

## **Presentation of Annual Report (Chair/Secretary)**

**Liz Leonard**

The playgroup was full for the new September 2010 intake and all the children settled in very well. Due to the demand an additional Wednesday afternoon session has been introduced. The outgoing committee was formed at last year's AGM and committee meetings were held every half term in the church hall. Ros Clifford has agreed to stay on as Treasurer. A parent evening was held for staff to report on children's progress. All children had Early Years trackers, this was new for July 2010 these were filled out and sent on to their new setting or kept at playgroup – 15 children stayed on with the playgroup – highest number to date. All children received a learning journal on the last day of term - many thanks to Rosie the Vicar for doing the presentations.

Shabnam (Playgroup key worker) left to carry on her job in a school where she already had a role, there was no need to employ a new person as the current team could cover her hours.

In early 2010 Liz Leonard enrolled for NVQ management and pre-school leader Training – and achieved NVQ4. There were ongoing visits from the Early Years Intervention Team, Advisory Teachers and staff continued to attend training courses. First Aid training for all staff is up to date and they hold the relevant certification for First Aiders. Playgroup offered Angie a student placement and she achieved her NVQ2 and has stayed on voluntarily and is currently working on NVQ3. All policies had to be updated and many thanks to Joanne Walsh who worked with Jan from the Early Years team to achieve this. Joanne Walsh attended a course on the new use practice of using phonics. As per new Government guidelines a member of staff working at a Playgroup needs to have a degree and Joanne has enrolled at Kingston University and started her course in September 2010. The Playgroup received a 75% grant and the playgroup pay the remaining 25%. Liz attended a course on Health and Safety at Work. Playgroup were able to help 2 children receive a statement – this requires a lot of time and effort working with all associated outside agencies.

The playgroup applied for a £15,000 grant to upgrade the garden – many thanks to Kath Richardson for preparing the Business Case, providing 3 years of Financial Reports to support our request.

For Christmas 2009 the children visited the nativity scene in the St Mary's church. The playgroup Christmas party was held on the last day of term and all children attended. They sang songs and were presented with a book from Father Christmas – thanks to Russell Quait (Alex's father) for being Father Christmas. Following that we all shared food. At Easter 2010 the children did a sponsored bunny hop in aid of Sports Relief and raised £400 - all proceeds were donated. There was a visit by the Tropical Zoon (based at Syon Park Brentford). We were unable to have the Urban Farm due to mobile farms being banned as a result of the E-Coli outbreak that took place at a farm in Surrey.

## **Treasurer's Report 2009/10**

Playgroup has made a loss this year of just under £600 and we have ended the year with over £24,000 in the bank. We are not increasing our fees as there is still no need.

We need over £5,000 to fulfil our Reserves Policy which states “ The trustees have reviewed the charity's needs for reserves in line with the guidance issued by the Charity Commission and have set aside of designated £2,000 for new equipment and £3,000 to cover cashflow. We have also promised Under 3's £500 for purchases and a budget of £50 per year. The trustees believe that reserves should be at least at this level to ensure the charity can run efficiently and meet the needs of the beneficiaries.” This is a mandatory statement revised annually.

We have bought some new tables but not made major purchases this year.

We have also used our funds to have lots more visits from people like the Tropical Forest which have gone down very well with the children and will continue to do so.

The staff received a 2% pay rise. We only lost £180 in unpaid bills which is an improvement on last year.

Ros Clifford has been a lovely treasurer this year and she has offered her services for another year.

Kathleen Richardson  
Finance Manager

# ST MARY'S OSTERLEY PRE-SCHOOL PLAYGROUP

## INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 AUGUST 2010

	£	£	<u>Last Year £</u>
<b>INCOME</b>			
Fees and Registration	27,073.00		31,029
Funding	31,094.80		30,841
Interest	40.11		750
Fund-raising (general)	175.98		154
Milk Funding	350.97		66
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		58,734.86	62,840
<b>EXPENDITURE</b>			
Wages	42,578.63		45,484
Hall hire	10,105.00		9,537
Materials & Stationery	1,923.38		1,839
Parties and Visits	723.69		1,684
National Insurance	1,115.37		1,183
Cleaning & Welfare	1,133.00		939
Depreciation	925.06		530
Insurance	0.00		384
Professional Subscriptions	436.60		330
Milk	311.52		244
Accountancy	50.00		50
		59,302.25	<hr/>
			62,204
<b>EXCESS OF INCOME</b>			
		<hr/>	<hr/>
		-567.39	636

# ST MARY'S OSTERLEY PRE-SCHOOL PLAYGROUP

## ASSETS & LIABILITIES FOR THE YEAR ENDED 31 AUGUST 2010

	£	£	<u>Last Year £</u>
<b>ASSETS</b>			
<b>Cash</b>			
In Hand	0.00		0
At Bank - CafCash	7,532.49		7,488
At Bank - Caf Gold	<u>16,053.15</u>	23,585.64	<u>16,021</u>
			23,509
<b>Equipment</b>			
Value at 1st September 2009	9,250.65		5,299
add Purchases during year	121.47		4,482
less Depreciation	<u>925.06</u>	8,447.06	<u>530</u>
			9,250.64
<b>Other Assets</b>			
Payments made in Advance		<u>-</u>	0
<b>TOTAL ASSETS</b>		<u>32,032.70</u>	<u>32,760</u>
 <b>LIABILITIES</b>			
<b>Income and Expenditure Account</b>			
Balance at 1st September 2009	32,550.10		31,914
add Excess of Income over Expenditure	<u>-567.39</u>	31,982.70	<u>636</u>
			32,550
<b>Deposits</b>			
Deposits held 1st September 2009	160.00		140
Less transfers during year	<u>- 160.00</u>	-	<u>20</u>
			160
<b>Accruals</b>			
Accountancy	50.00	50.00	50
<b>TOTAL LIABILITIES</b>		<u>32,032.70</u>	<u>32,760</u>