



# Trustees' Annual Report for the period

Period start date			Period end date		
01	08	2019	31	07	2020

From

To

## Section A Reference and administration details

Charity name Woodchester Playgroup

Other names charity is known by

Registered charity number (if any) 292714

Charity's principal address Church Road

North Woodchester

Stroud

Postcode

GL5 5PD

### 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	Emma Catherine Limburn	Chair	20.03.19 – 31.07.19	
2	Rachel Jane Lee	Secretary	01.08.19 – 01.10.20	
3	Rachel Jane Lee	Chair	2.10.20 - present	
4	Gemma Warden	Member	02.10.20 - present	
5	Rachel Merrett	Secretary	02.10.20 - present	
6	Gemma Read	Treasurer	07.01.21 - present	
7	Stephanie Jane Turkie	Treasurer	01.08.19 -2.10.20	
12	Caroline West	Member	01.08.19 – 26.05.20	
13	Rose Anna Mitchell	Member	01.08.19 – present	
14	Elaine Penney	Member	01.08.19 – 02.10.20	
15	Rebecca Victoria Anthony	Member	01.08.19 – 02.10.20	
16	Helen Elizabeth Evans	Member	01.08.19 – 02.10.20	

### 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)

Constitution adopted 17 April 1985 as amended 9 November 2000, 10 June 2008, and October 2019

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

Association

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

The trustees are elected at the annual AGM

### 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.

Woodchester Playgroup is a member of PATA, a membership organisation, with member groups drawn from the childcare sector in Gloucestershire.

In 2019 a Committee Handbook was created to enable a more complete handover of information and an in-depth introduction into the role and the responsibilities of the Committee.

PATA Training is also made available for members to undertake.

## Section C Objectives and activities

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

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 needs of their children through community (voluntary managed) groups and by;

(a) 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 whatever their race, culture, religion, means or ability;

(b) encouraging the study of such needs of such children and their families and promoting public interest in and recognition of such needs in the local area;

(c) instigating and adhering to and furthering the aim of pata.

The playgroup provides an environment to learn through play for pre-school children aged between 2 years 9 months and 4 years.

The playgroup provides sessions 5 days a week during term time, to children living in Woodchester and elsewhere in the local area.

All decisions are made with due regard to the guidance on public benefit.

**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)**

#### **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

2019/20 was a very challenging year, as the playgroup was forced to close from 23 March 2020 until 7 June 2020 due to the COVID pandemic. It was then able to reopen for the remainder of the summer term but with limited numbers. Despite this, the Playgroup made a small profit for the year and the bank balance remains healthy.

With the help of fundraising events and a grant received in the prior year, the Playgroup was able to invest in an indoor climbing frame, as well as carrying out garden refurbishments, including the installation of artificial grass.

A successful toddler group had been operating at the setting on Friday afternoons. This was forced to stop due to COVID, but it is expected to restart again shortly, providing a useful source of extra income.

## Section E

## Financial review

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

£31,000 (a term's running costs) is held in reserve to cover any significant unforeseen costs. This amount would comfortably cover statutory redundancy payments for all staff.

### 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.

The bank balance at the year end was comfortably in excess of the required reserves. Detailed cash flow forecasts are maintained and we are confident that the playgroup remains sustainable going forwards.



## 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)	Gemma Read	Rachel Lee
Position (eg Secretary, Chair, etc)	Treasurer	Chair

Date

27/5/2021





## Receipts and payments accounts

CC16a

For the period  
from

01-Aug-19

To

31-Jul-20

### Section A Receipts and payments

	Unrestricted to the nearest £	Restricted to the nearest £	Endowment to the nearest £	Total funds to the nearest £	Last year to the nearest £
<b>A1 Receipts</b>					
Grants	54,862	-	-	54,862	72,878
Fees	6,284	-	-	6,284	15,471
Hall Hire	2,112	-	-	2,112	4,437
Other	-	-	-	-	-
Fundraising	612	-	-	612	1,217
Donations	-	-	-	-	1,800
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total (Gross income for</b>	<b>63,870</b>	<b>-</b>	<b>-</b>	<b>63,870</b>	<b>95,803</b>
<b>A2 Asset and investment sales,</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>63,870</b>	<b>-</b>	<b>-</b>	<b>63,870</b>	<b>95,803</b>
<b>A3 Payments</b>					
Employment Costs	45,187	-	-	45,187	57,705
Premises Costs	9,015	-	-	9,015	5,976
Trips	-	-	-	-	60
Professional Fees	2,697	-	-	2,697	3,441
Insurance	1,766	-	-	1,766	1,708
Refreshments	1,131	-	-	1,131	1,673
Consumables	1,810	-	-	1,810	1,609
Subscriptions	459	-	-	459	292
Fundraising Costs	-	-	-	-	209
Printing, Postage and Stationary	209	-	-	209	830
Other Costs	838	-	-	838	769
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>63,112</b>	<b>-</b>	<b>-</b>	<b>63,112</b>	<b>74,272</b>
<b>A4 Asset and investment</b>					
Equipment	621	-	-	621	2,174
	-	-	-	-	-
<b>Sub total</b>	<b>621</b>	<b>-</b>	<b>-</b>	<b>621</b>	<b>2,174</b>
<b>Total payments</b>	<b>63,733</b>	<b>-</b>	<b>-</b>	<b>63,733</b>	<b>76,446</b>
<b>Net of receipts/(payments)</b>	<b>137</b>	<b>-</b>	<b>-</b>	<b>137</b>	<b>19,357</b>
<b>A5 Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>53,422</b>	<b>-</b>	<b>-</b>	<b>53,422</b>	<b>34,065</b>
<b>Cash funds this year end</b>	<b>53,558</b>	<b>-</b>	<b>-</b>	<b>53,558</b>	<b>53,422</b>

### Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted to nearest £	Restricted to nearest £	Endowment to nearest £
<b>B1 Cash funds</b>	Bank Account	53,425	-	-
	Cash Balances	133	-	-
		-	-	-
	<b>Total cash funds</b>	<b>53,558</b>	<b>-</b>	<b>-</b>
	(agree balances with receipts and payments account(s))	OK	OK	OK
<b>B2 Other monetary assets</b>		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
	Fees Owing	189	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

**B3 Investment assets**

Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
		-	-
		-	-
		-	-



**B4 Assets retained for the charity's own use**

Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
Original Cost of Rollalong Building	Unrestricted	4,500	-
Building refurbishment	Unrestricted	52,733	-
Garden Refurbishment	Unrestricted	11,723	-
Free Flow Curtain	Unrestricted	359	-
Digital Camera	Unrestricted	100	-
9 Bin organiser	Unrestricted	151	-
Shed	Unrestricted	261	-
Laptops	Unrestricted	658	-
Outside Play equipment	Unrestricted	1,547	-
Kitchen Equipment	Unrestricted	292	-
Play Equipment	Unrestricted	1,117	-
Learning Books	Unrestricted	711	-
Indoor climbing frame	Unrestricted	621	-

**B5 Liabilities**

Details	Fund to which	Amount due	When due
Pensions	Unrestricted	130	21 August 2020
PAYE	Unrestricted	201	22 October 2020
	Unrestricted	-	

Signed by one or two trustees on

Signature	Print Name	Date of
	Gemma Kent	27/5/21
	Rachel Lee	27 May 21





# 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

WOODCHESTER PLAY GROUP

On accounts for the year  
ended

31 JULY 2020

Charity no  
(if any)

292714

Set out on pages

1 and 2

(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 31/07/2020

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:

Joanna Mathieson

Date:

25/8/21

Name:

JOANNA MATHIESON

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

ICAEW

Address:

THE LAGGER, LAGGERLANE,  
STROUD, GLOS, GL5, STJ



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.**