



# Trustees' Annual Report for the period

Period start date			Period end date		
From	01	Sept	2019	To	31 Aug 2020

## Section A Reference and administration details

Charity name Church of Ascension Pre-School Playgroup

Other names charity is known by

Registered charity number (if any) 1164991

Charity's principal address Chatterton Hall, 93b School Road

Hall Green

Birmingham

Postcode B28 0TU

### 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	Lisa Janes	Treasurer/Ofsted Nominated Person	01-12-2015 to current	
2	Janet Whittington		01-09-2016 to current	
3	Naomi McTernan		01-01-2017 to current	
4	Emilie Fleming		08-05-2020 to current	
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### 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)**

Mrs A Ford - Manager

## Section B Structure, governance and management

**Description of the charity's trusts**

Type of governing document (eg. trust deed, constitution)	Pre-School Learning Alliance Model CIO Constitution for Childcare Providers 2013
How the charity is constituted (eg. trust, association, company)	Charitable Incorporated Organisation
Trustee selection methods (eg. appointed by, elected by)	Elected at AGM, DBS checked and Ofsted approved via EY2

**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.

Ofsted Registered EY499138

## Section C Objectives and activities

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

To keep children safe in an open, honest and caring environment by ensuring safeguarding is at the forefront of everything we do  
 To provide experiences that enable children to learn through play  
 To enable children to build secure relationships whilst developing independence and social skills  
 To work closely with families to ensure that children have the best possible start on their educational journey and that families feel supported during their time with us

September 2019 began with 30 children on roll. 19 of who were funded, 1 receiving EYPP, 3 on deprivation funding and 2 with ISEY support. This is the best ever start we have had. We employed our first level 2 apprentice, bringing the staff team to 8 plus volunteers.

**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.



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

**Manager's Report  
September 2019 – July 2020**

September 2019 began with 30 children on roll. 19 of who were funded, 1 receiving EYPP, 3 on deprivation funding and 2 with ISEY support. This is the best ever start we have had. We employed our first level 2 apprentice, bringing the staff team to 8 plus volunteers.

As part of our professional development we attended Child Care Expo where we took part in workshops, shared ideas with other practitioners and bought resources. We replaced our enrichment activity from Dance to Toddler Tennis which was received well. We celebrated and explored Guy Fawkes, Diwali, Eid, Remembrance Day, World Book Day, St Patricks Day, Science Week, Road Safety Week, World, Nursery Rhyme Week, Chinese New Year and Christmas.

After a huge effort by the Trustees grants were secured to replace the flooring in the small garden as well as providing play panels and a bench. The work was completed in the Summer Term giving us a safe and enjoyable outdoor learning area.

We managed to raise almost £600 by a Bags2School clothing collection, Christmas workshop, Nativity Raffle and Children's Christmas Gifts, Children in Need day and the sale of personalised USB learning journals. Our normal fundraising events stopped in March due to COVID and the financial restraints this put on individuals.

On the 20<sup>th</sup> March 2020, we were forced to close due to the first national COVID 19 lockdown. We considered the needs of the vulnerable children and those of keyworkers but after consultation with parents, no one wanted to take up their place during such an uncertain time. In May 2020 we looked at reopening the setting in line with government guidelines and prepared the necessary risk assessments. However, parents did not feel able to send their children back at that point in time. All children were supported by their Key Worker and myself via Tapestry and wellbeing checks until the end of the academic year.

Staff were paid throughout this time and were expected to complete online training, directed Continuing Professional Development, and activity planning. Some were furloughed in accordance with the CJRS and the percentage of loss of private income. 2 staff opted for short periods of unpaid leave due to personal circumstances.

The Management team worked tirelessly throughout this period. Often far beyond their contracted hours. We prepared 8 full risk assessments, updated policies, ensuring that COVID was mentioned where appropriate. Researched and read vast quantities of guidance from the government, Birmingham City Council and Public Health England as well as having many telephone conversations, Zoom meetings and COVID secure face to face meetings.

2019 -2020 was our 50<sup>th</sup> anniversary. We had hoped to celebrate this with the opening of the new garden and a large celebration, however due to COVID 19 restrictions this was not possible. We would like to take this opportunity to thank all those who have contributed to playgroup over the last 50 years.

June saw us making a business plan for the next academic year. We

consulted with all staff regarding possible redundancies and variations of contracts, however as a member of staff left due to personal reasons this line of action was not necessary. From a business need we did not replace their hours.

Staff spent some considerable time during the summer holidays reorganising resources and equipment to ensure we would have a COVID secure start to the new academic year.

We ended the academic year with 34 children on roll. 21 of whom left us for school or nursery with the remaining 13 hoping to return in September. Despite the exceptionally difficult year all children were on track with their learning and development.

## Section E

## Financial review

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

Our policy on reserves is to keep enough funds for the charity to continue to run with no income for 3 months, as well as enough to cover potential redundancies.

**Details of any funds materially in deficit**

### 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.

#### Treasurers Report 2019-2020

We started the year in a strong financial position. We had the highest number of funded children on role and were hoping for a very successful year. Our fundraising efforts again boosted our income in line with previous years. We had anticipated rising staffing costs due to the increase in the National Living Wage and as such had planned for this.

We held our annual general meeting on 25th October 2019 09.30am, which was attended by trustees and parents. We outlined our plans for the coming year and how successful our start had been this year.

However, we could not have foreseen the unfolding events of 2020. When the government announced a national lockdown and the closure of education we were very concerned as to the financial future of the playgroup.

From this point on there were ever changing discussions and guidance as to what we could claim for. We started with all staff on furlough, however this quickly changed as we were then informed of new guidance around furlough and public funding. We continued to receive public funding for our funded children for both the Spring and Summer terms. This did however leave us with a loss of income of approx. £10000 from our private fee payers and children who were due to start but couldn't because of the COVID 19 restriction. We were able to utilise the CJRS for the proportion of the loss of income from private fees. This equated to 16% of our monthly wage bill and we successfully claimed this amount each month. We also applied for a BCC discretionary grant and were awarded £5000, which went some way to replacing our lost income. We were very fortunate and grateful to the Job Marston Centre who did not charge us any rent during our closure. We did make a donation of £1000 from the discretionary grant to them. We made significant reductions in spending as we did not replace equipment as we would normally do or a staff member.

We also applied for a COVID 19 reopening grant of £750 from the Early Years Alliance which enabled us to buy equipment and resources to ensure we would be COVID secure for reopening in September.

As we have built our reserves over the last few years we are able to continue into the next academic year. However, we are concerned that if COVID 19 continues to affect attendance, funding and children's access to Early Years Education the playgroups continuation is seriously at risk.

## Section F

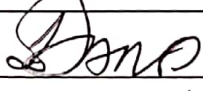
## Other optional information



## 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)	LISA JAMES	
Position (eg Secretary, Chair, etc)	TREASURER	
Date	05/05/21	

## Charity Number 1164991

### Income / Expenditure for the year ending 31st August 2020

Income	2020	2019
Nursery Grant inc ISEY	£57,790.31	£39,095.32
Fees	£6,136.00	£19,512.02
Fundraising	£587.28	£2,102.52
Donations inc Gift Aid	£75.01	£5,041.00
2019/20 Grant received in advance		£9,517.56
Garden Project Grants and Donations	£9,400.00	
COVID 19 Grants	£8,143.60	
EYPP/DAF	£1,200.00	
<b>Total</b>	<b>£83,332.20</b>	<b>£75,268.42</b>
Expenditure	2020	2019
Salaries	£52,020.57	£46,287.78
Rent	£8,276.00	£10,029.00
Insurance & Subscriptions	£1,141.32	£1,677.04
Consumables	£646.97	£1,195.52
Equipment	£1,259.66	£2,469.96
Fundraising Costs	£70.97	£214.77
Garden Project	£11,712.84	
EYPP/DAF	£1,188.00	
<b>Total</b>	<b>£76,316.33</b>	<b>£61,874.07</b>
<b>Net Profit / Loss</b>	<b>£7,015.87</b>	<b>£13,394.35</b>

### Balance Sheet as at 31st August 2019

Cash in Hand	£1,283.78	£1,260.92
Cash at NatWest	£48,961.19	£41,968.18
<b>Total Assets</b>	<b>£50,244.97</b>	<b>£43,229.10</b>
<b>Current Liabilities</b>	<b>£0.00</b>	<b>£0.00</b>
<b>Total Assets less Liabilities</b>	<b>£50,244.97</b>	<b>£43,229.10</b>



# Balance Sheet

as at 31 August 2019

	<u>2020</u>	<u>2019</u>	<u>2018</u>	<u>2017</u>	<u>2016</u>
<b>Current Assets</b>					
Cash in hand	£ 1,283.78	£1,260.92	£ 102.45	£ 190.78	£ 0.00
Cash at Bank	£ 48,961.19	£ 41,968.18	£ 39,249.86	£ 22,113.93	£ 0.00
<b>Current Liabilities</b>	<b>£ 0.00</b>	<b>£ 0.00</b>	<b>£ 0.00</b>	<b>£ 0.00</b>	<b>£ 0.00</b>
<b>Total Assets Less Current Liabilities</b>	<b>£ 50,244.97</b>	<b>£ 43,229.10</b>	<b>£ 39,352.31</b>	<b>£ 22,304.71</b>	<b>£ 0.00</b>
<b>Accumulated Fund</b>					
Brought forward from previous August	£ 43,229.10	£ 29,834.75	£ 22,304.71	£ 0.00	n/a
Profit/Loss for the year	£7,015.87	£13,394.35	£ 7,530.04	£ 22,304.71	n/a
	<b>£ 50,244.97</b>	<b>£ 43,229.10</b>	<b>£ 29,834.75</b>	<b>£ 22,304.71</b>	<b>£ 0.00</b>

# Profit and Loss Account

Between 01/09/17 and 31/08/18

<u>Income</u>	<u>2020</u>	<u>2019</u>	<u>2018</u>	<u>2017</u>	<u>2016</u>
Nursery Grant inc ISEY	£57,790.31	£39,095.32	£ 65,215.07	£ 53,346.24	£ 0.00
Fees	£6,136.00	£ 19,512.02	£ 9,339.00	£ 15,719.56	£ 0.00
Fundraising	£587.28	£2,102.52	£ 2,075.74	£ 1,881.28	£ 0.00
Donations inc Gift Aid	£55.01	£ 0.00	£ 0.00	£ 11,735.72	£ 0.00
2019/20 Grant received in advance	£0.00	£ 9,517.56	-£ 9,517.56	£ 0.00	£ 0.00
Garden Project Grants and Donations	£9,400.00	£ 5,041.00	£ 2,692.61	£ 499.75	£ 0.00
COVID 19 Grants	£8,143.60				
EYPP/DAF	£1,200.00				
	<b>£ 83,312.20</b>	<b>£ 75,268.42</b>	<b>£ 69,804.86</b>	<b>£ 83,182.55</b>	<b>£ 0.00</b>
<u>Expenses</u>					
Salaries inc. Cover	£52,312.25	£ 46,287.78	£ 47,498.30	£ 43,919.08	£ 0.00
Rent	£8,276.00	£10,029.00	£ 9,568.00	£ 11,980.20	£ 0.00
Insurance & Subscriptions/Training	£1,141.32	£ 1,677.04	£ 1,470.40	£ 1,019.58	£ 0.00
Consumables	£646.97	£ 1,195.52	£ 1,740.16	£ 1,061.26	£ 0.00
Equipment	£1,113.75	£ 2,469.96	£ 1,860.64	£ 2,637.42	£ 0.00
Fundraising Costs	£70.97	£ 214.77	£ 137.32	£ 260.30	£ 0.00
Garden Project	£11,712.84				
EYPP/DAF	£1,188.00				
	<b>£ 76,462.10</b>	<b>£ 61,874.07</b>	<b>£ 62,274.82</b>	<b>£ 60,877.84</b>	<b>£ 0.00</b>
<b>Net Profit (Loss)</b>	<b>£6,850.10</b>	<b>£13,394.35</b>	<b>£7,530.04</b>	<b>£22,304.71</b>	<b>£0.00</b>

Phillippa Holroyd  
32 Hurst Green Road  
Bentley health  
Solihull  
B93 8AF

15<sup>th</sup> April 2021

To whom it may concern

Examination of the accounts of the Church of the Ascension Playgroup for year ending 31<sup>st</sup> August 2020

#### Respective responsibilities of the Trustees and Examiner

The associations trustees are responsible for the preparation of the the accounts. The association's trustees consider that an audit is not required for the year (under section 43 (2) of the Charities Act 1993), and that an Independent examination is needed.

It is my responsibility to examine the accounts (under Section 43 (2)(a) of the 1993 Act) to follow procedures laid down in the General Directions given by the Charity Commissioners (under Section 43 (7)(b) of the 1993 Act) and to state whether matters have come to my attention.

#### Basis of Independent Examiners report

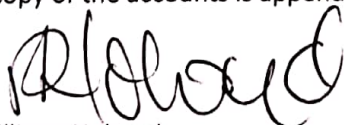
My examination was carried out in accordance with the General Direction given by the Charity Commissioners. An examination includes a review of the accounting reports kept by the Charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and in seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required by an audit and consequently I do not express an audit opinion on the view given by the accounts.

#### Independent Examiners Statement

In connection with my examination no matter has come to my attention

1. Which gives reasonable cause to believe that in any material respect the requirements to keep accounting records in accordance with Section 41 of the 1993 Act, and to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 1993 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

A copy of the accounts is appended



Phillippa Holroyd  
Qualification: AAT Accounting Technician