

**ROSS PRESCHOOL PLAYGROUP**  
**(COMPANY LIMITED BY GUARANTEE NOT HAVING A SHARE CAPITAL)**  
**REPORT AND FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31<sup>ST</sup> AUGUST 2022**

**CHARITY NUMBER 1107111**

# **ROSS PRESCHOOL PLAYGROUP**

## **REPORT AND ACCOUNTS FOR THE YEAR ENDED 31<sup>ST</sup> AUGUST 2022**

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## Report of the Trustees - For the year ended 31<sup>st</sup> August 2022

## Reference and administrative information

**Charity Registration Number** 1107111**Registered Office**

HR9 6AG

HR9 7QD

Tessa Walton (Appointed 28.04.22)

## ME19 4JQ

## HR9 6QG

## **ROSS PRESCHOOL PLAYGROUP LIMITED BY GUARANTEE**

### **Report of the Trustees - For the year ended 31<sup>st</sup> August 2022**

#### **Governing Document**

The company was incorporated on November 15<sup>th</sup> 2004, as a company limited by guarantee and not having a share capital, company registration number 5287024. The company was registered on 02 December 2004 under the Charities Act 1993, charity registration number 1107111 and commenced operations on February 23<sup>rd</sup> 2005.

The company is limited by a guarantee of £10 from each of the members. The governing document of the charity is the company's Memorandum and Articles of Association. The business of the company is managed by a board of trustees, who are trustees of the charity.

#### **Recruitment and Appointment of Trustees**

The directors of the company are also charity trustees for the purposes of charity law and under the company's Articles are referred to as Trustees. Under the requirements of the Memorandum and Articles of Association the directors are elected to serve for a period of 3 years after which they must be re-elected at the Annual General Meeting. The board continues to maintain contact with kindred organisations and individuals to ensure the trustees are recruited as necessary to enhance the skills and diversity of the members of the board.

#### **Trustee Induction and Training**

Each new trustee receives a copy of the Trustees handbook which contains key documentation and guidance on the roles and responsibilities of trustees and a copy of the Memorandum and Articles of Association, together with the Policies and Procedures booklet. As part of our child safeguarding policy all new trustees are required to complete a check with the Disclosure and Barring Service which is paid for by the group.

#### **Risk Management**

The Trustees have carried out a risk assessment which is subject to annual review. Internal risks are minimised by the implementation of procedures for authorisation of all transactions and are subject to regular review. Policies and Procedures are in place as recommended by Ofsted. These are regularly reviewed to ensure they are relevant and workable.

#### **Organisational Structure**

The Board of Trustees meets regularly and is responsible for ensuring the Charity has systems of internal control in place across the organisation. The board ensures that there are policies and procedures for Managing Finances, Child Safeguarding, Risk and Employment etc. The trustees review the charity's financial position at every meeting. The Playgroup Leader/Manager is responsible for ensuring the charity delivers the specified services and reports to the board of Trustees at every meeting.

#### **Related Parties**

The Charity encourages links with other bodies with aims that are complementary to the objects described below. These bodies include local preschools and nurseries, Herefordshire Council, Early Years and Extended Services, Herefordshire Primary Care Trust, Ofsted, Ross on Wye Children's Centre, local primary and secondary schools and Herefordshire Local Education Authority. We are grateful to many of these groups who provide support and guidance.

## **ROSS PRESCHOOL PLAYGROUP LIMITED BY GUARANTEE**

### **Report of the Trustees - For the year ended 31<sup>st</sup> August 2022**

#### **Objectives and Activities**

To promote the advancement of the education of children from two years to school age in any manner this now or hereafter may be deemed by law to be charitable covering the area in and around Ross on Wye and District.

Ross Preschool Playgroup interprets these objects generally as follows:

To provide preschool services for the benefit of all preschool age children from families in the area of Ross on Wye and District. To work closely with the families and agencies as necessary to ensure that the children attending our group receive the services and support to which they are entitled.

The principal activities of the company in the period were to carry out the above objects, working closely with other groups and agencies to ensure that the children receive the support and encouragement they need to fulfil their potential.

#### **Achievements and Performance**

During the period covered by this report 35 children attended Playgroup and Preschool sessions for an average of 4 days per week in term time. At the end of summer term 24 children went onto formal education with confidence and a good grounding in social interaction. During the academic year covered by this report the Playgroup staff operated under difficult conditions due to the effects of the Coronavirus Pandemic. They are to be congratulated on their dedication to the welfare of the children.

#### **Financial Review**

The full accounts for the company are included in pages 6 to 10.

During the period the company had an excess of income over expenditure of £9848

The resulting net current reserve at the end of the period was £50753, which is being held in reserve per the company's reserves policy below.

#### **Reserves Policy**

The trustees have established a policy whereby unrestricted funds not otherwise committed would be used to build up a contingency reserve to ensure the continuation of the services provided.

#### **Investment policy**

In the event of the Charity being in a position of having funds to invest, the Trustees will investigate the most suitable areas of low risk investment in order to achieve the maximum return to further the objects of the Charity.

#### **Plans for Future periods**

The Charity intends to continue with the provision of excellent preschool education for the children of the families of Ross on Wye and District to the highest standard for a very reasonable charge. The Board of Trustees recognise that, whilst Ross Preschool Playgroup is a relatively small entity, the service offered is very much appreciated by the community. We will provide additional services such as Holiday Club when the need arises. We have expanded our provision to 7 hrs per day in term time and include more 2 year old vulnerable children who receive 15 hours free childcare as part of a government initiative. The safety of the children in our care is of paramount importance.

## **ROSS PRESCHOOL PLAYGROUP LIMITED BY GUARANTEE**

### **Report of the Trustees - For the year ended 31<sup>st</sup> August 2022**

#### **Statement of Trustees Responsibilities**

Company law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company as at the Balance Sheet date and of its incoming resources and application of resources, including income and expenditure, for the financial year. In preparing those financial statements, the trustees should follow best practice and:

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent; and
- prepare the financial statements on a going concern basis unless it is inappropriate to presume that the company will continue on that basis.

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the company to enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

These accounts have been prepared in accordance with the special provisions relating to small companies within part 15 of the Companies Act 2006 and with the Financial Reporting Standard for Smaller Entities (effective April 2008).

Approved by the Trustees and signed on their behalf by

*Pauline Wallace*

Pauline Wallace - Director/Trustee

Date 15/03/23

# **INDEPENDENT EXAMINER'S REPORT TO THE MEMBERS OF**

## **ROSS PRESCHOOL PLAYGROUP**

### **ON THE UNAUDITED ACCOUNTS FOR THE YEAR ENDED 31<sup>ST</sup> AUGUST 2022**

I report on the accounts for the period from September 1<sup>st</sup> 2021 to August 31<sup>st</sup> 2022 as set out on pages 6 to 10.

#### **Respective responsibilities of the Trustees and Examiner**

The trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts, and they consider that the company is exempt from an audit under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

Having satisfied myself that the charity is not subject to audit under part 16 of the Companies Act 2006 and is eligible for independent examination, it is my responsibility to

- examine the accounts under section 145 of the 2011 Act,
- to follow the procedures laid down in the general directions given by the Charity Commission under section 145(5)(b) of the 2011 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 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 view given by the accounts.

#### **Independent examiner's statement**

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

- which gives me reasonable cause to believe that, in any material respect, the requirements
  - to keep accounting records in accordance with section 386 of the Companies Act 2006 and Section 130 of the Charities Act
  - to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities have not been met: or
- to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed by *Philip Davies*

**P. M. Davies**  
**Wellsbrook Barn**  
**Peterstow**  
**Ross on Wye**  
**HR9 6QG**

**Date March 4<sup>th</sup> 2023**

**ROSS PRESCHOOL PLAYGROUP**  
**Statement of Financial Activities**  
**For the year ended 31<sup>st</sup> August 2022**

	note	General Fund £	2020/21 £
<b><u>Incoming Resources</u></b>			
Fees Received		112286	93684
Grants, Donations & Misc Income		18631	7252
Total incoming resources		<u>130917</u>	<u>100936</u>
<b><u>Resources Expended</u></b>			
Charitable Expenditure		98570	107937
Management & Administration		22499	21861
Total Resources Expended		<u>121069</u>	<u>129798</u>
Net movement in funds		9848	-28862
Total funds brought forward		40905	69767
Total funds carried forward		<u>50753</u>	<u>40905</u>



# ROSS PRESCHOOL PLAYGROUP LIMITED BY GUARANTEE

## Balance Sheet as at 31<sup>st</sup> August 2022

	Note	2021/22 £	£	2020/21 As at 31/08/21
<b>Current Assets</b>				
Cash in Bank & in Hand		51543		47639
Debtors	4	<u>354</u>		1100
Total assets		51897		48739
<b>Creditors:</b> Amounts falling due within one year	5	<u>1144</u>		7834
<b>Net Current assets</b>			50753	40906
Creditors; Amounts falling due after one year	5	NONE		NONE
<b>Total Net Liabilities</b>			0	<u>0</u>
<b>Total Funds</b>			<u>50753</u>	<u>40905</u>

These financial statements are prepared in accordance with the special provisions relating to small companies within part 15 of the Companies Act 2006 and with the Financial Reporting Standard for smaller Entities (effective April 2008).

For the year ending 31<sup>st</sup> August 2022 the company was entitled to exemption from audit under section 477 of the Companies Act 2006.

The members consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 and that an independent examination is needed, the accounts have been examined by an independent examiner whose report appears on page 5.

The directors acknowledge their responsibility for complying with the requirements of the Act with respect to and for the preparation of accounts.

Approved by the Directors (Trustees) on 15.03.23 and signed on their behalf by

*Iris Price*

I M Price (Director/Trustee)

# **ROSS PRESCHOOL PLAYGROUP**

## **Notes on the Accounts for the year ended 31<sup>st</sup> August 2022**

### **1 Accounting Policies**

The principal accounting policies are summarized below and have been applied consistently throughout the year and in the preceding year.

#### **Basis of Accounting**

The financial statements have been prepared under the historical cost convention and in accordance with the Statement of Recognised Practice, Accounting and Reporting for Charities (SORP 2005) and the Financial Reporting Standard for Smaller Entities (effective April 2008) and the Companies Act 2006.

#### **Incoming Resources**

Incoming resources are accounted for in the period in which the charity is entitled to receipt.

#### **Grants and Donations**

Grants and Donations of a revenue nature are set against the appropriate expenditure as it arises. There are no grants of a capital nature.

#### **Resources expended**

Resources expended are recognised in the period in which they are incurred and include attributable VAT which cannot be recovered. Resources expended are allocated to the particular activity where the cost relates directly to that activity on an accruals basis.

#### **Tangible Fixed Assets.**

There are no tangible fixed assets.

### **2 Legal Status of Charity**

The charity is a company limited by guarantee and has no share capital. The liability of each member in the event of a winding up is limited to £10

### **3 Staff Costs**

**2021/22    2020/21**

#### **Providing Preschool Services**

Gross Salaries	94729	105417
Employers National Insurance	1334	255
Employers Pension	2506	2265

There were 8 part time employees during the year, equivalent to 6 full time employees

## **ROSS PRESCHOOL PLAYGROUP**

Notes on the Accounts for the year ended 31<sup>st</sup> August 2022

	2021/22	2020/21
<b>4 <u>Debtors</u></b>		
Trade Debtors	354	1100
Prepayments		
	<b><u>354</u></b>	<b><u>1100</u></b>
<b>5 <u>Creditors; Amounts falling due within a year</u></b>		
Trade Creditors	1144	7834
<b>6 <u>Analysis of net assets</u></b>	50753	40905
<b>7 <u>Trustee remuneration and related party transactions</u></b>		
No member of the board received any trustee remuneration during the period		
No Trustee or any person related to the charity had any personal interest in any transaction or contract entered into by the charity during the period.		
<b>8 <u>Taxation</u></b>		
As a charity, the Trust is not liable to corporation tax and deferred tax is therefore not relevant.		
<b>9 <u>Investments</u></b>		
None		

**ROSS PRESCHOOL PLAYGROUP**

**INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED**

**31<sup>ST</sup> AUGUST 2022**

		2021/22	2020/21
		£	£
<b><u>Income</u></b>			
	Fees	112286	93684
	Fundraising	15663	6642
	121 Grants	2090	
	Donation from COOP Supermarket	150	
	Edenstone grant	500	
	Sale of Photographs Profit	99	570
	Misc Donations and Income		35
	Bank interest	29	5
	Ross Town Council Grant	100	
		<b><u>130917</u></b>	<b><u>100936</u></b>
<b><u>Expenditure</u></b>			
	Wages	94729	105417
	Employers NI	1334	255
	Rent	9339	8820
	Co Pension	2506	2265
	Insurance	297	263
	Postage and Telephone calls	849	898
	Learning Aids, Books & Stationery	209	154
	Activity Materials	201	345
	Equipment, Supplies and Maintenance	4776	4773
	Cleaning Materials and Hand Towels	1335	1614
	Children's Drinks and Snacks inc. Parties	744	570
	Training	0	374
	Advertising and Promotional Material	540	0
	Information Technology and Computers	459	918
	Subscriptions	1021	608
	Sundry Items	205	134
	Staff Uniform	327	
	Bank Charges	93	103
	Outside Storage	1530	1500
	DBS Registrations	105	411
	Waste Bin	470	376
		<b><u>121069</u></b>	<b><u>129798</u></b>
<b><u>Surplus/(Deficit)</u></b>	for the period	<b><u>9848</u></b>	<b><u>(28862)</u></b>

This page does not form part of the statutory accounts