

**POTTERS CROSS
PRE-SCHOOL PLAYGROUP**

**REPORT AND FINANCIAL STATEMENTS
YEAR ENDED 31 JULY 2023**

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 ADMINISTARTIVE INFORMATION

CHARITY NAME POTTERS CROSS PRE-SCHOOL PLAYGROUP

CHARITY NUMBER 1051336

TRUSTEES

R Baker (Chair)
M Weaver (Treasurer)
C Wood (Secretary)
C Bowen
R John
P Mclean
H O'Reilly
S Warwick

PRINCIPAL ADDRESS

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

INDEPENDENT EXAMINER

S Edwards
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 2023

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 2023

4. Achievements and Performance

POTTERS CROSS PRE-SCHOOL PLAY GROUP
ANNUAL REPORT (CONTINUED)
YEAR ENDING 31 JULY 2023

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 £71,462 in bank balances and short-term deposits as at 31 July 2023 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.



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Chairperson

03 Apr 2024
Dated:

POTTERS CROSS PRE-SCHOOL PLAY GROUP
INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES
YEAR ENDING 31 JULY 2023

I report on the accounts of the Charity for the year ended 31 July 2023, 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 recordshave 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
SJE Accounting Services Limited
Warren Cottage
Worcester Road
Pattingham
West Midlands
WV6 7EG

Date:

POTTERS CROSS PRE-SCHOOL PLAY GROUP
RECEIPTS AND PAYMENTS ACCOUNT
YEAR ENDING 31 JULY 2023

<u>Receipts:</u>	<u>Notes</u>	<u>Restricted</u>	<u>Unrestricted</u>	<u>Total</u> <u>2023</u>	<u>Total</u> <u>2022</u>
		<u>£</u>	<u>£</u>	<u>£</u>	<u>£</u>
Fees	3	-	84,137	84,137	69,357
Donations and Funding	3	-	5,812	5,812	761
Fund Raising	3	-	15,548	15,548	3,051
Other Receipts	3	-	379	379	424
Total Receipts	3	-	105,876	105,876	73,593
<u>Payments:</u>					
Direct Charitable Expenditure	4	-	80,760	80,760	74,349
Charitable Activities to Furtherance of Charitable Objectives	5	-	26,266	26,266	612
Fundraising and Publicity	6	-	576	576	1,707
Management & Administration of the Charity	7	-	3,435	3,435	3,997
Total Payments		-	111,037	111,037	80,665
Transfer to Petty cash			1,600	1,600	900
Losses		-	(6,761)	(6,761)	(7,972)
Monetary Assets at 31 July 2023 and 31 July 2022		-	71,462	71,462	78,223
Monetary Assets at 31 July 2023		-	71,462	71,462	-

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 2023

	<u>2023</u>	<u>2022</u>
<u>CASH FUNDS</u>		
Cash at bank:-		
Barclays Current Account	47,113	58,561
Barclays Deposit Account	24,349	19,662
Petty Cash	-	-
	<u>71,462</u>	<u>78,223</u>

03 Apr 2024

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 2023

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>2023</u>	<u>2022</u>
	<u>£</u>	<u>£</u>
<u>Unrestricted:-</u>		
Brought forward	78,223	86,195
Surplus/(deficit) for the year	(6,761)	(7,972)
Transfer to designated reserves	-	-
Transfer from designated reserves	-	-
Rounding	-	-
Total unrestricted funds	<u>71,462</u>	<u>78,223</u>
 <u>Restricted:-</u>		
Grants Received	-	-
Less Costs	-	-
 Transfer from General Fund	-	-
 Total designated funds	<u>-</u>	<u>-</u>
 TOTAL FUNDS	<u>71,462</u>	<u>78,223</u>

POTTERS CROSS PRE-SCHOOL PLAY GROUP
NOTES TO THE ACCOUNTS (CONTINUED)
YEAR ENDING 31 JULY 2023

	<u>2023</u>	<u>2022</u>
	<u>£</u>	<u>£</u>
3) <u>Analysis of receipts:-</u>		
<u>Fees:-</u>		
Fees including vouchers	19,035	19,977
S.S.C.C Fees	65,102	49,380
	<u>84,137</u>	<u>69,357</u>
<u>Donations and funding:-</u>		
Easy Fundraising	42	18
Amazon Fundraising	66	47
Match Fundraising	-	500
Donations	300	100
Open Gardens	5,404	-
Grants received under covid	-	96
	<u>5,812</u>	<u>761</u>
<u>Fund Raising:-</u>		
Harvest Festival	242	102
Jumble Sale	145	629
Photographs	68	71
Christmas Concert/Hampers	1,086	827
Bags to School	-	150
Easter concert	236	247
Summer trip	-	143
Leavers concert	454	-
Eco tea towels and bags	582	85
Christmas trip	158	105
Disco	-	692
Sports day	21	-
Outdoor classroom	12,556	-
	<u>15,548</u>	<u>3,051</u>
<u>Other Receipts:</u>		
Interest Received	83	2
Milk Grant	296	422
	<u>379</u>	<u>424</u>
Total Receipts	<u><u>105,876</u></u>	<u><u>73,593</u></u>

POTTERS CROSS PRE-SCHOOL PLAY GROUP
NOTES TO THE ACCOUNTS (CONTINUED)
YEAR ENDING 31 JULY 2023

	<u>2023</u>	<u>2022</u>
	<u>£</u>	<u>£</u>
4) <u>Direct Charitable Expenditure:-</u>		
Wages and National Insurance	74,070	68,000
Rent and Photocopying	6,311	6,008
Milk	379	341
	<u>80,760</u>	<u>74,349</u>
5) <u>Charitable Activities to Furtherance of Charitable Objectives:-</u>		
Summer Trip	991	612
Play area	16,657	-
Outdoor classroom	8,178	-
Open gardens	440	-
	<u>26,266</u>	<u>612</u>
6) <u>Fundraising and Publicity</u>		
Licence Fee raffle tickets	62	48
Mugs for coronation	238	-
Winter Trip	276	700
Christmas party	-	272
Christmas Gifts for the Children	-	168
Eco bags	-	225
Jubilee party	-	294
	<u>576</u>	<u>1,707</u>

POTTERS CROSS PRE-SCHOOL PLAY GROUP
NOTES TO THE ACCOUNTS (CONTINUED)
YEAR ENDING 31 JULY 2023

	<u>2023</u>	<u>2022</u>
	<u>£</u>	<u>£</u>
<u>Analysis of Expenditure (continued):-</u>		
 7) <u>Management and Administration of the Charity:-</u>		
Postage and Stationery		-
Telephone and Wifi	432	383
Repairs	339	-
Insurance	827	840
Ofsted Fees	50	50
Hire of Hall	-	90
Accountancy Fees	275	265
Accountants fees extra time on Sick pay calculations	-	75
Accountants fees calling ACAS and HMRC	-	55
Furlough claim fees	-	15
Accountancy fees redeclare the pension	25	-
Software	410	395
2 Simple software	400	401
Economy of Brighton	60	31
Staff gifts	183	510
PAT Testing	73	70
Advertising	60	-
Sundry	301	818
	<u>3,435</u>	<u>3,997</u>



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