

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

**FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 31 AUGUST 2022**

**Charity number: 1072893**

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

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**FOR THE YEAR ENDED 31 AUGUST 2022**

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## ST MARY'S PRE-SCHOOL PLAYGROUP

### REPORT OF THE TRUSTEES

#### FOR THE YEAR ENDED 31 AUGUST 2022

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The Trustees are pleased to present their report, together with the financial statements for the year ended 31 August 2022.

#### 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 13/07/2022)
	J Stoggell	(Treasurer) (Resigned and re-appointed 13/07/2022)
	L Underwood	(Secretary) (Resigned and re-appointed 13/07/2022)
Committee members:	H Turnball	
	J Wilkie	
	F Wilkie	
	J Al Kero	
Support team:	E Jessop	(Shared Deputy and Pre-School Manager)
	H Stoggell	(Shared Deputy and Pre-School Manager)
	G Crookes	(Committee Support Assistant)
	P Crabb	(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 2022**

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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**

Most notably, this financial year has seen an increase in the pre-school's Ofsted rating to 'Good'. This marks a significant achievement and considerable progress against our organisational goals. It has been no small feat given the local and national challenges faced by the early years sector.

Against the backdrop of increasingly difficult societal uncertainty, it has been a challenging year financially. However, we have faced these challenges head-on to end the financial year in a less precarious position than expected. A significant and concerning deficit was predicted at the outset of the financial year, but through hard work and diligence the pre-school has managed to end with a much smaller deficit than expected. As we continued to address the fallout from the global pandemic, our focus has remained on ensuring the wellbeing of the children and their families as we have spent time, effort and resource to support all those associated with the setting. The forecast deficit has provided an additional challenge to our ability to progress and grow the setting. This, coupled with restrictions on growth and development from circumstances beyond the control of the pre-school, have provided (and will continue to provide) an umbrella of uncertainty regarding our longer-term prospects.

Nonetheless, once again 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. The staff, management and committee have worked hard to ensure our focus remained on the children in our charge.



**ST MARY'S PRE-SCHOOL PLAYGROUP**  
**REPORT OF THE TRUSTEES**  
**FOR THE YEAR ENDED 31 AUGUST 2022**

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**Financial review**

The year ending 31 August 2022 was extremely challenging for the preschool, we had budgeted a deficit of £12,298 but ended with a deficit of £22,766. Most years the initial budget is a deficit, but we generally manage to turn this around during the year in top a small surplus. This year that was not to be.

Income was as budgeted however salaries were up over 18% (£11,818). Other expense categories experienced some positives and negatives but materially the difference between actual and budgeted comes down to the additional salaries paid.

The year commencing 2022 is looking much more promising and we hope this comes to fruition.

**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 numbers of the Committee, including Trustees and Members 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 2022

### 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

During the year the charity paid H Stoggell amounts for employment services £11,309 (2021: £11,771). H Stoggell is related to the Trustee J Stoggell. There were no other related party transaction in this or the prior year.



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

### **REPORT OF THE TRUSTEES**

**FOR THE YEAR ENDED 31 AUGUST 2022**

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#### **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 £42,810 (2021: £42,805) at the year end. The committee recommend that £2,690 (2021: £2,695) be transferred from the year end surplus to top up the reserve account to the required level of £45,500 (2021: £45,500).

At the year end, the Charity has total reserves of £70,241 (2021: £90,982) 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 position, improving the quality of provision and developing opportunities for growth and stability.

One of the biggest challenges that will be faced in the year 2022 / 23 will be the increases in overheads, restriction on our ability to offer a full 30-hour setting and an uncertain early years environment.

To attempt to mitigate the external factors impacting our financial stability we will continue to implement measures to reduce expenditure and increase our financial robustness. Attention will be further directed towards business development and identifying effective marketing strategies over the coming year. 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 (and an area the previous financial year did not permit sufficient progress on).

#### **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  
RECEIPTS AND PAYMENTS ACCOUNT  
FOR THE YEAR ENDED 31 AUGUST 2022**

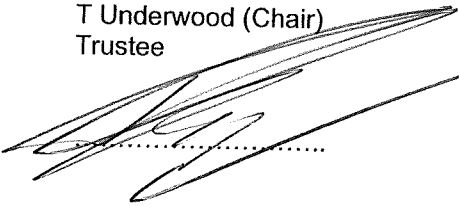
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**Independent examiner reappointment**

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 26<sup>th</sup> June 2023 and signed on behalf of the board of Trustees by:

T Underwood (Chair)  
Trustee

A handwritten signature in black ink, appearing to be 'T Underwood', written over a dotted line.




**ST MARY'S PRE-SCHOOL PLAYGROUP**  
**RECEIPTS AND PAYMENTS ACCOUNT**  
**FOR THE YEAR ENDED 31 AUGUST 2022**

	Unrestricted £	2022 Restricted £	Total £	Unrestricted £	2021 Restricted £	Total £
<b>Receipts:</b>						
Fees received	75,539	-	75,539	113,254	-	113,254
Grant income	-	-	-	10,000	-	10,000
Fundraising	469	-	469	330	-	330
Training subsidy	-	-	-	824	-	824
Interest received	5	-	5	121	-	121
Higher tariff needs	-	90	90	-	6,075	6,075
Other	-	-	-	1,397	-	1,397
<b>Total Receipts</b>	<b><u>76,013</u></b>	<b><u>90</u></b>	<b><u>76,103</u></b>	<b><u>125,926</u></b>	<b><u>6,075</u></b>	<b><u>132,001</u></b>
<b>Payments:</b>						
Rent	6,272	-	6,272	7,705	-	7,705
Wages	78,442	90	78,532	92,279	6,075	98,354
Consumables	1,883	-	1,883	2,320	-	2,320
Management and admin	1,716	-	1,716	2,754	-	2,754
Enrolment and insurance	3,307	-	3,307	901	-	901
Fundraising expenditure	456	-	456	27	-	27
Training expenditure	1,096	-	1,096	1,563	-	1,563
Small equipment	160	-	160	853	-	853
Other	5,447	-	5,447	8,430	-	8,430
Asset and other costs	-	-	-	-	-	-
<b>Total Payments</b>	<b><u>98,779</u></b>	<b><u>90</u></b>	<b><u>98,869</u></b>	<b><u>116,832</u></b>	<b><u>6,075</u></b>	<b><u>122,907</u></b>
<b>Net (payments)/receipts</b>	<b><u>(22,766)</u></b>	<b><u>-</u></b>	<b><u>(22,766)</u></b>	<b><u>9,094</u></b>	<b><u>-</u></b>	<b><u>9,094</u></b>
Transfer to/(from) funds	-	-	-	-	-	-
<b>(Deficit)/surplus for the year</b>	<b>(22,766)</b>	<b>-</b>	<b>(22,766)</b>	<b>9,094</b>	<b>-</b>	<b>9,094</b>
Cash and bank balances at 31 August 2021	109,217	-	109,217	100,123	-	100,123
<b>Cash and bank balances at 31 August 2022</b>	<b><u>86,451</u></b>	<b><u>-</u></b>	<b><u>86,451</u></b>	<b><u>109,217</u></b>	<b><u>-</u></b>	<b><u>109,217</u></b>

**ST MARY'S PRE-SCHOOL PLAYGROUP**  
**STATEMENT OF ASSETS AND LIABILITIES**  
**AS AT 31 AUGUST 2022**

	<b>Unrestricted Funds</b>	
	<b>2022</b>	<b>2021</b>
	<b>£</b>	<b>£</b>
<b>Cash funds</b>		
Bank current account	<u>86,451</u>	<u>109,217</u>
	<b>2022</b>	<b>2021</b>
	<b>£</b>	<b>£</b>
<b>Other monetary assets</b>		
Prepayments	<u>216</u>	<u>-</u>
	<b>2022</b>	<b>2021</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>2,049</u>	<u>2,731</u>
	<b>2022</b>	<b>2021</b>
	<b>£</b>	<b>£</b>
<b>Liabilities</b>		
Accruals	3,337	2,151
Other creditors	-	-
Deferred income	<u>15,138</u>	<u>19,393</u>
	<u>18,475</u>	<u>20,966</u>

These financial statements were approved by the Trustees on 26 June 2023 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 2022 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  
First Floor Suite  
Unit 2 Hillside Business Park  
Bury St Edmunds  
IP32 7EA

28 June 2023

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