

Belton Playgroup



Accounts and Trustee Annual Report

From 1st April 2020 to 31st March 2021

Charity Name: Belton Playgroup

Charity Number: 1040441

Contents:

Pages:	2 – 3	Independent Examiner's Report
	4 – 9	Accounts
	10 – 13	Trustees' Annual Report

Independent Examiner's Report



CHARITY COMMISSION
FOR ENGLAND AND WALES

Independent examiner's report on the accounts

Section A

Independent Examiner's Report

**Report to the trustees/
members of**

Charity Name
Belton Playgroup

**On accounts for the year
ended**

31st March 2021

**Charity no
(if any)**

1040441

Set out on pages

1-2

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31st March 2021.

**Responsibilities and
basis of report**

As the charity's 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:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

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.

** Please delete the words in the brackets if they do not apply.*

Signed: Jane Hancox

Date: 16th August 2021

Name: Jane Hancox / Early Years Bookkeeping

**Relevant professional
qualification(s) or body
(if any):**

Institute of Certified Bookkeepers
MICB PM.Dip
No 394353

Address:

3 Grange Drive

Castle Donington

Derby DE74 2QU

Section B

Disclosure

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.

Accounts

These accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts.

The accounts have been prepared in accordance with:

- the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014
- and with the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102)
- and with the Charities Act 2011.

Statement of Financial Activities (SOFA)

	Unrestricted funds £	Restricted funds £	Endowment funds £	Total funds £	Total funds last year £	Notes
Income from:						
Charitable activities	94,027.65	-	-	94,027.65	79,709.71	1
Other trading activities	4,193.74	-	-	4,193.74	3,025.72	2
Donations and legacies	3,512.44	-	-	3,512.44	1,446.56	
Total	101,733.83	-	-	101,733.83	84,181.99	
Expenditure on:						
Charitable activities	83,111.82	-	-	83,111.82	67,600.10	3
Raising funds	8.70	-	-	8.70	117.90	
Total	83,120.52	-	-	83,120.52	67,718.00	
Net Income	18,613.31	-	-	18,613.31	16,463.99	
Net movement in funds	18,613.31	-	-	18,613.31	16,463.99	
Reconciliation of funds:						
Total funds brought forward	49,805.99	-	-	49,805.99	33,342.00	
Total funds carried forward	68,419.30	-	-	68,419.30	49,805.99	

Notes to SOFA

Note 1. Income from Charitable activities

Charitable activities	This year £	Last year £
Fees	37,085.81	43,384.06
EEEE funding	56,941.84	36,325.65
Total	94,027.65	79,709.71

Note 2. Income from Other trading activities

Other trading activities	This year £	Last year £
Fundraising	1,442.66	3,025.72
Grants (Job retention scheme)	2,751.08	0.00
Total	4,193.74	3,025.72

Note 3. Expenditure on Charitable activities

Expenses	This year £	Last year £
Accountancy & bookkeeping	369.00	603.50
Advertising/promotional	0.00	64.99
Children's activities	1,449.10	225.25
Equipment	460.00	409.43
Food	426.11	25.54
Laundry/hygiene	0.00	363.55
Insurance & registration fees	874.96	631.66
Miscellaneous	1,680.60	470.19
PAYE	2,995.97	See wages
Pension	1,549.52	-
PPE	400.43	-
Repairs & renewals	0.00	597.03
Rent	10,493.00	8,084.00
Stationery, postage and printing	13.98	291.60
Telephone/internet	665.39	528.79
Staff training	252.00	710.35
Trustee expenses	0.00	27.57
Wages	61,481.76	54,566.65 (Including PAYE)
Total	83,111.82	67,600.10

Balance Sheet

	Total funds £	Total funds last year £	Notes
Fixed assets:			
Tangible assets	4,082.40	4,536.00	1
Total fixed assets	4,082.40	4,536.00	
Current assets:			
Cash at bank and in hand	78,216.49	62,909.55	
Uncategorised	0.00	1,005.00	
Total current assets	78,216.49	63,914.55	
Liabilities:			
Creditors: Amounts falling due within one year	13,879.59	18,644.56	2
Net current assets	64,336.90	45,269.99	
Total assets less current liabilities	68,419.30	49,805.99	
Total net assets	68,419.30	49,805.99	
The funds of the charity			
Unrestricted funds	68,419.30	49,805.99	
Total unrestricted funds	68,419.30	49,805.99	
Total charity funds	68,419.30	49,805.99	

Notes to Balance Sheet

Note 1. Tangible assets

Furniture and fixtures:

Original cost: £4,536.00

Depreciation: £453.60

Total: £4,082.40

Note 2. Creditors: Amounts falling due within one year

Accruals: LCC funding of £13,879.59

Statement of Cash Flows

	Total funds £	Total funds last year £	Notes
Cash flows from operating activities:			
Net cash provided by operating activities	32,946.50	34,607.55	1
Cash flows from investing activities:			
Furniture and fixtures (original cost)	-4,536.00	-5,040.00	
Net cash provided by investing activities	-4,536.00	-5,040.00	
Change in cash in the reporting period			
	28,410.50	29,567.55	
Cash at the beginning of the reporting period	49,805.99	33,342.00	
Cash at the end of the reporting period	78,216.49	62,909.55	

Notes to Statement of Cash Flows

Note 1. Net Cash

	This year £	Last year £
Net income for the reporting period (as per the statement of financial activities)	18,613.31	16,463.99
Adjustments for:		
Uncategorised asset		-1,005.00
Depreciation (furniture and fixtures)	453.60	504.00
Accruals	13,879.59	18,644.56
Total adjustments	14,333.19	18,143.56
Net cash provided by operating activities	32,946.50	34,607.55

Notes to the Accounts**Details of certain items of expenditure**

Fees for examination of the accounts:

	This year £	Last year £
Independent examiner's fees	25.00	50.00

Paid employees

Staff costs:

	This year £	Last year £
Salaries and PAYE	64,477.73	54,566.65
Total	64,477.73	54,566.65

No employees received employee benefits (excluding employer pension costs) for the reporting period of more than £60,000.

Key management personnel:

	This year £	Last year £
Total amount paid to key management personnel (includes trustees and senior management) for their services to the charity. For specific amounts paid to trustees, see later note	19,026.78	18,215.04

Average head count in the year:

The parts of the charity in which the employees work	This year Number	Last year Number
Charitable activities	7	6
Total	7	6

Transactions with trustees

Trustee remuneration and benefits:

This year two trustees have been paid remuneration from an employment with the charity.

Name of trustee	Legal authority	Amount paid	
		Remuneration £	Total £
Samantha Dexter	Governing document	19,026.78	19,026.78
Amanda Overton	Governing document	3,693.78	3,693.78

Remuneration has been paid to Samantha Dexter for her role as Manager of Playgroup.

Remuneration has been paid to Amanda Overton for her role as an employee of Playgroup.

Last year one trustee was paid remuneration from an employment with the charity.

Name of trustee	Legal authority	Amount paid	
		Remuneration £	Total £
Samantha Dexter	Governing document	18,215.04	18,215.04

Remuneration was paid to this trustee for her role as Manager of Playgroup.

Trustees' expenses:

Trustee expenses have been incurred.

Type of expenses reimbursed	This year £	Last year £
CRB check costs	0	27.57
Other	0	-
Total	0	27.57
Number of trustees reimbursed for expenses or who had expenses paid by the charity	0	3

There have been no related party transactions in the reporting period for this year or last year.

Declarations

The trustees declare that they have approved the accounts above.

Signed on behalf of the charity's trustees:

Signature	E. Wood	N. Thorpe
Full name	Emma Wood	Nicola Thorpe
Position	Chair	Secretary
Date	09/11/21	09/11/21

Trustees' Annual Report

Charity Name: Belton Playgroup

Charity Number: 1040441

Objectives and Activities

The purposes of the charity as set out in our constitution are:

- To enhance the development and education of children below school age, regardless of race or sex, by providing appropriate, safe and satisfying play facilities.
- Encouraging parents or guardians to enhance their understanding of their children's needs by taking part in the play when appropriate, and taking responsibility within The Association.

We are a small village run group whose aim is to provide a warm and caring environment to stimulate children and encourage them to learn and develop through play.

Our pedagogy is Ludocentric – this means that we believe children learn through play, the potential benefit and learning both immediate and long term comes from the play itself. The professional adult's role is to support the play process only intervening when the play needs moving forward. Adults are facilitators – getting resources to support the children's play when requested or by sensitively observing and knowing what may enhance the children's play.

The Playgroup creates an environment that supports individual development in communication and language, physical development, personal, social and emotional development, literacy, mathematics, understanding the world and expressive arts and design.

Belton Pre-School Playgroup is an inclusive learning environment. The operational plan states that, "We shall ensure that all children who attend the Playgroup shall feel secure, valued and included. We will not exclude any child because of their ability, gender, disability, special educational needs, religion, ethnicity or cultural beliefs". The Playgroup aims to be genuinely accessible to children and families from all sections of the local community.

Playgroup staff have attended training in the use of Makaton sign language and integrate this into daily activities for all, including song time, to support children with additional needs and to provide their peers with the tools for effective communication. Special regard has also been given to the purchase of toys, books and other equipment that reflect and cater to the diversity of the Playgroup.

Trustees have had regard to the guidance issued by the Charity Commission on public benefit. The core charitable purpose of the Playgroup is the advancement of education.

We actively encourage both parents of children in attendance at the setting and other people from the wider community to volunteer and attend fundraising events. Parents and other family members are also encouraged to take part in a helper's rota where they provide and prepare fruit for the children and are also given every opportunity, while at the setting, to get involved in playing alongside the children. As a committee run setting, without the volunteers Playgroup would not be able to run. They are invaluable to the governance, financial security and to the continued excellent reputation in the local community.

Achievements and Performance

Belton Playgroup, despite the unprecedented Covid-19 pandemic, has still had a successful (albeit tough) year.

Throughout the last year Playgroup has continued to offer brilliant care and support to all of its children, hopefully providing a little bit of (almost) normality for children and their families. This only happened thanks to the ongoing hard work and enthusiasm of all the staff who also continued to be their cheerful, smiley selves throughout.

A huge amount of planning and work went into the implementation of policies and procedures to ensure that children, their families and Playgroup staff were able to stay as safe as possible and follow all government guidance relating to Covid-19.

The staff and committee continued to work hard on non-Covid-related matters too. As part of this we launched our updated website. Also, to reflect the fact that we now offer childcare to primary-aged children as well as pre-school children we officially changed our name to 'Belton Playgroup' instead of 'Belton Pre-School Playgroup'. As part of this we updated our governing document to reflect the same.

We welcomed new members of staff over the year and all staff received a pay increase in line with the government increase to the national living wage.

Fundraising was understandably limited this year as we were not able to hold any attended events. However the staff and committee still worked hard to provide safe fundraising activities. These included:

- Easter raffle
- Bags2School collections
- Ghostly Goodies cake sale and craft competition
- Christmas quiz and raffle

We also raised money through links with Amazon Smile and EasyFundraising and by returning recycling to Terracycle.

Fundraising money this year was used towards new outdoor equipment and the children's Christmas Party.

Financial Review

Belton Playgroup has again seen a profit this financial year which is even more significant due to the Covid-19 situation this year. This was helped with support from the government furlough scheme.

We have a reserves policy which considers the following:

- Statutory obligations in the event of winding up the charity:
 - Reserves sufficient to cover liabilities to HMRC for PAYE and National Insurance contributions.
 - Reserves sufficient to cover statutory severance in the event of winding up the setting. (E.g. redundancy, payment in lieu of notice etc.)
 - Reserves sufficient to cover statutory holiday accrued by staff.
 - Reserves sufficient to cover any creditors. For example milk and bread supplier.
 - Funds sufficient to cover any obligations to give notice to Belton Village Hall.
 - Reserves sufficient to cover any other contractual obligations, for example any booked training.

- Contingency funds to cover estimated cyclical fluctuations in demand and revenue and any other unexpected demands on funds. The current reserves held are an estimated contingency for the payment of staff salaries and essential running costs for a period of three months.

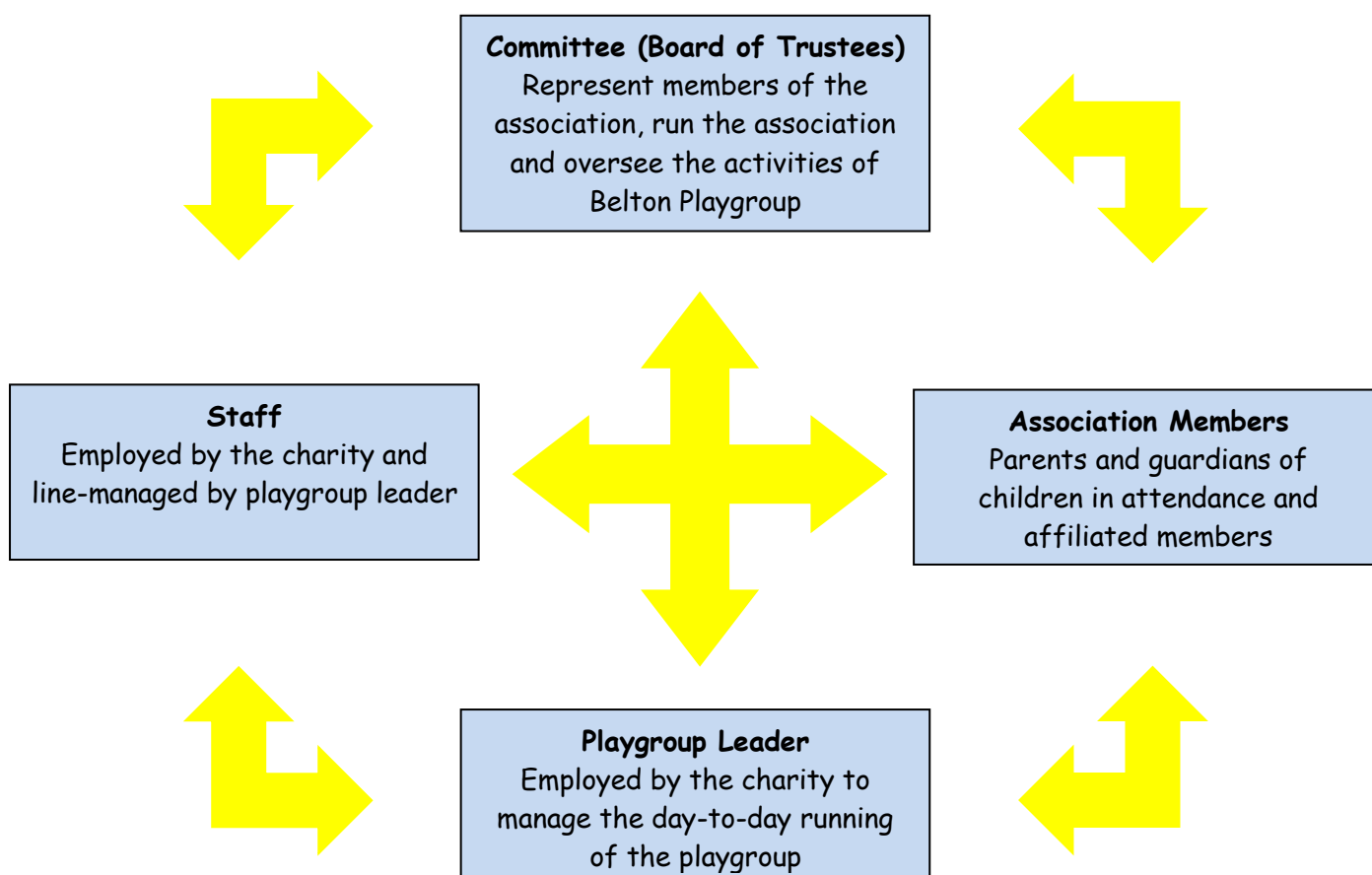
The amount held in reserves is currently £20,000.

Structure, Governance and Management

Belton Pre-School Playgroup's governing document is our constitution. The charity is constituted by Belton Pre-School Playgroup Association.

Trustees of the Association are appointed at the AGM by the committee where suitability decisions from Ofsted have been received. Otherwise, elected as soon as suitability checks have been completed. Trustees can make additional appointments between AGMs when other Trustees step down.

Organisation Structure:



Reference and Administrative Details

Address: Belton Village Hall, School Lane, Belton, Loughborough, Leicestershire, LE12 9TU

Names of the charity trustees who manage the charity:

	Trustee name	Office	Dates acted if not for whole year
1	Samantha Dexter	Playgroup Manager & Trustee	
2	Emma Wood	Chair	
3	Nicola Thorpe	Secretary	
4	Bethany Pass	Fundraising Officer	
5	Laura Brownlie	Treasurer Trustee	Treasurer to 18/08/20
6	Emma Smith	Treasurer	Treasurer from 18/08/20
7	Amanda Overton	Trustee	
8	Amy Tivey	Trustee	
9	Ellen Cousins	Trustee	

Declarations

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees:

Signature	E. Wood	N. Thorpe
Full name	Emma Wood	Nicola Thorpe
Position	Chair	Secretary
Date	09/11/21	09/11/21