

ABBEY PLAYGROUP  
OLD & ABBEY CHURCH  
WEST ABBEY STREET  
ARBROATH  
ANGUS  
DD11 1EQ

SCOTTISH CHARITY NUMBER SC009374

INCOME & EXPENDITURE ACCOUNT  
FOR THE YEAR ENDED 2 MAY 2021

TRUSTEES:



**ABBEY PLAYGROUP  
INCOME & EXPENDITURE  
FOR THE YEAR ENDED 2 MAY 2021**

<u>INCOME</u>	<u>2021</u>	<u>2020</u>
Fees	9,119	6,483
Angus Council Funding	40,294	29,872
Angus Council Rent Rebate	-	884
Snack Contribution	1,626	
Fundraising	-	1,127
Donation	30	700
Sale of Clothing	124	97
HMRC Grant	669	-
Lunch Club	-	303
	<u>51,862</u>	<u>39,466</u>
<u>EXPENSES</u>		
Rent	5,859	4,098
Playgroup Leaders Wages	36,059	31,504
PAYE ( Tax & NIC )	1,384	646
Pension	1,250	802
Snacks	2,079	776
Toys & Equipment	1,898	2,134
Arts & Crafts	159	417
Stationery, Postage, Photos	523	179
Purchase of Clothing	493	122
Mobile Phone	48	60
Gifts	134	170
Trips	-	463
Insurance	453	356
Registration/Course Fees	144	280
Entertainer	-	-
Professional Fees	864	744
Cleaning & Repairs	507	321
Job Advertising	-	103
	<u>51,854</u>	<u>43,175</u>
LOSS FOR YEAR	<u>8</u>	<u>- 3,709</u>

ABBEY PLAYGROUP  
 STATEMENT OF BALANCES  
 FOR THE YEAR ENDED 2 MAY 2021

<u>Opening Balances</u>	<u>2021</u>	<u>2020</u>
Treasurer's Account Balance	26,862	30,578
Cash in Hand	50	43
Loss for Year	8	- 3,709
	<u>26,920</u>	<u>26,912</u>

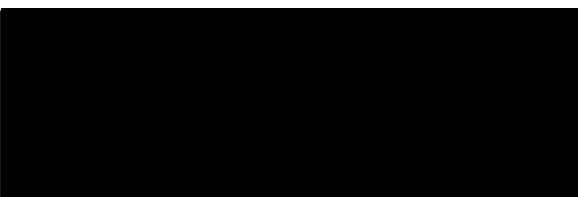
<u>Closing Balances</u>		
Treasurer's Account Balance	26,203	26,862
Cash in Hand	717	50
	<u>26,920</u>	<u>26,912</u>

Approved by the Trustees and signed on their behalf by the Chairperson

Signature

Printed

Date



17/8/21

## APPENDIX 1

OSCr

Office of the Scottish Charity Regulator

Trustees' Annual Report for the period							
Period start date				Period end date			
From	Day	Month	Year	To	Day	Month	Year
	03	05	20		02	05	21

## Reference and administration details

Charity name  
Other names charity is known by  
Registered charity number  
Charity's principal address

ABBAY PLAYGROUP

SC 009374

OLD + ABBAY CHURCH

WEST ABBAY STREET

ARBROATH

ANGUS

Postcode DD11 1EU

## Names of the charity trustees on date of approval of Trustees' Annual Report

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1				CHAIRPERSON.
2				TREASURER
3				Committee member
4				Committee member
5				Committee member
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

## Reference and administration details

Names of all other charity trustees during the period, if any, (for example, those who resigned part way through the financial period)

Name	Dates acted If not for whole year

## Structure, governance and management

Type of governing document

ABBAY PLAYGROUP CONSTITUTION

Trustee recruitment and appointment

VOLUNTARY

## Objectives and activities

Charitable purposes

To Provide childcare for 2 1/2 - 5 years old.

Summary of the main activities in relation to these objects

To enrich childrens Learning to develop confident Individuals and successful learners. Work and follow Angus Councils Guidelines. Staff to attend all training to support childrens needs.

## APPENDIX 1

### Achievements and performance

Summary of the main achievements of the charity during the financial period

See managers Report attached.

APPENDIX 1

### Financial review

Brief statement of the charity's policy on reserves

Reserves are for the purpose of security in the event of decrease in number of children in attendance or a decrease in funding or an increase in rent. They are also for staff redundancies should the need arise. Staff employees are long term.

Details of any deficit

Donated facilities and services (if any)

## APPENDIX 1

### Other optional information

### 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)	
Position (e.g. Chair)	CHAIRPERSON.
Date	17/8/21.

## **Abbey Playgroups Managers Report: 2021**

### **Working Together to Enrich Learning.**

The year of 2021 has seen many changes within the setting at Abbey Playgroup. The start of the academic year came after a lockdown from March to the end of the summer term, all staff continued to get full pay during this time. New 2021 session began with parents no longer gaining access to the setting and all new starts beginning their journey within the playgroup with only outdoor visits to the garden with one parent attending (wearing a mask). New term numbers were low to start with (11 registered) and new starts were staggered over the course of the 1<sup>st</sup> term, 14 at the ends of the first term. A 2<sup>nd</sup> lockdown occurred in the new year. The setting reopened to 2 key worker children on the 11<sup>th</sup> January open only part time (3 full days). Staff were put on flexi furlough for the duration of this time. The playgroup reopened on the 22<sup>nd</sup> of February to all children. A new EYP ( ) was appointed at the end of the year 2020, however didn't start until 22<sup>nd</sup> Feb.

March 2021, Manager ( ) handed in her notice to leave at the end of the summer term. However, she decided to leave after serving her notice of 1 month. ( ) last day was 30<sup>th</sup> April 2021. ( ) took over as acting Manager, from 1<sup>st</sup> May 2021. ( ) was also appointed Deputy Manager. Wage increases were discussed with the committee and the committee made the decision to leave the managers hourly rate the same, deputy manager to increase to 10 pounds per hour and EYP ( ) to increase to 9.70 pounds per hour. Contracted hours were also amended. ( ) – 26hrs per week over 4 days, ( ) – 24hrs per week over 4 days. A new EYP was appointed on 16<sup>th</sup> April 2021 with the intended start date 24<sup>th</sup> May but due to a positive case of Covid we were forced to close for a week and therefore started on the 31<sup>st</sup> May 2021. ( ) works 32.5 hours over 5 days and is on minimum wages for her age - £8.36 per hour. Contracts are currently being reviewed and updated.

Although, there has been many changes to staffing, the team morale is high and the bond between staff is strong and robust. Staff are feeling valued and appreciated. The Minister of the church has left her post to relocate and therefore correspondence for Church issues are done through Sandra Ferguson (Church committee member). We are hoping to gain sole use of the hall next year.

The team at Abbey Playgroup have made huge improvements to all aspects of learning. Regular planning and staff meetings have impacted positively on delivering consistent structured learning. The indoor and outdoor space has had a makeover to create a home from home atmosphere and with the help of the nurture team (Angus Council) and sensory funding (£1000) gained from an application completed by the committee we have been able to enhance the nurture corner to allow children a space for self-regulation. We received government assistance through a Covid grant for approximately £1200 this has helped with covering additional costs due to Covid cleaning requirements.

Despite the challenges faced this year, a lot has been achieved in Abbey Playgroup. This is due to the hard work of the staff and committee. Advertising has been improved to encourage new starts and already impacting on numbers for next term. 14 confirmed returners and 6 new starts are on the register for August 2021.

Report written by ( ) (Acting Manager)