



**CHARITY COMMISSION**  
FOR ENGLAND AND WALES

## Trustees' Annual Report for the period

**From** 1<sup>st</sup> August 2021  
**To** 31<sup>st</sup> July 2022

**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 2.5 – 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 five members of full time staff and one part time staff member. This was then reduced to five members of full time staff by the end of the financial year. 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  | 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  |

|                              |  |   |
|------------------------------|--|---|
| Commission on public benefit |  | 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>Admissions:<br/>September 2021 opened with 15 children on the register, 2 of those were under 3. Year ended with 26 children attending, with 6 under 3.</p> <p>Staff:<br/>Staff accommodated the changing Early Years Foundation Scheme curriculum</p> <p>Children:<br/>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 Easter Egg hunt was in the snow! We were pleased to be able to hold our regular summer outing at the end of the year, with lots of our children visiting Audley End and we had a wonderful trip on the railway. We also had a visit to the theatre to see the Smartest Giant in Town and the Zoological museum. The leavers had a personalised a teddy bear and photographs.</p> |

|  |  |  |
|--|--|--|
|  |  | <p>Fundraising:<br/> Included an autumn scavenger hunt, celebrating the Queen's Jubilee with a tea party and we were included in the 1000 years of Whittlesford and the staff were a human fruit machine. We had two very successful Christmas and Easter hampers<br/> Overall this year we have raised £2,416.62.</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 £64,306. This is made up of £26,000 of standard reserves and an Administration Fund of £38,306.   |
| Statement explaining the policy for holding reserves stating why they are held   | Para 1.22 | Standard Reserves currently equate to approximately 44% 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<br>Mill Lane<br>Whittlesford<br>Cambridgeshire<br>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 | Jonathan Holtby | Chair           |                                   |   |
| 2 | Jo McGregor     | Secretary       |                                   |   |
| 3 | Kim Holtby      | Treasurer       |                                   |   |
| 4 | Jo Bartram      | HR              |                                   |   |
| 5 | Kate Thorburn   | Ofsted          |                                   |   |

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

[illegible]

Name of trustees holding title to property belonging to the charity

[illegible]



## 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                                | 7 <sup>th</sup> June 2023   |  |





CHARITY COMMISSION  
FOR ENGLAND AND WALES

Whiters Pre-School Playgroup

1165455

## Receipts and payments accounts

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|                        |                                 |    |                               |
|------------------------|---------------------------------|----|-------------------------------|
| For the period<br>from | Period start date<br>01.08.2021 | To | Period end date<br>31.07.2022 |
|------------------------|---------------------------------|----|-------------------------------|

### Section A Receipts and payments

|   | Unrestricted<br>funds<br>to the nearest £ | Restricted<br>funds<br>to the nearest £ | Endowment<br>funds<br>to the nearest £ | Total funds<br>to the nearest £ | Last year<br>to the nearest £ |
|---|---|---|--|---------------------------------|-------------------------------|
| <b>A1 Receipts</b>                                    |   |   |  |                                 |                               |
| Fees  | 10,462                                    | -                                       | -                                      | 10,462                          | 8,908                         |
| Governemnt Funding                                    | 42,423                                    | -                                       | -                                      | 42,423                          | 51,970                        |
| Donations and Fundraising                             | 1,255                                     | -                                       | -                                      | 1,255                           | 2,804                         |
| SSP   | 429                                       | -                                       | -                                      | 429                             | -                             |
| Milk Reimbursment                                     | -   | -                                       | -                                      | -                               | -                             |
| Trips   | 738                                       | -                                       | -                                      | 738                             | 36                            |
| <b>Sub total (Gross income for AR)</b>                | <b>55,307</b>                             | <b>-</b>                                | <b>-</b>                               | <b>55,307</b>                   | <b>63,718</b>                 |
| <b>A2 Asset and investment sales, (see table).</b>    |   |   |  |                                 |                               |
| <b>Sub total</b>                                      | <b>-</b>                                  | <b>-</b>                                | <b>-</b>                               | <b>-</b>                        | <b>-</b>                      |
| <b>Total receipts</b>                                 | <b>55,307</b>                             | <b>-</b>                                | <b>-</b>                               | <b>55,307</b>                   | <b>63,718</b>                 |
| <b>A3 Payments</b>                                    |   |   |  |                                 |                               |
| Salaries  | 49,035                                    | -                                       | -                                      | 49,035                          | 51,696                        |
| HMRC  | 799                                       | -                                       | -                                      | 799                             | 1,341                         |
| Pension Contributions                                 | 815                                       | -                                       | -                                      | 815                             | 744                           |
| Rent  | 3,540                                     | -                                       | -                                      | 3,540                           | 3,245                         |
| Uniform   | 105                                       | -                                       | -                                      | 105                             | 139                           |
| Insurance   | 695                                       | -                                       | -                                      | 695                             | 681                           |
| EYFS Membership                                       | 283                                       | -                                       | -                                      | 283                             | 491                           |
| Vodafone  | 170                                       | -                                       | -                                      | 170                             | 13                            |
| Barclaycard   | 978                                       | -                                       | -                                      | 978                             | 1,108                         |
| Professional Fees                                     | 69  | -                                       | -                                      | 69                              | 90                            |
| Milk (Plumbs)   | 182                                       | -                                       | -                                      | 182                             | 210                           |
| Consumables (ESPO, TTS)                               | 906                                       | -                                       | -                                      | 906                             | 1,986                         |
| Petty Cash  | 100                                       | -                                       | -                                      | 100                             | 1,128                         |
| Expenses  | 1,721                                     | -                                       | -                                      | 1,721                           | 782                           |
| <b>Sub total</b>                                      | <b>59,398</b>                             | <b>-</b>                                | <b>-</b>                               | <b>59,398</b>                   | <b>63,654</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>59,398</b>                             | <b>-</b>                                | <b>-</b>                               | <b>59,398</b>                   | <b>63,654</b>                 |
| <b>Net of receipts/(payments)</b>                     | <b>- 4,091</b>                            | <b>-</b>                                | <b>-</b>                               | <b>- 4,091</b>                  | <b>64</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>68,397</b>                             | <b>-</b>                                | <b>-</b>                               | <b>68,397</b>                   | <b>68,333</b>                 |
| <b>Cash funds this year end</b>                       | <b>64,306</b>                             | <b>-</b>                                | <b>-</b>                               | <b>64,306</b>                   | <b>68,397</b>                 |

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

| Categories  | Details  | Unrestricted funds<br>to nearest £ | Restricted funds<br>to nearest £ | Endowment funds<br>to nearest £ |
|---|--|------------------------------------|----------------------------------|---------------------------------|
| <b>B1 Cash funds</b>                                | Co-operative Bank                                      | 64,306                             | -                                | -                               |
|   | Cash Playgroup   | -                                  | -                                | -                               |
|   | Cash Treasurer   | -                                  | -                                | -                               |
|   | <b>Total cash funds</b>                                | <b>64,306</b>                      | <b>-</b>                         | <b>-</b>                        |
|   | (agree balances with receipts and payments account(s)) | OK                                 | OK                               | OK                              |
|   |  | Unrestricted funds<br>to nearest £ | Restricted funds<br>to nearest £ | Endowment funds<br>to nearest £ |
| <b>B2 Other monetary assets</b>                     | Details  | -                                  | -                                | -                               |
|   |  | -                                  | -                                | -                               |
|   |  | -                                  | -                                | -                               |
|   |  | -                                  | -                                | -                               |
|   |  | -                                  | -                                | -                               |
|   |  | -                                  | -                                | -                               |
| <b>B3 Investment assets</b>                         | Details  | Fund to which asset belongs        | Cost (optional)                  | Current value (optional)        |
|   |  |                                    | -                                | -                               |
|   |  |                                    | -                                | -                               |
|   |  |                                    | -                                | -                               |
|   |  |                                    | -                                | -                               |
|   |  |                                    | -                                | -                               |
| <b>B4 Assets retained for the charity's own use</b> | Details  | Fund to which asset belongs        | Cost (optional)                  | Current value (optional)        |
|   |  |                                    | -                                | -                               |
|   |  |                                    | -                                | -                               |
|   |  |                                    | -                                | -                               |
|   |  |                                    | -                                | -                               |
|   |  |                                    | -                                | -                               |
|   |  |                                    | -                                | -                               |
|   |  |                                    | -                                | -                               |
|   |  |                                    | -                                | -                               |
| <b>B5 Liabilities</b>                               | Details  | Fund to which liability relates    | Amount due (optional)            | When due (optional)             |
|   |  |                                    | -                                |                                 |
|   |  |                                    | -                                |                                 |
|   |  |                                    | -                                |                                 |
|   |  |                                    | -                                |                                 |
|   |  |                                    | -                                |                                 |

|   |           |            |                  |
|---|-----------|------------|------------------|
| Signed by one or two trustees on behalf of all the trustees | Signature | Print Name | Date of approval |
|   |           |            |                  |



CHARITY COMMISSION  
FOR ENGLAND AND WALES

## Independent examiner's report on the accounts

### Section A

### Independent Examiner's Report

**Report to the trustees/  
members of**

Charity Name  
Whitsters Pre-School Playgroup

**On accounts for the year  
ended**

31st July 2022

**Charity no  
(if any)** 1165455

**Set out on pages**

Three

(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 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:** 30<sup>th</sup> May 2023

**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