

# COMBERTON PLAYGROUP

England & Wales - Charity number 1175029

## Details

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**Status** Registered

**Legal form** CIO

**Registered** 2017-10-09

**Register** [View on the Charity Commission register](#)

## Contact

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**Address** Comberton Playgroup  
Green End  
Comberton  
Cambridge  
CB23 7DY

**Phone** 01223262373

**Website** [www.combertonplaygroup.co.uk](http://www.combertonplaygroup.co.uk)

## Activities

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**Objects:** THE CHARITY WORKS FOR THE PUBLIC BENEFIT HAVING AS ITS OBJECTS THE DEVELOPMENT AND EDUCATION OF CHILDREN AND YOUNG PEOPLE IN PARTICULAR BY:(1) PROMOTING THEIR CARE AND SAFETY;(2) PROMOTING THEIR EDUCATION AND PROMOTING PARENTAL INVOLVEMENT;(3) PROMOTING THEIR HEALTH AND WELLBEING;(4) PROVIDING SERVICES TO SUPPORT THEM AND THEIR FAMILIES AND CARERS;(5) PROVIDING SERVICES TO INDIVIDUALS HOLDING MEMBERSHIP OF THE CIO; AND(6) FURTHERING THE AIMS OF THE PRE-SCHOOL LEARNING ALLIANCE.

**Activities:** Development and education of children and young people with a particular focus on providing quality early years education for members of the local community around Comberton, Cambridgeshire through the running of a Playgroup.

## Classification

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- **How:** Provides Advocacy/advice/information
- **What:** Education/training
- **Who:** Children/young People

## Geography

- Cambridgeshire

## Finances

Period end	Income	Expenditure	Assets	Employees
2024-08-31	£240,329	£234,961	-	-
2023-08-31	£199,904	£180,444	-	-
2022-08-31	£174,970	£145,942	-	-
2021-08-31	£116,815	£109,993	-	-
2020-08-31	£125,806	£109,412	-	-

## Trustees

Name	Role	Appointed
<b>Suzy Mai Yee Koo</b>	Chair	2024-10-01
Lynn Frances Pettit		2021-09-23
Nita Frances Wirepa		2024-12-31
Renaud Mousnier-Lompne		2025-06-03
Ruby Davies		2022-03-16
Xavier Montel		2025-06-03

**COMBERTON PLAYGROUP**

England & Wales - Charity number 1175029

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# Accounts

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# **COMBERTON PLAYGROUP CIO ANNUAL REPORT**

**YEAR ENDING 31 AUGUST 2024**

**Registered Charity no: 1175029**

**Registered address: Green End, Comberton, Cambridge, CB23 7DY**



# Comberton Playgroup Trustees

## Annual Report

Comberton Playgroup is a registered charity with Trustees elected in accordance with our Constitution. The Trustees are legally responsible for the overall management and decision making, along with the direction and performance of Comberton Playgroup.

On a day to day basis the playgroup is run by the Playgroup Management team, supported by all staff members.

We are required to ensure that the playgroup runs in accordance with our Constitution, within the law and to make major decisions jointly.

We are required to provide the Charity Commission with an Annual Report which is available to all parents/guardians attending the charity's Annual General Meeting and on request.

### **Trustees and Volunteers: 1<sup>st</sup> September 2023 – 31<sup>st</sup> August 2024**

Chair of Trustees:	Gareth Lane (stepped down 3rd July 2024) Ruby Davies (from 4th July 2024)
Trustees:	Miranda Horvath David Newton (stepped down 28th Feb 2024) Ruby Davies Lynn Pettit

### **Playgroup Management Team: September 2023 – August 2024**

(Reporting directly to the Management Committee)

Playgroup Leader & Senior Room Leader:	Rachel Lowing
Deputy Playgroup Leader:	Julia Chandler
Senior Room Leader:	Emma Smith (to July 24)

# Comberton Playgroup: Our objectives

The aim of the playgroup is to enhance the development and education of children under statutory school age by encouraging parents/guardians to understand and provide for the needs of their children through community groups and by:

1. **PROVISION** – offering play facilities for the development and education through different activities/education for different age groups, including Fun for Ones and Twos, and Playgroup for age 2 years to 5 years, with advanced activities for children in their last year before attending primary school.
2. **CHILDREN & COMMUNITY** – encouraging the study of needs of the individual children in their development and education, and to give additional support to the children and parents, when required. This includes the promotion of public interest in, and the recognition of such needs in the local areas, with the aim to be accessible to children and families from the local community, regardless of race, culture, religion or means.
3. **POLICIES & ENVIRONMENT** – creating an environment in which children are safe from abuse, and in which suspicion of abuse is promptly and appropriately responded to according to the playgroup's Child Protection Policy.

These objectives are in line with the constitutional objectives of the CIO:

The charity works for the public benefit having as its objectives the development and education of children and young people in particular by:

1. Promoting their care and safety;
2. Promoting their education and promoting parental involvement;
3. Promoting their health and wellbeing;
4. Providing services to support them and their families and carers;
5. Providing services to individuals holding membership of the CIO; and
6. Furthering the aims of the Pre-school Learning Alliance.

# **Comberton Playgroup: The last 12 months**

## **Children**

There were more children of all ages attending playgroup this year; with 65 children on roll throughout the summer term and all three playgroup rooms opened in the afternoon.

Outdoor Explorer sessions and PE lessons debuted in the Autumn term and continue to help enrich learning and development within the current curriculum.

The annual Nativity was a great success and remains a firm parent favourite, enjoyed by all.

## **Staffing**

We were pleased to welcome Eileen Cahill and Ann Simpson to the playgroup team in April 2024, with Rebecca Tarring and Purnima Nishanth also commencing roles within the playgroup team from June 2024.

Emma Smith stepped down as Senior Room Leader in July 2024, but continues to stay on in her role as Early Years Practitioner.

Laura Anderton left in July 2024. We thank Laura for her commitment to playgroup over the last year.

## **Fundraising**

Fundraising activities have returned to normal with successful Christmas, Easter, and Summer BBQ events.

## **Finances**

The year's accounts are appended to this report and as can be seen there was a surplus of £5,368 this year. This will be retained for future capital expenditure. The lease was agreed and renewed in March 2024 with costs covering the one-off expenses of lease renewal and backdated rent from 28th September 2018 absorbed within this financial year.

Due to the proportion of income which comes from grant-funded hours the trustees' ability to influence the amount of income through the level at which fees are set remains limited. The trustees continue to monitor the impact of this but actively seek to avoid any 'add on' fees/contributions being charged.

# Comberton Playgroup: The last 12 months

## Premises

No major works to the buildings were undertaken during the year. A new rubber mulch surface was laid in the playground, and on-going general repairs undertaken as needed to ensure the building was maintained in line within the lease requirements.

As noted previously, talks with the Diocese regarding the lease were successfully concluded; with the lease renewal agreed in March 2024 for a further 5 years.

## Provision

Holiday club and late leavers continued to be popular and well used. Messy play sessions became busier, with children attending from a variety of local areas.

Permission was granted by the Parish council for a Forest school space within the wooded area at the Comberton recreation ground. Forest school will be piloted from September 2024 with preschooler groups - this initiative has been very well received by parents.

## Summary

Comberton Playgroup has had a successful year with the staff continuing to provide a high quality, safe, educational setting for children under the expert management of Playgroup Leader, Rachel Lowing.

We would like to thank all of the playgroup staff for their hard work and continued dedication in the day-to-day running of the playgroup, as well as organising the annual fundraising events, which the children and families enjoy so much. All do a remarkable job, and their dedication ensures that we are able to provide a safe, friendly and much needed community facility for Comberton and the surrounding villages.

We would also like to extend our thanks to all the parents, grandparents, carers, children and community members for their support throughout the year, and continued support of our fundraising activities and social events.

***We welcome any suggestions from parents, grandparents, carers and others if there are ways in which you feel we can improve our service in the future. The more voices we have, the more representative the playgroup can be for the local community.***

# Comberton Playgroup: Looking forward

Playgroup is thriving and we are already planning ahead for the future. Here are some of the initiatives the playgroup team and CIO are looking to work towards over the next year and beyond - we are excited to get going!

## **Forest School**

Further develop and expand Forest school to benefit more playgroup children.

## **Sensory garden**

Transform the current garden space into a 'sensory garden' to stimulate the senses, enabling children to interact and help make sense of the world around them.

## **Dynamic outdoor classrooms**

Create a series of outdoor classroom spaces to enable learning to move from an indoor setting to the outdoors.

## **Playground update**

Re-develop the current playground area to allow children to play and explore more extensively.

## **Building upgrades**

Open up the main rooms for improved communication, upgrade the external doors and refresh the washroom facilities. Create additional storage and a Manager's office to allow for more practical administration.

***Comberton Playgroup is a charitable organisation and relies on volunteer trustees to be able to keep the playgroup doors open for all. We desperately need further support with both fundraising and management committee roles to ensure that the playgroup is able to continue to provide its services to the local community. No previous experience is necessary. If you would like to help or get involved please speak to Rachel or get in touch: [chair.combertonplaygroup@gmail.com](mailto:chair.combertonplaygroup@gmail.com)***



**Section A**

**Independent Examiner's Report**

**Report to the trustees/  
members of**

Charity Name  
Comberton Playgroup CIO

**On accounts for the year  
ended**

31 August 2024

**Charity no  
(if any)**

1175029

**Set out on pages**

8-9

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31 August 2024.

**Responsibilities and  
basis of report**

As the charity trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

**Independent  
examiner's statement**

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

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

**Signed:**

[Signature box]

**Date:**

2nd June 2025

**Name:**

Christopher Dougherty

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

Fellow of the Institute of Chartered Accountants in England and Wales

**Address:**

Lakin Rose Limited

Cambridge House, Camboro Business Park, Girton

Cambridge, CB3 0QH



## Receipts and payments accounts

For the period from	Period start date 1 September 2023	To	Period end date 31 August 2024
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### Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
<b>A1 Receipts</b>					
Fees	104,985	-	-	104,985	77,732
Grants	134,837	-	-	134,837	121,835
Interest receivable	507	-	-	507	70
Donations and gifts	-	-	-	-	267
<b>Sub total (Gross income for AR)</b>	<b>240,329</b>	<b>-</b>	<b>-</b>	<b>240,329</b>	<b>199,904</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>240,329</b>	<b>-</b>	<b>-</b>	<b>240,329</b>	<b>199,904</b>
<b>A3 Payments</b>					
Wages and salaries	179,643	-	-	179,643	158,925
Teaching materials	2,211	-	-	2,211	1,539
Insurance	1,991	-	-	1,991	1,876
Water rates	1,168	-	-	1,168	1,473
Light and heat	8,772	-	-	8,772	7,335
Cleaning	2,666	-	-	2,666	1,948
Telephone and fax	744	-	-	744	407
Staff training	1,288	-	-	1,288	301
Legal and professional	6,629	-	-	6,629	334
Dues & subscriptions	1,386	-	-	1,386	1,115
Staff hospitality	424	-	-	424	522
Equipment expensed	15	-	-	15	283
Repairs and maintenance	7,846	-	-	7,846	854
Sundry expenses	2,449	-	-	2,449	1,480
Accountancy fees	2,413	-	-	2,413	1,687
Rates	216	-	-	216	205
Rent	15,073	-	-	15,073	-
<b>Sub total</b>	<b>234,934</b>	<b>-</b>	<b>-</b>	<b>234,934</b>	<b>180,284</b>
<b>A4 Asset and investment purchases, (see table)</b>					
Computer	27	-	-	27	160
	-	-	-	-	-
<b>Sub total</b>	<b>27</b>	<b>-</b>	<b>-</b>	<b>27</b>	<b>160</b>
<b>Total payments</b>	<b>234,961</b>	<b>-</b>	<b>-</b>	<b>234,961</b>	<b>180,444</b>
<b>Net of receipts/(payments)</b>	<b>5,368</b>	<b>-</b>	<b>-</b>	<b>5,368</b>	<b>19,460</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>106,744</b>	<b>-</b>	<b>-</b>	<b>106,744</b>	<b>87,284</b>
<b>Cash funds this year end</b>	<b>112,112</b>	<b>-</b>	<b>-</b>	<b>112,112</b>	<b>106,744</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 £
<b>B1 Cash funds</b>	Current account	78,629	-	-
	Building Society account	33,323	-	-
	Petty cash	160	-	-
			-	-
	<b>Total cash funds</b>		<b>112,112</b>	<b>-</b>
	(agree balances with receipts and payments account(s))	OK	OK	OK

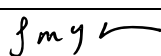
Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B2 Other monetary assets</b>	Trade debtors	14,228	-	-
	Prepayments	1,042	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B3 Investment assets</b>			-	-
			-	-
			-	-
			-	-
			-	-

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B4 Assets retained for the charity's own use</b>	Computer equipment		187	117
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

Categories	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
<b>B5 Liabilities</b>	Trade creditors	Unrestricted	-	
	Accruals	Unrestricted	1,200	
	Deferred income	Unrestricted	24,590	
	PAYE / National Insurance	Unrestricted	3,995	
			-	

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

Signature	Print Name	Date of approval
	Suzy Koo	02/06/25

**COMBERTON PLAYGROUP**

England & Wales - Charity number 1175029

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# Accounts

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**COMBERTON PLAYGROUP CIO  
ANNUAL REPORT  
YEAR ENDING 31 AUGUST 2023**

**Registered Charity no: 1175029**

**Registered address: Green End, Comberton,  
Cambridge, CB23 7DY**



## **Comberton Playgroup**

### **Trustees Annual Report**

Comberton Playgroup is a registered charity with Trustees elected in accordance with our Constitution. The Trustees are legally responsible for the overall management and decision making, along with the direction and performance of Comberton Playgroup. On a day to day basis the Playgroup is run by the senior staff Management Team, supported by all staff members. We are required to ensure that the Playgroup runs in accordance with our Constitution, within the law and to make major decisions jointly. We are required to provide the Charity Commission with an Annual Report which is available to all parents/guardians attending the Charity's Annual General Meeting and on request.

#### **Trustees and Volunteers 1<sup>st</sup> September 2022 – 31<sup>st</sup> August 2023**

Chair of Trustees:	Gareth Lane
Trustees:	Miranda Horvath David Newton Ruby Davies Lynn Pettit
Parent Support:	Jo Lewis

#### **Playgroup Management Team September 2022 – August 2023**

(Reporting directly to the Management Committee)

Playgroup Leader:	Rachel Lowing
Deputy Playgroup Leader:	Julia Chandler
Senior Room Leader:	Becky Gardiner (to 10 <sup>th</sup> March 2023) Emma Smith (from 11 <sup>th</sup> March 2023)

## **Objects of Comberton Playgroup**

The aim of the Playgroup is to enhance the development and education of children under statutory school age by encouraging parents/guardians to understand and provide for the needs of their children through community groups and by:

1. *PROVISION* – offering play facilities for the development and education through different activities/education for different age groups, including Fun for Ones and Twos, and Playgroup for age 2 years to 5 years, with advanced activities for children in their last year before attending primary school.
2. *CHILDREN & COMMUNITY* – encouraging the study of needs of the individual children in their development and education, and to give additional support to the children and parents, when required. This includes the promotion of public interest in, and the recognition of such needs in the local areas, with the aim to be accessible to children and families from the local community, regardless of race, culture, religion or means.
3. *POLICIES & ENVIRONMENT* – creating an environment in which children are safe from abuse, and in which suspicion of abuse is promptly and appropriately responded to according to the Playgroup’s Child Protection Policy.

These objectives are in line with the constitutional objectives of the CIO:

The charity works for the public benefit having as its objects the development and education of children and young people in particular by:

1. promoting their care and safety;
2. promoting their education and promoting parental involvement;
3. promoting their health and wellbeing;
4. providing services to support them and their families and carers;
5. providing services to individuals holding membership of the CIO; and
6. furthering the aims of the Pre-school Learning Alliance.

## **The last 12 months**

After several challenging years due to the ongoing Covid-19 pandemic it was of some relief that this year did not present as many challenges as the previous few years.

### **Staffing**

Recruitment remains challenging, especially for those with Level 3 qualifications. Tina Carrol and Laura Anderton were welcomed onto the staff in May 2023, along with June Bibby working as bank staff.

Emma Smith took over as Blue Room leader on the resignation of Becky Gardiner. We thank Becky for her support and commitment to Playgroup over the years.

### **Fundraising**

Following several years of disruption fundraising activities returned to normal with successful Easter and Christmas events, as well as a summer BBQ.

### **Finances**

The year's accounts are appended to this report and as can be seen there was a surplus of £19,460 this year. This will be retained for future capital expenditure and to cover the one off costs of lease renewal. It should be noted that there have again been no rent payments in the year, for the reasons noted in the next section.

Due to the proportion of income which comes from grant funded hours the trustees' ability to influence the amount of income through the level at which fees are set remains limited. The trustees continue to monitor the impact of this but actively seek to avoid any 'add on' fees/contributions being charged.

### **Premises**

No major works to the buildings were undertaken during the year. Ongoing repairs were undertaken as needed.

Ongoing discussions were held with the Diocese with regard to renewing the lease. Some progress was made, with a revised EPC being gained which allows the property to be let without upgrades being required.

### **Provision**

Holiday club continued to be successful and well used, with provision expanding this year. It has been noted that several new attendees are stating that the ability to use the holiday club is one of their primary reasons for choosing Comberton Playgroup.

At this time it is intended that it is a distinctly holiday club provision and does not represent a continuation of the term time format.

A late leavers provision was started this year, allowing children to stay an additional hour after the afternoon session. This has been well received by parents.

***We welcome any suggestions from parents, grandparents, carers and others if there are ways in which you feel we can improve our service in the future. Any parent or carer or community member interested in becoming a trustee or playgroup supporter should approach Rachel at Playgroup or one of the trustees.***



## Receipts and payments accounts

For the period from	Period start date 1 September 2022	To	Period end date 31 August 2023
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### Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
<b>A1 Receipts</b>					
Fees	77,732	-	-	77,732	64,316
Grants	121,835	-	-	121,835	110,539
Interest receivable	70	-	-	70	39
Donations and gifts	267	-	-	267	76
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>199,904</b>	<b>-</b>	<b>-</b>	<b>199,904</b>	<b>174,970</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>199,904</b>	<b>-</b>	<b>-</b>	<b>199,904</b>	<b>174,970</b>
<b>A3 Payments</b>					
Wages and salaries	158,925	-	-	158,925	124,513
Teaching materials	1,539	-	-	1,539	445
Insurance	1,876	-	-	1,876	1,732
Water rates	1,473	-	-	1,473	935
Light and heat	7,335	-	-	7,335	4,381
Cleaning	1,948	-	-	1,948	2,251
Telephone and fax	407	-	-	407	1,363
Staff training	301	-	-	301	205
Legal and professional	334	-	-	334	685
Dues & subscriptions	1,115	-	-	1,115	637
Staff hospitality	522	-	-	522	370
Equipment expensed	283	-	-	283	148
Computer expenses	-	-	-	-	322
Repairs and maintenance	854	-	-	854	2,815
Sundry expenses	1,480	-	-	1,480	1,521
Accountancy fees	1,687	-	-	1,687	3,373
Rates	205	-	-	205	246
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>180,284</b>	<b>-</b>	<b>-</b>	<b>180,284</b>	<b>145,942</b>
<b>A4 Asset and investment purchases, (see table)</b>					
Computer	160	-	-	160	-
	-	-	-	-	-
<b>Sub total</b>	<b>160</b>	<b>-</b>	<b>-</b>	<b>160</b>	<b>-</b>
<b>Total payments</b>	<b>180,444</b>	<b>-</b>	<b>-</b>	<b>180,444</b>	<b>145,942</b>
<b>Net of receipts/(payments)</b>	<b>19,460</b>	<b>-</b>	<b>-</b>	<b>19,460</b>	<b>29,028</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>87,284</b>	<b>-</b>	<b>-</b>	<b>87,284</b>	<b>58,256</b>
<b>Cash funds this year end</b>	<b>106,744</b>	<b>-</b>	<b>-</b>	<b>106,744</b>	<b>87,284</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 £
<b>B1 Cash funds</b>	Current account	79,768	-	-
	Building Society account	26,816	-	-
	Petty cash	160	-	-
			-	-
	<b>Total cash funds</b>		<b>106,744</b>	<b>-</b>
	(agree balances with receipts and payments account(s))	OK	OK	OK

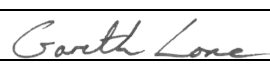
Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B2 Other monetary assets</b>	Trade debtors	4,700	-	-
	Prepayments	986	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B3 Investment assets</b>			-	-
			-	-
			-	-
			-	-
			-	-

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B4 Assets retained for the charity's own use</b>	Computer equipment		160	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

Categories	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
<b>B5 Liabilities</b>	Trade creditors	Unrestricted	-	
	Accruals	Unrestricted	13,512	
	Deferred income	Unrestricted	24,864	
	PAYE / National Insurance	Unrestricted	2,974	
			-	

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

Signature	Print Name	Date of approval
	Gareth Lane	03/07/24

**COMBERTON PLAYGROUP**

England & Wales - Charity number 1175029

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# Accounts

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**COMBERTON PLAYGROUP CIO**

**ANNUAL REPORT**

**YEAR ENDING 31 AUGUST 2022**

**Registered Charity no: 1175029**

**Registered address: Green End, Comberton,  
Cambridge, CB23 7DY**



## **Comberton Playgroup**

### **Trustees Annual Report**

Comberton Playgroup is a registered charity with Trustees elected in accordance with our Constitution. The Trustees are legally responsible for the overall management and decision making, along with the direction and performance of Comberton Playgroup. On a day to day basis the Playgroup is run by the senior staff Management Team, supported by all staff members. We are required to ensure that the Playgroup runs in accordance with our Constitution, within the law and to make major decisions jointly. We are required to provide the Charity Commission with an Annual Report which is available to all parents/guardians attending the Charity's Annual General Meeting and on request.

#### **Trustees and Volunteers 1<sup>st</sup> September 2021 – 31<sup>st</sup> August 2022**

Chair of Trustees:	Gareth Lane
Trustees:	Miranda Horvath David Newton Clare Waller (to 27 Feb 2022) Louise Massey (to 27 Feb 2022) Ruby Davies (from 16 March 2022) Lynn Pettit (from 23 September 2021)
Parent Support:	Jo Lewis

#### **Playgroup Management Team September 2021 – August 2022**

(Reporting directly to the Management Committee)

Playgroup Leader:	Rachel Lowing
Deputy Playgroup Leader:	Julia Chandler
Senior Room Leader:	Becky Gardiner

## **Objects of Comberton Playgroup**

The aim of the Playgroup is to enhance the development and education of children under statutory school age by encouraging parents/guardians to understand and provide for the needs of their children through community groups and by:

1. *PROVISION* – offering play facilities for the development and education through different activities/education for different age groups, including Fun for Ones and Twos, and Playgroup for age 2 years to 5 years, with advanced activities for children in their last year before attending primary school.
2. *CHILDREN & COMMUNITY* – encouraging the study of needs of the individual children in their development and education, and to give additional support to the children and parents, when required. This includes the promotion of public interest in, and the recognition of such needs in the local areas, with the aim to be accessible to children and families from the local community, regardless of race, culture, religion or means.
3. *POLICIES & ENVIRONMENT* – creating an environment in which children are safe from abuse, and in which suspicion of abuse is promptly and appropriately responded to according to the Playgroup's Child Protection Policy.

These objectives are in line with the constitutional objectives of the CIO:

The charity works for the public benefit having as its objects the development and education of children and young people in particular by:

1. promoting their care and safety;
2. promoting their education and promoting parental involvement;
3. promoting their health and wellbeing;
4. providing services to support them and their families and carers;
5. providing services to individuals holding membership of the CIO; and
6. furthering the aims of the Pre-school Learning Alliance.

## **The last 12 months**

Once again this year continued to be a challenging one due to the ongoing Covid-19 pandemic. Through the continuing efforts of Rachel, the senior management team and the support of all staff, Playgroup continued to provide a safe and welcoming environment for children to learn and grow.

### **Covid-19**

As the country adjusted to living with the ongoing pandemic, so did Playgroup. In September efforts were made to allow parents back into the building, but unfortunately there were several cases amongst staff and children, which meant that this had to be temporarily restricted again. Unfortunately this coincided with the Nativity performance, which meant parents were unable to be there in person, but it was recorded so that parents could enjoy this annual event.

All government guidance was complied with but, as seemed to be the case locally, more cases of Covid were seen this year than the previous year, when Playgroup largely avoided any known cases. Cases of Covid amongst the staff made ensuring sufficient staff levels was challenging at times. In particular during March 2022 the rising cases amongst staff and children required a few early closures. Generally though, because the staff all rose to the challenge, it was possible to keep Playgroup open.

### **Staffing**

We were sad to see the departure of Leanne Fairweather in December 2021, and thank her for her contributions to Playgroup. We were pleased though to welcome back on to the staff Chrissie Moore in November 2021.

Recruitment remains challenging, especially for those with Level 3 qualifications. Despite this we were fortunate in May to welcome both Gemma Wilson working on a part time basis in both rooms and Emma Smith working full time in the Blue room, both Gemma and Emma hold Level 3 qualifications and this greatly strengthened the staff team.

### **Fundraising**

Covid impacted fundraising activities for much of the year although it was with great pleasure that the annual Easter event took place again in 2022 – an event that went down very well with both staff and parents (and children!)

### **Finances**

The year's accounts are appended to this report and as can be seen there was a surplus of £29,028 this year. This will be retained for future capital expenditure and to cover the one off costs of lease renewal. It should be noted that there have been no rent payments in the year, for the reasons noted in the next section.

Due to the proportion of income which comes from grant funded hours the trustees' ability to influence the amount of income through the level at which fees are set is limited. The trustees continue to monitor the impact of this.

### **Premises**

No major works to the buildings were undertaken during the year. Ongoing repairs were undertaken as needed.

Ongoing discussions were held with the Diocese with regard to renewing the lease, although this did not progress significantly during the year.

### **Holiday Club**

For the first time a holiday club was trialled in the summer of 2021. The Ofsted registration was extended to allow operation for more weeks and a provision was provided for children and siblings up to seven years old. This proved to be very popular and it is intended to continue this in future holidays. At this time it is intended that it is a distinctly holiday club provision and does not represent a continuation of the term time format.

***We welcome any suggestions from parents, grandparents, carers and others if there are ways in which you feel we can improve our service in the future. Any parent or carer or community member interested in becoming a trustee or playgroup supporter should approach Rachel at Playgroup or one of the trustees.***



**Section A**

**Independent Examiner's Report**

**Report to the trustees/  
members of**

Charity Name  
Comberton Playgroup CIO

**On accounts for the year  
ended**

31 August 2022

**Charity no  
(if any)**

1175029

**Set out on pages**

7-8

*(remember to include the page numbers of additional sheets)*

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31 August 2022.

**Responsibilities and  
basis of report**

As the charity trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

**Independent  
examiner's statement**

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

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

**Signed:**

[Signature box]

**Date:**

30 June 2023

**Name:**

Christopher Dougherty

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

Fellow of the Institute of Chartered Accountants in England and Wales

**Address:**

Lakin Rose Limited

Pioneer House, Vision Park, Histon

Cambridge, CB24 9NL



## Receipts and payments accounts

CC16a

For the period from	1 September 2021	To	31 August 2022
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### Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
<b>A1 Receipts</b>					
Fees	64,316		-	64,316	44,919
Grants	110,539		-	110,539	71,836
Interest receivable	39		-	39	19
Donations and gifts	76		-	76	41
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>174,970</b>	<b>-</b>	<b>-</b>	<b>174,970</b>	<b>116,815</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>174,970</b>	<b>-</b>	<b>-</b>	<b>174,970</b>	<b>116,815</b>
<b>A3 Payments</b>					
Wages and salaries	124,513		-	124,513	94,010
Teaching materials	445		-	445	203
Insurance	1,732	-	-	1,732	1,791
Water rates	935		-	935	644
Light and heat	4,381	-	-	4,381	4,476
Cleaning	2,251	-	-	2,251	2,174
Telephone and fax	1,363	-	-	1,363	963
Staff training	205	-	-	205	886
Stationery and printing	-	-	-	-	157
Milk & food	-	-	-	-	2
Legal and professional	685	-	-	685	481
Dues & subscriptions	637		-	637	452
Staff hospitality	370		-	370	236
Equipment expensed	148		-	148	910
Computer expenses	322		-	322	364
Repairs and maintenance	2,815		-	2,815	786
Sundry expenses	1,521		-	1,521	438
Accountancy fees	3,373	-	-	3,373	1,020
Rates	246		-	246	-
	-	-	-	-	-
<b>Sub total</b>	<b>145,942</b>	<b>-</b>	<b>-</b>	<b>145,942</b>	<b>109,993</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>145,942</b>	<b>-</b>	<b>-</b>	<b>145,942</b>	<b>109,993</b>
<b>Net of receipts/(payments)</b>	<b>29,028</b>	<b>-</b>	<b>-</b>	<b>29,028</b>	<b>6,822</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>58,256</b>	<b>-</b>	<b>-</b>	<b>58,256</b>	<b>51,434</b>
<b>Cash funds this year end</b>	<b>87,284</b>	<b>-</b>	<b>-</b>	<b>87,284</b>	<b>58,256</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 £
<b>B1 Cash funds</b>	Current account	64,554	-	-
	Building Society account	22,546	-	-
	Petty cash	184	-	-
	<b>Total cash funds</b>	<b>87,284</b>	<b>-</b>	<b>-</b>
	(agree balances with receipts and payments account(s))	OK	OK	OK


Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B2 Other monetary assets</b>	Trade debtors	38	-	-
	Prepayments	923	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B3 Investment assets</b>			-	-
			-	-
			-	-
			-	-
			-	-

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

Categories	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
<b>B5 Liabilities</b>	Trade creditors	Unrestricted	570	
	Accruals	Unrestricted	1,770	
	Deferred income	Unrestricted	12,919	
			-	
			-	

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

Signature	Print Name	Date of approval
	Gareth Lane	29/06/23

**COMBERTON PLAYGROUP**

England & Wales - Charity number 1175029

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# Accounts

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**COMBERTON PLAYGROUP CIO  
ANNUAL REPORT  
YEAR ENDING 31 AUGUST 2021**

**Registered Charity no: 1175029**

**Registered address: Green End, Comberton,  
Cambridge, CB23 7DY**



## **Comberton Playgroup**

### **Trustees Annual Report**

Comberton Playgroup is a registered charity with Trustees elected in accordance with our Constitution. The Trustees are legally responsible for the overall management and decision making, along with the direction and performance of Comberton Playgroup. On a day to day basis the Playgroup is run by the senior staff Management Team, supported by all staff members. We are required to ensure that the Playgroup runs in accordance with our Constitution, within the law and to make major decisions jointly. We are required to provide the Charity Commission with an Annual Report which is available to all parents/guardians attending the Charity's Annual General Meeting and on request.

#### **Trustees and Volunteers 1<sup>st</sup> September 2020 – 31 August 2021**

Chair of Trustees:	Gareth Lane
Trustees:	Kate Elliott (to 17 Nov 2020) Emma Amupitan (to 17 Nov 2020) Miranda Horvath (from 18 Nov 2020) David Newton (from 18 Nov 2020) Clare Waller (from 18 Nov 2020) Louise Massey (from 24 March 2021)
Parent Support:	Jo Lewis Simon Daly

#### **Playgroup Management Team Sept 2020 – August 2021**

(Reporting directly to the Management Committee)

Playgroup Leader:	Rachel Lowing
Deputy Playgroup Leader:	Hilary Kingshott (to March 2021) Julia Chandler (from March 2021)
Senior Room Leader:	Julia Chandler (to March 2021) Becky Gardiner (from March 2021)

## **Objects of Comberton Playgroup**

The aim of the Playgroup is to enhance the development and education of children under statutory school age by encouraging parents/guardians to understand and provide for the needs of their children through community groups and by:

1. *PROVISION* – offering play facilities for the development and education through different activities/education for different age groups, including Fun for Ones and Twos, and Playgroup for age 2 years to 5 years, with advanced activities for children in their last year before attending primary school.
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These objectives are in line with the constitutional objectives of the CIO:

The charity works for the public benefit having as its objects the development and education of children and young people in particular by:

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2. promoting their education and promoting parental involvement;
3. promoting their health and wellbeing;
4. providing services to support them and their families and carers;
5. providing services to individuals holding membership of the CIO; and
6. furthering the aims of the Pre-school Learning Alliance.

## **The last 12 months**

This year continued to be a significantly challenging one due to the ongoing Covid-19 pandemic. However, I am pleased to say that thanks to the efforts of Rachel, the senior management team and the support of all staff, Playgroup continued to provide a safe and welcoming environment for children to learn and grow.

### **Covid-19**

The staff did an excellent job of keeping abreast of frequently changing advice and although there was undoubtedly a significant impact on how Playgroup can operate, there was always a desire to make the children's experience as close to the pre-pandemic experience as possible. Parents were supportive in adjusting to an outside drop off and maintaining social distancing.

Unfortunately for much of the year it wasn't possible to run the Messy Play sessions due to being unable to have parents in the building. There were further national lockdowns during the year, but Playgroup was not required to close and remained open to all those who wished to attend.

Thankfully during the year there were no cases of Covid-19 amongst the staff and children.

### **Staffing**

After many years of service Hilary Kingshott left Playgroup in March 2021. A recruitment process was held to fill the deputy leader and room leader positions and we were very pleased to appoint Julia Chandler as deputy leader and Becky Gardiner as room leader.

We started using a bank staff system for short term requirements, and were pleased to be joined by Phoebe Stearn and Elliott Noble.

We were also pleased to welcome Lynda Fotland, who joined the Blue room team and Alice Tinkler joined to work alongside Becky in the Green room.

Recruitment of staff remains incredibly difficult and unfortunately we have been unable to fill a vacancy for a Level 3 qualified staff member, who is required to provide greater flexibility and resilience to the team.

### **Fundraising**

Unfortunately this was another year where Covid-19 prevented the usual fundraising activities from taking place. However, we are incredibly grateful to Helen Stone and her daughter Elizabeth for undertaking a sponsored 5k run and raising over £1,000!

### **Finances**

A detailed review of finances and salaries was undertaken by the trustees, to enable a revised and hopefully more transparent pay scale structure being

implemented. The trustees have set the objective of paying at or as close to the Living Wage (as set by the Living Wage Foundation) as possible.

We have changed accountants and Lakin Rose have taken over as both accountants and payroll administrators. The opportunity has been taken at the same time to move to the latest, cloud based, version of Quickbooks; this allows more ready access to up-to-date financial information. We are very grateful for Kerrie Jacklin's assistance in making this transition.

The year's accounts are appended to this report and as can be seen there was a small surplus of £6,822. This will be retained for future capital expenditure. It should be noted that there have been no rent payments in the year, for the reasons noted in the next section.

Due to the proportion of income which comes from funded hours the trustees' ability to influence the amount of income through the level at which fees are set is limited. The trustees continue to monitor the impact of this.

### **Premises**

No major works to the buildings were undertaken during the year. Ongoing repairs were undertaken, in particular to the toilet block area

Currently the Diocese is unable to issue a new lease as the EPC rating of the building is not high enough. The Diocese has not yet advised on their plans to undertake improvements to the building, and until these have taken place it will not be possible for a new lease to be issued.

### **Change to a Charitable Incorporated Organisation (CIO)**

Comberton Playgroup CIO became the Ofsted registered operator of Comberton Playgroup on 1<sup>st</sup> September 2018, taking over the assets and liabilities of the previous unincorporated charity and registered company. This process is now complete, with the unincorporated charity having now been fully closed.

***We welcome any suggestions from parents, grandparents, carers and others if there are ways in which you feel we can improve our service in the future. Any parent or carer or community member interested in becoming a trustee or playgroup supporter should approach Rachel at Playgroup or one of the trustees.***



**Section A**

**Independent Examiner's Report**

**Report to the trustees/  
members of**

Charity Name  
Comberton Playgroup CIO

**On accounts for the year  
ended**

31 August 2021

**Charity no  
(if any)**

1175029

**Set out on pages**

1-2

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended **31 August 2021**.

**Responsibilities and  
basis of report**

As the charity trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

**Independent  
examiner's statement**

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

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

**Signed:**

[Signature box]

**Date:**

22 March 2022

**Name:**

Christopher Dougherty

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

Fellow of the Institute of Chartered Accountants in England and Wales

**Address:**

Lakin Rose Limited

Pioneer House, Vision Park, Histon

Cambridge CB24 9NL




**Receipts and payments accounts**

For the period from	1 September 2020	To	31 August 2021
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**Section A Receipts and payments**

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
<b>A1 Receipts</b>					
Fees	44,919		-	44,919	38,142
Grants	71,836		-	71,836	87,360
Water contribution	-		-	-	281
Interest receivable	19		-	19	23
Donations and gifts	41		-	41	-
	-		-	-	-
	-		-	-	-
<b>Sub total (Gross income for AR)</b>	<b>116,815</b>	<b>-</b>	<b>-</b>	<b>116,815</b>	<b>125,806</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>116,815</b>	<b>-</b>	<b>-</b>	<b>116,815</b>	<b>125,806</b>
<b>A3 Payments</b>					
Wages and salaries	94,010		-	94,010	93,629
Teaching materials	203		-	203	760
Rent	-	-	-	-	1,938
Insurance	1,791	-	-	1,791	1,705
Water rates	644		-	644	501
Light and heat	4,476		-	4,476	3,782
Cleaning	2,174		-	2,174	1,997
Telephone and fax	963		-	963	1,196
Staff training	886		-	886	407
Stationery and printing	157		-	157	45
Milk & food	2		-	2	15
Legal and professional	481		-	481	375
Dues & subscriptions	452		-	452	585
Staff hospitality	236		-	236	198
Equipment expended	910		-	910	162
Computer expenses	364		-	364	444
Repairs and maintenance	786		-	786	653
Sundry expenses	438		-	438	-
Accountancy fees	1,020		-	1,020	1,020
Other adjustments on change to receipts and payments basis					2,347
	-		-	-	-
	-		-	-	-
<b>Sub total</b>	<b>109,993</b>	<b>-</b>	<b>-</b>	<b>109,993</b>	<b>107,065</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>109,993</b>	<b>-</b>	<b>-</b>	<b>109,993</b>	<b>107,065</b>
<b>Net of receipts/(payments)</b>	<b>6,822</b>	<b>-</b>	<b>-</b>	<b>6,822</b>	<b>18,741</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>51,434</b>	<b>-</b>	<b>-</b>	<b>51,434</b>	<b>32,693</b>
<b>Cash funds this year end</b>	<b>58,256</b>	<b>-</b>	<b>-</b>	<b>58,256</b>	<b>51,434</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 £
<b>B1 Cash funds</b>	Current account	39,165	-	-
	Building Society account	18,907	-	-
	Petty cash	184	-	-
	<b>Total cash funds</b>	<b>58,256</b>	<b>-</b>	<b>-</b>
	(agree balances with receipts and payments account(s))	OK	OK	OK
<b>B2 Other monetary assets</b>	<b>Details</b>	<b>Unrestricted funds to nearest £</b>	<b>Restricted funds to nearest £</b>	<b>Endowment funds to nearest £</b>
	Trade debtors	1,733	-	-
	Prepayments	898	-	-
		-	-	-
		-	-	-
		-	-	-
<b>B3 Investment assets</b>	<b>Details</b>	<b>Fund to which asset belongs</b>	<b>Cost (optional)</b>	<b>Current value (optional)</b>
			-	-
			-	-
			-	-
			-	-
<b>B4 Assets retained for the charity's own use</b>	<b>Details</b>	<b>Fund to which asset belongs</b>	<b>Cost (optional)</b>	<b>Current value (optional)</b>
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
<b>B5 Liabilities</b>	<b>Details</b>	<b>Fund to which liability relates</b>	<b>Amount due (optional)</b>	<b>When due (optional)</b>
	Accruals	Unrestricted	1,200	
			-	
			-	
			-	
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval	
		Gareth Lane	17/03/22	

**COMBERTON PLAYGROUP**

England & Wales - Charity number 1175029

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# Accounts

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**COMBERTON PLAYGROUP CIO**

**ANNUAL REPORT**

**YEAR ENDING 31 AUGUST 2020**

**Registered Charity no: 1175029**

**Registered address: Green End, Comberton,  
Cambridge, CB23 7DY**



## **Comberton Playgroup**

### **Trustees Annual Report**

Comberton Playgroup is a registered charity with Trustees elected in accordance with our Constitution. The Trustees are legally responsible for the overall management and decision making, along with the direction and performance of Comberton Playgroup. On a day to day basis the Playgroup is run by the senior staff Management Team, supported by all staff members. We are required to ensure that the Playgroup runs in accordance with our Constitution, within the law and to make major decisions jointly. We are required to provide the Charity Commission with an Annual Report which is available to all parents/guardians attending the Charity's Annual General Meeting and on request.

#### **Trustees and Volunteers 1<sup>st</sup> September 2019 – 31 August 2020**

Chair of Trustees:	Gareth Lane
Trustee:	Kate Elliott
Trustee:	Emma Amupitan
Parent Support:	Lois Dixon, Clare Waller David Newton, Miranda Horvath Jo Lewis

#### **Playgroup Management Team Sept 2019 – August 2020**

(Reporting directly to the Management Committee)

Playgroup Leader:	Rachel Lowing
Deputy Playgroup Leader:	Hilary Kingshott
Senior Room Leader:	Julia Chandler

## **Objects of Comberton Playgroup**

The aim of the Playgroup is to enhance the development and education of children under statutory school age by encouraging parents/guardians to understand and provide for the needs of their children through community groups and by:

1. *PROVISION* – offering play facilities for the development and education through different activities/education for different age groups, including Fun for Ones and Twos, and Playgroup for age 2 years to 5 years, with advanced activities for children in their last year before attending primary school.
2. *CHILDREN & COMMUNITY* – encouraging the study of needs of the individual children in their development and education, and to give additional support to the children and parents, when required. This includes the promotion of public interest in, and the recognition of such needs in the local areas, with the aim to be accessible to children and families from the local community, regardless of race, culture, religion or means.
3. *POLICIES & ENVIRONMENT* – creating an environment in which children are safe from abuse, and in which suspicion of abuse is promptly and appropriately responded to according to the Playgroup's Child Protection Policy.

These objectives are in line with the constitutional objectives of the CIO:

The charity works for the public benefit having as its objects the development and education of children and young people in particular by:

1. promoting their care and safety;
2. promoting their education and promoting parental involvement;
3. promoting their health and wellbeing;
4. providing services to support them and their families and carers;
5. providing services to individuals holding membership of the CIO; and
6. furthering the aims of the Pre-school Learning Alliance.

## **The last 12 months**

The 2019-20 academic year started much like many others and following changes in recent years there was a hope that this would be a relatively uneventful year. As we are all now aware a global pandemic was looming and the year was to prove to be a hugely challenging one. I am pleased to be able to reflect on how well Playgroup adapted to the situation and continued to play a valuable role in the local community throughout lockdown and beyond. There can be no doubt that this is in no small part to thanks to the leadership of Rachel and the support and commitment of all the other staff. I would like to record here the thanks of the trustees for their hard work and commitment during a very difficult period.

### **Covid-19**

As the seriousness of the Covid-19 situation became apparent in March it was necessary to cancel the annual Easter fundraising morning. Shortly afterward, the government announced closures to all schools and childcare settings, with the last “normal” day on Friday March 20th. However, Playgroup stayed open for children of keyworkers throughout lockdown and we are delighted to have been able to support our parents and community in this way. Staff kept in touch with all children through online learning journals and phone calls, and made a scrapbook of pictures of what children had been up to at home, to share with them on their return to playgroup.

We were able to reopen for all children on June 8th, dividing into two “bubbles” and implementing new routines to reduce the risk of transmission. To do this safely required a large amount of planning and risk assessment, alongside keeping up to date with ever evolving guidance from the government. Unfortunately Fun for 1s and 2s has been unable to restart as parents are not allowed to enter the building.

### **Fundraising**

A very successful Christmas Fayre was held in 2019, with a very festive atmosphere and several stalls selling Christmas themed items. An impressive figure of nearly £900 was raised, to which was added £185 from the Nativity hamper raffle and DVD sales.

Covid-19 prevented all the usual fundraising events which we would normally have undertaken later on the year from taking place. So we would especially like to thank Sally Newton who raised over £400 with an online Easter themed yoga session, and Charlotta and her family who raised over £1,100 by completing a 14-mile sponsored bike ride. The village Friendship Club also kindly donated proceeds of their charity coffee morning in January. The support and generosity of parents and the wider community is key to enabling Playgroup to fulfil its charitable aims.

## **Finances**

Hilary continues to manage the day to day finances, supported by our accountant, Arun Davda. The trustees carefully monitor the income and main expenditure in order to make sure that playgroup is affordable and sustainable. The trustees have set the objective of paying at or as close to the Living Wage (as set by the Living Wage Foundation) as possible.

Due to the proportion of income which comes from funded hours the trustees' ability to influence the amount of income through the level at which fees are set is limited. The trustees continue to monitor the impact of this.

## **Premises**

A kind donation of a playhouse was made, which has been made into an outdoor book nook. The building of a sensory walk through the garden and additions to the existing mud kitchen have also improved the outdoor facilities.

No major works to the buildings were undertaken during the year.

Currently the Diocese is unable to issue a new lease as the EPC rating of the building is not high enough. The Diocese is putting in place plans to undertake improvements to the building with the intention of being able to issue a new lease.

## **Change to a Charitable Incorporated Organisation (CIO)**

Comberton Playgroup CIO became the Ofsted registered operator of Comberton Playgroup on 1<sup>st</sup> September 2018, taking over the assets and liabilities of the previous unincorporated charity and registered company. All staff employment was transferred to the CIO using the TUPE regulations. The previous company has now been wound up. Winding up the previous unincorporated charity has proven to be more troublesome, but is still being progressed.

***We welcome any suggestions from parents, grandparents, carers and others if there are ways in which you feel we can improve our service in the future. Any parent or carer or community member interested in becoming a trustee or playgroup supporter should approach Rachel at Playgroup or one of the trustees.***

## **Comberton Playgroup Finance Summary**

As would be expected there were initial concerns about a lack of funds due to lockdown reducing attendance. However the government recognised the importance of early years settings and grant funded places continued to be paid throughout. Further assistance was sought by furloughing staff. As grant funding continued we were only able to furlough a proportion of staff, which had to be at or below the proportion of our total income which was lost due to no longer having that fee income. As at that stage it was not possible to part-furlough staff careful analysis of finances and staffing rotas was undertaken to ensure we could maximise the support we could obtain and also continue to provide a service for children of key workers. Finally South Cambridgeshire Council suggested we apply for a discretionary support grant, which we were successful in obtaining and which contributed to paying for adjustments required for reopening and to ensuring the ongoing viability of Playgroup.

Final accounts for trustee approval were received on 17 November 2020. These indicate a surplus of £16,394 for 2019/20. This surplus will be retained at present as there is still significant uncertainty as to when completely normal operations will resume.

The full accounts are appended to this report.

Registered number 1175029

COMBERTON PLAYGROUP CIO

Report and Accounts

31 August 2020

**COMBERTON PLAYGROUP CIO**  
**Report and accounts**  
**Contents**

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 The following pages do not form part of the statutory accounts	
Detailed trading and profit and loss account	Appendix 1
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**COMBERTON PLAYGROUP CIO**  
**Company Information**  
**as at 31 August 2020**

Comberton Playgroup is a charitable incorporated organisation. The company helps Children/Young People by providing Education/Training

**Charitable status**

Comberton Play Group is a Registered Charity, Number 1175029

**Trustees**

Mr Gareth Lane  
Mrs Emma Amupitan  
Mrs Kate Elliott

**Registered office :**

COMBERTON PLAYGROUP CIO  
Green End  
Comberton  
CB23 7DY

**Bankers :**

Santander  
Santander UK PLC  
Bootle  
Merseyside  
L30 4GB

**Accountant :**

DAVDA & CO (ACCOUNTANTS) LTD  
18 FENDON ROAD  
CAMBRIDGE  
CB1 7RT

**COMBERTON PLAYGROUP CIO  
Report of Trustees  
for the year ended 31 August 2020**

The trustees present their report and accounts for the year ended 31 August 2020

**INCORPORATION**

The Charity was incorporated on 9th October 2017 and tookover the operation of Comberton Play Group LTD on 29th August 2018

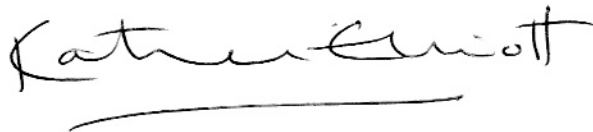
**PRINCIPAL ACTIVITIES**

The Charity was incorporated with the object to acquire and take over all or any part of the assets and liabilities of the long established unincorporated body known as Comberton Playgroup Ltd The aims and objects of the Playgroup are to enhance the development and education of children under statutory school age by encouraging parents to understand and provide for the needs of their children through community groups.

The trustees who have held office during the financial year ended 31st August 2020 were:-

Mr G Lane  
Mrs E Amupitan.  
Mrs K A Elliott

**ON BEHALF OF THE TRUSTEES**



Mrs K A Elliott  
Secretary

10 November 2020

**COMBERTON PLAYGROUP CIO**  
**Profit and Loss Account**  
**for the year ended 31 August 2020**

	<b>2020</b>	<b>2019</b>
	<b>£</b>	<b>£</b>
<b>Turnover</b>	125,783	130,340
Direct Costs	94,389	95,207
<b>Gross profit</b>	<u>31,394</u>	<u>35,133</u>
Administrative expenses	15,023	18,401
<b>Operating profit</b>	<u>16,371</u>	<u>16,732</u>
Interest Receivable	23	7
<b>Profit before taxation</b>	<u>16,394</u>	<u>16,739</u>
Tax on profit	-	-
<b>Profit for the financial year</b>	<u>16,394</u>	<u>16,739</u>

**COMBERTON PLAYGROUP CIO**  
**Balance Sheet**  
**as at 31 August 2020**

	Notes	2020 £	2019 £
<b>Current assets</b>			
Debtors & Prepayments	2	5,951	5,730
Cash at bank and in hand		51,434	46,705
		<u>57,385</u>	<u>52,435</u>
<b>Creditors: amounts falling due within one year</b>			
	3	(5,746)	(3,178)
<b>Net assets</b>		<u>51,639</u>	<u>49,257</u>
<b>RESERVES</b>			
Specific Reserves	5	7,767	7,767
Profit & loss Account	6	43,872	41,490
Total Reserves		<u>51,639</u>	<u>49,257</u>

As a Charity Trustees of the trust, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011

I report in respect of my examination of the trust accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5) (B) of the Act

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The financial statements were approved by the trustees on 10/11/20 and were signed by



Mr G Lane  
Chair of trustees

**COMBERTON PLAYGROUP CIO**  
**Notes to the Accounts**  
**for the year ended 31 August 2020**

**1 Accounting policies**

***Basis of preparation***

The accounts have been prepared under the historical cost convention and in accordance with FRS 102, The Financial Reporting Standard applicable in the UK and Republic of Ireland (as applied to small entities by section 1A of the standard).

***Turnover***

Turnover represents the income receivable by the society in the form of fees, grants and donations.

**2 Taxation**

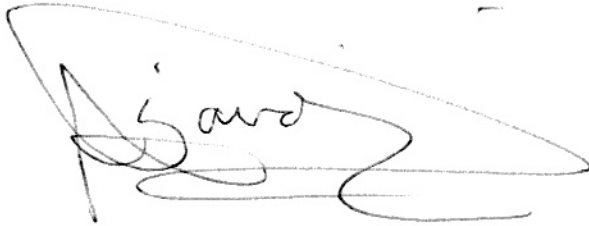
The company is a mutual trading entity for Corporation Tax purposes. No Corporation tax is chargeable on the surplus of income (excluding interest) over expenditure. No tax will be payable on building society interest in the current year as the amount received falls below the de minimus amount.

<b>2 Debtors</b>	<b>2020</b>	<b>2019</b>
	£	£
Trade debtors & Prepayments	5,951	5,730
<b>3 Creditors: amounts falling due within one year</b>	<b>2020</b>	<b>2019</b>
	£	£
Trade creditors	<u>5,746</u>	<u>3,178</u>
<b>5 Specific Reserves</b>		
<b>4 Reserves taken over on incorporation</b>	7,767	7,767
<b>6 Profit And Loss Account</b>		
At Beginning of Financial year	41,490	26,100
Retained Profit for the year	16,394	16,739
Adjustment to Previous year profits	<u>(14,012)</u>	<u>(1,349)</u>
	<u>43,872</u>	<u>41,490</u>

**COMBERTON PLAYGROUP CIO**  
**Report of the accountants to the trustees**  
**for the year ended 31 August 2020**

As described on the balance sheet you are responsible for the preparation of the financial statements for the year ended 31st August 2020 set out on pages three to five and you consider that the company is exempt from audit.

In accordance with your instructions we have compiled these unaudited financial statements in order to assist you to fulfil your statutory responsibilities, from the accounting records and informations supplied to us.

A handwritten signature in black ink, appearing to read 'Arun Davda', enclosed within a large, irregular, hand-drawn oval shape.

Arun Davda

DAVDA & CO (ACCOUNTANTS) LTD  
18 FENDON ROAD  
CAMBRIDGE  
CB1 7RT

10 November 2020

**COMBERTON PLAYGROUP CIO**  
**Detailed profit and loss account**  
**for the year ended 31 August 2020**

**Appendix 1**

*This schedule does not form part of the statutory accounts*

	<b>2020</b>	<b>2019</b>
	<b>£</b>	<b>£</b>
<b>Turnover</b>		
Fees	38,142	38,185
Grants	87,360	91,985
Water Contribution	281	170
	<u>125,783</u>	<u>130,340</u>
<b>Administrative expenses</b>		
Employee costs:		
Wages and salaries	93,629	94,443
Teaching Materials	760	764
	<u>94,389</u>	<u>95,207</u>
Premises costs:		
Rent	1,938	1,938
Insurance	1,705	1,609
Water Rates	501	531
Light and heat	3,782	3,896
Cleaning	1,997	2,160
	<u>9,923</u>	<u>10,134</u>
General administrative expenses:		
Telephone and fax	1,196	1,010
Staff Training	407	881
Stationery and printing	45	45
Milk & Food	15	47
Payroll Services	375	360
Dues & Subscriptions	585	441
Staff Hospitality	198	123
Equipment expensed	162	100
Software	444	-
Repairs and maintenance	653	4,215
Sundry expenses	-	56
	<u>4,080</u>	<u>7,278</u>
Legal and professional costs:		
Accountancy fees	1,020	989
	<u>1,020</u>	<u>989</u>
	<u>109,412</u>	<u>113,608</u>

**COMBERTON PLAYGROUP CIO  
Financial accounts  
for the year ended 31 August 2020**

**Appendix 2**

**Independent Examiner's Report to the Trustees of the Comberton Playgroup CIO**

I report on the accounts of the Trust for the year ended 31 August 2020 which are set out on pages 3 to 5.

**Respective responsibilities of the trustees and examiner**

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 43(2) of the Charities Act 1993 as amended by s 28 of the Charities Act 2006 and that an independent examination is needed.

It is my responsibility :

to examine the accounts (under section 43(3)(a) of the 1993 Act);

to follow the procedures laid down in the General Directions given by the Charity Commissioners (under section 43(7)(b) of the 1993 Act as amended)  
and

to state whether particular matters have come to my attention.

**Basis of independent examiner's report**

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. 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 you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.

**Independent examiner's statement**

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

(1) which gives me reasonable cause to believe that in, any material respect, the trustees have not met the requirements to ensure that:

- \* proper accounting records are kept in accordance with section 41 of the Act: and
- \* accounts are prepared which agree with the accounting records and comply with the accounting requirements of the Act.

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

DAVDA & CO (ACCOUNTANTS) LTD  
18 FENDON ROAD  
CAMBRIDGE  
CB1 7RT

10 November 2020