

Report of the Trustees and
Unaudited Financial Statements for the Year Ended 31 August 2022
for
Poplars Group

Poplars Group

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for the Year Ended 31 August 2022

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Poplars Group

Reference and Administrative Details
for the Year Ended 31 August 2022

TRUSTEES	L Baker L D Chamberlain C Cooper L Marshall A L O'Neill M S Vaghela S Wright
PRINCIPAL ADDRESS	Water Leys Primary School Guilford Drive Wigston Leicestershire LE18 1HG
REGISTERED CHARITY NUMBER	1027328
INDEPENDENT EXAMINER	torr waterfield Park House 37 Clarence Street Leicester Leicestershire LE1 3RW

Poplars Group

Report of the Trustees **for the Year Ended 31 August 2022**

The trustees present their report with the financial statements of the charity for the year ended 31 August 2022. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019).

OBJECTIVES AND ACTIVITIES

Objectives and aims

The aims of the pre-school are 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;

- offering appropriate play, education and care facilities, family learning and extended hours groups, 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 opportunity for all children whatever their race, culture, religion, means or ability;
- encouraging the study of the needs of such children and their families and promoting public interest in and recognition of such needs in local areas, and;
- instigating and adhering to and furthering the aims of objects of the Pre-school Learning Alliance

Significant activities

The main activity of the charity continues to be the provision of playgroup activities.

Public benefit

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

Poplars Group

Report of the Trustees **for the Year Ended 31 August 2022**

ACHIEVEMENT AND PERFORMANCE

Charitable activities

The pre-school continues to run from two rooms from 7.30am - 5.30pm, Monday to Friday at Water Leys Primary School. The children aged 2-3 are located in the Caterpillar room (secure double mobile unit) and the children aged 3-4 are located in the Butterfly room (double classroom next to Foundation Stage).

At the end of the summer term 2021 there were 95 children on roll, of which 47 children were due to move up to school, 8 were in receipt of 2-year funding and 35 in receipt of 30 hours funding. There are 78 children on roll due to continue or start in September 2022 of which 10 are in receipt of 2-year funding and 27 in receipt of 30 hours funding.

Poplars Group promotes the Early Years Pupil Premium and uses the Parental Statement of Undertaking consent form to obtain, from parents, all the information required to check eligibility. After liaising with parents funding for eligible children was used during the Autumn and Spring terms for ELKLAN (to support language development), small group sessions and booster groups, hot dinners, pre-school uniform and resources. The Summer term funding continues to be used to purchase school uniform which again was well received and this practice will continue. Funds received, expenditure and outcomes continue to be monitored for each individual child. Poplars Group also promotes and offers the 30 hours funding and Tax free childcare schemes.

Since the relaxing of the Covid 19 restrictions the group have been able to access the Sensory Room within the school.

Poplars continues to run a breakfast club for pre-school children only. Attendance between 7.30am and 8.00am continues to be low but improves from 8.00am. It is essential that the group continue to offer the breakfast hour to enable working parents to access the provision.

The after school club is split into two groups. The green group is the pre-school children, foundation stage and year one based in the butterfly room. The red group is school years 2-6 based in the school hall. Parent Pay is the preferred method of payment for most parents with fees being entered on a half termly basis. This system does not support the receipt of childcare vouchers or payment by Tax Free Childcare Accounts. Those parents who wish to pay using either of these methods are now invoiced on a monthly basis. All systems are working well and the After School Club continues to have no debtors throughout the academic year.

Poplars Group

Report of the Trustees **for the Year Ended 31 August 2022**

ACHIEVEMENT AND PERFORMANCE

Charitable activities - continued

Poplars Group were able to offer a holiday club during October half term, February half term, Easter, May half term and the Summer holidays. Days and time of opening are set in line with the bookings received and staff are then allocated accordingly ensuring the holiday club continues to be sustainable and group does not make a loss. The group will need to continue to advertise this service to ensure attendance steadily improves. Although the Holiday Club is recorded separately in the cash book it is not classed as a separate entity from the rest of the group.

The level 3 Apprentice left in June 2022 to take up a full time permanent position as the group were unable to offer her permanent hours. There were no other staffing changes this academic year. A pay rise has been implemented where appropriate to incorporate the new Living Wage in line with government changes. The Board of Trustees continue to make the necessary changes to ensure the Group complies with regulations. The group will start the new academic year (September 2022) with a Group Manager, Deputy Manager, Administration & Finance Officer, two Room/After School Club Leaders, one qualified level 4 Early Years Educator, ten qualified level 3 Early Years Educators, one unqualified Early Years Educator, and one Lunchtime Supervisor.

The Board of Trustees has been working well and having members of school staff and school governors on board continues to strengthen the links with the school. Following Covid 19 face to face meetings have resumed on a termly basis supported by the Management report. Monthly Finance reports continue to ensure everyone is kept up to date. The Group will start the new academic year with a Chairperson, Treasurer, Secretary and four other Trustees.

Again this year the group have been cautious and only purchased a self-selection unit for the Butterfly room and some small resources. The main door and broken window in the Caterpillar room (mobile unit) have been replaced along with the fascia in the Butterfly room. Leases have been discussed and responsibility for repairs have been established. Following this a new ramp has been installed to the mobile unit, children's taps replaced in both bathrooms and new phones installed in the Caterpillar room. The group also contributed to cost of a Community Defibrillator installed on the school site.

The reserve account has been reviewed at a full Board of Trustees meeting and has again been increased accordingly to ensure it continues to hold funds to cover three months running costs. This will continue to be monitored at a full Board of Trustees meeting each academic year to ensure the reserve account holds sufficient funds.

Poplars Group continue to use Tapestry (an online learning journal system) to ensure all current parents are able to access up to date information regarding their child and the group. Tapestry is used to provide parents with EYFS (Early Years Foundation Stage) observations, snapshot observations of their children during their time at pre-school, reports and electronic correspondence. The group now also make use of the Care Diary facility to inform parents what their child has had to eat/drink and their self-care needs throughout the day. Accidents continue to be reported electronically. This facility is also used for the parents of children attending the After School Club for electronic correspondence (newsletters, upcoming events).

The Board of Trustees continue to secure the finances of the group. The monthly financial report provides information regarding income and expenditure in all areas. This report is now used as a working document which enables predicted figures to be altered allowing reflection of the current situation. Debtors continue to be managed on a monthly basis with only Summer Holiday Club fees outstanding at the end of the academic year.

All banking continues to be completed online and the group encourages all parents to pay in this way. The group is registered for several childcare voucher schemes and the tax free childcare facility. The credit card monthly statements are checked and signed off on a monthly basis. The petty cash system continues to work well with all transactions being countersigned. Both the credit card and petty cash transactions are recorded in a separate spreadsheet for monitoring purposes. An external company continue to administer the payroll including pension contributions and examination of the annual accounts. The Board of Trustees continue to be aware of changes to the Living Wage and the pension scheme and have made appropriate provisions to meet these changes.

Poplars Group

Report of the Trustees **for the Year Ended 31 August 2022**

ACHIEVEMENT AND PERFORMANCE

Fundraising activities

The Group has held minimal fundraising events this year following the Covid 19 pandemic. Unfortunately, the individual, group and family photo sessions and the Halloween party were unable to take place. The Christmas card fundraiser raised £112.70 and the Christmas raffle raised £41.00. They still managed to successfully support Comic Relief, Children in Need, MacMillan and Ukraine Appeal.

FINANCIAL REVIEW

Financial position

Total incoming resources were £335,332 (2021: £313,039). After deducting expenditure of £310,552 (2021: £290,066) there was net income of £24,780 (2021: £22,973) for the year.

As at 31 August 2022, the Charity had total funds of £283,814 (2021: £259,034) all of which were unrestricted.

Trustees agreed that all staff would be paid in full for their contracted hours due to Covid 19 related absences. FEEE funding and EYPP was received and the group continued to access the Coronavirus Job Retention Scheme for 4 members of staff in the Spring Term. Unfortunately, as a voluntary run charity pre-school the group were not eligible to access any further funding or financial assistance during this time. With careful monitoring of the financial situation during this time and the unity of the staff team they have managed to continue to run and start the new academic year in a healthy financial position.

Reserves policy

The Group holds cash at bank of £206,533 all of which is unrestricted funds. It is the policy of the charity to keep three months' worth of running costs held in the reserve account, and a sufficient amount in the current account towards the following year's general expenditure.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The charity is controlled by its governing document, a constitution dated 9 November 1993 and as amended on 24 June 2021 and is an unincorporated charity.

Recruitment and appointment of new trustees

The Group aims to recruit new trustees from either current or past parents of children attending activities. Additional trustees are sought by regular advertising in the newsletter.

Induction and training of new trustees

New trustees receive full information on the legal basis of the Group and the powers and responsibilities of trustees.

Approved by order of the board of trustees on 15 June 2023 and signed on its behalf by:

S Wright - Trustee

**Independent Examiner's Report to the Trustees of
Poplars Group**

Independent examiner's report to the trustees of Poplars Group

I report to the charity trustees on my examination of the accounts of Poplars Group for the year ended 31 August 2021.

Responsibilities and basis of report

As the charity trustees, 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 Charity's accounts carried out under section 145 of the Act and in carrying out my examination I have followed all applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

Since your charity's gross income exceeded £250,000 your examiner must be a member of a listed body. I can confirm that I am qualified to undertake the examination because I am a registered member of the Association of Chartered Certified Accountants (ACCA) which is one of the listed bodies.

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Charity as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do 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.

Mark Andrew Torr FCCA

torr waterfield
Park House
37 Clarence Street
Leicester
Leicestershire
LE1 3RW

20 June 2023

Poplars Group

Statement of Financial Activities
for the Year Ended 31 August 2022

	Notes	Unrestricted fund £	Restricted fund £	31.8.22 Total funds £	31.8.21 Total funds £
INCOME AND ENDOWMENTS FROM					
Charitable activities	4				
Playgroup activities		333,928	-	333,928	308,076
Other trading activities	2	41	-	41	-
Investment income	3	38	-	38	6
Other income	5	1,325	-	1,325	4,957
Total		<u>335,332</u>	<u>-</u>	<u>335,332</u>	<u>313,039</u>
EXPENDITURE ON					
Charitable activities	6				
Playgroup activities		<u>310,552</u>	<u>-</u>	<u>310,552</u>	<u>290,066</u>
NET INCOME		24,780	-	24,780	22,973
RECONCILIATION OF FUNDS					
Total funds brought forward		259,034	-	259,034	236,061
TOTAL FUNDS CARRIED FORWARD		<u><u>283,814</u></u>	<u><u>-</u></u>	<u><u>283,814</u></u>	<u><u>259,034</u></u>

The notes form part of these financial statements

Poplars Group

Balance Sheet
31 August 2022

	Notes	Unrestricted fund £	Restricted fund £	31.8.22 Total funds £	31.8.21 Total funds £
FIXED ASSETS					
Tangible assets	11	112,480	-	112,480	119,558
CURRENT ASSETS					
Debtors	12	3,458	-	3,458	2,696
Cash at bank and in hand		206,533	-	206,533	184,247
		<u>209,991</u>	<u>-</u>	<u>209,991</u>	<u>186,943</u>
CREDITORS					
Amounts falling due within one year	13	(38,657)	-	(38,657)	(47,467)
NET CURRENT ASSETS		<u>171,334</u>	<u>-</u>	<u>171,334</u>	<u>139,476</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>283,814</u>	<u>-</u>	<u>283,814</u>	<u>259,034</u>
NET ASSETS		<u>283,814</u>	<u>-</u>	<u>283,814</u>	<u>259,034</u>
FUNDS	15				
Unrestricted funds				283,814	259,034
TOTAL FUNDS				<u>283,814</u>	<u>259,034</u>

The financial statements were approved by the Board of Trustees and authorised for issue on 15 June 2023 and were signed on its behalf by:

S Wright - Trustee

Notes to the Financial Statements
for the Year Ended 31 August 2022

1. ACCOUNTING POLICIES

Basis of preparing the financial statements

The financial statements of the charity, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Charities Act 2011. The financial statements have been prepared under the historical cost convention.

Financial reporting standard 102 - reduced disclosure exemptions

The charity has taken advantage of the following disclosure exemptions in preparing these financial statements, as permitted by FRS 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland':

- the requirements of Section 7 Statement of Cash Flows.

Income

All income is recognised in the Statement of Financial Activities once the Group has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Allocation and apportionment of costs

During the years ended 31 August 2022 and 31 August 2021, all costs were 100% attributable to the Charity's sole activity, the provision of Playgroup activities.

Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

- Property - Straight line over 20 years
- Equipment - Straight line over 3, 5 or 7 years

Taxation

The charity is exempt from tax on its charitable activities.

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

Pension costs and other post-retirement benefits

The charity operates a defined contribution pension scheme. Contributions payable to the charity's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

Poplars Group

**Notes to the Financial Statements - continued
for the Year Ended 31 August 2022**

1. ACCOUNTING POLICIES - continued

Debtors

Short term debtors are measured at transaction price, less any impairment. Loans receivable are measured initially at fair value, net of transaction costs, and are measured subsequently at amortised cost using the effective rate of interest method, less any impairment.

Creditors

Short term creditors are measured at the transaction price. Other financial liabilities, including bank loans, are measured initially at fair value, net of transaction costs, and are measured subsequently at amortised cost using the effective interest method.

Going concern

After reviewing the charity's forecasts and projections, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. The charity therefore continues to adopt the going concern basis in preparing the financial statements.

Government grants

Government grants receivable are recognised in accordance with the performance model.

2. OTHER TRADING ACTIVITIES

	31.8.22	31.8.21
	£	£
Fundraising income	41	-
	<u>41</u>	<u>-</u>

3. INVESTMENT INCOME

	31.8.22	31.8.21
	£	£
Bank interest	38	6
	<u>38</u>	<u>6</u>

4. INCOME FROM CHARITABLE ACTIVITIES

		31.8.22	31.8.21
	Activity	£	£
Free Early Education Entitlement (FEEE)	Playgroup activities	224,652	220,438
Fees	Playgroup activities	105,163	86,266
Food and drink fees	Playgroup activities	3,422	821
Uniform sales	Playgroup activities	691	551
		<u>333,928</u>	<u>308,076</u>

5. OTHER INCOME

	31.8.22	31.8.21
	£	£
Misc Income	1,325	-
Non-charitable Grants	-	4,957
	<u>1,325</u>	<u>4,957</u>

Included in the above are receipts of government grants that are not dependent on charitable status, such as the Coronavirus Job Retention Scheme and funding for undertaking apprenticeship schemes.

Poplars Group

**Notes to the Financial Statements - continued
for the Year Ended 31 August 2022**

6. CHARITABLE ACTIVITIES COSTS

	Direct Costs £	Support costs (see note 7) £	Totals £
Playgroup activities	296,339	14,213	310,552

7. SUPPORT COSTS

	Management £	Governance costs £	Totals £
Playgroup activities	12,033	2,180	14,213

8. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 August 2022 nor for the year ended 31 August 2021.

Trustees' expenses

There were no trustees' expenses paid for the year ended 31 August 2022 nor for the year ended 31 August 2021.

9. STAFF COSTS

	31.8.22 £	31.8.21 £
Wages and salaries	232,358	220,133
Social security costs	6,939	6,375
Other pension costs	3,586	3,344
	<u>242,883</u>	<u>229,852</u>

The average monthly number of employees during the year was as follows:

	31.8.22	31.8.21
Playgroup	<u>19</u>	<u>19</u>

No employees received emoluments in excess of £60,000.

10. INDEPENDENT EXAMINER'S REMUNERATION

Amounts payable to the Independent Examiner are analysed as follows:

	31.8.22 £	31.8.21 £
Independent examination fees	390	390
Other financial services	1,790	1,866
	<u>2,180</u>	<u>2,256</u>

Poplars Group

**Notes to the Financial Statements - continued
for the Year Ended 31 August 2022**

11. TANGIBLE FIXED ASSETS

	Property £	Equipment £	Totals £
COST			
At 1 September 2021	143,971	22,896	166,867
Additions	-	4,807	4,807
	<hr/>	<hr/>	<hr/>
At 31 August 2022	143,971	27,703	171,674
	<hr/>	<hr/>	<hr/>
DEPRECIATION			
At 1 September 2021	33,873	13,436	47,309
Charge for year	7,198	4,687	11,885
	<hr/>	<hr/>	<hr/>
At 31 August 2022	41,071	18,123	59,194
	<hr/>	<hr/>	<hr/>
NET BOOK VALUE			
At 31 August 2022	102,900	9,580	112,480
	<hr/>	<hr/>	<hr/>
At 31 August 2021	110,098	9,460	119,558
	<hr/>	<hr/>	<hr/>

12. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.8.22 £	31.8.21 £
Other debtors	1,583	821
Prepayments and accrued income	1,875	1,875
	<hr/>	<hr/>
	3,458	2,696
	<hr/>	<hr/>

13. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.8.22 £	31.8.21 £
Social security and other taxes	2,295	2,211
Other creditors	925	1,158
Accruals and deferred income	35,437	44,098
	<hr/>	<hr/>
	38,657	47,467
	<hr/>	<hr/>

Accruals and deferred income includes payments received in advance of delivering services of £34,187 (2021: £42,868).

Entitlement to the income is subject to the charity providing a set level of hours of childcare per child. The award is calculated on the number of children that will attend under the FEEE government program in the following term. The amount above was received during the year for the Autumn term which commences following the year end on 1 September. As the charity had not delivered the childcare services at the 31 August, this amount has been deferred in full.

Poplars Group

**Notes to the Financial Statements - continued
for the Year Ended 31 August 2022**

14. LEASING AGREEMENTS

Minimum lease payments under non-cancellable operating leases fall due as follows:

	31.8.22 £	31.8.21 £
Within one year	23,000	23,000
Between one and five years	29,614	12,996
	<u>52,614</u>	<u>35,996</u>

Lease payments of £23,000 (2021: £23,000) were recognised as an expense during the year.

15. MOVEMENT IN FUNDS

	At 1.9.21 £	Net movement in funds £	At 31.8.22 £
Unrestricted funds			
General fund	259,034	24,780	283,814
TOTAL FUNDS	<u>259,034</u>	<u>24,780</u>	<u>283,814</u>

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	335,332	(310,552)	24,780
TOTAL FUNDS	<u>335,332</u>	<u>(310,552)</u>	<u>24,780</u>

Comparatives for movement in funds

	At 1.9.20 £	Prior year adjustment £	Net movement in funds £	At 31.8.21 £
Unrestricted funds				
General fund	274,219	(38,158)	22,973	259,034
TOTAL FUNDS	<u>274,219</u>	<u>(38,158)</u>	<u>22,973</u>	<u>259,034</u>

Poplars Group

Notes to the Financial Statements - continued
for the Year Ended 31 August 2022

15. MOVEMENT IN FUNDS - continued

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	313,039	(290,066)	22,973
TOTAL FUNDS	<u>313,039</u>	<u>(290,066)</u>	<u>22,973</u>

16. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 August 2022 nor for the year ended 31 August 2021.