



# Trustees' Annual Report

For the 1st April 2022 to 31st March 2023

## 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

### *Trustee name and office*

Sabrina Gardner- Chair	Jan 2023-Current
Scarlett Smyth-Vice Chair	Jan 2023-Current
Delphine -Treasurer	Jan 2023-current
Celtie Lincoln- Secretary	Jan 2023-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.

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**

Staff and committee work together closely to ensure all government guidelines are 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 (£ ) under the government funding scheme for 3 and 4 year olds, with the remainder from parents ( £ ) The fundraising brought in £ 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: Sabrina Gardner

Position: Chair

Date: 17.1.24

Signature: 

Full name: Scarlett Smyth

Position: Vice Chair

Date: 17.1.24

Signature: 





## Receipts and payments accounts

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For the period from	To	31/03/2023
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### Section A Receipts and payments

	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Last year
	to the nearest £	to the nearest £	to the nearest £	to the nearest £	to the nearest £
<b>A1 Receipts</b>					
Fees: from parents	11,606	-	-	11,606	9,543
Fees: from Hampshire County Council	71,904	-	-	71,904	78,521
Fundraising & donations	2,612	-	-	2,612	397
Other	39	-	-	39	1,625
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	86,160	-	-	86,160	90,086

<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	
	-	-	-	-	
<b>Sub total</b>	-	-	-	-	
<b>Total receipts</b>	86,160	-	-	86,160	90,086

<b>A3 Payments</b>					
Staff costs	72,201	-	-	72,201	73,510
Rent	9,123	-	-	9,123	9,606
Food	221	-	-	221	1,014
Activities - materials	2,055	-	-	2,055	1,127
Equipment	657	-	-	657	1,632

Stationery	113	-	-	113	133
Telephone and postage	87	-	-	87	106
Statutory, professional & legal fees	738	-	-	738	1,819
Insurance	760	-	-	760	725
Subscriptions	944	-	-	944	374
Training	404	-	-	404	-
Fundraising costs	661	-	-	661	-
Advertising and promotions	99	-	-	99	84
Cleaning	27	-	-	27	80
Sundry	103	-	-	103	394
<b>Sub total</b>	<b>88,192</b>	<b>-</b>	<b>-</b>	<b>88,192</b>	<b>90,604</b>

<b>A4 Asset and investment purchases. (see table)</b>	-	-	-	-	-
<b>Sub total</b>	-	-	-	-	-

**Total payments**

<b>Net of receipts/(payments)</b>	-	-	-	-	518
<b>A5 Transfers between funds</b>	2,032	-	-	2,032	-
<b>A6 Cash funds last year end</b>	24,509	-	-	24,509	25,027
<b>Cash funds this year end</b>	<b>22,477</b>	<b>-</b>	<b>-</b>	<b>22,477</b>	<b>24,509</b>

## 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 £
<b>B1 Cash funds</b>	Bank account	13,040	-	-
	Fundraising account	9,436	-	-
		-	-	-
	<b>Total cash funds</b>	<b>22,477</b>	<b>-</b>	<b>-</b>

OK	OK	OK
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[illegible]



Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
		-	-
		-	-
		-	-
		-	-
		-	-

[illegible]

**B5 Liabilities**

Details	Fund to which liability relates	Amount due (optional)	When due (optional)
		-	
		-	
		-	
		-	
		-	

Signature	Print Name	Date of approval
	S. GARDNER	17.1.24
	Scarlett Smyth	17.1.24

Signed by one or two trustees on behalf of all the trustees