compulsory school age by: a) providing safe and satisfying group play, in which parents have the right to take part; b) encouraging other charitable activities through which parents may help the children, including running a parent and toddler group; c) to operate as a non-profit making organisation for the benefit of the children of the local community and surrounding areas.

## **Background**

Westfield Playgroup opened in 1968 and operates from a church hall in Westfield. The setting opens Monday to Thursday during school term times. Sessions are from 9am to 3pm on Monday to Thursday. The setting is in receipt of funding for the provision of free early education for children aged two, three and four years. The setting employs 7 staff, 5 of whom, including the manager, hold appropriate early years qualifications at level 3 and above.

The provision complies with the statutory framework for children's learning, development and care – known as the Early Years Foundation Stage. The Playgroup is registered with OFSTED (URN EY109538).

## **Summary of the main activities and achievements during the period, giving due regard to the Charity Commission's guidance on public benefit**

In setting our objectives and planning our activities the trustees have given careful consideration to the Charity Commission's general guidance on public benefit and in particular to its supplementary public benefit guidance on advancing education and on fee-charging.

The charity's principal activity during the year continued to be provision of day care for pre-school children.

The playgroup staff provide a broad range of activities designed to promote children's learning across the seven areas of learning. They effectively assess children's level of development and identify clear next steps in learning for each child. Staff inform parents of children's learning needs and encourage them to support this with activities at home. Parents provide information back to staff about children's home achievements and comment positively on the support and advice they receive to help their children progress.

Staff provide activities that reflect the children's interest and abilities. Staff interaction with the children is excellent, asking questions that encourage them to describe what they are doing and to share experiences. Children in the setting are given the freedom to explore and investigate independently. The playgroup is organised to ensure that each child receives an enjoyable and challenging experience.

**WESTFIELD PLAYGROUP AND PARENT & TODDLER GROUP**

England & Wales - Charity number 1143763

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# Accounts

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**Westfield Playgroup**  
**Trustees' annual report**  
for the year ended 31 August 2021

**Full name:** Westfield Playgroup and Parent & Toddler Group

**Other names by which the charity is known:** Westfield Playgroup

**Registered charity number:** 1143763

**Principal address:** Parish Hall, Vicarage Lane, Westfield, TN35 4SD

**Trustees:**

Stevie-Jayne Barton – chair

Lucy Dethridge – secretary

Abby Lee – treasurer

**Bankers**

Natwest, Hastings branch

**Independent examiner**

Keith Miller, employee of Hastings Voluntary Action, Jackson Hall, Portland Place, Hastings, TN34 1QN.

**Governance and management**

Westfield Playgroup has an active committee of 3 Trustees and are governed by a constitution adopted on 24<sup>th</sup> June 2011, and most recently amended on 17<sup>th</sup> October 2017. Election of Trustees is laid down in the constitution. Trustees are appointed from parents attending the playgroup and local people who support the aims of the group. Trustees are elected at the Annual General Meeting (AGM) according to the requirements of the constitution. All trustees give their time freely and no trustee remuneration or out of pocket expenses were paid during the year.

Day to day management of the nursery is undertaken by the manager, Julie Guest, who is responsible to the trustee board. Membership of the group is open to parents both past and present and other adults with a vested interest in the playgroup. The trustees meet regularly as a board and hold formal and informal meetings with the manager, and the manager and staff meet regularly to reflect on what is working well and areas for development. Issues arising within the setting are raised through the manager with the trustees having the final say. Staff and trustees have a clear understanding of their role and responsibilities, with clear written policies and procedures being shared with parents.

**Aims and objectives**

The aim of the association shall be to advance the education of children below compulsory school age by: a) providing safe and satisfying group play, in which parents have the right to take part; b) encouraging other charitable activities through which parents may help the children, including running a parent and toddler group; c) to operate as a non-profit making organisation for the benefit of the children of the local community and surrounding areas.

**Westfield Playgroup**  
**Trustees' annual report**  
for the year ended 31 August 2021 (continued)

**Background**

Westfield Playgroup opened in 1968 and operates from a church hall in Westfield. The setting opens Monday to Thursday during school term times. Sessions are from 9am to 3pm on Monday, Tuesday, Thursday, and 9am to 12 noon on Wednesdays. The setting is in receipt of funding for the provision of free early education for children aged two, three and four years. The setting employs eight staff, six of whom, including the manager, hold appropriate early years qualifications at level 3 and above.

The provision complies with the statutory framework for children's learning, development and care – known as the Early Years Foundation Stage. The Playgroup is registered with OFSTED (URN EY109538).

**Summary of the main activities and achievements during the period, giving due regard to the Charity Commission's guidance on public benefit**

In setting our objectives and planning our activities the trustees have given careful consideration to the Charity Commission's general guidance on public benefit and in particular to its supplementary public benefit guidance on advancing education and on fee-charging.

The charity's principal activity during the year continued to be provision of day care for pre-school children.

The playgroup staff provide a broad range of activities designed to promote children's learning across the seven areas of learning. They effectively assess children's level of development and identify clear next steps in learning for each child. Staff inform parents of children's learning needs and encourage them to support this with activities at home. Parents provide information back to staff about children's home achievements and comment positively on the support and advice they receive to help their children progress.

Staff provide activities that reflect the children's interest and abilities. Staff interaction with the children is excellent, asking questions that encourage them to describe what they are doing and to share experiences. Children in the setting are given the freedom to explore and investigate independently. The playgroup is organised to ensure that each child receives an enjoyable and challenging experience.

**Westfield Playgroup**  
**Trustees' annual report**  
for the year ended 31 August 2021 (continued)

**Financial review**

The group is funded through fees, fundraising and local authority funding. The income enables the group to provide a high standard of quality childcare and equipment. During the year the charity received £73,543 in unrestricted income. The cost of operating the group was £71,175. This resulted in a surplus of £2,368, which has been added to our reserve fund.

**Reserves policy**

The Trustees maintain sufficient cash reserves to fund working capital requirements and to ensure the continued existence of the playgroup should admissions not achieve target levels. The Trustees have further determined that it will hold on reserve the equivalent of one term's running costs, to be used to effect a controlled winddown should the Trustees and Members decide that it is in the interest of the group to close, together with a fund to pay redundancy payments to staff members who are legally entitled to same.

**Accounting and reporting responsibilities**

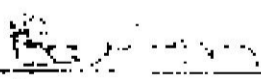
The Trustees are responsible for preparing the Trustee's Annual Report and the Financial Statements in accordance with applicable law and United Kingdom Accounting Standards (UK generally accepted accounting practice).

The law applicable to charities in England and Wales requires trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that period. In preparing these financial statements, the trustees are required to:


- select suitable accounting policies and apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on a going concern basis unless it is inappropriate to presume that the charity will continue in operation

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and enable that the financial statements comply with the Charities Act 2011, the Charity (Accounts and reports) Regulation 2008 and the provision of the governing documents.

Signed on behalf of the charity's trustees:

Signed   
\_\_\_\_\_  
Stevie-Jayne Barton, Chair

Date 20/10/22

Signed   
\_\_\_\_\_  
Lucy Dethridge, Secretary

Date 20/10/22

# Westfield Playgroup

Receipts & Payments accounts

for the period

**1 September 2020** to **31 August 2021**

Previous Year			Restricted funds	Current Year Unrestricted funds	Total funds
	<b>Receipts</b>	Notes			
8,760	Fees Non EYEE		-	9,967	9,967
51,801	EYEE Fees		-	62,610	62,610
1,322	Fundraising/donations		-	-	-
285	Deposits		-	150	150
4,527	HMRC (Furlough payments)		-	603	603
8	Miscellaneous		-	76	76
25	Outings		-	-	-
34	Uniforms		-	136	136
6	Bank Interest		-	1	1
66,768			-	73,543	73,543
	<b>Expenditure</b>				
530	Accountant/book-keeper		-	528	528
349	Activities		-	381	381
437	Birthdays/Gifts		-	173	173
	DBS checks		-	71	71
161	Cleaning		-	125	125
860	Toys & equipment		1,300	1,475	2,775
1,981	Fund Raising / Projects		-	-	-
2,590	HM Rev and Cust		-	2,876	2,876
702	Ink/Printing		-	1,030	1,030
567	Insurance		-	646	646
85	Misc		-	1	1
99	Mobile Phone		-	110	110
311	Ofsted Registrations		-	150	150
-	Playgroup outings		-	45	45
2,741	Rent		-	4,065	4,065
221	Snacks		-	351	351
161	Stationery		-	246	246
349	Sundries		-	379	379
249	Training costs		-	107	107
57	Uniforms		-	494	494
50,648	Wages		-	57,922	57,922
63,098	<b>TOTAL PAYMENTS</b>		1,300	71,175	72,475
3,670	Net surplus/		(1,300)	2,368	1,068
54,517	Balance brought forward	1/9/20	1,300	56,887	58,187
58,187	Balance carried forward	31/8/21	-	59,255	59,255

**Westfield Playgroup**  
**Statement of Assets & Liabilities**  
as at  
**31 August 2021**

				Restricted Income		Unrestricted Income		Total		Previous year
				£	£	£	£	£	£	
<b>Current assets</b>										
Current Account	@	31/08/21		-	51,109	51,109			50,042	
Deposit Account	@	31/08/21			8,146	8,146			8,145	
Petty Cash	@	31/08/21			-	-			-	
Receipts awaiting banking					-	-			-	
				-	59,255	59,255			58,187	
<b>Current liabilities</b>										
Uncashed cheques					-	-			-	
				-	59,255	59,255			58,187	

Charity Law requires the Trustees to prepare financial statements for each financial year which comply with the regulations set out in the Charities Act 1993. The trustees have elected to take advantage of the provisions that apply to small charities and have prepared a Receipts and Payments account and Statement of Assets and Liabilities

Approved by the Trustees on 15.6.21 and signed on their behalf by

[Signature] Stevie-Jayne Barton – chair

[Signature] Abby Lee – treasurer

**Westfield Playgroup**  
**Notes to the accounts**  
**for the year ended 31 August 2021**

**1 Receipts & payments accounts**

Receipts and payments accounts are statements that summarise the movement of cash into and out of the charity during the financial year. In this context "cash" includes cash equivalents, for example, bank accounts where cash can be readily withdrawn to pay for debts as they become due.

**2 Premises & staff**

The premises are rented from the local church.  
The staff are employed by the Trustees.

**3 Trustees' remuneration**

Trustees received no expenses, remuneration or benefits in this period.

**4 Related party transactions**

There were no related party transactions during the period.

**5 Previous period comparison**

The previous period's figures are included to enable the reader of the accounts to make comparisons with the previous year.

**6 Glossary of terms**

Restricted funds. These are funds given to the charity, subject to specific restrictions set by the donor, but still within the general objects of the charity.

**7 Restricted funds**

No funds currently held by the Playgroup are subject to any restrictions.

## Independent Examiner's Report to the Committee of the Westfield Playgroup

I report on the accounts of Westfield Playgroup for the twelve month period ended 31 August 2021 which are set out on the previous pages.

### Respective responsibilities of committee & 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 report

My examination was carried out in accordance with the 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 supporting documentation 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
  - to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the Acthave 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.



Keith Miller  
Accounts Support Worker  
Hastings Voluntary Action  
Jackson Hall, Portland Place, Hastings, TN34 1QN

Dated: 9 June 2022

# **Westfield Playgroup**

**Registered charity number 1143763**

## **Financial statements**

**for the period**

**1 September 2020 - 31 August 2021**

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6	Statement of Assets & Liabilities
7	Notes
8	Independent Examiner's report

Hastings Voluntary Action  
Jackson Hall  
Portland Place  
Hastings  
East Sussex  
TN34 1QN

**WESTFIELD PLAYGROUP AND PARENT & TODDLER GROUP**

England & Wales - Charity number 1143763

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# Accounts

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# **Westfield Playgroup**

**Registered charity number 1143763**

## **Financial statements**

**for the period**

**1 September 2019 - 31 August 2020**

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Jackson Hall  
Portland Place  
Hastings  
East Sussex  
TN34 1QN

**Westfield Playgroup**  
**Trustees' annual report**  
for the year ended 31 August 2020

**Full name:** Westfield Playgroup and Parent & Toddler Group

**Other names by which the charity is known:** Westfield Playgroup

**Registered charity number:** 1143763

**Principal address:** Parish Hall, Vicarage Lane, Westfield, TN35 4SD

**Trustees:**

Stevie-Jayne Barton – chair

Lucy Dethridge – secretary

Abby Lee – treasurer

**Bankers**

Natwest, Hastings branch

**Independent examiner**

Keith Miller, employee of Hastings Voluntary Action, Jackson Hall, Portland Place, Hastings, TN34 1QN.

**Governance and management**

Westfield Playgroup has an active committee of 3 Trustees and are governed by a constitution adopted on 24<sup>th</sup> June 2011, and most recently amended on 17<sup>th</sup> October 2017. Election of Trustees is laid down in the constitution. Trustees are appointed from parents attending the playgroup and local people who support the aims of the group. Trustees are elected at the Annual General Meeting (AGM) according to the requirements of the constitution. All trustees give their time freely and no trustee remuneration or out of pocket expenses were paid during the year.

Day to day management of the nursery is undertaken by the manager, Julie Guest, who is responsible to the trustee board. Membership of the group is open to parents both past and present and other adults with a vested interest in the playgroup. The trustees meet regularly as a board and hold formal and informal meetings with the manager, and the manager and staff meet regularly to reflect on what is working well and areas for development. Issues arising within the setting are raised through the manager with the trustees having the final say. Staff and trustees have a clear understanding of their role and responsibilities, with clear written policies and procedures being shared with parents.

**Aims and objectives**

The aim of the association shall be to advance the education of children below compulsory school age by: a) providing safe and satisfying group play, in which parents have the right to take part; b) encouraging other charitable activities through which parents may help the children, including running a parent and toddler group; c) to operate as a non-profit making organisation for the benefit of the children of the local community and surrounding areas.

**Westfield Playgroup**  
**Trustees' annual report**  
for the year ended 31 August 2020 (continued)

**Background**

Westfield Playgroup opened in 1968 and operates from a church hall in Westfield. The setting opens Monday to Thursday during school term times. Sessions are from 9am to 3pm on Monday, Tuesday, Thursday, and 9am to 12 noon on Wednesdays. The setting is in receipt of funding for the provision of free early education for children aged two, three and four years. The setting employs seven staff, five of whom, including the manager, hold appropriate early years qualifications at level 3 and above.

The provision complies with the statutory framework for children's learning, development and care – known as the Early Years Foundation Stage. The Playgroup is registered with OFSTED (URN EY109538).

**Summary of the main activities and achievements during the period, giving due regard to the Charity Commission's guidance on public benefit**

In setting our objectives and planning our activities the trustees have given careful consideration to the Charity Commission's general guidance on public benefit and in particular to its supplementary public benefit guidance on advancing education and on fee-charging.

The charity's principal activity during the year continued to be provision of day care for pre-school children.

The playgroup staff provide a broad range of activities designed to promote children's learning across the seven areas of learning. They effectively assess children's level of development and identify clear next steps in learning for each child. Staff inform parents of children's learning needs and encourage them to support this with activities at home. Parents provide information back to staff about children's home achievements and comment positively on the support and advice they receive to help their children progress.

Staff provide activities that reflect the children's interest and abilities. Staff interaction with the children is excellent, asking questions that encourage them to describe what they are doing and to share experiences. Children in the setting are given the freedom to explore and investigate independently. The playgroup is organised to ensure that each child receives an enjoyable and challenging experience.

**Covid-19 Pandemic**

In March 2020 and in line with Government directives, Playgroup closed for the Covid-19 Pandemic lockdown. We re-opened in June 2020 with a total of 9 children and 3 members of staff. The children attending were mainly either vulnerable, from key worker families or of school leaving age. After a short trial period we were able to increase the number of children attending to 15 for the remainder of the Summer Term. During the lockdown period and upon re-opening staff were either furloughed or paid in accordance with the pay guidance for pre-schools set out by East Sussex County Council and by agreement with the Manager and Playgroup Committee Chairperson.

**Westfield Playgroup**  
**Trustees' annual report**  
for the year ended 31 August 2020 (continued)

**Financial review**

The group is funded through fees, fundraising and local authority funding. The income enables the group to provide a high standard of quality childcare and equipment. During the year the charity received £66,767.55 in unrestricted income. The cost of operating the group was £63,097.92. This resulted in a surplus of £3,669.63, which which has been added to our reserve fund.

**Reserves policy**

The Trustees maintain sufficient cash reserves to fund working capital requirements and to ensure the continued existence of the playgroup should admissions not achieve target levels. The Trustees have further determined that it will hold on reserve the equivalent of one term's running costs, to be used to effect a controlled winddown should the Trustees and Members decide that it is in the interest of the group to close, together with a fund to pay redundancy payments to staff members who are legally entitled to same.

**Accounting and reporting responsibilities**

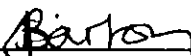
The Trustees are responsible for preparing the Trustee's Annual Report and the Financial Statements in accordance with applicable law and United Kingdom Accounting Standards (UK generally accepted accounting practice).

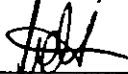
The law applicable to charities in England and Wales requires trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on a going concern basis unless it is inappropriate to presume that the charity will continue in operation

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and enable that the financial statements comply with the Charities Act 2011, the Charity (Accounts and reports) Regulation 2008 and the provision of the governing documents.

Signed on behalf of the charity's trustees:

Signed  Date 10.5.2021  
Stevie-Jayne Barton, Chair

Signed  Date 10.05.2021  
Lucy Dethridge, Secretary

# Westfield Playgroup

Receipts & Payments accounts

for the period

**1 September 2019 to 31 August 2020**

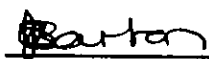
Previous Year		Notes	Restricted funds	Current Year Unrestricted funds	Total funds
	<b><u>Receipts</u></b>				
8,833	Fees Non EYEE		-	8,759.30	8,759
60,186	EYEE Fees		-	51,801.13	51,801
4,228	Fundraising/donations		-	1,322.30	1,322
255	Deposits		-	285.00	285
404	Miscellaneous		-	7.80	8
319	Outings		-	25.00	25
24	Uniforms		-	34.00	34
5	Bank Interest		-	6.02	6
74,254			-	66,767.55	66,768
	<b><u>Expenditure</u></b>				
528	Accountant/book-keeper		-	530.00	530
474	Activities		-	349.35	349
192	Birthdays/Gifts		-	437.40	437
73	Cleaning		-	161.35	161
1,295	Toys & equipment		-	859.79	860
2,288	Fund Raising / Projects		-	1,981.39	1,981
2,582	HM Rev and Cust		-	2,589.83	2,590
650	Ink/Printing		-	701.73	702
572	Liability insurance		-	567.01	567
354	Misc		-	85.12	85
95	Mobile Phone		-	98.89	99
372	Ofsted Registrations		-	311.00	311
319	Playgroup outings		-	-	-
4,084	Rent		-	2,741.00	2,741
325	Snacks		-	220.49	220
225	Stationery		-	160.80	161
362	Sundries		-	349.19	349
593	Training costs		-	249.13	249
322	Uniforms		-	56.66	57
52,924	Wages		-	50,647.79	50,648
68,627	<b>TOTAL PAYMENTS</b>		-	63,097.92	63,098
5,626	Net surplus/-deficit		-	3,669.63	3,670
48,891	Balance brought forward	1/9/19	1,300	53,217.11	54,517
54,517	Balance carried forward	31/8/20	1,300	56,887	58,187

**Westfield Playgroup**  
**Statement of Assets & Liabilities**  
as at  
**31 August 2020**

			Restricted Income	Unrestricted Income	Total	Previous year Total
			£	£	£	£
<b>Current assets</b>						
Current Account	@	31/08/20	1,300	48,742	50,042	52,005
Deposit Account	@	31/08/20		8,145	8,145	2,512
Petty Cash	@	31/08/20		-	-	-
Receipts awaiting banking				-	-	-
			<u>1,300</u>	<u>56,887</u>	<u>58,187</u>	<u>54,517</u>
<b>Current liabilities</b>						
Uncashed cheques				-	-	-
			<u>1,300</u>	<u>56,887</u>	<u>58,187</u>	<u>54,517</u>

Charity Law requires the Trustees to prepare financial statements for each financial year which comply with the regulations set out in the Charities Act 1993. The trustees have elected to take advantage of the provisions that apply to small charities and have prepared a Receipts and Payments account and Statement of Assets and Liabilities.

Approved by the Trustees on 10.5.2021 and signed on their behalf by



Stevie-Jayne Barton – chair



Abby Lee – treasurer

**Westfield Playgroup**  
**Notes to the accounts**  
**for the year ended 31 August 2020**

**1 Receipts & payments accounts**

Receipts and payments accounts are statements that summarise the movement of cash into and out of the charity during the financial year. In this context "cash" includes cash equivalents, for example, bank accounts where cash can be readily withdrawn to pay for debts as they become due.

**2 Premises & staff**

The premises are rented from the local church.  
The staff are employed by the Trustees.

**3 Trustees' remuneration**

Trustees received no expenses, remuneration or benefits in this period.

**4 Related party transactions**

There were no related party transactions during the period.

**5 Previous period comparison**

The previous period's figures are included to enable the reader of the accounts to make comparisons with the previous year.

**6 Glossary of terms**

Restricted funds: These are funds given to the charity, subject to specific restrictions set by the donor, but still within the general objects of the charity.

**7 Restricted funds**

During the year 2017/18, the group received a grant of £5,000 from East Sussex County Council to be spent on toys/equipment to promote health (and associated costs). £1,300 of this grant remains unspent.

## **Independent Examiner's Report to the Committee of the Westfield Playgroup**

I report on the accounts of Westfield Playgroup for the twelve month period ended 31 August 2020 which are set out on the previous pages.

### **Respective responsibilities of committee & 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 report**

My examination was carried out in accordance with the 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 supporting documentation 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
  - to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the Acthave 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.



Keith Miller  
Accounts Support Worker  
Hastings Voluntary Action  
Jackson Hall, Portland Place, Hastings, TN34 1QN

Dated: 29 April 2021