



**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 1st 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.
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

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 1st 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:

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

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 £
A1 Receipts					
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	-
	-		-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	116,815	-	-	116,815	125,806
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	116,815	-	-	116,815	125,806
A3 Payments					
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
	-	-	-	-	-
	-	-	-	-	-
Sub total	109,993	-	-	109,993	107,065
A4 Asset and investment purchases. (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	109,993	-	-	109,993	107,065
Net of receipts/(payments)	6,822	-	-	6,822	18,741
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	51,434	-	-	51,434	32,693
Cash funds this year end	58,256	-	-	58,256	51,434

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

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	Current account	39,165	-	-
	Building Society account	18,907	-	-
	Petty cash	184	-	-
	Total cash funds	58,256	-	-
	(agree balances with receipts and payments account(s))	OK	OK	OK
B2 Other monetary assets	Trade debtors	1,733	-	-
	Prepayments	898	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
B3 Investment assets		Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
B4 Assets retained for the charity's own use		Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
B5 Liabilities		Fund to which liability relates	Amount due (optional)	When due (optional)
	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