

**POTTERS CROSS
PRE-SCHOOL PLAYGROUP**

**REPORT AND FINANCIAL STATEMENTS
YEAR ENDED 31 JULY 2022**

CHARITY NO: 1051336

POTTERS CROSS PRE-SCHOOL PLAY GROUP

CONTENTS

Reference and Administrative Information	1
Report of the Trustees	2-4
Independent Examiners Report	5
Receipts and Payments Account	6
Statements of Assets and Liabilities	7
Notes to the Financial Statements	8-11

POTTERS CROSS PRE-SCHOOL PLAY GROUP

REFERENCE AND ADMINISTRATIVE INFORMATION

CHARITY NAME POTTERS CROSS PRE-SCHOOL PLAYGROUP

CHARITY NUMBER 1051336

TRUSTEES

R Baker (Chair)
M Weaver (Treasurer)
C Wood (Secretary)
S Warwick
K Kilkelly
I Seedhouse
E Cromarty
R John
G Parnell
K Ball
P Mclean

PRINCIPAL ADDRESS

Methodist Church Hall
Enville Road
Kinver
Stourbridge
West Midlands
DY7 6AQ

INDEPENDENT EXAMINER

S Edwards FCCA
SJE Accounting Services Limited
Warren Cottage
Worcester Road
Pattingham
West Midlands
WV6 7EG

BANKERS

Barclays Bank plc
34 High Street
Kinver
West Midlands
DY7 6HF

POTTERS CROSS PRE-SCHOOL PLAY GROUP
ANNUAL REPORT
YEAR ENDING 31 JULY 2022

1. Structure, Governance and Management

Constitution

The charity is constituted under the Pre-school Learning Alliances Model Pre-school Constitution, adopted 21 September 1995 (as amended 22 November 2011) and the charities Act 2011.

Registered with the Charities Commission on 11 December 1995.

Trustee Selection

The minimum number of members shall be 5, up to a maximum of 12, together with 3 co-opted members. The committee shall consist of a Chair, Treasurer and Secretary; and between 2 and 9 other elected members; plus the committee may co-opt 3 further members.

Trustees are appointed and reappointed annually at the Annual General Meeting and may serve for a maximum of 10 consecutive years. Co-opted members may be appointed by the committee at any time but shall retire at the next AGM and may serve up to a maximum of 6 consecutive years.

2. Public Benefit

The Trustees confirm that they have referred to the guidance contained in the Charity Commissions general guidance on public benefit when reviewing the Charitys aims and objectives; and in planning future activities.

3. Aims and Objectives

Potters Pre-School Playgroup is committed to enhance the development and education of children primarily under statutory school age.

The main activities in order to carry out the aim are:

Encouraging parents to understand and provide needs of their children care for children of pre-school age through community groups.

Offer appropriate play, education and care facilities for all children whatever their race,culture,religion, means or ability.

Encourage the study of the needs of such children and their families and promoting public interest in recognition of such needs in the local areas.

Instigating and adhering to; and furthering, the aims and objectives of the Pre-school Learning Alliance.

POTTERS CROSS PRE-SCHOOL PLAY GROUP
ANNUAL REPORT (CONTINUED)
YEAR ENDING 31 JULY 2022

4. Achievements and Performance

POTTERS CROSS PRE-SCHOOL PLAY GROUP
ANNUAL REPORT (CONTINUED)
YEAR ENDING 31 JULY 2022

5. Reserves Policy

It is the policy of the Charity to maintain a fund balance to sustain the Charitys operations for at least three months by having sufficient funds to cover staff salary costs together with rental costs, for a minimum period of three months. Including a contingency reserve of £16,000 is required.

The charity held £78,223 in bank balances and short-term deposits as at 31 July 2022 and in the opinion of the Trustees, the Charity continues to be in a position to pursue its charitable objectives in the foreseeable future.

6. Report of Serious Incidents

The Trustees have no report of any serious incidents that would or could result in a significant loss of funds, or significant risk to the charitys property, work, beneficiaries or reputation.

.....

Chairperson

Dated:

POTTERS CROSS PRE-SCHOOL PLAY GROUP
INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES
YEAR ENDING 31 JULY 2022

I report on the accounts of the Charity for the year ended 31 July 2022, which are set out on pages 6 to 11.

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 and that an independent examination is needed.

It is my responsibility to:

- Examine the accounts under section 145 of the Act;
- Follow the procedures laid down in the General Directions given by the Charity's Commissioners under section 145(5)(b) of the Charities Act; and
- State whether particular matters have come to my attention.

Basis of independent examiners statement

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

Independent examiners report

In connection with my examination, no matter has come to our attention:

- 1) which gives me reasonable cause to believe that in any material respect the requirements
 - to keep accounting records in accordance with section 130 of the Charities Act:
 - and
 - to prepare accounts which accord with the accounting records

have not been met: or

- 2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

S Edwards

.....
S Edwards
SJE Accounting Services Limited
Warren Cottage
Worcester Road
Pattingham
West Midlands
WV6 7EG

Date: 17/03/2023

POTTERS CROSS PRE-SCHOOL PLAY GROUP
RECEIPTS AND PAYMENTS ACCOUNT
YEAR ENDING 31 JULY 2022

<u>Receipts:</u>	<u>Notes</u>	<u>Restricted</u>	<u>Unrestricted</u>	<u>Total 2022</u>	<u>Total 2021</u>
		<u>£</u>	<u>£</u>	<u>£</u>	<u>£</u>
Fees	3	-	69,357	69,357	70,689
Donations and Funding	3	-	761	761	7,212
Fund Raising	3	-	3,051	3,051	2,548
Other Receipts	3	-	424	424	247
Total Receipts	3	-	73,593	73,593	80,696
<u>Payments:</u>					
Direct Charitable Expenditure	4	-	74,349	74,349	69,327
Charitable Activities to Furtherance of Charitable Objectives	5	-	612	612	432
Fundraising and Publicity	6	-	1,707	1,707	261
Management & Administration of the Charity	7	-	3,997	3,997	2,888
Total Payments		-	80,665	80,665	72,908
Transfer to Petty cash			900	900	1,000
Losses		-	(7,972)	(7,972)	6,788
Monetary Assets at 31 July 2022 and 31 July 2021		-	78,223	78,223	86,195
Monetary Assets at 31 July 2022		-	78,223	78,223	-

The notes on pages 9-12 form part of these accounts.

POTTERS CROSS PRE-SCHOOL PLAY GROUP
STATEMENT OF ASSETS AND LIABILITIES
YEAR ENDING 31 JULY 2022

	<u>2022</u>	<u>2021</u>
<u>CASH FUNDS</u>		
Cash at bank:-		
Barclays Current Account	58,562	66,535
Barclays Deposit Account	19,662	19,660
Petty Cash	-	-
	<u>78,223</u>	<u>86,195</u>

Approved by the Board of Trustees on and signed on its behalf by:

.....
Trustee

The notes on pages 8-11 form part of these accounts.

POTTERS CROSS PRE-SCHOOL PLAY GROUP
NOTES TO THE ACCOUNTS
YEAR ENDING 31 JULY 2022

1) **Accounting Policies:-**

The financial statements have been prepared on a receipts and payments basis in accordance with the Charities Commissioners publication " Accounting for Smaller Charity (CC54).

2) **Fund Balances:-**

	<u>2022</u>	<u>2021</u>
	<u>£</u>	<u>£</u>
<u>Unrestricted:-</u>		
Brought forward	86,195	79,406
Surplus/(deficit) for the year	(7,972)	6,788
Transfer to designated reserves	-	-
Transfer from designated reserves	-	-
Rounding	-	1
Total unrestricted funds	<u>78,223</u>	<u>86,195</u>
 <u>Restricted:-</u>		
Play area - Grants Received	-	-
Less Costs	-	-
 Transfer from General Fund	-	-
 Total designated funds	<u>-</u>	<u>-</u>
 TOTAL FUNDS	<u>78,223</u>	<u>86,195</u>

POTTERS CROSS PRE-SCHOOL PLAY GROUP
NOTES TO THE ACCOUNTS (CONTINUED)
YEAR ENDING 31 JULY 2022

	<u>2022</u>	<u>2021</u>
	<u>£</u>	<u>£</u>
3) <u>Analysis of receipts:-</u>		
<u>Fees:-</u>		
Fees including vouchers	19,977	13,563
S.S.C.C Fees	49,380	57,126
	<u>69,357</u>	<u>70,689</u>
<u>Donations and funding:-</u>		
Easy Fundraising	18	46
Amazon Fundraising	47	-
Match Fundraising	500	-
Donations	100	4,840
Grants received under covid	96	2,326
	<u>761</u>	<u>7,212</u>
<u>Fund Raising:-</u>		
Sale of bags	-	234
Harvest Festival	102	-
Jumble Sale	629	-
Photographs	71	35
Christmas Concert/Hampers	827	1,038
Bags to School	150	350
Easter concert	247	-
Summer trip	143	140
Hook a duck	-	106
Leavers concert	-	44
Autumn sponsor event	-	601
Eco tea towels and bags	85	-
Christmas trip	105	-
Disco	692	-
	<u>3,051</u>	<u>2,548</u>
<u>Other Receipts:</u>		
Interest Received	2	4
Milk Grant	422	243
	<u>424</u>	<u>247</u>
Total Receipts	<u><u>73,593</u></u>	<u><u>80,696</u></u>

POTTERS CROSS PRE-SCHOOL PLAY GROUP
NOTES TO THE ACCOUNTS (CONTINUED)
YEAR ENDING 31 JULY 2022

	<u>2022</u>	<u>2021</u>
	<u>£</u>	<u>£</u>
4) <u>Direct Charitable Expenditure:-</u>		
Wages and National Insurance	68,000	63,751
Rent and Photocopying	6,008	5,240
Milk	341	336
	<u>74,349</u>	<u>69,327</u>
5) <u>Charitable Activities to Furtherance of Charitable Objectives:-</u>		
Christmas Entertainer	-	35
Summer Trip	612	397
Play equipment	-	-
	<u>612</u>	<u>432</u>
6) <u>Fundraising and Publicity</u>		
Licence Fee raffle tickets	48	-
Leavers Gifts	-	30
Winter Wonderland	700	-
Christmas party	272	52
Christmas Gifts for the Children	168	179
Eco bags	225	-
Jubilee party	294	-
Yoga class	-	-
	<u>1,707</u>	<u>261</u>

POTTERS CROSS PRE-SCHOOL PLAY GROUP
NOTES TO THE ACCOUNTS (CONTINUED)
YEAR ENDING 31 JULY 2022

	<u>2022</u>	<u>2021</u>
	<u>£</u>	<u>£</u>
<u>Analysis of Expenditure (continued):-</u>		
7) <u>Management and Administration of the Charity:-</u>		
Postage and Stationery	-	181
Telephone and Wifi	383	423
Repairs	-	230
Insurance	840	789
Ofsted Fees	50	50
Hire of Hall	90	-
Accountancy Fees	265	265
Accountants fees extra time on Sick pay calculations	75	-
Accountants fees calling ACAS and HMRC	55	-
Furlough claim fees	15	125
Cleaning	-	60
Software	395	420
2 Simple software	401	-
Economy of Brighton	31	159
Staff gifts	510	-
PAT Testing	70	-
Banner for advertising	-	53
Uniform	-	81
Sundry	818	52
	<u>3,997</u>	<u>2,888</u>