

**Report of the Trustees and**  
**Unaudited Financial Statements for the Year Ended 31 August 2024**  
**for**  
**Poplars Group**

**Poplars Group**

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**for the Year Ended 31 August 2024**

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**Poplars Group**

**Reference and Administrative Details**  
**for the Year Ended 31 August 2024**

<b>TRUSTEES</b>	L Baker (resigned 3.12.24) L D Chamberlain C Cooper L Marshall A L O'Neill M S Vaghela S Wright
<b>PRINCIPAL ADDRESS</b>	Water Leys Primary School Guilford Drive Wigston Leicestershire LE18 1HG
<b>REGISTERED CHARITY NUMBER</b>	1027328
<b>INDEPENDENT EXAMINER</b>	torr waterfield Park House 37 Clarence Street Leicester Leicestershire LE1 3RW

## **Poplars Group**

### **Report of the Trustees** **for the Year Ended 31 August 2024**

The trustees present their report with the financial statements of the charity for the year ended 31 August 2024. 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.

#### **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 start of the Autumn Term 2023, there were 64 children on roll, of which, 10 were in receipt of 2-year funding and 16 in receipt of 30 hours funding. At the end of the Summer Term 2024 there were 81 children on roll, 42 children were due to move up to school, 7 were in receipt of 2-year funding, 18 in receipt of 15hrs working families funding and 26 in receipt of 30 hours working families 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. In addition to this the Summer term funding was used to purchase school uniform. Funds received, expenditure and outcomes continue to be monitored using the intent, implementation and impact method for each individual child. Poplars Group also promotes and offers the funding for families receiving some additional forms of government support, working families funding and tax free childcare schemes.

Poplars continues to run a breakfast club for pre-school children only however, attendance between 7.30am and 8.00am is minimal. It is essential that the group continues 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, Foundation Stage and Year One children based in the Butterfly Room. Group two is school years 2-6 based in the school hall. Poplars now solely use Tapestry for invoicing and payment following the change last year. Parents are invoiced monthly in advance with all payments being received through the bank including childcare voucher and tax free childcare account payments. This has allowed Poplars to monitor payments in real time and as a result 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 2024

#### **ACHIEVEMENT AND PERFORMANCE**

##### **Charitable activities - continued**

Poplars Group were able to offer a holiday club during October Half Term, however there were no bookings for February Half Term, Easter and May Half Term. During the Summer holidays they only received enough bookings to open for 4 days. Following a Board of Trustees meeting it was agreed that it was no longer financially viable to run the holiday club and this would not be offered moving forward into the academic year 2024-2025.

During the last 12 months, there have been several changes to the staff team. The group took on a level 2 Early Years Educator in October 2023 to cover Maternity Leave. A Level 3 member of staff and an Early Years Assistant left at the end of the academic year to pursue different career roles. Unfortunately, the level 3 apprentice withdrew from the course in the Summer term however, a new level 3 apprentice is due to start at the beginning of September 2024. A pay rise has been implemented across the board 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 2024) 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, one qualified level 2 Early Years Educator, one Early Years Assistant and new 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 including a Washing Machine, Dishwasher, Fridge Freezer and Tumble Dryer. A dehumidifier was purchased for the Caterpillar Room (mobile unit) and a new Control and Access panel installed on the front gate. A changing unit was purchased for the Butterfly room and Amazon Fire tablets for the After School Club.

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 also uses 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 via Tapestry. 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 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 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. Additional funds are transferred to ensure the reserve account holds sufficient funds when necessary. The group are now looking at transferring their savings to a different account with better returns for their reserve 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 National Insurance contributions and have made appropriate provisions to meet these changes.

## **Poplars Group**

### **Report of the Trustees** **for the Year Ended 31 August 2024**

#### **ACHIEVEMENT AND PERFORMANCE**

##### **Fundraising activities**

Unfortunately, there has been limited opportunity for fundraising this academic year and the group only raised a nominal amount from a Christmas card fundraiser. The group have continued to successfully support Comic Relief, Children in Need and MacMillan.

#### **FINANCIAL REVIEW**

##### **Financial position**

Total incoming resources were £361,998 (2023: £344,544). After deducting expenditure of £337,275 (2023: £324,304) there was net income of £24,723 (2023: £20,240) for the year.

As at 31 August 2024, the Charity had total funds of £328,880 (2023: £304,054) all of which were unrestricted.

##### **Reserves policy**

The Group holds cash at bank of £297,261 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 16 May 2025 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 2024.

**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

16 May 2025

**Poplars Group**

**Statement of Financial Activities**  
**for the Year Ended 31 August 2024**

	Notes	Unrestricted fund £	Restricted fund £	31.8.24 Total funds £	31.8.23 Total funds £
<b>INCOME AND ENDOWMENTS FROM</b>					
<b>Charitable activities</b>	4				
Playgroup activities		360,238	-	360,238	340,776
Other trading activities	2	74	-	74	351
Investment income	3	1,092	-	1,092	818
Other income	5	594	-	594	2,599
<b>Total</b>		<u>361,998</u>	<u>-</u>	<u>361,998</u>	<u>344,544</u>
<b>EXPENDITURE ON</b>					
<b>Charitable activities</b>	6				
Playgroup activities		<u>337,275</u>	<u>-</u>	<u>337,275</u>	<u>324,304</u>
<b>NET INCOME</b>		24,723	-	24,723	20,240
<b>RECONCILIATION OF FUNDS</b>					
Total funds brought forward		304,054	-	304,054	283,814
<b>TOTAL FUNDS CARRIED FORWARD</b>		<u><u>328,777</u></u>	<u><u>-</u></u>	<u><u>328,777</u></u>	<u><u>304,054</u></u>

The notes form part of these financial statements



**Poplars Group**

**Balance Sheet**  
**31 August 2024**

	Notes	Unrestricted fund £	Restricted fund £	31.8.24 Total funds £	31.8.23 Total funds £
<b>FIXED ASSETS</b>					
Tangible assets	11	94,481	-	94,481	103,214
<b>CURRENT ASSETS</b>					
Debtors	12	1,875	-	1,875	2,967
Cash at bank and in hand		297,261	-	297,261	255,848
		<u>299,136</u>	<u>-</u>	<u>299,136</u>	<u>258,815</u>
<b>CREDITORS</b>					
Amounts falling due within one year	13	(64,840)	-	(64,840)	(57,975)
<b>NET CURRENT ASSETS</b>		<u>234,296</u>	<u>-</u>	<u>234,296</u>	<u>200,840</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		<u>328,777</u>	<u>-</u>	<u>328,777</u>	<u>304,054</u>
<b>NET ASSETS</b>		<u>328,777</u>	<u>-</u>	<u>328,777</u>	<u>304,054</u>
<b>FUNDS</b>	15				
Unrestricted funds				328,777	304,054
<b>TOTAL FUNDS</b>				<u>328,777</u>	<u>304,054</u>

The financial statements were approved by the Board of Trustees and authorised for issue on 16 May 2025 and were signed on its behalf by:

S Wright - Trustee

**Notes to the Financial Statements**  
**for the Year Ended 31 August 2024**

**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 2024 and 31 August 2023, 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 2024**

**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**

	31.8.24	31.8.23
	£	£
Fundraising income	74	351
	<u>74</u>	<u>351</u>

**3. INVESTMENT INCOME**

	31.8.24	31.8.23
	£	£
Bank interest	1,092	818
	<u>1,092</u>	<u>818</u>

**4. INCOME FROM CHARITABLE ACTIVITIES**

		31.8.24	31.8.23
	Activity	£	£
Free Early Education Entitlement (FEEE)	Playgroup activities	226,555	209,592
Fees	Playgroup activities	131,963	129,908
Food and drink fees	Playgroup activities	922	1,010
Uniform sales	Playgroup activities	798	266
		<u>360,238</u>	<u>340,776</u>

**5. OTHER INCOME**

	31.8.24	31.8.23
	£	£
Misc Income	594	2,599
	<u>594</u>	<u>2,599</u>

**Poplars Group**

**Notes to the Financial Statements - continued  
for the Year Ended 31 August 2024**

**6. CHARITABLE ACTIVITIES COSTS**

	Direct Costs £	Support costs (see note 7) £	Totals £
Playgroup activities	321,654	15,621	337,275

**7. SUPPORT COSTS**

	Management £	Governance costs £	Totals £
Playgroup activities	13,036	2,585	15,621

**8. TRUSTEES' REMUNERATION AND BENEFITS**

There were no trustees' remuneration or other benefits for the year ended 31 August 2024 nor for the year ended 31 August 2023.

**Trustees' expenses**

There were no trustees' expenses paid for the year ended 31 August 2024 nor for the year ended 31 August 2023.

**9. STAFF COSTS**

	31.8.24 £	31.8.23 £
Wages and salaries	248,424	237,600
Social security costs	9,235	8,274
Other pension costs	4,682	4,355
	<u>262,341</u>	<u>250,229</u>

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

	31.8.24	31.8.23
Playgroup	<u>18</u>	<u>17</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:

	31.8.24 £	31.8.23 £
Independent examination fees	390	390
Other financial services	2,195	1,982
	<u>2,585</u>	<u>2,372</u>

**Poplars Group**

**Notes to the Financial Statements - continued  
for the Year Ended 31 August 2024**

**11. TANGIBLE FIXED ASSETS**

	Property £	Equipment £	Totals £
<b>COST</b>			
At 1 September 2023	143,971	30,264	174,235
Additions	-	2,601	2,601
Disposals	-	(766)	(766)
	<hr/>	<hr/>	<hr/>
At 31 August 2024	143,971	32,099	176,070
	<hr/>	<hr/>	<hr/>
<b>DEPRECIATION</b>			
At 1 September 2023	48,270	22,751	71,021
Charge for year	7,199	3,928	11,127
Eliminated on disposal	-	(559)	(559)
	<hr/>	<hr/>	<hr/>
At 31 August 2024	55,469	26,120	81,589
	<hr/>	<hr/>	<hr/>
<b>NET BOOK VALUE</b>			
At 31 August 2024	88,502	5,979	94,481
	<hr/>	<hr/>	<hr/>
At 31 August 2023	95,701	7,513	103,214
	<hr/>	<hr/>	<hr/>

**12. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	31.8.24 £	31.8.23 £
Other debtors	-	1,092
Prepayments and accrued income	1,875	1,875
	<hr/>	<hr/>
	1,875	2,967
	<hr/>	<hr/>

**13. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	31.8.24 £	31.8.23 £
Social security and other taxes	2,832	2,138
Other creditors	1,560	2,093
Accruals and deferred income	60,448	53,744
	<hr/>	<hr/>
	64,840	57,975
	<hr/>	<hr/>

Accruals and deferred income includes payments received in advance of delivering services of £59,023 (2023: £52,408).

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 2024**

**14. LEASING AGREEMENTS**

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

	31.8.24 £	31.8.23 £
Within one year	9,895	23,000
Between one and five years	9,895	13,224
	<u>19,790</u>	<u>36,224</u>

Lease payments of £23,000 (2023: £23,000) were recognised as an expense during the year.

**15. MOVEMENT IN FUNDS**

	At 1.9.23 £	Net movement in funds £	At 31.8.24 £
<b>Unrestricted funds</b>			
General fund	304,054	24,723	328,777
	<u>304,054</u>	<u>24,723</u>	<u>328,777</u>
<b>TOTAL FUNDS</b>	<u>304,054</u>	<u>24,723</u>	<u>328,777</u>

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

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General fund	361,998	(337,275)	24,723
	<u>361,998</u>	<u>(337,275)</u>	<u>24,723</u>
<b>TOTAL FUNDS</b>	<u>361,998</u>	<u>(337,275)</u>	<u>24,723</u>

**Comparatives for movement in funds**

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

**Poplars Group**

**Notes to the Financial Statements - continued**  
**for the Year Ended 31 August 2024**

**15. MOVEMENT IN FUNDS - continued**

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

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

**16. RELATED PARTY DISCLOSURES**

There were no related party transactions for the year ended 31 August 2024 nor for the year ended 31 August 2023.