

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 24th June 2011, and most recently amended on 17th 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

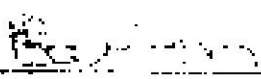
The Trustees are responsible for preparing the Trustee's Annual Report and the Financial Statements in accordance with applicable law and United Kingdom Accounting Standards (UK generally accepted accounting practice).

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:

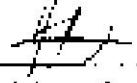
- select suitable accounting policies and apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed 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 10/10/22

Signed  _____
Lucy Dethridge, Secretary

Date 10/10/22

Westfield Playgroup

Receipts & Payments accounts

for the period

1 September 2020 to 31 August 2021

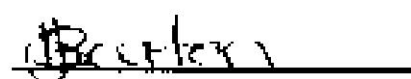
Previous Year				Current Year	
		Notes	Restricted funds	Unrestricted funds	Total funds
	<u>Receipts</u>				
8,760	Fees Non EYEE		-	9,967	9,967
51,801	EYEE Fees		-	62,610	62,610
1,322	Fundraising/donations		-	-	-
285	Deposits		-	150	150
4,527	HMRC (Furlough payments)		-	603	603
8	Miscellaneous		-	76	76
25	Outings		-	-	-
34	Uniforms		-	136	136
6	Bank Interest		-	1	1
<u>66,768</u>			-	<u>73,543</u>	<u>73,543</u>
	<u>Expenditure</u>				
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
<u>50,648</u>	Wages		-	<u>57,922</u>	<u>57,922</u>
<u>63,098</u>	TOTAL PAYMENTS		<u>1,300</u>	<u>71,175</u>	<u>72,475</u>
3,670	Net surplus/		(1,300)	2,368	1,068
<u>54,517</u>	Balance brought forward	1/9/20	<u>1,300</u>	<u>56,887</u>	<u>58,187</u>
<u>58,187</u>	Balance carried forward	31/8/21	<u>-</u>	<u>59,255</u>	<u>59,255</u>

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

				Previous year
				Total
				£
Current assets		Restricted Income	Unrestricted Income	Total
		£	£	£
Current Account	@ 31/08/21	-	51,109	51,109
Deposit Account	@ 31/08/21		8,146	8,146
Petty Cash	@ 31/08/21		-	-
Receipts awaiting banking			-	-
		-	59,255	59,255
				58,187
Current liabilities				
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 15.6.22 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 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

Page	Contents
2-4	Trustees' Annual Report
5	Receipts & Payments account
6	Statement of Assets & Liabilities
7	Notes
8	Independent Examiner's report

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