

REGISTERED CHARITY NO. 296908

**POLEGATE PRE-SCHOOL PLAYGROUP
COMMITTEE REPORT AND ACCOUNTS
FOR THE YEAR TO 31ST AUGUST 2021**

POLEGATE PRE-SCHOOL PLAYGROUP

LEGAL AND ADMINISTRATIVE INFORMATION

Registered Charity Number	296908
Legal Form	Unincorporated Charitable Association
Governing Document	Constitution
Address	54 Windsor Way Polegate East Sussex BN26 6QF
Bankers	Lloyds TSB Eastbourne East Sussex BN21 3AH

POLEGATE PRE-SCHOOL PLAYGROUP

ANNUAL REPORT

The Members of the Committee are pleased to present the accounts for year ended 31 August 2021.

Structure, Governance and Management

The Polegate Pre-School Playgroup is governed by its Constitution adopted on 13th May 1986 which we have changed to the Constitution of 2011.

Under the terms of the constitution the committee shall consist of 3 Officers (Chair, Secretary and Treasurer), not less than 4 or more than 9 elected members and if the Committee so decides, not more than 3 members co-opted by the Committee.

At least two thirds of the Committee members shall, at the time of election, be parents or guardians of children in groups run by the Association.

The Officers and Committee members shall be elected for one year at the Annual General Meeting. Retiring Officers and Committee member are eligible for re-election unless they have already served on the Committee in any capacity for 10 consecutive years.

In the event of the death or resignation of an elected member the vacancy shall be filled by a member appointed by the Committee.

The Committee employs a Manager to carry out the day to day running of the Pre School, with regular meetings being held to discuss any issues, improvements etc that need to be dealt with.

Committee Members

The following members served during the year and to the date of the accounts approved:

Elizabeth Latter	Chair
Lisa Johnson	Secretary
Lucy Cooke	Treasurer
Diane Brown	
Kelly Lock	
Lisa Johnson	
Rachel Keen	
Sarah Bond	
Samantha Weatherall	(appointment 10/12/2020)

Objectives and Activities for Public Benefit

To enhance the development and education of children under statutory school age by providing safe and satisfying group play in which parent have the right to take part and by encouraging other charitable activities through which parents may help children.

To follow the Early Years Foundation Stage, EYFS, to enable the growth and development of all children.
To keep staff training up to date to enable the above.

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To keep children safe and follow strict safeguarding procedures.

The Trustees confirm that they have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing the Trust's aims and objectives and in planning future activities and setting the donations policy for the year.

Achievements and Performance

This year has seen us face unique challenges with the covid-19 pandemic meaning we have had to work in very different ways and seeing the setting have to close for periods of time.

Our setting runs from a community centre, which was not available to us for use from the end of March until September. We reopened to children in September, with a comprehensive risk assessment in place to ensure we were compliant with all requirements to be a covid safe setting. The Pre-school staff maintained regular contact with families to ensure the welfare and wellbeing of children was being met, in particular those families who may be more vulnerable. A well attended and successful leavers picnic was held in the summer for those children moving onto school, following all national guidance at the time.

Staff have continued to receive training, delivered online since March 2020, in relevant areas for their own professional development and also the settings needs. This has included safeguarding, First Aid and Moderation. Within the setting staff have regularly contributed to moderation.

All policies have been updated and new policies around the use of CCTV within the setting and Covid-19 have been introduced.

Our popular toddler group continued to run with regular attendance from 15+ families on a Monday morning up until the centre closure in March 2020.

Financial Reports

As you will be able to see from the accounts, the playgroup has made a loss of £6,703.09 for the year end 31.08.2021

Despite a reduction in numbers of children attending the setting, the financial position of the pre-school has been controlled through moving into a smaller room to give a decrease in rent and also a reduction in staff hours and wages.

The closure of the setting in March 2020 meant that we saved money through not having to pay rent. We continued to received our government funding which meant that we were able to continue to paying our staff through the closure without needing to access the government furlough scheme. This has helped to keep the finances of the setting under control.

Reserves Policy

The setting aims to hold a reserve fund sufficient to meet any contractual obligations and to provide for the enhancement and/or replacement of toys and equipment as required. We are pleased to still be able to report that the sums held at the bank are available to meet this reserve and to contribute funds for any of our future plans.

Review of Major Risks

The Trustees continue to review major risks of the Association. Risk Assessments are undertaken on a regular basis.

Signed on behalf of the Committee

Elizabeth Latter - Chair

Dated: 06/06/2022

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RECEIPTS AND PAYMENTS ACCOUNT

FOR THE YEAR ENDED 31 AUGUST 2021

	Notes	-----2021-----			2020
		Unrestricted	Restricted	Total	Total
		Funds	Funds		
<u>Receipts</u>		£	£	£	£
Grants and Donations					
ESCC Grant		38,212.08		38,212.08	55,410.02
Other grants		998.51		998.51	0.00
Donations		0.00		0.00	0.00
Operating activities to further charities objects					
Parents' Fees		4,240.00		4,240.00	5,176.25
Toddlers Group		61.08		61.08	216.05
Other receipts					
Photos		0.00		0.00	0.00
Halloween Party		0.00		0.00	0.00
Coffee Morning		255.00		255.00	736.55
Other Fundraising		115.88		115.88	164.99
Total Receipts		43,882.55	0.00	43,882.55	61,703.86
Payments					
Payments for generating funds	1	0.00	0.00	0.00	0.00
Charitable Activities	1	41,796.32	0.00	41,796.32	48,453.90
Support Costs	1	5,037.81	0.00	5,037.81	5,174.25
Management and Administration	1	3,751.51	0.00	3,751.51	3,727.48
Other Payments	1	0.00	0.00	0.00	0.00
Total Payments		50,585.64	0.00	50,585.64	57,355.63
Net Payments / Receipts		(6,703.09)	0.00	(6,703.09)	4,348.23
Transfers between funds					-
Bank and Cash Balance					
- as at 1 August 2020		16,829.80	0.00	16,829.80	12,481.57
- as at 31 August 2021		10,126.71	0.00	10,126.71	16,829.80

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STATEMENT OF ASSETS AND LIABILITIES AS AT 31 AUGUST 2021

	-----2021-----		
	Unrestricted Funds £	Restricted Funds £	Total £
Cash Funds			
Monies held in Current Account	10,303.04		10,303.04
Cash in Hand	266.42		266.42
Debtors	270.00		270.00
	<u>10,839.46</u>	<u>0.00</u>	<u>10,839.46</u>
Liabilities			
Creditors	51.00		51.00
HMRC - PAYE	661.75		661.75
	<u>712.75</u>	<u>-</u>	<u>712.75</u>

The Playgroup maintains an inventory of all toys, indoor and outdoor equipment and teaching aids.

A copy of the current inventory is held by the Playgroup.

Approved by the Committee on

Elizabeth Latter - Chair

Lucy Cooke - Treasurer

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NOTE TO THE RECEIPTS AND PAYMENTS ACCOUNT FOR THE YEAR ENDED 31 AUGUST 2021

	-----2021-----			2020
	Unrestricted £	Restricted £	Total £	Total £
Note One - Detailed Analysis of Payments				
Charitable Activities				
Wages and Recruitment Costs	40,540.65		40,540.65	47,222.21
New Toys and Equipment	1,199.58		1,199.58	814.80
Outings and Activities	0.00		0.00	0.00
Speech Therapy	0.00		0.00	0.00
Supplies and Refreshments	56.09		56.09	416.89
	41,796.32	0.00	41,796.32	48,453.90
Support Costs				
Rent	4,449.00		4,449.00	4,273.94
Christmas Party and Gifts	280.00		280.00	520.00
Training and First Aid	266.00		266.00	150.00
Uniforms	0.00		0.00	0.00
Repairs and Servicing to Equipment	0.00		0.00	0.00
Advertising	42.81		42.81	230.31
	5,037.81	0.00	5,037.81	5,174.25
Management and Administration				
Accountancy Fees	1,743.50		1,743.50	1,783.50
Insurance	825.86		825.86	824.61
Subscriptions	35.00		35.00	109.88
Printing, Stationary and Photography	0.00		0.00	0.00
Computer Expenses	249.28		249.28	702.20
Travel	0.00		0.00	0.00
Ofsted & DBS Checks	58.10		58.10	127.00
Bank Charges	94.08		94.08	107.99
Postage, Telephone and Sundry Costs	745.69		745.69	72.30
	3,751.51	0.00	3,751.51	3,727.48
Other Payments				
Garden Services	0.00		0.00	0.00
	0.00	0.00	0.00	0.00
Total Payments	50,585.64	0.00	50,585.64	57,355.63

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INDEPENDENT EXAMINER'S REPORT TO THE MEMBERS OF THE COMMITTEE

We report on the accounts of the Charity for the year ended 31 August 2021, which are set out on the attached pages 3 to 5.

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 action 144(2) of the Charities Act 2011 [the 2011 Act] and that an independent examination is needed.

It is our responsibility to:

- o examine the accounts under section 145 of the 2011 Act;
- o to follow the procedures laid down in the General Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- o to state whether particular matters have come to our attention.

Basis of independent examiner's report

Our examination was carried out in accordance with the General Directions given by the Charity Commissioner. 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 the seeking of explanations from you as 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 our examination, no matter has come to our attention:

- (1) which gives me reasonable cause to believe that, in any material respect, the requirements:
 - o to keep accounting records in accordance with section 130 of the 2011 Act; and
 - o to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the 2011 Acthave not been met; or
- (2) to which in our opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Dated: 06/06/2022

Diamond Account limited
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Eastbourne, East Sussex
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