



**CHARITY COMMISSION**  
FOR ENGLAND AND WALES

## **Trustees' Annual Report for the period**

**From** 1<sup>st</sup> January 2020 **To** 31<sup>st</sup> December 2020

**Charity name:** Court Moor Community Playgroup

**Charity registration number:** 1158222

## **Objectives and Activities**

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	<p>The charity works for the public benefit having as its objects the development and education of children and young people in particular by:</p> <ol style="list-style-type: none"><li>(1) Promoting their care and safety;</li><li>(2) Promoting their education and promoting the parental involvement</li><li>(3) Promoting their health and wellbeing;</li><li>(4) Providing services to support them and their families and carers;</li><li>(5) Providing services to individuals holding membership of the ICO; and</li><li>(6) Furthering the aims of the Pre-school Learning Alliance.</li></ol>
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	<p>The Playgroup follows the Governments Early Years Foundation Stages to allow children to reach their own potential goals within a caring setting that allows meaningful play and individual development in the following areas:-</p> <ul style="list-style-type: none"><li>• Physical Development</li><li>• Personal, Social &amp; Emotional Development</li><li>• Communication</li><li>• Literacy</li><li>• Expressive Art</li><li>• Knowledge &amp; Understanding of the World</li><li>• Problem Solving.</li></ul> <p>The Playgroup has drawn on outside professional help to ensure its adherence to the Pre-School Learning Alliance and its accountability to the Charity Commission.</p> <p>The Playgroup has had a challenging year providing quality childcare in a fun and</p>

		<p>educational setting within the community for multicultural children aged 2 years to 4 years old from diverse backgrounds.</p> <p>The Playgroup has maintained an excellent financial position despite the challenges of 2020, with its majority income from Hampshire County Council. The Playgroup has reserves to ensure quality childcare, training &amp; redundancy contingency for its staff.</p> <p>The Playgroup has not been able to operate at full capacity for the majority of 2020 due to the Covid-19 Pandemic.</p> <p>The playgroup followed the government advise very closely and we closed Crookham Sunshines from 23 March 2020 to 29 May 2020. Court Moor Community Playgroup was open to keyworker children from both settings from 23 March to 29 May 2020.</p> <p>The staff that were furloughed during this time were fully paid and the trustees decided that the charity was able to afford to pay this without claiming on the CJRS scheme provided by the Government. This was due to still receiving full funding from Hampshire County Council.</p> <p>From 1 June 2020 the settings were open but operating on a reduced number of children, with priority being given to vulnerable/SEN Children (with a EHCP in place), keyworker children, 3 or 4 years olds children who were due to commence school in September 2020. This reduction of children in attendance meant that the Playgroup saw a reduction of income during 2020.</p> <p>The settings remained opened during the October/November lockdown and for the remainder of 2020 with the reduced number of children in attendance.</p> <p>In August 2020 the Trustees signed a new lease agreement with Church Crookham Parish Council for use of the Acorn Room within Church Crookham Community Centre. The lease is for 10 years with a clause to</p>
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		terminate the contract after 5 years or biannually thereafter. The trustees negotiated a reduction in the hourly rate from £12.50 to £11.25 per hour. This could increase year on year in line with the Consumer Price Index.
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	The trustees have had regard to the guidance issued by the Charity Commission on public benefit

### Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	
Policy on social investment including program related investment	Para 1.38	
Contribution made by volunteers	Para 1.38	
Other		

### Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	<p>The Playgroup has ensured the care of the children is priority and where required provided 1 to 1 care for a child, with the Playgroup bearing the cost of this.</p> <p>During the height of the Covid-19 pandemic, the charity temporarily closed Crookham Sunshines from 23 March 2020 to 29 May 2020. The charity was pleased to be able to keep Court Moor Community Playgroup open to keyworker children from both settings. This was helpful to our parent and carer community to enable them to work and support the NHS in their tremendous efforts during the pandemic.</p> <p>The trustees would like to thank the whole team for their dedication during this difficult year, ensuring that the children carried on with their learning through play and keeping a sense of normality during this unprecedented time.</p>

		<p>Fundraising had been very limited during 2020 but the playgroup was able to update the garden at Court Moor Playgroup using some of the designated funds (see note 10).</p> <p>Recruitment during 2020 has been difficult. The playgroup and preschool needed to recruit a Setting leader and Early Year Practitioners (EYPs). We recruited one EYP in February 2020, which was through the “Find a friend/referral scheme” introduced the previous year.</p>
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#### **Additional information (optional)**

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	
Performance of fundraising activities against objectives set	Para 1.41	
Investment performance against objectives	Para 1.41	
Other		

## Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	The Trustees consider the financial position to be satisfactory.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	To ensure that our preschool is able to operate during periods of lower income (e.g. lower occupancy) To ensure money is reserved for unexpected events (e.g. an unexpected repair), redundancies or any emergencies (e.g. long term sick leave). To provide an opportunity to reserve money for future projects.
Amount of reserves held	Para 1.22	£50,000
Reasons for holding zero reserves	Para 1.22	n/a
Details of fund materially in deficit	Para 1.24	n/a
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	The trustees are confident that the charity can continue as a going concern.

### Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	
Investment policy and objectives including any social investment policy adopted	Para 1.46	
A description of the principal risks facing the charity	Para 1.46	
Other		

## Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	Constitution
How is the charity constituted? (e.g. unincorporated association, CIO)	Para 1.25	Charitable Incorporated Organisation

Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.2	<p>Trustees oversee the playgroup activities, members are elected, every year by majority vote, at the AGM and then DBS checked via Ofsted.</p> <p>The Committee must be made up of a minimum of 3 members. Committee should consist of a minimum of Chair, Treasurer, Secretary.</p> <p>The Trustees principle role is as follows:-</p> <ul style="list-style-type: none"> <li>• Review Policies and Practice including Ofsted and charity commission requirements</li> <li>• Employ and Appraise Staff.</li> </ul> <p>Members fall into two categories:-</p> <ul style="list-style-type: none"> <li>• Family Member – parents of children attending the playgroup.</li> <li>• Affiliate member - individuals, organizations interested in the playgroup.</li> </ul> <p>Each member is allowed one vote.</p>
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#### **Additional information (optional)**

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	
The charity's organisational structure and any wider network with which the charity works	Para 1.51	<p>Pre-School Learning Alliance</p> <p> </p> <p>Committee of Trustees</p> <p> </p> <p>Playgroup</p> <p> </p> <p>Members</p>
Relationship with any related parties	Para 1.51	
Other		

## Reference and Administrative details

Charity name	Court Moor Community Playgroup
Other name the charity uses	
Registered charity number	1158222
Charity's principal address	Springwoods Fleet Hampshire GU52 7SX

**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	Tamzin Redpath	Chair		AGM
2	Alan Holland	Joint Treasurer		AGM
3	Joanne Allen	Secretary		AGM
4	Helen Longman	Trustee		AGM
5	Keven Cook	Trustee		AGM
6	Jessica King	Trustee		AGM
7	Adham Tawfik	Trustee		AGM
8	Alex Barto	Trustee	January – July 2020	AGM
9	Vicky Healy	Trustee	January – Oct 2020	AGM
10	Martine Tivey	Joint Treasurer	Dec 2020	EGM

Corporate trustees – names of the directors at the date the report was approved

[illegible]

Name of trustees holding title to property belonging to the charity

[illegible]



## Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	

Additional information (optional)

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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## Exemptions from disclosure

Reason for non-disclosure of key personnel details

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## Other optional information

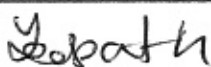
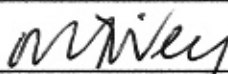
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## Declarations

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

Signed on behalf of the charity's trustees

Signature(s)

	
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Full name(s)

Tamzin Louise Redpath	Martine Elizabeth Tivey
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Position (eg  
Secretary, Chair,  
etc)

Chair	Joint Treasurer
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Date

20.10.2021
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**Court Moor Community Playgroup**  
**Independent Examiner's Report**  
**for the period 1st January 2020 to 31st December 2020**

**Report to the Trustees of Court Moor Community Playgroup (Charity Number 1020261) on the accounts for the period ended 31st December 2020 as set out on pages 5 to 13**

**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 of the Charities Act 2011 ("the Charities Act") and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act, and
- to state whether particular matters have come to my attention.

**Basis of independent examiner's statement**

My examination was carried out in accordance with 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 seeking explanations from the 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 Charities Act; and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities 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.



Kelly Stemp FCA CTA TEP  
Keste Tax & Accounting Limited  
Sentinel House  
Harvest Cresent  
Fleet  
Hampshire  
GU51 2UZ

Date: 20th October 2021

**Court Moor Community Playgroup**  
**Statement of Financial Activities**  
**for the period 1st January 2020 to 31st December 2020**

		<b>2020</b>	<b>2019</b>
<b>Incoming Resources</b>		<b>£</b>	<b>£</b>
Incoming resources from generating funds			
Charitable income	Note 2	212,896	236,265
Other incoming resources		1,220	7,193
Total incoming resources		<u>214,116</u>	<u>243,458</u>
<b>Resources Expended</b>			
Costs of generating funds			
Cost of generating charitable income		0	0
Charitable activities	Note 3	220,155	228,966
Governance costs	Note 3	2,085	2,010
Other resources expended		0	0
Total resources expended		<u>222,240</u>	<u>230,976</u>
Net incoming/(outgoing) resources before other recognised gains		(8,124)	12,470
Total funds brought forward		175,754	163,284
Total funds carried forward		<u>167,630</u>	<u>175,754</u>

**Court Moor Community Playgroup****Balance Sheet****as at 31st December 2020**

		<b>2020</b>	<b>2019</b>
		<b>£</b>	<b>£</b>
<b>Fixed assets</b>			
Tangible assets	Note 6	41,350	19,628
<b>Current assets</b>			
Stock	Note 7	1,295	1,555
Debtors	Note 8	5,295	4,664
Cash at bank and in hand		121,692	151,908
Total current assets		<u>128,282</u>	<u>158,127</u>
Creditors: amounts falling due within one year	Note 9	2,002	2,000
<b>Net current assets</b>		169,632	177,755
<b>Total assets less current liabilities</b>		<u>167,630</u>	<u>175,755</u>
<b>Funds of the charity</b>			
Unrestricted funds	Note 10	167,630	175,755
Total funds		<u>167,630</u>	<u>175,755</u>

The trustees have approved these accounts and confirm that all relevant records and information have been made available, and that their preparation is in accordance with Part 8 of the Charities Act and Accounting and Reporting by Charities - Statement of Recommended Practice (SORP 2015).

Signed on behalf of trustees:



Martine Tivey (Joint Treasurer)

20.10.2021

Date

# Court Moor Community Playgroup

## Notes to the accounts

for the period 1st January 2020 to 31st December 2020

### 1. Accounting policies

**Basis of accounting** These accounts have been prepared on the basis of historic cost in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014, the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and with the Charities Act 2011.

#### Incoming resources

Recognition of incoming resources These are included in the Statement of Financial Activities (SoFA) when:

- the charity becomes entitled to the resources;
- the trustees are virtually certain they will receive the resources; and
- the monetary value can be measured with sufficient reliability.

Donated services and facilities These are only included in incoming resources (with an equivalent amount in resources expended) where the benefit to the charity is reasonably quantifiable, measurable and material. The value placed on these resources is the estimated value to the charity of the service or facility received.

Volunteer help The value of any voluntary help received is not included in the accounts but is described in the trustees' annual report.

#### Expenditure and liabilities

Liability recognition Liabilities are recognised as soon as there is a legal or constructive obligation committing the charity to pay out resources.

Governance costs Include costs of the preparation and examination of statutory accounts, the costs of trustee meetings and cost of any legal advice to trustees on governance or constitutional matters.

#### Assets

Tangible fixed assets for use by charity These are capitalised if they can be used for more than one year and cost at least £100. They are valued at cost or, if gifted, at the value to the charity on receipt.

Stock This is valued at the lower of cost or market value.

Depreciation Depreciation is charged at:  
Fixtures, fitting & equipment - 4% straight line  
Other land & buildings - 25%-50% straight line or 25%-50% reducing balance, dependent on the nature of the asset.

**Court Moor Community Playgroup**  
**Notes to the accounts (continued)**  
**for the period 1st January 2020 to 31st December 2020**

		<b>2020</b>	<b>2019</b>
		<b>£</b>	<b>£</b>
<b>2. Charitable income</b>			
Hampshire County Council funded		178,561	181,095
Company Voucher Scheme funded		9,978	16,375
Parents funded		24,357	38,795
Total		<u>212,896</u>	<u>236,265</u>
<b>3. Analysis of cost of generating funds</b>		<b>£</b>	<b>£</b>
Charitable activities			
Advertising & Marketing		2,413	442
Bank Fees		121	299
Book Bags		153	-
Cleaning Materials		769	161
DBS Checks		274	413
Depreciation		7,686	6,486
Entertaining		324	-
First Aid		229	39
Fundraising		278	1,913
Garden		76	838
Gifts – Children		172	-
Gifts - General		195	20
HR Services		2,635	2,592
Insurance		1,438	1,747
IT		2,794	2,029
Materials		3,921	2,465
Pensions		1,686	1,710
Refreshments		580	2,017
Rent / Room Hire		20,646	30,263
Salaries	Note 5	140,679	158,993
Salaries - Employers National Insurance	Note 5	1,235	2,308
Staff (contract)		7,869	-
Staff Uniforms		108	-
Stationery		2,248	2,632
Subscriptions		600	680
Sundry		693	1,419
Sundry Equipment		2,192	346
Tapestry		259	254
Telephone & Internet		-	24
Training		1,586	1,128
Payroll admin		830	1,014
Profit/Loss on disposal of Fixed Asset		8,865	6,255
Professional Fees		<u>6,601</u>	<u>482</u>
		<u>220,155</u>	<u>228,966</u>
Governance costs			
Accountancy		<u>2,085</u>	<u>2,010</u>

**Court Moor Community Playgroup**  
**Notes to the accounts (continued)**  
**for the period 1st January 2020 to 31st December 2020**

	<b>2020</b>	<b>2019</b>
	<b>£</b>	<b>£</b>
<b>4. Details of certain items of expenditure</b>		
<u>Trustee expenses</u>		
Number of trustees who were paid expenses	-	-
Nature of the expenses	N/A	N/A
Total amount paid	-	-
<u>Independent examination</u>		
Independent examiner's fee for reporting on the accounts	960	960
<b>5. Staff costs</b>	<b>£</b>	<b>£</b>
Gross wages, salaries and benefits in kind	140,679	158,993
Employer's national insurance	1,235	2,308
Pension costs	1,686	1,710
Average number of employees for the period	14	16
All employment costs relate to the Charitable Activities and no individual employee has been paid more than £60,000.		
<b>6. Fixed assets</b>		
	Fixtures, fitting & equipment £	Other land & buildings £ <b>Total</b> <b>£</b>
Net book value as at 1st January 2020	10,605	9,022 <b>19,627</b>
Additions	10,925	27,349 <b>38,274</b>
Disposals	8,429	436 <b>8,865</b>
	<b>29,959</b>	<b>36,807</b> <b>49,036</b>
Depreciation charge for the period	5,395	2,291 <b>7,686</b>
Net book value as at 31st December 2020	<b>24,564</b>	<b>34,516</b> <b>41,350</b>
<b>7. Stock</b>	<b>£</b>	<b>£</b>
Uniform sales		623
Opening stock	(1,555)	
Purchases	(390)	
	<b>(1,945)</b>	
Closing stock	1,295	
		<b>(650)</b>
Uniform surplus income		<b>1,273</b>

The uniform surplus has been included as a net figure in Other Income Resources.



**Court Moor Community Playgroup**  
**Notes to the accounts (continued)**  
**for the period 1st January 2020 to 31st December 2020**

	<b>2020</b>	<b>2019</b>
	<b>£</b>	<b>£</b>
<b>8. Debtors</b>		
Debtors - late fees	746	-
Debtors - other debtors	1,116	-
PAYE payable	1,952	638
Prepayments	1,481	4,026
	<u>5,295</u>	<u>4,664</u>

	<b>£</b>	<b>£</b>
<b>9. Creditors</b>		
Accruals - Bookkeeping / Accountancy	2,000	2,000
Net salaries	2	-
	<u>2,002</u>	<u>2,000</u>

	<b>£</b>
<b>10. Funds of the charity</b>	
Balance as at 1st January 2020	175,754
Deficit of the period	(8,124)
Total funds	<u>167,630</u>

All the funds of the charity are unrestricted.

Included in the unrestricted funds above, the trustees operate a designated fund consisting of the funds raised by fundraising with the intent of spending this on events and equipment for the children of the playgroups.

<u>Designated funds</u>	<b>£</b>
Balance as at 1st January 2020	7,210
Net fundraising income	971
Less equipment purchased, gifts & children's events	4,672
Designated fund as at 31st December 2020	<u>3,509</u>

<u>Fundraising income</u>	<b>Income</b>	<b>Expenditure</b>	<b>Surplus/ (deficit)</b>
	<b>£</b>	<b>£</b>	<b>£</b>
Christmas Card Sales	365	(278)	87
Donations	174	-	174
Amazon Smile	28	-	28
Bags 2 School	164	-	164
Your School Lottery	518	-	518
Total	<u>1,248</u>	<u>(278)</u>	<u>971</u>

<u>Equipment purchased, gifts and children's events</u>	<b>£</b>
Children's Events	-
Children's Gifts	172
Equipment Purchased	4,500
	<u>4,672</u>

**Court Moor Community Playgroup**  
**Notes to the accounts (continued)**  
**for the period 1st January 2020 to 31st December 2020**

**11. Related parties**

Except for the expenses detailed in note 4, there have been no transactions with the trustees or other related parties during the period.