



## **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.

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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  
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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.

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TRUSTEES' ANNUAL REPORT  
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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

	<b>2022</b>			<b>2021</b>
	<b>Unrestricted</b>	<b>Restricted</b>	<b>Total</b>	<b>Total</b>
	<b>funds</b>	<b>funds</b>	<b>funds</b>	
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>RECEIPTS</b>				
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
<b>Total receipts</b>	<b>69,094</b>	<b>-</b>	<b>69,094</b>	<b>58,585</b>
<b>PAYMENTS</b>				
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	-
<b>Total resources expended</b>	<b>76,502</b>	<b>-</b>	<b>76,502</b>	<b>61,929</b>
<b>Excess (deficit) of receipts over payments</b>	<b>(7,408)</b>	<b>-</b>	<b>(7,408)</b>	<b>(3,344)</b>
<b>Transfer between funds</b>	<b>151</b>	<b>(151)</b>	<b>-</b>	<b>-</b>
<b>Funds brought forward at 1 September 2021</b>	<b>44,325</b>	<b>151</b>	<b>44,476</b>	<b>47,820</b>
<b>Funds carried forward at 31 August 2022</b>	<b>£ 37,068</b>	<b>£ -</b>	<b>£ 37,068</b>	<b>£ 44,476</b>



**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 £
<b>CASH FUNDS</b>				
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
	<hr/>	<hr/>	<hr/>	<hr/>
	£ 37,068	£ -	£ 37,068	£ 44,476
	<hr/>	<hr/>	<hr/>	<hr/>
<b>LIABILITIES</b>				
Independent Examination Fee	975	-	975	879
	<hr/>	<hr/>	<hr/>	<hr/>
	£ 975	£ -	£ 975	£ 879
	<hr/>	<hr/>	<hr/>	<hr/>

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.