



# Trustees' Annual Report for the period

Period start date		Period end date	
From	01 04 2018	To	31 03 2019

## Section A Reference and administration details

Charity name

St. Christophers Playgroup

Other names charity is known by

Registered charity number (if any) 1053824

Charity's principal address

St. Christophers Church Halls

1 Lincoln Avenue

Cheltenham

Postcode

GL513DD

### 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	Lisa Wolf	Chair		
2	Natalie Carr	Vice Chair/Secretary		
3	Laura Brown	Treasurer	1/4/18 – 1/9/18	
4	Helen Collins	Treasurer	1/9/18 – 31/3/19	
5	Kate Adam	Trustee		
6	Sarah Fricker	Trustee		
7	Rebecca Brady	Trustee		
8	Hazell Wood	Trustee		
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### 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)

Emma Mayo, Playgroup Manager; Karen Cookes, Playgroup Assistant Manager; Karen Nichol, Playgroup Deputy.

# Section B Structure, governance and management

## Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Constitution
How the charity is constituted (eg. trust, association, company)	Trust
Trustee selection methods (eg. appointed by, elected by)	Appointed by the current trustees/committee members or at the AGM by general members

## 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.

St. Christophers Playgroup is overseen by a committee of up to 12 parents/local people. This includes 3 officer roles (Chairperson, Treasurer and Secretary) and up to 9 Trustee roles. Trustees volunteer their time for free and receive no financial benefit whatsoever. This year saw 8 parents on the committee. The playgroup management structure consists of a Playgroup Manager and a Playgroup Deputy Manager. There are 3 other permanent staff who are Playworkers, 2 staff who are fully qualified supply staff, and 1 Apprentice who is working towards her level 2 childcare qualification

The playgroup is a member of PATA which offers support and training to local settings, as well as providing a much needed payroll service to ensure that the tax and wage obligations are fully met.

Trustee and indemnity insurances are in place to enable the adequate management of risk. All permanent staff are fully trained in at least a level 3 appropriate qualification, fully trained in 1<sup>st</sup> aid and H&S and have an up to date knowledge of the EYFS, as well as having an advanced DBS check on a regular basis. Designated staff are fully trained in key areas such as advanced H&S, Safeguarding, food hygiene, SenCo, Safer recruitment, data protection etc and they act as the lead in that area, passing their knowledge to the rest of the team on a regular basis. Regular checks and risk assessments are undertaken in line with the playgroup's statutory obligations.

Trustees undergo a DBS check in line with statutory requirements and are also required to complete an EY2 with Ofsted to confirm their suitability.

Trustees meetings are held at least once a term but have been more frequent over the course of the year due to the need to continue to create and implement better financial governance, increase revenue by

fundraising, as well as to agree and manage staff changes. Trustees work collaboratively on all aspects of the roles and are in regular contact outside of the meetings.

Trustees are required to declare any conflict of interests at each meeting and policies and procedures have been developed over the course of the year to ensure the adequate induction and training of trustees and that they understand the requirements of each role from the offset.

Appropriate training has taken place to ensure best practice, such as the Chairperson attending a safe guarding course and the officers learning how to undertake the invoicing and funding requests.

All policies and procedures are reviewed annually and updated as necessary or when relevant legislation takes effect. Staff and committee members are required to read and understand the policies and procedures and any review/update is agreed and minuted within an official committee meeting.

## Section C

## Objectives and activities

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

The Aim of the Group is to enhance the development and education of children primarily under statutory school age by encouraging parents to understand and provide for the needs of their children through community groups and by:

- (a) offering appropriate play facilities and training courses, together with the right of parents to take responsibility for and to become involved in the activities of such groups, ensuring that such groups offer opportunities for all children, regardless of race, culture, religion, disability or means;
- (b) encouraging the study of the needs of such children and their families and promoting public interest in and recognition of such needs in the local areas;
- (c) instigating and adhering to and furthering the aim of Gloucestershire PATA.

**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)**

ST. Christophers Playgroup has provided a much needed pre-school and playgroup facility for the local area for over 50 years. It provides a community service which benefits the local children by providing a safe, stimulating and happy environment for children to experience their early years where learning is reinforced through play.

St. Christophers Playgroup strives to adequately deliver the Early Years Foundation Stage to 2-4 year olds within its fully inclusive setting. Fully qualified childcare managers and practitioners are employed to do this, who undertake daily planning of activities to meet the needs and interests of each child that attends the setting. They utilise a key person approach to ensure that the progress and well being of all the children are constantly monitored and relevant records are frequently updated which allows for future planning and next steps to be developed and devised, along with adequate cohort tracking to be undertaken. All staff are well trained in all aspects of the role and attend regular training courses to enable them to successfully meet the needs of all children that attend the setting.

Children are helped to learn and develop important social skills that they will take with them into school and beyond. Important foundations are set in skills such as communication, language, staying safe, turn taking and conflict resolution and all of these skills assist each child with their first steps in becoming a responsible member of the local community.

St Christophers Playgroup has also forged links with the local primary school, with the use of one of their rooms each week for a dedicated preschool session for the preschool children. This has enabled the transition to school to be much smoother as many of the children attending playgroup will attend that primary school. The pre-schoolers often visited the classrooms during the course of the year as well as had lunch in the dinner hall and attended productions by the infant classes such as the Christmas Nativity.

The management of the playgroup is undertaken by a committee made up of a majority of parents which also supports the local community by allowing parents the opportunity to be involved in their children's education from the very start. Parents can also be actively involved in each session that their child attends if they so wish. Parents can also become involved in their local community by fundraising which enables them to forge links with local businesses and local people. All children's learning journeys are now online so also provides more use of IT for parents, carers and staff to develop their skills in this essential area.

In all of their work, the trustees have had regard to the guidance issued by the Charity Commission on public benefit.

Policies and procedures are regularly reviewed and updated to ensure that the processes are relevant and meet the needs of the children at the setting as well as statutory obligations. The views of the children, parents and staff are always listened to and any feedback has been used to improve the way in which things are done.

The staff communicate closely with each other and with other settings that the children may attend and accurately assess each child as required to ensure accurate transition records. The staff work closely with parents/carers and outside agencies such as social workers, speech therapists etc to ensure the best possible outcome for the child.

Positive relationships have been developed with parents, grandparents and carers and they are invited to the sessions on a regular basis

whether as a parent helper or to stay and play in the session.

#### **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 committee, made up fully of volunteers, provide an essential role for the playgroup as they not only manage and organise all the fundraising activities throughout the year, but they also manage the staff, finances and administration of the playgroup.

Over the course of the year, a number of fundraising events have been organised by the trustees to include a Christmas Bazaar, regular coffee mornings, Easter Event day, raffles and initiatives such as bags2school collections. These have been very beneficial to the funding of the playgroup and have enabled relationships to be built with the parents and carers of the children that attend the setting.

Each event has been organised with the children in mind and has been fun and engaging for the children. All events raised money which have enabled the playgroup to buy much needed equipment or to build up reserves.

**Summary of the main achievements of the charity during the year**

This year saw the playgroup reach 50 years of serving the local area as a community playgroup. Various fundraisers celebrated this throughout the year, making it another very busy and exciting year for the staff and trustees.

Throughout the year implementing adequate financial governance and reserves has remained a priority and the trustees are extremely pleased with the outcome of the accounts this year. The objective of establishing a robust reserve fund and policy was completed successfully and a small financial surplus was made again which will be used to update the ICT equipment for the children to help further their ability in the use of technology. Much needed role play equipment will also be purchased and a new slide/climbing frame and a sand/water table were purchased during the course of the year.

This was not a small achievement due to nearly all costs increasing, such as the national living wage, suppliers costs, rent costs, pension costs etc and the hourly rate paid for each eligible child by the government was not increased. The committee also took the decision to not increase the cost to the parents and keep the hourly charge and snack charge the same as the previous year.

The transfer of funding and invoicing responsibilities to the management team from the committee was completed successfully. This allowed for a more efficient management of the playgroup income streams and a better invoicing process for the parents.

The constitution was updated to allow for staff members to serve on the committee as well as to increase the length of time that trustees could serve. Specific roles and responsibilities for staff on committee were created and implemented.

Sadly, the Treasurer decided to step down part way through the year, but a trustee was appointed to take over the role immediately. New and more robust financial procedures were implemented such as a new petty cash procedure which increased efficiency and reduced cash on site.

An audit on the toys/equipment held was completed allowing for the staff to begin to compile a better inventory as well as the purchase of better storage equipment to house it all in.

A small reorganisation of the management roles was undertaken in collaboration with the staff, along with a review of staff working hours, leading to a better management structure of the playgroup. This ensured that continuity and succession planning were put in place along with a better spread of roles/activities. This has enabled the playgroup to continue to go from strength to strength with each session being oversubscribed up to the end of the financial year.

Job descriptions have again been updated to ensure they were fully up to date and relevant. Staff have also been on regular training throughout the year such as 1<sup>st</sup> aid, food hygiene, H&S, Safeguarding and optional courses such as Boys will be Boys, Behaviour Management and Cohort Tracking to increase their knowledge base.

This was also the first year in a long time that an apprentice was recruited, who is on track to complete their level 2 qualification on time.

Finally, the playgroup reluctantly had to refer a family to the small claims court for non-payment of fees, which saddened the trustees and staff greatly as many attempts were made to recover the outstanding amount and much help and flexibility had been offered to them in the spirit of the playgroup being a community facility. Unfortunately, it resulted in a CCJ being issued and the matter is still ongoing into the next financial year.

## Section E

## Financial review

### Brief statement of the charity's policy on reserves

St. Christophers Playgroup holds a reserve account and strives to keep one terms costs in the reserve account at all times.

### Details of any funds materially in deficit

### 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.

The principal source of funding was from Gloucestershire County Council for the funding of children attending the setting.

Non-funded children's fees also contributed to the revenue, with a charged, optional snack each session.

Fundraising has also been a key factor in increasing revenue and will be crucial for any new committee to have more fundraising events throughout the year.

Expenditure has been very closely managed again this year and has been limited to essential items only. This will also need to be continued into future years.

Wages make up the biggest spend again this year at 73%.of the income and staffing levels should be monitored closely, without compromising service levels and legal ratios into the coming year.

St. Christophers Playgroup has a reserve account but no other investments.

## Section F

## Other optional information

The trustees and staff have again worked tirelessly this year to ensure that the playgroup continued to meet its financial objectives whilst still being the reputable, well regarded community playgroup it is renowned to be, with all the children continuing to thrive in its caring and stimulating environment.

The trustees are especially pleased that for the 2<sup>nd</sup> year running, they have been able to ensure that a small profit was made and the objective of establishing a robust reserve fund and policy has been successfully met. The trustees and staff are very happy about being able to invest the surplus money into playgroup and purchase much needed ICT equipment and roleplaying toys.

The current officers will be retiring from the committee in April after having an enjoyable 2 years. Two of the current trustees are hoping to stay on the committee for at least another year which will assist in ensuring the smooth transition to the new committee. With the addition of the senior staff members onto the committee, the coming year promises to be an exciting and productive year for St. Christophers Playgroup.

As usual, the Chairperson and trustees will need to continue to remain cautious due to forecasted increases in expenditure, such as increases in national living wage, pensions and supplier's costs. With no increase in the funding rate per child for another year, close scrutinisation of all costs will need to continue.

The trustees are optimistic that with the continued assistance and support of the excellent staff, St. Christophers Playgroup can continue to go from strength to strength in the future.

## Section G

## Declaration



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

Signed on behalf of the charity's trustees

<b>Signature(s)</b>	L Wolf	
<b>Full name(s)</b>	Lisa Wolf	
<b>Position (eg Secretary, Chair, etc)</b>	Chair	
<b>Date</b>	4/4/2019	

Income / Expenditure Monthly summary by category - Financial year April 2018 to March 2019

Income

Month	Childrens Fees	Gloucestershire Funding	Deprivation Grant	Other Grants	Parties Outings	Fundraising	Donations	Clothing	Other Income	Bank Interest	Total
April	£2,179.73	£341.32	£566.64	£0.00	£0.00	£12.03	£0.00	£0.00	£0.00	£0.00	£3,099.72
May	£1,248.50	£19,089.62	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£20,338.12
June	£3,455.61	£95.40	£0.00	£0.00	£0.00	£19.29	£0.00	£0.00	£0.00	£0.00	£3,570.30
July	£1,251.13	£491.16	£0.00	£0.00	£0.00	£315.19	£0.00	£0.00	£0.00	£0.00	£2,057.48
August	£122.50	£47.58	£817.54	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£987.62
September	£2,153.50	£0.00	£0.00	£0.00	£0.00	£523.44	£0.00	£0.00	£0.00	£0.00	£2,676.94
October	£1,366.50	£13,621.14	£0.00	£0.00	£0.00	£52.00	£0.00	£0.00	£0.00	£0.00	£15,039.64
November	£1,804.00	£0.00	£0.00	£0.00	£0.00	£1,595.61	£0.00	£0.00	£0.00	£0.00	£3,399.61
December	£1,068.09	£2,589.13	£800.33	£0.00	£0.00	£28.37	£0.00	£0.00	£0.00	£0.00	£4,485.92
January	£2,925.50	£0.00	£0.00	£0.00	£0.00	£24.00	£0.00	£0.00	£500.00	£0.00	£3,449.50
February	£1,136.50	£15,084.92	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£16,221.42
March	£2,309.65	£0.00	£0.00	£0.00	£0.00	£10.85	£0.00	£0.00	£0.00	£0.00	£2,320.50
Total	£21,021.21	£51,360.27	£2,184.51	£0.00	£0.00	£2,580.78	£0.00	£0.00	£500.00	£0.00	£77,646.77

Expenditure

Month	Salary	NI & Tax	PATA	Course Fees	Premises Cost	Admin Costs	Petty Cash	Perishable/ consumable play equipment	Toys and equipment	Office consumables	Fundraising	Outings & Parties	Insurance	Other	Total
April	£4,025.92	£215.17	£126.00	£0.00	£440.00	£52.00	£0.00	£0.00	£0.00	£31.37	£0.00	£350.00	£0.00	£0.00	£5,233.46
May	£4,169.93	£160.07	£36.00	£13.80	£440.00	£52.29	£100.00	£40.00	£0.00	£23.83	£0.00	£0.00	£0.00	£4,000.00	£9,335.92
June	£4,302.22	£193.07	£46.00	£0.00	£440.00	£52.29	£0.00	£0.00	£720.49	£23.83	£0.00	£0.00	£0.00	£0.00	£5,777.90
July	£3,926.81	£239.63	£48.00	£0.00	£440.00	£0.00	£0.00	£0.00	£117.48	£167.41	£0.00	£40.49	£0.00	£0.00	£4,979.82
August	£3,359.09	£242.94	£58.50	£0.00	£440.00	£95.00	£0.00	£6.76	£0.00	£43.75	£0.00	£0.00	£0.00	£0.00	£4,246.04
September	£3,817.00	£208.21	£42.00	£150.00	£440.00	£244.58	£100.00	£276.19	£0.00	£42.83	£0.00	£0.00	£0.00	£0.00	£5,320.81
October	£4,154.58	£203.17	£42.00	£0.00	£440.00	£0.00	£0.00	£126.27	£0.00	£24.37	£0.00	£0.00	£0.00	£10,000.00	£14,990.39
November	£4,258.37	£133.43	£42.00	£0.00	£440.00	£0.00	£0.00	£0.00	£0.00	£139.75	£0.00	£0.00	£0.00	£0.00	£5,013.55
December	£4,291.98	£135.53	£0.00	£0.00	£485.00	£55.00	£79.62	£15.95	£0.00	£23.82	£0.00	£0.00	£0.00	£0.00	£5,086.90
January	£4,056.31	£163.51	£84.00	£25.00	£440.00	£308.69	£144.20	£330.45	£139.99	£0.00	£0.00	£0.00	£0.00	£0.00	£5,692.15
February	£4,407.82	£200.33	£42.00	£25.00	£440.00	£0.00	£85.06	£0.00	£0.00	£23.82	£0.00	£0.00	£0.00	£0.00	£5,224.03
March	£4,325.24	£191.87	£0.00	£30.00	£440.00	£0.00	£55.68	£0.00	£135.00	£106.83	£0.00	£0.00	£567.47	£0.00	£5,852.09
Total	£49,095.27	£2,286.93	£566.50	£43.80	£5,325.00	£852.85	£564.56	£795.62	£1,112.96	£651.61	£0.00	£390.49	£567.47	£14,000.00	£76,753.06

less reserve transfer of £14000 = Total Expenditure of £62753.06

Bank starting balance (1st Apr 2018)	£16,117.08
Income	£77,646.77
Expenditure	£76,753.06
less Transferred to reserve during period	£14,000.00
Actual Expenditure	£62,753.06
Bank ending balance (31st Mar 2019)	£17,009.99
Reserve ending balance (31st March 2019)	£15,432.14

Asset Breakdown Summary Financial Year April 2018 - March 2019

Assets	As at 1/04/2018	As at 31/03/2019
Balance of Lloyds current account	£16,117.08	£17,009.99
Balance of Lloyds reserve account	£1,427.57	£15,432.14
Balance of petty cash tin	£23.82	0
<b>Total</b>	<b>£17,568.47</b>	<b>£32,442.13</b>



# CHARITY COMMISSION FOR ENGLAND AND WALES

## Independent examiner's report on the accounts

### Section A

### Independent Examiner's Report

Report to the trustees/  
members of

Charity Name

ST. CHRISTOPHERS PLAYGROUP

On accounts for the year  
ended

31 MARCH 2019

Charity no  
(if any)

1053824

Set out on pages

1-3

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/03/2019

Responsibilities and  
basis of report

As the charity trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent  
examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention (~~other than that disclosed below~~ \*) in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which 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:

Date:

6/8/2019

Name:

PHILLIP LANE

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

CHARTERED ACCOUNTANT - ACA

Address:

SWEET HAWK, PIRTON LANE, CHURCHDOWN  
GL3 2QE



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

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

NONE

Charity name:

Charity number:

ST. CHRISTOPHER'S PLAYGROUP

1053824

## Receipts and payments accounts for the period

Period start date: 1 APRIL 2018

Period end date: 31 MARCH 2019

## RECEIPTS AND PAYMENTS

RECEIPTS	Previous year		Current year	
	£	p	£	p
Nursery Education Funding (Free for 3&4)	44490.64		51360.27	
Nursery Education Funding (New for 2)	0.00		0.00	
Children's fees	15759.01		21021.21	
Milk refund	0.00		0.00	
Grants (Gloucestershire deprivation grant)	1,470.32		2,184.51	
Grant .....	0.00		0.00	
Grant .....	0.00		0.00	
Fundraising	4,148.10		2,580.78	
Donations	1.00		0.00	
Parties and outings receipts from parents	96.50		0.00	
Interest on business reserve account	1.51		4.57	
Other receipts	5000		500.00	
Clothing receipts in petty cash	9.45		0.00	
Sub total	70,976.53		77,651.34	
Income from the sale of equipment	0.00		0.00	
<b>TOTAL RECEIPTS (A)</b>	<b>£70,976.53</b>		<b>£77,651.34</b>	

PAYMENTS	Previous year		Current year	
	£	p	£	p
Employment costs (gross pay + employer's NIC)	50109.54		51382.2	
Training costs	240.00		393.8	
Premises (rent, heat etc)	4785		5325	
Subscriptions	0.00		0.00	
Insurance	556.56		567.47	
Administration	855.50		1606.35	
Refreshments	0.00		0.00	
Consumables (office admin)	670.19		1380.91	
Consumables (play equipment, toys)	124.74		1054.46	
Fundraising costs	0.00		0.00	
Outings and parties	435.00		390.49	
Movement on petty cash tin	26.35		1.39	
Petty cash bank transfers**	0		543.51	
Funds taken out of reserve***	4,000.00		0	
Other	702.69		108.87	
Sub total	62,505.57		62,754.45	
Purchases of equipment and other assets	-		-	
<b>TOTAL PAYMENTS (B)</b>	<b>£62,505.57</b>		<b>£62,754.45</b>	

<b>NET OF RECEIPTS AND PAYMENTS (A-B=C)</b>	<b>£8,470.96</b>	<b>£14,896.89</b>
<b>Cash funds* incl. deposit a/c last year end (D)</b>	<b>9074.28</b>	<b>17545.24</b>
<b>Cash funds* incl. deposit a/c this year end (C+D)</b>	<b>£17,545.24</b>	<b>£32,442.13</b>

## STATEMENT OF ASSETS AND LIABILITIES

\*Note: cash funds include reserve/contingency/deposit accounts.

\*\*Petty cash spending detailed in accompanying documents.

\*\*\* Reserve funds transferred to main account to meet monthly costs

	Current value
	£ p
Cash funds (agree with the balance of the receipts and payments a/c) (E)	32,442.13
Debtors (money owed to the charity on the period end date) (F)	0.00
Value of buildings and equipment (current or depreciated value) (G)	0.00
Liabilities (loans and any other money owed on the period end date) (H)	0.00
<b>Net assets (E-F+G-H)</b>	<b>£32,442.13</b>

Signed on behalf of the trustees (committee): Signed.....

Name: LISA WOLF Role: CHAIRPERSON

Date: 1/8/2019