



# Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	1 <sup>st</sup>	September	2019		31 <sup>st</sup>	August	2020

## Section A

## Reference and administration details

Charity name

Ilkley Pre-School Playgroup

Other names charity is known by

Registered charity number (if any) 1155808

Charity's principal address

Friends Meeting House

Queens Road

Ilkley

Postcode

LS29 9QJ

### Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Tracy Fearnley	Manager		
2	Ruth Davies	Chair		
3	Mary Berry	Treasurer		
4	Craig Berry			
5	Alex Hughes		Until Sept 2019	
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

### Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

**Names and addresses of advisers (Optional information)**

Type of adviser	Name	Address

**Name of chief executive or names of senior staff members (Optional information)**

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## Section B Structure, governance and management

**Description of the charity's trusts**

Type of governing document (eg. trust deed, constitution)	Constitution, adopted on 6 <sup>th</sup> February 2014
How the charity is constituted (eg. trust, association, company)	Charitable Incorporated Organisation
Trustee selection methods (eg. appointed by, elected by)	Trustees are all staff or parents of children attending Ilkley Pre-School Playgroup. New trustees are elected at a meeting of trustees.

**Additional governance issues (Optional information)**

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

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## Section C Objectives and activities

**Summary of the objects of the charity set out in its governing document**

The charity works for the public benefit having as its objects the development and education of children and young people in particular by:

- (1) promoting their care and safety;
- (2) promoting their education and promoting parental involvement;
- (3) promoting their health and wellbeing;
- (4) providing services to support them and their families and carers;
- (5) providing services to individuals holding membership of the Charitable Incorporated Organisation; and
- (6) furthering the aims of the Pre-School Learning Alliance.

In planning our activities for the year, the trustees have given consideration to the Charity Commission's public benefit requirements. The trustees consider that the public benefit requirement was met by the main activity during the year; the pre-school education of 16 children.

All children who attend the setting are allocated a key person and each child has a learning journal that includes written observations, samples of work and photographs of the child involved in activities. All activities are linked to the learning outcomes within the Early Years Foundation Stage and by following this document we ensure that all children are making steady progress.

Alongside providing all continuous provision (construction, numeracy, craft, outdoor, literacy etc) the children also enjoyed:

- The children took part in a litter pick around Ilkley as they were upset by the amount of rubbish they were seeing on our walks.
- We held a talk like a pirate day - the children came dressed like pirates and we had treasure hunts and built our own boats.
- We held an outdoor craft session and a Christmas craft session for the wider community to get involved in.
- We held a Gruffalo day and the children enjoyed eating Gruffalo crumble!
- We had two visits to care homes to sing songs and carols to the residents.
- One of our Grandparents came in weekly to teach the children French through songs, rhymes and stories.
- Unfortunately, due to COVID-19 we temporarily closed following government guidance on the 23rd March and re-opened to a smaller number of children on 8th June 2020. We continued to provide our continuous provision in a COVID secure way but were unable to hold any events or welcome visitors into our setting.

**Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)**

#### **Additional details of objectives and activities (Optional information)**

You may choose to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

## **Section D**

### **Achievements and performance**

**Summary of the main achievements of the charity during the year**

During the year the pre-school was open for 30 out of 38 weeks. We provided 21 hours of care and education prior to the lockdown in March and provided 15 hours of care and education once the pre-school reopened in June - this was due to reduced staffing levels because of COVID-19.

16 children, aged 2 to 4 years old, attended the pre-school over the course of the year.

## Section E Financial review

### Brief statement of the charity's policy on reserves

To hold sufficient reserves to cover statutory redundancy payments and associated costs which may arise in the event of the closure of the preschool or the cost of temporary relocation of activities. In addition, the trustees consider it prudent to hold some reserves to cover unforeseen costs and the impact of adverse fluctuations in the number of children enrolled.

### Details of any funds materially in deficit

- The preschool made a financial loss this year.
- It was decided to support staff at the pre-school and pay staff their full wage during lockdown, as oppose to the minimum requirement of 80%.
- CJRS funds were applied for and received.
- There was no opportunity to increase numbers at the preschool between March – June 2020, and difficult to increase numbers between Feb – Aug 2020. The number of children attending the pre-school was lower in the summer term when the pre-school reopened.
- Some outstanding payments from parents.

### Further financial review details (Optional information)

You may choose to include additional information, where relevant about:

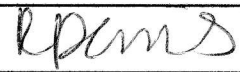
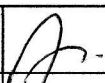
- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

## Section F Other optional information

## Section G Declaration

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

### Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Ruth Davies	Mary Berry
Position (eg Secretary, Chair, etc)	Chair	Treasurer
Date	28.06.21	





CHARITY COMMISSION  
FOR ENGLAND AND WALES

**Ilkley Pre-School Playgroup**

**1155808**

**Receipts and payments accounts**

**CC16a**

For the period from	1st September 2019	to	31st August 2020
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**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 £
<b>A1 Receipts</b>					
Fees and registrations	23,298	-	-	23,298	38,010
Fundraising	5,069	-	-	5,069	2,494
Other income	2,293	-	-	2,293	305
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total (gross income for AR)</b>	<b>30,660</b>	<b>-</b>	<b>-</b>	<b>30,660</b>	<b>40,810</b>
<b>A2 Asset and investment sales</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>30,660</b>	<b>-</b>	<b>-</b>	<b>30,660</b>	<b>40,810</b>
<b>A3 Payments</b>					
Staff salaries	26,305	-	-	26,305	26,846
Staff training	72	-	-	72	90
Rent	5,060	-	-	5,060	5,976
Phone and broadband	336	-	-	336	375
Equipment and daily items	4,606	-	-	4,606	1,399
Other expenditure	1,079	-	-	1,079	1,671
Marketing	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>37,458</b>	<b>-</b>	<b>-</b>	<b>37,458</b>	<b>36,358</b>
<b>A4 Asset and investment purchases</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>37,458</b>	<b>-</b>	<b>-</b>	<b>37,458</b>	<b>36,358</b>
<b>Net of receipts/(payments)</b>	<b>- 6,798</b>	<b>-</b>	<b>-</b>	<b>- 6,798</b>	<b>4,452</b>
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	41,348	-	-	41,348	36,896
<b>Cash funds this year end</b>	<b>34,550</b>	<b>-</b>	<b>-</b>	<b>34,550</b>	<b>41,348</b>

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

Categories

Details

Unrestricted  
funds

Restricted funds

Endowment  
funds

to the nearest £

to the nearest £

to the nearest £

### B1 Cash funds

Bank account	34,579	-	-
Petty cash account	29	-	-
	-	-	-
<b>Total cash funds</b>	<b>34,550</b>	<b>-</b>	<b>-</b>
(agree balances with receipts and payments account(s))			

Unrestricted  
funds

Restricted funds

Endowment  
funds

to the nearest £

to the nearest £

to the nearest £

### B2 Other monetary assets

	-	-	-
	-	-	-
	-	-	-

Fund to which  
asset belongs

Cost (optional)

Current value  
(optional)

### B3 Investment assets

		-	-
		-	-
		-	-

Fund to which  
asset belongs

Cost (optional)

Current value  
(optional)

### B4 Assets retained for the charity's own use

		-	-
		-	-
		-	-

Fund to which  
liability relates

Amount due  
(optional)

When due  
(optional)

### B5 Liabilities



		-	
		-	
		-	
		-	
		-	

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

Signature

Print name

Date of approval

	Mary Berry	28.6.21
	Ruth Davies	28.6.21





**Section A**

**Independent Examiner's Report**

**Report to the trustees/  
members of**

Charity Name  
Ilkley Pre School Playgroup

**On accounts for the year  
ended**

31 August 2020

**Charity no  
(if any)**

1155808

**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 31/08/2020.

**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.

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

**Signed:**

**Date:**

28.06.2021

**Name:**

Mhairi Tomlinson FCA

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

ICAEW

**Address:**

25 Beverley Rise

Ilkley

LS29 9DB

**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).

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

No items have come to my attention that require disclosure.