

LITCHAM AND DISTRICT PLAYGROUP
FINANCIAL STATEMENTS
FOR THE YEAR ENDED
31 March 2021

Charity Number 1087935

STEPHENSON SMART (EAST ANGLIA) LIMITED

Chartered Accountants
22-26 King Street
King's Lynn
Norfolk
PE30 1HJ

LITCHAM AND DISTRICT PLAYGROUP (Charity No. 1087935)

FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2021

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**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF
LITCHAM AND DISTRICT PLAYGROUP (Charity No. 1087935)
ON THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2021**

I report to the trustees on my examination of the accounts of Litcham and District Playgroup ('the charity') for the year ended 31 March 2021 which comprise the summary of receipts and payments and the statement of assets and liabilities.

This report is made solely to the charity's trustees, as a body, in accordance with section 145 of the Charities Act 2011. My work has been undertaken so that I might state to the charity's trustees those matters I am required to state to them in this report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the charity and the charity's trustees as a body, for my work, for this report, or for the opinions I have formed.

Responsibilities and basis of report

As the trustees of the charity you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the charity's accounts carried out under section 145 of the Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

An independent examination does not involve gathering all the evidence that would be required in an audit and consequently does not cover all the matters that an auditor considers in giving their opinion on the accounts. The planning and conduct of an audit goes beyond the limited assurance that an independent examination can provide. Consequently I express no audit opinion on the accounts and my report is limited to those specific matters set out in the independent examiner's statement.

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF
LITCHAM AND DISTRICT PLAYGROUP (Charity No. 1087935)
ON THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2021**

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

- accounting records were not kept in respect of the charity as required by section 130 of the Act; or
- the accounts do not accord with those records.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Michael Andrews FCA
Stephenson Smart (East Anglia) Limited
Chartered Accountants and Registered Auditors
22-26 King Street
King's Lynn
Norfolk
PE30 1HJ

Date: 10/01/2022

LITCHAM AND DISTRICT PLAYGROUP (Charity No. 1087935)

TRUSTEES' ANNUAL REPORT

FOR THE YEAR ENDED 31 MARCH 2021

Working name

Litcham Childcare

Address

Litcham Children's Centre
Weasenham Road
Litcham
King's Lynn
Norfolk
PE32 2QT

Trustees

Mrs G Blanchard-Smith (Chair)
Mrs A Barron (Vice Chair)
Mrs P Jackman
Mrs L Oldfield
Mrs S Payne
Mrs L Billman
Mr M Jones
Mrs E Moore

Independent examiner

Michael Andrews FCA
Stephenson Smart (East Anglia) Limited
22-26 King Street
King's Lynn
Norfolk
PE30 1HJ

Bankers

Barclays Bank plc
Market Place
Fakenham
Norfolk
NR21 9BE

LITCHAM AND DISTRICT PLAYGROUP (Charity No. 1087935)

TRUSTEES' ANNUAL REPORT (cont'd)

FOR THE YEAR ENDED 31 MARCH 2021

Structure, governance and management

Litcham and District Playgroup is a Trust, governed by its constitution which was adopted on 27th June 2008, and amended on 20th January 2010. The Board of Trustees consists of a maximum of 12 members, at least half of which must be parents or guardians of children attending the playgroup. New trustees must be nominated and seconded by existing trustees and accepted under majority voting rules at the Annual General Meeting of the Trust. All trustees must be approved by Ofsted.

Objectives and activities

The object of the Trust is to advance the education of children below compulsory school age, and to provide Out of School Clubs for children aged between 2 and 14 years, in Litcham and the surrounding district, through:

- a) providing safe and satisfying group play, in which parents have the right to take part.
- b) encouraging other charitable activities through which parents may help the children.

In order to achieve our aims, the Trust provides Early Years sessions from 9.00am – 3.15pm each day and extended school sessions from 7.45 – 9.00am and 3.15 – 6.00pm each day during term time as well as sessions from 7.45am -6.00pm during holiday time as required, with the exception of 1 week at Easter, 1 week of Summer Holidays and Christmas, when Childcare is closed.

The Trust employs a highly qualified and well motivated supervisor to run the setting on a daily basis, who holds a BA (Hons) in Childhood Studies. All staff, who work directly with the children, have an NVQ level 3 with the exception of one, they are willing to take a level 3 when a course is available. One member of staff has a Level 3 play worker course qualification.

LITCHAM AND DISTRICT PLAYGROUP (Charity No. 1087935)

TRUSTEES' ANNUAL REPORT (cont'd)

FOR THE YEAR ENDED 31 MARCH 2021

Achievements and performance

Litcham Childcare continues to offer a stimulating, challenging and safe environment for children aged between 2 and 14 years. We offer 5 morning and 5 afternoon sessions per week to ensure as much flexibility as possible for parents and a waiting list system is in place if sessions are full. The flexibility of early years funding continues to allow parents to use their free 15 hours per week in Breakfast, After School and Holiday clubs as well as Early Years. Some 3 & 4 year olds are eligible for 30 hours funding per week and at the moment we have 15 families who access this. It is the responsibility of the Parent/Carer, not the provider, to keep the eligibility code valid, this needs to be revalidated every 12 weeks. With some 2 year olds being eligible for 2 year funding this has meant that our 2 year old spaces are usually full and has led to higher numbers in early years than we would normally see at the start of the academic year. Breakfast club and afterschool club remains busy, there are a few limited spaces available.

All members of staff have attended training courses throughout the year ensuring they are up to date with changes, due to the current restrictions these have been a mixture of zoom and attended sessions. We have employed 2 members of staff to cover a member of staff being on maternity leave and extra cover needed due to numbers.

The outside area continues to be used in all weathers; the mud kitchen remains very popular as does the sand pit.

This year has again been challenging due to Covid-19. We have managed to run holiday clubs with the support of NCC for Easter and Summer holiday clubs. NCC provided financial support for settings to provide childcare for children who receive EYPP. We were given funding to supply a healthy meal as well as sessions for eligible children. With the help and supervision of staff the children prepared their own meals. We were also able to fund a pottery painting session through Lisa at The Clay Barn and some animals from Bert's Amazing Animals.

Despite Covid-19 we have no concerns at this time regarding financial stability for the next financial year, however, if the national minimum wage continues to rise at the same rate we are concerned as there is no extra financial support from NCC at this moment in time and a 6% rise in fees would cause many of our family's difficulty.

The Staff and Trustees look forward to another successful year.

LITCHAM AND DISTRICT PLAYGROUP (Charity No. 1087935)

TRUSTEES' ANNUAL REPORT (cont'd)

FOR THE YEAR ENDED 31 MARCH 2021

Financial Review

The Trust has recorded a surplus for the year. Reserves at the year end, being unrestricted funds, totalled £61,412 (2020: £43,629) and restricted funds, totalled £1,364 (2020: £1,364). The principal source of funds for the charity continues to be Norfolk County Council.

It is the policy of the Trustees to maintain a certain level of reserves to allow for contingencies, such as staff redundancies.

Declaration

The trustees declare that they have approved the trustees' report.

Signed on behalf of the trustees:

Signed: _____

Name: G Blanchard-Smith

Position: Chair

Date _____

Signed: _____

Name: L Oldfield

Position: Trustee

Date _____

LITCHAM AND DISTRICT PLAYGROUP (Charity No. 1087935)

RECEIPTS AND PAYMENTS ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2021

	2021	2021	2021	2021	2021	2021	2021	2021	YE 31.03.2021	YE 31.03.2020
	Unrestricted funds	Restricted funds - breakfast club	Restricted funds - after school club	Restricted funds - holiday club	Restricted funds - NCC Q&I	Restricted funds - charitable fundraising	Restricted funds - e-learning credits	Restricted funds - milk	Total funds	Total funds
Receipts										
Norfolk Children's Services	96,936	-	-	-	-	-	-	-	96,936	99,558
Norfolk Children's Services - breakfast club	-	125	-	-	-	-	-	-	125	1,239
Norfolk Children's Services - afterschool club	-	-	105	-	-	-	-	-	105	1,219
Norfolk Children's Services - lunch	-	-	-	-	-	-	-	-	-	-
Parents' fees - playgroup	9,079	-	-	-	-	-	-	-	9,079	12,633
Parents' fees - breakfast club	3,952	-	-	-	-	-	-	-	3,952	12,549
Parents' fees - after school club	4,122	-	-	-	-	-	-	-	4,122	11,144
Parents' fees - lunch	-	-	-	-	-	-	-	-	-	629
Norfolk Children's Services - holiday club	-	-	-	253	-	-	-	-	253	1,252
Parents' fees - holiday club	257	-	-	-	-	-	-	-	257	8,733
WFRU - funding for milk	-	-	-	-	-	-	-	108	108	152
Litcham Childrens Centre - Training	-	-	-	-	-	-	-	-	-	-
Fundraising	704	-	-	-	-	-	-	-	704	2,124
Donations	-	-	-	-	-	-	-	-	-	60
Bank interest	5	-	-	-	-	-	-	-	5	48
Miscellaneous income	360	-	-	-	-	-	-	-	360	230
CJRS income	23,121	-	-	-	-	-	-	-	23,121	-
Total receipts	138,536	125	105	253	-	-	-	108	139,127	151,570
Payments										
Salaries	102,154	125	105	253	-	-	-	-	102,637	105,894
Equipment and resources	3,406	-	-	-	-	-	-	-	3,406	1,691
Rent	6,000	-	-	-	-	-	-	-	6,000	6,650
Dance and music teachers	-	-	-	-	-	-	-	-	-	402
Milk	-	-	-	-	-	-	-	108	108	152
Food	1,251	-	-	-	-	-	-	-	1,251	2,612
Hot lunches	-	-	-	-	-	-	-	-	-	587
Independent Examination	2,088	-	-	-	-	-	-	-	2,088	2,028
Fundraising	652	-	-	-	-	-	-	-	652	1,095
Administration costs	4,321	-	-	-	-	-	-	-	4,321	4,666
Insurance	468	-	-	-	-	-	-	-	468	2,176
Advertising	170	-	-	-	-	-	-	-	170	170
Miscellaneous expenditure	243	-	-	-	-	-	-	-	243	150
Total payments	120,753	125	105	253	-	-	-	108	121,344	128,273
Net receipts (payments)	17,783	-	-	-	-	-	-	-	17,783	23,298
Transfers between funds	-	-	-	-	-	-	-	-	-	-
Cash funds at 1 April 2020	43,629	-	-	-	952	318	94	-	44,993	21,696
Cash funds at 31 March 2021	61,412	-	-	-	952	318	94	-	62,776	44,994

LITCHAM AND DISTRICT PLAYGROUP (Charity No. 1087935)**STATEMENT OF ASSETS AT THE END OF THE PERIOD****FOR THE YEAR ENDED 31 MARCH 2021**

	2021	2021	2021	YE 31.03.2021	YE 31.03.2020
	Unrestricted funds	Restricted funds - Charitable fundraising	Restricted funds - e-learning credits	Total funds	<i>Total funds</i>
Cash funds					
Bank deposit account	11,261	-	-	11,261	11,256
Bank current account	50,125	1,270	94	51,489	33,712
Petty cash	26	-	-	26	26
Total cash funds	61,412	1,270	94	62,776	44,993
Total funds	61,412	1,270	94	62,776	44,993

Signed on behalf of the trustees:

Signed: _____

Name: G Blanchard-SmithPosition: Chair

Date: _____

Signed: _____

Name: L OldfieldPosition: Trustee

Date: _____

LITCHAM AND DISTRICT PLAYGROUP (Charity No. 1087935)

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2021

1 Related party transactions

The trustees are not entitled to and received no remuneration from the charity during the period.