



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

From 01/09/20 To 31/08/21

Charity name: Earlybirds Playgroup

Charity registration number: 1165010

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	<p>The object of the CIO is to promote and facilitate the care, education and wellbeing of young children under compulsory school age within the Gloucestershire Local Authority and surrounding areas.</p> <p>Our objective is that through play, pre-school children will be able to reach their maximum potential and achieve their early learning goals as set out in the government's Early Years Foundation Stages framework. Earlybirds embrace imagination, creativity, independent decision making and child-led learning. The focus is very much on providing a safe, caring and welcoming environment in order to allow the development of self-confidence, independence, and social skills and being good communicators so that each child can thrive and be prepared for the transition to primary school.</p>
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>Earlybirds is open Monday-Friday during term time and is the only playgroup operating in the Ruspidge/Buckshaft area. The lack of local transport means that it is the only setting accessible to many parents and carers in the vicinity.</p> <p>Earlybirds receive funding from the Local Authority for up to a maximum of 30 hours per week for 3 year olds. Funding is also available for 2 year old children who meet certain criteria. For those children not eligible for funding or who require additional hours the fees are kept below GCC funding rates. Trustees recognise that Cinderford is an economically deprived</p>

		<p>area and we try to keep fees as low as possible so that it can remain accessible. In order for Earlybirds to cover running costs trustees and staff also arrange fundraising activities, however this year this was impacted with the pandemic.</p> <p>Activities provided are led by the children's interest which include, but not limited to, outdoor play, cooking and arts & crafts.</p>
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	Trustees are aware of the guidance issued by the charity commission on public benefit and have had due regard in relation to this.

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	<p>Earlybirds Playgroup has been lucky to be supported by a number of parents, carers and volunteers during the year who have given their time and expertise free of charge. Unfortunately, the pandemic had an impact on volunteers being in the setting, but volunteers did start attending again when rules allowed.</p> <p>A local resident very generously carried out our PAT testing again this year free of charge. Trustees meet regularly both formally and informally to help support the setting.</p>

Other		
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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>Primarily the setting was able to remain open fully during the pandemic. This meant that children of key-workers and vulnerable children were able to attend and allow a level of normality during the uncertain period. This also meant key-workers were able to continue to provide the key support needed during this time.</p> <p>Stay and play (parent and tots session) re-opened when allowed which provided a space to safely engage with other parents and children.</p> <p>The lease for the setting was extended for 5 years during this year meaning security for the foreseeable future, enabling the continuity for families wishing to attend the setting.</p> <p>A staff member has started an</p>

		apprenticeship in childcare.
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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	Due to the pandemic we decided not to pursue new fundraising activities this year. These have been reintroduced for the next academic year.
Investment performance against objectives	Para 1.41	
Other		

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Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	<p>Earlybirds continue to be in a stronger financial position than previous year. This is because the treasurer has continued to work hard on monitoring income and expenditure closely, so that Earlybirds stays financially sustainable. She has also continued to set budgets and reports on the finances at each trustee meeting. As a result we have been able to further enhance our reserves fund slightly as set out in our Reserves Policy.</p> <p>A separate Fundraising account remains open so that all monies that have been fundraised from parents, carers and the general public can be separated and used purely for resources that will benefit the children will enjoy. We can then demonstrate to parents and carers how their generosity is being enjoyed by the children at Earlybirds.</p>
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	A reserves policy is in place. This will cover the cost of any unforeseen major works to the building as well enable us to fulfil our redundancy obligations to staff if the setting ever had to close.
Amount of reserves held	Para 1.22	£17003
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	N/A

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	<p>The primary source of funds is the funding for childcare from the Local Authority.</p> <p>Funds are also raised through fundraising activities such as raffles, this year these were online due to Covid-19.</p> <p>Ordinarily the setting would hold a summer and Christmas fayre and hold other</p>
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		fundraising events.
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	The principal risk financially would be children not joining the setting. This is the same every year but due to reputation, communication and good advertising, luckily this has not been an issue as yet.
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	CIO
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	Para 1.25	<p>The setting has an application form for trustees. Potential trustees are invited to attend a meeting to see if they would be willing to commit and to meet the trustees.</p> <p>Trustees normally are elected at an AGM, however if the need arises, trustees can be elected as part of a meeting, the potential trustee is elected by the board of trustees</p>

trustees		for a period of one year. Key roles - Chair, Vice-Chair etc are agreed at each AGM unless a vacancy arises.
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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	
Relationship with any related parties	Para 1.51	
Other		

Reference and Administrative details

Charity name	Earlybirds Playgroup
Other name the charity uses	
Registered charity	1165010

number	
Charity's principal address	Earlybirds Playgroup Buckshaft Road Cinderford GL14 3DL

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	Hannah Tufnell	Treasurer		Earlybirds
2	Rhi Trillo	Chair (since July 21)		Earlybirds
3	Jess Simonds	Secretary	Sept 20 - Nov 20	
4	Emily Skillern	Vice-Chair	Sept 20 - Nov 20	
5	Lorna Shepard	Chair	Sept 20 - Nov 20	
6	Matt Bishop		February 21 - current	
7	Sarah Jones		July 21 - current	
8	Jodie Bishop			
9	Rachel Hopkins	Chair (Nov 20 - July 21)	Sept 20 - July 21	
10	Laura Howlett		Sept 20 - July 21	
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

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
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	Accountant	SA Accountancy	5 Victoria Street, Cinderford, GL14 2ET
	Name of chief executive or names of senior staff members (Optional information)		

Exemptions from disclosure

Reason for non-disclosure of key personnel details

Other optional information

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)

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**Position (eg
Secretary, Chair,
etc)**

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Date

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Financial Statements for the Year Ended 31 August 2021

for

Early Birds

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for the Year Ended 31 August 2021

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Early Birds

General Information
for the Year Ended 31 August 2021

ADDRESS:

Early Birds Playgroup
Buckshaft Road
Cinderford
Gloucestershire
GL14 3DL

ACCOUNTANTS:

SA Accountancy
5 Victoria Street
Cinderford
Gloucestershire
GL14 2ET

Financial Statements

for the Year Ended 31 August 2021

Accountants' Report to

Early Birds

In accordance with instructions given to us we have carried out a full examination of the records, bank statements and invoices provided to us and certify that the attached financial statements be a true and accurate record of the transactions of the Early Birds Accounts.

SA Accountancy
5 Victoria Street
Cinderford
Gloucestershire
GL14 2ET

Date:

Client Approval Certificate

We approve the financial statements and confirm that we have made available all relevant records and information for their preparation.

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On behalf of Early Birds

Date:

Early Birds

Income and Expenditure Account for the Year Ended 31 August 2021

	31.08.21		31.08.20
	£	£	£
Gross receipts			
Fees		9,772	6,200
Grants		64,954	80,102
Fund raising		2,287	2,080
Sundries		953	960
Donations		108	-
Interest received		2	4
		<hr/>	<hr/>
TOTAL INCOME		78,076	89,346
Expenditure			
Resources and equipment	7,654		4,995
Premises expenses	3,247		1,987
Rates	2,011		1,524
Salaries and HMRC	57,620		51,839
Refreshments	40		305
Insurance	491		303
Professional fees	682		445
Training	3,482		703
Sundry	162		-
	<hr/>	<hr/>	<hr/>
		75,389	62,101
EXCESS OF INCOME OVER EXPENDITURE		<u>2,687</u>	<u>27,245</u>
Balance at 01 September 2020		48,413	(01.09.19)
21,168			
Balance at 31 August 2021		<u>53,316</u>	(31.08.20)
			<u>48,413</u>
Current Account	31,176		26,554
Fundraising Account	2,916		4,853
Reserves Account	17,003		17,001
Petty cash	5		5
Total funds	<u>51,100</u>		<u>48,413</u>

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