



## Trustees' Annual Report for the period

	Period start date			Period end date			
<b>From</b>	02	09	2019	<b>To</b>	30	08	2020

### Section A Reference and administration details

Charity name

Other names charity is known by

Registered charity number (if any)

Charity's principal address   
  
  

Postcode	<input type="text" value="CV5 9GR"/>
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#### 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	Laura Sawyer			
2	Kelly Chandler	Treasurer		
3	Sarah Owen	Chairperson		
4				
5				
6				
7				

#### Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

### Names and addresses of advisers (Optional information)

**Type of adviser      Name                                      Address**


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

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## Section B                      Structure, governance and management

### Description of the charity's trusts

Type of governing document  
(eg. trust deed, constitution)

Pre-school Learning Alliance Constitution

How the charity is constituted  
(eg. trust, association, company)

Playgroup Association

Trustee selection methods  
(eg. appointed by, elected by)

Election by parent committee

### 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.

The setting is registered with and inspected by OFSTED. We are supported by Coventry City Council Early Years team and Pre-school Learning Alliance consultants.

All staff, trustees and volunteers must undertake a criminal records bureau check prior to starting in their role.

Allesley pre-school is a member of the Pre-school Learning Alliance, and was inspected prior to admittance as a member.

## Section C

## Objectives and activities

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

To provide child care, support and education for local families. To work alongside a multi-agency team where required to ensure every child and their family's needs are met to the best of our ability. To enhance the development and education of children under statutory school age by encouraging parents to understand and provide for the needs of their children through community groups. To provide a service which is accessible to all. To provide a mainstream environment for all children, including those with additional needs and disabilities and to provide early identification where a child requires additional support.

### **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)**

In planning the activities of the pre-school the trustees have regard to the guidance issued by the Charity Commission on public benefit.

The charity aims to provide a safe, stimulating play environment with opportunities for exploration and free choice, allowing the children to develop socially, physically, emotionally and intellectually. Above all we aim for a home from home feeling where the children enjoy themselves whilst they learn.

The setting has an area for physical play that has rubber flooring and a green area where children grow their own flowers and vegetables. This area includes a natural seating area for small group work and activities for sensory play and exploration.

The pre-school has a broad range of experience in caring for children with additional needs. These range from allergies, hearing and speech impairments through to chromosome disorders and children with learning and physical disabilities. The pre-school has a very experienced Special Educational Needs Co-ordinator and works closely with all relevant outside agencies such as physiotherapists, occupational therapists and autism specialist teachers. We offer 2, 3 and 4 year old funding in order to provide access to as many families as possible.

We are able to offer free training and support for parents. We support families where needed, to ensure that they have access to the support services they require.

Allesley Playgroup has worked throughout the year to provide affordable childcare for local families whilst maintaining a good level of quality care. We have aimed to keep our prices low to enable parents to access work whilst affording childcare.



## 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

This year we were greatly affected by Covid-19.

Although we should have been operating at almost full capacity, when Covid-19 caused the first lockdown all of our parents chose to keep their children at home and the setting closed for 10 weeks.

Once we reopened our numbers remained low as many parents elected to follow the government guidance and stay home. We cared for the children of keyworkers and those that were deemed vulnerable for the remainder of the school year.

However through our income and government funding for 2,3 and 4 year olds we have maintained the pre-school as a fully inclusive setting.

We have managed to maintain a high standard of quality childcare and provided a valuable service for the local population. We met the needs of our users and allowed more parents the opportunity to return to work as lockdown eased. Through additional cleaning measures, the use of bubbles and reduced numbers we were able to avoid closing due to direct Covid infection.

We are registered with OFSTED to provide childcare for up to 21, 2 to 5 year olds per session from the local and surrounding areas and have helped over 50 families during the year. We also hold places for Looked After Children.

## Section E

## Financial review

### Brief statement of the charity's policy on reserves

Through analysis of cash flow and a projected forecast for income, the trustees have agreed that we should hold a reserve figure of £3,000 to ensure that all outgoings can be met from the beginning of the school year. Reserves are held to cover fluctuations in attendance and falling birth rates.

### Details of any funds materially in deficit

Not applicable

### 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.

Principle source of funds is income from childcare fees. This includes fees paid by parents and Nursery Education Funding for 3 and 4 year olds and 2 Year Old Funding. This income is used to pay all expenses.

## Section F


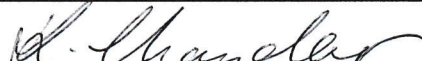
## Other optional information

## 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)	Laura Sawyer	Kelly Chandler
Position (eg Secretary, Chair, etc)	Trustee	Treasurer

Date 23.06.2021



Opening Bank Balance	£38,517.43
Opening Cash	£960.00
Total Opening Balance	£39,477.43

Closing bank balance	£37,181.26
Closing cash	£2,436.12
Total Closing Balance	£39,617.38

2019-20

INCOME	02/09/19	09/09/19	16/09/19	23/09/19	30/09/19	07/10/19	14/10/19	21/10/19	28/10/19
Cash - Fees	£368.00	£663.50	£377.00	£489.00	£625.00	£620.50	£554.50		£553.00
Vouchers - Fees							£108.00		
Cheques - Fees	£67.00	£67.00	£335.00	£50.00					
Funding - Fees								£393.75	
Fundraising									
Uniform Contribution									
TOTAL INCOME	£435.00	£730.50	£712.00	£539.00	£625.00	£620.50	£662.50	£393.75	£553.00
SPEND									
Wages - Staff	£1,354.58	£1,332.97	£1,263.52	£1,340.02	£1,356.09	£1,356.53	£1,257.39	£1,062.47	£1,348.39
Pension	£175.23		£33.00	£271.82			£33.00		£252.75
Service Charge					£688.00				
Rent					£1,250.00				
Business Rates					£51.00				
Phone Bill				£41.98					£41.98
Inland Revenue					£1,490.73				
Groceries and Materials	£29.98	£11.49	£19.50	£68.56	£22.61	£11.43	£28.96	£22.99	£52.63
Cleaning								£85.00	
Licenses	£64.50				£89.99				
Training									
Insurance									
Refurbishment									
Uniform									
TOTAL SPEND	£1,624.29	£1,344.46	£1,316.02	£1,722.38	£4,948.42	£1,367.96	£1,319.35	£1,170.46	£1,695.75

04/11/19	11/11/19	18/11/19	25/11/19	02/12/19	09/12/19	16/12/19	23/12/19	30/12/19	06/01/20	13/01/20	20/01/20
£690.50	£702.00	£655.00 £32.00	£670.50	£682.50	£521.50	£438.00			£727.50	£626.00	£662.50
£536.00									£469.00		
	£4,211.08	£111.30		£306.25				£11,656.01			
						£550.00					
£1,226.50	£4,913.08	£798.30	£670.50	£988.75	£521.50	£988.00	£0.00	£11,656.01	£1,196.50	£626.00	£662.50
£1,348.39	£1,266.12	£1,348.39 £268.72	£1,346.70	£1,345.79	£1,231.59	£1,313.17	£1,062.47	£1,062.47	£1,357.39	£1,219.39	£1,329.50
						£287.79				£33.00	£276.54
						£687.50					
						£1,250.00					
			£41.98					£41.98			
									£1,445.39		
£55.56	£29.38	£206.23	£34.19	£100.12	£29.99	£45.09		£50.23	£32.60	£93.30	£15.00
		£103.20									
						£500.00					
		£58.00									
£1,403.95	£1,295.50	£1,984.54	£1,422.87	£1,445.91	£1,261.58	£4,083.55	£1,062.47	£1,154.68	£2,835.38	£1,345.69	£1,621.04



27/01/20	03/02/20	10/02/20	17/02/20	24/02/20	02/03/20	09/03/20	16/03/20	23/03/20	30/03/20	06/04/20	13/04/20
£663.00	£761.50	£714.00	£566.50		£728.00	£738.00	£695.50	£0.00	£0.00	£0.00	£0.00
£14.00					£600.00		£474.00				
						£375.00	£405.00				
		£615.00		£8,997.71	£95.40		£350.00		£14,815.11		
£677.00	£761.50	£1,329.00	£566.50	£8,997.71	£1,423.40	£1,113.00	£1,924.50	£0.00	£14,815.11	£0.00	£0.00
£1,353.63	£1,330.17	£1,330.37	£1,219.66	£1,062.47	£1,336.17	£1,330.17	£1,181.31	£1,188.47	£1,201.85	£1,241.65	£1,132.18
			£33.00	£315.57			£33.00	£232.11			£33.00
											£687.50
											£1,250.00
£41.98				£41.98					£41.98		
								£2,084.03			
£188.85	£24.06	£16.50	£72.44	£15.33	£25.20	£24.03	£80.39	£278.22	£82.34		£114.80
							£19.76				
		£116.16									
								£81.00			
£1,584.46	£1,354.23	£1,463.03	£1,325.10	£1,435.35	£1,361.37	£1,354.20	£1,314.46	£3,863.83	£1,326.17	£1,241.65	£3,217.48

[illegible]



13/07/20	20/07/20	27/07/20	03/08/20	10/08/20	17/08/20	24/08/20	
£224.50							£17,003.50
							£1,228.00
							£2,304.00
£3,292.18	£115.80					£12,215.70	£63,759.72
							£550.00
							£0.00
£3,516.68	£115.80	£0.00	£0.00	£0.00	£0.00	£12,215.70	£84,845.22
							£0.00
£1,057.21	£1,081.73	£1,068.98	£1,068.78	£1,069.18	£1,011.28	£1,068.98	£62,364.91
£33.00	£181.79				£33.00		£3,200.98
							£2,750.50
							£5,000.00
							£51.00
		£44.98				£44.98	£518.76
							£5,991.50
£27.42	£55.00					£36.75	£2,338.72
						£38.00	£267.07
							£423.85
							£0.00
£642.02							£642.02
	£88.50						£820.50
	£258.00						£316.00
£1,759.65	£1,665.02	£1,113.96	£1,068.78	£1,069.18	£1,044.28	£1,188.71	£84,685.81





## Independent examiner's report on the accounts

### Section A

### Independent Examiner's Report

**Report to the trustees/  
members of**

Allesley Pre-school Group

**On accounts for the year  
ended**

30.08.20

**Charity no  
(if any)**

522906

**Set out on pages**

1-5

**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 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  
examiner's statement**

My examination was carried out in accordance with 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.

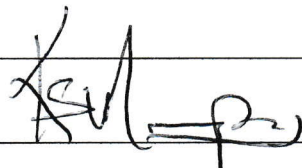
**Independent  
examiner's statement**

In connection with my examination, no matter has come to my attention (other than that disclosed below \*)

1. which gives me reasonable cause to believe that in, any material respect, the requirements:
  - to keep accounting records in accordance with section 130 of the Charities Act; and
  - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities 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.

*\* Please delete the words in the brackets if they do not apply.*

Signed:



Date:

26/8/21

Name:

K.S. MURPHY

KENNETH STUART MURPHY,

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

Address:

110 Bullsthead Ln  
Joke Green  
Coburn  
CV3 1FS

**Section B****Disclosure**

Only complete if the examiner needs to highlight material problems.

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