

**HOLY TRINITY PLAYGROUP
(ASHBY DE LA ZOUCH)
Charity Commission Annual Return
September 1st 2019 - August 31st 2020**

Submitted September 2021
Mrs S Raphael (Chairperson)
Mrs H Thomas (Treasurer)
REGISTERED CHARITY NUMBER 1039542

Holy Trinity Playgroup Year End Accounts - 31st August 2020				
FINANCIAL SUMMARY			Actual	
			£	
FUNDED HOURS			95,384.53	
NON FUNDED HOURS			25,387.20	
TEMPORARY			-	
TOTAL INCOME			120,771.73	
EXPENDITURE			(114,186.74)	
SURPLUS/(DEFICT)			6,584.99	
FUNDRAISING SUMMARY				
FUNDRAISING			209.90	
CO-OP Fund			167.39	
SUMMER FAIR			-	
XMAS FAIR			698.16	
XMAS SHOPPING EVENING			-	
TOYS			435.25	
			617.18	
2016/ 17			3,202.54	
2017/ 18			2,364.58	
2018/ 19			2,934.00	
2019/ 20			617.18	
FUNDRAISING Carried Forward			8,501.12	
DETAILED EXPENDITURE ANALYSIS				
	PETTY CASH	BANK ACCOUNT	TOTAL	
STAFF COSTS - WAGES	-	- 99,624.59	-	99,624.59
STAFF COSTS - FURLOUGH GRANT	-	6,298.83		6,298.83
STAFF COSTS - TAX/NI	-	- 2,283.30	-	2,283.30
STAFF COSTS - PAYROLL	-	- 705.00	-	705.00
STAFF COSTS - PENSION	-	- 835.44	-	835.44
STATIONERY/PRINTING	- 23.60	- 590.16	-	613.76
INK CARTRIDGES	-	- 221.43	-	221.43
TELEPHONE (LANDLINE/MOBILE)	-	- 294.11	-	294.11
COMPUTER/ WEBSITE	-	- 839.73	-	839.73
SUBSCRIPTIONS	-	- 917.64	-	917.64
HALL RENTAL	-	- 9,690.20	-	9,690.20
STAFF TRAINING	- 3.85	- 394.40	-	398.25
STAFF DBS COSTS	-	- 277.80	-	277.80
EYPP/DAF	- 10.00	147.42		137.42
PREMISES	- 56.15	- 108.60	-	164.75
STORAGE	-	-		-
OFFICE COSTS	-	- 847.11	-	847.11
EQUIPMENT	-	- 69.99	-	69.99
HEALTH & SAFETY	- 53.06	- 481.99	-	535.05
TOILETRIES	- 24.14	- 257.12	-	281.26
DAY-TO-DAY ACTIVITIES & CRAFT	- 66.98	- 216.09	-	283.07
SNACKS	- 114.10	- 246.63	-	360.73
STAFF REFRESHMENTS	- 2.36	- 25.63	-	27.99
STAFF - OTHER COSTS	79.20	- 582.23	-	503.03
COMMITTEE COSTS	- 25.00	- 31.20	-	56.20
PETTY CASH	100.00	- 100.00		-
MARKETING	-	-		-
SUNDRY	-	-		-
CHILDRENS PARTIES	6.00	- 75.60	-	69.60
UNIFORM		779.96	-	722.96
SUSPENSE	-	-		-
	(137.04)	(114,049.70)	-	114,186.74
BANK TRANSFERS - INTER ACC		- 55,000.00		

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	142,437.60	126,000.00
EXPENDITURE	(118,858.47)	(113,725.00)
SURPLUS/(DEFICIT)	23,579.13	12,275.00

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

Bank Account Reconciliation		Closing Balance	Opening Balance	Movement	Interest	Transfers	Net
All accounts		31/08/2020	01/09/2019	2019/20			Movement
Current Account (00705451)		27,291.97	72,185.79	-44,893.82	0.00	-55,000.00	10,106.18
Petty Cash		122.49	22.25	100.24	0.00		100.24
Savings Account 1 (01636380)		89,060.78	34,018.76	55,042.02	42.02	55,000.00	42.02
Savings Account 2 (00286157)		0.00	0.00	0.00	0.00		0.00
Savings Account 3 (00222612)		0.00	0.00	0.00	0.00		0.00
		116,475.24	106,226.80	10,248.44	42.02	0.00	10,248.44

TRUSTEES REPORT - TREASURER

We have had an unusual year this year, but I am pleased to say that despite the

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)

challenges of Covid-19 we have managed to stay on track and keep Holy Trinity Playgroup running without any financial concerns.

Excluding fundraising, which I will cover shortly, our income this year is £120,771.73, compared to last years' income of £132,758 and our expenses were £114,186.74, compared to last years' expenses of £119,999. This gives a surplus for 2019/20 of £6,584.99. 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.

Despite Playgroup being closed or on reduced opening hours for part of the Spring and all the Summer term, we have still managed to stay financially solvent this year. One of the main reasons for this has been due to the government's pledge to continue to pay the Early Years funding at normal rates for the hours that we were predicting to claim for. We were also able to claim money for staff that were furloughed due to Covid-19.

In addition to our usual income we usually have several fundraising opportunities throughout the year. Unfortunately due to Covid-19 we were unable to do any fundraising during the Spring and Summer terms, however, due to a very successful Christmas Fair and a pre-Christmas shopping evening, we were able to raise a total of £1,398.27 (£700.11 and £698.16 respectively). 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 the children.

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.

One of the other challenges that we have had this year has been to work out how we will address the proposed increase in the national living wage.

“The national living wage will rise to more than £10.50 an hour in 2024 compared with £8.21 at Present (March 2020), as the government set a target for the wage to reach two-thirds of median earnings”

The implications of this on the rest of the team, who currently earn more than the national living wage, also had to be considered.

After several proposals were reviewed and considered, the committee now feel satisfied that we have a 3-year plan agreed that implements the predicted national living wage increase in April of each year and subsequent increases in other wages at the same time. As part of the review, we not only looked at the resultant increase in outgoings but also how this would balance with our incomings. As a large proportion of our income comes from the Early Years funding that we receive from the government, we cannot safely rely on any increases in funding being able to balance out the costs incurred from the wage increases. We have therefore looked at our other income revenue and have proposed a small increase in fees over the 3 years. We feel that we will remain an affordable and competitive option for parents and carers in and around Ashby, irrespective of their personal circumstances.

As always, we have also had the challenge of the hall rent increase to budget for (approx. 10% increase in April) but with our cautious approach in terms of our spending, we have been able to manage this to ensure we continue offering the same great ‘play’ environment for the children of Ashby that has served the town for over 50 years.

Our forecasts for 2020/21 are looking very positive with the register as full as would expect at this time. We are still feeling uncertain about the potential for any additional fundraising activities this year but remain optimistic that we have enough in our bank reserves that can be used should the need arise.

The charity has been able to build a valuable reserve amount for such occasions and this is reviewed every year by the committee. It is available to review on request.

This concludes my report.
Thursday 8th October 2020

AGM - Monday 8th October 2020

MANAGERS REPORT

Good morning and thank you for taking the time to join us today. I will start by making a few introductions – I am Jane Newborough and I'm the Manager of Holy Trinity Playgroup, and this is Charlotte who is the Deputy Manager. As well as running Playgroup day to day, we are also part of the Management Committee.

When we returned in September 2019, 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. In September 2019 we had a total of 64 children on our registers with an equal split of 32 preschool and 32 playgroup. We were full on 3 out of 5 mornings and the afternoon sessions were gradually increasing. At the beginning of the spring term we only had spaces remaining on a Thursday morning and we were hopeful of another busy summer term. Unfortunately, as we all know by the end of March, we were asked to close due to the Covid 19 lockdown. All staff were put on the Furlough scheme until further notice. During this time, I asked staff to record themselves reading a story so that we could keep in contact with our children via Facebook. Most staff were happy to oblige, and we received messages from parents thanking us for this service.

After a few weeks the government asked for settings to open to essential key workers and so we checked our registers for parents who fell into this category and contacted them to see if they required childcare. This resulted in three children requiring care for some hours during the week and so myself and Gill Codling and later Hayley Ellis came out of Furlough to share the sessions. From June 1st the government changed their request to open to those parents who were now expected to return to work. After extensive conversations with our parents we opened each day to a maximum of 12 children per morning. We took the decision to keep some staff, who themselves or family members were on the shielding list on Furlough and then ask the other staff to share the sessions between them. All the staff were amazing and even though they were worried about their own safety at times they pulled together to offer a fun and safe environment for those children who returned. Once the children went home at 12.15 the staff then cleaned all the resources and the hall ready for the next day.

When we closed our doors for the summer break the staff were all shattered both physically and mentally, but they still supported us by coming into the playgroup to sort, clean and prepare for the next year and whatever that would bring. We removed any item made of material such as dress up, soft toys and rugs and replaced them with wipeable mats and cleaned resources. Charlotte and I started the difficult task of deciding how we could run the playgroup in the new term and follow the government guidelines to keep our families and staff safe. This included ordering signage, buying cleaning products, putting some resources onto a 72hour rotation, creating a policy and procedure for parents to follow and contacting all new parents. Plus time with Nic to prepare the necessary paperwork for our new starters, which would normally have been completed in April.

In June Gill Codling decided to leave the playgroup due to relocating and Charlotte took on the full responsibility of Deputy Manager. All training courses

have been put on hold until Covid restrictions are lifted and Ofsted inspections are paused until further notice. We have been unable to hold our Summer fair this year and so no fundraising has been completed but due to the government funding being received throughout the pandemic we have been able to top up the Furlough payments to ensure that all staff were fully paid, which has been gratefully received by all.

It has been a challenging year for us all, but I feel that we have worked extremely hard as a team to ensure that Playgroup has supported our parents and their families through a difficult time. I would also like to thank the Committee for continuing to offer their support throughout by offering much needed advice and guidance.

This concludes my report for this year.

Thank You

Jane Newborough
Manager, Holy Trinity Playgroup



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

HOLY TRINITY PLAYGROUP

On accounts for the year
ended

31st AUGUST 2020

Charity no
(if any)

1039542

Set out on pages

1

(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 / 08 / 2020.

Responsibilities and
basis of report

As the charity's trustees, 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 all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent
examiner's statement

[The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of [insert name of applicable listed body]]. Delete [] if not applicable.

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

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report 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:

J Harwood

Date:

27/08/2021

Name:

J. HARWOOD

Relevant professional
qualification(s) or body

AAT

IER

1

Oct 2018

(if any):

Address:

31 FLORA GROVE

ASHBY-DE-LA-ZOUCH

LEICESTERSHIRE LE65 1FF

Section B

Disclosure

Only complete if the examiner needs to highlight material 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.

