

Eastwood Community Playgroup Association

Registered Charity No. 1023369
OFSTED Registration
EY310444 / EZ119473 / EY555930
PSLA Membership No. 27242

Eastwood Community Nursery
The Len Forge Centre

Eastwood Community Pre-School
Eastwood Community Centre

Eastwood Community Early Years
Edwards Hall School

TRUSTEES' REPORT

1st September 2017 to 31st August 2018

Charity Aims

The provision of sessional or full-day care and educational facilities across three Settings serving the community of Eastwood and the immediate surrounding areas for children from the age of two years up to acceptance in Reception Classes at Local Schools. Settings have an Ofsted Rating of GOOD.

Charity Structure & Governance

Pre-School Learning Alliance Model Pre-School Constitution adopted in 2011.
Governing Committee comprises Trustees and Parent Members

Charity Trustees

Jessica White (Chair) Robert Pickup (Secretary/Treasurer) Susan Bishop

Source of Income

Grant of Funding from Southend Borough Council under the Nursery Education Scheme in respect of children of families who qualify for state funding for early years learning. Fee Income from families of children who attend the Settings for periods in excess of the state funding allowance and/or from families of children who attend who do not qualify for state funding.

General Fund Raising from Parties and Events and Miscellaneous Donations

Current Position

Our Report for 2016-17 contained details of our plans to open a third Setting which commenced operations later than anticipated in January 2018. This Setting has been incorporated under our existing management structure with the General Manager having overall responsibility for now three Settings each having Senior Supervisors who are responsible for the day to day management of the Settings.

The number of children enrolled in September 2017 was 94 across two Settings. This number increased to 159 in January 2018 following the opening of the third Setting, increasing to 169 by the end of term in July 2018. In addition to the normal full day, morning and/or afternoon sessions, ECPA are now offering Breakfast and After School Clubs at Early Years (also attended by school-age children) and Holiday Club at Nursery all of which have proved very popular.

General operating costs for this year show a significant increase mainly due to the expenses incurred for establishing the new Setting and the resulting increase in staff. Increases in staff pay and other obligatory benefits such as Pension contributions have added to these costs but the Trustees are pleased to report that operating expenditure has been supported without a significant draw-down of our Reserves.

ECPA continue to provide a high level of care and learning for children from the age of 2 years. The available facilities enhanced by the new Setting, enable the children to enjoy the opportunity to develop their skills in the care of dedicated staff who seek to fully utilise the different amenities available at our Settings supplemented with regular educational trips.

ECPA continue to receive good support from parents for parties, photo purchases and general fund raising activities.

The Future

The Trustees have observed that the Government's promotion of 30 Hour Funding has resulted in an increase in the number of parents seeking support from ECPA in establishing whether they qualify. Allocation of resources for management and administration has been increased to deal with this demand although ultimately it is the responsibility of parents to establish their eligibility. The three month renewal requirement is still proving a problem with a number of parents falling into the Grace Period before supplying the necessary confirmations. The support we are giving to parents has been much appreciated and has no doubt contributed to the steady increase in the number of enquiries received for places. Notwithstanding this positive response, the Trustees are aware that the migration to 30 Hour Funding does have a negative effect on our overall income and our operational margins will require constant review.

The provision of Nursery Care for 2 year-olds with a flexible approach to opening hours and the introduction of Breakfast and After School Clubs is anticipated to increase the overall child numbers attending our Settings. ECPA continue to work closely with the Local Authority who utilise our ability to provide support for short-term placements for children or for those with particular care or learning requirements.

The development around Southend Airport is increasing and the ancillary businesses this has attracted continues to bring young families to our area. Large housing developments are now taking place alongside the commercial infrastructure being put in place for the airport. Our proximity to these developments, the flexible services we can offer and our reputation with the Local Authority should help us to maintain our position as one of the first choices for early learning in Eastwood.

Jessica White

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Jessica White - Chair of Trustees

Date 12th December 2018

Independent Examiner's Report To The Trustees of Eastwood Community Playgroup Association

I report on the accounts of the Charity for the year ended 31st August 2018 as set out on pages 2 and 3.

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 Charity Commission under section 145(5) of the 2011 ACT: and
- 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 statement below.

Independent examiner's statement

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

- which gives me reasonable cause to believe that in any material respect the requirements:
 - (i) to keep accounting records in accordance with section 130 of the 2011 Act; and
 - (ii) to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act;have not been met; nor
- to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Alan Mitchell

Retired Chartered Accountant and Chartered Tax Accountant

41 Crescent Road, Canvey Island, SS8 7JZ

9th December 2018

EASTWOOD COMMUNITY PLAYGROUP ASSOCIATION

Registered Charity 1023369

OFSTED Registration 119473 EY310444

Balance Sheet

As at 31st August 2018

	2018 £	2017 £
CURRENT ASSETS		
Debtors	0.00	263.00
Cash at bank	35,699.33	35,074.30
Cash in hand	394.43	384.43
	<u>36,093.76</u>	<u>35,721.73</u>
CURRENT LIABILITIES		
Creditors	0.00	2,000.00
	<u>£36,093.76</u>	<u>£33,721.73</u>
RESERVES		
Balance brought forward	33,721.73	28,868.54
Surplus/(Deficit) for the year	2,372.03	4,853.19
Balance carried forward	<u>36,093.76</u>	<u>33,721.73</u>
	<u>£36,093.76</u>	<u>£33,721.73</u>

Approved by the board of Trustees on 14th December 2018

Signed on their behalf by  (Rob Pickup, Treasurer)

EASTWOOD COMMUNITY PLAYGROUP ASSOCIATION

Registered Charity 1023369

OFSTED Registration 119473 EY310444

Income & Expenditure Account

Year Ended 31 August 2018

	2018 £	2018 £	2017 £	2017 £
<u>INCOME</u>				
Fees - SBC Funded		271,004.36		187,956.01
Fees - non-funded		70,414.61		39,984.05
Fees - Extra sessions		2,638.70		2,197.50
Fees - Lunch Club/snack		1,907.60		2,373.00
Fees - Holiday Club		2,521.44		0.00
Fees - Breakfast club		8,953.33		0.00
Fees - After school club		3,939.34		0.00
Uniforms [surplus/(deficit) on sales]		(857.16)		(69.96)
Trips - Barleylands		82.15		38.98
Trips - Forest school		62.70		646.56
Trips - Tropical Wings		0.00		78.00
Trips - Hadleigh Farm		(23.10)		0.00
Parties - Xmas		(188.15)		(38.69)
Parties - Easter		64.53		(10.68)
Parties - Summer Party		14.09		170.36
Fund Raising - Photo Commissions		1,138.20		574.00
Fund Raising - Raffles		278.30		101.00
Fund Raising - Bonus Ball		0.00		301.00
Fund Raising - Fun Day		327.01		1,110.77
Grants		2,000.00		0.00
Donations		325.22		556.35
Miscellaneous Income - Sundry		0.00		0.00
Miscellaneous income - Bank interest		231.46		4.88
		<u>364,834.63</u>		<u>235,973.13</u>
<u>EXPENDITURE</u>				
Staff Costs - Wages	267,394.92		189,979.56	
Staff Costs - HMRC/NIC	29,998.64		9,752.21	
Staff Costs - Pensions	3,908.61		1,049.44	
Staff Costs - DBS	25.00		75.00	
Staff Costs - Training	1,199.07		100.00	
Staff Costs - Payroll	1,080.00		1,080.00	
Office	2,242.66		1,366.13	
Premises - Rent	25,122.50		13,687.50	
Premises - Telephone	1,047.33		1,244.36	
Premises - Insurance	1,937.36		1,265.39	
Premises - Gardens	278.22		114.85	
Premises - Waste	470.64		633.60	
Food Purchase - Kitchen/Snacks	6,435.81		4,290.02	
Food Purchase - Miscellaneous Food	710.91		341.11	
Operating Costs - Site Set-up Costs	1,898.00		1,602.00	
Operating Costs - Arts/crafts	1,192.59		936.36	
Operating Costs - Misc. Equipment	13,152.68		1,088.53	
Operating Costs - Consumables	1,654.09		673.69	
Operating Costs - Mini bus	1,503.41		1,288.95	
Operating Costs - Website	11.99		0.00	
Advertising	583.00		136.79	
Ofsted Registration Fees	305.00		100.00	
Registration Fees - Data Protection	40.00		35.00	
Registration Fees - SBC	50.00		0.00	
Bank Charges	6.21		270.00	
Misc. Expenses - Gifts & Refreshments	49.35		8.50	
Sundry	164.61		0.95	
		<u>(362,462.60)</u>		<u>(231,119.94)</u>
Surplus/(Deficit) for the year		<u><u>£2,372.03</u></u>		<u><u>£4,853.19</u></u>

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