

**HOLY TRINITY PLAYGROUP
(ASHBY DE LA ZOUCH)
Charity Commission Annual Return
September 1st 2015 - August 31st 2016**

Submitted June 2017
Mrs M Fletcher (Chairperson)
Mrs N Davies (Treasurer)
REGISTERED CHARITY NUMBER 1039542

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TRUSTEES REPORT - TREASURER

2015/16 has been a challenging year financially for the playgroup, mainly due to external factors beyond our control, which I will explain in detail shortly.

Our income this year was totalled at £109,060.22 compared to a total last year of £106,272.08.

£3575.20 of this was brought in by fundraising, with over £1900 of this as profit, on par with 2014/15 so well done the fundraising team. We also need to mention the £1880.10 donations that were also received. This is a total of £3853.10, which is a fantastic figure.

We do however need to take this income away from the total income to get a clearer picture of the business income this year, which leave us with £103604.92, this is an increase of over £1000 from the previous year.

All of this sounds very positive so far, so why such a challenging year?

Our outgoings for this year (minus fundraising outgoings) was £102488 – this is an increase of over £5000 from last financial year. Our outgoings have increased substantially mainly due to an increased wage bill of £3077.25. This is due to 2 factors

- the government brought in the new minimum living wage for over 25's – this affected a lot of our staff.
- the workplace pension scheme came into effect causing additional set up charges and monthly fees.

This is without any increase in to the funded allowances per child, which remains the same as 2014/15.

2014/15 saw a complete change of the management team and inevitably this has led to staff changes, a few staff have moved on and have needed to be replaced. This has meant a higher than average staff training spend as we bring our new members up to requirements, plus expenses that come every 3 years such as first aid training. Despite the rise in these costs, we remain committed to investing in our valued Staff members for the benefit of all.

Despite our additional spend, we still ended the year on a positive balance of £1116.38. 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 the businesses financial requirements for the future. In the past the charity has been able to build a valuable reserve amount that gives us a good safety net for unforeseen circumstances. This will be moved into a reserves account this year end and a reserves policy is available to review on request.

Our forecasts for 2016/17 are looking extremely tight, we are working hard to keep these costs to a minimum and this means that fundraising is especially important. We use this 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 supplementing the Christmas and the leavers party and trip. On a positive last note I am happy to say that we have bought the outside canopy that we have been fundraising for over the past few years and it is now fitted and fully operational. Hopefully this will take us to our 60th anniversary.

I am happy to say we had no serious incidents to report this year.

Comments after close of books:

In 2015 we amalgamated a saving account into the general account. This account contained £3037.17. After careful assessment of future running cost and required reserves figure, the Committee decided to purchase the outside canopy to mark the 50th Anniversary. Funding for this came partly from this years fundraising and partly from the additional amalgamated account money. Although on paper this leaves the final balance figure at minus £2,492.27, this money was put aside for additional spend and the Committee is confident that this still leaves more than a substantial yearly float and reserves figure. Reserves figure is assessed annually.

Reserves figure currently set at £25000

- ☐ sufficient funds to pay staff wages in full for two months - £14,000
- ☐ redundancy costs for all staff members should the playgroup be forced to fold - £10,000
- ☐ Exit costs on contracts etc - £1000

INCOME			EXPENDITURE			
		£			£	
Funded Fees		£70,261.33	Staff Wages		£86,241.92	
Non Funded Fees		£31,674.50	Hall Rental		£6,853.00	
EYP Grants for Emma Ricketts		£126.00	EYP Expenses		£118.58	
Other Income:			Running Expenses	CASH BOOK	PETTY CASH	TOTAL
Lunch Club		£153.00	Insurance/Licenses/Fees/Services	£1,959.03		£1,959.03
Uniforms		£627.50	Play Equipment/Materials	£1,231.05	£35.51	£1,266.56
Misc. Income			Photo Printing	£0.00		£0.00
Leavers Trip	£258.50		Mobile Phone	£45.80	£0.00	£45.80
Returns and refunds	£63.03		Landline & Internet Connection	£208.46		£208.46
Course contribution (LCC)	£25.00		Uniforms	£1,206.50		£1,206.50
Old toy sale	£31.00		Staff Training	£1,325.98		£1,325.98
Photo commission	£379.00		Snacks	£384.42	£197.50	£581.92
Staff Christmas Party	£407.00		Staff Refreshments	£10.56	£11.30	£21.86
CHECK	£4,573.26	£1,163.53	Toiletries	£51.94	£1.78	£53.72
			Stationary & Postage	£433.56	£32.05	£465.61
			Totals	6,857.30	£278.14	
				CHECK	£6,857.30	£7,135.44
			Running Expenses Total		£7,135.44	
Petty Cash Balance		£5.81	Sundries	CASH BOOK	PETTY CASH	TOTAL
Bank Interest (from additional account)		£0.25	Tech & IT accessories (phones, chargers, memory st	£73.32		
Donations:			Misc. sundries	£689.35	£44.85	
Donation Misc. Cash	£1,880.10	£1,880.10	Totals	762.67	£44.85	
			check	762.67		
			Sundries Total		£807.52	
			Miscellaneous			
Account amalgamation	£3,037.17		Canopy spend from amalgamated account	£2,798.91		
Petty cash amalgamation	£779.56		Returns and refunds	437.00		
			Storage	£190.63		
			B&W printer	£99.00		
			Outside maintenance	324.85		
			Inside maintenance	£85.10	£0.00	
			Misc. equipment	£158.96		
			Management meetings (inc committee)	£82.68		
			Staff Gifts	£302.00	£21.07	
			Staff Christmas party contribution	£75.34		
			Committee Gifts	65.97		SUBSIDY
			Conkers Leaving trip	£329.45	£0.00	£70.95
			Childrens Leaving party & gifts	69.03		69.03
			Childrens Christmas party & gifts	£245.35		£245.35
			Charitable Donation	£5.00		
			Misc. unreceipted	£12.20	£45.19	
			TOTAL	£5,281.47	£66.26	
			CHECK	£2,482.56		
			Miscellaneous Total		£5,347.73	
			Miscellaneous & sundries total total		£6,155.25	
Fundraising Income			Fundraising costs	CASH BOOK	PETTY CASH	
Christmas Fair	£1,682.40		Christmas Fair	£215.14	£32.55	
Summer Fair & summer party	£1,855.80		Summer Fair & summer party	£1,327.65	£0.00	
Easter Raffle	£37.00		MISC.	£21.28	£5.49	
			Canopy spend from fundraising	£1,473.09		
			Totals	£3,037.16	£38.04	
			CHECK	£1,564.07	£38.04	REMAINING
		£3,575.20			£3,075.20	£500.00
CHECK		£3,575.20				
Total Income		£109,467.22	Total Expenditure		£109,579.39	BALANCE
Opening Balance			Closing Balance			-£112.17
Petty Cash		£779.56	Petty Cash		£7.81	
Bank Accounts		£34,427.99	Bank Accounts		£35,087.57	
Total Cash		£35,207.55	Total Cash		£35,095.38	
Total Balance		£144,674.77	Total Balance		£144,674.77	£0.00
Income Less Fund Raising & Donations		£104,011.92	Expenditure Less Fund Raising		£106,504.19	-£2,492.27
			(Childrens Uniform Assets £432.00)			

Holy Trinity Playgroup

Accounts Year Ending 31st August 2015

Income		Expenditure	
	£		£
Funded Fees	£79,024.31	Staff Wages	£81,947.93
Non Funded Fees	£20,333.25	Hall Rental	£6,687.00
EYP Grants for Emma Ricketts	£750.00		
Other Income:		Running Expenses	cash book petty cash
Lunch Club	£819.00	Insurance/Licenses/Fees/Services	£1,933.16
Training Course Refund	£25.00	Play Equipment/Materials	£1,022.64 £158.54
Uniforms	£391.91	Photo Printing	£25.00
		Phone	£146.66 £0.00
		Internet Connection	£215.95
		Childrens Uniforms	£291.30
Misc Income		Staff Training	£370.00
Leavers Trip	£270.00	Snacks	£389.38 £384.91
Returns and refunds	£867.94	Staff Refreshments	£23.38 £58.64
First Aid Bags	£21.45	Toiletries	£44.01 £21.00
check	£1,159.39	Stationary & Postage	£509.54 £54.47
	<u>£1,159.39</u>	check	£4,971.02 £677.56
			<u>£5,648.58</u>
Bank Interest	£1.76		
Petty Cash	£36.60		
		Sundries	cash book petty cash
		*Exterior Improvements	£1,587.05
		Interior furniture investment	£207.88
		IT investments (Ipad, case, charger. Memory sticks)	£359.06
		New Name Badges	£39.24
		Misc sundries	£143.88 £182.94
		Management lunch meetings and networking	£123.96 £29.90
		Gifts	£404.52 £55.34
		Conkers Leaving trip	£343.20
Donations:		Christmas party	£112.50 £30.04
Donation Misc Cash	£614.14	Parents Information evening	£95.99
	<u>£614.14</u>		£1,830.23 £298.22
		check	£2,128.45
			<u>£2,128.45</u>
		Miscellaneous	£819.99

Fundraising Income		Fundraising costs		
			cash book petty cash	
Christmas Fair	£1,311.50	Christmas Fair	£307.72	£14.99
Summer Fair	£1,304.16	Summer Fair	£743.05	
Photo Baubles	£32.00	*Spending from Fundraising Money	£1,587.05	
Photos Commission (D Smithard)	£115.20		£2,637.82	£14.99
Easter Raffle	£67.00			
Eco Kids Commission	£82.86			
Pub Quiz	£110.00			
Card Sales	£12.00			
Tea Towel Sales	£76.00			
Treasure Hunt	£6.00			
	£3,116.72			£2,652.81
				£463.91

Total Income	£106,272.08	Total Expenditure	£99,884.76	£6,387.32
Opening Balance		Closing Balance		
Petty Cash	£773.54	Petty Cash	£779.01	
Bank Accounts	£28,046.14	Bank Accounts	£34,427.99	
Total Cash	£28,819.68	Total Cash	£35,207.00	
Total Balance	£135,091.76	Total Balance	£135,091.76	£0.00
Income Less Fund Raising	£103,155.36	Expenditure Less Fund Raising	£97,231.95	£5,923.41
	£103,155.36			

MANAGERS REPORT

Firstly I would like to thank everyone for coming today and especially any new parents that have come for the first time. I would like to do a few introductions – for those of you who don't know me, I am Emma Ricketts, Manager of Holy Trinity Playgroup, as effect of September. Also new in her role is Jane Newborough, Deputy Manager. Jane and I, as well as running Playgroup day to day, are also part of the Management Committee, which I will go into in a little more detail shortly. The other Management Committee members are Will Lewis (Chair), Sarah Codd (Secretary), Nicola Sterne (current Treasurer, but also Playgroup Administrator) and Nikki Davies (Vice Treasurer).

Some of you may not be aware that Holy Trinity Playgroup is a charitable organisation and to maintain this status we are obliged to have a Committee. The Committee positions which are needed to remain a charity are:- Chairperson, Treasurer and Secretary. As you will see from the Agenda, we will spend 5 minutes voting for the new or existing committee members to be agreed.

Every year at Playgroup is busy...every day is busy to be honest...but this last year has been particularly so for the committee as a whole. With the Manager and Deputy leaving, though this had been planned for some time, it has meant a great deal of time and effort has been put into what you see at Playgroup today. We decided on a restructure and have therefore had to agree job roles and descriptions; hours, contracts and wages, as well as the regular managerial tasks such as supervisions and appraisals. It is therefore crucial to see how important these roles are to Playgroup.

STAFF

As said, we have undergone a restructure in September where myself and Jane have stepped into new roles. We have also promoted Hazel to Preschool Leader, and Lisa and Lucy to Key Group Leaders. We have also welcomed on board 2 new members of staff – Gill and Catherine, who come with a wealth of experience between them. We are proud to say that all of our staff members have children of their own, and feel that this makes them even better as childcare professionals. We have a total of 14 members of staff working different sessions throughout the week, and are always above our adult to child ratios.

TRAINING

Without fail we ensure that all staff are up-to-date with their safeguarding training, and Jane and I do an additional 2 days of training as we are the setting's Designated Safeguarding Officers. We also have more staff than necessary trained in Paediatric First Aid. With a lack of funding coming from Leicestershire County Council any more (they are only able to fund settings who ofsted have deemed 'need improving') we no longer have so many courses available to us. However, we are part of the Forest Way Teaching Alliance who are able to offer additional courses. They have secured a large budget to assist schools and settings in North West Leicestershire and I am part of the strategic group who meet to decide where best to spend the money. So far, we have benefitted from training on Autism, Makaton, Purposeful Physical Play, Coaching for Change, Encouraging communication through play, and Superheroes Spectacular.

Last year we were part of a Parent Play Pilot where we had an evening at Playgroup with no children but just adults playing. It was a lovely experience to be a part of, and one which we hope to repeat in the future. The importance of play is something we have felt passionate about for a long while, and a few of us were able to attend some wonderful training this year on purposeful play. Leading on from this, we are hoping to progress to a new status as 'Play Champions'. You will hear more about this exciting venture over the coming months.

QUALIFICATIONS

Jane has now successfully passed her foundation degree, and is taking a well-earned break before considering whether to commit to further qualifications.

Hayley has also passed her level III Diploma in Children and Young People's Workforce.

Gill has commenced her level III qualification, and we hope she may consider further training in the longer term.

As required, we have 70% of our staff qualified, or in training, at at least level III.

EARLY YEARS PROFESSIONAL STATUS

As I am an Early Years Professional (also known as Early Years Teacher) we have access to high quality Continued Professional Development. As part of the network, I attend a variety of courses, training and conferences which we would not have access to otherwise. We also have very good links with other childcare settings where we make or receive visits in order to share good practice. We are a well-respected setting, and as such I have recently been selected as an Initial Mentor Practitioner which means that the Local Authority can call upon me to support other settings who may be struggling.

FUNDRAISING

As a charity we rely heavily on fundraising to purchase new equipment and toys. As well as a few smaller activities, such as sponsored events or lottos, throughout the year the main way we raise 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. We would also love it if anyone has any new ideas to raise

a few pounds – please come and talk to us. As an example, our newest member of staff, Catherine, cheekily asked Amazon if we could be considered for any children's books that they receive back due to slight damage. Instead, they are giving us £250 to buy new books!

We've had another good year of fundraising, giving us a pot of over £3,000 to spend. As Nikki will tell you, we invested a large chunk of this money into improving the outside area. The new artificial grass and the purpose-built sandpit are a huge hit with the children. We also try to keep up-to-date with the toys that we buy too, listening to the children's voices when they tell us what they play with at home or watch on TV. Through an existing parent, we have built a good relationship with Toys r us and we are fortunate to get a great discount on all of our purchases for Playgroup. We try to have a decent shop there a couple of times a year, and we try to put photos of the new additions on the facebook page....as we know your children may not always be forthcoming about what they've been up to at Playgroup! We have also purchased a new iPad so that every group now has their own camera or iPad for photos and observations.

SCHOOL LEAVERS

In July, 39 children left us to go to school. We have great links with all of the Ashby primary schools, and the feedback regarding how the children have settled in has been very positive. Before they left us we took all of our leavers on a trip to Conkers. Though we have done leavers trips for the past few years, this was the first time we took the children to Conkers. Other than a slight blip with the coach, we had a fantastic day and the children absolutely loved it. I should point out that although we only take our school leavers on this particular outing, we do invite all children to our Christmas party, which is already booked in for December.

When a child leaves playgroup, we invite their parent or carer to complete a leaver's questionnaire. We are always overwhelmed by the lovely feedback and comments we receive, and this year was no exception. The questionnaires are displayed in a book, and kept for years to come.

NEW INTAKE

After losing 39 children, this obviously opened up 39 spaces...which we immediately filled in September. We are incredibly proud of our reputation - we never have to advertise as word of mouth does it for us. Believe it or not, we only have about 15 spaces left until we are full for the 2016-2017 academic year.

OFSTED

Our last Ofsted inspection was in October 2012, where we received a good rating. This therefore means that we are not due for another just yet, however we are fully aware that the change in management may spark an early visit...so we're preparing ourselves just in case!

BABYS DAYS

We have now been using this system for 2 years. It still feels relatively new to us as we haven't scratched the surface of what it can do, but we use it for all we can at this point in time. I hope you will agree, it is wonderful as a parent/carers to go on and see everything your child has done – from hilarious quotes to their developmental stages. If you would like any help with Babys Days, please do not hesitate to ask, we are always available to you.

COMMITTEE

I would like to say a massive thank you, on behalf of all the children and staff, to the Committee members this year. Will, Nicola and Sarah have had a huge impact on Playgroup as we know it. As I mentioned earlier, their commitment to Playgroup, particularly over the last 2 years with the succession planning, has been amazing. All three of them have seen their two children come through the setting and now all 6 of them are at school. We will be sad to see Will and Sarah leave us, and, of course, delighted to keep Nic with us! I will miss our get-togethers, especially the wine and cheese evening which was a particularly memorable one!

We will, in a few minutes, be considering these roles for this year. We really cannot do this job without the support of the committee...but we actually officially cannot do this job without a committee, so please consider this carefully.

On a final note, I would like to thank the staff for their continued support and hard work this year. It has been a strange year, with more changes than I can ever remember, but they have coped with it brilliantly. We are under a great deal of pressure with the demands of paperwork and the constant fear of ofsted, but, at the end of the day, we all do this job because we love it, warts and all! And this place in particular, we're like one big, somewhat dysfunctional, family...and there's always room for more!! I am extremely proud to be part of this wonderful team. This concludes my report for this year. Thank You

Emma Ricketts
Manager, Holy Trinity Playgroup

EXAMINERS REPORT

Independent examiner's report to the trustees of Holy Trinity Playgroup

I report on the accounts of the Trust for the year ended 31st August 2016, which are set out on pages 5 and 6.

Respective responsibilities of trustees and examiner

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(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- ☐ examine the accounts under section 145 of the 2011 Act
- ☐ to follow the procedures laid down in the general Directions given by the commission under section 145(5)(b) of the 2011 Act
- ☐ to state whether particular matters have come to my attention

Basis of independent examiner's report

My examination was carried out in accordance with the 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 you as 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 next statement.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

(1) which gives me reasonable cause to believe that in any material respect the requirements:

- ☐ to keep accounting records in accordance with section 130 of the 2011 Act and
- ☐ to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act

have not been met or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached

Name: JKR Taylor - Southwark

Relevant professional qualification or body: FCCA - Association of Chartered
certified Accountants

Address: 51 Beaumont Avenue, Ashby de la Zouch LE65 2NF

Date: 25 May 2017

Signed:

