



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
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Rachael Cole	Appointed 30/09/21
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Louise Ho	Resigned 04/11/21
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Fiona Lynch	Treasurer
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Emma Musgrave	Resigned 04/11/20
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Natalie Richardson (nee Hamilton)	Chair
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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:	Unincorporated organisation
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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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**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.