



**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.

COMBERTON PLAYGROUP CIO

Report and Accounts

31 August 2020

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

Page 5

	<b>Page</b>
Company information	1
Director's report	2
Profit and loss account	3
Balance sheet	4
Notes to the accounts	5
Report of Accountant	6
The following pages do not form part of the statutory accounts	
Detailed trading and profit and loss account	Appendix1
Independent Examiner's Report to the Trustees	Appendix 2



**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

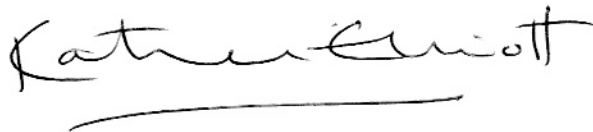
**PRINCIPAL ACTIVITIES**

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**

A handwritten signature in black ink, appearing to read 'K A Elliott', with a long horizontal line underneath it.

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>	31,394	35,133
Administrative expenses	15,023	18,401
<b>Operating profit</b>	16,371	16,732
Interest Receivable	23	7
<b>Profit before taxation</b>	16,394	16,739
Tax on profit	-	-
<b>Profit for the financial year</b>	16,394	16,739

**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	<u>43,872</u>	<u>41,490</u>
<b>Total Reserves</b>		<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

---

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**

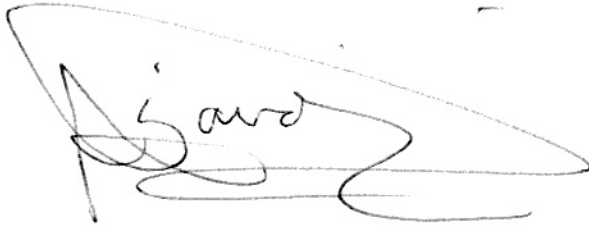
The company is a mutual trading entity for Corporation Tax purposes. No Corporation tax is chargeable on the surplus of income (excluding interest) over expenditure. No tax will be payable on building society interest in the current year as the amount received falls below the de minimus amount.

<b>2 Debtors</b>	<b>2020</b>	<b>2019</b>
	<b>£</b>	<b>£</b>
Trade debtors & Prepayments	5,951	5,730
<b>3 Creditors: amounts falling due within one year</b>	<b>2020</b>	<b>2019</b>
	<b>£</b>	<b>£</b>
Trade creditors	5,746	3,178
<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	(14,012)	(1,349)
	<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, loopy, 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>

**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