



**CHARITY COMMISSION**  
FOR ENGLAND AND WALES

## Trustees' Annual Report for the period

**From 1<sup>st</sup> September 2020 Period start date to 31<sup>st</sup> August 2021**

**Period end date**

**Charity name: Ladybird Playgroup and Pre-School**

**Charity registration number: 1162435**

## Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	<b>The purpose of the Ladybird Playgroup and Preschool Charity is to work for public benefit. There objects are to develop and enable the development and education of all children and young people accessing the service.</b>
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	<b>To provide an early year setting for children to be able to learn is a safe environment and in a safe way.</b>
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	<b>Yes, all the Trustees have read the guidance issued by the Charities Commission on Public Benefit</b>

## 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><b>The Charity has been able to work providing a valuable and inclusive service to children and the young people in yet another exceedingly difficult year. The support the staff and committee have given to the families by enabling the service to remain open initially for those families and children of keyworkers, but then to re-open for all as families felt safe to attend.</b></p> <p><b>As COVID restrictions have eased we have seen a slow return of children to the setting, however numbers have been and are continuing to be low. Parents have not had the need or continue to be nervous about sending their children in. Parents are not extending their child's hours past the statutory 15hrs funding.</b></p> <p><b>The charity has continued to support the local primary school with facilitating a Breakfast Club which enables wrap around care and enabling parents to be able to return to their place of work, but again numbers are low as parents do not have the need for this provision, with many continuing to work from home.</b></p>

### 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	<b>The Charity has been supported through a financially challenging year with extra</b>
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		<p><b>funding from the Local Authorities - Early Years Team.</b></p> <p><b>We have maintained the fee structure to support the families enabling them to utilise this service. However, numbers of children as a whole using the service continue to be low, similarly with Breakfast club.</b></p> <p><b>The staff/ committee / trustees have started to organise fundraising activities to support purchasing additional educational equipment to support the children.</b></p>
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	<p><b>Reserves fall into 3 categories:</b></p> <p><b>1. Unrestricted Funds (cover staff costs and those of administration and support without which Ladybird could not operate.)</b></p> <p><b>2. Restricted funds, (donations and grants for a specific purpose)</b></p> <p><b>3. Designated Funds (amounts specifically excluded from being used to meet the day-to-day running costs of Ladybird. Sums raised through fundraising activities fall into this category)</b></p>
Amount of reserves held	Para 1.22	<b>£80K</b>
Reasons for holding zero reserves	Para 1.22	<b>N/A</b>
Details of fund materially in deficit	Para 1.24	<b>N/A</b>
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	<b>Ladybird Playgroup and Preschool position is a status quo. Due to our previous successful years, 0)we have a healthy balance and reserves to support the Playgroup through these uncertain times, for a short period anyway.</b>

#### **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:		<b>The Charities Trustees consists of 9 people, whom have or had a child at Ladybird Play Group and Preschool. They come from all walks of life to come together for the benefit of the charity to ensure its integrity and success.</b>
Type of governing document (trust deed, royal charter)	Para 1.25	<b>Constitution</b>
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	<b>CIO</b>
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 1.25	<b>Prior to the AGM information is shared and emailed out asking any interested parties to attend the AGM and to be nominated and seconded to join the Ladybird Playgroup Charity as committee members. Trustees are nominated and elected into post.</b>

## 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	
Relationship with any related parties	Para 1.51	
Other		

## Reference and Administrative details

Charity name	Ladybird Playgroup and Pre-School
Other name the charity uses	Ladybird Playgroup
Registered charity number	1162435
Charity's principal address	School Lane Thriplow SG8 7RH

## 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	Sarah Wells	Chairperson		
2	Brian Symes	Treasurer	From 28/4/22	
3	Tracey Dervish	Secretary	From 28/4/22	
4	Matt Wells	Policies		
5	Chloe Phillips	Fundraising		
6	Jules White	Fundraising		
7	Sarah Woodard	Trustee	From 28/4/22	
8	Sharon McGinty	Playgroup Leader		
9	Michelle Fairweather	Playgroup Deputy Leader		
10				

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

Director name		

Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	

## Funds held as custodian trustees on behalf of others

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

### 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)	S Wells	
Full name(s)	Sarah Wells	
Position (eg Secretary, Chair, etc)	Chairperson	
Date	28 <sup>th</sup> June 2022	

Ladybird Playgroup Thriplow

**Charity Number -1162435**

Income and Expenditure

Accounts

for the period ended

31 August 2021

**Ladybird Playgroup Thriplow**

**Income and Expenditure Account for the period ended 31 August 2021**

	£
Opening Balances	
Lloyds Current Account	188.58
Fundraising Account	0
Current Account	85781.43
Fundraising Account	21124.41
Savings Account	21833.95
CBS Ring Fence Account	0
Petty Cash	1171.86
Debtors	0
	<hr/>
	130100.23
Less Creditors	0
PAYE	-1339.76
	<hr/>
	128760.47
Plus Surplus for the period	-5739.27
	<hr/>
	123021.2
	<hr/>
Closing Balances	
Lloyds Current Account	0
Fundraising Account	0
Current Account	79630.52
Fundraising Account	43834.02
Savings Account	0
CBS Ring Fence Account	0
Petty Cash	1171.86
Debtors	0
	<hr/>
	124636.4
Less Creditors	-275.44
VAT	0
Less PAYE Creditor	-1339.76
	<hr/>
	123021.2
	<hr/>



# Ladybird Playgroup Thriplow

## Income and Expenditure Account for the period ended 31 August 2021

		£	£
<b>Income</b>	Fees		
	Cambs County Council	60745.95	
	Other	17834.7	
			78580.65
	Fundraising		
	Bags2school	0	
	Daffodil	0	
	Photographer	-12.1	
	Cakes	482.65	
	Tea Towels	227.25	
	Treasure hunt	0	
	Uniform	62	
	Other	724.84	
	Sundries	0	
			1484.64
	Donations		279.44
	Just giving		0
	Grant Received		1000
	Furlough claims		7299.94
	Sundries		56.75
	Sales		632.43
	Breakfast club		342.2
	Refunds		0
	Registration Fees		30
	Interest Received		138.53
<b>Total Income</b>			<u>89844.58</u>

# Ladybird Playgroup Thriplow

## Income and Expenditure Account for the period ended 31 August 2021

	£	£
<b>Expenditure</b>		
Accountancy		600
Adverts		66.72
Capital Equipment		544.96
Cleaning		1253.48
Committee Expenses		100
Electricity		1209
Extra Curricular Activities		125
First Aid		34.52
Insurance		722.49
ICO		35
Internet Domain		15.98
Leaving Gifts and Party		41
Maintenance and Repairs		412.98
Outings		0
Ofsted		70
Payroll Service Costs		831.6
Pension		3394.76
Play and Craft Materials		683.02
Play Equipment		59.97
PPL		157.22
Quickbooks		288
Snacks		164.14
Software		363.13
Staff costs		267
Staff gifts		600
Staff Training		546.6
Staff Wages and NIC		78010.85
Stationery		926.56
Subscriptions and Memberships		994.38
Sundry Expenses		0
Telephone		1088.09
Thriplow Quarterly Charge		1977.4
Uncategorised		0
Vouchers		0
<b>Total Expenditure</b>		<u>95583.85</u>
<b>Surplus of Expenditure over Income</b>		<u>-5739.27</u>



## Independent examiner's report on the accounts

### Section A

### Independent Examiner's Report

**Report to the trustees/  
members of**

Charity Name  
Ladybird Playgroup Thriplow

**On accounts for the year  
ended**

31 August 2021

**Charity no  
(if any)**

1162435

**Set out on pages**

Pages 1 – 4

*(Remember to include the page numbers of additional sheets)*

**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 (other than that disclosed below \*)

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.

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

**Signed:**

**Date:**

06/07/2022

**Name:**

Adrian Winter FCCA – Taylor & Co

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

Association of Chartered Certified Accountants - ACCA

**Address:**

Taylor & Co - The Sycamores, 43 Kneesworth Street

Royston, Herts

SG8 5AB

**Section B**

**Disclosure**

Only complete if the examiner needs to highlight material problems.

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