

**Longthorpe Playgroup
Trustee Annual Report
For the year ended 31st July 2020**

The trustees present their report and independently examined financial statements for the year ended 31st July 2020.

Reference and Administrative Details:

Registered Name:	Longthorpe Playgroup	
Working Name:	Longthorpe Preschool	
Charity No:	1031164	
Operational Address:	The Memorial Hall, 295 Thorpe Road, Longthorpe, Peterborough, PE3 6LU	
Trustees at date of Report:	Chair	Haider Ali
	Secretary	Rachna Digpal
	Treasurer	Jennifer Penman
		Naureen Akhtar
		Ruth Bryant
		Roswana Bibi
		Willow Worthington

Other Trustees who have served in the year: Wayne Daly, Tara Hall

Bankers: Barclays Bank PLC

Independent Examiner: Mark Bedford
MJB Financial Services
11 Belton Road
Stanground
Peterborough
PE2 8UU

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Structure, Governance & Management:

The is a membership organisation governed by a constitution which was adopted on 12th July 2006. Members can be parents or guardians of all children who attend playgroup or other interested individuals approved by the Committee. Members appoint/confirm committee members at the AGM.

Objects and activities:

The aims of the Preschool 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 the children and their families and promoting public interest in and recognition of such needs in the local area;
- (c) instigating and adhering to and furthering the aims and objects of the Pre-school Learning Alliance.

The trustees and staff give careful consideration to the Commission's guidance on public benefit when setting objectives and planning activities. All families within the local community are encouraged to use our services. Fees are kept low so that our childcare remains affordable to all. All children are eligible for Nursery Education Funding, which is provided by the Local Authority, the term after they become 3 years old.

Achievements and Performance:

Financially Longthorpe Pre School showed a surplus of 36,367 over the financial year ended 31 July 2020.

Turnover increased by £29,774 due additional grants from the Government to support the charity through Covid. Costs decreased by only £17,158 over this financial year, due to rent relief and lower staff costs.

Financial Review:

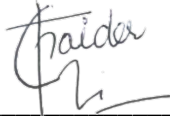
The Trustees aim to apply all funds received to the charitable objects. The preschools closing balance on 31st July 2020 is £85,749.

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Throughout the year our reserve cash balance has remained over the reserve level and set at £37,029 which will cover and account for one month's staff wages a redundancy fund and also rental charges for both sites.

This report has been approved by the Trustees on and has been signed on their behalf by:

Signature:

A handwritten signature in black ink, appearing to read 'Haider', written over a horizontal line.

Full Name:

Haider Ali

Date:

09 March 2021

LONGTHORPE PLAYGROUP

Registered Charity No: 1031164

RECEIPTS AND PAYMENTS FOR THE FINANCIAL YEAR ENDING 31ST JULY 2020

	UNRESTRICTED THIS YEAR	TOTAL FUNDS LAST YEAR
<u>RECEIPTS</u>	£	£
NEF Funding	139,647	122,595
Local Authority Funding	3,326	4,360
Fees	36,558	56,183
Other Funding	33,841	527
Other Income	22	0
Bank Interest	2	0
Fund Raising and Donations	803	760
TOTAL RECEIPTS	214,199	184,425
<u>DIRECT PAYMENTS</u>		
Wages inc Inland Revenue payments	(141,471)	(146,138)
Resources for Children	(4,126)	(6,891)
Resources for Setting	(2,934)	(2,474)
Food and Drink	(2,163)	(3,365)
Consumables	(698)	(720)
TOTAL DIRECT PAYMENTS	(151,392)	(159,588)
<u>ADMINISTRATIVE PAYMENTS</u>		
Training Total	(1,715)	(345)
Other Staff Costs	(1,329)	(1,775)
Resources for Outside Area	0	(292)
Premises	(11,996)	(21,574)
Fees and Subscriptions	(8,769)	(8,890)
Administration	(2,324)	(2,209)
Other Costs	(122)	(84)
Bank Charges	(163)	(144)
Fundraising	(22)	(89)
TOTAL ADMINISTRATIVE PAYMENTS	(26,440)	(35,402)
Net of Receipts/(Payments)	36,367	(10,565)
Balance b/fwd	49,382	59,947
Balance c/fwd	85,749	49,382

LONGTHORPE PLAYGROUP

Registered Charity No: 1031164

STATEMENT OF ASSETS AND LIABILITIES AS AT 31ST JULY 2020

	UNRESTRICTED THIS YEAR	TOTAL FUNDS LAST YEAR
<u>CASH FUNDS</u>	£	£
Barclays (Current)	28,518	43,418
Barclays (OOH)	57,047	5,332
Petty Cash	184	134
Fees Float	0	498
Total Cash Funds	85,749	49,382
<u>OTHER ASSETS</u>		
Prepaid Rent	0	500
	0	500
<u>LIABILITIES</u>		
PAYE	Note 2	778
Independent Examination	380	380
	767	1,158

I approve the Receipts and Payments Accounts set out on page 1 and above and confirm that all relevant records and information has been made available for their preparation.

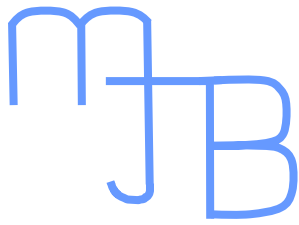
Signed on behalf of the Trustees:

.....
Signature

Haider Ali
.....
Name

NOTES

1. In the 2018-19 Financial year the trustees did not receive any remuneration or reimbursements. They did receive a total of £53.00 in gift cards as thank you gifts.
2. PAYE is paid quarterly. The amounts shown above are in respect of PAYE due May 2020 (this year) July 2019 (last year)



Financial Services
INDEPENDENT EXAMINER
www.mjbfinancialservices.co.uk

Mrs Sharon Lacey
SL Additions
Longthorpe Playgroup
5 Lancing Close
Werrington
Peterborough

17 October 2020

Dear Sharon

Independent Examination

I examined the presented accounts and available accounting records & Xero Accounting Software of Longthorpe Pre-School for this financial year ended 31 July 2020.

I am really pleased their Debtors now seem to be under control as per your email referencing a total debt as at year end £577.

For next year as at 31.7.2021 please can you ask the pre school to run in Xero Accounts receivables or a Sales Aged Summary report(s) so I can see what the unpaid figure was on the year end date. These will need to be ran just before they close down the ledgers for the financial year (otherwise they will be overwritten as news ales and payments go on the system thereafter).

I have figured out what reports in Xero I will run to do my full independent examination next year. I will perform various 'spot' checks on both receipts and payments and perform a full bank reconciliation. I will also do some checks and balances of my own in Xero to ensure everything is ok.

The only things I did pick up on was no image or invoice behind the insurance renewal £2,342.45 on account code 433. It also looks like a transaction on 16 Oct £28.99 for HP Instant ink was not reconciled in the bank until 10 Feb 2020 (on OOH Bank account)?

**Mark Bedford, MAAT, MJB Financial Services, 11 Belton Road,
Stanground, Peterborough, PE2 8UU, 01733 344707, 07765088983
Email: mark@mjbfinancialservices.co.uk
Licensed & Regulated by AAT Practice number 6387**

I presume next year you will still complete the R+P and SOAL for Charity Commission. Will you also provide me with your payroll summary sheets (as you did this year from March onwards)? If so I can then cross check back to Xero Detailed account transaction report.

I can complete and sign the Independent Examiners report after the Trustees have signed the accounts off as normal.

Yours sincerely

Mark Bedford
MAAT
MJB Financial Services

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