

**Westfield Playgroup and Parent & Toddler Group  
Trustees' annual report  
for the year ended 31 August 2016**

**Full name:** Westfield Playgroup and Parent & Toddler Group

**Other names by which the charity is known:** Westfield Playgroup

**Registered charity number:** 1143763

**Principal address:** Parish Hall, Vicarage Lane, Westfield, TN35 4SD

**Trustees:**

Natalie Brown – chair (elected 17/10/16)  
Kimberly Webb – secretary (elected 17/10/16)  
Sally Carter – treasurer (elected 17/10/16)  
Katy Miller  
Jolene Morgan  
Lian Kent  
Chloe Heaton (elected 17/10/16)  
Julie Eldridge (elected 17/10/16)  
Chelsea Ionadi (elected 17/10/16)  
Stacey Paine (resigned 17/10/16)  
Amber Dawn (resigned 17/10/16)  
Ann Stevens (resigned 17/10/16)  
Jenna Perry (resigned 17/10/16)  
Deborah Leyser-Robertson (resigned 17/10/16)

**Bankers**

NatWest, Hastings branch

**Independent examiner**

Pat Weaver, employee of Hastings Voluntary Action, Jackson Hall, Portland Place, Hastings, TN34 1QN

**Governance and management**

Westfield Playgroup has an active committee of 9 Trustees and are governed by a constitution adopted on 24<sup>th</sup> June 2011, and most recently amended on 6<sup>th</sup> September 2011. Election of Trustees is laid down in the constitution. Trustees are appointed from parents attending the playgroup and local people who support the aims of the group. Trustees are elected at the Annual General Meeting (AGM) according to the requirements of the Constitution. All trustees give their time freely and no trustee remuneration or out of pocket expenses was paid during the year.

Day to day management of the nursery is undertaken by the manager, Julie Guest, who is responsible to the trustee board. Membership of the group is open to parents both past and present and other adults with a vested interest in the playgroup. The trustees meet regularly as a board and hold formal and informal meetings with

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the manager, and the manager and staff meet regularly to reflect on what is working well and areas for development. Issues arising within the setting are raised through the manager with the trustees having the final say. Staff and trustees have a clear understanding of their role and responsibilities, with clear written policies and procedures being shared with parents.

### **Aims and objectives**

The aim of the association shall be to advance the education of children below compulsory school age by: a) providing safe and satisfying group play, in which parents have the right to take part; b) encouraging other charitable activities through which parents may help the children, including running a parent and toddler group; c) to operate as a non-profit making organisation for the benefit of the children of the local community and surrounding areas.

### **Background**

Westfield Playgroup opened in 1968 and operates from a church hall in Westfield. The setting opens every weekday during school term times. Sessions are from 9am to 12 noon on Mondays, Tuesdays, Wednesdays and Fridays, On Thursdays, opening times are from 9am to 3pm. The setting is in receipt of funding for the provision of free early education for children aged two, three and four years. The setting employs six staff, four of whom, including the manager, hold appropriate early years qualifications at level 2 or 3.

The provision complies with the statutory framework for children's learning, development and care – known at the Early Years Foundation Stage. The Playgroup is registered with OFSTED (URN EY109538).

### **Summary of the main activities and achievements during the period, giving due regard to the Charity Commission guidance on public benefit**

In setting our objectives and planning our activities the trustees have given careful consideration to the Charity Commission's general guidance on public benefit and in particular to its supplementary public benefit guidance on advancing education and on fee-charging.

The charity's principal activity during the year continued to be provision of day care for pre-school children

The playgroup staff provide a broad range of activities designed to promote children's learning across the seven areas of learning. They effectively assess children's level of development and identify clear next steps in learning for each child. Staff inform parents of children's learning needs and encourage them to support this with activities at home. Parents provide information back to staff about children's home achievements and comment positively on the support and advice they receive to help their children progress.

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Staff provide activities that reflect the children's interests and abilities. Staff interaction with the children is excellent, asking questions that encourage them to describe what they are doing and to share experiences. Children in the setting are given the freedom to explore and investigate independently. The playgroup is organised to ensure that each child receives an enjoyable and challenging experience.

### **Financial review**

The group is funded through fees, fundraising and local authority funding. The income enables the group to provide a high standard of quality childcare and equipment. During the year the charity received £53,849, (this included a payment in August from ESCC for the forthcoming term in the sum of £7,579). The cost of operating the group was £57,826. This resulted in a deficit of £3,977, which was covered by our reserve fund.

### **Reserves Policy**

The Trustees maintain sufficient cash reserves to fund working capital requirements and to ensure the continued existence of the playgroup should admissions not achieve target levels. The Trustees have further determined that it will hold on reserve the equivalent of one terms running costs, to be used to effect a controlled winddown should the Trustees and members decide that it is the interest of the group to close, together with a fund to pay redundancy payments to staff members who are legally entitled to same.

### **Accounting and reporting responsibilities**

The trustees are responsible for preparing the Trustees' Annual report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (UK generally accepted accounting practice).

The law applicable to charities in England and Wales requires trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that period. In preparing these financial statements, the trustees are required to:


- select suitable accounting policies and apply them consistently;
- observe the methods and principles in the Charities SORP
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;


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- prepare the financial statements on a going concern basis unless it is in appropriate to presume that the charity will continue in operation

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and enable that the financial statements comply with the Charities Act 2011, the Charity (Accounts and reports) Regulation 2008 and the provision of the governing

Signed on behalf of the charity's trustees:

Signed  Date 29/3/17  
Natalie Brown, Chair

Signed  Date 29/3/17  
Kimberley Webb, Secretary

## **Independent examiner's report to the trustees of Westfield Playgroup & Parent & Toddler Group for the year ended 31 August 2016**

I report on the accounts of the charity, which are set out on pages 2-8.

### **Respective responsibilities of committee & 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 examiners report**

My examination was carried out in accordance with the 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.

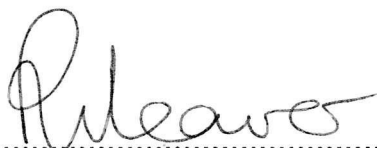
### **Independent examiners statement**

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

1. which gives reasonable cause to believe that in any material respect the requirements:

- to keep accounting records in accordance with section 130 of the Charities Act
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 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.



Pat Weaver  
Community Accountancy worker  
Hastings Voluntary Action  
Jackson Hall, Portland Place, Hastings, TN34 1QN

Dated: 31/03/17

# Westfield Playgroup & Parent & Toddler Group

## Receipts & payments account

### for the year ended 31 August 2016

31/08/2015		01/09/2015-31/08/2016		
	<u>Receipts</u>	Restricted	Unrestricted	Total
52,590	Fees	-	51,939	51,939
695	Fundraising/donations	-	836	836
170	Deposits	-	195	195
347	Misc	-	336	336
-	Interest	-	1	1
195	Outings	-	65	65
447	Parent & Toddler	-	233	233
149	Uniforms	-	245	245
54,593		-	53,849	53,849
	<u>Payments</u>			
1,115	Activities	-	426	426
	Outings & events	-	490	490
	DBS checks	-	136	136
50	Ofsted	-	50	50
-	Data commission	-	35	35
90	Membership and subscription	-	-	-
-	Cleaning	-	72	72
291	Printing, postage & stationery	-	315	315
120	Independent Examination	-	120	120
528	Insurance	-	538	538
1,747	Miscellaneous	-	1,353	1,353
2,389	Rent	-	4,181	4,181
457	IT	-	-	-
135	Telephone & broadband	-	180	180
640	Refreshments	-	664	664
473	Uniforms	-	145	145
186	Training costs	-	68	68
1,527	Equipment/toys	-	1,859	1,859
	Parent & Toddler	-	35	35
48,521	Wages	-	47,160	47,160
58,269		-	57,826	57,826
-3,676	Net receipts/payments	-	-3,977	-3,977
	Balance b/f @ 01/09/2015	-	40,990	40,990
40,990	Balance c/f @ 31/08/2016	-	37,014	37,014