



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	1 st	Sept	2021		31	August	2022

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		
2	Angharad Loxton	Secretary		
3	Ellie Hanks	Treasurer		
4	Rachel Perring			
5	Naomi Nethercott			
6	Kirsty Turner			
7	Sarah Daffern			
8	Aimee Arnell			
9	Lydia South		7 th November 2022	
10	Laura Gopsill		7 th November 2022	
11	Holly Greenhough	(Co-opted member)	7 th November 2022	
12	Fiona Ryan		7 th November 2022	
13	Louisa Hall		7 th November 2022	

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 Tracey Smart (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.

Section D

Achievements and performance

Summary of the main achievements of the charity during the year

We have had another successful year at Playgroup with our dedicated team of staff continuing to grow. Sophie Peglar is now employed on a permanent contract and Miss Smart has become our Deputy Manager following the departure of Mrs Saint. Mrs Thomson continues to fulfil her role as Manager to a very high standard.

A number of long standing Committee members are left at the AGM (Nov 2022) but this was expected as they no longer have children at the setting. We were very pleased to welcome some new members and our Committee is at full capacity.

We started the academic year with 43 children on our register (23 in Pre School and 20 in The Pod) and ended it with 52 (40 in Pre School & 12 in The Pod)

In July, we saw 23 leavers off to Primary school, with all going to Ann Edwards school in South Cerney, with whom we continue to have strong links. We ran a very successful transition period with school from May 2022 which has significant benefits for the children.

Mrs Fenton successfully completed both her Level 3 Award for Special Educational Needs Coordinator in Early Years Settings and her Level 2 Certificate in Understanding Autism. Mrs Taylor is continuing to study for her Level 3 Diploma for the Early Years Workforce and Educator. 8 staff completed their First Aid training over two Saturday's at the beginning of the year and 2 staff have completed their renewed Safeguarding training. Sophie is now fully qualified at Level 2

This year we were very fortunate to receive the final instalment of our donation from Wain Homes which has allowed us to make some large improvements to Playgroup – in total we received £27,429.78. One Stop also donated £400 and we received £1000 from the Duck Race Committee. We have also received £1000 from Waitrose's Community Matters Scheme and £1885.56 from Co-op's Local Community Fund.

With this money we have been able to complete a lot of much needed maintenance work which included £2500 on clearing and repairing the drains on the lane down to Playgroup. Flooding had been a problem for a long time and we were kindly given 25% of the fee back by the Diocese of Gloucester who own the land. We were also able to fit a phone line into The Pod, install new wifi internet connections throughout both buildings and replace the rotten roof on the rear outbuilding and fit a new kitchen in The Pod. Around this time last year we also had a full Fire Safety survey done of our site and have been able to make some big improvements from that. We have paid for Happy Beans and now Cheeky Feet to come in once a week for the children which everyone has really enjoyed and a wellbeing session for staff in September. We will continue with Happy Feet in the Spring term as well. The biggest impact the money has had however is outside in our garden. We have built fantastic outdoor learning area including a caravan for the children to play in and have had new more secure fencing installed at the

front and very back of the site, a new tarmac path put down at the entrance, a large unused container removed and a wooden storage area built in it's place. We had two very large trees removed which has really opened up the garden, making the two spaces much more useable for the children.

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 three bank accounts:

- ☐ A general account for day to day income and expenditure.
- ☐ An account to cover any redundancy obligations (currently held as reserves) 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 £20,000 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 due to the large donation received from Wain Homes this year we have not had to do this to the same degree as previous years.

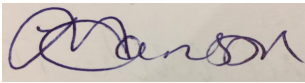
Section F

Other optional information

Section GDeclaration

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	7 th November 2022	

South Cerney Pre-School Playgroup
Receipts and Payments Account
1 Sep 2021 to 31 Aug 2022

2021		2022 Restricted	2022 Unrestricted	2022 Total	Notes 1a
	Receipts				
£29,300	Children's fees	-	£38,192	£38,192	
£80,839	Grant (children funding)	-	£86,423	£86,423	
£5,091	Other Receipts (Playgroup)	-	£4,232	£4,232	
-	Interest (Bank accounts)	-	£1	£1	
£12,583	Fundraising/ Donations income	-	£22,000	£22,000	
£127,813	Total Receipts	-	£150,849	£150,849	1b
	Payments				
£75,401	Salaries	-	£86,152	£86,152	
£1,733	Refreshments & consumables	-	£2,048	£2,048	
£4,170	Play materials	-	£1,768	£1,768	
£2,480	Equipment	-	£3,781	£3,781	
-	New fixtures	-	-	-	
£11,955	Maintenance & cleaning	-	£5,625	£5,625	
£1,899	Insurance	-	£2,036	£2,036	
-	Rates	-	£126	£126	
£4,948	Utilities - electric, telephone, broadband	-	£7,036	£7,036	
£314	Utilities - Water	-	-	-	
£1,071	Recycling and rubbish disposal	-	£1,133	£1,133	
£1,551	Subscriptions & other fees	-	£204	£204	
-	Bank fees	-	-	-	
£2,314	Administration costs	-	£3,665	£3,665	
£539	Training costs	-	£667	£667	
£100	Other (playgroup)	-	£917	£917	
£12,008	Other (fundraising)	-	£19,156	£19,156	
£120,483	Total Payments	-	£134,315	£134,315	
£7,330	Surplus / (deficit) for the year	-	£16,533	£16,533	

2021		2022 Restricted	2022 Unrestricted	2022 Total
	Movement in Reserves			
£45,679	Reserves b/fwd	-	£53,009	£53,009
£7,330	Added to reserves	-	£16,533	£16,533
-	Used from reserves	-	-	-
£53,009	Reserves c/fwd	-	£69,542	£69,542

**South Cerney Pre-School Playgroup
Statement of Assets and Liabilities
As At 31 August 2022**

2021		2022 Restricted	2022 Unrestricted	Notes
	Movement in reserves			
£45,679	Reserves fund as at 1 Sept	-	£53,009	
£7,330	Add Surplus of receipts over payments	-	£16,533	
£53,009	Reserve fund as at 31 Aug	-	£69,542	2
	Represented by cash funds			
£36,863	Lloyds general account 1		£31,946	
£15,917	Lloyds savings account (fundraising)		£15,972	
£162	Lloyds savings account (redundancy contingency)		£21,580	
£67	Cash in hand		£44	
£53,009	Total cash		£69,542	
	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	
£346,229	Total assets		£346,229	1c
	Liabilities			
£329	HM Revenue & Customs PAYE/NIC (payable September 2022)		£161	
£261	Other various (payable September 2022)		-	
£590	Total Liabilities		£161	

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 2021	-	£53,009
Addition to reserves	-	£16,533
Reserves used in the 12 months to 31 Aug 2022	-	-
Balance as at 31 August 2022	-	£69,542

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:

J. Hanson

Print Name:

J. HANSON

Position:

CHAIR PERSON



CHARITY COMMISSION FOR ENGLAND AND WALES

Independent examiner's report on the accounts

Section A

Independent Examiner's Report

Report to the trustees/
members of

Charity Name

SOUTH CERNEY PRESCHOOL PLAYGROUP

On accounts for the year
ended

31/8/22

Charity no
(if any)

301614

Set out on pages

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended DD/MM/YYYY.

Responsibilities and
basis of report

As the charity trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent
examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention (~~other than that disclosed below~~) in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which 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:

A. RYALL

Date:

14/3/23

Name:

ADAM RYALL

Relevant professional
qualification(s) or body
(if any):

CHARTERED INSTITUTE OF MANAGEMENT
ACCOUNTANTS

Address:

BROOK COTTAGE

SILVER STREET

SOUTH CERNEY

GL7 5TP

Section B

Disclosure

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

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

NONE