

Trustees Annual Report

For the period ending 31st August 2022

Structure Governance and Management

Charity Name; **Great Haywood Under 5s**

Charity Number; **1184655**

Charity Address; **Anson Primary School, Main Road, Great Haywood, Stafford, ST18 0SU**

Trustees who manage the charity;

Samantha Chell; Manager, Trustee and nominated person for OFSTED

Dawn Lockett; Trustee, Deputy Manager

Samantha Walker, Trustee

Emma Kitching, Trustee

Pamela Reeves, Trustee

Co-opted member;

Name of senior members of staff;

Samantha Chell, Manager

Dawn Lockett; Deputy

Governing Document;

~~Constitution: the charity operates under a constitution signed on 29th July 2019~~
Trustee selection method; **The management of the charity is a responsibility of the trustees; current trustees will run for the next 6 years. AGM is held annually and our last one was 09/03/2023**

Trustees complete DBS checks in line with the guidelines set out from Ofsted and statutory guidance. Our trustees do not receive no payments for their time. Our Trustees aim to meet 6 times a year, twice each term, where possible. Several of our members hold relevant safeguarding qualifications and training and first aid.

Charity Aims; We are a small village playgroup, who run from a room at a local primary school since 2010. We are a not-for-profit organisation. We offer early years provision in and around the local surroundings, for all children aged 2-4.5 years old, of any culture and ability. Our setting is focused on learning through play and we offer children the opportunity to flourish in a secure and happy environment. We value all children as individuals and celebrate Britain's diversity of culture.

We have policies and procedures as set by statutory guidance and staff attend training through the year to improve their knowledge and keep update with legislation.

We employ a manager, 1 deputy and 3 play practitioners, they plan activities within the Early Years Foundation Stage, and activities based on children's interests.

Staff are key persons to a group of children and will continue to ensure that their children are learning and are happy and secure making friendships, and learning skills ready for their next transition. Staff complete regular training and have a selection of training which is mandatory such as Paediatric First Aid, Safeguarding Level 1 and 2 where necessary, Food hygiene, Female Genital Mutilation and regularly do CPD training with our provider Noodle Now which we pay a yearly subscription too.

Each year we send out parent questionnaires, this is parents' chance to let us know what they think and suggestions on our provision, we have found this too be very useful in planning what we need to adapt or change.

We also send out reports twice each year and also hold a parents evening in the middle of the year, which were a great success.

We work closely with local primary school, who are registered with playgroup, who are confident and competent to take 15 or 30 hours of funded hours setting. We have done this for many years.

We had some staff changes during the year after the new deputy decided to step down from the position and find alternative employment elsewhere.

We also had a long-term staff member have to take extended compassionate leave, which then left 3 staff, manager, deputy and play assistant to carry on with the running of the playgroup. Fortunately, we were able to employ a new staff member who started with us in October 2021 fulltime.

Fundraising - This year we hosted a couple of events and all were well attended.

We ran our Christmas Elf hunt due to covid restrictions meant that we had to make differences in the way we ran these events to ensure everyone was kept safe and social distancing.

Our Annual Easter egg hunt ran as usual and was a great success, the event was well attended and raised some money for needed parcels for the charity.

We were able to purchase a new climbing with some of the funds raised. We were able to purchase a new climbing with some of the funds raised.

Our income is made up from children who we claim funded hours for from the local authority, We also have paying children who do not qualify for funded hours yet due to their age or family backgrounds. We also charge additional charges and this money helps towards snacks, resources and outside agencies coming in for learning and teaching the children.

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Signed on behalf of the charity's trustees

To support our staff and our setting

Signature(s) S.L Chell, E. Kitching, D. Lockett

To continue to fundraise for new resources and learning opportunities

Full Name(s) Samantha Chell/ Dawn Lockett/ Emma Kitching

Position Trustees/manager & deputy

To work with the local school and the village to promote our setting

Date: 15/05/2023

We had Ofsted visit in May 2022 and we were awarded OUTSTANDING which is a fantastic achievement and a real show of the whole team's hard work and commitment to the playgroup.

Trustees declared: Our

Full

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CHARITY COMMISSION
FOR ENGLAND AND WALES

Great Haywood Under 5s

1184655

Receipts and payments accounts

CC16a

For the period
from

Period start date
1st Sept 2021

To

Period end date
31st Aug 2022

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 | 29,638 | - | - | 29,638 | 20,304 |
| Fund Raising | 1,291 | - | - | 1,291 | 1,021 |
| Funding | 50,243 | - | - | 50,243 | 53,011 |
| Sub total (Gross income for AR) | 81,172 | - | - | 81,172 | 74,336 |
| A2 Asset and investment sales, (see table). | | | | | |
| | - | - | - | - | - |
| | - | - | - | - | - |
| Sub total | - | - | - | - | - |
| Total receipts | 81,172 | - | - | 81,172 | 74,336 |
| A3 Payments | | | | | |
| Wages & training | 71,099 | - | - | 71,099 | 61,931 |
| Premises ic cleaning | 13,834 | - | - | 13,834 | 7,618 |
| Resources & Equipment | 8,568 | - | - | 8,568 | 7,564 |
| Post, printing & stationery | 388 | - | - | 388 | 362 |
| Insurance | 636 | - | - | 636 | 516 |
| Accounts and audit fee | 276 | - | - | 276 | 1,855 |
| Other running costs | 197 | - | - | 197 | 135 |
| DBS Fees & subscriptions | 344 | - | - | 344 | 245 |
| Bank Charges | 244 | - | - | 244 | 191 |
| Sub total | 95,586 | - | - | 95,586 | 80,417 |
| A4 Asset and investment purchases, (see table) | | | | | |
| | - | - | - | - | - |
| | - | - | - | - | - |
| Sub total | - | - | - | - | - |
| Total payments | 95,586 | - | - | 95,586 | 80,417 |
| Net of receipts/(payments) | - 14,414 | - | - | - 14,414 | - 6,081 |
| A5 Transfers between funds | - | - | - | - | - |
| A6 Cash funds last year end | 34,289 | - | - | 34,289 | 40,370 |
| Cash funds this year end | 19,875 | - | - | 19,875 | 34,289 |

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 | Lloyds Current | 19,447 | - | |
| | Lloyds Deposit | 245 | - | |
| | Cash Plus Acct | 183 | - | |
| | Total cash funds | 19,875 | - | - |
| | (agree balances with receipts and payments account(s)) | | | |

| | Details | Unrestricted funds to nearest £ | Restricted funds to nearest £ | Endowment funds to nearest £ |
|---------------------------------|---------|------------------------------------|----------------------------------|---------------------------------|
| B2 Other monetary assets | | - | - | - |
| | | - | - | - |
| | | - | - | - |
| | | - | - | - |
| | | - | - | - |
| | | - | - | - |

| | Details | Fund to which asset belongs | Cost (optional) | Current value (optional) |
|-----------------------------|---------|-----------------------------|-----------------|--------------------------|
| 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 liability relates | Amount due (optional) | When due (optional) |
|-----------------------|---------|---------------------------------|-----------------------|---------------------|
| B5 Liabilities | | | - | |
| | | | - | |
| | | | - | |
| | | | - | |
| | | | - | |

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

| Signature | Print Name | Date of approval |
|-----------|------------|------------------|
| | | |
| | | |



Independent examiner's report on the accounts

Section A

Independent Examiner's Report

**Report to the trustees/
members of**

Charity Name
Great Haywood Under 5s

**On accounts for the year
ended**

31st August 2022

**Charity no
(if any)**

1184655

**Respective
responsibilities of
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 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act, and
- to state whether particular matters have come to my attention.

**Basis of independent
examiner's statement**

My examination was carried out in accordance with general directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

**Independent
examiner's statement**

In connection with my examination, no matter has come to my attention (other than that disclosed below *)

1. which gives me reasonable cause to believe that in, any material respect, the requirements:
 - to keep accounting records in accordance with section 130 of the Charities Act; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act have not been met; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

** Please delete the words in the brackets if they do not apply.*

Signed:

Date:

11th May 2023

Name:

Michael James

MJ Accountancy Ltd

Address:

Suites 2 & 3 Bow Street Chamber

½ Bow Street

Rugeley, Staffs WS15 2BT

Only complete if the examiner needs to highlight material problems.

Give here brief details of any items that the examiner wishes to disclose.

There no issues at this time, however it should be noted that a number of cost centres are significantly higher.

Wages are up due to the employment of an extra staff member.

The premises costs are up significantly but this is mainly due to the paying of the following years rent early. We expect to see this drop next year.

The resources costs up due to the increase in living cost as food is also included in this area which has had a noticeable effect.

Overall there needs to be a look at the revenue as the costs, even taking out the prepayment of rent, are not sufficient to cover running costs.

This needs to be addressed.