

# **Westfield Playgroup**

**Registered charity number 1143763**

## **Financial statements**

**for the period**

**1 September 2019 - 31 August 2020**

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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 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 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**

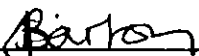
The Trustees are responsible for preparing the Trustee's Annual Report and the Financial Statements in accordance with applicable law and United Kingdom Accounting Standards (UK generally accepted accounting practice).

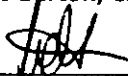
The law applicable to charities in England and Wales requires trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that period. In preparing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

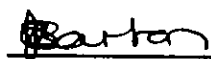
Previous Year				Current Year	
		Notes	Restricted funds	Unrestricted funds	Total funds
	<b><u>Receipts</u></b>				
8,833	Fees Non EYEE		-	8,759.30	8,759
60,186	EYEE Fees		-	51,801.13	51,801
4,228	Fundraisng/donations		-	1,322.30	1,322
255	Deposits		-	285.00	285
404	Miscellaneous		-	7.80	8
319	Outings		-	25.00	25
24	Uniforms		-	34.00	34
5	Bank Interest		-	6.02	6
<u>74,254</u>			-	<u>66,767.55</u>	<u>66,768</u>
	<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
<u>68,627</u>	<b>TOTAL PAYMENTS</b>		-	<u>63,097.92</u>	<u>63,098</u>
5,626	Net surplus/-deficit		-	3,669.63	3,670
<u>48,891</u>	Balance brought forward	1/9/19	1,300	53,217.11	54,517
<u>54,517</u>	Balance carried forward	31/8/20	1,300	56,887	58,187

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

				Previous year
				Total
				£
Current assets		Restricted Income	Unrestricted Income	Total
		£	£	£
Current Account	@ 31/08/20	1,300	48,742	50,042
Deposit Account	@ 31/08/20		8,145	8,145
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