



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

From 01/09/21 **Period start date** To 31/03/22 **Period end date**

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, preschool 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 currently operates during school hours of 9am to 3pm Monday to 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. 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 in line with GCC funding rates, usually just below. Trustees recognise that Cinderford is an economically</p>

		deprived 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. Activities provided are led by the children's interest which include, but are not limited to, outdoor play, cooking and arts & crafts. The setting is currently working towards its Curiosity Approach accreditation. By following The Curiosity Approach we are creating a culture of curiosity, awe and wonder into the heart of our setting.
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	Earlybirds playgroup is lucky to have been supported throughout the year by a number of parents, carers, and volunteers who have given their time and expertise free of charge. Earlybirds welcomes volunteers and students into the setting. A local resident within the community has been very generous and has carried out the PAT testing free of charge again. The trustees meet every half term formally and as required informally to help support the setting.
Other		

Achievements and Performance

	SORP reference	
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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 setting continues to thrive post-pandemic. Numbers are rising and were above the level prior to the pandemic.</p> <p>With a return to normality this has allowed us to help children reach their full potential prior to starting their next step of primary school.</p> <p>We have continued to be a hub for the community for parents, including our increasingly successful stay and play tots sessions. This has provided a space for parents and their children to safely engage with others.</p> <p>We recruited a new manager in January 2022. She has qualified teacher status and was keen to lead the group through their curiosity approach accreditation, bringing much experience to the setting. Further support she has been able to provide has been guiding staff who are currently completing their apprenticeship, as she is a qualified assessor.</p> <p>In addition to fundraising for the setting we have also supported a number of charities, for example, children in need and more.</p> <p>In December we were able to take part in the local church's christmas tree festival.</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	<p>Earlybirds continue to be in a strong financial position. 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 the result we have been able to further enhance our reserves fund 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 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	£33,602.64
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. These events are run both online and in person at the setting.</p>
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	<p>The principal risk facing Earlybirds financially would be that children do not join the setting. This is a risk every year but due to the positive reputation, communication, and good advertising, luckily this has not been an issue as yet.</p>

Other		
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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 trustees	Para 1.25	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. Trustees are normally elected at an AGM, However, if the need arises, trustees can be elected as part of a meeting, and the potential trustee is elected by the board of trustees for a period of one year. Key roles - Chair, Vice-Chair etc are agreed at each AGM unless a vacancy arises.

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 number	1165010
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	Rhiannon Trillo	Chair		Early birds
	2	Hannah Tufnell	Treasurer		Early birds
	3	Sarah Jones			Early birds
	4	Matt Bishop			Early birds
	5	Jodie Bishop	Acting manager until Jan 2022, deputy manager from this point		Early birds
	6	Margaret Hewis	Manager	Started Jan 2022	Early birds
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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
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) HM Tufnell	
	Full name(s) Hannah Tufnell	
	Position (eg Secretary, Chair, etc) Treasurer	
	Date 12/01/23	

Financial Statements for the shortened period

From 1 September 2021 to 31 March 2022

for

Early Birds

Early Birds

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for the shortened period
From 1 September 2021 to 31 March 2022

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General Information
for the shortened period
From 1 September 2021 to 31 March 2022

ADDRESS:

Early Birds Playgroup
Buckshaft Road
Cinderford
Gloucestershire
GL14 3DL

ACCOUNTANTS:

SA Accountancy
5 Victoria Street
Cinderford
Gloucestershire
GL14 2ET

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 shortened period
From 1 September 2021 to 31 March 2022

	01.09.21 to 31.03.22	£	£	31.08.21 £
Gross receipts				
Fees		5,493		9,772
Grants		40,964		64,954
Fund raising		90		2,287
Sundries		170		953
Donations		200		108
Interest received		2		2
TOTAL INCOME		<u>46,919</u>		<u>78,076</u>
Expenditure				
Resources and equipment	8,289		7,654	
Premises expenses	5,234		3,247	
Rates	2,641		2,011	
Salaries and HMRC	34,183		57,620	
Refreshments	-		40	
Insurance	-		491	
Professional fees	1,200		682	
Training	250		3,482	
Sundry	216		162	
Petty cash	755		-	
		<u>52,768</u>		<u>75,389</u>
EXCESS OF INCOME OVER EXPENDITURE		<u>(5,849)</u>		<u>2,687</u>
 <i>Balance at 01 September 2021</i>	 51,100	 (01.09.20)		 48,413
<i>Balance at 31 March 2022</i>	<u>45,251</u>	(31.08.21)		<u>53,316</u>
 <i>Current Account</i>	 11,609			
<i>Fundraising Account</i>	39			31,176
<i>Reserves Account</i>	33,603			2,916
<i>Petty cash</i>	-			17,003
				5
Total funds	<u>45,251</u>			<u>51,100</u>

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