



Trustees' Annual Report for the period						
From	Period start date			To	Period end date	
	1 st	Sept	2019		31	August

Section A Reference and administration details

Charity name	South Cerney Preschool Playgroup
Other names charity is known by	n/a
Registered charity number (if any)	301614
Charity's principal address	Berkeley Close
	South Cerney
	Gloucestershire
Postcode	GL75UW

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Jo Hanson	Chair	Appointed Nov 2019	
2	Eleanor Hanks	Secretary		
3	Cath Black	Treasurer	Appointed Feb 2019	
4	Rachel Perring			
5	Becky Edlington	Treasurer until Feb 2019		
6	Nicky Cranfield			
7	Sarah Daffern			
8	Aimee Arnell			
9	Angharad Loxton		Appointed ?????	
10				
11				
12				
13				

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
Accountant		

Name of chief executive or names of senior staff members (Optional information)

Aimee – Louise Thomson (Manager) and Natalie Saint (Deputy Manager)

Section B Structure, governance and management

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Constitution
How the charity is constituted (eg. trust, association, company)	By voluntary management committee
Trustee selection methods (eg. appointed by, elected by)	Appointed at AGM or co-opted by committee/members

Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

We operate in accordance with our Policies and Procedures. The policies are put in place by the Management Committee and reviewed annually, or as required. The procedures are implemented by our staff members.

We are members of PATA which offers support and guidance for preschools within Gloucestershire.

Section C Objectives and activities

Summary of the objects of the charity set out in its governing document

The aim of the Playgroup is to enhance the development, care and education of children primarily under statutory school age and also of children and young people of school age by encouraging parents to understand and provide for the need of their children through community (voluntary managed) groups and by:-

1. offering appropriate play facilities and training courses, together with the right of parents to take responsibility for, and to become involved, in the activities of such groups, ensuring that such groups offer opportunities for all children and young people, whatever their races, cultures, religion, means or ability.
2. Encouraging the study of the needs of such children and their families and promoting public interest in and recognition of such needs in the local area.
3. Instigating and adhering to and furthering the aims of PATA.

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

We provide early years education and childcare for children aged from 2 years until statutory school age. We offer half, and full day sessions, and follow the Early Years Foundation Stage Framework. Our setting is open and accessible to all members of the community and we base our admissions policy on a fair system.

I confirm that we have had regard to the public benefit guides PB1, PB2 and PB3 when making decisions they are relevant to.

Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

Summary of the main achievements of the charity during the year

There have been several staffing changes throughout the year at Playgroup which have had a very positive impact on the successful and efficient running of our setting. Aimee Thomson joined us as Deputy Manager in September but following the resignation of the previous Manager, Sarah Dibley in October 2019, Aimee took over this role. Aimee has done a fantastic job and Playgroup has gone from strength to strength under her leadership. Natalie Saint is our Deputy Manager having joined us in November 2019 and has proved to be a great asset to the setting too.

Claire Ryall stepped down as Chair at the AGM in November and Jo Hanson took over the role. Jo has developed an excellent relationship with Aimee Thomson and the working relationship between staff and the Committee has run very effectively throughout the year. The current committee remains very proactive and dedicated.

We started the academic year with 49 children on our register and ended it with 39. Normally we would expect this figure to increase as the year progressed but due to Covid we had no new children joining us from March onwards. In addition to this, when we re-opened in June, only a very small number of our 2 – 3 year olds returned and a number of our Pre Schooler children remained at home as well. This was to be expected given the situation.

In July, we saw 21 leavers off to Primary school, with the majority going to Ann Edwards school in South Cerney, with whom we continue to have strong links. We would normally run successful transition sessions for our school leavers but due to Covid, this was sadly not possible this year.

Due to Covid & lock down not all staff training was completed as planned however all staff undertook numerous online training courses whilst we were closed to continue their professional development. Natalie Saint is currently completing a Level 3 Special Educational Needs Co-Ordinator qualification.

During February half term we replaced the outdoor patio area in the garden to make it safer for outdoor play and in August had a new, more secure front gate fitted to our playground area. This included a new security intercom system. We were also able to buy some fantastic new play equipment for the setting in August in preparation for re-opening in September.

Fundraising activities were sadly very limited from March of this year due to Covid however we were very fortunate to receive an anonymous donation of £1000 at the start of the year and a donation of £300 from a local pub from a fundraising event they held in lockdown. We had numerous fundraising events planned for the Spring and Summer term which sadly had to be cancelled.

Brief statement of the charity's policy on reserves

South Cerney Playgroup aims to hold enough financial reserves to meet redundancy obligations and to sustain the Playgroup if income falls below expected levels.

Aims:

- To manage our finances responsibly
- To budget for predictable fluctuations in income and expenditure
- To hold reserves to cover redundancy obligations, half a term's running cost and to pay lieu of the notice (and building maintenance costs).

Procedures

The Playgroup operates two bank accounts:

- A general account for day to day income and expenditure. This account also covers all redundancy obligations (currently held as reserves) as required as well as building and maintenance costs if necessary.
- A Fundraising account, for all additional equipment, or buildings.

The amount held to cover any redundancy obligations is reviewed regularly to ensure that sufficient funds are available. Current estimation is £21,600 to cover this.

Budgets are completed annually and updated on a termly basis to take account all factors affecting income and expenditure.

Details of any funds materially in deficit

Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

Our principal source of funds is from Gloucestershire County Council's funding for the 15 hours (universal) and 30 hours (extended). We also charge fees for children not yet eligible to receive funding. We also fundraise throughout the year to purchase equipment and resources as necessary although this has been severely restricted this year due to Covid.

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Section G	Declaration
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The trustees declare that they have approved the trustees’ report above.

Signed on behalf of the charity’s trustees

Signature(s)		
Full name(s)	Jo Hanson	
Position (eg Secretary, Chair, etc)	Chairperson	
Date	6 th November 2021	

South Cerney Pre-School Playgroup
Receipts and Payments Account
1 Sep 2020 to 31 Aug 2021

2020		2021 Restricted	2021 Unrestricted	2021 Total	Notes 1a
	Receipts				
£17,721	Children's fees	-	£29,300	£29,300	
£80,928	Grant (children funding)	-	£80,839	£80,839	
£8,080	Other Receipts (Playgroup)	£1,000	£4,091	£5,091	
-	Interest (Bank accounts)	-	-	-	
£3,849	Fundraising income	-	£12,583	£12,583	
£110,579	Total Receipts	£1,000	£126,813	£127,813	1b
	Payments				
£72,991	Salaries	-	£75,401	£75,401	
£1,237	Refreshments & consumables	-	£1,733	£1,733	
£1,832	Play materials	-	£4,170	£4,170	
-	Equipment	-	£2,480	£2,480	
-	New fixtures	-	-	-	
£6,952	Maintenance & cleaning	-	£11,955	£11,955	
£1,167	Insurance	-	£1,899	£1,899	
£255	Rates	-	-	-	
£3,779	Utilities - electric, telephone, broadband	-	£4,948	£4,948	
£489	Utilities - Water	-	£314	£314	
£1,001	Recycling and rubbish disposal	-	£1,071	£1,071	
£933	Subscriptions & other fees	-	£1,551	£1,551	
-	Bank fees	-	-	-	
£1,863	Administration costs	-	£2,314	£2,314	
£1,230	Training costs	-	£539	£539	
£276	Other (playgroup)	-	£100	£100	
£969	Other (fundraising)	£1,000	£11,008	£12,008	
£94,974	Total Payments	£1,000	£119,483	£120,483	
£15,605	Surplus / (deficit) for the year	-	£7,330	£7,330	

2020		2021 Restricted	2021 Unrestricted	2021 Total
	Movement in Reserves			
£30,074	Reserves b/fwd	-	£45,679	£45,679
£15,605	Added to reserves	-	£7,330	£7,330
-	Used from reserves	-	-	-
£45,679	Reserves c/fwd	-	£53,009	£53,009

**South Cerney Pre-School Playgroup
Statement of Assets and Liabilities
As At 31 August 2021**

2020		2021 Restricted	2021 Unrestricted	Notes
	Movement in reserves			
£30,074	Reserves fund as at 1 Sept	-	£45,679	
£15,605	Add Surplus of receipts over payments	-	£7,330	
<u>£45,679</u>	Reserve fund as at 31 Aug	<u>-</u>	<u>£53,009</u>	2
	Represented by cash funds			
£30,109	Lloyds general account 1		£36,864	
£15,342	Lloyds savings account (fundraising)		£15,917	
£162	Lloyds savings account (redundancy contingency)		£162	
£54	Cash in hand		£67	
<u>£45,667</u>	Total cash		<u>£53,009</u>	
	Assets retained for charities own use			
£283,250	Buildings		£283,250	
£11,536	Office, computers & electronic equipment		£11,536	
£31,003	Furniture, fixtures & fittings		£31,003	
£20,440	Other assets used by the charity in delivering its objectives		£20,440	
<u>£346,229</u>	Total assets		<u>£346,229</u>	1c
	Liabilities			
£39	HM Revenue & Customs PAYE/NIC (payable September 2021)		£329	
£99	Other various (payable September 2021)		£261	
<u>£138</u>	Total Liabilities		<u>£590</u>	

Notes:

1. Accounting policies

- a) Basis of accounting: The accounts have been prepared under the receipts and payments basis.
- b) Turnover: Income is credited to the receipts and payments account when received.
- c) Assets retained for charities own use: are listed at estimated replacement insurance value.

2. Reserves

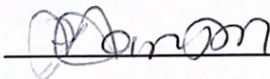
	Restricted	Unrestricted
Balance as at 1 Sep 2020	-	£45,679
Addition to reserves	-	£7,330
Reserves used in the 12 months to 31 Aug 2021	-	-
Balance as at 31 August 2021	<u>-</u>	<u>£53,009</u>

3. South Cerney Pre-school Playgroup is a registered charity and is not liable to taxation.

4. The average number of staff employed in the period was 9.

The accounts are signed on behalf of the Trustees by:

Signed:



Print Name:

J. HANSON

Position:

Chair



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Section G

Declaration

The trustees declare that they have approved the trustees’ report above.

Signed on behalf of the charity’s trustees

Signature(s)		
Full name(s)	Jo Hanson	
Position (eg Secretary, Chair, etc)	Chairperson	
Date	6 th November 2021	