

Report of the Trustees and
Unaudited Financial Statements for the Year Ended 31 August 2023
for
Poplars Group

Poplars Group

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for the Year Ended 31 August 2023

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Poplars Group

Reference and Administrative Details
for the Year Ended 31 August 2023

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 2023**

The trustees present their report with the financial statements of the charity for the year ended 31 August 2023. 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 2023**

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 2022, there were 82 children on roll, of which 46 children were due to move up to school, 4 were in receipt of 2-year funding and 29 in receipt of 30 hours funding. There are 66 children on roll due to continue or start in September 2023 of which 9 are in receipt of 2-year funding and 16 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 small group ELKLAN sessions (to support language development), booster groups, hot dinners, Reading Spine books, 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.

Poplars continues to run a breakfast club for pre-school children only. Attendance between 7.30am and 8.00am is steadily improving. It is essential that the group continue to offer the breakfast session to enable working parents to access the provision.

The After School Club is split into two groups. Group one is the pre-school and Foundation Stage children based in the Butterfly Room. Group two is school years 1-6 based in the school hall. Throughout the year, Parent Pay has been used as a method of payment for 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 and the number of parents using these methods of payment has increased. Those parents who wish to pay using either of these methods are now invoiced on a monthly basis. During the Summer, it was decided to change all parents to a monthly invoice in advance, using a new facility offered by Tapestry. This was introduced in August and was received well by all parents. The new system is in its early stages but is 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 2023**

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.

During the last 12 months, there have been several changes to the staff team. The group have taken on a level 2 student placement and a volunteer. One Level 3 member of staff and the Deputy Manager have left to pursue different career roles. This has led to a Management restructure resulting in the Senior Early Years Educators taking on additional responsibilities and providing a support role to the Group Manager. 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 2023) with a Group Manager, Administration & Finance Officer, two Senior Early Years Educators, one qualified level 4 Early Years Educator, nine qualified level 3 Early Years Educators, two Early Years Assistants and a Level 3 Apprentice.

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. Termly meetings take place and regular correspondence between the Management Team and the Board of Trustees continues. Trustees are providing specific support to the group using their individual skill sets. 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.

This year the group have had to replace several electrical items and have completed a full computer upgrade with new printers. A section of the flooring in the Caterpillar Room (mobile unit) has been replaced along with the purchase of new internal security cameras for both rooms. A new telephone system has also been installed in line with the school's telephone network.

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). Following an update, Tapestry is now used to produce monthly invoices and record payments received.

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 and parents on a payment plan outstanding at the end of the academic year. The reserve account continues to be monitored at a full Board of Trustees meeting each academic year to ensure the reserve account holds sufficient funds.

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 audit the end of year 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.

Fundraising activities

The group held individual photo sessions which raised £171.00; a Christmas card fundraiser which raised £77.00 and a Christmas raffle raised £38.00. They also successfully supported Comic Relief, Children in Need and MacMillan.

Poplars Group

Report of the Trustees **for the Year Ended 31 August 2023**

FINANCIAL REVIEW

Financial position

Total incoming resources were £344,544 (2022: £335,332). After deducting expenditure of £324,304 (2022: £310,552) there was net income of £20,240 (2022: £24,780) for the year.

As at 31 August 2023, the Charity had total funds of £304,054 (2022: £283,814) all of which were unrestricted.

Reserves policy

The Group holds cash at bank of £255,848 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 2 May 2024 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 2023.

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

2 May 2024

Poplars Group

Statement of Financial Activities
for the Year Ended 31 August 2023

	Notes	Unrestricted fund £	Restricted fund £	31.8.23 Total funds £	31.8.22 Total funds £
INCOME AND ENDOWMENTS FROM					
Charitable activities	4				
Playgroup activities		340,776	-	340,776	333,928
Other trading activities	2	351	-	351	41
Investment income	3	818	-	818	38
Other income	5	2,599	-	2,599	1,325
Total		<u>344,544</u>	<u>-</u>	<u>344,544</u>	<u>335,332</u>
EXPENDITURE ON					
Charitable activities	6				
Playgroup activities		<u>324,304</u>	<u>-</u>	<u>324,304</u>	<u>310,552</u>
NET INCOME		20,240	-	20,240	24,780
RECONCILIATION OF FUNDS					
Total funds brought forward		283,814	-	283,814	259,034
TOTAL FUNDS CARRIED FORWARD		<u><u>304,054</u></u>	<u><u>-</u></u>	<u><u>304,054</u></u>	<u><u>283,814</u></u>

The notes form part of these financial statements

Poplars Group

Balance Sheet
31 August 2023

	Notes	Unrestricted fund £	Restricted fund £	31.8.23 Total funds £	31.8.22 Total funds £
FIXED ASSETS					
Tangible assets	11	103,214	-	103,214	112,480
CURRENT ASSETS					
Debtors	12	2,967	-	2,967	3,458
Cash at bank and in hand		255,848	-	255,848	206,533
		<u>258,815</u>	<u>-</u>	<u>258,815</u>	<u>209,991</u>
CREDITORS					
Amounts falling due within one year	13	(57,975)	-	(57,975)	(38,657)
		<u>200,840</u>	<u>-</u>	<u>200,840</u>	<u>171,334</u>
NET CURRENT ASSETS					
		200,840	-	200,840	171,334
TOTAL ASSETS LESS CURRENT LIABILITIES					
		304,054	-	304,054	283,814
NET ASSETS					
		<u>304,054</u>	<u>-</u>	<u>304,054</u>	<u>283,814</u>
FUNDS	15				
Unrestricted funds				304,054	283,814
TOTAL FUNDS				<u>304,054</u>	<u>283,814</u>

The financial statements were approved by the Board of Trustees and authorised for issue on 2 May 2024 and were signed on its behalf by:

S Wright - Trustee

Notes to the Financial Statements
for the Year Ended 31 August 2023

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 exemption 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 2023 and 31 August 2022, 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 2023

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

	31.8.23	31.8.22
	£	£
Fundraising income	351	41
	<u>351</u>	<u>41</u>

3. INVESTMENT INCOME

	31.8.23	31.8.22
	£	£
Bank interest	818	38
	<u>818</u>	<u>38</u>

4. INCOME FROM CHARITABLE ACTIVITIES

		31.8.23	31.8.22
	Activity	£	£
Free Early Education Entitlement (FEEE)	Playgroup activities	209,592	224,652
Fees	Playgroup activities	129,908	105,163
Food and drink fees	Playgroup activities	1,010	3,422
Uniform sales	Playgroup activities	266	691
		<u>340,776</u>	<u>333,928</u>

5. OTHER INCOME

	31.8.23	31.8.22
	£	£
Misc Income	2,599	1,325
	<u>2,599</u>	<u>1,325</u>

Poplars Group

**Notes to the Financial Statements - continued
for the Year Ended 31 August 2023**

6. CHARITABLE ACTIVITIES COSTS

	Direct Costs £	Support costs (see note 7) £	Totals £
Playgroup activities	308,508	15,796	324,304

7. SUPPORT COSTS

	Management £	Governance costs £	Totals £
Playgroup activities	13,424	2,372	15,796

8. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 August 2023 nor for the year ended 31 August 2022.

Trustees' expenses

There were no trustees' expenses paid for the year ended 31 August 2023 nor for the year ended 31 August 2022.

9. STAFF COSTS

	31.8.23 £	31.8.22 £
Wages and salaries	237,600	232,358
Social security costs	8,274	6,939
Other pension costs	4,355	3,586
	<u>250,229</u>	<u>242,883</u>

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

	31.8.23	31.8.22
Playgroup	<u>17</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:

	31.8.23 £	31.8.22 £
Independent examination fees	390	390
Other financial services	1,982	1,790
	<u>2,372</u>	<u>2,180</u>

Poplars Group

**Notes to the Financial Statements - continued
for the Year Ended 31 August 2023**

11. TANGIBLE FIXED ASSETS

	Property £	Equipment £	Totals £
COST			
At 1 September 2022	143,971	27,703	171,674
Additions	-	2,561	2,561
	<hr/>	<hr/>	<hr/>
At 31 August 2023	143,971	30,264	174,235
	<hr/>	<hr/>	<hr/>
DEPRECIATION			
At 1 September 2022	41,071	18,123	59,194
Charge for year	7,199	4,628	11,827
	<hr/>	<hr/>	<hr/>
At 31 August 2023	48,270	22,751	71,021
	<hr/>	<hr/>	<hr/>
NET BOOK VALUE			
At 31 August 2023	95,701	7,513	103,214
	<hr/>	<hr/>	<hr/>
At 31 August 2022	102,900	9,580	112,480
	<hr/>	<hr/>	<hr/>

12. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.8.23 £	31.8.22 £
Other debtors	1,092	1,583
Prepayments and accrued income	1,875	1,875
	<hr/>	<hr/>
	2,967	3,458
	<hr/>	<hr/>

13. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.8.23 £	31.8.22 £
Social security and other taxes	2,138	2,295
Other creditors	2,093	925
Accruals and deferred income	53,744	35,437
	<hr/>	<hr/>
	57,975	38,657
	<hr/>	<hr/>

Accruals and deferred income includes payments received in advance of delivering services of £52,408 (2022: £34,187).

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 2023**

14. LEASING AGREEMENTS

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

	31.8.23 £	31.8.22 £
Within one year	23,000	23,000
Between one and five years	13,224	29,614
	<u>36,224</u>	<u>52,614</u>

Lease payments of £23,000 (2022: £23,000) were recognised as an expense during the year.

15. MOVEMENT IN FUNDS

	At 1.9.22 £	Net movement in funds £	At 31.8.23 £
Unrestricted funds			
General fund	283,814	20,240	304,054
	<u>283,814</u>	<u>20,240</u>	<u>304,054</u>
TOTAL FUNDS	<u>283,814</u>	<u>20,240</u>	<u>304,054</u>

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

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	344,544	(324,304)	20,240
	<u>344,544</u>	<u>(324,304)</u>	<u>20,240</u>
TOTAL FUNDS	<u>344,544</u>	<u>(324,304)</u>	<u>20,240</u>

Comparatives for 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
	<u>259,034</u>	<u>24,780</u>	<u>283,814</u>
TOTAL FUNDS	<u>259,034</u>	<u>24,780</u>	<u>283,814</u>

Poplars Group

Notes to the Financial Statements - continued
for the Year Ended 31 August 2023

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	335,332	(310,552)	24,780
TOTAL FUNDS	<u>335,332</u>	<u>(310,552)</u>	<u>24,780</u>

16. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 August 2023 nor for the year ended 31 August 2022.