

Trustees Annual Report

BURDETT ESTATE PLAYGROUP

Charity Number 1075458

**51 Bow Common Lane,
London E3 4AU**

CHAIRS, MANAGERS & STAFF REPORT

April 2020 to March 2021

Charity Trustees

Rufus Clarke - Chairperson

Kim Arrowsmith - Secretary

Beverly Webb - Trustee

Leora Semple-Morris

Burdett Playgroup is a community playgroup providing early education for children under 5 years old, which originally started in the 1960's and was originally run by Save the Children Fund. This was handed over to local community to run in 1998 and was for a number of years was part of a community centre. In 1999 the playgroup became an independent charity and took responsibility for itself. This has worked well over the years and we have had consistent staff and trustees to steer the way. In 2015 we moved to our current premises. It required considerable updating and modernisation which we have been done. Whilst we struggled with our numbers when we first moved to this location people had got used to us being here and our numbers had really gone up. Unfortunately, last year's lockdown was very difficult for everyone and it has taken some time to rebuild our numbers since restrictions for early years and schools was relaxed. We are now getting back to higher numbers thankfully. The year ahead looks like being a difficult one with the COVID 19 still affecting us all.

We continue to make the best use of our setting, especially our outside area and Forest School. Much of our days are spent outside exploring and learning. It continues to be a great success in all weathers.

Despite the difficult year, our accounts are healthy. This is in part due to the funding from government being paid during the lockdown.

One of our staff have moved on this year. We have tried to recruit a new member of staff, without success so far, but this seems to be the problem everywhere in childcare. As the numbers of children attending have been lower and with the remaining staff our ratios have still been good. We think that the way forward is to take on an apprentice, which we are looking into. All the rest of our staff have been here for a number of years, and we hope this will continue.

We continue to enjoy seeing our children develop their skills in the setting, we have had lots of great ideas in the playgroup steered by the children and through observations by the staff. We have been honoured to watch the new children to the setting grow into young people and develop new skills and the older children prepare for their next new experience in life, starting school.

We celebrated lots of festivals and celebrations along with notable awareness raising days, such as World Book Day, Sports Relief /Children in Need. We are proud of the diverse community we serve. Many of our families live locally but we also welcome families from around the borough.

Training and developing the expertise of our staff remains a high priority for the playgroup. All staff attend individual training to further develop their work with children. All staff have attended update training in all areas, although much of this is now held virtually.

The committee are very proud of the achievements of our staff and would like to thank them for the dedication and commitment that they have shown throughout the last year.

The Committee and Staff would like to thank everybody who has been involved in the smooth running of the Playgroup, especially: -

**Volunteers
Students
LBTH Integrated Early Years Service
Poplar HARCA**

R. Clarke
Chairperson

BURDETT ESTATE PLAYGROUP
STATEMENT OF ACCOUNTS
FOR THE YEAR ENDED 31ST MARCH 2021

Registered charity No. 1075458

Independent Examiner:

C Zielinski AIPFM
125 Spital
Aberdeen
AB24 3HX

BURDETT ESTATE PLAYGROUP
TRUSTEES AND ADVISORS
FOR THE YEAR ENDED 31st MARCH 2021

Chairperson:	Mr Rufus Clarke
Secretary:	Ms Kim Arrowsmith
Trustees:	Ms Beverley Webb Ms Leora Semple-Morris
Independent Examiner:	C Zielinski AIPFM
Bankers:	HSBC Bank PLC 465 Bethnal Green Road Bethnal Green London E2 9QW
Registered Address:	Burdett Playgroup 51 Bow Common Lane London E3 4AU

STATEMENT OF RESPONSIBILITIES OF THE COMMITTEE

As the charity's trustees, you are responsible for the preparation of financial statements for each financial year which gives a true and fair view of the charity's incoming resources and application of resources for the year then ended. In preparing those financial statements, you are required to:

- Select suitable accounting policies and then apply them consistently.
- Make judgements and estimates that are reasonable and prudent.
- State whether applicable accounting standards and statements of recommended practice have been followed, subject to any material departures disclosed and explained in the financial statements.
- Prepare the financial statements on the going concern basis.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity. You are also responsible for safeguarding the assets and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by the Committee on: 14/6/2021

Chair: R. Clarke

INDEPENDENT EXAMINER'S REPORT
TO THE MEMBERS OF BURDETT ESTATE PLAYGROUP
FOR THE YEAR ENDED 31st MARCH 2021

I report on the accounts of the charity for the year ended 31st March 2021, which are set out on pages 3 to 5.

Respective Responsibilities of Trustees and Examiners

The charity's trustees consider that an audit is not required for this year -under section 144(2) of the Charities Act 2011 (the Act)- and that an independent examination is needed.

It is my responsibility to:

- Examine the accounts (under section 145 of the Act);
- To follow the procedures laid down in the General Directions given by the Charity Commission - under section 145(5)(b) of the Act, as amended- and
- To state whether particular matters have come to my attention.

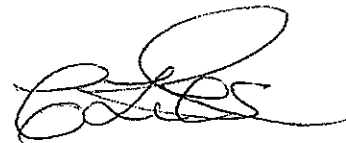
Basis of Independent Examiner's Report

My examination was carried out in accordance with the General Directions given by the Charity Commission. 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 such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and, consequently, I do not express an audit opinion on the accounts.

Independent Examiner's Statement

In the course of my examination, no matter has come to my attention:

- Which gives me reasonable cause to believe that in any material respect, the trustees have not met the requirements to ensure that:
 - Proper accounting records are kept (in accordance with section 130 of the 2011 Act); and
 - Accounts are prepared which agree with the accounting records and comply with the accounting requirements of the Act; or
- To which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



C Zielinski AIPFM
125 Spital
Aberdeen
AB39 3NL

30th
May 2021

BURDETT ESTATE PLAYGROUP
RECEIPTS AND PAYMENTS ACCOUNT
FOR THE YEAR ENDED 31st MARCH 2021

	2021 (£)	2020 (£)
Opening balance (note 3)	142,500	134,440
<u>Add: Receipts</u>		
London Borough Tower Hamlets:		
• NEG 3-4 years	57,135	45,575
• NEG 2	49,530	66,891
• SEN funding	-	1,857
• Discretionary grant	10,000	-
Parent contributions (fees)	530	3,013
Bank interest	33	123
TOTAL RECEIPTS	<u>117,228</u>	<u>117,459</u>
<u>Less: Payments</u>		
Wages and National Insurance	85,200	88,111
Utilities	1,572	1,910
Rent	3,300	-
Equipment	853	828
Materials and stationery	7,281	4,872
Telephone	-	1,369
Cleaning	330	422
Milk and food	1,552	1,516
Insurance	651	651
Trips, outings and parties	403	1,506
Independent examiner's fee (note 6)	620	445
Registration fees and membership	173	170
Refuse collection	68	59
Repairs	-	7,540
Training	542	-
DBS	26	-
TOTAL PAYMENTS	<u>102,571</u>	<u>109,399</u>
Closing balances (note 3)	<u>157,157</u>	<u>142,500</u>

BURDETT ESTATE PLAYGROUP
NOTES TO THE ACCOUNTS
31st MARCH 2021

1. Accounting Policies

The accounts are prepared under the historical cost convention, using the receipts and payments basis to comply with the Charities Act smaller charity regulations.

2. Fixed Assets

Equipment purchases have been charged to the Receipts and Payments account in the year of acquisition. A register of equipment is maintained and an estimated value shown in the statement of Assets and Liabilities based on last year plus additions; less 25% depreciation. This amount is set aside in reserves, as it has already been expended.

3. Cash at bank

	2021 (£)	2020 (£)
Cash at bank – business no notice	60,750	60,717
Cash at bank – community account	96,384	81,740
Cash in hand	23	43
	<u>157,157</u>	<u>142,500</u>

4. Designated Funds

Equipment fund (new)	6,000	6,000
Redundancy	51,000	51,000
Sickness cover	32,000	32,000
Training	6,000	6,000
	<u>95,000</u>	<u>95,000</u>

5. Reserves Policy

The Committee have set aside monies for redundancy in the event of closure, as well as cover for sickness. The unrestricted funds represent 26 weeks running costs, necessary to ensure the group has adequate cash flow throughout the year.

BURDETT ESTATE PLAYGROUP
STATEMENT OF ACCOUNTS
FOR THE YEAR ENDED 31ST MARCH 2021

Registered charity No. 1075458

Independent Examiner:

C Zielinski AIPFM
125 Spital
Aberdeen
AB24 3HX

BURDETT ESTATE PLAYGROUP
TRUSTEES AND ADVISORS
FOR THE YEAR ENDED 31st MARCH 2021

Chairperson:	Mr Rufus Clarke
Secretary:	Ms Kim Arrowsmith
Trustees:	Ms Beverley Webb
	Ms Leora Semple-Morris
Independent Examiner:	C Zielinski AIPFM
Bankers:	HSBC Bank PLC 465 Bethnal Green Road Bethnal Green London E2 9QW
Registered Address:	Burdett Playgroup 51 Bow Common Lane London E3 4AU

STATEMENT OF RESPONSIBILITIES OF THE COMMITTEE

As the charity's trustees, you are responsible for the preparation of financial statements for each financial year which gives a true and fair view of the charity's incoming resources and application of resources for the year then ended. In preparing those financial statements, you are required to:

- Select suitable accounting policies and then apply them consistently.
- Make judgements and estimates that are reasonable and prudent.
- State whether applicable accounting standards and statements of recommended practice have been followed, subject to any material departures disclosed and explained in the financial statements.
- Prepare the financial statements on the going concern basis.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity. You are also responsible for safeguarding the assets and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by the Committee on: 14/6/2021

Chair: R. Clarke

INDEPENDENT EXAMINER'S REPORT
TO THE MEMBERS OF BURDETT ESTATE PLAYGROUP
FOR THE YEAR ENDED 31st MARCH 2021

I report on the accounts of the charity for the year ended 31st March 2021, which are set out on pages 3 to 5.

Respective Responsibilities of Trustees and Examiners

The charity's trustees consider that an audit is not required for this year -under section 144(2) of the Charities Act 2011 (the Act)- and that an independent examination is needed.

It is my responsibility to:

- Examine the accounts (under section 145 of the Act);
- To follow the procedures laid down in the General Directions given by the Charity Commission - under section 145(5)(b) of the Act, as amended- and
- To state whether particular matters have come to my attention.

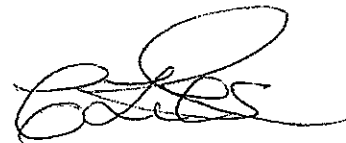
Basis of Independent Examiner's Report

My examination was carried out in accordance with the General Directions given by the Charity Commission. 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 such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and, consequently, I do not express an audit opinion on the accounts.

Independent Examiner's Statement

In the course of my examination, no matter has come to my attention:

- Which gives me reasonable cause to believe that in any material respect, the trustees have not met the requirements to ensure that:
 - Proper accounting records are kept (in accordance with section 130 of the 2011 Act); and
 - Accounts are prepared which agree with the accounting records and comply with the accounting requirements of the Act; or
- To which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



C Zielinski AIPFM
125 Spital
Aberdeen
AB39 3NL

30th
May 2021

BURDETT ESTATE PLAYGROUP
RECEIPTS AND PAYMENTS ACCOUNT
FOR THE YEAR ENDED 31st MARCH 2021

	2021 (£)	2020 (£)
Opening balance (note 3)	142,500	134,440
<u>Add: Receipts</u>		
London Borough Tower Hamlets:		
• NEG 3-4 years	57,135	45,575
• NEG 2	49,530	66,891
• SEN funding	-	1,857
• Discretionary grant	10,000	-
Parent contributions (fees)	530	3,013
Bank interest	33	123
TOTAL RECEIPTS	<u>117,228</u>	<u>117,459</u>
<u>Less: Payments</u>		
Wages and National Insurance	85,200	88,111
Utilities	1,572	1,910
Rent	3,300	-
Equipment	853	828
Materials and stationery	7,281	4,872
Telephone	-	1,369
Cleaning	330	422
Milk and food	1,552	1,516
Insurance	651	651
Trips, outings and parties	403	1,506
Independent examiner's fee (note 6)	620	445
Registration fees and membership	173	170
Refuse collection	68	59
Repairs	-	7,540
Training	542	-
DBS	26	-
TOTAL PAYMENTS	<u>102,571</u>	<u>109,399</u>
Closing balances (note 3)	<u>157,157</u>	<u>142,500</u>

BURDETT ESTATE PLAYGROUP
NOTES TO THE ACCOUNTS
31st MARCH 2021

1. Accounting Policies

The accounts are prepared under the historical cost convention, using the receipts and payments basis to comply with the Charities Act smaller charity regulations.

2. Fixed Assets

Equipment purchases have been charged to the Receipts and Payments account in the year of acquisition. A register of equipment is maintained and an estimated value shown in the statement of Assets and Liabilities based on last year plus additions; less 25% depreciation. This amount is set aside in reserves, as it has already been expended.

3. Cash at bank

	2021 (£)	2020 (£)
Cash at bank – business no notice	60,750	60,717
Cash at bank – community account	96,384	81,740
Cash in hand	23	43
	<u>157,157</u>	<u>142,500</u>

4. Designated Funds

Equipment fund (new)	6,000	6,000
Redundancy	51,000	51,000
Sickness cover	32,000	32,000
Training	6,000	6,000
	<u>95,000</u>	<u>95,000</u>

5. Reserves Policy

The Committee have set aside monies for redundancy in the event of closure, as well as cover for sickness. The unrestricted funds represent 26 weeks running costs, necessary to ensure the group has adequate cash flow throughout the year.