HOLDING TRUSTEES' REPORT 2021

The three holding trustees are Vivienne Cottam, Diane Taylor and Ronnie Thornton. We are responsible for maintaining the playgroup building but also take an interest in all aspects of playgroup. We attend committee meetings, advise on many playgroup matters and, pre Covid 19, Diane & Ronnie helped in playgroup sessions.

The maintenance of the building is ongoing. As the building continues to age, it's important to check annually to prevent any major deterioration. This past year, due to lockdowns, has been difficult but we have managed to carry out an external building check. The following work has been completed.

Floor Coverings replaced a flooring door strip in July.
The finger guard on the main door needed replacing and a spare one was used. However, there were still problems and after discussions with Zero Seal Systems, a different finger guard arrived, suitable for wider opening doors which is perfect.
There have been several plumbing problems, (leaking outside tap, faulty indoor taps, flush buttons etc.) which have all been sorted by Phil Reed.
The craft sink became blocked which appeared to be linked to the bio disk. An investigation showed that somehow the bio disk had been turned off. However, there were still problems when this was turned back on. Andy (Nigglefix) sorted this out. There appeared to be a blockage coming out of the bio disk, so it was not emptying as it should.
Alan, the gardener, started work again in June. He has been working through a list of general gardening tasks, making a noticeable improvement.
Martin has recently cut the hedges but left all the cuttings behind as he was in a rush. We just need to ensure better communication in the future.
The small outside gate leading to the raised vegetable beds area has been replaced. This is not as tall as the previous gate but not noticeable when viewed from the outside. An exact replacement would have needed to be bespoke.
Andy (Nigglefix) agreed to take on the following tasks: making shelves for the outside storage cupboard, sorting out the fire door to the playground as it opens too easily, treating the wooden window ledge outside the red room and the wood around the roof window at the front. Unfortunately health, transport and family issues prevented all this work from being completed before the start of term.

We would like to give a special thank you to Cindy & all playgroup staff for working through all the difficulties that Covid 19 has thrown at them. Thanks also to our chairman and members of the VMC for their contribution to the smooth running of playgroup and their willingness to paint fences and sheds.

September 2021

GREAT GRANSDEN PRE-SCHOOL

INCOME & EXPENDITURE STATEMENT

		2021	2020	NOTES
Fees (incl grants & lunch)		137,416	135,440	1.5% increase
Events		150	1,495	
Fund Raising		1,055	1,414	
Misc		995	610	
		139,616	**138,959**	0.5% increase
Wages	Staff	94,225	88,335	7% increase
	Cleaning Wages	1,325	1,295	
	Admin Wages	4,874	4,515	
Utilities		2,903	4,251	
Education		4,464	6,649	
Equipment		97	12	
Fund Raising		232	190	
Office		4,985	6,468	
Sundries		1,216	4,012	
Maintenance		6,989	19,109	
		121,310	**134,834**	10% decrease
				1% excluding maintenance
NET EXCESS / (DEFICIT)		**18,306**	**4,125**	

CAPITAL ACCOUNT

Opening balance	**81,864**	**77,462**
Excess / (Deficit)	18,306	4,125
Interest received	591	278
Closing Balance	**100,761**	**81,864**

Represented by

Current account	33,300	14,994
Nationwide 1 yr Saver (1)	10,813	10,650
Nationwide 1 yr Saver (2)	10,873	10,710
Cambridge BS savings	45,775	45,510
	100,761	**81,864**

Simple Solutions
(Cambs) Limited

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31 May 2021

Dear Sharon,

Please find my comments as independent examiner for the Accounts ending 31st March 2021 below:

Although as you know, an audit is not strictly necessary under the terms of the 1993 Charities Act, I believe it is good policy to continue to follow basic audit procedures as I have done in the past.

Actions Taken:

1. Checking Income & Expenditure details and the Bank reconciliation's taking note of any comments you had made.

   There was one difference between the totals of the monthly income and expenses summaries and the final bank reconciliation listing of £15 which was due to timing and is included in the final totals.

2. Looking through the Invoices file randomly checking items of expenditure to the Monthly Expenditure Reports and the Bank Statements.

3. Looking through the Income schedules and making random checks from them to the Monthly Income Reports and the Bank Statements.

4. Checking notes & workings in the Salaries file and making random checks between the bank, the P32's and the monthly summary of salaries paid.

   There are no adjustments needed to the Income and Expenditure as reported.

To summarise:

I found everything consistently well kept, efficiently organised and easy to follow.

I found no errors or issues that caused concern with the way the accounts are administered.

If there is anything arising from my examination that you would like to discuss, please don't hesitate to contact me.

Sincerely,

Sue Chase

Sue Chase
Director.