

**Sutton St. James  
Pre-School Playgroup**

**Annual Report and Accounts  
For the Year Ended 31 August 2023  
Registered charity number 1076912**

**SUTTON ST JAMES PRE-SCHOOL PLAYGROUP**  
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**FOR THE YEAR ENDED 31 AUGUST 2023**

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**SUTTON ST JAMES PRE-SCHOOL PLAYGROUP**  
**OFFICIALS AND ADDRESSES**  
**FOR THE YEAR ENDED 31 AUGUST 2023**

**Trustees**

S Horsfield	Chairman
H Thorpe	Vice Chairperson
C Willows	Secretary
K Wallace	Treasurer

D Clitheroe  
P Heanes  
D Harrison

**Charity Address**

C/o S Horsfield  
Sutton St James Pre-School Playgroup  
Bells Drove  
Sutton St James  
Spalding  
Lincolnshire  
PE12 0JG

**Independent Examiner**

Peter R Wright (FCCA)  
Bulley Davey  
1 - 4 London Road  
Spalding  
Lincolnshire  
PE11 2TA

**Bankers**

Barclays Bank Plc  
8 High Street  
Holbeach  
Lincolnshire  
PE12 7DX

# **SUTTON ST JAMES PRE-SCHOOL PLAYGROUP**

## **TRUSTEES' ANNUAL REPORT**

### **FOR THE YEAR ENDED 31 AUGUST 2023**

#### **Officers and addresses**

Details of the charity's current serving officers, principal advisors and addresses are listed on page 1.

#### **Governing document**

The pre-school is a member of the Pre-school Learning Alliance.

The pre-school is governed by its constitution dated 16 October 1997 which was amended on 10 May 1999 and 21 June 1999. The pre-school was registered with the Charity Commission on 5 August 1999, registered charity number 1076912.

#### **Charity trustees**

The Charity is administered by a committee consisting of trustees. The Committee meets at least three times a year and is responsible for ensuring that the pre-school complies with its aims and is properly managed.

Members of the Committee are of two kinds;

- (a) Family members - parents or guardians of all children who attend any group run by the pre-school, each family to have one vote and count as one member;
- (b) Other members - other interested individuals, persons or other bodies, excluding paid employees, approved by the committee shall be entitled to become members of the pre-school but such persons shall not be entitled to become members until the pre-school shall have received the appropriate subscription set by the committee.

The members serving the charity during the year with dates of changes where relevant are as follows:-

<b>Name</b>	<b>Office</b>
S Horsfield	Chairman
H Thorpe	Vice Chairperson
C Willows	Secretary (appointed)
S Cooper	Treasurer (resigned)
K Wallace	Treasurer (appointed)
K Dobney	Resigned
M Harrison	Resigned
B Richardson	Resigned
H Cooper	Resigned
S Morgan	Resigned
D Clitheroe	Appointed
P Heanes	Appointed
D Harrison	Appointed

# **SUTTON ST JAMES PRE-SCHOOL PLAYGROUP**

## **TRUSTEES' ANNUAL REPORT**

### **FOR THE YEAR ENDED 31 AUGUST 2023**

#### **Objectives & activities**

The objectives of the pre-school is to enhance the development and education of children primarily under statutory school age by encouraging parents to understand and provide for the needs of their children through community groups and by;

- (a) offering appropriate play facilities and training courses, together with right of parents to take responsibility for and to become involved in the activities of such groups, ensuring such groups offer opportunities for all children, regardless of race, culture, religion or means;
- (b) encouraging the study of the needs of such children and their families and promoting public interest in and recognition of such needs in the local areas.
- (c) Instigating and adhering to and further the aim of the Pre-School Learning Alliance.

#### **Achievements of performance**

This report covers our financial year from September 2022 until August 2023. The majority of our income is from government Early Year grants mainly for the 15 hours available to 3 and 4 year olds. This has risen significantly year-on-year ( 27% vs 5% previous year) due to increased child numbers. Income from parental fee contributions has risen by over £5k year on year which would be due to increases in the number of 2 year olds and children attending additional hours. There have been many fundraising initiatives this year, managed by staff, committee and members of the community. There have been regular Bingo events, which are well attended, have raised over £3k. Additional fundraising events organised by members of the community & committee have catered for every taste, with a quiz, an Afternoon Tea, Coronation Events and some Wrestling raising £1,700. The staff have also raised money with Comic Relief and Easter events, raising nearly £100. In addition to our fundraising, we have received a sizeable donation from the Sutton St James Bowls Club, which we are extremely grateful for. Moving onto our expenditure during the year. As would be expected wages are significantly higher year-on-year due to the increase in child numbers, but is in line with the increase in EY Grants and fees. (36% increase in wages and 29% total increase in EY grant/fees). Our resources spend has increased significantly but we have received more pupil premium, disability and inclusion funding which has then been spent on resources specifically with those relevant children in mind. Equipment is actually lower year-on-year, with purchases on an iPad, office chair, fridge and laptop. The increase in electricity year-on-year is due to the fact that from Dec 2022 our contract expired and we achieved the best deal possible, but in line with the current increase in tariffs, our new tariff is significantly higher. As the portacabin is heated with electric heaters and poorly insulated, electrical costs will increase dramatically in the next financial year. Refreshments and supplies have risen slightly year on year as would be expected with extra children attending. Food prices have risen significantly but Helen has worked hard to shop around to try to keep costs as low as possible. Printing costs have risen significantly year-on-year due to extra printing over our set rental limits. This should be reviewed. Uniform costs have risen as expected with new numerous new members joining the team. Repairs are up significantly year on year with big jobs completed. These included: • The exterior fencing (many thanks to Duncan for completing this work) • The guttering & water butt being repaired and installed. Many thanks to Stuart for completing this work • Front door, water pump and ipad repairs The 2022/23 financial year was profitable and we ended the year with net receipts of £16k. As mentioned previously this is mainly driven by the high numbers of children at the playgroup during the year where we were running at near capacity. Fortunately numbers of children are still high going into the new financial year of 2023/24 but we will be faced with rising costs of electricity. We ended the year with cash funds totalling £104k. This is made up of our current account which is kept at approximately £5k (year end was £2,331), our savings account of £86,393k and our fundraising account of £15,887. Our savings account always includes money set-aside in the event that the playgroup should have to close, to pay for site clearance and redundancies. The savings account is now running at quite a high amount but obviously we don't yet know how much will be needed to pay for a new building. The fundraising account contains any money specifically raised for the purpose of a new building since 2018 which we now keep separate from our savings as recommended by the council. Going into the new financial year, we have managed to increase our savings by another £10k from business activities. Also an additional £10k has been raised to go towards a new building. This has been through our many fundraising efforts.

**SUTTON ST JAMES PRE-SCHOOL PLAYGROUP**  
**TRUSTEES' ANNUAL REPORT**  
**FOR THE YEAR ENDED 31 AUGUST 2023**

**Financial review**

Unrestricted funds amount to £102,481. This reserve represents the free reserves of the charity which are available to further the objectives of the charity. Any further increases in this fund will be utilised in this way.

**Principal funding sources**

The principal sources of funding comes from Lincolnshire County Council Early Years Grants.

Approved by the charity's trustees & signed on their behalf by:

  
S Horsfield (Chairman)

Approved by the trustees on 6/11/23

**SUTTON ST JAMES PRE-SCHOOL PLAYGROUP**  
**RECEIPTS AND PAYMENTS ACCOUNT**  
**FOR THE YEAR ENDED 31 AUGUST 2023**

	Notes	2023		2022	
		£	£	£	£
<b>Receipts</b>	<b>1</b>				
Receipts from charitable activities					
Grants received		114,498		88,379	
Fundraising income		<u>4,270</u>	118,768	<u>4,377</u>	92,756
Investment income			378		8
Other income			-		-
<b>Total receipts</b>			<u>119,146</u>		<u>92,764</u>
<b>Payments</b>					
Charitable Expenditure					
General	2		105,844		72,094
Governance Costs			536		557
<b>Total payments</b>			<u>106,380</u>		<u>72,651</u>
<b>Net receipts/(payments) for the year</b>			12,766		20,113
<b>Cash funds brought forward at 1 September 2022</b>			89,715		69,602
<b>Cash funds carried forward at 31 August 2023</b>			<u>102,481</u>		<u>89,715</u>

*The notes on pages 7 to 9 form a part of the financial statements*

**SUTTON ST JAMES PRE-SCHOOL PLAYGROUP**  
**STATEMENT OF ASSETS AND LIABILITIES**  
**FOR THE YEAR ENDED 31 AUGUST 2023**

	2023 £	2022 £
<b>Cash funds</b>		
Barclays Bank Community account	2,331	13,630
Barclays Bank Premium account	86,393	15,001
Barclays Fundraising account	15,887	59,475
Petty cash	-	-
	<u>104,611</u>	<u>88,106</u>
<b>Amounts receivable</b>	-	2,337
<b>Amonuts payable</b>		
PAYE	1,388	323
Creditors	740	404
	<u>2,129</u>	<u>727</u>
<b>Total Cash Funds</b>	<u>102,481</u>	<u>89,715</u>
<b>Other non-monetary assets</b>		
Mobile classroom and equipment brought forward	11,608	12,114
Additions	4,162	1,503
	<u>15,770</u>	<u>13,616</u>

The accounts on pages 1 to 9 have been approved by the trustees and signed on their behalf by:

  
K Wallace (Treasurer)

Approved by the trustees on 6/11/23

The notes on pages 6 to 8 form a part of the financial statements



**SUTTON ST JAMES PRE-SCHOOL PLAYGROUP**  
**NOTES TO THE ACCOUNTS**  
**FOR THE YEAR ENDED 31 AUGUST 2023**

**1 Receipts**

	<b>2023</b>	<b>2022</b>
	<b>£</b>	<b>£</b>
<b>a Receipts from charitable activities</b>		
<b>Grants received</b>		
Fees	22,202	15,363
Early years grant	88,099	71,846
Donations	4,197	1,170
	<u>114,498</u>	<u>88,379</u>
<b>Fundraising income</b>		
Bags 2 School	-	67
Quiz night	305	441
Amazon	48	42
Christmas and Easter	77	69
Boxing day football	-	14
Bingo	1,616	1,092
Muddy Puddle	-	314
Comic Relief	58	
Joules	-	1,010
Race night	-	1,328
Afternoon tea	1,001	-
Other	1,165	-
	<u>4,270</u>	<u>4,377</u>
<b>b Investment income</b>		
Barclays bank interest	<u>378</u>	<u>8</u>
<b>Total receipts</b>	<u><u>119,146</u></u>	<u><u>92,764</u></u>

**SUTTON ST JAMES PRE-SCHOOL PLAYGROUP**  
**NOTES TO THE ACCOUNTS**  
**FOR THE YEAR ENDED 31 AUGUST 2023**

**2 Payments**

	2023 £	2022 £
<b>General</b>		
Christmas presents	160	50
Leavers presents	290	103
Electric and water	2,471	1,443
Equipment purchases <b>Note 3</b>	4,162	1,503
Resources	11,558	4,565
Fire inspection fee	-	66
General repairs and renewals	1,832	351
Insurance	840	873
Ofsted	50	50
Pre-School Learning Alliance membership	181	109
Refreshments and supplies	881	552
Telephone	546	597
Training	267	330
Waste disposal	675	513
Uniform costs	505	365
Printing, stationery and advertising	75	400
Subscriptions	574	107
Wages	80,217	58,928
Other	558	1,188
	<u>105,844</u>	<u>72,094</u>
 <b>Governance Costs</b>		
Accountancy fees	536	557
	<u>536</u>	<u>557</u>
 <b>Total payments</b>	<u><u>106,380</u></u>	<u><u>72,651</u></u>

**SUTTON ST JAMES PRE-SCHOOL PLAYGROUP**  
**NOTES TO THE ACCOUNTS**  
**FOR THE YEAR ENDED 31 AUGUST 2023**

**3 Assets retained for charity's own use**

	<b>2023</b>	<b>2022</b>
	<b>£</b>	<b>£</b>
Mobile classroom	<b>1,350</b>	2,024
Tarmac play area	<b>758</b>	1,010
Setting up expenses	<b>374</b>	499
Water treatment	<b>150</b>	200
Anglian Water	<b>68</b>	103
Electricity Board	<b>54</b>	81
Outdoor wooden play equipment	<b>32</b>	37
Photocopier	<b>23</b>	27
Lease	<b>10</b>	11
Playhouse	<b>15</b>	18
Fence and gate	<b>13</b>	15
Architect	<b>8</b>	10
Stereo recorder	<b>30</b>	36
Playgroup sign	<b>11</b>	13
Planning application	<b>7</b>	9
Mobile book unit	<b>24</b>	28
Slide climber	<b>17</b>	20
Plumber	-	-
Fenland Fire Appliance	-	-
Building Regulations	-	-
Environment Agency	-	-
Table	-	-
Canopy planning	<b>31</b>	37
Alarm	<b>29</b>	35
Storage units	<b>63</b>	74
Canopy	<b>604</b>	710
2 x Chairs	<b>33</b>	39
Various toys	<b>234</b>	275
Heaters	<b>541</b>	637
Toys	<b>39</b>	46
Chairs	<b>25</b>	29
Rain shelter	<b>273</b>	322
Toys	<b>34</b>	40
Extension of timber shelter	<b>67</b>	79
Easel	<b>31</b>	36
Laptop	<b>168</b>	198
Photocopier	<b>133</b>	157
Kitchen sink and worktop	<b>300</b>	352
2 iPads	<b>265</b>	312
iPad cases	<b>35</b>	41
Little Tikes Slide	<b>172</b>	203
Sofa & Chair	<b>461</b>	543
Carpet	<b>63</b>	74
Filing Cabinet	<b>56</b>	66
Outdoor play equipment	<b>95</b>	112
Climbing frame and slide	<b>94</b>	111
Balance bike	<b>25</b>	29
Basketball stand	<b>35</b>	41
Wheelbarrows	<b>44</b>	52
Mobile market	<b>131</b>	154
Tool bench	<b>45</b>	53
Chalkboard	<b>65</b>	76
Table/easel	<b>210</b>	247
Fence	<b>118</b>	139
See-saw	<b>63</b>	74
Telephone	<b>18</b>	21

Photocopier	834	834
Nappy changing unit	450	450
Unit	40	40
Shed	515	515
2 x iPads	663	663
iPad cases	49	49
Laminator	22	22
Fire extinguisher	76	76
iPads cases	44	44
Collaborate and in	175	175
Shed	711	711
Climbing frame	460	460
Toaster	25	25
Mud Kitchen	635	-
Ikea Furniture	351	-
Sanitary Bin	36	-
Pump	646	-
Fridge	129	-
Furniture	63	-
iPad and accessories	387	-
Laptop	199	-
Interactive whiteboard	1,715	-
	<b>15,770</b>	<b>13,616</b>

#### 4 Grants and Donations

Grants and donations are included in the accounts when the charity receives the money.

#### 5 Trustees Expenses

During the year there were no expenses paid to the Trustees.

# **INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF SUTTON ST JAMES PRE-SCHOOL PLAYGROUP FOR THE YEAR ENDED 31 AUGUST 2023**

I report on the accounts of the Sutton St James Playgroup for the year ended 31 August 2023, which are set out on pages 1 to 8.

## **Respective responsibilities of trustees and examiner**

As the charity's trustees, you are responsible for the preparation of the accounts; you consider that an audit is not required for this year (under section 144(2) of the Charities Act 2011 (the 2011 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 Commissioners (under section 145(5)(b) of the Act); 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 Commissioners.

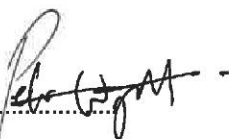
An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and the seeking of explanations from you as trustees concerning any such matters.

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 view given by the accounts.

## **Independent examiner's statement**

In connection with my examination, no matter has come to my attention:

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



**Peter R Wright (FCCA)**  
TC Group  
1 - 4 London Road  
Spalding  
Lincolnshire  
PE11 2TA

Dated: .....29/4/24.....