

Trustees Annual Report

BURDETT ESTATE PLAYGROUP

Charity Number 1075458

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

CHAIRS, MANAGERS & STAFF REPORT

April 2023 – March 2024

Charity Trustees

Rufus Clarke – Chairperson

Kim Arrowsmith – Secretary

Beverly Webb – Trustee

Leora Semple-Morris – Trustee

Burdett Playgroup is a community playgroup providing early education for children under 5 years old. The playgroup was 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 part of the local community centre. In 1999 the playgroup became an independent charity and took responsibility for itself. This has worked well over the years and continues to work now. We have consistent staff and trustees who continue to steer the way. We continue to have our old building but make significant use of it, yes it does consistently need maintenance, but it is well used, and we have and make use of an amazing outside area that the children spend much time in.

We have had another good year with high numbers of children attending and whilst we have spent money on the building, equipment, and resources we still show a healthy account.

One of our very valued and long-standing staff members has moved on. We miss her but wish her well in her future endeavours. We have recruited two apprentices, and they are both doing well.

We have started to see the increase in demand due to the government funded hours now available to parents of all working 2-year-olds and we are trying to accommodate their hours where possible. It is a slow process for us, but we will adapt to the change in local demands wherever we possible can. We are considering offering the additional 15 hours as it becomes available to children of working parents and offering this over two sessions each day.

We have continued to see all the children attending the playgroup develop their skills, we have had lots of idea's steered by the children and through staff observations. It is still an honour to watch children attending the setting grow and develop over their time at playgroup and be school ready and prepared for the next big experience.

We continue to celebrate festivals and celebrations alongside awareness raising days – Sports relief. Comic Relief, World Book Day, Children in Need etc.

We are proud of the diverse community we serve and the welcome that all the families give to each other and others from further away in the borough.

We have continued to develop and train our staff. Both staff are embarking on a training programme over the next few weeks that will take them through to the Autumn term until they complete this training. We will also ensure that our apprentices attend some of the mandatory training required as part of their course, this is alongside the continuous training they receive from the training provider that we use for apprenticeship training.

We are all proud of our staff and their achievements and thank them again for their dedication and commitment that they have again shown throughout the year.

We would like to thank everyone that has been involved in the smooth running of the playgroup for another year, especially: -

Poplar HARCA
Best Practice Network – Training
LBTH – Early Years Service



R. Clarke
Chairperson

BURDETT ESTATE PLAYGROUP
STATEMENT OF ACCOUNTS
FOR THE YEAR ENDED 31ST MARCH 2024

Registered charity No. 1075458

Independent Examiner:

C Zielinski AIPFM
6 Netherblane
Blanefield
Glasgow
G63 9JW

BURDETT ESTATE PLAYGROUP

TRUSTEES AND ADVISORS

FOR THE YEAR ENDED 31st MARCH 2024

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: 8/6/24

Chair: R. Clarke

INDEPENDENT EXAMINER'S REPORT
TO THE MEMBERS OF BURDETT ESTATE PLAYGROUP
FOR THE YEAR ENDED 31st MARCH 2024

I report on the accounts of the charity for the year ended 31st March 2024, 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
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20th May 2024

20th May 2024

BURDETT ESTATE PLAYGROUP
RECEIPTS AND PAYMENTS ACCOUNT
FOR THE YEAR ENDED 31st MARCH 2024

	2024 (£)	2023 (£)
Opening balance (note 3)	207,240	187,296
<u>Add: Receipts</u>		
London Borough Tower Hamlets:		
• NEG 3-4 years	36,040	42,730
• NEG 2	64,750	50,044
• Inclusion funding	1,000	1,500
• Growth/supplementary funding	8,378	2,617
• Business rates refund	-	1,988
Parent contributions (fees)	52	3,638
Bank interest	2,288	512
TOTAL RECEIPTS	<u>112,508</u>	<u>103,029</u>
<u>Less: Payments</u>		
Wages and National Insurance	69,253	67,528
Utilities	1,670	1,257
Rent (note 6)	1,100	2,200
Equipment	18,346	1,495
Materials and stationery	2,112	709
Cleaning	412	443
Milk and food	2,986	2,952
Insurance	960	852
Independent examiner's fee	650	650
Registration fees and membership	188	178
Refuse collection	115	101
Repairs and decorating	264	-
Bank charges	60	60
DBS	-	13
Professional fees-lease	-	1,188
Replacement heaters	-	2,600
Parties and outings	400	300
Training	35	-
Miscellaneous	1,273	559
TOTAL PAYMENTS	<u>99,824</u>	<u>83,085</u>
Closing balances (note 3)	<u>219,924</u>	<u>207,240</u>

BURDETT ESTATE PLAYGROUP
STATEMENT OF ASSETS AND LIABILITIES
AT 31st MARCH 2024

	2024 (£)	2023 (£)
<u>MONETARY ASSETS</u>		
Cash at bank and in hand	219,924	207,240
TOTAL CASH	<u>219,924</u>	<u>207,240</u>
<u>OTHER MONETARY ASSETS</u>		
Prepayments (note 6)	1,700	1,000
<u>OTHER ASSETS</u>		
The charity owns numerous items of play equipment (note 2)	12,850	3,450
TOTAL ASSETS	<u>234,474</u>	<u>211,690</u>
<u>LIABILITIES</u>		
Creditors	-	-
TOTAL LIABILITIES	-	-
NET ASSETS	<u>234,474</u>	<u>211,690</u>
Represented by:		
Equipment fund (note 2)	12,850	3,450
Designated funds (note 4)	130,000	130,000
Unrestricted funds (note 5)	91,624	78,240
	<u>234,474</u>	<u>211,690</u>

Approved by Committee: R. [Signature]

Date: 8/6/24

BURDETT ESTATE PLAYGROUP
NOTES TO THE ACCOUNTS
31st MARCH 2024

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

	2024 (£)	2023 (£)
Cash at bank – business no notice	86,342	75,946
Cash at bank – community account	133,559	131,271
Cash in hand	23	23
	<u>219,924</u>	<u>207,240</u>

4. Designated Funds

Equipment fund (new)	15,000	15,000
Redundancy	65,000	65,000
Sickness cover	40,000	40,000
Training	10,000	10,000
	<u>130,000</u>	<u>130,000</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	400
Salary advance	1,300	600
	<u>1,700</u>	<u>1,000</u>

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FOR THE YEAR ENDED 31ST MARCH 2024

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