

# **Trustees Annual Report**

## **BURDETT ESTATE PLAYGROUP**

**Charity Number 1075458**

**51 Bow Common Lane,**

**London E3 4AU**

## **CHAIRS, MANAGERS & STAFF REPORT**

**April 2021 to March 2022**

### **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 was done. We now have a nice, but old building that does need it's fair share of maintenance but with a magnificent outside area for local children.

We have continued to make the best use of our space, especially the outside area and Forest School. It continues to be a great success in all weathers, and we spend a lot of our time outside.

We have had a successful year and due to this our accounts are healthy.

We did not replace the staff member that left last year, but have kept the numbers of children attending in line with the staff numbers. We intend to take on an apprentice during the next year, but have prudently waited to see what the numbers of children attending the playgroup are. Tower Hamlets has had a lot of movement both in residents and places that are available for under 5's locally. All the rest of our staff have been here for many 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 31<sup>ST</sup> MARCH 2022**

**Registered charity No. 1075458**

**Independent Examiner:**

C Zielinski AIPFM  
East Lodge Drum  
Drumoak  
AB31 5AN

**BURDETT ESTATE PLAYGROUP**  
**TRUSTEES AND ADVISORS**  
**FOR THE YEAR ENDED 31<sup>st</sup> MARCH 2022**

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: 16 June 2022

Chair: R. Clarke

**INDEPENDENT EXAMINER'S REPORT**  
**TO THE MEMBERS OF BURDETT ESTATE PLAYGROUP**  
**FOR THE YEAR ENDED 31<sup>st</sup> MARCH 2022**

I report on the accounts of the charity for the year ended 31<sup>st</sup> March 2022, 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  
East Lodge Drum  
Drumoak  
AB31 5AN

1<sup>st</sup> June 2022

1<sup>st</sup> June 2022

**BURDETT ESTATE PLAYGROUP**  
**RECEIPTS AND PAYMENTS ACCOUNT**  
**FOR THE YEAR ENDED 31<sup>st</sup> MARCH 2022**

	2022 (£)	2021 (£)
<b>Opening balance (note 3)</b>	<b>157,157</b>	<b>142,500</b>
<b><u>Add: Receipts</u></b>		
London Borough Tower Hamlets:		
• NEG 3-4 years	50,199	57,135
• NEG 2	55,667	49,530
• SEN funding	800	-
• Discretionary grant	-	10,000
Parent contributions (fees)	4,938	530
Bank interest	9	33
<b>TOTAL RECEIPTS</b>	<b><u>111,613</u></b>	<b><u>117,228</u></b>
<b><u>Less: Payments</u></b>		
Wages and National Insurance	67,501	85,200
Utilities	1,516	1,572
Rent	-	3,300
Equipment	2,676	853
Materials and stationery	2,050	7,281
Cleaning	754	330
Milk and food	2,154	1,552
Insurance	742	651
Trips, outings and parties	-	403
Independent examiner's fee (note 6)	650	620
Registration fees and membership	174	173
Refuse collection	91	68
Repairs and decorating	2,859	-
Training	-	542
DBS	13	26
Miscellaneous	294	
<b>TOTAL PAYMENTS</b>	<b><u>81,474</u></b>	<b><u>102,571</u></b>
<b>Closing balances (note 3)</b>	<b><u>187,296</u></b>	<b><u>157,157</u></b>

**BURDETT ESTATE PLAYGROUP**  
**STATEMENT OF ASSETS AND LIABILITIES**  
**AT 31<sup>st</sup> MARCH 2022**

	2022 (£)	2021 (£)
<b><u>MONETARY ASSETS</u></b>		
Cash at bank and in hand	187,296	157,157
<b>TOTAL CASH</b>	<b><u>187,296</u></b>	<b><u>157,157</u></b>
<b><u>OTHER ASSETS</u></b>		
The charity owns numerous items of play equipment (note 2)	4,200	3,400
<b>TOTAL ASSETS</b>	<b><u>191,496</u></b>	<b><u>160,557</u></b>
<b><u>LIABILITIES</u></b>		
Miscellaneous creditors	-	-
<b>TOTAL LIABILITIES</b>	-	-
<b>NET ASSETS</b>	<b><u>191,496</u></b>	<b><u>160,557</u></b>
Represented by:		
Equipment fund (note 2)	4,200	3,400
Designated funds (note 4)	120,000	95,000
Unrestricted funds (note 5)	67,296	62,157
	<b><u>191,496</u></b>	<b><u>160,557</u></b>

Approved by Committee: R. Clarke

Date: 16 June 2022



**BURDETT ESTATE PLAYGROUP**  
**NOTES TO THE ACCOUNTS**  
**31<sup>st</sup> MARCH 2022**

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

	2022	2021 (£)
Cash at bank – business no notice	96,514	60,750
Cash at bank – community account	90,759	96,384
Cash in hand	23	23
	<b><u>187,296</u></b>	<b><u>157,157</u></b>

4. Designated Funds

Equipment fund (new)	12,000	6,000
Redundancy	65,000	51,000
Sickness cover	35,000	32,000
Training	8,000	6,000
	<b><u>120,000</u></b>	<b><u>95,000</u></b>

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.

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