

TRUSTEES REPORT - TREASURER

Excluding fundraising, which I will cover shortly, our income this year is £142,438, compared to last years' income of £126,143 and our expenses were £118,858, compared to last years' expenses of £103,904.

So, our surplus for 2018/19 is £23,580. As always, our aim is not to make a profit but to balance the income and expenditure to provide a secure future for the playgroup. As a committee we have been working hard this year to understand any challenges that may cause us financial difficulties so that we can confidently continue offering the same level of quality childcare to local families, irrespective of their personal circumstances.

We plan to use some of the surplus to invest in more staff training and team building. We also have lots of ideas for activities for the children to keep them active during the winter months.

In the past, the charity has been able to build a valuable reserve amount. This is reviewed every year by the committee and is available to review on request.

Challenges ahead: Increasing church hall rental fees (one of our main costs) and increases in National Living Wage rates (our main cost) of 4.9% in April 2019 and a further rise expected in April 2020. We adopt a cautious approach in terms of our spending, to ensure we can continue offering the same great 'PLAY' environment for the children of Ashby that has served the town for over 50 years.

Fundraising – We held our usual Christmas and Summer Fairs, which are always very popular and successful events. In total, we have made a surplus on these events of £1,179. We have purchased new toys and ipads' with some of the funds raised.

We also need to mention the further £4,776 donated by the Co-Op for our share of their good cause donations (on top of what we received in 17/18). Over the summer, improvements have been carried out to our outside area as was planned.

We would like to thank the fundraising team (committee and staff) and a HUGE thank you, as always, must go to parents and local supporters who always dig deep to help.

Our forecasts for 2019/20 are looking very positive at the moment, however, we are always looking for ways to raise funds for larger one-off purchases such as the Pirate Ship that the children are really enjoying. We always use money raised from fundraising to directly benefit the children in the form of new play equipment, interior and exterior improvements, new technology and new experiences for them by way of subsidizing the Christmas party and Leavers party and trip. We are currently planning a Christmas Shopping Event at the end of this month, so we hope to see you all there!

This concludes my report.

Monday 7th October 2019

HOLY TRINITY PLAYGROUP, ASHBY-DE-LA-ZOUCH
FINANCIAL ACCOUNTS 2018-19

FINANCIAL SUMMARY	Actual £	Budget £
FUNDED HOURS	110,897.80	100,000.00
ADDN.FUNDED HOURS	4,152.06	
NON FUNDED HOURS	27,387.74	26,000.00
OTHER	-	-
TOTAL INCOME	<u>142,437.60</u>	<u>126,000.00</u>
EXPENDITURE	(118,858.47)	(113,725.00)
SURPLUS/(DEFICIT)	<u>23,579.13</u>	<u>12,275.00</u>

FUNDRAISING SUMMARY

FUNDRAISING SPENT	(804.78)
SMARTIE CHALLENGE	408.17
CO-OP Fund	3,176.54
SUMMER FAIR	627.73
XMAS FAIR	493.83
TOYS	(967.49)
	<u>2,934.00</u>

2016/17	3,202.54
2017/18	2,364.58
2018/19	<u>2,934.00</u>
FUNDRAISING Carried Forward	<u>8,501.12</u>

HOLY TRINITY PLAYGROUP, ASHBY-DE-LA-ZOUCH
FINANCIAL ACCOUNTS 2018-19

DETAILED EXPENDITURE ANALYSIS		Actual	Budget
		£	£
STAFF COSTS - WAGES	-	(99,278.90)	(93,000.00)
STAFF COSTS - TAX/NI	-	(1,768.55)	(1,361.00)
STAFF COSTS - PAYROLL	-	(695.00)	(680.00)
STAFF COSTS - PENSION	-	(443.86)	(144.00)
STATIONERY/PRINTING	6.11	(1,217.76)	(400.00)
INK CARTRIDGES	49.48	(394.21)	(400.00)
TELEPHONE (LANDLINE/MOBILE)	-	(257.22)	(354.00)
COMPUTER/WEBSITE	-	(777.13)	(739.00)
SUBSCRIPTIONS	-	(882.55)	(900.00)
HALL RENTAL	-	(9,826.75)	(10,498.00)
STAFF TRAINING	-	(964.15)	(825.00)
STAFF DBS COSTS	-	(451.40)	(224.00)
EYPP/DAF	-	2,490.56	-
PREMISES	10.82	(335.25)	(100.00)
STORAGE	(2.25)	(228.24)	
OFFICE COSTS	-	(1,136.87)	-
EQUIPMENT	-	(198.32)	(100.00)
HEALTH & SAFETY	17.08	(223.19)	-
TOILETRIES	31.94	(56.30)	
DAY-TO-DAY ACTIVITIES & CRAFT	93.51	(725.26)	-
SNACKS	75.42	(307.35)	
STAFF REFRESHMENTS	18.37	(60.39)	
STAFF - OTHER COSTS	-	(963.40)	(400.00)
COMMITTEE COSTS	-	(77.20)	(100.00)
MARKETING	-	(18.00)	-
SUNDRY	-	(5.00)	(2,400.00)
CHILDRENS PARTIES	41.16	(311.44)	(100.00)
UNIFORM	(142.00)	254.66	(1,000.00)
SUSPENSE	-	-	-
		(118,858.47)	(113,725.00)

AGM – Monday 7th October 2019

MANAGERS REPORT

Good morning, and thank you for taking the time to come along and support us today. I will start by making a few introductions – for those of you who don't know me, I am Jane Newborough and I'm the Manager of Holy Trinity Playgroup, and this is Gill & Charlotte who share the role of Deputy Manager. As well as running Playgroup day to day, we are also part of the Management Committee.

When we returned in September 2018 we started with a full register which placed us in a good financial position to start the year, our treasurer's report will expand on the figures shortly. During 2018/19 we had a total of 64 children on our registers and the afternoon sessions were gradually increasing. At the end of the Summer term before our last group of children left for school the number of children attending for a full day had almost doubled with more parents accessing the 30 hours funding scheme.

During the year as usual some staff were sent on training courses to ensure that we always keep on top of new developments in child care and to support the staff in offering our children the best possible care. Due to the increased number of children struggling with their communication skills we enrolled on the Listen and Learn and Signs and Symbols courses along with attending the SEND drop in clinics for advice. These courses allowed us to access excellent resources and teaching strategies. Also a number of staff were due to refresh their First Aid training and so we took the decision to bring a trainer into playgroup to do inhouse training. The training was excellent and all the staff left with a renewed confidence in their first aid abilities. Due to being unable to release all staff myself and Gill completed our Paediatric First Aid at an outside agency at a separate time. Also throughout the year Gill completed all of her Senco training, including a course called 'making sense of Autism' and took over the role fully as SEND Coordinator. She has totally organised, developed and extended our behaviour management and SEND structure to ensure that all children and parents get the support required.

During 2018/19 we had a total of 14 members of staff working different sessions throughout the week. We were always above our adult to child ratios to ensure that the safety, enjoyment and education of our children was continually sustained. We are very fortunate to have business support from Nicola included within those numbers, as well as a kitchen assistant every day. There have been a few staff changes during this academic year. The first of which was in May when Jo Pollard (who was our one on one support for a child with SEND) left us and Gillian Samuel took over the role with great success. Then at the end of the year Gemma Fish sadly gave us her resignation to leave us to start a new career as a Classroom assistant at a local school. As well as some changes we have had some successes, including Gemma Godliman completing her Level 2 English course, Karen Davies and Siobhan Hampson gaining there Level 2 Early Years qualification and Sophie Gardner starting her Level 3 Diploma in Early Years. All of which are great achievements especially when completing them alongside work and family commitments.

As a charity we rely heavily on fundraising to purchase new equipment and toys. Our main way of raising funds is through the Christmas and Summer Fairs. These are lovely events for all the family to attend, but they do take some organisation. It is for this reason that we would like to invite as many

parents, carers, relatives or friends to come and help us out. If you would like to know more about this, please leave us your details.

Our 2018 fairs were a great success, which the treasurer's report will elaborate on further. We used a proportion of the money raised to fund the children's Christmas party at the Leisure Centre and the school leavers trip, which this summer was at Jungle Madness. Both events were loved by both children and staff. During last year we were very lucky to gain a pot of money from the Co-op Community fund which we used to update our outside area to ensure that it continues to be a valuable space for the children to enjoy. During the Summer holidays we had the flooring refreshed with the addition of more astro-turf which has totally brightened the area up. We did consider purchasing a playhouse but decided that this would be too much of a permanent structure that would prevent the children having the freedom to run off some energy.

We had a great AGM last year, and were delighted to maintain the new Committee structure where 'Vice' positions were filled. This has again worked incredibly well – with more members on board, it has spread the workload. We hope to be able to recruit new members today to continue the amazing work that the current Committee have done.

I would like to say a massive thank you, on behalf of all the children and staff, to our current Committee members Sally, Sue, Judith, Vicky, Helen and Oliver who have had a huge impact on Playgroup and have been a great support to myself, Charlotte and Gill.

On a final note, I would like to thank the staff for their continued support and hard work. We are under a great deal of pressure with the demands of paperwork and the constant fear of Ofsted, but we do this job because we love it, and we are honoured to be allowed to be a part of your children's lives. The children, parents, staff and committee make up one very large family that we're all extremely proud to be a part of.

This concludes my report for this year.

Thank You

Jane Newborough
Manager, Holy Trinity Playgroup

