

**HOLY TRINITY PLAYGROUP
(ASHBY DE LA ZOUCH)
Charity Commission Annual Return
September 1st 2016 - August 31st 2017**

Submitted June 2018

Mrs N Davies (Chairperson)

Mrs H Rollo (Treasurer)

REGISTERED CHARITY NUMBER 1039542

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TRUSTEES REPORT – TREASURER

I am pleased to report that 2016/17 has ended as a financially secure year for the playgroup, although we have faced several challenges and changes along the way.

Our total income this year was £115,866.52.

£4806.53 of this was brought in by fundraising, with over £3200 of this as profit. This is a fantastic figure and an increase in profit of £1229.45 from the previous year. Congratulations and thank you to the fundraising team! The organisation of additional events (Ladies night, Scavenger Hunt & Bingo night) has made a big difference this year. We are also grateful to all our families who have supported these events so well.

Playgroup's income after fundraising was £111,059.99. This is an increase of £7455.07 from the previous year, which is predominantly due to playgroup receiving more fees in the form of funding from Leicestershire County Council:

- The fee rate for 3/4 year olds was increased in April 2017, which was unexpected. Although the higher rate was only applicable for the Summer term, it resulted in over £2300 of additional funding
- The introduction of 30 hours of funding per week for eligible 3/4 year olds from April 2017, most likely resulted in some of our children attending playgroup for additional hours
- We had a greater number of our younger children meet the criteria for 2 year old funding this year, which meant playgroup received increased fees where eligible

All of this sounds very positive so far, so what challenges have we faced?

Our Expenditure for this year (minus fundraising outgoings) was £103,812.64, which is an increase of over £1300 from last financial year. This is due to a number of factors:

- The government increased the Living Wage pay rate in April 2017, which affected the pay scales for playgroup staff. Although the new pay rates only came into effect for the Summer term, our wage bill increased by £798.91
- Playgroup allocated spending for marketing this year (£253.24), which hasn't been done previously. New housing developments have meant that more new families are moving into the area who may not know about us, and new local childcare providers mean we face increasing competition. Consequently, we believed it would be worthwhile to raise the profile of playgroup locally
- There has been an increase of Hall hire charges
- There has been a higher than average spend on printing/ink due to issues with the printer/copier this year. We have attempted to address this by purchasing a new, more efficient machine and are monitoring usage

Despite these additional outgoings, the substantial increase in our income from fees and fundraising has enabled playgroup to continue to invest in staff training and resources. We are committed to ensuring that playgroup can continue to deliver the highest quality childcare and early years education possible, so staffing is always a priority. We have also made some additional improvements this year such as the mud kitchen that was built and installed in the outside area. Further improvements to the outside space are in progress.

Playgroup were fortunate to join the Tesco Food Share scheme this year. This has meant that every week, playgroup can collect surplus food stock free of charge. Consequently, we have saved £330.78 on our snack spend compared to last year. After accounting for the purchase of a new fridge to store the food, we still made savings of £150.79 overall.

I am pleased to say that we ended the year on a positive balance of £7247.35.

As always, our aim is not to make a profit but to balance the income and expenditure and to provide a secure future for the playgroup. As a committee we have been working hard this year to manage the financial requirements of the business and plan for the future. This year's closing balance enables us to increase our reserves fund to meet the recommended balance of £30,000.00. As a charity, we are required to hold a reserves fund which would cover the costs of any unforeseen eventuality. As of September 2017, this fund is held in a separate bank account and a reserves policy is available to view on request. We have also now set up a separate account for fundraising, with a starting balance of £2,500.00. This will enable fundraising expenditure and profit to be managed separately to the running costs of playgroup.

Looking to the future, there are several challenges that playgroup will need to prepare for:

- The hall rental rate increase, which is forecast to cost an additional £2,000.00 for 2017/2018 with further increases (as yet unknown) after that. We are working closely with the Church Hall Hire Committee on these.
- The new rates of pay for staff in line with the increased Living Wage will result in an annual wage bill increase in the region of £2,000.00. The Living Wage rate is expected to continue to rise over coming years which will have further impact

Financial forecasts for 2017/2018 indicate that playgroup will be in a position to meet these challenges over the coming year but we are mindful of future pressures.

2017/2018 also brings the full implementation of the Government's 30 hours funded scheme which has created a demand for extended hours at playgroup. Arrangements for extended hours have gone well so far, with staffing/children numbers at a satisfactory level and costs being covered. Ideally we would like to be open 5 full days a week but it is not possible at this time due to other Church Hall commitments.

In summary, thanks to a culmination of lots of hard work by staff and committee to raise the profile of playgroup and a surprise increase in funding at the end of the year, we end on a positive note. The charity has been able to build an essential reserve amount that gives us a good safety net for unforeseen circumstances, and we have a good understanding of our strengths and weaknesses going forward.

Holy Trinity Playgroup Accounts

Year Ending 31st August 2017

INCOME		EXPENDITURE			
	£			£	
Non Funded Fees	£27,104.05	Staff Wages		£85,824.09	
LCC Funded Fees	£81,181.44	Hall Rental		£6,839.50	
EYPP Funding	£1,016.01	EYPP spend		£486.59	
Other Income:		Running Expenses	CASHBOOK	PETTY CASH	TOTAL
Grants/LCC course contributions	£153.50	Insurance/Licenses/Fees/Services	£2,231.04		£2,231.04
Uniforms	£678.17	Mobile Phone	£67.80		£67.80
Trips & Parties	£481.00	Phone & Broadband	£219.14		£219.14
		Stationery, Ink & Postage	£1,002.02	£89.72	£1,091.74
Misc. Income		Hall Maintenance/repairs/improvements	£589.85		£589.85
Photo commission	£352.70	Uniforms	£1,038.57		£1,038.57
Printer Sold	£10.00	Snacks	£139.28	£111.86	£251.14
Refunds	£29.18	Staff Refreshments	£30.19	£26.74	£56.93
Toys Sold	£4.19	Toiletries	£182.84	£20.59	£203.43
Surplus Bar Stock Sold	£49.75	Staff Courses	£1,446.79		£1,446.79
	£445.82	Play Materials	£687.74	£138.55	£826.29
		Trips & Parties	£432.17		£432.17
		Sundries	£163.91	£24.48	£188.39
		Totals	8,231.34	£411.94	
		Running Expenses Total		£8,643.28	
		Misc. Expenditure			
		Management/Committee Meetings	£159.76		£159.76
		Fridge	£179.99		£179.99
		Staff/Committee Gifts	380.21	£29.20	£409.41
		Storage	£407.01		£407.01
		Xmas Staff Party Contribution	£65.00		£65.00
		Printer/Copier	£79.99		£79.99
		Marketing	253.24		£253.24
		Mud Kitchen	384.53		£384.53
		Children's Gifts	£40.80		£40.80
		Staff Photo board	22.43		£22.43
		Petty Cash Other		£17.02	£17.02
		TOTAL	£1,972.96	£46.22	
		Miscellaneous Total		£2,019.18	
Fundraising Income		Fundraising costs	cash book	petty cash	
Ladies Night	£510.00	Ladies Night	£227.60	£6.00	
Xmas Fair	£1,945.64	Xmas Fair	£320.44	£32.98	
Scavenger Hunt	£414.60	Summer Fair	£801.41	£16.41	
Summer Fair	£1,391.79	Chocolate Bingo	£199.15	£0.00	
Chocolate Bingo	£544.50				profit
	£4,806.53			£1,603.99	£3,202.54
Total Income	£115,866.52	Total Expenditure	£105,416.63	£10,449.89	
Opening Balance		Closing Balance			
Petty Cash	£7.81	Petty Cash	£68.79		
Bank Accounts	£40,169.31	Bank Accounts	£73,188.75		
		Adjustments	-£22,630.53		
Total Cash	£40,177.12	Total Cash	£50,627.01		
Total Balance	£156,043.64	Total Balance	£156,043.64	£0.00	
Income Less Fund Raising	£111,059.99	Expenditure Less Fund Raising	£103,812.64	£7,247.35	

Holy Trinity Playgroup Adjustments For Year 2016/2017

2016/2017 Income Allocated to Year 2015/2016			
Fees	DANTE vouchers	£10.00	16/09/2016
		£100.00	03/11/2016
LCC Fees	Summer 2016 Owed	£44.16	02/09/2016
Misc	Staff Xmas Party 2015	£407.00	30/11/2016
Total		<u>£561.16</u>	

2016/2017 Expenditure Allocated to Year 2015/2016			
Wages	Staff Bonuses for 15/16	£1,216.74	30/09/2016
Misc	Canopy	£4,272.00	03/10/2016
Total		<u>£5,488.74</u>	

2016/2017 Income Allocated to Year 2017/2018			
LCC Fees	Autumn 2017 funding	£28,561.86	12/07/2017
Total		<u>£28,561.86</u>	

2016/2017 Income Owing		
Fees	Payments due	£459.25
Fundraising	Bingo Night Takings	£544.50
Total		<u>£1,003.75</u>

Adjustment deductions £29,123.02

Adjustment Additions £6,492.49

Adjustment Balance -£22,630.53

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	Toiletries	£51.94 £1.78 £53.72
	£1,163.53	Stationary & Postage	£433.56 £32.05 £465.61
Petty Cash Balance	£5.81	Totals	6,857.30 £278.14
Bank Interest (from additional account)	£0.25	CHECK	£6,857.30 £278.14 £7,135.44
Donations:		Running Expenses Total	£7,135.44
Donation Misc. Cash	£1,880.10	Sundries	CASH BOOK PETTY CASH TOTAL
	£1,880.10	Tech & IT accessories (phones, chargers, memory st	£73.32
Account amalgamation	£3,037.17	Misc. sundries	£689.35 £44.85
Petty cash amalgamation	£779.56	Totals	762.67 £44.85
		check	762.67
		Sundries Total	£807.52
		Miscellaneous	
		Canopy spend from amalgamated account	£2,798.91
		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
		Conkers Leaving trip	£329.45 £0.00
		Childrens Leaving party & gifts	69.03
		Childrens Christmas party & gifts	£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
	£3,575.20		REMAINING
CHECK	£3,575.20		£3,075.20 £500.00
Total Income	£109,467.22	Total Expenditure	£109,579.39
Opening Balance		Closing Balance	
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
Income Less Fund Raising & Donations	£104,011.92	Expenditure Less Fund Raising	£106,504.19
		(Childrens Uniform Assets £432.00)	-£2,492.27

MANAGERS REPORT

Good morning, and thank you for taking the time to come along – it is great to see parents taking an interest in what is happening with the Playgroup. I will start by making a few introductions – for those of you who don't know me, I am Emma Ricketts, Manager of Holy Trinity Playgroup, and this is Jane Newborough, Deputy Manager. As well as running Playgroup day to day, Jane and I are also part of the Management Committee. Holy Trinity Playgroup is a charitable organisation and to maintain this status we are obliged to have a Committee. The other Management Committee members are Nikki Davies (Chair), Jo Davies (Vice Chair), Helen Rollo (Treasurer), Judith Innes (Vice Treasurer) and Sharon Short and Sally Nash (Secretaries).

We've had another busy year, but a successful one too. I will tell you a little about what has been happening.

OFSTED

The biggest event to happen during our 2016/17 year was a visit by ofsted on November 11th. It was a tough day with the staff worrying themselves silly, however the inspector saw through the nerves and couldn't have been more complementary about our fantastic setting. We were awarded outstanding in all areas...an incredibly difficult standard to achieve by a pack-away playgroup. I could not be more proud of what we have achieved, and it is thanks to an amazing staff and committee whom we could not function without.

INTAKE

We had 61 children on our books for the 2016/17 year, with a maximum of 38 children per morning. Due to the introduction of 30 hours funding, we made the decision to increase our opening hours. Unfortunately we were not able to quite offer the 30 hours, but we have managed to get to 28 by opening 9-3 every day except Thursdays when we finish at 1. The new hours are working well, and we only have a few spaces left to fill.

STAFF

We have a total of 14 members of staff working different sessions throughout the week, and are always above our adult to child ratios. We are very fortunate to have business support from Nicola included within those numbers, as well as a kitchen assistant every day. Due to the increase in hours, it meant that we were able to offer Gemma a permanent position as an Early Years Practitioner, and she has fit into the team really well.

TRAINING

Without fail we ensure that all staff are up-to-date with their safeguarding training, and Jane and I have completed an additional 4 days of training as we are the setting's Designated Safeguarding Officers. We also have more staff than required trained in pediatric first aid. As I am a member of the strategic group for the Forest Way Teaching

School Alliance, we have also benefitted from many additional high quality courses. Over the year we have attended: Marvellous Mathematics, Boys Purposeful Play, Leadership and Management Conference, Makaton training, and supporting transition to school. We already have several courses booked for this year.

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 also work for Leicestershire County Council as an Initial Mentor Practitioner which means that the Local Authority can call upon me to support other settings who may be struggling.

SCHOOL LEAVERS

It doesn't get any easier to say goodbye to the children leaving us to go up to school, and this year was no exception...we have known some of these children all of their lives and we grow quite attached! We lost 35 children to school in July, and we, as always, took them on a leavers trip. This year we went to Rebound – and the children had an amazing time, including the highlight of the day...the coach! 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.

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, or hang around after the AGM where we hope to have a quick fundraising meeting. We would also love it if anyone has any new ideas to raise a few pounds – please come and talk to us. There are often companies that have funds that they must give to worthy causes, and as a registered charity, we fully qualify!

We've had another good year of fundraising, as Helen will tell you. As always, we try to keep up-to-date with the toys that we buy, listening to the children's voices when they tell us what they play with at home or watch on TV. We have also spent some more money on improving the outside area, as well as a few cosmetic changes to Playgroup. The retractable canopy that we had installed last year has made outside play accessible at all times, which the children have loved. The purchase of the canopy was years in the making, and now we are looking to our next big project – the mud kitchen. We had this built at the end of last term, and we now need to get it kitted out with everything needed.

The next way you can help is at our next fundraising event - Chocolate Bingo next Friday evening. It was incredibly popular last year, and we're looking forward to another good night. It is an adult only event, with refreshments including a bar. If you would like more information, please come and have a chat.

COMMITTEE

We had a great AGM last year, and Jane and I were delighted to increase the numbers of the Management Committee, by introducing 'Vice' positions. This has worked incredibly well – with more members on board, it has spread the workload, and has also become a really social group...from get-together at houses, to Committee meetings over cocktails at the Vine! 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. Nik, Jo, Helen, Judith, Sally and Sharon have had a huge impact on Playgroup and have been a great support to Jane and I, along with a few laughs along the way.

The Committee perform a variety of roles from job descriptions and contracts, to salaries and appraisals. Between us we manage Holy Trinity Playgroup, making it the success it is today.

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. 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

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: Leigh Godfrey

Relevant professional qualification or body: BA (Hons) Accountancy & Finance
ACMA

Address: Ringwood
South Street
Ashby de la Zouch

Date: 9/4/2018

Signed: 