



Trustee Report for St. Nicolas Playgroup (Taplow)

for Year-End 31st August, 2020

Charity Name:	St. Nicolas Playgroup (Taplow)
Address:	The Reading Rooms, Taplow Village Centre, Taplow, SL6 0EX
Charity Registration No.	1155996
Trustee Names:	Jenny Reece – Chair Charissa Morgan – Treasurer Kahli van der Veen – Secretary

Charity Structure

St. Nicolas Playgroup (Taplow) is a member of the Early Year Learning Alliance (EYLA) and is governed by the Pre-school Learning Alliance Model Pre-school Constitution 2011. It is managed and controlled by a Committee of trustees, elected at Annual General Meetings in September/October by majority vote. The minimum number of Committee members is five and comprises of a minimum of 60% Family Members. All Committee members are DBS checked and cleared, and sign up to St. Nicolas Playgroup's Trustee Code of Conduct which is modelled on that of the PLA.

A sub-committee, known as the Fundraising Committee, is formed by some Committee members to organise fund raising events to support the running of Playgroup. A formal process and policy is in place for the recording and handover to the Treasurer of funds raised by the fundraising committee.

Activities and Objectives

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:

- 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;
- 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;
- instigating and adhering to and furthering the aims and objects of the Pre-school Learning Alliance.

Achievements and Performance

2019-2020 was an unusual year as the setting had to navigate the COVID-19 pandemic. During the first half of the academic year, we took the opportunity to review our external providers and switched to offering "Get Sports Inspired" activities for the children. We maintained our usual levels of fundraising with some successful activities resulting in a healthy fundraising income moving into 2020. Alongside this we saw our Deputy Manager retire following over 20 years of service with us, she will be sadly missed, and following the pandemic, we are looking internally to promote an existing staff member to the Deputy role.

From February 2020 we commenced the provision of Forest School, using a qualified external provider (Wildwood Rangers). This has been introduced to diversify our offering and extend our provision outdoors given our limited

external space adjacent to the building. It was proving successful, but sadly momentum was halted as lock-down commenced in March 2020.

During the COVID-19 pandemic, we closed the setting in line with Government guidelines, as we had no key worker children that required care. The staff produced activity packs for children which were posted, and parents were encouraged to post their activities on Tapestry for staff to communicate and observe.

Upon reopening, we had two staff on furlough due to reduced numbers requiring fewer staff, we operated one bubble and only had a small proportion of our children return for our summer term. Alongside the reduced time in setting, fundraising had proved a challenge with the absence of the usual summer fete during the pandemic. As a committee we had to come up with alternative initiatives to fundraising in person such as virtual raffles, cookie deliveries and requesting more ad hoc donations.

Financial Review

This financial period has resulted in a deficit of £3,728.02 (2018-2019 surplus of £4,108.00). Details of all income and expenditure are outlined in the attached financial statements.

At the beginning of this financial period, the number of children attending Playgroup was 38 and increased throughout the year to 43 children on roll by the summer term.

Unfortunately, whilst forecast to increase profit at the outset of the 2019/2020 financial year; due to Covid the last year has presented a difficult period for the Playgroup. We continued to receive funding from Buckinghamshire County Council which enabled us to continue paying staff full wages and meet our rent obligations. However, the Playgroup lost income from fee paying attendance and fundraising opportunities were severely curtailed during the pandemic. The Playgroup is nevertheless in sound financial position with reserves which will sustain it for more than 5 years at the current income and expenditure balance. It is essential for the long-term sustainability however that our income is increased to pre-pandemic levels.

Sufficient financial reserves are held to sustain Playgroup in the event that income falls below expected levels. The intention would be to continue functioning as a Playgroup and cover the payment of staff redundancies in the unlikely event that the Playgroup had to close. In addition, further reserves are held as a contingency in the event of either the premises in which Playgroup operates becoming unavailable due to, for example, fire and temporary accommodation being required, or should it be decided by the committee that a

permanent relocation was to be made to purpose built premises. The amount of £26,238.00 for this purpose, is held within the account balance of £48,452.00 in the Barclays community business account.

Financial considerations for the next financial year 2020/2021:

- Seek further ways to appropriately spend accumulated funds
- Proceed with new fence installation
- Plan for additional staff costs
- Allocate funds towards staff training and recruitment
- Fee increase
- Increase donations
- Pursue new fundraising opportunities

Signed on behalf of
the charity's trustees:

Jenny Reece
Management Committee Chair

Date:



Receipts and payments accounts

For the period
from

9/1/2019

To

8/31/2020

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 £
A1 Receipts				
Funding	68,792	-	-	68,792
Fees	11,805	-	-	11,805
Donations	1,206	-	-	1,206
Fundraising	2,804	-	-	2,804
Job retention scheme	4,996	-	-	4,996
Other	546	-	-	546
	-	-	-	-
	-	-	-	-
	-	-	-	-
Sub total (Gross income for AR)	90,150	-	-	90,150
A2 Asset and investment sales, (see table).				
	-	-	-	-
	-	-	-	-
Sub total	-	-	-	-
Total receipts	90,150	-	-	90,150
A3 Payments				
Net Wages	71,506	-	-	71,506
PAYE/NIC	3,401	-	-	3,401
Pension	1,132	-	-	1,132
Rent & Insurance	9,952	-	-	9,952
Consumables	495	-	-	495
Toys + Books + Equipment	930	-	-	930
Paint & Materials	-	-	-	-
Snacks	170	-	-	170
Cooking	126	-	-	126
Printing + Postage + Stationary	1,018	-	-	1,018
External classes	1,495	-	-	1,495
Outings /parties	330	-	-	330
Fundraising	1,000	-	-	1,000
Equipment / Assets	403	-	-	403
Training	633	-	-	633
Other	1,287	-	-	1,287
	-	-	-	-
	-	-	-	-
	-	-	-	-
	-	-	-	-
	-	-	-	-
Sub total	93,878	-	-	93,878
A4 Asset and investment purchases, (see table)				
	-	-	-	-
	-	-	-	-
Sub total	-	-	-	-
Total payments	93,878	-	-	93,878
Net of receipts/(payments)	- 3,728	-	-	- 3,728
A5 Transfers between funds	-	-	-	-
A6 Cash funds last year end	52,180	-	-	52,180

Cash funds this year end	48,452	-	-	48,452
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Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £
B1 Cash funds	Current account	48,452	-
	Cashbox	-	-
		-	-
	Total cash funds	48,452	-
	(agree balances with receipts and payments account(s))	OK	OK

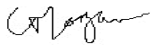
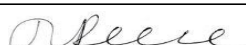
	Details	Unrestricted funds to nearest £	Restricted funds to nearest £
B2 Other monetary assets		-	-
		-	-
		-	-
		-	-
		-	-
		-	-

	Details	Fund to which asset belongs	Cost (optional)
B3 Investment assets			-
			-
			-
			-
			-

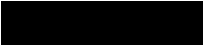
	Details	Fund to which asset belongs	Cost (optional)
B4 Assets retained for the charity's own use			-
			-
			-
			-
			-
			-
			-
			-
			-

	Details	Fund to which liability relates	Amount due (optional)
B5 Liabilities			-
			-
			-
			-
			-

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

Signature	Print Name
	Charissa Morgan
	Jennifer Reece

CC16a



Last year

to the nearest £

60,943
14,893
1,864
6,067
-
565
-
-
-
84,332

-
-

84,332

57,006
1,684
541
9,222
1,156
984
19
235
300
375
1,295
853
1,941
2,463
1,368
781
-
-
-
-
-
-
80,223

-

80,223

4,108
-
48,072



**Endowment
funds**

to nearest £

-
-
-
-

OK

**Endowment
funds**

to nearest £

-
-
-
-
-
-

**Current value
(optional)**

-
-
-
-
-

**Current value
(optional)**

-
-
-
-
-
-
-
-
-

**When due
(optional)**

Date of
approval

8/10/2021
8/10/2021

Independent examiner's report to the Trustees of St Nicholas Playgroup (Taplow)

I report on the accounts of the charity for the year ended 31st August 2020.

Respective responsibilities of trustees and 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(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- to follow the procedures laid down in the General Directions given by the Charity Commission under section 145(5)(b) of the 2011 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 accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and the seeking of explanations from you as 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 2011 Act; and
- to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the 2011 Act

have 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.



Delia Allott FCCA

Two Rivers Accountancy
38 Eton Wick Road
Eton Wick
Windsor
Berkshire

Date: 21/10/21

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