

**LITCHAM AND DISTRICT PLAYGROUP**  
**FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED**  
**31 March 2023**

**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 2023**

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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 2023**

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I report to the trustees on my examination of the accounts of Litcham and District Playgroup ('the charity') for the year ended 31 March 2023 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 2023**

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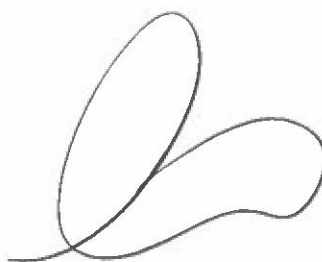
**Independent examiner's statement**

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 January 2024

**LITCHAM AND DISTRICT PLAYGROUP (Charity No. 1087935)**

**TRUSTEES' ANNUAL REPORT**

**FOR THE YEAR ENDED 31 MARCH 2023**

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**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 E Moore (Vice Chair)  
Mrs P Jackman  
Mrs L Oldfield  
Mrs L Billman  
Mrs M Pettitt

**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 2023**

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**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 two, who have an NVQ level 2. The two members of staff are willing to take a level 3 when a course is available.

**LITCHAM AND DISTRICT PLAYGROUP (Charity No. 1087935)**

**TRUSTEES' ANNUAL REPORT (cont'd)**

**FOR THE YEAR ENDED 31 MARCH 2023**

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**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 during this financial year we have had 12 families who accessed 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, with limited spaces available.

All members of staff have attended training courses throughout the year ensuring they are up to date with changes. We have had 1 member of staff leave for personal reasons and a new member of staff joined us in November 2022.

The outside area continues to be used in all weathers; the mud kitchen remains very popular as does the sand pit. Both are up for refurbishment in 2022 and fundraising is continuing to be able to carry this out as well as provide a summer house to be used for learning and interventions.

We continue to support college students with their placements and high school students with their work experience.

We have worked closely with Litcham School throughout the year to support the majority of our students who transition there. We have also worked with other schools in the area to support the students who are not going to Litcham School.

The only concern we have again, is the rate at which the National Living Wage is rising, this may mean we have to raise our fees higher than we normally would in the coming year.

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 2023**

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**Financial Review**

The Trust has recorded a surplus for the year. Reserves at the year end, being unrestricted funds, totalled £71,899 (2022: £73,902) and restricted funds, totalled £1,364 (2022: £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: Mrs G Blanchard-Smith

Position: Chair

Date 08/01/2024

Signed: 

Name: Mrs E Moore

Position: Vice Chair

Date 08/01/2024



## LITCHAM AND DISTRICT PLAYGROUP (Charity No. 1087935)

## RECEIPTS AND PAYMENTS ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2023

	2023	2023	2023	2023	2023	2023	2023	2023	2023	YE 31.03.2023	YE 31.03.2022
	Unrestricted funds	Restricted funds - Breakfast club	Restricted funds - After school club	Restricted funds - Holiday club	Restricted funds - Equipment	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	86,318	-	-	-	-	-	-	-	-	86,318	93,126
Norfolk Children's Services - Breakfast club	-	1,168	-	-	-	-	-	-	-	1,168	532
Norfolk Children's Services - After school club	-	-	1,434	-	-	-	-	-	-	1,434	950
Norfolk Children's Services - Training	-	-	-	-	-	-	-	-	-	-	138
Norfolk Children's Services - Holiday club	-	-	-	5,648	-	-	-	-	-	5,648	11,858
Parents' fees - Playgroup	20,230	-	-	-	-	-	-	-	-	20,230	14,755
Parents' fees - Breakfast club	10,643	-	-	-	-	-	-	-	-	10,643	8,644
Parents' fees - After school club	15,589	-	-	-	-	-	-	-	-	15,589	12,091
Parents' fees - Lunch	-	-	-	-	-	-	-	-	-	-	-
Parents' fees - Holiday club	7,522	-	-	-	-	-	-	-	-	7,522	5,264
NMRU - funding for milk	-	-	-	-	-	-	-	-	150	150	91
Litcham Children's Centre - Training	-	-	-	-	-	-	-	-	-	-	-
Fundraising	3,498	-	-	-	-	-	-	-	-	3,498	683
Donations	390	-	-	-	2,808	-	-	-	-	3,198	-
Bank interest	30	-	-	-	-	-	-	-	-	30	1
Miscellaneous income	10	-	-	-	-	-	-	-	-	10	12
CJRS income	-	-	-	-	-	-	-	-	-	-	1,425
Total receipts	144,228	1,168	1,434	5,648	2,808	-	-	-	150	155,436	149,571
Payments											
Salaries	114,464	1,168	1,434	5,648	-	-	-	-	-	122,714	116,206
Equipment and resources	12,164	-	-	-	2,808	-	-	-	-	14,972	2,079
Rent	6,000	-	-	-	-	-	-	-	-	6,000	6,000
Dance and music teachers	250	-	-	-	-	-	-	-	-	250	250
Milk	-	-	-	-	-	-	-	-	150	150	91
Food	3,087	-	-	-	-	-	-	-	-	3,087	2,520
Hot lunches	-	-	-	-	-	-	-	-	-	-	-
Independent Examination	2,412	-	-	-	-	-	-	-	-	2,412	3,060
Fundraising	1,580	-	-	-	-	-	-	-	-	1,580	1,383
Administration costs	4,560	-	-	-	-	-	-	-	-	4,560	3,556
Insurance	1,341	-	-	-	-	-	-	-	-	1,341	1,289
Advertising	225	-	-	-	-	-	-	-	-	225	180
Miscellaneous expenditure	63	-	-	-	-	-	-	-	-	63	130
Training	85	-	-	-	-	-	-	-	-	85	938
Total payments	146,232	1,168	1,434	5,648	2,808	-	-	-	150	157,438	137,061
Net receipts (payments)	(2,003)	-	-	-	-	-	-	-	-	(2,003)	12,491
Transfers between funds	-	-	-	-	-	-	-	-	-	-	-
Cash funds at 1 April 2022	73,902	-	-	-	-	952	318	94	-	75,266	62,776
Cash funds at 31 March 2023	71,899	-	-	-	-	952	318	94	-	73,263	75,266

**LITCHAM AND DISTRICT PLAYGROUP (Charity No. 1087935)****STATEMENT OF ASSETS AT THE END OF THE PERIOD****FOR THE YEAR ENDED 31 MARCH 2023**


	2023	2023	2023	YE 31.03.2023	YE 31.03.2022
	Unrestricted funds	Restricted funds - Charitable fundraising	Restricted funds - E-learning credits	Total funds	Total funds
<b>Cash funds</b>					
Bank deposit account	11,286	-	-	11,286	11,262
Bank current account	60,587	1,270	94	61,951	63,979
Petty cash	26	-	-	26	26
<b>Total cash funds</b>	<b>71,899</b>	<b>1,270</b>	<b>94</b>	<b>73,263</b>	<b>75,266</b>
<b>Total funds</b>	<b>71,899</b>	<b>1,270</b>	<b>94</b>	<b>73,263</b>	<b>75,266</b>

Signed on behalf of the trustees:

Signed:

Name: Mrs G Blanchard-SmithPosition: ChairDate: 08/01/2024

Signed:

Name: Mrs E MoorePosition: Vice ChairDate: 08/01/2024

**LITCHAM AND DISTRICT PLAYGROUP (Charity No. 1087935)**

**NOTES TO THE ACCOUNTS**

**FOR THE YEAR ENDED 31 MARCH 2023**

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**1 Related party transactions**

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

The sum of £6,000 for rent (2022: £6,000) was paid during the year. The sum of £2,408 to be used for the purchase of new wetpour flooring (2022: £Nil) was received in the year. Litcham and District Playgroup has a service level agreement with Litcham Children's Centre to supply childcare services.