



**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 1st September 2021 – 31st 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:

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

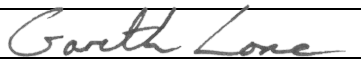
To

31 August 2022

Section A Receipts and payments

	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Last year
	to the nearest £	to the nearest £	to the nearest £	to the nearest £	to the nearest £
A1 Receipts					
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
			-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	174,970	-	-	174,970	116,815
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	174,970	-	-	174,970	116,815
A3 Payments					
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	-
		-	-	-	-
Sub total	145,942	-	-	145,942	109,993
A4 Asset and investment purchases. (see table)					
	-	-		-	
	-	-	-	-	
Sub total	-	-	-	-	-
Total payments	145,942	-	-	145,942	109,993
Net of receipts/(payments)	29,028	-	-	29,028	6,822
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	58,256	-	-	58,256	51,434
Cash funds this year end	87,284	-	-	87,284	58,256

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	64,554	-	-
	Building Society account	22,546	-	-
	Petty cash	184	-	-
	Total cash funds	87,284	-	-
	(agree balances with receipts and payments account(s))	OK	OK	OK
		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets	Trade debtors	38	-	-
	Prepayments	923	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
B3 Investment assets	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
B4 Assets retained for the charity's own use	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
B5 Liabilities	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
	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