

POPPLETON ROAD PLAYGROUP

England & Wales · Charity number 1037379

Details

Status Registered

Legal form Other

Registered 1994-05-09

Register [View on the Charity Commission register](#)

Contact

Address Poppleton Road Playgroup
Poppleton Road Primary School
Poppleton Road
York
YO26 4UP

Phone 01904 340999

Email poppletonroadplaygroup@hotmail.co.uk

Website www.poppletonroadplaygroup.co.uk

Activities

Objects: TO ENHANCE THE DEVELOPMENT AND EDUCATION OF CHILDREN UNDER STATUTORY SCHOOL AGE BY ENCOURAGING PARENTS TO UNDERSTAND AND PROVIDE FOR THE NEEDS OF THEIR CHILDREN THROUGH COMMUNITY GROUPS

Activities: Playgroup provided for 3-4 year olds in the York, Acomb/Holgate area.

Classification

- **How:** Provides Services
- **What:** Education/training
- **Who:** Children/young People

Geography

- City Of York

Finances

Period end	Income	Expenditure	Assets	Employees
2025-08-31	£84,244	£82,575	-	-
2024-08-31	£93,663	£83,727	-	-
2023-08-31	£76,235	£85,335	-	-
2022-08-31	£69,094	£76,502	-	-
2021-08-31	£58,585	£61,929	-	-
2020-08-31	£62,719	£58,026	-	-

Trustees

Name	Role	Appointed
Victoria Clift	Chair	2024-07-07
Abigail Maden		2022-09-20
Nicky Braithwaite		2023-11-22
Nikki-Jane Carter		2022-09-20
Rachael Cole		2021-09-30

POPPLETON ROAD PLAYGROUP

England & Wales - Charity number 1037379

Accounts



Poppleton Road Playgroup
(Charity number: 1037379)

Trustees' Annual Report and Financial Statements
for the year ended
31 August 2025

HPH, Chartered Accountants
54 Bootham
YORK
YO30 7XZ

**POPPLETON ROAD PLAYGROUP
REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2025
(CHARITY NUMBER 1037379)**

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**POPPLETON ROAD PLAYGROUP
TRUSTEES' ANNUAL REPORT
FOR THE YEAR ENDED 31 AUGUST 2025**

Administrative details

Charity name: Poppleton Road Playgroup
Registered charity number: 1037379
Charity's address: c/o The Annex
Poppleton Road Primary School
Poppleton Road
YORK
YO26 4UP

Names of Trustees serving during the year and to the date of this report

Victoria Clift	Chair from 01/09/2024
Rachael Cole	Treasurer
Abigail Maden	Secretary
Nikki-Jane Carter	Committee member
Nicky Braithwaite	Committee member

Names of advisers

HPH, Chartered Accountants, 54 Bootham, YORK, YO30 7XZ (Accountants)

Preschool Learning Alliance - (Development Support)

City of York Council – West Offices, Station Rise, YORK, YO1 6GA (Early Years Support and Advice)

Structure, Governance and Management

Charity's governing document: Constitution dated 14 October 2013
How the charity is constituted: Unincorporated organisation
Trustee selection method: AGM
Additional governance issues: There is a minimum of 5 Trustees at any one time.

**POPPLETON ROAD PLAYGROUP
TRUSTEES' ANNUAL REPORT
FOR THE YEAR ENDED 31 AUGUST 2025**

Objectives

The objectives of the Pre-school (as stated in the Preschool alliance constitution adopted above) 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 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.

Aims and activities to further the objectives

Our aims as stated in our business plan: To provide the highest possible quality community childcare service in a welcoming, unique and exceptional setting.

Aim 1 - To achieve a Good rating from OFSTED and have a long waiting list through the following means.

(a) Best possible educational programme (EYFS): Children have had access to continuous provision and additional planned activities inside and out covering all the areas of learning and development. We have been able to return to pre covid way of running.

(b) Excellent Parent Partnerships: Activities undertaken have included regular parent meetings which we conducted face to face, ongoing communication with parents and activity ideas through DoJo online system, photo books newsletters, letters (through email), a Facebook and Instagram page. The website contains the up-to-date policies

(c) Strong Leadership - Ensure strong leadership is in place from management and committee: The manager has continued regular supervisions and observations with staff. The committee and the manager have met regularly to review progress.

Aim 2 - To have a well-trained and motivated team:

This year's staff team have worked together all with the same objective. New systems have been put in place, and these are all working successfully. Staff continue to engage in training for their own CPD and the benefit of the children who attend the setting.

Aim 3 - To refurbish our building with Poppleton Road Out of School Club:

New flooring has been laid throughout the building and useable blinds are now on all windows. The inside of the building has been decorated.

**POPPLETON ROAD PLAYGROUP
TRUSTEES' ANNUAL REPORT
FOR THE YEAR ENDED 31 AUGUST 2025**

Summary of main activities undertaken for the public benefit

Provision of opportunities for play, in compliance with the Early Years Framework, for all eligible 3 – 4 year-old children.

The Trustees consider that they have complied with their duties to have due regards to the public benefit guidance published by the Charity Commission.

Additional details of objectives and activities

The Playgroup was open for 25 hours per week, term time during the year providing 5-hour pre-school sessions each day between Monday and Friday for children aged 2 years and 6 months to school entry. This included providing lunches on a daily basis.

Achievements and performance during the year

Performance related to Aim 1 - We have provided a wide range of outdoor provision and a wide range of learning activities in setting which supported children to continue to make good progress. We have received an OFSTED Good rating. Staff work closely with parents to support children's needs and there has been positive feedback from parents about this. The policies were reviewed in sections throughout the year, and good risk assessments and checks have meant there were no major accidents or incidents during the year. Regular supervision and observation of staff led to high levels of staff performance. Self-evaluation has led to changes and opportunities for development being identified, and linking these to an action plan has ensured that these are undertaken.

Performance related to Aim 2 - The additional training courses that staff have completed over the year have led to improved staff skills and enabled us to better support children's development, especially in the area of SEND.

Performance related to Aim 3 - The manager has worked with the out of school club manager to prioritise improvements to the building. The cost of improvement has been shared, and the playgroup have applied for grants to help cover half of the costs.

**POPPLETON ROAD PLAYGROUP
TRUSTEES' ANNUAL REPORT
FOR THE YEAR ENDED 31 AUGUST 2025**

Financial review

Reserves policy

At the year end the playgroup had cash reserves of £39,573 (2024 - £37,904). We aim to maintain reserves adequate to continue the running of the playgroup for 3 - 4 months if funding was to be withdrawn. This allows time to assess the situation and make alternative financial plans without leaving the children, parents or staff with an unexpected change in their arrangements. Therefore, we aim to hold between £20,644 - £27,525 within our reserves. The reserves at the year-end exceeded this threshold.

Financial performance

During the year the playgroup achieved a surplus of £1,669 (2024 - £9,936). The Trustees are working closely to continue to monitor spending to ensure we continue to remain in a stable position.

Further financial review details

The playgroup receives Central Government Early Years funding for most children in attendance. Fees are paid for places that are not covered by Government funding. The playgroup committee support income through regular fundraising events.

Declaration

Approved by the Board of Trustees on 27 April 2026 and signed on its behalf by



Victoria Clift
Chair

**INDEPENDENT EXAMINER'S REPORT
TO THE TRUSTEES OF POPPLETON ROAD PLAYGROUP**

I report on the accounts of the Trust for the year ended 31 August 2025, which are set out on pages 6 to 8.

This report is made solely to the Charity's Trustees, as a body, in accordance with section 154 of the Charities Act 2011. My independent examiner's work has been undertaken so that I might state to the Charity's Trustees those matters I am required to state to them in an independent examiner's report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the Charity, the Charity's members as a body and the Charity's Trustees as a body for my independent examiner's work, for this report, or for the opinions I have formed.

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 Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the 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 which gives 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.

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.

Emma Collier

Emma Collier, ACA
HPH, Chartered Accountants
54 Bootham
YORK
YO30 7XZ

27 April 2026

POPPLETON ROAD PLAYGROUP
RECEIPTS AND PAYMENTS ACCOUNT
FOR THE YEAR ENDED 31 AUGUST 2025
Charity number 1037379

	2025			2024
	Unrestricted funds	Restricted funds	Total funds	Total funds
	£	£	£	£
RECEIPTS				
NEG (Nursery Education Grants) Funding	71,579	-	71,579	80,461
Fees	10,833	-	10,833	10,724
Donations and Fundraising	1,319	-	1,319	1,911
Bank Interest	224	-	224	232
Milk Refunds	289	-	289	335
Total receipts	84,244	-	84,244	93,663
PAYMENTS				
Salaries and Wages Costs	69,601	-	69,601	67,465
Staff Training and Other Costs	354	200	554	2,358
Play Materials and Equipment	4,054	-	4,054	3,498
Activities and Outings	37	-	37	1,065
Milk, Cleaning and Refreshments	2,846	-	2,846	4,257
Rent and Rates	-	-	-	975
Maintenance and Repairs	250	-	250	15
Insurance Costs	916	-	916	800
Affiliations and Memberships	927	-	927	216
Office Costs	1,360	-	1,360	75
Fundraising Costs	-	-	-	30
Accountancy, Payroll and Independent Examination Fees	2,026	-	2,026	2,968
Bank charges	4	-	4	5
Total resources expended	82,375	200	82,575	83,727
Surplus of receipts over payments	1,869	(200)	1,669	9,936
Transfer between funds	-	-	-	-
Funds brought forward at 1 September 2024	36,809	1,095	37,904	27,968
Funds carried forward at 31 August 2025	£ 38,678	£ 895	£ 39,573	£ 37,904

POPPLETON ROAD PLAYGROUP
STATEMENT OF ASSETS AND LIABILITIES
AS AT 31 AUGUST 2025
Charity Number 1037379

	Unrestricted funds £	2025 Restricted funds £	Total funds £	2024 Total funds £
CASH FUNDS				
Current Bank Account	23,015	895	23,910	20,674
Savings Bank Account	15,001	-	15,001	15,000
Petty Cash	53	-	53	30
Payroll Account	609	-	609	2,200
	<u>£ 38,678</u>	<u>£ 895</u>	<u>£ 39,573</u>	<u>£ 37,904</u>
LIABILITIES				
Accruals	1,512	-	1,512	1,155
Supplier invoices unpaid	1,004	-	1,004	-
PAYE / NIC payable	373	-	373	-
Pension contributions payable	234	-	234	-
	<u>£ 3,123</u>	<u>£ -</u>	<u>£ 3,123</u>	<u>£ 1,155</u>

The attached notes form part of these financial statements.

Approved by the Trustees on 27 April 2026 and signed on their behalf by:

R. Cole

Rachael Cole
 Treasurer

**POPPLETON ROAD PLAYGROUP
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 AUGUST 2025
Charity Number 1037379**

1. Basis of accounts

The Trustees have taken advantage of section 144 (2) of the Charities Act 2011 and have prepared the accounts on a receipts and payments basis. Cash-based accounts are not prepared on an accruals basis and therefore the Charities SORP does not apply to their preparation.

2. Restricted funds

Donations and grants received are treated as restricted funds where a restriction has been placed on their use by the donor or grantor.

The following restricted funds were held during the year:

- (a) Tesco Grant - funding towards a kitchen refurbishment.
- (b) Holgate Ward - funding towards staff training and workshops offered to families.

The movement on the funds was as follows:

	At 1 September 2024 £	Receipts £	Payments £	Transfers £	At 31 August 2025 £
Tesco Grant	595	-	-	-	595
Holgate Ward	500	-	(200)	-	300
	£ 1,095	£ -	£ (200)	£ -	£ 895

3. Trustees' remuneration and expenses

No Trustees received remuneration for work as an employee of the Charity during this year (2024 - nil). No expenses were reimbursed to Trustees (2024 - nil). The Trustees have due regard to the guidance issued by the Charity Commission in respect of the payment of remuneration to Trustees.

4. Related party transactions

During the year, 4 Trustees had children with places at the playgroup (2024 - 5). These places were all funded by the Council.

POPPLETON ROAD PLAYGROUP

England & Wales - Charity number 1037379

Accounts



Poppleton Road Playgroup

(Charity number: 1037379)

**Trustees' Annual Report and Financial Statements
for the year ended
31 August 2024**

**HPH, Chartered Accountants
54 Bootham
YORK
YO30 7XZ**

**POPPLETON ROAD PLAYGROUP
REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2024
(Charity Number 1037379)**

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**POPPLETON ROAD PLAYGROUP
TRUSTEES' ANNUAL REPORT
FOR THE YEAR ENDED 31 AUGUST 2024**

Administrative details

Charity name: Poppleton Road Playgroup
Registered charity number: 1037379
Charity's address: c/o The Annex
Poppleton Road Primary School
Poppleton Road
York
YO26 4UP

Names of trustees serving during the year and to the date of this report

Victoria Clift	Chair from 01/09/2024	Appointed 07/07/2024
Rachael Cole	Treasurer from 08/11/2022	Appointed 30/09/2021
Abigail Maden	Secretary from 01/01/2024	Appointed 20/09/2022
Nikki-Jane Carter	Committee member	Appointed 20/09/2022
Nicky Braithwaite	Committee member	Appointed 22/11/2023
Natalie Jackson	Chair	Resigned 31/07/2024
Tanya Chapman	Secretary	Resigned 31/12/2023

Names of advisers

HPH, Chartered Accountants, 54 Bootham, YORK, YO30 7XZ (Accountants)

Preschool Learning Alliance - (Development Support)

City of York Council – West Offices, Station Rise, YORK, YO1 6GA (Early Years Support and Advice)

Structure, Governance and Management

Charity's governing document: Constitution dated 14 October 2013
How the charity is constituted: Unincorporated organisation
Trustee selection method: AGM
Additional governance issues: There is a minimum of 5 Trustees at any one time.

**POPPLETON ROAD PLAYGROUP
TRUSTEES' ANNUAL REPORT
FOR THE YEAR ENDED 31 AUGUST 2024**

Objectives

The objectives of the Pre-school (as stated in the Preschool alliance constitution adopted above) 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 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.

Aims and activities to further the objectives.

Our aims as stated in our business plan: To provide the highest possible quality community childcare service in a welcoming, unique and exceptional setting.

Aim 1 – To achieve a Good rating from OFSTED and have a long waiting list through the following means.

- a) Best possible educational programme (EYFS): Children have had access to continuous provision and additional planned activities inside and out covering all the areas of learning and development. We have been able to return to pre covid way of running.
- b) Excellent Parent Partnerships: Activities undertaken have included regular parent meetings which we conducted face to face, ongoing communication with parents and activity ideas through DoJo online system, photo books newsletters, letters (through email), a Facebook and Instagram page. The website contains the up-to-date policies
- c) Strong Leadership - Ensure strong leadership is in place from management and committee: The manager has continued regular supervisions and observations with staff. The committee and the manager have met regularly to review progress. Self-evaluations of the setting were completed each term, and these were used to feed into the action plan which is updated regularly.

**POPPLETON ROAD PLAYGROUP
TRUSTEES' ANNUAL REPORT
FOR THE YEAR ENDED 31 AUGUST 2024**

Aim 2 – To have a well-trained and motivated team:

This year staff have worked together as a team towards becoming an ELKLAN communication friendly setting. We had our reinspection by OFSTED at the end of the school year 2023 and were happy to receive a 'GOOD' judgement.

There have been some staff changes, and the setting begins next year with a team of 5. All key staff have a level 3 or above. All staff have undertaken training over the year to support their continuing professional development, including updating first aid, safeguarding and food hygiene training.

Aim 3 – To refurbish our building with Poppleton Road Out of School Club:

We continue to apply for grants to improve the environment. We have been successful in securing a Tesco grant of £500 to contribute towards a kitchen revamp. We have also received a ward grant to pay for Makaton training for all staff.

Summary of main activities undertaken for the public benefit

Provision of opportunities for play, in compliance with the Early Years Framework, for all eligible 3–4-year-old children.

The trustees consider that they have complied with their duties to have due regards to the public benefit guidance published by the Charity Commission.

Additional details of objectives and activities:

The Playgroup was open for 20 hours per week term time during the year providing 4 hour pre-school sessions each day between Monday and Friday for 3 and 4 year old children.

We also had some rising 3s in the Autumn term attending on 2-year-old funding. This included providing lunches on a daily basis.

**POPPLETON ROAD PLAYGROUP
TRUSTEES' ANNUAL REPORT
FOR THE YEAR ENDED 31 AUGUST 2024**

Financial review

Reserves policy

At the year end the playgroup had cash reserves of £37,904. We aim to maintain reserves adequate to continue the running of the playgroup for 3-4 months in the event that funding was to be withdrawn. This allows time to assess the situation and make alternative financial plans without leaving the children, parents or staff with an unexpected change in their arrangements. Therefore, we aim to hold between £20,932 - £27,909 within our reserves. The reserves at the year-end exceeded this threshold.

Financial performance

During the year the playgroup achieved a surplus of £9,936. The Trustees are working closely to continue to monitor spending to ensure we continue to remain in a stable position.

Further financial review details

The playgroup receives Central Government Early Years funding for the majority of children in attendance. Fees are paid for places that are not covered by Government funding. The playgroup committee support income through regular fundraising events.

Declaration

Approved by the Board of Trustees on 2 April 2025 and signed on its behalf by



Victoria Clift
Chair

**INDEPENDENT EXAMINER'S REPORT
TO THE TRUSTEES OF POPPLETON ROAD PLAYGROUP**

I report on the accounts of the Trust for the year ended 31 August 2024, which are set out on pages 7 to 9.

This report is made solely to the charity's trustees, as a body, in accordance with section 154 of the Charities Act 2011. My independent examiner's work has been undertaken so that I might state to the charity's trustees those matters I am required to state to them in an independent examiner's report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the charity, the charity's members as a body and the charity's trustees as a body for my independent examiner's work, for this report, or for the opinions I have formed.

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 Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the 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 which gives 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.

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.

Adrian Rodaway

Adrian Rodaway, BA, FCA, BFP, DChA
HPH, Chartered Accountants
54 Bootham
YORK
YO30 7XZ

2 April 2025

POPPLETON ROAD PLAYGROUP
RECEIPTS AND PAYMENTS ACCOUNT
FOR THE YEAR ENDED 31 AUGUST 2024
Charity number 1037379


	2024			2023
	Unrestricted	Restricted	Total	Total
	funds	funds	funds	funds
	£	£	£	£
RECEIPTS				
NEG (Nursery Education Grants) Funding	80,461	-	80,461	69,110
Fees	10,724	-	10,724	5,947
Donations and Fundraising	816	1,095	1,911	906
Bank Interest	232	-	232	93
Milk Refunds	335	-	335	115
Other grants	-	-	-	64
Total receipts	92,568	1,095	93,663	76,235
PAYMENTS				
Salaries and Wages Costs	67,465	-	67,465	66,050
Staff Training and Other Costs	2,358	-	2,358	1,093
Play Materials and Equipment	3,498	-	3,498	4,177
Activities and Outings	1,065	-	1,065	1,692
Milk, Cleaning and Refreshments	4,257	-	4,257	3,691
Rent and Rates	975	-	975	1,950
Maintenance and Repairs	15	-	15	2,862
Insurance Costs	800	-	800	764
Affiliations and Memberships	216	-	216	129
Office Costs	75	-	75	423
Fundraising Costs	30	-	30	-
Accountancy, Payroll and Independent Examination Fees	2,968	-	2,968	2,488
Bank charges	5	-	5	16
Total resources expended	83,727	-	83,727	85,335
Deficit of receipts over payments	8,841	1,095	9,936	(9,100)
Transfer between funds	-	-	-	-
Funds brought forward at 1 September 2023	27,968	-	27,968	37,068
Funds carried forward at 31 August 2024	£ 36,809	£ 1,095	£ 37,904	£ 27,968

**POPPLETON ROAD PLAYGROUP
STATEMENT OF ASSETS AND LIABILITIES
FOR THE YEAR ENDED 31 AUGUST 2024
Charity Number 1037379**

	Unrestricted funds £	2024 Restricted funds £	Total funds £	2023 Total funds £
CASH FUNDS				
Current Bank Account	19,579	1,095	20,674	8,847
Savings Bank Account	15,000	-	15,000	17,029
Petty Cash	30	-	30	36
Payroll Account	2,200	-	2,200	2,056
	£ 36,809	£ 1,095	£ 37,904	£ 27,968
LIABILITIES				
Independent Examination Fee	1,155	-	1,155	1,080
	£ 1,155	-	£ 1,155	£ 1,080

The attached notes form part of these financial statements.

Approved by the Trustees on 2 April 2025 and signed on their behalf by:


Rachael Cole
Treasurer

**POPPLETON ROAD PLAYGROUP
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 AUGUST 2024
(Charity Number 1037379)**

1. Basis of accounts

The trustees have taken advantage of section 144 (2) of the Charities Act 2011 and have prepared the accounts on a receipts and payments basis. Cash-based accounts are not prepared on an accruals basis and therefore the Charities SORP does not apply to their preparation.

2. Restricted funds

Donations and grants received are treated as restricted funds where a restriction has been placed on their use by the donor or grantor.

3. Trustees' remuneration and expenses

No Trustees received remuneration for work as an employee of the Charity during this year (2023 – nil). No expenses were reimbursed to Trustees (2023 – nil). The Trustees have due regard to the guidance issued by the Charity Commission in respect of the payment of remuneration to Trustees.

4. Related party transactions

During the year, all 5 Trustees had children with places at the playgroup (2023 – 3). These places were all funded by the Council.

POPPLETON ROAD PLAYGROUP

England & Wales - Charity number 1037379

Accounts



Poppleton Road Playgroup

(Charity number: 1037379)

**Trustees' Annual Report and Financial Statements
for the year ended
31 August 2023**

**HPH, Chartered Accountants
54 Bootham
YORK
YO30 7XZ**

**POPPLETON ROAD PLAYGROUP
REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2023
(Charity Number 1037379)**

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**POPPLETON ROAD PLAYGROUP
TRUSTEES' ANNUAL REPORT
FOR THE YEAR ENDED 31 AUGUST 2023**

Administrative details

Charity name: Poppleton Road Playgroup
Registered charity number: 1037379
Charity's address: c/o The Annex
Poppleton Road Primary School
Poppleton Road
York
YO26 4UP

Names of trustees serving during the year and to the date of this report

Laura Barrett		Resigned 30/09/22
Nicki-Jane Carter		Appointed 20/09/22
Tanya Chapman	Secretary	
Rachael Cole	Treasurer from 08/11/22	
Carol Ingham		Appointed 08/11/22
Fiona Lynch	Treasurer to 08/11/22	Resigned 08/11/22
Abigail Maden		Appointed 20/09/22
Natalie Jackson	Chair from 08/11/22	Appointed 20/09/22
Natalie Richardson	Chair to 08/11/22	Resigned 08/11/22

Names of advisers

HPH, Chartered Accountants, 54 Bootham, YORK, YO30 7XZ (Accountants)

Preschool Learning Alliance - (Development Support)

City of York Council – West Offices, Station Rise, YORK, YO1 6GA (Early Years Support and Advice)

Structure, Governance and Management

Charity's governing document: Constitution dated 14 October 2013
How the charity is constituted: Unincorporated organisation
Trustee selection method: AGM
Additional governance issues: There is a minimum of 5 trustees at any one time.

**POPPLETON ROAD PLAYGROUP
TRUSTEES' ANNUAL REPORT
FOR THE YEAR ENDED 31 AUGUST 2023**

Objectives

The objectives of the Pre-school (as stated in the Preschool Learning Alliance constitution adopted above) 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 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.

Aims and activities to further the objectives

Our aims as stated in our business plan: To provide the highest possible quality community childcare service in a welcoming, unique and exceptional setting.

Aim 1–To achieve a GOOD rating from OFSTED and have a long waiting list through the following means.

- a) Best possible educational programme (EYFS): Children have had access to continuous provision and additional planned activities inside and out covering all the areas of learning and development. We have been able to return to pre covid way of running.
- b) Excellent Parent Partnerships: Activities undertaken have included regular parent meetings which we conducted face to face, ongoing communication with parents and activity ideas through DoJo online system, photo books newsletters, letters (through email), a Facebook and Instagram page. The website contains the up-to-date policies.
- c) Strong Leadership - Ensure strong leadership is in place from management and committee: The manager has continued regular supervisions and observations with staff. The committee and the manager have met regularly to review progress. Self-evaluations of the setting were completed each term and these were used to feed into the action plan which is updated regularly.

Aim 2–To have a well-trained and motivated team:

We have had staff changes during the year following a 'requires improvement' judgement from OFSTED. The manager left in September with the Deputy stepping up until being appointed to the role in November. A level 3 member of staff was then appointed as deputy. We have employed another 2 level 3 members of staff. The setting now has 7 members of staff. All key staff have a level 3 or above. All staff have undertaken training over the year to support their continuing professional development, including updating first aid, safeguarding and food hygiene training.

**POPPLETON ROAD PLAYGROUP
TRUSTEES' ANNUAL REPORT
FOR THE YEAR ENDED 31 AUGUST 2023**

Aims and activities to further the objectives (continued)

Aim 3 – To refurbish our building with Poppleton Road Out of School Club: We have made some good improvements to the building this year, including decorating, new flooring and blinds. We have refurbished the cloakroom area, kitchen and storage cupboards.

Summary of main activities undertaken for the public benefit

Provision of opportunities for play, in compliance with the Early Years Framework, for all eligible 3–4-year-old children.

The trustees consider that they have complied with their duties to have due regards to the public benefit guidance published by the Charity Commission.

Additional details of objectives and activities:

The Playgroup was open for 20 hours per week term time during the year providing 4 hour pre-school sessions each day between Monday and Friday for 3 and 4 year old children. We also had some rising 3s in the Autumn term attending on 2-year-old funding. This included providing lunches on a daily basis.

Achievements and performance during the year

Performance related to Aim 1: We have been able to return our learning environment to pre covid levels, providing a wide range of outdoor provision and a wide range of learning activities in setting which supported children to continue to make good progress. We have worked together as a staff team to embed changes relating to the action points on our 2022 OFSTED report. This has improved the environment and atmosphere of the setting and we were rewarded for our hard work in June when we were re inspected and received a GOOD judgement. Staff have worked closely with parents to support children's needs and there has been positive feedback from parents about this. The policies were reviewed in sections through the year, and good risk assessment and checks have meant there were no major accidents or incidents during the year. Regular supervisions and observation of staff led to high levels of staff performance. Self-evaluation has led to changes and opportunities for development being identified, and linking these to an action plan has ensured that these are undertaken.

Performance related to Aim 2: The additional training courses that staff have completed over the year have led to improved staff skills especially in the area of SEND. Staff have also found it useful visiting other settings and sharing good practice.

Performance related to Aim 3: The manager has worked with the out of school club manager to prioritise improvements to the building. The cost of improvement have been shared and playgroup have applied for grants to help cover their half of the costs.

**POPPLETON ROAD PLAYGROUP
TRUSTEES' ANNUAL REPORT
FOR THE YEAR ENDED 31 AUGUST 2023**

Financial review

Reserves policy

At the year end the playgroup had cash reserves of £27,968. We aim to maintain reserves adequate to continue the running of the playgroup for 3-4 months in the event that funding was to be withdrawn. This allows time to assess the situation and make alternative financial plans without leaving the children, parents or staff with an unexpected change in their arrangements. Therefore, we aim to hold between £21,334 - £28,445 within our reserves. The reserves at the year-end were between these amounts.

Financial performance

During the year the playgroup suffered a deficit of £9,100. The trustees are working closely to continue to monitor spending to ensure we continue to remain in a stable position.

Further financial review details

The playgroup receives Central Government Early Years funding for the majority of children in attendance. Fees are paid for places that are not covered by Government funding. The playgroup committee support income through regular fundraising events.

Declaration

Approved by the Board of Trustees on 22 November 2023 and signed on its behalf by

Natalie Jackson
Chair

**INDEPENDENT EXAMINER'S REPORT
TO THE TRUSTEES OF POPPLETON ROAD PLAYGROUP**

I report on the accounts of the Trust for the year ended 31 August 2023, which are set out on pages 7 to 9.

This report is made solely to the charity's trustees, as a body, in accordance with section 154 of the Charities Act 2011. My independent examiner's work has been undertaken so that I might state to the charity's trustees those matters I am required to state to them in an independent examiner's report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the charity, the charity's members as a body and the charity's trustees as a body for my independent examiner's work, for this report, or for the opinions I have formed.

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 Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the 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 which gives 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.

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.

Adrian Rodaway, BA, FCA, BFP, DChA
HPH, Chartered Accountants
54 Bootham
YORK
YO30 7XZ

22 November 2023

POPPLETON ROAD PLAYGROUP
RECEIPTS AND PAYMENTS ACCOUNT
FOR THE YEAR ENDED 31 AUGUST 2023
Charity number 1037379

	2023		2022	
	Unrestricted funds	Restricted funds	Total funds	Total funds
	£	£	£	£
RECEIPTS				
NEG (Nursery Education Grants) Funding	69,110	-	69,110	61,345
Fees	5,947	-	5,947	6,917
Donations and Fundraising	906	-	906	599
Bank Interest	93	-	93	4
Milk Refunds	115	-	115	229
Sundry receipts	64	-	64	-
Total receipts	76,235	-	76,235	69,094
PAYMENTS				
Salaries and Wages Costs	66,050	-	66,050	63,358
Staff Training and Other Costs	1,093	-	1,093	556
Play Materials and Equipment	4,177	-	4,177	1,426
Activities and Outings	1,692	-	1,692	941
Milk, Cleaning and Refreshments	3,691	-	3,691	3,093
Consumables	-	-	-	564
Rent and Rates	1,950	-	1,950	1,950
Maintenance and Repairs	2,862	-	2,862	-
Insurance Costs	764	-	764	742
Affiliations and Memberships	129	-	129	271
Office Costs	423	-	423	940
Fundraising Costs	-	-	-	216
Accountancy, Payroll and Independent Examination Fees	2,488	-	2,488	2,425
Bank charges	16	-	16	20
Total resources expended	85,335	-	85,335	76,502
Deficit of receipts over payments	(9,100)	-	(9,100)	(7,408)
Transfer between funds	-	-	-	-
Funds brought forward at 1 September 2022	37,068	-	37,068	44,476
Funds carried forward at 31 August 2023	£ 27,968	£ -	£ 27,968	£ 37,068

POPPLETON ROAD PLAYGROUP
STATEMENT OF ASSETS AND LIABILITIES
FOR THE YEAR ENDED 31 AUGUST 2023
Charity Number 1037379

	Unrestricted funds	2023 Restricted funds	Total funds	2022 Total funds
	£	£	£	£
CASH FUNDS				
Current Bank Account	8,847	-	8,847	13,731
Savings Bank Account	17,029	-	17,029	16,994
Petty Cash	36	-	36	36
Payroll Account	2,056	-	2,056	6,307
	£ 27,968	£ -	£ 27,968	£ 37,068
LIABILITIES				
Independent Examination Fee	1,080	-	1,080	975
	£ 1,080	£ -	£ 1,080	£ 975

The attached notes form part of these financial statements.

Approved by the Trustees on 22 November 2023 and signed on their behalf by:

Rachael Cole
Treasurer

**POPPLETON ROAD PLAYGROUP
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 AUGUST 2023
(Charity Number 1037379)**

1. Basis of accounts

The trustees have taken advantage of section 144 (2) of the Charities Act 2011 and have prepared the accounts on a receipts and payments basis. Cash-based accounts are not prepared on an accruals basis and therefore the Charities SORP does not apply to their preparation.

2. Restricted funds

Donations and grants received are treated as restricted funds where a restriction has been placed on their use by the donor or grantor.

3. Trustees' remuneration and expenses

No Trustees received remuneration for work as an employee of the Charity during this year (2022 - 2). No expenses were reimbursed to Trustees (2022 - £nil). The Trustees have due regard to the guidance issued by the Charity Commission in respect of the payment of remuneration to Trustees.

4. Related party transactions

During the year, 3 Trustees had children with places at the playgroup (2022 – 5). These places were all funded by the Council.

POPPLETON ROAD PLAYGROUP

England & Wales - Charity number 1037379

Accounts



Poppleton Road Playgroup

(Charity number: 1037379)

**Trustees' Annual Report and Financial Statements
for the year ended
31 August 2022**

**HPH, Chartered Accountants
54 Bootham
YORK
YO30 7XZ**

**POPPLETON ROAD PLAYGROUP
REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2022
(Charity Number 1037379)**

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**POPPLETON ROAD PLAYGROUP
TRUSTEES' ANNUAL REPORT
FOR THE YEAR ENDED 31 AUGUST 2022**

Administrative details

Charity name: Poppleton Road Playgroup
Registered charity number: 1037379
Charity's address: c/o The Annex
Poppleton Road Primary School
Poppleton Road
York
YO26 4UP

Names of trustees serving during the year and to the date of this report

Laura Barrett		Resigned 30/09/22
Nicki-Jane Carter		Appointed 20/09/22
Tanya Chapman	Secretary	
Rachael Cole	Treasurer from 08/11/22	Appointed 30/09/21
Louise Ho		Resigned 04/11/21
Fiona Lynch	Treasurer to 08/11/22	Resigned 08/11/22
Abigail Maden		Appointed 20/09/22
Natalie Jackson	Chair from 08/11/22	Appointed 20/09/22
Natalie Richardson	Chair to 08/11/22	Resigned 08/11/22

Names of advisers

HPH, Chartered Accountants, 54 Bootham, York, YO30 7XZ (Accountants)

Preschool Learning Alliance - (Development Support)

City of York Council – West Offices, Station Rise, York, YO1 6GA (Early Years Support and Advice)

Structure, Governance and Management

Charity's governing document: Constitution dated 14 October 2013
How the charity is constituted: Unincorporated organisation
Trustee selection method: AGM
Additional governance issues: There is a minimum of 5 trustees at any one time.

**POPPLETON ROAD PLAYGROUP
TRUSTEES' ANNUAL REPORT
FOR THE YEAR ENDED 31 AUGUST 2022**

Objectives

The objectives of the Pre-school (as stated in the Preschool Learning Alliance constitution adopted above) 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 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.

Aims and activities to further the objectives

Our aims as stated in our business plan: To provide the highest possible quality community childcare service in a welcoming, unique and exceptional setting.

Aim 1 – To achieve a GOOD rating from OFSTED and have a long waiting list through the following means.

- a) Best possible educational programme (EYFS): Children have had access to continuous provision and additional planned activities inside and out covering all the areas of learning and development. We have begun to reintroduce activities stopped during Covid, including weekly classes with Rugby tots. This will continue next year with the reintroduction of trips and visits away from the setting and visitors coming in. The setting was inspected by OFSTED in June and received a lower requires improvement grade. We have worked as a team to address the points from the report and with Josey Hall the EYFS lead from Knavesmire school to improve our curriculum.
- b) Excellent Parent Partnerships: Activities undertaken have included regular parent meetings which we have been able to do face to face again. We share activity ideas with parents through tapestry online system, photo books (as part of tapestry journals) newsletters, letters (through email), a Facebook and Instagram page. The website contains the up-to-date policies and has been expanded to include weekly lunch menus and risk assessments. Parent questionnaires were conducted termly and considered in the setting action plan.
- c) Safest Setting: The Playgroup has undertaken regular checks and risk assessments, and reviewed policies and practice where necessary.
- d) Strong Leadership - Ensure strong leadership is in place from management and committee: the manager has continued regular supervisions and observations with staff. The committee and

**POPPLETON ROAD PLAYGROUP
TRUSTEES' ANNUAL REPORT
FOR THE YEAR ENDED 31 AUGUST 2022**

Aims and activities to further the objectives (continued)

the manager have met regularly to review progress. These meetings have now returned to being face to face. Self-evaluations of the setting were completed each term and these were used to feed into the action plan which is updated regularly.

Aim 2 – To have a well-trained and motivated team:

We have had staff changes during the year, with one member of staff returning from maternity leave and another returning from long term sick leave. We had a member staff start with us in January, but this didn't work out and we employed someone else. Over the year we had 7 staff employed with 6 at any one time. All key staff have a level 3 or above and the manager holds a level 6. All staff have undertaken training over the year to support their continuing professional development, including updating first aid, safeguarding and food hygiene training where required.

Aim 3 – To refurbish our building with Poppleton Road Out of School Club: Meetings have been held and improvements are planned for 2023.

Summary of main activities undertaken for the public benefit

Provision of opportunities for play, in compliance with the Early Years Framework, for all eligible 3–4-year-old children.

The trustees consider that they have complied with their duties to have due regards to the public benefit guidance published by the Charity Commission.

Additional details of objectives and activities:

The Playgroup was open for 20 hours per week term time during the year providing 4 hour pre-school sessions each day between Monday and Friday for 3 and 4 year old children. We also had some rising 3s in the Autumn term attending on 2 year funding. This included providing lunches on a daily basis.

Achievements and performance during the year

Performance related to Aim 1: As Covid guidance changed we were able to reintroduce more activities to our learning environment and outdoor provision. Staff have worked closely with parents to support children's needs and there has been positive feedback from parents about this. The policies were reviewed in sections through the year, and good risk assessment and checks have meant there were no major accidents or incidents during the year. Regular supervisions and observation of staff led to high levels of staff performance. Self-evaluation has led to changes and opportunities for development being identified and linking these to an action plan has ensured that these are undertaken.

Performance related to Aim 2: The additional training courses that staff have completed over the year have led to improved staff skills in supporting the changes to the EYFS. This is ongoing.

**POPPLETON ROAD PLAYGROUP
TRUSTEES' ANNUAL REPORT
FOR THE YEAR ENDED 31 AUGUST 2022**

Achievements and performance during the year (continued)

Performance related to Aim 3: Progress on improving the building will begin in 2023.

Financial review

Reserves policy

At the year end the playgroup had cash reserves of £37,068. We aim to maintain reserves adequate to continue the running of the playgroup for 6 months in the event that funding was to be withdrawn. This allows time to assess the situation and make alternative financial plans without leaving the children, parents or staff with an unexpected change in their arrangements. Therefore, we aim to hold a minimum of £38,000 within our reserves. The reserves at the year-end were just short of this amount.

Financial performance

During the year the playgroup suffered a deficit of £7,408. The deficit was as expected due to staff expenses for sick pay and maternity pay, some of which will be claimed back in the next financial year. Limited fundraising took place due to the school not putting on a summer fayre but we are hopeful that these opportunities will be available over the next year. A new fundraising role has been appointed in the committee so new ideas and fundraising opportunities should increase going forward.

The trustees are working closely to continue to monitor spending to ensure we continue to remain in a stable position.

Further financial review details

The playgroup receives Central Government Early Years funding for the majority of children in attendance. Fees are paid for places that are not covered by Government funding. The playgroup committee support income through regular fundraising events.

Declaration

Approved by the Board of Trustees on 17 January 2023 and signed on its behalf by

Natalie Jackson
Chair

**INDEPENDENT EXAMINER'S REPORT
TO THE TRUSTEES OF POPPLETON ROAD PLAYGROUP**

I report on the accounts of the Trust for the year ended 31 August 2022, which are set out on pages 7 to 9.

This report is made solely to the charity's trustees, as a body, in accordance with section 154 of the Charities Act 2011. My independent examiner's work has been undertaken so that I might state to the charity's trustees those matters I am required to state to them in an independent examiner's report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the charity, the charity's members as a body and the charity's trustees as a body for my independent examiner's work, for this report, or for the opinions I have formed.

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 Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the 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 which gives 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.

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.

Adrian Rodaway, BA, FCA, BFP, DChA
HPH, Chartered Accountants
54 Bootham
York
YO30 7XZ

17 January 2023

**POPPLETON ROAD PLAYGROUP
RECEIPTS AND PAYMENTS ACCOUNT
FOR THE YEAR ENDED 31 AUGUST 2022
Charity number 1037379**

	2022		2021	
	Unrestricted funds	Restricted funds	Total funds	Total
	£	£	£	£
RECEIPTS				
NEG (Nursery Education Grants) Funding	61,345	-	61,345	56,183
Fees	6,917	-	6,917	1,595
Donations and Fundraising	599	-	599	622
Bank Interest	4	-	4	39
Milk Refunds	229	-	229	146
Total receipts	69,094	-	69,094	58,585
PAYMENTS				
Salaries and Wages Costs	63,358	-	63,358	49,898
Staff Training and Other Costs	556	-	556	683
Play Materials and Equipment	1,426	-	1,426	1,593
Activities and Outings	941	-	941	224
Milk, Cleaning and Refreshments	3,093	-	3,093	2,527
Consumables	564	-	564	520
Rent and Rates	1,950	-	1,950	2,147
Cleaning and Maintenance	-	-	-	378
Insurance Costs	742	-	742	729
Affiliations and Memberships	271	-	271	196
Office Costs	940	-	940	574
Fundraising Costs	216	-	216	120
Accountancy, Payroll and Independent Examination Fees	2,425	-	2,425	2,185
Leavers' and Students' Presents	-	-	-	155
Bank charges	20	-	20	-
Total resources expended	76,502	-	76,502	61,929
Excess (deficit) of receipts over payments	(7,408)	-	(7,408)	(3,344)
Transfer between funds	151	(151)	-	-
Funds brought forward at 1 September 2021	44,325	151	44,476	47,820
Funds carried forward at 31 August 2022	£ 37,068	£ -	£ 37,068	£ 44,476

POPPLETON ROAD PLAYGROUP
STATEMENT OF ASSETS AND LIABILITIES
AS AT 31 AUGUST 2022
Charity Number 1037379

	Unrestricted funds	2022 Restricted funds	Total funds	2021 Total
	£	£	£	£
CASH FUNDS				
Current Bank Account	13,731	-	13,731	23,380
Savings Bank Account	16,994	-	16,994	16,992
Petty Cash	36	-	36	36
Payroll Account	6,307	-	6,307	4,068
	£ 37,068	-	£ 37,068	£ 44,476
LIABILITIES				
Independent Examination Fee	975	-	975	879
	£ 975	-	£ 975	£ 879

The attached notes form part of these financial statements

Approved by the Trustees on 17 January 2023 and signed on their behalf by:

Rachael Cole
Treasurer

**POPPLETON ROAD PLAYGROUP
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 AUGUST 2022
(Charity Number 1037379)**

1. Basis of accounts

The trustees have taken advantage of section 144 (2) of the Charities Act 2011 and have prepared the accounts on a receipts and payments basis. Cash-based accounts are not prepared on an accruals basis and therefore the Charities SORP does not apply to their preparation.

2. Restricted funds

Donations and grants received are treated as restricted funds where a restriction has been placed on their use by the donor or grantor.

3. Trustees' remuneration and expenses

Remuneration was received by 2 Trustees (2021 - 2) in the year for the work as employees of the Charity. No expenses were reimbursed to Trustees (2021 - £nil). The Trustees have due regard to the guidance issued by the Charity Commission in respect of the payment of remuneration to Trustees.

4. Related party transactions

During the year, 5 Trustees had children with places at the playgroup (2021 – 4). These places were all funded by the Council.

POPPLETON ROAD PLAYGROUP

England & Wales - Charity number 1037379

Accounts



Poppleton Road Playgroup

(Charity number: 1037379)

**Trustees' Annual Report and Financial Statements
for the year ended
31 August 2021**

**HPH, Chartered Accountants
54 Bootham
York
YO30 7XZ**

**POPPLETON ROAD PLAYGROUP
REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2021
Charity number 1037379**

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**POPPLETON ROAD PLAYGROUP
TRUSTEES' ANNUAL REPORT
FOR THE YEAR ENDED 31 AUGUST 2021**

Administrative details

Charity name: Poppleton Road Playgroup
Registered charity number: 1037379
Charity's address: c/o The Annex
Poppleton Road Primary School
Poppleton Road
York
YO26 4UP

Names of trustees serving during the year and to the date of this report

Laura Barrett
Tanya Chapman Secretary
Rachael Cole Appointed 30/09/21
Louise Ho Resigned 04/11/21
Fiona Lynch Treasurer
Emma Musgrave Resigned 04/11/20
Natalie Richardson (nee Hamilton) Chair

Names of advisers

HPH, Chartered Accountants, 54 Bootham, York, YO30 7XZ (Accountants)
Preschool Learning Alliance - (Development Support)
City of York Council – West Offices, Station Rise, York, YO1 6GA (Early Years Support and Advice)

Structure, Governance and Management

Charity's governing document: Constitution dated 14 October 2013
How the charity is constituted: Unincorporated organisation
Trustee selection method: AGM
Additional governance issues: There is a minimum of 5 trustees at any one time.

**POPPLETON ROAD PLAYGROUP
TRUSTEES' ANNUAL REPORT
FOR THE YEAR ENDED 31 AUGUST 2021**

Objectives

The objectives of the Pre-school (as stated in the Preschool Learning Alliance constitution adopted above) 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 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.

Aims and activities to further the objectives

Our aims as stated in our business plan: To provide the highest possible quality community childcare service in a welcoming, unique and exceptional setting.

Aim 1 – To achieve an outstanding rating from OFSTED and have a long waiting list through the following means.

- a) Best possible educational programme (EYFS): Children have had access to continuous provision and additional planned activities inside and out covering all the areas of learning and development. Our provision was still partially restricted for much of the year due to the impact of Covid on sharing the building, outdoor areas and resources with the Out of School Club and School. In the summer term we were able to begin to expand our provision again.
- b) Excellent Parent Partnerships: Activities undertaken have included regular parent meetings which we conducted over the phone or outside, ongoing communication with parents and activity ideas through tapestry online system, photo books (as part of tapestry journals) newsletters, letters (through email), a Facebook page and twitter. The website contains the up to date policies and has been expanded to include weekly lunch menus and risk assessments. Parent questionnaires were conducted termly and taken into account in the setting action plan.
- c) Safest Setting: The Playgroup has undertaken regular checks and risk assessments, and reviewed policies and practice where necessary. These have included Covid risk assessment and procedures which have been updated regularly in line with guidance.
- d) Strong Leadership - Ensure strong leadership is in place from management and committee: the manager and chair have continued regular supervisions and observations with staff. The committee and the manager have met regularly to review progress. Many of these supervisions and meetings have been remote. Self-evaluations of the setting were completed each term and these were used to feed into the action plan which is updated regularly.

**POPPLETON ROAD PLAYGROUP
TRUSTEES' ANNUAL REPORT
FOR THE YEAR ENDED 31 AUGUST 2021**

Aims and activities to further the objectives (continued)

Aim 2 – To have a well-trained and motivated team:

We have had staff changes during the year, with one member of staff going on maternity at the end of June and one leaving at the end of August. We had another member of staff join us for maternity cover at the end of June. Over the year we had 7 staff employed with 6 at any one time. All key staff have a level 3 or above and the manager holds a level 6. All staff have undertaken training over the year to support their continuing professional development, including updating first aid, safeguarding and food hygiene training where required.

Aim 3 – To refurbish our building with Poppleton Road Out of School Club: We have not been able to progress with changes during this financial year.

Summary of main activities undertaken for the public benefit

Provision of opportunities for play, in compliance with the Early Years Framework, for all eligible 3-4 year old children.

The trustees consider that they have complied with their duties to have due regards to the public benefit guidance published by the Charity Commission.

Additional details of objectives and activities:

The Playgroup was open for 19 hours per week term time during the year providing 3.75 hour pre-school sessions each day between Monday and Friday for 3 and 4 year old children. We also had some rising 3s in the Autumn term attending on 2 year funding. This included providing lunches on a daily basis.

Achievements and performance during the year

Performance related to Aim 1: Due to Covid we had to keep significant changes to our learning environment but were able to still provide a wide range of outdoor provision and a wide range of learning activities in setting and remotely which supported children to continue to make good progress. We were able to begin to widen our provision in the summer term. Staff have worked closely with parents to support children's needs and there has been positive feedback from parents about this. The policies were reviewed in sections through the year, and good risk assessment and checks have meant there were no major accidents or incidents during the year. Regular supervisions and observation of staff led to high levels of staff performance. Self-evaluation has led to changes and opportunities for development being identified and linking these to an action plan has ensured that these are undertaken.

Performance related to Aim 2: The additional training courses that staff have completed over the year have led to improved staff skills in supporting the changes to the EYFS.

Performance related to Aim 3: Progress on improving the building has been postponed due to the Covid pandemic.

**POPPLETON ROAD PLAYGROUP
TRUSTEES' ANNUAL REPORT
FOR THE YEAR ENDED 31 AUGUST 2021**

Financial review

Reserves policy

At the year end the playgroup had cash reserves of £44,476. We aim to maintain reserves adequate to continue the running of the playgroup for 6 months in the event that funding was to be withdrawn. This allows time to assess the situation and make alternative financial plans without leaving the children, parents or staff with an unexpected change in their arrangements. Therefore, we aim to hold a minimum of £30,000 within our reserves, resulting in us holding additional reserves for the year of £14,476. Some of these reserves were allocated to pay for projected losses due to staffing disruption resulting in agency fees and to cover maternity payments whilst waiting for HMRC to repay these.

Financial performance

During the year the playgroup suffered a deficit of £3,344. This was projected and due to lower numbers of children over the year and money owed by HMRC for maternity payments. The trustees are working closely to continue to monitor spending to ensure we continue to remain in a stable position.

Further financial review details

The playgroup receives Central Government Early Years funding for the majority of children in attendance. Fees are paid for places that are not covered by Government funding. The playgroup committee support income through regular fundraising events.

Declaration

Approved by the Board of Trustees on 10 March 2022 and signed on its behalf by

Natalie Richardson
Chair

**INDEPENDENT EXAMINER'S REPORT
TO THE TRUSTEES OF POPPLETON ROAD PLAYGROUP**

I report on the accounts of the Trust for the year ended 31 August 2021, which are set out on pages 7 to 9.

This report is made solely to the charity's trustees, as a body, in accordance with section 154 of the Charities Act 2011. My independent examiner's work has been undertaken so that I might state to the charity's trustees those matters I am required to state to them in an independent examiner's report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the charity, the charity's members as a body and the charity's trustees as a body for my independent examiner's work, for this report, or for the opinions I have formed.

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 Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the 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 which gives 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.

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.

Adrian Rodaway, BA, FCA, BFP, DChA
HPH, Chartered Accountants
54 Bootham
York
YO30 7XZ

10 March 2022

**POPPLETON ROAD PLAYGROUP
RECEIPTS AND PAYMENTS ACCOUNT
FOR THE YEAR ENDED 31 AUGUST 2021
Charity number 1037379**

	2021		2020	
	Unrestricted funds	Restricted funds	Total funds	Total
	£	£	£	£
RECEIPTS				
NEG (Nursery Education Grants) Funding	56,183	-	56,183	55,210
Fees	1,595	-	1,595	6,732
Donations and Fundraising	622	-	622	335
Bank Interest	39	-	39	112
Milk Refunds	146	-	146	330
Total receipts	58,585	-	58,585	62,719
PAYMENTS				
Salaries and Wages Costs	49,898	-	49,898	48,760
Staff Training and Other Costs	683	-	683	402
Play Materials and Equipment	1,593	-	1,593	482
Activities and Outings	224	-	224	-
Milk, Cleaning and Refreshments	2,527	-	2,527	2,274
Consumables	520	-	520	304
Rent and Rates	2,147	-	2,147	1,222
Cleaning and Maintenance	378	-	378	277
Insurance Costs	729	-	729	729
Affiliations and Memberships	196	-	196	245
Office Costs	574	-	574	602
Fundraising Costs	120	-	120	25
Accountancy, Payroll and Independent Examination Fees	2,185	-	2,185	2,704
Leavers' and Students' Presents	155	-	155	-
Total resources expended	61,929	-	61,929	58,026
Excess (deficit) of receipts over payments	(3,344)	-	(3,344)	4,693
Transfer between funds	-	-	-	-
Funds brought forward at 1 September 2020	47,669	151	47,820	43,127
Funds carried forward at 31 August 2021	£ 44,325	£ 151	£ 44,476	£ 47,820

POPPLETON ROAD PLAYGROUP
STATEMENT OF ASSETS AND LIABILITIES
AS AT 31 AUGUST 2021
Charity Number 1037379

	Unrestricted funds	2021 Restricted funds	Total funds	2020 Total
	£	£	£	£
CASH FUNDS				
Current Bank Account	23,229	151	23,380	26,235
Savings Bank Account	16,992	-	16,992	16,954
Petty Cash	36	-	36	36
Payroll Account	4,068	-	4,068	4,595
	£ 44,325	£ 151	£ 44,476	£ 47,820
LIABILITIES				
Independent Examination Fee	879	-	879	879
	£ 879	£ -	£ 879	£ 879

The attached notes form part of these financial statements

Approved by the Trustees on 10 March 2022 and signed on their behalf by:

Fiona Lynch
Treasurer

POPPLETON ROAD PLAYGROUP
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 AUGUST 2021
(Charity Number 1037379)

1. Basis of accounts

The trustees have taken advantage of section 144 (2) of the Charities Act 2011 and have prepared the accounts on a receipts and payments basis. Cash-based accounts are not prepared on an accruals basis and therefore the Charities SORP does not apply to their preparation.

2. Restricted funds

Donations and grants received are treated as restricted funds where a restriction has been placed on their use by the donor or grantor. The funds restricted at 31 August 2021 represented Lottery Grant Funding to be used for outdoor resources.

3. Trustees' remuneration and expenses

Remuneration was received by 2 Trustees (2020 - 2) in the year for the work as employees of the Charity. No expenses were reimbursed to Trustees (2020 - £nil). The Trustees have due regard to the guidance issued by the Charity Commission in respect of the payment of remuneration to Trustees.

4. Related party transactions

During the year, 4 Trustees had children with places at the playgroup. These places were all funded by the Council.

POPPLETON ROAD PLAYGROUP

England & Wales - Charity number 1037379

Accounts



Poppleton Road Playgroup

(Charity number: 1037379)

**Trustees' Annual Report and Financial Statements
for the year ended
31 August 2020**

**HPH, Chartered Accountants
54 Bootham
York
YO30 7XZ**

Contents

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Trustees' Annual Report for the year ended 31 August 2020

Administrative details

Charity name: Poppleton Road Playgroup
Registered charity number: 1037379
Charity's address: c/o The Annex
Poppleton Road Primary School
Poppleton Road
York
YO26 4UP

Names of trustees serving during the year and to the date of this report

Laura Barrett

Natalie Richardson (nee Hamilton) Chair appointed 04/11/20

Louise Ho

Fiona Lynch Treasurer

Helen Morley resigned 15/10/19

Emma Musgrave resigned 04/11/20

Lisa Roberts resigned 15/10/19

Tanya Chapman Secretary appointed 04/11/20

Names of advisers

HPH, Chartered Accountants, 54 Bootham, York, YO30 7XZ (Accountants)

Preschool Learning Alliance - (Development Support)

City of York Council – West Offices, Station Rise, York, YO1 6GA (Early Years Support and Advice)

Structure, Governance and Management

Charity's governing document: Constitution dated 14 October 2013

How the charity is constituted: Trust

Trustee selection method: AGM

Additional governance issues: There is a minimum of 5 trustees at any one time.

Aims and activities to further the objectives (continued)

Aim 2 – To have a well-trained and motivated team:

We have had no staff changes during the year and still have 6 staff comprising of the manager, 4 key staff and a relief member of staff. All 4 key staff have a level 3 or above and the manager holds a level 6. All staff have undertaken training over the year to support their continuing professional development, including updating first aid, safeguarding and food hygiene training where required. During the temporary closure in March 2020 the staff were able to undertake a wide range of training courses.

Aim 3 – To refurbish our building with Poppleton Road Out of School Club: We have not been able to progress with changes during this financial year.

Summary of main activities undertaken for the public benefit

Provision of opportunities for play, in compliance with the Early Years Framework, for all eligible 3-4 year old children.

The trustees consider that they have complied with their duties to have due regards to the public benefit guidance published by the Charity Commission.

Additional details of objectives and activities:

The Playgroup was open for 20 hours per week term time during the year up until March 2020 providing 4 hour pre-school sessions each day between Monday and Friday for 3 and 4 year old children. We also had some rising 3s in the Autumn term attending on 2 year funding. This included providing lunches on a daily basis. From 23rd March the preschool was closed, providing remote support for families. The preschool reopened from 1st June for 13-15 hours per week, providing sessions for one “bubble” group of children on Monday and Tuesday morning and for another “bubble” group on Thursday and Friday morning.

Achievements and performance during the year

Performance related to Aim 1: In the first half of the year we were able to make improvements to the learning environment indoors and out, and the quality of adult and child led play opportunities over the year which ensured all the children attending the Playgroup made good progress up to March 2020. We had to make significant changes to our learning environment when we reopened in June 2020 due to guidance but were able to still provide a wide range of outdoor provision and a wide range of learning activities in setting and remotely which supported children to continue to make good progress. Staff have worked closely with parents to support children’s needs and there has been positive feedback from parents about this. The policies were reviewed in sections through the year, and good risk assessment and checks have meant there were no major accidents or incidents during the year. Regular supervisions and observation of staff led to high levels of staff performance. Self-evaluation has led to changes and opportunities for development being identified and linking these to an action plan has ensured that these are undertaken.

Performance related to Aim 2: The additional training courses that staff have completed over the year has led to improved staff skills in supporting children’s individual needs and the needs of families, particularly in SEND.

Performance related to Aim 3: Progress on improving the building has been postponed due to the COVID-19 pandemic.

Aims and activities to further the objectives (continued)

Aim 2 – To have a well-trained and motivated team:

We have had no staff changes during the year and still have 6 staff comprising of the manager, 4 key staff and a relief member of staff. All 4 key staff have a level 3 or above and the manager holds a level 6. All staff have undertaken training over the year to support their continuing professional development, including updating first aid, safeguarding and food hygiene training where required. During the temporary closure in March 2020 the staff were able to undertake a wide range of training courses.

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Performance related to Aim 2: The additional training courses that staff have completed over the year has led to improved staff skills in supporting children’s individual needs and the needs of families, particularly in SEND.

Performance related to Aim 3: Progress on improving the building has been postponed due to the COVID-19 pandemic.

Financial review

Reserves policy

At the year end the playgroup had cash reserves of £47,820. We aim to maintain reserves adequate to continue the running of the playgroup for 6 months in the event that funding was to be withdrawn. This allows time to assess the situation and make alternative financial plans without leaving the children, parents or staff with an unexpected change in their arrangements. Therefore, we aim to hold a minimum of £30,000 within our reserves, resulting in us holding additional reserves for the year of £17,820. Some of these reserves were allocated to pay for projected losses due to lower numbers of children due to COVID-19 in the coming year.

Financial performance

During the year the playgroup made a surplus of £4,693. This was due to higher numbers of children over the year and early education funding continuing to be paid during temporary closure because of the pandemic. The trustees are working closely to continue to monitor spending to ensure we continue to remain in a stable position.

Further financial review details

The playgroup receives Central Government Early Years funding for the majority of children in attendance. Fees are paid for places that are not covered by Government funding. The playgroup committee support income through regular fundraising events.

Declaration

Approved by the Board of Trustees on 10 February 2021 and signed on its behalf by

Natalie Richardson
Chair

Independent Examiner's report to the trustees of Poppleton Road Playgroup

I report on the accounts of the Trust for the year ended 31 August 2020, which are set out on pages 7 to 9.

This report is made solely to the charity's trustees, as a body, in accordance with section 154 of the Charities Act 2011. My independent examiner's work has been undertaken so that I might state to the charity's trustees those matters I am required to state to them in an independent examiner's report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the charity, the charity's members as a body and the charity's trustees as a body for my independent examiner's work, for this report, or for the opinions I have formed.

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 Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the 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 which gives 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.

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.

Adrian Rodaway, BA, BFP, FCA, DChA
HPH, Chartered Accountants
54 Bootham
York
YO30 7XZ

10 February 2021

RECEIPTS AND PAYMENTS ACCOUNT
FOR THE YEAR ENDED 31 AUGUST 2020
Charity number 1037379

	2020			2019
	Unrestricted	Restricted	Total	Total
	funds	funds	funds	
	£	£	£	£
RECEIPTS				
NEG (Nursery Education Grants) Funding	55,210	-	55,210	49,267
Fees	6,732	-	6,732	5,217
Donations and Fundraising	335	-	335	2,488
Bank Interest	112	-	112	92
Milk Refunds	330	-	330	455
Other Income	-	-	-	30
Total receipts	62,719	-	62,719	57,549
PAYMENTS				
Salaries and Wages Costs	48,760	-	48,760	46,841
Staff Training and Other Costs	402	-	402	620
Play Materials and Equipment	482	-	482	1,190
Activities and Outings	-	-	-	533
Milk, Cleaning and Refreshments	2,274	-	2,274	2,797
Consumables	304	-	304	549
Rent and Rates	1,222	-	1,222	1,222
Cleaning and Maintenance	277	-	277	624
Insurance Costs	729	-	729	720
Affiliations and Memberships	245	-	245	244
Office Costs	602	-	602	884
Fundraising Costs	25	-	25	43
Accountancy, Payroll and Independent Examination Fees	2,704	-	2,704	2,125
Total resources expended	58,026	-	58,026	58,392
Excess (deficit) of receipts over payments	4,693	-	4,693	(843)
Transfer between funds	-	-	-	-
Funds brought forward at 1 September 2019	42,976	151	43,127	43,970
Funds carried forward at 31 August 2020	£ 47,669	£ 151	£ 47,820	£ 43,127

STATEMENT OF ASSETS AND LIABILITIES
AS AT 31 AUGUST 2020
Charity Number 1037379

	2020				2019
	Unrestricted	Restricted	Endowment	Total	Total
	funds	funds	funds	funds	
	£	£	£	£	£
CASH FUNDS					
Current Bank Account	26,084	151	-	26,235	21,565
Savings Bank Account	16,954	-	-	16,954	16,853
Petty Cash	36	-	-	36	36
Payroll Account	4,595	-	-	4,595	4,673
	£ 47,669	£ 151	£ -	£ 47,820	£ 43,127

The attached notes form part of these financial statements

Approved by the Trustees on 10 February 2021 and signed on their behalf by:

Fiona Lynch
Treasurer

Poppleton Road Playgroup
Notes to the Accounts
For The Year Ended 31 August 2020
(Charity Number 1037379)

1. Basis of accounts

The trustees have taken advantage of section 144 (2) of the Charities Act 2011 and have prepared the accounts on a receipts and payments basis. Cash-based accounts are not prepared on an accruals basis and therefore the Charities SORP does not apply to their preparation.

2. Restricted funds

Donations and grants received are treated as restricted funds where a restriction has been placed on their use by the donor or grantor. The funds restricted at 31 August 2020 represented Lottery Grant Funding to be used for outdoor resources.

3. Trustees' remuneration and expenses

Remuneration was received by 2 Trustees (2019 - 2) in the year for the work as employees of the Charity. No expenses were paid in respect of Trustees (2019 - £nil). The Trustees have due regard to the guidance issued by the Charity Commission in respect of the payment of remuneration to Trustees.

4. Related party transactions

There were no related party transactions in the year (2019 – none).