

# The Spring Playgroup and Preschool



[www.springplaygroup.co.uk](http://www.springplaygroup.co.uk)

## **The Spring Playgroup Charity**

Registered Charity No 1157755

**Trustees' Annual Report  
for the year ending  
31 August 2022**

## **The Spring Playgroup Charity**

**Also known as:** The Spring Playgroup and Preschool or Playgroup

**Registered charity number:** 1157755

**Setting address:** Kenilworth Sports and Social Club, Montague House, Upper Rosemary Hill, Kenilworth CV8 2PA

**Email:** admin@springplaygroup.co.uk

**Website:** www.springplaygroup.co.uk

### **Trustees at point of submitting Annual Report:**

Jacqueline Cross

Jacqueline Cook (Secretary)

Felicity Hawke

Antony Feltbower (Chairman)

Kevin Broadbent (Treasurer)

## **Structure, governance and management**

The Charity is governed by a Trust Deed that was registered with the Charity Commission on 7 July 2014 and came into effect on 1 September 2014. This is based on the Charity Commissions model trust deed, incorporating provisions from the previous Spring Playgroup registered charity's trust deed, which was dated 7 June 1999, where they did not conflict with the model. The Charity is constituted as a Charitable Incorporated Organisation and takes over the work of the original Spring Playgroup, registered charity number 1076506.

Trustees are selected by the existing Trustees discussing the requirements of a new Trustee, making suggestions, approaching suitable candidates and appointing a suitable person, aiming to have a current Playgroup parent on the Board of Trustees.

The Charity's organisational structure is as follows:

- Trustees
- Manager/Supervisor
- Deputy Supervisors
- Staff and volunteers

The Trustees confirm they have complied with the duty in section 17(5) of the Charities Act 2011 to have due regard to public benefit guidance published by the Charity Commission. Detailed information is available on request.



## **Objectives and activities**

The main object of the Trust is to advance the education of children under statutory school age, regardless of their financial circumstances, in a loving caring and respectful atmosphere based on Christian belief and practice, while encouraging other charitable activities through which parents and carers may help their children.

The Trustees must use the income and may use the capital of the Trust in promoting the objects.

As a result, the Charity provides high quality preschool sessions. The Playgroup does not charge fees for these sessions and will not do so for as long as funds allow. It is believed to be the only such group in Warwickshire to do this.

During the year the Playgroup offered flexible sessions between the hours of 9am and 3.30pm for children from the age of two. We received statutory funding for some children from the age of two and most children aged three and over (from the beginning of the term following their third birthday). When all children eligible for statutory funding had been allocated their sessions, additional hours were offered to these and other children as best fitted their needs.

In addition, in previous years the Out of School Club (OOSC) has provided low-cost childcare from 3pm to 5.30pm on a flexible basis. This allowed us to offer further support services to parents who work but was not operated during 2021/22 due to low demand. When operating, the OOSC was designed to be financially self-supporting and has provided some financial support to the main Playgroup sessions.

In total 33 children attended the Playgroup during the year, 21 of whom received statutory funding and 10 of whom received extra funded sessions.

The Playgroup encourages parents and others to help in group sessions as volunteers. In many cases, these volunteers have undertaken qualifications in childcare and preschool education with the Playgroup's support, benefitting the volunteers, their children and the wider community. In 2021/22 two people volunteered with the Playgroup. One of these volunteers was employed from April 2022 as an apprentice funded by a grant from the National Lottery Community Fund. The grant was also used to fund apprentice training for another member of staff.

Work experience and work placements are also sometimes offered to local students, along with support for local people wishing to volunteer and take qualifications in childcare, where appropriate, but this did not happen during 2021/22.



## **Achievements and performance**

2021/22 was another challenging year for the Playgroup as we continued to deal with the impact of the Covid-19 pandemic and the after effects. The Playgroup remained open for the majority of the year, having to close for 2 days towards the end of the year when there was a resurgence of Covid-19 cases.

There was an increase in child numbers during the spring and summer terms, particularly from younger children who will receive two year olds funding in 2022/23.

During the year one member of staff returned from maternity leave and another one left for alternative employment. One member of staff commenced training towards additional Early Years qualifications and we employed a new member of staff on an apprentice training scheme from April 2022, both of which were funded by a grant from the National Lottery Community Fund.

Gifts, grants and business donations were received during the year to supplement the Early Education Funding, and are outlined in the financial review below.

The Trustees remain humbled by the dedication of the Playgroup staff and volunteers and their commitment to work in the best interests of the children and their carers, above and beyond the call of duty.

## **Financial review**

The trustees reviewed and agreed a policy on reserves in January 2022 to keep a positive cashflow throughout the year and aim to increase the reserves over time so that Playgroup has improved financial resilience.

Total expenditure for the year was £99,619 compared with total income received of £97,918. The shortfall was met from reserves.

Income was mainly derived from:

- The Government's Early Education Funding, provided for children over three years old (this starts from the term after they are three. This figure varies from year to year, depending on the numbers of children in the Playgroup and when their birthdays fall during the school year);
- The Government's 30 hours free childcare scheme;
- Statutory funding for some two year olds under the Warwickshire County Council's scheme for two year olds;
- Gifts from parents and other individuals; and
- Grants and donations from organisations and other supporters including local churches.



Grants were received from the National Lottery Community Fund, Warwick District Council, Warwickshire County Council, and Kenilworth Town Council. £11,454 of restricted grants was received during the year. £10,875 was spent on staff costs, £256 on advertising material, and £521 on equipment, leaving a balance of £57 of restricted funds to be carried forward to next year.

Other organisations donating in 2021/22 included Kenilworth Methodist Church, Living Word Fellowship Church, St John's Church, and the Jubilee Health Centre.

2021/22 ended with reserves of £6,374 being carried forward to the following year, plus the remaining restricted funds of £57. No fund was in deficit.

The budget for 2022/23 has been set to replenish the reserves that were used this year, and is dependent on securing additional grants to allow our two apprentices to complete their training.

Since the end of the year, a grant has been received that covers some of the costs of continuing to employ the two apprentices. In addition, the Playgroup Manager has been off sick since October 2022 and retired in April 2023. This means that the reserves at the end of 2022/23 are forecast to be at a similar level to those at the end of 2021/22.

## **Declaration**

The Trustees declare they have approved the Trustees' Annual Report above.

Signed on behalf of the Trustees

Signature



Full name

Antony Feltbower



Position

Chair of Trustees

Date

2 May 2023



	<b>Independent examiner's report on the accounts</b>		
<b>Section A Independent Examiner's Report</b>			
<b>Report to the trustees/ members of</b> The Spring Playgroup Charity			
<b>On accounts for the year ended</b>	31 <sup>st</sup> August 2022	<b>Charity no (if any)</b>	1157755
<b>Set out on pages</b>	7 & 8		
<b>Respective responsibilities of trustees and examiner</b>	<p>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.</p> <p>It is my responsibility to:</p> <ul style="list-style-type: none"> <li>• examine the accounts under section 145 of the Charities Act,</li> <li>• 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</li> <li>• to state whether particular matters have come to my attention.</li> </ul>		
<b>Basis of independent examiner's statement</b>	<p>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.</p>		
<b>Independent examiner's statement</b>	<p>In connection with my examination, no matter has come to my attention</p> <ol style="list-style-type: none"> <li>1. which gives me reasonable cause to believe that in, any material respect, the requirements: <ul style="list-style-type: none"> <li>• to keep accounting records in accordance with section 130 of the Charities Act; and</li> <li>• to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act have not been met; or</li> </ul> </li> <li>2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.</li> </ol>		
<b>Signed:</b>		<b>Date:</b>	2 May 23
<b>Name:</b>	Mr P Lewis		
<b>Relevant professional qualification(s) or body</b>	ACA		
<b>Address:</b>	40 Barrow Road		
	Kenilworth		
	CV8 1EH		





The Spring Playgroup Charity			1157755	CC16a
Receipts and payments accounts				
For the period from	1st September 2021	To	31st August 2022	

## Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
<b>A1 Receipts</b>					
Gifts	17,487	-	-	17,487	19,454
Statutory funding	53,840	-	-	53,840	60,445
Fundraising	414	-	-	414	349
Grants	14,712	11,454	-	26,166	11,622
Out of School Club (OOSC)	-	-	-	-	2,907
Bank interest	11	-	-	11	2
Other	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>86,464</b>	<b>11,454</b>	<b>-</b>	<b>97,918</b>	<b>94,779</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>86,464</b>	<b>11,454</b>	<b>-</b>	<b>97,918</b>	<b>94,779</b>
<b>A3 Payments</b>					
Staff costs (ex OOSC)	71,104	10,875	-	81,979	83,601
OOSC Staff costs	-	-	-	-	4,252
Premises	12,810	-	-	12,810	12,600
Insurance	1,157	-	-	1,157	1,131
Consumable play materials	450	-	-	450	83
Refreshments and cleaning materials	351	-	-	351	1,043
Office/Administration	1,086	256	-	1,342	1,236
Bank charges	93	-	-	93	84
Equipments and resources	916	521	-	1,437	124
Sundry	-	-	-	-	-
<b>Sub total</b>	<b>87,967</b>	<b>11,652</b>	<b>-</b>	<b>99,619</b>	<b>104,154</b>
<b>A4 Asset and investment purchases, (see table)</b>					
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>87,967</b>	<b>11,652</b>	<b>-</b>	<b>99,619</b>	<b>104,154</b>
<b>Net of receipts/(payments)</b>	<b>- 1,503</b>	<b>- 198</b>	<b>-</b>	<b>- 1,701</b>	<b>- 9,375</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>7,877</b>	<b>255</b>	<b>-</b>	<b>8,132</b>	<b>17,507</b>
<b>Cash funds this year end</b>	<b>6,374</b>	<b>57</b>	<b>-</b>	<b>6,431</b>	<b>8,132</b>

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

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B1 Cash funds</b>	Caf Bank Current Account	417	-	-
	Caf Bank Gold Account	5,943	57	-
	Petty Cash	14	-	-
	<b>Total cash funds</b>	<b>6,374</b>	<b>57</b>	<b>-</b>
	(agree balances with receipts and payments account(s))	OK	OK	
<b>B2 Other monetary assets</b>	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
		-	-	-
		-	-	-
		-	-	-
<b>B3 Investment assets</b>	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
<b>B4 Assets retained for the charity's own use</b>	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
	Metal sheds	Restricted	-	-
	Safes	Restricted	-	-
	Various storage solutions for toys/play materials	Restricted	-	-
	Tables/Chairs/Home corner	Restricted	-	-
	Various toys/play equipment	Unrestricted	-	-
	Computer equipment	Unrestricted	-	-
			-	-
			-	-
<b>B5 Liabilities</b>	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
			-	
			-	
			-	

Signed by one or two trustees on behalf of all the trustees

Signature



Print Name

A Feltbower

Date of approval

02-May-23