



Trustees' Annual Report for the period

Period start date			Period end date				
From	01	08	2017	To	31	07	2018

Section A Reference and administration details

Charity name **Whitsers Pre-School Playgroup**

Other names charity is known by **Whitsers**

Registered charity number (if any) **1165455**

Charity's principal address **Memorial Hall**

Mill Lane

Whittlesford, Cambridgeshire

Postcode **CB22 4NE**

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Michelle Winters	Chair		
2	Rebecca Thomas	Secretary	Sep 2016 – Dec 2017	
3	Victoria Matthews	Treasurer		
4	Laura Lungley	Admissions	Sep 2016 – Dec 2017	
5	Catharine Thorburn	Ofsted	Dec 2017 – to date	
6	Joanne McGregor	Secretary	Dec 2017 – to date	
7				
8				

Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

Name of chief executive or names of senior staff members (Optional information)

Playgroup Leader – Kate Thorburn

Section B

Structure, governance and management

Description of the charity's trusts

Type of governing document
(eg. trust deed, constitution)

Constitution of the Pre-School Learning Alliance

How the charity is constituted
(eg. trust, association, company)

Charitable Incorporated Organisation (CIO)

Trustee selection methods
(eg. appointed by, elected by)

Trustees are elected annually at the Annual General Meeting

Additional governance issues (Optional information)

You may choose to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

Section C

Objectives and activities

Summary of the objects of the charity set out in its governing document

The playgroup aims to enhance the development and education of children under statutory school age. This is achieved by offering appropriate play and learning facilities while ensuring equal opportunities for all children, promoting the playgroup within the local community and adhering to the Pre-School Learning Alliance Code of practice.

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

Whitsers Pre-School Playgroup provides public benefit by:

- Offering Playgroup sessions for local children aged 2 1/2 – 5. Sessions are offered 5 mornings and 3 afternoons per week in term time.
- Providing a caring, stimulating and fun environment for play, creative and learning activities, in accordance with the Early Years curriculum.
- Organising occasional outings locally, and playgroup events.
- Providing each family with a Key Worker, who is responsible for ensuring the child's welfare and recording their development.
- Working closely with local schools to ensure a smooth transition.

The Playgroup is OFSTED registered, and employs seven members of staff (part time). It is led by a playgroup leader, and two deputy playgroup leaders.

The Trustees confirm that they have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing the charity's aim and objectives and in planning future activities.

Additional details of objectives and activities (Optional information)

You may choose to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

The playgroup relies on volunteers to fulfil roles on the committee, and to organise fundraising. Fundraising is often key to the playgroup's financial survival.

The playgroup also encourages committee members and parents to be involved as "Parent helpers" during the sessions, in order to achieve a better adult-pupil ratio.

Section D

Achievements and performance

Summary of the main achievements of the charity during the year

The CIO was dormant during the initial period of this Annual Report. It became active on 11 December 2017.

- Ran eight playgroup sessions per week during term time. These took place on five mornings (3 hours) and three afternoons (2 hours).
- The Wednesday morning session was aimed specifically at pre-schoolers.
- Increased lunch club sessions from 3 to 4, to allow younger children the experience.
- Benefitted around 48 children from 45 local families.
- Children performed in the traditional nativity play, and attended a show from the entertainer, Timmy Ticks, at the end of the year.
- Outing to Boydell's Farm.
- Fundraising activities included a "Nearly New Sale", which enabled local families to sell and/or purchase second hand children's goods, a sponsored Nature Walk, cake sales and raffles.
- Funded training courses for the staff.

Section E

Financial review

Brief statement of the charity's policy on reserves

Reserves at £46,371 currently equate to approximately 88% of the charity's annual expenditure. Under the new reserves policy, the target level of reserves is 25% of expenditure, and the reserves should be reduced appropriately to reach this target within the next two years. This will be done through funding a fixed term administrator position, and setting aside funds to cover playleader administration time.

Details of any funds materially in deficit

None

Further financial review details (Optional information)

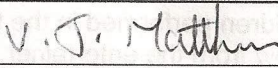
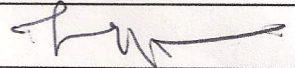
You may choose to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

Section F**Other optional information****Section G****Declaration**

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Victoria Matthews	Joanne McGregor
Position (eg Secretary, Chair, etc)	Treasurer	Secretary
Date	May 2019	



Section A

Independent Examiner's Report

Report to the trustees/
members of

Charity Name
Whitsers Pre-School Playgroup

On accounts for the year
ended

31st July 2018

Charity no
(if any)

1165455

Set out on pages

Three

(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 in accordance with the Charities Act 2011 ("the Act").

The charity's trustees consider that an audit is not required for this year under section 144 of the Act and that an independent examination is needed. [The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of [named body]].
Delete [] if not applicable.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the applicable Directions given by the Charity Commission (under section 145(5)(b) of the 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**

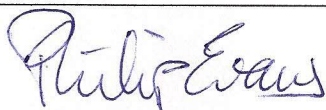
In connection with my examination, no material matters have come to my attention which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

*

Signed:



Date: 11th May 2019

Name:

Philip Evans

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

FCCA
Association of Chartered Certified Accountants (ACCA)

Address:

20 Church Street
Little Shelford
Cambridge CB22 5HG

Section B

Disclosure

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Whitsers Pre-School Playgroup CIO

Accounts for the period 11 December 2017 to 31st July 2018

Income and Expenditure

	2017/18		Full year 2016/17		Difference
	£	£	£	£	£
Income					
Fees		12,705		-	12,705
Admin fees		410		-	410
Nursery Education Vouchers		45,348		-	45,348
Donations		60		-	60
Facilities hire		30		-	30
Fundraising		2,071		-	2,071
Interest Received		-		-	-
T Shirt and Sweatshirt Income		165		-	165
Milk Reimbursements		386		-	386
Total Income		61,175		-	61,175
Expenditure					
Salaries	46,104		-		46,104
Pensions	196		-		196
Fundraising Costs	327		-		327
Photograph Costs	110		-		110
T Shirt and Sweatshirt Costs	-		-		-
Rent	1,575		-		1,575
Snacks	238		-		238
Milk	370		-		370
Supplies	1,155		-		1,155
Stationery	152		-		152
Phone	70		-		70
Training	73		-		73
Advertising	42		-		42
Gifts + other costs	139		-		139
Cleaning	11		-		11
Equipment	773		-		773
Playgoup events	539		-		539
Fees/membership	862		-		862
Bank Charges	54		-		54
Total Expenditure		52,789		-	52,789
Profit/-Loss		8,386		-	8,386

Balance Sheet

Petty cash	455	-	455
Bank - Unity Trust & Coop	51,262	-	51,262
Accounts receivable	5,752	-	5,752
CBS deposit	9,483	-	9,483
	66,953	-	66,953
Reserves transferred from Old Charity	46,371	-	46,371
Less Profit / -Loss for year	8,386	-	8,386
Accounts payable	12,196	-	12,196
Apprenticeship	-	-	-
Deposits	-	-	-
	66,953	-	66,953

Cash Position at year end

61,200



Section A

Independent Examiner's Report

Report to the trustees/
members of

Charity Name
Whitsers Pre-School Playgroup

On accounts for the year
ended

31st July 2018

Charity no
(if any)

1165455

Set out on pages

Three

(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 in accordance with the Charities Act 2011 ("the Act").

The charity's trustees consider that an audit is not required for this year under section 144 of the Act and that an independent examination is needed. [The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of [named body]].
Delete [] if not applicable.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the applicable Directions given by the Charity Commission (under section 145(5)(b) of the 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**

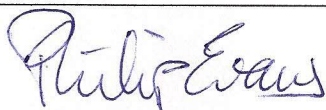
In connection with my examination, no material matters have come to my attention which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

*

Signed:



Date: 11th May 2019

Name:

Philip Evans

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

FCCA
Association of Chartered Certified Accountants (ACCA)

Address:

20 Church Street
Little Shelford
Cambridge CB22 5HG

Section B

Disclosure

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Whitsers Pre-School Playgroup CIO

Accounts for the period 11 December 2017 to 31st July 2018

Income and Expenditure

	2017/18		Full year 2016/17		Difference
	£	£	£	£	£
Income					
Fees		12,705		-	12,705
Admin fees		410		-	410
Nursery Education Vouchers		45,348		-	45,348
Donations		60		-	60
Facilities hire		30		-	30
Fundraising		2,071		-	2,071
Interest Received		-		-	-
T Shirt and Sweatshirt Income		165		-	165
Milk Reimbursements		386		-	386
Total Income		61,175		-	61,175
Expenditure					
Salaries	46,104		-		46,104
Pensions	196		-		196
Fundraising Costs	327		-		327
Photograph Costs	110		-		110
T Shirt and Sweatshirt Costs	-		-		-
Rent	1,575		-		1,575
Snacks	238		-		238
Milk	370		-		370
Supplies	1,155		-		1,155
Stationery	152		-		152
Phone	70		-		70
Training	73		-		73
Advertising	42		-		42
Gifts + other costs	139		-		139
Cleaning	11		-		11
Equipment	773		-		773
Playgoup events	539		-		539
Fees/membership	862		-		862
Bank Charges	54		-		54
Total Expenditure		52,789		-	52,789
Profit/-Loss		8,386		-	8,386

Balance Sheet

Petty cash	455	-	455
Bank - Unity Trust & Coop	51,262	-	51,262
Accounts receivable	5,752	-	5,752
CBS deposit	9,483	-	9,483
	66,953	-	66,953
Reserves transferred from Old Charity	46,371	-	46,371
Less Profit / -Loss for year	8,386	-	8,386
Accounts payable	12,196	-	12,196
Apprenticeship	-	-	-
Deposits	-	-	-
	66,953	-	66,953

Cash Position at year end

61,200