

LITCHAM AND DISTRICT PLAYGROUP

FINANCIAL STATEMENTS

FOR THE YEAR ENDED

31 March 2024

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 2024

CONTENTS	PAGE
Independent examiner's report	1 to 2
Trustees' annual report	3 to 6
Receipts and payments account	7
Statement of assets	8
Notes to the accounts	9

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF
LITCHAM AND DISTRICT PLAYGROUP (Charity No. 1087935)
ON THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2024**

I report to the trustees on my examination of the accounts of Litcham and District Playgroup ('the charity') for the year ended 31 March 2024 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 2024**

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

A handwritten signature in blue ink, consisting of a large loop followed by a smaller loop and a horizontal stroke.

Date: 17 January 2025

LITCHAM AND DISTRICT PLAYGROUP (Charity No. 1087935)

TRUSTEES' ANNUAL REPORT

FOR THE YEAR ENDED 31 MARCH 2024

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 L Oldfield (Vice Chair)	
Mrs E Moore (Vice Chair)	Resigned March 2024
Mrs P Jackman	
Mrs L Billman	
Mrs M Pettitt	
Mrs L Elvin	Joined March 2024

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 2024

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 8.00am - 4.00pm during holiday time as required, with the exception of 1 week at Christmas and Easter, and 2 weeks of Summer Holiday 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 2024

Achievements and performance

Litcham Childcare continues to offer a stimulating, challenging and safe environment for children aged between 2 and 11 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 15 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, working entitlement and disadvantage families, 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 and some days being full.

All members of staff have attended training courses throughout the year ensuring they are up to date with changes.

Christine Mayes (Supervisor) handed in her notice in December 2023 giving her leaving date as July 2024.

The mud kitchen has been refurbished and the children love it. The summer house is being well used for additional learning.

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 2024

Financial Review

The Trust has recorded a surplus for the year. Reserves at the year end, being unrestricted funds, totalled £83,037 (2023: £71,899) and restricted funds, totalled £1,364 (2023: £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 13.01.2025

Signed: 

Name: Mrs L Oldfield

Position: Vice Chair

Date 13.01.2025

LITCHAM AND DISTRICT PLAYGROUP (Charity No. 1087935)

RECEIPTS AND PAYMENTS ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2024

	2024	2024	2024	2024	2024	2024	2024	2024	2024	YE 31.03.2024	YE 31.03.2023
	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	96,103	-	-	-	-	-	-	-	-	96,103	86,318
Norfolk Children's Services - Breakfast club	-	426	-	-	-	-	-	-	-	426	1,168
Norfolk Children's Services - Afterschool club	-	-	1,148	-	-	-	-	-	-	1,148	1,434
Norfolk Children's Services - Holiday club	-	-	-	6,497	-	-	-	-	-	6,497	5,647
Parents' fees - Playgroup	31,652	-	-	-	-	-	-	-	-	31,652	20,230
Parents' fees - Breakfast club	14,428	-	-	-	-	-	-	-	-	14,428	10,643
Parents' fees - After school club	19,809	-	-	-	-	-	-	-	-	19,809	15,589
Parents' fees - Holiday club	11,586	-	-	-	-	-	-	-	-	11,586	7,522
NMRU - Funding for milk	-	-	-	-	-	-	-	-	212	212	150
Fundraising	1,866	-	-	-	-	-	-	-	-	1,866	3,498
Donations	20	-	-	-	-	-	-	-	-	20	3,197
Bank interest	138	-	-	-	-	-	-	-	-	138	30
Miscellaneous income	-	-	-	-	-	-	-	-	-	-	10
Total receipts	175,602	426	1,148	6,497	-	-	-	-	212	183,885	155,436
Payments											
Salaries	139,698	426	1,148	6,497	-	-	-	-	-	147,769	122,714
Equipment and resources	2,886	-	-	-	-	-	-	-	-	2,886	14,972
Rent	6,000	-	-	-	-	-	-	-	-	6,000	6,000
Dance and music teachers	400	-	-	-	-	-	-	-	-	400	250
Milk	-	-	-	-	-	-	-	-	212	212	150
Food	3,263	-	-	-	-	-	-	-	-	3,263	3,087
Independent Examination	2,460	-	-	-	-	-	-	-	-	2,460	2,412
Fundraising	1,538	-	-	-	-	-	-	-	-	1,538	1,580
Administration costs	5,940	-	-	-	-	-	-	-	-	5,940	4,560
Insurance	1,395	-	-	-	-	-	-	-	-	1,395	1,341
Advertising	235	-	-	-	-	-	-	-	-	235	225
Miscellaneous expenditure	-	-	-	-	-	-	-	-	-	-	63
Training	298	-	-	-	-	-	-	-	-	298	85
Outside Agency	351	-	-	-	-	-	-	-	-	351	-
Total payments	164,464	426	1,148	6,497	-	-	-	-	212	172,747	157,439
Net receipts (payments)	11,138	-	-	-	-	-	-	-	-	11,138	(2,003)
Transfers between funds	-	-	-	-	-	-	-	-	-	-	-
Cash funds at 1 April 2023	71,899	-	-	-	-	952	318	94	-	73,263	75,266
Cash funds at 31 March 2024	83,037	-	-	-	-	952	318	94	-	84,401	73,263


LITCHAM AND DISTRICT PLAYGROUP (Charity No. 1087935)

STATEMENT OF ASSETS AT THE END OF THE PERIOD

FOR THE YEAR ENDED 31 MARCH 2024

	2024	2024	2024	YE 31.03.2024	YE 31.03.2023
	Unrestricted funds	Restricted funds - Charitable fundraising	Restricted funds - E-learning credits	Total funds	Total funds
Cash funds					
Bank deposit account	11,422	-	-	11,422	11,286
Bank current account	71,589	1,270	94	72,953	61,951
Petty cash	26	-	-	26	26
Total cash funds	83,037	1,270	94	84,401	73,263
Total funds	83,037	1,270	94	84,401	73,263

Signed on behalf of the trustees:

Signed: Name: Mrs G Blanchard-SmithPosition: ChairDate: 13.01.2025Signed: Name: Mrs L OldfieldPosition: Vice ChairDate: 13.01.25,

LITCHAM AND DISTRICT PLAYGROUP (Charity No. 1087935)

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2024

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 (2023: £6,000) and £20 for stationery (2023: £Nil) was paid during the year. No donations were received from Synergy Trust in 2024. The sum of £2,408 to be used for the purchase of new wetpour flooring was received in 2023. Litcham and District Playgroup has a service level agreement with Litcham Children's Centre to supply childcare services.