

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 31ST MARCH 2023

Registered charity No. 1075458

Independent Examiner:

C Zielinski AIPFM
15 Hill Street
Portsoy
AB45 2PL

BURDETT ESTATE PLAYGROUP

TRUSTEES AND ADVISORS

FOR THE YEAR ENDED 31st MARCH 2023

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: 5/6/23

Chair: R. Clarke

INDEPENDENT EXAMINER'S REPORT
TO THE MEMBERS OF BURDETT ESTATE PLAYGROUP
FOR THE YEAR ENDED 31st MARCH 2023

I report on the accounts of the charity for the year ended 31st March 2023, 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
15 Hill Street
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2nd May 2023.

2nd May 2023

BURDETT ESTATE PLAYGROUP
RECEIPTS AND PAYMENTS ACCOUNT
FOR THE YEAR ENDED 31st MARCH 2023

	2023 (£)	2022 (£)
Opening balance (note 3)	187,296	157,157
<u>Add: Receipts</u>		
London Borough Tower Hamlets:		
• NEG 3-4 years	42,730	50,199
• NEG 2	50,044	55,667
• SEN funding	-	800
• Inclusion funding	1,500	-
• Growth funding	2,617	-
• Business rates refund	1,988	-
Parent contributions (fees)	3,638	4,938
Bank interest	512	9
TOTAL RECEIPTS	<u>103,029</u>	<u>111,613</u>
<u>Less: Payments</u>		
Wages and National Insurance	67,528	67,501
Utilities	1,257	1,516
Rent (note 6)	2,200	-
Equipment	1,495	2,676
Materials and stationery	709	2,050
Cleaning	443	754
Milk and food	2,952	2,154
Insurance	852	742
Independent examiner's fee	650	650
Registration fees and membership	178	174
Refuse collection	101	91
Repairs and decorating	-	2,859
Bank charges	60	15
DBS	13	13
Professional fees-lease	1,188	-
Replacement heaters	2,600	-
Miscellaneous	859	279
TOTAL PAYMENTS	<u>83,085</u>	<u>81,474</u>
Closing balances (note 3)	<u>207,240</u>	<u>187,296</u>

BURDETT ESTATE PLAYGROUP
STATEMENT OF ASSETS AND LIABILITIES
AT 31st MARCH 2023

	2023 (£)	2022 (£)
<u>MONETARY ASSETS</u>		
Cash at bank and in hand	207,240	187,296
TOTAL CASH	<u>207,240</u>	<u>187,296</u>
<u>OTHER MONETARY ASSETS</u>		
Prepayments (note 6)	1,000	-
<u>OTHER ASSETS</u>		
The charity owns numerous items of play equipment (note 2)	3,450	4,200
TOTAL ASSETS	<u>211,690</u>	<u>191,496</u>
<u>LIABILITIES</u>		
Creditors	-	-
TOTAL LIABILITIES	-	-
NET ASSETS	<u>211,690</u>	<u>191,496</u>
Represented by:		
Equipment fund (note 2)	3,450	4,200
Designated funds (note 4)	130,000	120,000
Unrestricted funds (note 5)	78,240	67,296
	<u>211,690</u>	<u>191,496</u>

Approved by Committee: R. Clarke

Date: 5/6/23

BURDETT ESTATE PLAYGROUP
NOTES TO THE ACCOUNTS
31st MARCH 2023

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

	2023	2022
Cash at bank – business no notice	75,946	96,514
Cash at bank – community account	131,271	90,759
Cash in hand	23	23
	<u>207,240</u>	<u>187,296</u>

4. Designated Funds

Equipment fund (new)	15,000	12,000
Redundancy	65,000	65,000
Sickness cover	40,000	35,000
Training	10,000	8,000
	<u>130,000</u>	<u>120,000</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 39 weeks running costs, necessary to ensure the group has adequate cash flow throughout the year.

6. Prepayments

Rent	400
Salary advance	600
	<u>1,000</u>

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FOR THE YEAR ENDED 31ST MARCH 2023

Registered charity No. 1075458

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