



## Trustees' Annual Report for the period

From 1<sup>st</sup> August 2020  
To 31<sup>st</sup> July 2021

Period start date  
Period end date

**Charity name:** Whitsers Pre-School Playgroup

**Charity registration number:** 1165455

## Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	The playgroup aims to enhance the development and education of children under statutory school age. This is achieved by offering appropriate play and learning facilities while ensuring equal opportunities for all children, promoting the playgroup within the local community and adhering to the Pre-School Learning Alliance Code of practice.
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>Whitsers Pre-School Playgroup provides public benefit by:</p> <ul style="list-style-type: none"><li>- Offering playgroup sessions for local children aged 2 – 4 years. Sessions are offered 5 mornings and 3 afternoons per week in term time.</li><li>- Providing a caring, stimulating and fun environment for play, creative and learning activities, in accordance with the Early Years curriculum.</li><li>- Organising occasional outings locally, and playgroup events.</li><li>- Providing each family with a Key Worker, responsible for ensuring the child's welfare and recording their development.</li><li>- Working closely with local schools to ensure a smooth transition.</li></ul> <p>The Playgroup is OFSTED registered, and employs six members of staff (part time). It is led by a playgroup leader, and two deputy playgroup leaders.</p>
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	The Trustees confirm that they have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing the charity's aim and objectives and in planning future activities.

**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	The playgroup relies on volunteers to fulfil roles on the committee and organise fundraising, which is often key to the playgroup's financial survival.
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>This year the staff and committee have continued to be brilliant in rising to the challenges seen.</p> <p><b>Admissions:</b> September 2020 opened with 19 children on the register, 3 of those were under 3. Year ended with 28 children attending, with 4 under 3. This included a number of children that were temporarily transferred from Duxford Pre-School. Staff adjusted and welcomed a number of new children very late in the academic year. Whitsers stepped in to help out and the parents of these children were very grateful that Whitsers was able to provide that emergency help.</p> <p><b>Staff:</b> Staff accommodated the changing Covid guidance, a new Early Years Foundation Scheme curriculum and at the very end of the year a visit from OFSTED. Whitsers was awarded a "GOOD" rating following that visit.</p> <p><b>Children:</b> The children have had a wonderful year at Whitsers. We have been fortunate this year to have been able to hold our nativity play, making use of Zoom to share it with parents and families. Father Christmas paid a brief visit to the children as well. The</p>



		<p>Easter Egg hunt has been adapted to take place in the garden, and the children thoroughly enjoyed searching for eggs. We were pleased to be able to hold our regular summer outing at the end of the year, with lots of our children visiting Boydell's Farm for a morning of meeting animals, playing and picnics.</p> <p>Fundraising:</p> <p>Our first fundraising event was a Halloween dress up. This was a week-long event where children dressed up and parents were encouraged to donate into the Halloween bucket which raised £30.50. Over Christmas we had a "Name the Teddy" competition where children were given a riddle in order to guess the name of the bear. They had to pay to enter a guess into the draw for a chance to win the bear. This raised £33.00. In the setting, children designed Christmas cards which were then promoted to friends and family to buy. This raised £158.00. The children also performed a nativity play that was recorded and sold on USB for parents to have a copy. This raised £59.02. Over Easter, we held a raffle where we encouraged parents and local businesses to donate Easter items. We held this raffle using the online platform, 'Just Giving'. This enabled us to reach more people and we raised £551.63. We also successfully claimed a donation from the Sawston Fun Run Beneficiary Fund which allowed the play staff to order some equipment they had wanted to have in the setting. This donation totalled £424.00. Over the spring half term the children undertook a bubble challenge where they were given a bottle of bubbles to have fun with, then collect as many coins as they could for doing good deeds for family/friends. This raised £101.82. At the end of the academic year the children made some tea towels which were available for purchase by parents/family/friends which raised £228.80. The final event of the year was the village Garage Sale. It was a successful day and we had 25+ stalls take part around the village. We made our own maps so visitors knew where to shop and overall we raised £393.70. We have also been given a donation from one of the coffee stalls at the event. Overall this year we have raised £1985.67.</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	Total Reserves stand at £68,653. This is made up of £26,501 of standard reserves and an Administration Fund of £42,152.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	Standard Reserves currently equate to approximately 43% of the charity's annual expenditure. Under the reserves policy, the target level of reserves is 25% of expenditure.
Amount of reserves held	Para 1.22	As above.
Reasons for holding zero reserves	Para 1.22	
Details of fund materially in deficit	Para 1.24	
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	

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 of the Pre-School Learning Alliance.
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	Charitable Incorporated Organisation (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	Trustees are elected annually at the Annual General Meeting.

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	Whitsers Pre-School Playgroup
Other name the charity uses	Whitsers
Registered charity number	1165455
Charity's principal address	Memorial Hall Mill Lane Whittlesford Cambridgeshire CB22 4NE

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	Amanda Thorn	Chair		
2	Larissa Griggs	Secretary		
3	Emma Newcomb	Treasurer	October 2020 – present	
4	Michelle Winters	HR		
5	Kelly Jones / Kate Thorburn	Ofsted		
6	Hayley Starling	Fundraising		
7				
8				
9				
10				
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	
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)**

**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)		
Full name(s)	JONATHAN HOLTBY	KIMBERLEY HOLTBY
Position (eg Secretary, Chair, etc)	Chair	Treasurer
Date	19 MAY 2022	



CHARITY COMMISSION  
FOR ENGLAND AND WALES

Whitfers Pre-School Playgroup

1165455

Receipts and payments accounts

CC16a

For the period  
from

Period start date  
01.08.2020

To

Period end date  
31.07.2021

Section A Receipts and payments

	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Last year
	to the nearest £	to the nearest £	to the nearest £	to the nearest £	to the nearest £
<b>A1 Receipts</b>					
Fees	8,908	-	-	8,908	6,046
Governemnt Funding	51,970	-	-	51,970	51,317
Donations	2,053	-	-	2,053	3,123
Fundraising	751	-	-	751	1,315
Trips	36	-	-	36	-
<b>Sub total (Gross income for AR)</b>	<b>63,718</b>	<b>-</b>	<b>-</b>	<b>63,718</b>	<b>61,801</b>
<b>A2 Asset and investment sales, (see table).</b>					
Reserves (Account Closed / Transter)	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>63,718</b>	<b>-</b>	<b>-</b>	<b>63,718</b>	<b>61,801</b>
<b>A3 Payments</b>					
Salaries	51,696	-	-	51,696	48,443
HMRC	1,341	-	-	1,341	-
Pension Contributions	744	-	-	744	-
Rent	3,245	-	-	3,245	2,380
Uniform	139	-	-	139	105
Insurance	681	-	-	681	79
EYFS Membership	491	-	-	491	1,360
Vodafone	13	-	-	13	99
Barclaycard	1,108	-	-	1,108	-
Professional Fees	90	-	-	90	45
Milk (Plumbs)	210	-	-	210	178
Consumables (ESPO, TTS)	1,986	-	-	1,986	2,733
PCWB	1,128	-	-	1,128	-
Expenses	782	-	-	782	344
<b>Sub total</b>	<b>63,654</b>	<b>-</b>	<b>-</b>	<b>63,654</b>	<b>55,766</b>
<b>A4 Asset and investment purchases, (see table)</b>					
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>63,654</b>	<b>-</b>	<b>-</b>	<b>63,654</b>	<b>55,766</b>
<b>Net of receipts/(payments)</b>	<b>64</b>	<b>-</b>	<b>-</b>	<b>64</b>	<b>6,035</b>
<b>A5 Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>68,333</b>	<b>-</b>	<b>-</b>	<b>68,333</b>	<b>62,972</b>
<b>Cash funds this year end</b>	<b>68,397</b>	<b>-</b>	<b>-</b>	<b>68,397</b>	<b>69,007</b>

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	Co-operative Bank	68,362	-	-
	Cash Playgroup	117	-	-
	Cash Treasurer	174	-	-
	Total cash funds	68,653	-	-

(agree balances with receipts and payments account(s))

Agreement Error

OK

OK

	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets			-	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities			-	
			-	
			-	
			-	
			-	

Signed by one or two trustees on behalf of all the trustees

Signature

Print Name

Date of approval





Section A Independent Examiner's Report

Report to the trustees/ members of	Charity Name Whitsers Pre-School Playgroup		
On accounts for the year ended	31st July 2021	Charity no (if any)	1165455
Set out on pages	Three <small>(remember to include the page numbers of additional sheets)</small>		

Respective  
responsibilities of  
trustees and examiner

The charity's trustees are responsible for the preparation of the accounts in accordance with the Charities Act 2011 ("the Act").

The charity's trustees consider that an audit is not required for this year under section 144 of the 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 applicable Directions given by the Charity Commission (under section 145(5)(b) of the 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 material matters have come to my attention which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

\*

**Signed:**



**Date:** 5<sup>th</sup> May 2022

**Name:**

Philip Evans

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

FCCA  
Association of Chartered Certified Accountants (ACCA)

**Address:**

20 Church Street

Little Shelford

Cambridge CB22 5HG