

**MARLOW OPPORTUNITY PLAYGROUP**

**Registered Charity number 1108650**

Financial Statements for the year ended 31 March 2021

These accounts are for the unincorporated charity Marlow Opportunity Playgroup.

For the year ended March 2021 these accounts should be read together with the accounts for Marlow Opportunity Playgroup CIO (1177518) to whom all assets have been transferred in the financial year. These accounts reflect the income and expenditure of the charity up until Dec 31 2020 when the transfer took place.

All income and expenditure relating to the period after 31 Dec 2020 are reflected in the CIO.

The two charities have the same charitable objectives.

STATEMENT OF FINANCIAL ACTIVITIES

FOR THE YEAR ENDED 31 MARCH 2021

	Notes	Unrestricted funds	Restricted funds	<b>Total funds 2021</b>	Total funds 2020
INCOMING RESOURCES					
Voluntary income	3[a]	215,225	26,994	<b>242,218</b>	248,233
Activities for generating funds	3[b]	156	-	<b>156</b>	12,953
Investment income	3[c]	42	-	<b>42</b>	177
TOTAL INCOMING RESOURCES		215,423	26,994	<b>242,417</b>	261,363
RESOURCES USED					
Charitable activities	4	164,685		<b>164,685</b>	250,485
Transfer of assets to CIO	4.1	186,119		<b>186,119</b>	
TOTAL RESOURCES EXPENDED		<u>350,804</u>	<u>-</u>	<u><b>350,804</b></u>	<u>250,485</u>
NET INCOMING RESOURCES / [EXPENDITURE]		<u>(135,381)</u>		<u><b>(108,388)</b></u>	<u>10,878</u>
TRANSFER BETWEEN FUNDS		-	-	-	-
NET MOVEMENT IN FUNDS		<u>(135,381)</u>	<u>-</u>	<u><b>108,388</b></u>	<u>10,878</u>
BALANCES BROUGHT FORWARD AT 1 APRIL				<u><b>108,388</b></u>	<u>97,510</u>
BALANCES CARRIED FORWARD AT 31 MARCH				<u><b>0</b></u>	<u>108,388</u>

# BALANCE SHEET

AS AT 31 MARCH 2021

	Notes	2020-21	2019-20
FIXED ASSETS		-	-
CURRENT ASSETS			
Short term deposits		-	29,235
Cash in bank and in hand		-	87,693
TOTAL CURRENT ASSETS	4.1	<u>-</u>	<u>116,928</u>
CURRENT LIABILITIES			
Sundry creditors and accruals	5	-	968
Deferred income	6	<u>-</u>	<u>7,576</u>
NET CURRENT ASSETS		<u>-</u>	<u>108,384</u>
TOTAL NET ASSETS		<u>-</u>	<u>108,384</u>

## Notes to the accounts

### Note 1 Basis of preparation

#### 1.1 Basis of accounting

These accounts have been prepared on the basis of historic cost (except that investments are shown at market value) in accordance with:

- Accounting and Reporting by Charities – Statement of Recommended Practice (SORP 2005);
- and with\* 

✓

 Accounting Standards;
- or 

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 Financial Reporting Standards for Smaller Enterprises (FRSSE);
- and with the Charities Act.

#### 1.2 Change in basis of accounting

There has been no change to the accounting policies (valuation rules and methods of accounting) since last year

#### 1.3 Changes to previous accounts

No changes have been made to accounts for previous years

### Note 2 Accounting policies

*This standard list of accounting policies has been applied by the charity except for those deleted. Where a different or additional policy has been adopted then this is detailed in the box below.*

#### INCOMING RESOURCES

<b>Recognition of incoming resources</b>	These are included in the Statement of Financial Activities (SoFA) when: <ul style="list-style-type: none"> <li>• the charity becomes entitled to the resources;</li> <li>• the trustees are virtually certain they will receive the resources; and</li> <li>• the monetary value can be measured with sufficient reliability.</li> </ul>
<b>Incoming resources with related expenditure</b>	Where incoming resources have related expenditure (as with fundraising or contract income) the incoming resources and related expenditure are reported gross in the SoFA.
<b>Grants and donations</b>	Grants and donations are only included in the SoFA when the charity has unconditional entitlement to the resources.
<b>Donated services and facilities</b>	These are only included in incoming resources (with an equivalent amount in resources expended) where the benefit to the charity is reasonably quantifiable, measurable and material. The value placed on these resources is the estimated value to the charity of the service or facility received.
<b>Volunteer help</b>	The value of any voluntary help received is not included in the accounts but is described in the trustees' annual report.
<b>Investment income</b>	This is included in the accounts when receivable.

#### EXPENDITURE AND LIABILITIES

<b>Liability recognition</b>	Liabilities are recognised as soon as there is a legal or constructive obligation committing the charity to pay out resources.
<b>Governance costs</b>	In the year ended March 31 2019 Marlow Opportunity Playgroup incurred no cost in the preparation and examination of statutory accounts, or for trustee meetings or legal advice to trustees on governance or constitutional matters.

#### ASSETS

<b>Tangible fixed assets for use by charity</b>	We have no tangible fixed assets
<b>Investments</b>	We have no investments, cash is held in bank account

## Notes to the Accounts (continued)

### 3. INCOMING RESOURCES

#### Restricted Funds

Unrestricted funds represent the funds of Marlow Opportunity Playgroup that are not subject to any restrictions regarding their use, and are available for application on the general purpose of the paygroup.

Restricted funds represent donations and grants received for a specific objective, and may only be expended on the specific objective for which they were given. Any balance remaining unspent at the end of each year must be carried forward as a balance on that fund.

Restricted funds recognised in these accounts relate to:

[1] Youth Music made a grant in 2018 the balance of which was deferred at the end of last year and spent in the year 2020-21

[2] the Big Lottery fund. We received £19,418 in the year ended Dec 202 to fund the role of Playgroup Supervisor. A further receipt of this grant (£6,472.50) is recognised in the Marlow Opportunity Playgroup CIO Accounts.

INCOMING RESOURCES	Unrestricted	[1] Youth Music	[1] Restricted Big Lottery	Total Funds	
				2021	2020
3[a] Voluntary income					
Funding	29,368			29,368	36,647
Support Assistance	42,924			42,924	61,780
Grants	70,345	7,576	19,418	97,338	57,570
Fees	285			285	7,962
Donations	31,091			31,091	51,584
Coronavirus Job Retention Scheme	40,402			40,402	
Other	811			811	32,689
	<b>215,225</b>	<b>7,576</b>	<b>19,418</b>	<b>242,218</b>	<b>248,233</b>
3[b] Activities for generating funds					
Fundraising	<b>156</b>		-	<b>156</b>	<b>12,953</b>
3[c] Investment Income					
Bank deposit interest	<b>42</b>		-	<b>42</b>	<b>177</b>
4. RESOURCES USED					
Charitable activities					
Staff Costs				147,291	196,323
Transport				-	7,378
Rent				2,724	5,640
Services				3,499	7,940
Training				48	4,974
Equipment & materials				9,091	17,461
Expenses				10	1,096
Other				2,023	9,673
				<b>164,685</b>	<b>250,485</b>

#### 4.1 Transfer of assets to Marlow Opportunity CIO

**186,118**

Marlow Opportunity Playgroups continues to operate as a CIO under a new charity number. All assets were transferred to the CIO which has the same governing principles and objectives as the unincorporated charity. The transfer has been reflected as an expenditure for the unincorporated charity and

### 5. CURRENT LIABILITIES (Creditors and Accruals)

	2021	2020
[a] Sundry creditors and accruals		
National Insurance	-	-
Transport	-	520
Services & equipment	-	327
Expenses & Training	-	47.5
Cash expenses	-	71
	-	<b>965</b>
[b] Deferred Income	-	<b>7,576</b>

### 6. RESERVES

It is the intention of Marlow Opportunity Playgroup to build a reserve equal to nine month's operating costs in order to build financial resilience. Our income varies depending on a number of factors and we need to be able to cover costs and sustain playgroup places for children in the event of a funding shortfall for at least nine months. All reserves and assets have been transferred to the Marlow Opportunity Playgroup CIO.

## Notes to the accounts (cont)

### Note 7 Details of certain items of expenditure

#### 7.1 Trustee expenses

Number of trustees who were paid expenses  
Nature of the expenses  
Total amount paid

This year	Last year
None	None
£0	£0

#### 7.2 Fees for examination or audit of the accounts

Independent examiner's or auditors' fees for reporting on the accounts

Other fees (for example: advice, consultancy, accountancy services) paid to the independent examiner or auditor

This year £	Last year £
None	None
None	None

### Note 8 Paid employees

#### 8.1 Staff Costs - up to Dec 31 2020

Gross Wages, Salaries and Benefits in Kind  
Employer's National Insurance costs  
Pension costs

This year £	Last year £
122,681	165,452
17,328	23,656
7,282	8,890
147,291	197,999

#### 8.2 Average number of full-time equivalent employees in the year

All paid employees at Marlow Opportunity Playgroup work in the playgroup setting.

Fundraising  
Charitable activities  
Governance  
Other

This year	Last year
0	0
9	10
0	0
0	0
9	10

#### 8.3 Defined contribution pension scheme

A defined contribution scheme is operated (using Nest Pensions), in accordance with employment law. If an employee earns £10,000 per year they are automatically enrolled, but all employees have the option to join. Playgroup contributes 3%, employee pays 5%.

The costs of the scheme to the charity in the year  
The amount of any contributions outstanding at the end of the year  
The amount of any contributions prepaid at the end of the year

This year	Last Year
N/A	N/A
N/A	N/A
N/A	N/A



**CHARITY COMMISSION  
FOR ENGLAND AND WALES**

## Independent examiner's report on the accounts

### Section A

### Independent Examiner's Report

**Report to the trustees/  
members of**

Charity Name

Marlow Opportunity Playgroup

**On accounts for the year  
ended**

31 March 2021

**Charity no  
(if any)**

1108650

**Set out on pages**

(remember to include the page numbers of additional sheets)

**Responsibilities and  
basis of report**

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/03/2021

As the charity's trustees, 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 Trust's accounts carried out under section 145 of the 2011 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.

**Independent  
examiner's statement**

[The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of [insert name of applicable listed body]]. Delete [ ] if not applicable.

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination (other than that disclosed below \*) which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

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.

\* Please delete the words in the brackets if they do not apply.

**Signed:**

*Liam McCann*

**Date:**

13<sup>th</sup> SEPT 2021

**Name:**

LIAM MCCANN

**Relevant professional  
qualification(s) or body**

ASSOCIATE OF THE CHARTERED INSTITUTE OF MANAGEMENT

IER

(if any): ACCOUNTANTS NO. 8122112

Address: 1 VENGEANCE ROAD, LEE-ON-THE-SOLENT,  
PO13 9GB

**Section B**

**Disclosure**

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.

IER



**Marlow Opportunity Playgroup**  
**Trustee's annual report for the year ended March 31, 2021**

For the period:                      From: April 1st, 2020  
                                                 To March 31st, 2021

**Reference and Administration details**

**Charity name:**                      Marlow Opportunity Playgroup  
**Registered charity number:** 1108650  
**Charity's principal address:** Scout HQ  
                                                 Watery Lane  
                                                 Woburn Green  
                                                 HP10 ONE

**Names of the charity trustees who manage the charity:**

Paul Finch, Chairman  
Mary Godfrey  
Catherine Austin  
Susan Smith  
Jeanette Galloway

**Structure Governance and Management**

This report and set of accounts relate to the original unincorporated charity Marlow Opportunity Playgroup (charity number 1108650). The charity is governed by a constitution, constituted as a Trust, with the trustees appointed by committee.

We, the trustees, have successfully applied to become a Charitable Incorporated Organisation (Charity number 1177581), under a foundation model constitution. All assets and policies transferred from the unincorporated charity to the CIO in January 2021. These accounts therefore reflect only the portion of the year's financial activities to the end of December 2020. The Trustees will now begin the process of winding up the unincorporated charity.

It is suggested that these accounts are read together with those of the CIO (charity number 1177581) to establish a complete picture of the year's financial activity.

**The objectives and leadership of the CIO are exactly the same as the unincorporated charity. Everything has transferred to the CIO leaving no assets or liabilities in the unincorporated charity.**

## **Objectives and activities**

Our objective is to provide a safe, caring and stimulating environment where children, primarily with special needs, can learn through play. We will operate independently, under charitable status, managed by a voluntary committee and run by qualified staff.

The main activities undertaken for public benefit:

- 1) To advance the education of children, in particular but not exclusively, those with special educational needs and disabilities through the provision of nursery and pre-school care.
- 2) To advance the education and training of persons in the provision of such pre-school care.

## **Achievements and Performance**

Coronavirus had a devastating effect for the Marlow Opportunity Playgroup (MOP) and the families that rely on our services. During the Summer and Autumn terms MOP ran at reduced capacity for Covid-safety reasons and due to the limited number of available staff and volunteers. The decision was made to remain closed after the Christmas break due to the second full lockdown, reopening after the February half term and building up to full opening early in March.

We restricted our numbers to 15 children per session throughout this financial year ensuring the children were all supported 1:1 and we had an additional member of staff each session to cover all additional cleaning duties. Unfortunately, this impacted on the number of children we could admit from our waiting list. We made the decision to adjust our Admissions Policy to prioritise those children on the waiting list who were due to start school in September 2021. Consequently, we were only able to offer places to 4 children and the number of children on our waiting list remained high for the remainder of the academic year (2020/21).

A strict procedures/risk assessment was in place to limit the spread of infection, and as a result of the staff team adhering to these procedures, we managed to stay open with a very full register most days. These procedures remain in place today with staff wearing face masks throughout the playgroup sessions and taking twice weekly lateral flow tests. We also ask all visitors to the setting to adhere to this protocol.

The amazing staff and volunteer team have been wonderfully supportive of playgroup throughout this challenging time, pulling out all the stops to ensure the children continued to enjoy stimulating and varied sessions. Key workers kept in regular contact with their children during lockdown posting songs and stories on social media and by email. A staff

production of 'With a little help from my friends' attracted a lot of attention to our Facebook page and brought in donations.

As a result of the pandemic, the charity was unable to hold the usual seasonal fairs or the annual Dinner Dance. Income from fundraising was therefore dramatically reduced. MOP was, however, able to access the Government's Coronavirus Job Retention Scheme which helped to meet some of our costs over the most difficult period.

The Trustees are grateful for a number of grants that have improved our financial position over the short to medium term. As we transition to the CIO our viability looks stronger than since the charity began.

### **Policy on reserves**

It is the intention of the trustees to build a reserve equal to nine month's operating costs. Our income level, and sources of income, vary each year; and in some years we have been unable to meet the year's operating cost. Our ambition will be to rebuild and retain a reserve that will ensure we can remain open if one of one or more of our funding sources is discontinued. We would want to provide playgroup places to children until alternative provision could be found. All reserves have been transferred to the CIO Marlow Opportunity Playgroup within the financial year.