

**ST MARY'S PRE-SCHOOL PLAYGROUP**

**FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 31 AUGUST 2021**

**Charity number: 1072893**

**ST MARY'S PRE-SCHOOL PLAYGROUP**

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**FOR THE YEAR ENDED 31 AUGUST 2021**

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## **ST MARY'S PRE-SCHOOL PLAYGROUP**

### **REPORT OF THE TRUSTEES**

#### **FOR THE YEAR ENDED 31 AUGUST 2021**

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The Trustees are pleased to present their report, together with the financial statements for the year ended 31 August 2021.

#### **Reference and administration details**

Charity name:	St Mary's Pre-School Playgroup	
Charity registration number:	1072893	
Address of Charity:	St Mary's Church Hall 322 Woodbridge Road Ipswich IP4 4BD	
Trustees:	T Underwood	(Chair) (Resigned and re-appointed 11/06/2021)
	J Stoggell	(Treasurer) (Resigned and re-appointed 11/06/2021)
	L Underwood	(Secretary) (Resigned and re-appointed 11/06/2021)
	J Smith	(Resigned 11/06/2021)
	L Stygall	(Resigned 11/06/2021)
	L Hakeney	(Resigned 28/01/2021)
Committee members:	A Severino	
	J Joy	
	A Ali	
	M Jastrzab	
	J Alcock	(Co-opted 11/06/2021)
Support team:	E Jessop	(Shared Deputy and Pre-School Manager to 03/01/2021, re-appointed 27/03/2021)
	H Stoggell	(Shared Deputy and Pre-School Manager to 03/01/2021, re-appointed 27/03/2021)
	N Davy	(Pre-School Manager, appointed 04/01/2021, resigned 26/03/2021)
	G Crookes	(Committee Support Assistant)
	P Crabb	(Administrative Officer then Pre-School Business Manager)
Independent examiner:	L Thurston FCCA Lovewell Blake LLP First Floor Suite Unit 2 Hillside Business Park Bury St Edmunds IP32 7EA	

## **ST MARY'S PRE-SCHOOL PLAYGROUP**

### **REPORT OF THE TRUSTEES**

**FOR THE YEAR ENDED 31 AUGUST 2021**

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#### **Objectives and activities**

The primary purpose of the Charity is to help children and young people with educational training, by providing pre-school care for children aged two to five years old for eight sessions per week. Each session lasts for three hours and a lunch club is also provided, if required, three days per week.

The Charity aims 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.

The Charity raises additional funds from the public to support the activities of the Charity but does not work with commercial participators. The purposes of the Charity are exclusively charitable and the financial statements have been prepared in accordance with the requirements of the Charities Act 2011 ('the Act').

In planning the objectives and activities of the Charity, the Trustees have reviewed the guidance provided by the Charity Commission.

#### **Achievements and performance**

It has been another challenging year, in particular with ongoing uncertainties as a result of the Global Pandemic. Our focus throughout has been the wellbeing of the children and their families as we have spent time, effort and resource to support all those associated with the setting. Once again, a forecast deficit has provided additional challenge to our ability to progress and grow the setting. A large proportion of this can be directly attributed to the impact of COVID-19, particularly on uptake of sessions, for example.

We have worked hard throughout the year to prepare ourselves well for the expected Ofsted inspection. The staff, management and committee have been able to reflect on our successes and areas for development as we sought to improve standards not for ratings, but for the children accessing our service.

Overall, the setting has provided a safe, stable and consistent environment for our children and their families to rely on in challenging times. The staff, management and committee have worked hard to ensure our focus remained where it should: on the children.

#### **Financial review**

For 2020/2021 we had budgeted a deficit of £29,033 due to the cycle of leavers needing to be replaced and the inability of us being able to provide the full 30hrs of childcare currently funded by the government.

Fortunately, we ended the year with a surplus of £9,094. Given the challenging circumstances experienced in this financial year the result is encouraging and provides a stronger foundation for the coming year.

Income was £41,939 above the budgeted figure. Predominately, this emanated from increased funding from SCC, £16,052; the unpredictable nature of uptake in available places can make forecasting the number of children for each session challenging. This was countered somewhat by a reduction in the income expected from parents for lunch club and unfunded hours of £1,580 as a direct result of the pre-school's closure in response to the Coronavirus pandemic. Grant funding from IBC amounted to £10,000 which was not budgeted for. Higher tariff needs funding is never budgeted for and this totaled £6,075. Lastly, we received a training subsidy grant (we have secured permission to carry the surplus forward into 2021/22).

## **ST MARY'S PRE-SCHOOL PLAYGROUP**

### **REPORT OF THE TRUSTEES**

**FOR THE YEAR ENDED 31 AUGUST 2021**

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#### **Financial review (continued)**

Expenses were around 3% above budgeted and is an area that needs to be monitored to ensure we adhere to our budget and improve our forecasting in the financial year 2021/22. Overall total staffing costs were around 3% (£2,744) lower than budgeted, largely as a result of reduced salary costs. The standout increases in our expenditure were within other costs. Rent payable increased by £2,619 for the period.

The Trustees consider the year-end financial position to be satisfactory and confirm that the Charity can meet all known obligations.

#### **Structure, governance and management**

##### **Governing document**

St Mary's Pre-School Playgroup was established on 10 December 1988. Its constitution; the 'Pre-School Learning Alliance Constitution Document January 2016' was registered with the Charity Commission (registration number 1072893) on 29 February 2016.

##### **Appointment and recruitment of Trustees**

Trustees are appointed at the Annual General Meeting and the Trustees can co-opt up to 3 further Trustees any time after the AGM. The minimum number of Trustees is 5 and the maximum is 12, together with up to a further 3 co-opted members. The Trustees of the Charity are currently all parents of current children or parents of previous children. The one exception to this is, the current Treasurer who was co-opted in March 2020 due to his background in finance and following the resignation of the previous Treasurer.

##### **Trustees' induction and training**

All new Trustees will be provided with a Committee Welcome Pack which includes copies of:

- The Charity's constitution
- The latest accounts of the Charity
- Code of conduct
- Confidentiality agreement

Trustees are encouraged to read Charity Commission guidance notes CC3 - "The Essential Trustee, what you need to know, what you need to do" and PB3 - "Public benefit: Reporting".

In addition, Trustees are encouraged to read Charity Commission and other newsletters and to attend courses designed to keep them abreast of their duties and responsibilities.

##### **Organisational structure**

The Trustees administer the Charity and meet regularly throughout the year. During these meetings all charitable matters are discussed including the raising of funds, income structure, ongoing performance and to approve forthcoming charitable expenditure.

The Charity monitors performance against budgeted targets and reports annually at the Annual General Meeting where Trustees' resignation and appointments are made in line with the necessary roles and requirements of the foreseeable future.

## **ST MARY'S PRE-SCHOOL PLAYGROUP**

### **REPORT OF THE TRUSTEES**

**FOR THE YEAR ENDED 31 AUGUST 2021**

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#### **Risk management**

Management has reviewed the major risks to which the Charity is exposed. Where appropriate, systems or procedures have been established to mitigate these risks. St Mary's Pre-School Playgroup benefits from a diligent and dedicated team of Trustees. Costs are closely monitored to ensure the Charity operates within its means whilst taking into account other key factors including quality of provision. The Charity maintains a separate bank account to cover its reserves, all of which minimise its exposure to risk.

The Charity's internal policies in place to mitigate risk are listed on the Charity's website and summarised below:

- Children's right and entitlements.
- Safeguarding children, young people and vulnerable adults.
- Looked after children.
- Uncollected children.
- Missing child.
- Online safety policy including use of mobile phones and cameras.
- Employment.
- Student placements.
- Induction of employees and volunteers.
- First aid.
- The role of the key person and settling in.
- Staffing.
- Administering medicines.
- Managing children who are sick, infectious or with allergies.
- Recording and reporting accidents and incidents.
- Nappy changing.
- Food and drink.
- Food hygiene.
- Promoting positive behaviour.
- Health and safety general standards.
- Risk assessments.
- Maintaining children's safety and security on premises.
- Supervising children on outings and visits.
- Fire safety and emergency evacuation.
- Animals in the setting.
- Smoking.
- Staff safety including home visits.
- Valuing diversity and promoting inclusion and equality.
- Supporting children with SEND.
- British values.
- Admissions policy.
- Parental involvement.
- Children's records.
- Provider records.
- Transfer of records to school.
- Confidentiality and client access to records.
- Information sharing.
- Working in partnership with other agencies.
- Making a complaint.
- Payment policy.
- Financial reserves policy.
- Trustees expenses policy.
- Conflict of interest policy.

#### **Related party transactions**

There were no related party transactions during this or the prior period.

#### **Reserves policy**

The Charity's reserves policy is to maintain reserves at a level adequate to protect its ongoing work from significant fluctuations in service income. This policy is reviewed annually. The Charity aims to hold sufficient reserves to cover three months' running costs plus statutory redundancy costs. This value, is set aside in a separate bank account which totals £42,805 (2020: £42,685) at the year end. The committee recommend that £2,695 (2020: £2,815) be transferred from the year end surplus to top up the reserve account to the required level of £45,500. (2020: £45,500).

## **ST MARY'S PRE-SCHOOL PLAYGROUP**

### **REPORT OF THE TRUSTEES**

**FOR THE YEAR ENDED 31 AUGUST 2021**

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#### **Reserves policy (continued)**

At the year end, the Charity has total reserves of £90,982 (2020: £80,733) of which £Nil is restricted. The reserves of the Charity are therefore adequate and the Trustees consider that the Charity will continue as a going concern for the foreseeable future. There are no material uncertainties about the Charity's ability to continue.

#### **Plans for future periods**

It is the Trustees' intention that the Charity will continue to provide services in line with the objectives and activities as noted in these financial statements.

The charity is focused over the next financial year on a number of key areas aimed at protecting the pre-school's financial stability and improving the quality of provision.

One of the biggest challenges that will be faced in the year 2021/22 is our recovery from the COVID-19 pandemic. There remain a number of uncertainties, including changing service-user trends as well as funding challenges, the pre-school will need to weather. It is not possible to fully predict the effect the ongoing situation will have on financial stability except to note that there will most certainly be some negative impact across the financial year. We continue to have a lower number of children than in previous years, and this has a further impact on the financial comfort of the charity. We will continue to implement measures to reduce expenditure and increase our financial stability. Attention will be directed towards business development and identifying effective marketing strategies over the coming years. This includes updating our corporate image, branding and digital presence – an area considered to be of importance, particularly given the changes to service user behaviours.

A further considerable area of focus for the charity in the coming financial year is addressing the reduction in Ofsted rating received in February 2020. Previously rated as Outstanding, the pre-school is currently rated as 'Requires Improvement'. Significant focus has been given to developing the key areas requiring action including working to improve the quality of education and leadership of the pre-school. Great strides have been made in these areas, and significant changes have ensured we have responded effectively and in a sustainable way.

Other areas being prioritised include finding ways to offer the full 30 hours childcare per week, developing innovative fundraising options in the current financial climate, upskilling staff and committee members and ensuring the ongoing safeguarding of all children and staff within the setting.

The staff, managers and committee remain committed to weathering the ongoing challenges faced, whilst positively engaging with our families and developing our reputation and integration with the community we serve.

#### **Trustees**

The current Trustees are shown in the reference and administration details of these accounts, including those who have served during the year and any appointment and resignation dates as required.

#### **Public benefit**

The Trustees have considered the Charity Commission's guidance on public benefit. They confirm that in planning and carrying out the Charity's activities they have had regards to this guidance.

**ST MARY'S PRE-SCHOOL PLAYGROUP**

**REPORT OF THE TRUSTEES**

**FOR THE YEAR ENDED 31 AUGUST 2021**

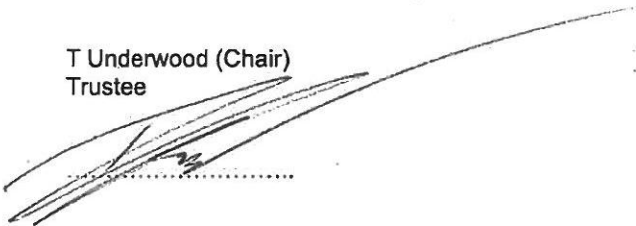
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**Independent examiner reappointment**

A resolution to appoint L Thurston FCCA of Lovewell Blake LLP as independent examiner will be proposed at the next Annual General Meeting.

The Trustees' annual report was approved on 29 June 2022 and signed on behalf of the board of Trustees by:

T Underwood (Chair)  
Trustee






**ST MARY'S PRE-SCHOOL PLAYGROUP**  
**RECEIPTS AND PAYMENTS ACCOUNT**  
**FOR THE YEAR ENDED 31 AUGUST 2021**

	Unrestricted £	2021 Restricted £	Total £	Unrestricted £	2020 Restricted £	Total £
<b>Receipts:</b>						
Fees received	113,254	-	113,254	118,882	-	118,882
Grant income	10,000	-	10,000	-	-	-
Fundraising	330	-	330	357	-	357
Training subsidy	824	-	824	3,296	-	3,296
Interest received	121	-	121	373	-	373
Higher tariff needs	-	6,075	6,075	-	5,560	5,560
Other	1,397	-	1,397	392	-	392
<b>Total Receipts</b>	<b><u>125,926</u></b>	<b><u>6,075</u></b>	<b><u>132,001</u></b>	<b><u>123,300</u></b>	<b><u>5,560</u></b>	<b><u>128,860</u></b>
<b>Payments:</b>						
Rent	7,705	-	7,705	5,086	-	5,086
Wages	92,279	6,075	98,354	93,487	5,560	99,047
Consumables	2,320	-	2,320	3,263	-	3,263
Management and admin	2,754	-	2,754	2,230	-	2,230
Enrolment and insurance	901	-	901	2,417	-	2,417
Fundraising expenditure	27	-	27	316	-	316
Training expenditure	1,563	-	1,563	1,693	-	1,693
Small equipment	853	-	853	934	-	934
Other	8,430	-	8,430	3,631	-	3,631
Asset and other costs	-	-	-	1,273	-	1,273
<b>Total Payments</b>	<b><u>116,832</u></b>	<b><u>6,075</u></b>	<b><u>122,907</u></b>	<b><u>114,330</u></b>	<b><u>5,560</u></b>	<b><u>119,890</u></b>
<b>Net receipts/(payments)</b>	<b><u>9,094</u></b>	<b><u>-</u></b>	<b><u>9,094</u></b>	<b><u>8,970</u></b>	<b><u>-</u></b>	<b><u>8,970</u></b>
Transfer to/(from) funds	-	-	-	-	-	-
<b>Surplus/(deficit) for the year</b>	<b>9,094</b>	<b>-</b>	<b>9,094</b>	<b>8,970</b>	<b>-</b>	<b>8,970</b>
Cash and bank balances at 31 August 2020	100,123	-	100,123	91,153	-	91,153
<b>Cash and bank balances at 31 August 2021</b>	<b><u>109,217</u></b>	<b><u>-</u></b>	<b><u>109,217</u></b>	<b><u>100,123</u></b>	<b><u>-</u></b>	<b><u>100,123</u></b>

**ST MARY'S PRE-SCHOOL PLAYGROUP**  
**STATEMENT OF ASSETS AND LIABILITIES**  
**AS AT 31 AUGUST 2021**

	<b>Unrestricted Funds</b>	
	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
<b>Cash funds</b>		
Bank current account	<u>109,217</u>	<u>100,123</u>
	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
<b>Other monetary assets</b>		
Prepayments	<u>-</u>	<u>810</u>
	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
<b>Assets retained for the Charity's own use</b>		
Furniture and equipment		
At cost	10,414	10,414
At Net book value	<u>2,731</u>	<u>3,641</u>
	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
<b>Liabilities</b>		
Accruals	2,151	1,722
Other creditors	-	704
Deferred income	<u>19,393</u>	<u>21,415</u>
	<u>20,966</u>	<u>23,841</u>

These financial statements were approved by the Trustees on 29 June 2022 and are signed on their behalf by:

  
T Underwood (Chair)  
Trustee

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF  
ST MARY'S PRE-SCHOOL PLAYGROUP**

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I report to the Charity Trustees on my examination of the accounts of the Charity for the year ended 31 August 2021 which are set out on the afore mentioned pages of these financial statements.

**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 Charity's accounts carried out under section 145 of the 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 giving 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; or
3. the accounts do 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.



L Thurston FCCA  
Independent examiner  
Lovewell Blake LLP  
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Unit 2 Hillside Business Park  
Bury St Edmunds  
IP32 7EA

30/6/22  
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