

## **Trustees Annual Report for the period 1<sup>st</sup> September 2017 to 31<sup>st</sup> August 2018**

### **Charity Name & Address**

Staunton and Corse Early Years  
Staunton & Corse Academy  
Gloucester Road  
Corse.  
Gloucester  
GL19 3RA.  
Charity Number 1084232

### **Trustees:**

Danielle Bircher – Chair – September 2017  
Megan Bourne – Co Chair – April 18  
Charlotte Cale – Treasurer – September 2014  
Laura Lodge – Secretary – September 2014  
Julie West – September 2015

### **Structure:**

The Trustees are all also Committee members. Due to the nature of the Business the Committee, and consequently the Trustees, are liable to change every 2 or 3 years. Committee members are all parents of children currently or previously, attending the Playgroup.

Staunton and Corse Early Years is governed by a Constitution and is operated under the guidance of PATA and registered with Ofsted.

The setting employs 3 qualified members of staff and 1 unqualified member of staff: Manager, Deputy Manager, Early Years Practitioner and Play-assistant plus ad-hoc staff and also agency staff.

The Playgroup occupies a spare classroom within Staunton & Corse CofE Academy. Staunton and Corse Early Years pays the school £3150 annual rent for this facility.

### **Objectives & Activities:**

The objective of the setting is to provide Early Years Education for children aged 2-4 years old in a safe and enjoyable environment.

From this year the Playgroup operates for 30 hours per week during term time providing 38 weeks of care. The 30 hours is split over 5 days and allows parents to use their free childcare allowance.

The setting ensures that pre-school children are ready and able to complete the transition into school. This is helped immensely with the settings location and close relationship with the School and early year teachers. Older children are introduced into the Reception class environment throughout term 6 (May-July) so that they are ready to start school in September.

### **Achievements & Performance:**

From September Early Years has increased its operating hours to 5 full days, to allow us to offer 30-hour childcare places to eligible children. We were also approached by Gloucester College to accept a student, she attends playgroup 2 days per week.

Early Years started the year with 18 children and increased to 25 children by the end of the year. After Easter, the current manager left, and this led to promotions from within for manager and deputy manager positions and we then employed a new Early Years practitioner. By the end of the academic year we had 2 members of staff that left and 2 new staff to replace these.

### **Financial Review:**

The yearend accounts show that the surplus of Income over Expenditure was £3,728. This resulted in a bank & cash balance at year end of £9,502.

The main financial activities of Staunton and Corse Early Years were income from Nursery Education Funding (NEF) received from Gloucestershire County Council and Children's fees paid by parents and expenses of staff wages. Payroll is administered by PATA Gloucester.

Income of £56,000 was mainly achieved from NEF (£40,055) and extra Children's Fees (£13,527). The remaining income was from trip payments, extra activities and fundraising (£2,418).

Expenses of £52,272 were mainly staff wages and payroll (£37,751) plus fixed costs of Insurance, Rent and Subscriptions (£3,983). Variable cost for Refreshments & consumables (£1,840) and Admin costs (£272). Other costs include repairs and maintenance, small purchases, leavers presents and activities (£4,620). There was £401 spent on costs associated with fundraising. A total of £2,225 was spent on new equipment including units and flooring and a laptop. Finally, £1,180 was spent on training and course throughout the year.

The surplus is used as a buffer to ensure fixed costs and wages can be paid when children's numbers are low.

### **Declaration:**

The trustees declare that they have approved the Trustees report and Financial Accounts. We also declare that there were no serious incidents or other matters which should be brought to the attention of the Charity Commission.

Signed: 

Name: Charlotte Cale

Position: Treasurer

Date: 20<sup>th</sup> January 2019



# TO BE RETAINED BY THE GROUP

Charity name:

Staunton and Corse Early Years

Charity number:

1084232

## Receipts and payments accounts for the period

Period start date.....1st September 2017..... Period end date...31st August 2018...

### RECEIPTS AND PAYMENTS

RECEIPTS	Previous year		Current year	
	£	p	£	p
Nursery Education Funding		30,679		40,055
Children's fees		10,727		13,527
Milk refund		-		-
Grants .....PATA Groups in Need.....		-		-
Grant .....Nursery Education/EYS.....		-		-
Grant .....e-learning.....		-		-
Grant .....Transformation Fund.....		-		-
Grant .....Inclusion.....		-		-
Fundraising		40		1,334
Donations		1,377		155
Interest		-		-
Other receipts		1,829		929
Sub total		44,652		56,000
Income from the sale of equipment		-		-
<b>TOTAL RECEIPTS</b>	<b>(A)</b>	<b>44,652</b>		<b>56,000</b>

PAYMENTS	Previous year		Current year	
	£	p	£	p
Employment costs (wages plus HMRC)		34,125		37,292
Payroll		355		460
Training		5,397		1,180
Premises (rent, heat etc)		3,000		3,150
Subscriptions		370		491
Insurance		289		342
Administration		0		272
Refreshments		705		946
Consumables (paint, paper etc)		540		894
Fundraising costs		60		401
Other		2,306		4,620
Sub total		47,147		50,047
Purchases of equipment and other assets		1,860		2,225
<b>TOTAL PAYMENTS</b>	<b>(B)</b>	<b>49,007</b>		<b>52,272</b>

<b>NET OF RECEIPTS AND PAYMENTS</b>	<b>(A-B=C)</b>	<b>-4,355</b>		<b>3,728</b>
Cash funds last year end	<b>(D)</b>	10,130		5,775
Cash funds this year end	<b>(C+D)</b>	5,775		9,502

### STATEMENT OF ASSETS AND LIABILITIES

	Current value	
	£	p
Cash funds (agree with the balance of the receipts and payments account)		9,502
Debtors (money owed to the charity on the period end date)		686
Value of buildings and equipment (original cost)		-
Liabilities (loans and any other money owed on the period end date)		-





# Independent examiner's report on the accounts

## Section A

## Independent Examiner's Report

**Report to the trustees/  
members of**

Charity Name

Staunton and Corse Early Years

**On accounts for the year  
ended**

31<sup>st</sup> August 2018

**Charity no  
(if any)**

1084232

**Set out on pages**

(remember to include the page numbers of additional sheets)

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

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- 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
- to state whether particular matters have come to my attention.

**Basis of independent  
examiner's statement**

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.

**Independent  
examiner's statement**

In connection with my examination, no matter has come to my attention ~~(other than that disclosed below\*)~~

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 Charities Act; and
  - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities 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.

*\* Please delete the words in the brackets if they do not apply.*

**Signed:**

*Rachelle Aylard*

**Date:**

28/3/19

**Name:**

RACHELLE AYLAND

**Relevant professional  
qualification(s) or body  
(if any):**

\_\_\_\_\_

Address:

FOLLYS END

REDMARLEY

GLOS GL19 3JS

**Section B**

**Disclosure**

Only complete if the examiner needs to highlight material problems.

Give here brief details of  
any items that the  
examiner wishes to  
disclose.

