
RIVERSIDE PLAYGROUP



UNAUDITED

TRUSTEES REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31ST DECEMBER 2020

RIVERSIDE PLAYGROUP

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RIVERSIDE PLAYGROUP

REFERENCE AND ADMINISTRATIVE DETAILS OF THE CHARITY ITS TRUSTEES AND ADVISERS FOR THE YEAR ENDED 31ST DECEMBER 2020

Trustees and Management Committee

Trustees

Paul Gutherson (Chairperson)
Jon Guillatt
Nathan Michael

Management Committee

Rachel Gutherson (Secretary)
Tricia Reeson (Treasurer)
Jane Lewis
Kylie McMahon
Samantha Mountain
Samantha Wherry

Charity Registered Number

1030937

Principal Office

Louth Academy
North Holme Road
Louth
LN11 0HG

Independent Examiner

Steve Gladwin
14 Andrews Close
Louth
Lincolnshire
LN11 0BP

RIVERSIDE PLAYGROUP

TRUSTEE'S REPORT FOR THE YEAR ENDED 31ST DECEMBER 2020

The trustees submit their annual report and the financial statements of Riverside Playgroup (the charity) for the year ended 31st December 2020. The Trustees confirm that the annual report and the financial statements comply with the requirements of the Charities Act 2011, the requirements of the charity's governing document and the Charities SORP (FRS102)

Structure, governance and management **Constitution**

The charity is constituted under a Constitution dated 1993 and is a registered charity.

Method of appointment or election of Trustees

The strategic management of the charity is the responsibility of the Trustees who are elected and co-opted under the terms of Trust deed.

Organisational Structure and decision making

The day to day management of the charity is delegated to the Playgroup management team, who report to the management committee comprising the Chair, Treasurer and Secretary.

Risk Management

The management committee has undertaken a risk assessment of all activities organised by the Playgroup in furtherance of its objectives and of the Playgroup facilities and this is reviewed on an annual basis.

Objectives and Activities

Policies and objectives

The charity is constituted under a Constitution dated 1993 and is a registered charity no 1030937.

The playgroup aims to provide a service for the local community by providing a happy and relaxed environment for children of any culture and/or ability to learn through play. Children are encouraged by example and teaching to care for and respect not only themselves but also others and their environment.

The playgroup aims to:

- Increase personal confidence and self-esteem;
- Develop the concentration, communication and listening skills of the children;
- Broaden their range of experiences and to deepen their levels of understanding;
- Develop their physical abilities.

The playgroup actively promotes creativity and imaginative play and equality of opportunity for everyone. Children are encouraged to feel part of their community by having visitors and visits to local facilities and places of interest in the town.

The playgroup maintains a working partnership with parents as it is recognised as being of major value and importance in the education of children. We also encourage each individual child to progress towards the Early Learning Goals as set out by the DfE.

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The Trustees, voluntary management committee and parents, together with the staff, undertake fundraising activities as required.

Achievements and performance

This year has been challenging as we, like lots of other organisations, learnt to cope with operating through the Covid-19 pandemic. Staff continued to support families even through periods of lockdown by posting activities on facebook, distributing activity packs – including colouring books, and food and hardship financial packages.

The Trustees supported staff by continuing to pay them in return for their commitment to support families online and for using their time for purposeful professional development.

Despite the challenges the playgroup has fulfilled its aims and expectations in providing high quality care and education for pre-school children from the local area.

We have maintained high numbers of children on our books and for the periods of the year when we were open we operated within Covid guidelines. We initially opened to accommodate the children of key workers, and children who were due to start school in September so that they would be school ready. Eventually we opened up to all children, in bubbles and staff adapted well to these new arrangements.

Covid-19 prevented any fundraising events happening this year, and given the financial pressures on our families this year it would not have been appropriate. Despite this we gave vouchers to every child and parent to go to a local farm ensuring that children still had access to at least one trip that they may not otherwise have the opportunity to experience. This was co-funded through allocated funds (e.g. Deprivation fund) as well as being supported by playgroup funds.

We have been unable to hold usual activities that involve family members such as 'stay and play' sessions, parent's evenings and Graduation events. Despite not being able to hold an event and disco to celebrate the children's achievements all children moving on to school received a mug and graduation photo.

We have purchased new learning resources/equipment and we continue to provide a high quality experience for the families using our services. We regularly review our fee level, aiming to be the lowest in the area – ensuring that affordable, high quality provision is available to families in Louth.

Reserves policy

The reserves policy is designed to set aside designated funds to ensure that we can properly mitigate specific risks, namely, the legal liability to return the site to its original condition at the end of our lease term (£10,000), one term's operating costs if funding was removed (£30,000) and to ensure that we could meet any financial responsibilities should we be forced to close and make staff redundant (£20,000).

Even with these designated funds we remain in a healthy financial position but have yet again benefited from peppercorn rent. We continue to plan for this arrangement to end.

Our strong financial position gave us confidence throughout the Covid-19 pandemic.

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Future developments

Issues regarding the lease have been resolved with rent being payable from April 2020. The Trustees are monitoring the situation closely and retain legal representation to mitigate any risk. Changes to childcare policy may also require changes to the playgroup. Trustees and Management continue to plan for these changes.

Trustees' responsibilities

The Trustees are responsible for preparing the Annual Report and the financial statements in accordance with applicable law and regulations. Charity law requires the Trustees to prepare financial statements for each financial year. Under that law the Trustees have elected to prepare the financial statements in accordance with the accounting policies set out in notes to the accounts and comply with the charity's governing document, the Charities Act 2011 and the Charities SORP (FRS102). The financial statements are required by law to give a true and fair view of the state of affairs of the charity and of the surplus or deficit of the charity for that period. In preparing those financial statements, the Trustees are required to:

- select suitable accounting policies and apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The Trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011 and Charities SORP (FRS102). They are responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

This report was approved by the Trustees on _____ and signed on its behalf by:

Paul Gutherson

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INDEPENDENT EXAMINERS REPORT FOR THE YEAR ENDED 31ST DECEMBER 2020

INDEPENDENT EXAMINER'S REPORT ON THE ACCOUNTS

Report to the trustees/members for the year ended 31st December 2020 on the accounts set out on pages 6 to 11.

RESPECTIVE RESPONSIBILITIES OF TRUSTEES AND EXAMINER

The charity's trustees are responsible for the preparation of the accounts, and they consider that an audit is not required for this year (under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed. It is my responsibility to :

- examine the accounts (under section 145 of the 2011 Act);
- follow the procedures laid down in the General Directions given by the Charity Commissioners (under section 145(5)(b) of the 2011 Act); and
- state whether particular matters have come to my attention.

BASIS OF INDEPENDENT EXAMINER'S STATEMENT

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the Trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a "true and fair view" and the report is limited to those matters set out in the next statement.

INDEPENDENT EXAMINER'S STATEMENT

In connection with my examination, no matter has come to my attention:

(1) which gives me reasonable cause to believe that in any material respect the requirements :

- to keep accounting records in accordance with section 130 of the 2011 act; and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act

have not been met; or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed:

Dated:

Steve Gladwin MICB
14 Andrews Close
Louth
Lincs LN11 0BP

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STATEMENT OF FINANCIAL ACTIVITIES (incorporating income and expenditure account) FOR THE YEAR ENDED 31ST DECEMBER 2020

		Restricted Funds 2020 £	Unrestricted Funds 2020 £	Total Funds 2020 £	Total Funds 2019 £
INCOMING RESOURCES Note					
Incoming resources from generated funds:					
Grants and funding	1	9,793	99,792	109,585	102,053
Incoming resources from charitable activities	2		6,443	6,443	13,359
Activities for generating funds (fund raising)			26	26	1,637
		<hr/>	<hr/>	<hr/>	<hr/>
TOTAL INCOMING RESOURCES		9,793	106,261	116,054	117,049
RESOURCES EXPENDED					
Costs of generating funds			-	-	1,878
Cost of fund-raising					
Charitable activities	3	4,687	108,500	113,187	108,832
		<hr/>	<hr/>	<hr/>	<hr/>
TOTAL RESOURCES EXPENDED		4,687	108,500	113,187	110,710
NET INCOME (DEFECIT) FOR THE YEAR					
	4	5,106	(2,239)	2,867	6,339
		<hr/>	<hr/>	<hr/>	<hr/>
NET MOVEMENT IN FUNDS FOR THE YEAR					
		5,106	(2,239)	2,867	6,339
		<hr/>	<hr/>	<hr/>	<hr/>
TOTAL FUNDS AT 1ST JAN 2020		2,354	99,637	101,991	95,652
		<hr/>	<hr/>	<hr/>	<hr/>
TOTAL FUNDS AT 31ST DEC 2020		7,460	97,398	104,858	101,991
		<hr/>	<hr/>	<hr/>	<hr/>

The statement of Financial Activities includes all gains and losses recognised in the year
The notes on pages 8 to 11 form part of these financial statements.

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**BALANCE SHEET
AS AT 31ST DECEMBER 2020**

	Note	2020 £	2019 £
FIXED ASSETS			
Tangible fixed assets	5	-	-
CURRENT ASSETS			
Cash at bank and in hand		104,460	101,792
Debtors	6	398	199
CURRENT LIABILITIES			
Creditors - PAYE	7	-	-
TOTAL ASSETS LESS CURRENT LIABILITIES		104,858	101,991
CHARITY FUNDS	8		
Unrestricted funds		97,398	99,637
Restricted Funds		7,460	2,354
TOTAL FUNDS		104,858	101,991

These financial statements were approved by the Trustees on
on their behalf by

and signed

Paul Gutherson

Trustee

The notes on pages 8 to 11 form part of these financial statements.

RIVERSIDE PLAYGROUP

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31ST DECEMBER 2020

ACCOUNTING POLICIES

Basis of preparation of financial statements

The financial statements have been prepared under the historical cost convention and in accordance with the Statement of Recommended Practice (SORP) FRS102.

Fund accounting

General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the charity and which have not been designated for other purposes.

Incoming resources

All incoming resources are included in the Statement of Financial Activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Resources expended

All expenditure is accounted for on an income & expenditure basis and has been included under expense categories that aggregate all costs for allocation to activities. Where costs cannot be directly attributed to particular activities they have been allocated on a basis consistent with the use of the resources.

Tangible fixed assets and depreciation

All assets, or groupings of assets, costing more than £1,000 are capitalised.

Tangible fixed assets are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost of fixed assets, less their estimated residual value, over their expected useful lives on the following bases:

Equipment - 25% straight line.

1 - Grants & Funding	2020	2019
	£	£
2 Yr Old Funding	37,141	31,168
Early Years Funding	62,651	63,968
	<hr/>	<hr/>
Unrestricted Funding	99,792	95,136
	<hr/>	<hr/>
Pupil Premium	3,232	3,120
Deprivation Supplement	6,561	3,797
Specific Child Funding	-	-
	<hr/>	<hr/>
Restricted Funding	9,793	6,917
	<hr/>	<hr/>
Total	109,585	102,053
	<hr/>	<hr/>

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NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31ST DECEMBER 2020

2 – Incoming resources from charitable activities

	2020	2019
	£	£
Fees Received	6,443	13,359
Charitable Donations	-	-
	6,443	13,359

3 – Charitable Activities

Unrestricted Funds	2019	2018
	£	£
Wages & Personnel Costs	88,605	84,353
Social Security Costs	216	850
Workplace Pension Costs	1,707	1,540
Rent & Rates	0	635
Equipment, Stationery & Consumables	6,643	5,429
Premises costs, Health & Safety	7,962	9,332
Trips & Xmas	234	142
Legal & Professional	2,380	-
Independent Examination Fee	300	300
Insurance	453	431
Depreciation of Equipment	-	-
	108,500	103,002
Restricted Funds		
Pupil Premium Expenditure	1,079	2,439
Deprivation Expenditure	3,608	3,391
Specific Child Expenditure	-	-
	4,687	5,830
Total Charitable Activities	113,187	108,832
Average staff headcount	8	8

None of the trustees have been paid any remuneration or received any other benefits from an employment with the charity or a related entity. No trustee expenses have been incurred. No employees received employee benefits of more than £60,000.

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NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31ST DECEMBER 2020

4 – Net Income for the Year

This is stated after charging

	2020 £	2019 £
Depreciation of tangible fixed assets: Owned by the charity	-	-
	<hr/>	<hr/>

5 – Tangible Fixed Assets

	Equipment £
Cost at 31 st December 2019	30,032
Additions for year	-
Depreciation at 1 st January 2020	30,032
Charge for year	-
	<hr/>
At 31 st December 2020	-
	<hr/>
Net Book Value	
At 31 st December 2019	-
	<hr/>
At 31 st December 2020	-
	<hr/>

6 - Debtors

	2020 £	2019 £
Due from HMRC	398	199

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**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST DECEMBER 2020**

7 - Creditors

	2020	2019
	£	£
Amounts falling due within one year	-	-
Amounts falling due after one year	-	-

8 – Summary Of Funds

	Restricted	Unrestricted	Total
	£	£	£
General Fund Brought Forward	2,354	99,637	101,991
Incoming Resources	9,793	106,261	116,054
Resources Expended	4,687	108,500	113,187
	<hr/>	<hr/>	<hr/>
Carried Forward	7,460	97,398	104,858
	<hr/>	<hr/>	<hr/>