

Trustees' Annual Report

For the 1st April 2020 to 31st March 2021



Section A Reference and administration details

Charity name	Parkview Community Playgroup
Registered charity number	1153914
Charity's principal address	Hiltingbury Community Centre (The Hilt) Hiltingbury Road ChandlersFord Eastleigh SO53 5NP

Names of the charity trustees who manage the charity

<i>Trustee name and office</i>	<i>Dates</i>
Johnanne Mitchell- Chair	04/09/17 - 20/07/2021
Lauren Singleton-Secretary/Chair	04/09/17 - Current
Helen Miller-Treasurer	04/09/19 - Current
Lauren Miller-Fundraiser	04/09/19 - 31/12/21
Charlotte Stillwell-Fundraiser	04/09/19 - 03/03/21
Louise Winter -Treasurer	04/10/21- Current
Katie King - Secretary	04/10/21- Current

Section B Structure, governance and management

Type of governing documentation	Constitution (Charity Commission CIO September 2013)
How the charity is constituted	Charitable Incorporated Organisation
Trustee selection method	Responsibility for the selection of new Trustees rests with the existing trustees. They must oversee the management of an open and efficient process and always act in the best interests of the charity.

The trustees are elected from the parents of the children attending the setting. Ideally those elected have suitable experience for the role. If this is not possible the outgoing trustees will ensure suitable training and supervision is given in the handover. All current trustees have completed the courses on the free training website run through Pre School Alliance called Educare. These include such courses as Safeguarding and the Role of the Trustees.

Section C Objectives and activities

Summary of the objectives of the charity set out in the constitution:

The aims of the Pre-school are to enhance the development and education of children primarily under statutory school age by encouraging parents to understand and provide for the needs of their children through community groups and by:

- (a) Offering appropriate play, education and care facilities, family learning and extended hours groups, together with the right of parents to take responsibility for and to become involved in the activities of such groups, ensuring that such groups offer opportunities for all children whatever their race, culture, religion, means or ability;
- (b) Encouraging the study of the needs of such children and their families and promoting public interest in and recognition of such needs in the local areas;
- (c) Instigation and adhering to and furthering the aims and objects of the Pre-School Learning Alliance.

Summary of the main activities undertaken for the public benefit in relation to these objectives

Provided a safe, secure, happy and stimulating environment for the preschool age children to learn and develop through play.

This was within the EYFS framework with learning through games and play, covering the following topics: communication and language, physical development, personal, social and emotional development, literacy, mathematics, understanding the world, expressive arts and design.

Children of school age were prepared by visits to the local schools, picnics and topic subjects included within the session.

Occupation levels were low in September 2017 due to a low birth rate year. However, after promotion of our setting, these levels have steadily risen. We are now above 80% and have secured occupation levels maintaining this percentage next year to ensure the sustainability of the setting.

Under Section 17(5) of the Charities Act and the Charities (Accounts and Reports) Regulations 2008, the trustees are aware of the commission's public benefit guidance. At the annual planning meeting the occupancy levels were increased and the hourly rate set at a level to ensure that the playgroup was more accessible but still within staff to child ratios.

Section D Achievements and Performance

Summary of the main achievements of the charity during the year

Due to Coronavirus, things haven't been quite the same this year but everything has been well managed and the staff and committee have worked together closely to ensure all government guidelines have been adhered to. The Playgroup is now operating at near full capacity and an extra afternoon has been added to the timetable of the setting due to demand from parents. Parkview playgroup benefits from the experience of long serving staff and due to the extra hours we are increasing our staff by adding a new member. The Charity is considered to be financially stable.

Our main income is from fees however, fundraising still plays a vital part. We have done some smaller fundraising this year due to coronavirus, but our families have been very supportive. We hope to resume our annual fundraising events as soon as we can.

Many of our children started school in September and they left playgroup as happy, confident and sociable children who are a credit to the dedicated team of staff and ethos of Parkview.

There have been no complaints or incidents that require a report to Ofsted.

Section E Financial Review

The majority of fee income comes from Hampshire County Council (£ 83,892) under the government funding scheme for 3 and 4 year olds, with the remainder from parents (£9,323) The fundraising brought in £1,280 over the period and this was used to update and replace equipment for the benefit of the children. The playgroup wishes to develop the outside area for the children, to enrich their development. This would need an increase in the fundraising or raising grants to cover the costs.

Reserves are held to help the setting operate effectively. Trustees keep the reserves policy and the level of reserves held under review but Parkview aims to hold cash reserves equivalent to 3 months' worth of operating costs. Trustees monitor the level of reserves monthly. In this way trustees will be aware of the build-up of excess reserves or of reserves being unexpectedly or rapidly depleted. Having set the reserves level or range in which it is desirable to operate, trustees monitor the reserves actually held to establish the reason for any significant difference with the target level set. If reserves during the year are below target or exceed target, the trustees consider whether this is due to a short-term situation or a longer-term issue. Action may then be needed to replenish or spend reserves.

The trustees declare that they have approved the trustees' report above.

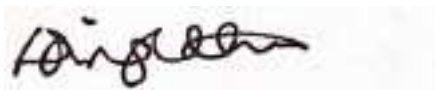
Signed on behalf of the charity's trustees:

Full name: Lauren Singleton

Position: Chair

Date: 12.12.2021

Signature:

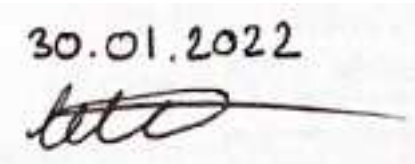


Full name: Louise Winter

Position: Treasurer

Date: 30.01.2022

Signature:





Section A

Independent Examiner's Report

Report to the trustees/
members of

Parkview Community Playgroup

On accounts for the year
ended

31 March 2021

Charity no
(if any)

1153914

Set out on pages

1 and 2

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended **31 March 2021**.

Responsibilities and
basis of report

As the charity trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent
examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in, any material respect:

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

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed: FJ Wilde

Date: 31 January 2022

Name: FJ Wilde

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

FCCA DChA

Address:

4 Marigold Drive

Bisley

Surrey GU21 4SF

Section B

Disclosure

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).



CHARITY COMMISSION
FOR ENGLAND AND WALES

PARKVIEW COMMUNITY PLAYGROUP

1153914

Receipts and payments accounts

CC16a

For the period
from

Period start date
01/04/2020

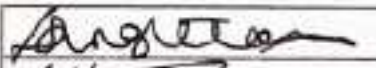

To

Period end date
31/03/2021

Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
Fees: from parents	9,323	-	-	9,323	16,706
Fees: from Hampshire County Council	83,892	-	-	83,892	57,281
Fund-raising and donations	1,280	-	-	1,280	4,882
Other	52	-	-	52	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	94,547	-	-	94,547	78,869
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	94,547	-	-	94,547	78,869
A3 Payments					
Fund-raising costs	213	-	-	213	1,275
Staff costs inc training	68,734	-	-	68,734	69,435
Rent	7,866	-	-	7,866	7,954
Activities - food	46	-	-	46	659
Activities- materials	1,265	-	-	1,265	1,094
Equipment	367	-	-	367	1,062
Stationery	164	-	-	164	284
Telephone and postage	88	-	-	88	75
Statutory, professional and legal fees	682	-	-	682	944
Insurance	726	-	-	726	716
Subscriptions	686	-	-	686	52
Advertising and promotion	112	-	-	112	122
Cleaning	156	-	-	156	21
Sundry	287	-	-	287	-
	-	-	-	-	-
Sub total	81,392	-	-	81,392	83,693
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	81,392	-	-	81,392	83,693
Net of receipts/(payments)	13,155	-	-	13,155	- 4,824
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	11,872	-	-	11,872	16,696
Cash funds this year end	25,027	-	-	25,027	11,872

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	Barclays Bank account	16,781	-	-
	Barclays Saver - Fundraising account	8,278	-	-
		-	-	-
	Total cash funds	25,027	-	-
	(agree balances with receipts and payments account(s))	OK	OK	OK
		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets	Details	-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
B3 Investment assets	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
B4 Assets retained for the charity's own use	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
B5 Liabilities	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
			-	
			-	
			-	
			-	
			-	
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval	
		LAUREN SINGLETON	30.1.22	
		LOUISE WINTER	30.1.22	