

# **Trustees Annual Report**

## **BURDETT ESTATE PLAYGROUP**

**Charity Number 1075458**

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

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

**April 2024 – March 2025**

### **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 an amazing outside area that the children spend much time in.

We have had a reasonable year with many children attending and whilst we have spent money on the building, equipment, and resources we still show a healthy account.

We continue 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 accommodating their hours wherever possible. We have started to offer the additional 15 hours as it is available to children of working parents and offering this over two sessions each day. Due to this we are hoping to enclose our porch area and make this into an office/staff room which would give the staff somewhere to have their breaks away from the playgroup room, which is now being used for the children using 2 sessions each day to have lunch. It would also move the office away from the corner of the playgroup room and free up much needed space there. We appreciate that this will involve additional cost, but think it could really make the space work better for the children accessing the additional hours and allow staff the required separate space.

We have continued to see all the children attending the playgroup develop their skills. Lots of our idea's are 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 their 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 continue to develop and train our staff. Both staff have completed additional training this year, this is alongside the mandatory training required by all staff. We also ensured that our apprentices attend the mandatory training required as part of their course. Both our apprentices are due to complete over the next few months and will be moving onto work in the childcare field. We will recruit new apprentices to start the process again.

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 31<sup>ST</sup> MARCH 2025**

**Registered charity No. 1075458**

**Independent Examiner:**

C Zielinski AIPFM  
22 Queen Street  
Newport-on-Tay  
Fife  
DD6 8EE

**BURDETT ESTATE PLAYGROUP**

**TRUSTEES AND ADVISORS**

**FOR THE YEAR ENDED 31<sup>st</sup> MARCH 2025**

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: 30/05/2025

Chair: R. Clark

**INDEPENDENT EXAMINER'S REPORT**  
**TO THE MEMBERS OF BURDETT ESTATE PLAYGROUP**  
**FOR THE YEAR ENDED 31<sup>st</sup> MARCH 2025**

I report on the accounts of the charity for the year ended 31<sup>st</sup> March 2025, 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 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**

During 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 to enable a proper understanding of the accounts to be reached.



C Zielinski AIPFM  
22 Queen Street  
Newport-on-Tay  
Fife  
DD6 8EE

23<sup>rd</sup> May 2025

23<sup>rd</sup> May 2025

**BURDETT ESTATE PLAYGROUP**  
**RECEIPTS AND PAYMENTS ACCOUNT**  
**FOR THE YEAR ENDED 31<sup>st</sup> MARCH 2025**

	2025 (£)	2024 (£)
<b>Opening balance (note 3)</b>	<b>219,924</b>	<b>207,240</b>
<b><u>Add: Receipts</u></b>		
London Borough Tower Hamlets:		
• NEG 3-4 years	38,854	36,040
• ELF 2 years	80,530	64,750
• Working Parent	13,275	-
• LBTH SANIF	3,096	-
• LBTH additional/(growth)	396	9,378
• Training	800	-
• Refund equipment costs	12,381	-
Parent contributions		52
Bank interest	3,320	2,288
<b>TOTAL RECEIPTS</b>	<b><u>152,652</u></b>	<b><u>112,508</u></b>
<b><u>Less: Payments</u></b>		
Wages and National Insurance	86,224	69,253
Utilities	2,487	1,670
Rent (note 6)	1,100	1,100
Equipment	3,011	18,346
Materials and stationery	1,136	2,112
Cleaning	410	412
Milk and food	2,717	2,986
Insurance	955	960
Independent examiner's fee (note 6)	1,400	650
Registration fees and membership	201	188
Refuse collection	94	115
Repairs and maintenance	4,464	264
Bank charges	60	60
Parties and outings	865	400
Training	3,303	35
Miscellaneous	-	1,273
<b>TOTAL PAYMENTS</b>	<b><u>108,427</u></b>	<b><u>99,824</u></b>
<b>Closing balances (note 3)</b>	<b><u>264,149</u></b>	<b><u>219,924</u></b>



**BURDETT ESTATE PLAYGROUP**  
**STATEMENT OF ASSETS AND LIABILITIES**  
**AT 31<sup>st</sup> MARCH 2025**

	2025 (£)	2024 (£)
<u>MONETARY ASSETS</u>		
Cash at bank and in hand	264,149	219,924
<b>TOTAL CASH</b>	<b><u>264,149</u></b>	<b><u>219,924</u></b>
<u>OTHER MONETARY ASSETS</u>		
Prepayments (note 6)	1,000	1,700
<u>OTHER ASSETS</u>		
The charity owns numerous items of play equipment (note 2)	11,250	12,850
<b>TOTAL ASSETS</b>	<b><u>276,399</u></b>	<b><u>234,474</u></b>
<u>LIABILITIES</u>		
Creditors	-	-
<b>TOTAL LIABILITIES</b>	<b>-</b>	<b>-</b>
<b>NET ASSETS</b>	<b><u>276,399</u></b>	<b><u>234,474</u></b>
Represented by:		
Equipment fund (note 2)	11,250	12,850
Designated funds (note 4)	160,000	130,000
Unrestricted funds (note 5)	105,149	91,624
	<b><u>276,399</u></b>	<b><u>234,474</u></b>

Approved by Committee: R. Clark

Date: 30/03/2025

## **BURDETT ESTATE PLAYGROUP**

### **NOTES TO THE ACCOUNTS**

**31<sup>st</sup> MARCH 2025**

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

	2025 (£)	2024 (£)
Cash at bank – business no notice	176,879	133,559
Cash at bank – community account	87,270	86,342
Cash in hand	-	23
	<b><u>264,149</u></b>	<b><u>219,924</u></b>

4. Designated Funds

Equipment fund (new)	30,000	15,000
Redundancy	80,000	65,000
Sickness cover	40,000	40,000
Training	10,000	10,000
	<b><u>160,000</u></b>	<b><u>130,000</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 44 weeks running costs, necessary to ensure the group has adequate cash flow throughout the year.

6. Prepayments

	2025 (£)	2024 (£)
Rent	400	400
Independent examination (25/26)	600	-
Salary advance	-	1,300
	<b><u>1,000</u></b>	<b><u>1,700</u></b>

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