



**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**

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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
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Louise Ho

Fiona Lynch	Treasurer
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Helen Morley	resigned 15/10/19
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Emma Musgrave	resigned 04/11/20
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Lisa Roberts	resigned 15/10/19
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Tanya Chapman	Secretary	appointed 04/11/20
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### 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
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How the charity is constituted:	Trust
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Trustee selection method:	AGM
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Additional governance issues:	There is a minimum of 5 trustees at any one time.
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### 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)

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## 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 funds	Restricted funds	Total funds	Total
	£	£	£	£
<b>RECEIPTS</b>				
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
<b>Total receipts</b>	<b>62,719</b>	<b>-</b>	<b>62,719</b>	<b>57,549</b>
<b>PAYMENTS</b>				
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
<b>Total resources expended</b>	<b>58,026</b>	<b>-</b>	<b>58,026</b>	<b>58,392</b>
<b>Excess (deficit) of receipts over payments</b>	<b>4,693</b>	<b>-</b>	<b>4,693</b>	<b>(843)</b>
<b>Transfer between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Funds brought forward at 1 September 2019</b>	<b>42,976</b>	<b>151</b>	<b>43,127</b>	<b>43,970</b>
<b>Funds carried forward at 31 August 2020</b>	<b>£ 47,669</b>	<b>£ 151</b>	<b>£ 47,820</b>	<b>£ 43,127</b>

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

	<b>2020</b>				<b>2019</b>
	<b>Unrestricted</b>	<b>Restricted</b>	<b>Endowment</b>	<b>Total</b>	<b>Total</b>
	<b>funds</b>	<b>funds</b>	<b>funds</b>	<b>funds</b>	
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>CASH FUNDS</b>					
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
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
	£ 47,669	£ 151	£ -	£ 47,820	£ 43,127
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>

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).