



# Trustees' Annual Report

For the 1st April 2023 to 31st March 2024

## 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
Patrick -Treasurer	Sept 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 successfully runs 9am-3pm Monday to Friday. The increase in afternoons have a positive response from parents and the extra hours are being filled.

The Charity is considered to be financially stable.

Our main income is from fees which is supported by fundraising events.

We have also introduced a voluntary daily fee to help with covering the cost of materials and equipment that enhances the children's play and learning.

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 (£4.77) under the government funding scheme for 3 and 4 year olds, with the remainder from parents who have to pay £6 across the board for those that don't get funding. A fundraising event brought in a healthy amount of cash to help cover the costs of materials to update and refresh our outdoor play area with new fencing and planters to enrich the children's development.

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: 22.01.2025

Signature: 

Full name: Scarlett Smyth

Position: Vice Chair

Date: 22.01.2025

Signature: 







CHARITY COMMISSION  
FOR ENGLAND AND WALES

arkview Community Playgroup

1153914

## Receipts and payments accounts

CC16a

For the period from	01/04/2023	To	31/03/2024
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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	22,218	-	-	22,218	11,606
Fees: from Hampshire County Council	92,241	-	-	92,241	71,904
Fundraising & donations	1,617	-	-	1,617	2,612
Other	189	-	-	189	39
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	116,266	-	-	116,266	86,160
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	-	-	-	-	-
<b>Total receipts</b>	116,266	-	-	116,266	86,160

<b>A3 Payments</b>					
Staff costs	74,745	-	-	74,745	72,201
Rent	7,578	-	-	7,578	9,123
Food	111	-	-	111	221
Activities - materials	1,192	-	-	1,192	2,055

Equipment	2,207	-	-	2,207	657
Stationery	29	-	-	29	113
Telephone and postage	114	-	-	114	87
Statutory, professional & legal fees	463	-	-	463	738
Insurance	796	-	-	796	760
Subscriptions	1,110	-	-	1,110	944
Training	144	-	-	144	404
Fundraising costs	-	-	-	-	661
Advertising and promotions	-	-	-	-	99
Cleaning	102	-	-	102	27
Sundry	54	-	-	54	103
<b>Sub total</b>	<b>88,644</b>	<b>-</b>	<b>-</b>	<b>88,644</b>	<b>88,192</b>

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

<b>Total payments</b>	<b>88,644</b>	<b>-</b>	<b>-</b>	<b>88,644</b>	<b>88,192</b>
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<b>Net of receipts/(payments)</b>	<b>27,622</b>	<b>-</b>	<b>-</b>	<b>27,622</b>	<b>- 2,032</b>
<b>A5 Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>22,477</b>	<b>-</b>	<b>-</b>	<b>22,477</b>	<b>24,509</b>
<b>Cash funds this year end</b>	<b>50,098</b>	<b>-</b>	<b>-</b>	<b>50,098</b>	<b>22,477</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	40,349	-	-
	Fundraising account	9,750	-	-
		-	-	-


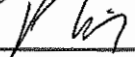
		<b>Total cash funds</b>			
		(agree balances with receipts and payments account(s))	50,098	-	
			Unrestricted funds to nearest £	Restricted funds to nearest £	
				Endowment funds to nearest £	
<b>B2 Other monetary assets</b>	Details				
<b>B3 Investment assets</b>	Details		Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B4 Assets retained for the charity's own use</b>	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
	SABRINA GARDNER	28/1/25
	PATRICK LINCOLN	28/1/25





Section A

Independent Examiner's Report

Report to the trustees/  
members of

Charity Name  
Parkview Community Playgroup

On accounts for the year  
ended

31 March 2024

Charity no  
(if any)

1153914

Set out on pages

1-2

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended DD / MM / YYYY.

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 (other than that disclosed below \*) 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.

\* Please delete the words in the brackets if they do not apply.

Signed:

*K. Wilkinson*

Date:

27/1/2025

Name:

K. Wilkinson

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

1<sup>st</sup> class Economics with Accounting BSc. (University of Bristol)  
Qualified as a Chartered Accountant with the Institute of Chartered Accountants of Scotland (ICAS) in 2003

Address:

16 Nottingham Road

Bristol

BS7 9DH

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

**Give here brief details of any items that the examiner wishes to disclose.**