

Brandon Pre-school Playgroup

Annual Report for the year ended 31st March 2022.

The trustees present their annual report and financial statement of the charity for the year ended 31st March 2022. The financial statement has been prepared in accordance with the accounting policies set out in our Constitution, The Charities Act 2011 and the Charities Statement of Recommended Practice (second edition) and Financial Reporting Standard FRS 102.

Aims and activities for the public benefit.

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:

- (a) 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 opportunities for all children whatever their race, culture, religion, means or ability;
- (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 aims and objects of the Pre-school Learning Alliance.

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

Chair's Report

This has been another year of negotiating the Covid landscape, trying to keep the setting running as near to normal as possible, whilst still keeping everyone safe. Although its been good to have a lot of the Covid restrictions lifted it can be a bit nerve wracking at the same time, after all, Covid is still out there, and the more vulnerable in our community still need protecting.

Alongside this we have the current financial situation to worry about and we are aware that some of our families are already feeling the effects of this.

I would like to congratulate our staff on the amazing job they are doing to rise above all these worries and ensure that the experience that the children attending have is the best that it can be day after day. They are so committed to making sure that your children feel safe and happy and develop well during their time here and are protected from anything negative going on in the world outside these walls.

We are also looking at ways of protecting the volunteers on the management committee by looking at our governance model. As you will have seen from the information sent out inviting you to come this evening, we are looking at changing our registration with the Charity Commission to become an incorporated organisation. We will be covering this a little later on in this meeting.

I would like to take this opportunity to thank Donna and Sue for doing such a fantastic job. They really do work so hard, and the rest of the staff deserve just as much praise for the amazing work they are all doing as well.

And, of course, the committee continue to do a brilliant job managing the preschool. All of us are volunteers and most of us have jobs and families to look after but the whole team really pull together and do their best to ensure that this organisation is well managed and the staff feel supported.

Laura Boone, Chairperson

Treasurer's Report

We have made a loss this year as in the previous year, this has mostly been because of rise in wages as we try to keep up with the Minimum Living wage increases. We have also been having an ongoing dispute over printing services, which has been costly but has now been resolved. We will be putting measures in place to protect against this in the future years. In the years before, we had been accruing profits and this has lead us to having a healthy reserves policy in case of future difficulties and still leaves us in a financially healthy position.

We continue to review our charges and wages and have are working to ensure that no loss will be made next year and continue to work to find a balance for the future.

Claire Goldstone, Treasurer

Manager's Report

We had a busy year last year and was sad to say goodbye to the children moving on to their next settings. During the year we had some great activities including visits from Miraiker's World of Puppets and Wild Science who brought in a variety of creatures for the children to meet. We joined Matt from the library too celebrate World Book Day, had parties for the Queen's Jubilee and Christmas and we also started our annual visit to Banham Zoo which was a great success.

These activities will hopefully be repeated again this year.

We still have a waiting list mainly of 2-year-olds however we have found with the price increase parents are choosing to wait until their child is funded or only taking. This has meant our afternoon sessions are lower this term, but I am sure these will fill up in January when the children move to being funded.

A big well done to Rebecka for passing her level 3 diploma and to Sarah who is just starting hers.

I would like to thank all the staff for their hard work and support over the past year

A big thank you to all this year's parents for your support donating items from our wish list this really is a big help to us.

Lastly thank you to the committee for their work and support to keep Playgroup running.

Structure, Governance and Management

The pre-school is a registered charity, number 1029166, and is constituted under the Pre-school Learning Alliance Model Pre-school Constitution 2011, adopted by the Trustees on the 24th October 2012.

At the Annual General Meeting (AGM), Trustees will be elected by parents (members) of the pre-school. The minimum number of elected trustees shall be 5 and the maximum shall be 12. Trustees can co-opt up to 3 further Trustees at any time after the AGM.

The Trustees shall hold at least 2 meetings each year. Every issue considered by the Trustees at meetings may be determined by a simple majority vote.

A Trustee must absent himself or herself from any discussions in which it is possible that a conflict of interest may arise and may take no part in any vote on the matter.

Reference and Administrative Details

Names of the Trustees who manage the charity:

Laura Boone (Chairperson)
Rebecca Connor
Anastasia Corciulo (retired March 2022)
Rebecca Dibley (elected March 2022)
Claire Goldstone (Treasurer)
Kimberly Egan-Welch (elected March 2022)
Paraskevi Kontudi (retired March 2022)
Paris MacLeod (elected March 2022)
Marie Shead (elected March 2022)
Laura Smith (Secretary)
Clare Taylor

Name of trustees holding title to property belonging to the charity:

Laura Boone
Claire Goldstone

Approved by the Trustees on 13th October 2022 and signed on their behalf by:



Laura Boone
Chairperson

Report of the Trustees and
Unaudited Financial Statements
for the Year Ended 31st March 2022
for
Brandon Pre-school Playgroup

TWR Accountants
The Old Registrars
57a High Street
Brandon
Suffolk
IP27 0AU

Brandon Pre-school Playgroup

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for the year ended 31st March 2022

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Brandon Pre-school Playgroup

Report of the Trustees **for the year ended 31st March 2022**

The trustees present their report with the financial statements of the charity for the year ended 31st March 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).

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The charity is controlled by its governing document, a deed of trust, and constitutes an unincorporated charity.

Risk management

The trustees have a duty to identify and review the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Charity number

1029166

Principal address

The Brandon Centre
Bury Road
Brandon
Suffolk
IP27 0BQ


Trustees

L Boone
C Goldstone
R Connor
C Taylor
L Smith
Mrs P MacLeod (appointed 24.3.22)
Mrs R Dibley (appointed 24.3.22)
Mrs K Egan-Welch (appointed 15.3.22)
Mrs M Shead (appointed 15.3.22)

Independent Examiner

Patrick Smith FCCA
TWR Accountants
The Old Registrars
57a High Street
Brandon
Suffolk
IP27 0AU

Approved by order of the board of trustees on12/10/2022..... and signed on its behalf by:


.....
L Boone - Trustee

**Independent Examiner's Report to the Trustees of
Brandon Pre-school Playgroup**

Independent examiner's report to the trustees of Brandon Pre-school Playgroup

I report to the charity trustees on my examination of the accounts of Brandon Pre-school Playgroup (the Trust) for the year ended 31st March 2022.

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 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

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 Trust 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.



Patrick Smith FCCA
TWR Accountants
The Old Registrars
57a High Street
Brandon
Suffolk
IP27 0AU

Date:18 October 2022.....

Brandon Pre-school Playgroup

Statement of Financial Activities
for the year ended 31st March 2022

		2022	2021
		Unrestricted	Total
		fund	funds
		£	£
INCOME AND ENDOWMENTS FROM	Notes		
Donations and legacies		136,300	129,507
Other trading activities	2	1,674	-
Investment income	3	4	25
Total		<u>137,978</u>	<u>129,532</u>
EXPENDITURE ON			
Raising funds			
Raising donations and legacies		<u>145,095</u>	<u>127,805</u>
		145,095	127,805
Other		<u>26,989</u>	<u>20,543</u>
Total		<u>172,084</u>	<u>148,348</u>
NET INCOME/(EXPENDITURE)		(34,106)	(18,816)
RECONCILIATION OF FUNDS			
Total funds brought forward		59,873	78,689
TOTAL FUNDS CARRIED FORWARD		<u>25,767</u>	<u>59,873</u>

The notes form part of these financial statements

Brandon Pre-school Playgroup

Balance Sheet
31st March 2022

	Notes	2022 Unrestricted fund £	2021 Total funds £
CURRENT ASSETS			
Cash at bank and in hand		33,199	64,465
CREDITORS			
Amounts falling due within one year	7	(7,432)	(4,592)
		<u>25,767</u>	<u>59,873</u>
NET CURRENT ASSETS			
		25,767	59,873
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>25,767</u>	<u>59,873</u>
NET ASSETS		<u>25,767</u>	<u>59,873</u>
FUNDS	8		
Unrestricted funds		<u>25,767</u>	<u>59,873</u>
TOTAL FUNDS		<u>25,767</u>	<u>59,873</u>

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


.....
C Goldstone - Trustee

The notes form part of these financial statements

Notes to the Financial Statements
for the year ended 31st March 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.

Income

All income is recognised in the Statement of Financial Activities once the charity 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.

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.

2. OTHER TRADING ACTIVITIES

	2022	2021
	£	£
Fundraising events	<u>1,674</u>	<u>-</u>

**Notes to the Financial Statements - continued
for the year ended 31st March 2022**

3. INVESTMENT INCOME

	2022	2021
	£	£
Bank interest	<u><u>4</u></u>	<u><u>25</u></u>

4. TRUSTEES' REMUNERATION AND BENEFITS

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

Trustees' expenses

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

5. STAFF COSTS

	2022	2021
	£	£
Wages and salaries	125,242	113,126
Other pension costs	<u><u>1,715</u></u>	<u><u>1,222</u></u>
	<u><u>126,957</u></u>	<u><u>114,348</u></u>

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

	2022	2021
	10	11
General	<u><u>10</u></u>	<u><u>11</u></u>

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

6. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted fund £
INCOME AND ENDOWMENTS FROM	
Donations and legacies	129,507
Investment income	<u>25</u>
Total	<u><u>129,532</u></u>
EXPENDITURE ON	
Raising funds	
Raising donations and legacies	<u>127,805</u>
	127,805
Other	<u>20,543</u>
Total	<u><u>148,348</u></u>

**Notes to the Financial Statements - continued
for the year ended 31st March 2022**

6. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES - continued

	Unrestricted fund £
NET INCOME/(EXPENDITURE)	(18,816)
RECONCILIATION OF FUNDS	
Total funds brought forward	78,689
TOTAL FUNDS CARRIED FORWARD	<u>59,873</u>

7. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2022 £	2021 £
Social security and other taxes	6,486	3,670
Other creditors	364	370
Accrued expenses	<u>582</u>	<u>552</u>
	<u>7,432</u>	<u>4,592</u>

8. MOVEMENT IN FUNDS

	At 1.4.21 £	Net movement in funds £	At 31.3.22 £
Unrestricted funds			
General fund	59,873	(34,106)	25,767
TOTAL FUNDS	<u>59,873</u>	<u>(34,106)</u>	<u>25,767</u>

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

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	137,978	(172,084)	(34,106)
TOTAL FUNDS	<u>137,978</u>	<u>(172,084)</u>	<u>(34,106)</u>

**Notes to the Financial Statements - continued
for the year ended 31st March 2022**

8. MOVEMENT IN FUNDS - continued

Comparatives for movement in funds

	At 1.4.20 £	Net movement in funds £	At 31.3.21 £
Unrestricted funds			
General fund	78,689	(18,816)	59,873
	<hr/>	<hr/>	<hr/>
TOTAL FUNDS	<u>78,689</u>	<u>(18,816)</u>	<u>59,873</u>

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

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	129,532	(148,348)	(18,816)
	<hr/>	<hr/>	<hr/>
TOTAL FUNDS	<u>129,532</u>	<u>(148,348)</u>	<u>(18,816)</u>

A current year 12 months and prior year 12 months combined position is as follows:

	At 1.4.20 £	Net movement in funds £	At 31.3.22 £
Unrestricted funds			
General fund	78,689	(52,922)	25,767
	<hr/>	<hr/>	<hr/>
TOTAL FUNDS	<u>78,689</u>	<u>(52,922)</u>	<u>25,767</u>

A current year 12 months and prior year 12 months combined net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	267,510	(320,432)	(52,922)
	<hr/>	<hr/>	<hr/>
TOTAL FUNDS	<u>267,510</u>	<u>(320,432)</u>	<u>(52,922)</u>

9. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31st March 2022.

Brandon Pre-school Playgroup**Detailed Statement of Financial Activities**
for the year ended 31st March 2022

	2022 £	2021 £
INCOME AND ENDOWMENTS		
Donations and legacies		
Suffolk CC grant	116,064	111,216
Fee income	19,157	17,264
Other income	491	1,027
Breakfast and lunch club	588	-
	136,300	129,507
Other trading activities		
Fundraising events	1,674	-
Investment income		
Bank interest	4	25
Total incoming resources	137,978	129,532
EXPENDITURE		
Raising donations and legacies		
Wages	125,242	113,126
Pensions	1,715	1,222
Equipment and materials	7,139	5,151
Service charges	10,999	8,306
	145,095	127,805
Support costs		
Management		
Rates	180	-
Telephone	1,396	1,350
Computer expenses	18,775	12,789
Repairs and renewals	93	90
Sundries	2,154	2,829
Subs and insurance	1,114	1,113
Training	1,256	477
	24,968	18,648
Finance		
Bank charges	158	121
Governance costs		
Accountancy	612	570
Professional fees	1,048	903
Carried forward	1,660	1,473

This page does not form part of the statutory financial statements

Brandon Pre-school Playgroup

Detailed Statement of Financial Activities
for the year ended 31st March 2022

	2022 £	2021 £
Governance costs		
Brought forward	1,660	1,473
DBS checks	203	<u>301</u>
	<u>1,863</u>	<u>1,774</u>
 Total resources expended	 <u>172,084</u>	 <u>148,348</u>
 Net expenditure	 <u>(34,106)</u>	 <u>(18,816)</u>