

Friday 19th November 2021

Abertots AGM

Present: Jeanie Harrison, Jannatul Furzzara, Tanzil Islam, Stacey Allen, Vicky Crockley, Rajia Munni, Christine Rollinson, Farhana Islam, Kerry whitelock, Rujina Ali, Md Ayan Miah

Jeanie Harrison introduced herself to everyone and asked everybody to introduce themselves to the group. She then went on to explain the role of the management committee within Abertots and that the first thing that needed to be done was the nominations and votes for the committee roles of chair, treasurer and secretary. Stacey Allen manager of Abertots play handed out information sheet on the role and responsibilities of the various roles within the committee, everyone was given a number of minutes to read over the information. Jeanie then asked if anyone had any questions in relation to the committee roles, everyone was happy and had no further questions so Jeanie continued on to the committee nominations.

The nominations for the roles of chair, secretary and treasurer commence:

- Kerry Whitelock nominated Jeanie Harrison as Chair, Md Ayan Miah seconded it. Jeanie Harrison is the Chair of Abertots Management committee.
- Vicky Crockley nominated Jannatul Furzzara as Secretary, Rajia Munni seconded it. Jannatul Furzzara is the Secretary of Abertots Management committee.
- Christine Rollinson nominated Tazul Islam as Treasurer and Jeanie Harrison seconded it. Tazul Islam is the Treasurer of Abertots Management Committee.

Stacey Allen the manager of Abertots presented her report.

We have had a difficult 18 months and Covid-19 has had a big impact on our service and the number of children attending. In December 2020 we were closed for the two weeks prior to the winter break as a member of staff had Covid and everyone had to isolate for 14 days. Then in January, the country was in lockdown again but early years provisions needed to remain open. We decided to contact all our parents and ask if their children will be returning to nursery, most parents preferred to keep their

children at home until the lockdown had ended. Therefore, in January 2021, we offer places to working families, vulnerable children and children whose parents still wanted them to attend, this was nine children, all the other families were informed that they would be contact again during February half term to see if they wanted their children to return to nursery. When the families were contacted, again they still wanted their children to remain at home, so we continued to provide childcare for the original nine children. In April the lockdown was lifted and all the children returned, however we struggled with staffing.

Stacey is still working for Poplar Harca and being seconded to manage Abertots play. Gemma Hogger resigned in June 2020 and Becky took on the full time level 3 position, Lexie continued with her level 2 apprenticeship throughout the lockdowns however, everything is slower. Nurun went on maternity leave on 30th September and we advertised for maternity cover. We were successful in recruiting for Nurun's post and Farhana Islam started work on 22nd February 2021 and worked until the end of that academic year. In September, Nurun decided she would not be returning after her maternity leave, Becky also resigned on the 4th of September as she moved away from the area and her last day was due to be Friday 2nd October 21, however she went off sick from 18th September. We advertised for two full time level three position however, due to the difficulty in recruiting staff we dropped the number of children attending and used agency staff during this difficult time to limit the amount of days we would be closed due to staffing issues.

Stacey explained that home visits are still not taking place as we have had staffing issues for the last 12 months and we never have two members of staff not in ratio to attend home visits. However, staff ensure each key person spends time building up a close relationship with their key children and their families during settling.

In September 2020 when our numbers were low all staff completed paediatric first aid, safeguarding, food hygiene and prevent training.

We are still mainly running two 3 hour session a day, but have seen an increase in families choosing 2 ½ days a week and 30 hours provision, this means we have to provide lunch time cover.

Stacey is still working for Poplar HARCA as well as Abertots and has worked with HARCA to move the crèche at St Paul's Way into a Nursey. Abertots will now not be moving into the new community centre when it

opens as Poplar Harca have decided that a private nursery will move into the new nursery space. Stacey explain that she was very upset that Poplar Harca when back on their word as we have been told for 10 years that abertots will be moving into the new community centre when it is ready. Stacey said that she has been looking at a number of different sites suggested by Harca but all of them have been unsuitable. However, she has seen a small community centre on the Brownfield estate that will be suitable; she has met with contractors and now needs to take the costing back to Harca, if Harca agree the work will start after the spring break so the new nursery space is ready to welcome the children in September 22.

Abertots continues to be popular with families on the estate, however there has been a reduction in the number of families placing their children on the waiting list, this could be due to parents still working from home or many families moving off the aberfeldy estate due to demolition work for the new houses. We also need to be remember that if we do move to the new space, we may loss all our families, as we will no longer be based on the Aberfeldy estate.

The treasurer presented the accounts.

Abertots is a continuing to make a steady profit and in a comfortable place now. The cost of agency staff has affected us slightly but the government's decision to continue to fund children when they have not been attending because of Covid-19 has helped us a great deal. We are also expecting to spend a significate amount of money next year, as we will be renovating a new building and buying new equipment.

Stacey and the committee will speak to both Poplar Harca and the local authority to see if they are will to pay some money towards the new building or funding available to support the refurbishment works.

There was no other business, so the AGM was brought to a close.

ABERTOTS PLAYGROUP
STATEMENT OF ACCOUNTS
FOR THE YEAR ENDED 31st MARCH 2021

Registered charity No. 1113739

Independent Examiner:

C Zielinski AIPFM
East Lodge Drum
Drumoak
Banchory
AB31 5AN

ABERTOTS PLAYGROUP
TRUSTEES AND ADVISORS
FOR THE YEAR ENDED 31st MARCH 2021

Chairperson: Jeanie Harrison

Treasurer: Tazul Islam

Secretary: Jannatul Furzzara

Independent Examiner: C Zielinski AIPFM

Bankers: Lloyds TSB Bank PLC
Harbour Island
24-27 Harbour Exchange Square
E14 9GQ

STATEMENT OF RESPONSIBILITIES OF THE COMMITTEE

As the charity's trustees, you are responsible for the preparation of financial statements for each financial year which gives a true and fair view of the charity's incoming resources and application of resources for the year then ended. In preparing those financial statements, you are required to:

- Select suitable accounting policies and then apply them consistently.
- Make judgements and estimates that are reasonable and prudent.
- State whether applicable accounting standards and statements of recommended practice have been followed, subject to any material departures disclosed and explained in the financial statements.
- Prepare the financial statements on the going concern basis.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity. You are also responsible for safeguarding the assets and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by the Committee on: _____

Chair: _____

INDEPENDENT EXAMINER'S REPORT
TO THE MEMBERS OF ABERTOTS PLAYGROUP
FOR THE YEAR ENDED 31st MARCH 2021

I report on the accounts of the charity for the year ended 31st March 2021, which are set out on pages 3 to 5.

Respective Responsibilities of Trustees and Examiners

The charity's trustees consider that an audit is not required for this year -under section 144(2) of the Charities Act 2011 (the Act)- and that an independent examination is needed.

It is my responsibility to:

- Examine the accounts (under section 145 of the Act);
- To follow the procedures laid down in the General Directions given by the Charity Commission - under section 145(5)(b) of the Act, as amended- 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 accounts.

Independent Examiner's Statement

In the course of my examination, no matter has come to my attention:

- Which gives me reasonable cause to believe that in any material respect, the trustees have not met the requirements to ensure that:
 - Proper accounting records are kept (in accordance with section 130 of the 2011 Act); and
 - Accounts are prepared which agree with the accounting records and comply with the accounting requirements of the Act; or
- To which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

C Zielinski AIPFM
East Lodge Drum
Drumoak
Banchory
AB31 5AN

November 2021

ABERTOTS PLAYGROUP

RECEIPTS AND PAYMENTS ACCOUNT

FOR THE YEAR ENDED 31st MARCH 2021

	2021 (£)	2020 (£)
Opening balances 31st March (note 4)	<u>157,572</u>	<u>97,867</u>
<u>Add: Receipts</u>		
LBTH - 2,3,4 year funding	107,728	111,723
LBTH - Inclusion	-	4,000
Fees	1,552	2,931
TOTAL RECEIPTS	<u>109,280</u>	<u>118,654</u>
<u>Less: Payments</u>		
Wages and National Insurance (note 3)	75,641	49,143
Ofsted/DBS	178	186
Insurance	365	365
Telephone	540	529
Equipment and materials	3,581	4,881
Refreshments	688	1,088
Postage and stationery	77	261
Independent examination fee	505	485
Rent	2,590	900
Parties and outings	93	375
Cleaning	639	80
Education and training	1,072	100
Repairs	29	16
Recruitment	-	540
Payroll fee	1,200	-
TOTAL PAYMENTS	<u>87,198</u>	<u>58,949</u>
Closing balances 31st March (note 4)	<u>179,654</u>	<u>157,572</u>

ABERTOTS PLAYGROUP

STATEMENT OF ASSETS AND LIABILITIES

AT 31st MARCH 2021

	2021 (£)	2020 (£)
<u>MONETARY ASSETS</u>		
Cash at bank	177,686	153,085
Cash held by EYNTH	1,968	4,487
TOTAL CASH	<u>179,654</u>	<u>157,572</u>
<u>OTHER ASSETS</u>		
The charity owns numerous items of play equipment (note 2)	3,150	3,700
TOTAL ASSETS	<u>182,804</u>	<u>161,272</u>
<u>Less: LIABILITIES</u>		
Creditors (note 8)	2,699	2,305
TOTAL LIABILITIES	<u>2,699</u>	<u>2,305</u>
NET ASSETS	<u>180,105</u>	<u>158,967</u>
Represented by:		
Equipment funds (note 2)	3,150	3,700
Designated funds (note 5)	132,000	118,000
Unrestricted funds (note7)	44,955	37,267
	<u>180,105</u>	<u>158,967</u>

Approved by Committee: _____

Date: _____

ABERTOTS PLAYGROUP
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31st MARCH 2021

1. Accounting Policies

The accounts are prepared under the historical cost convention, using the receipts and payments basis to comply with the Charities Act smaller charity regulations.

2. Fixed Assets

Equipment purchases have been charged to the Receipts and Payments account in the year of acquisition. A register of equipment is maintained and an estimated value shown in the statement of Assets and Liabilities based on last year plus additions, less 25% depreciation.

3. Wages

Early Years Network Tower Hamlets administer playgroup salaries. The EYNTH records have been independently audited and I have accepted assurances as to the accuracy of the salaries and grant statement provided to me.

4. Cash Balances

	2021 (£)	2020 (£)
Cash at bank	177,686	153,085
Cash held by EYNTH	1,968	4,487
	<u>179,654</u>	<u>157,572</u>

5. Designated Funds

	2021 (£)	2020 (£)
Sick pay and cover	65,000	60,000
Redundancy	52,000	48,000
Equipment	15,000	10,000
	<u>132,000</u>	<u>118,000</u>

6. Independent Examiner's Remuneration

Independent Examiner's remuneration included in accounts - £525 (£505 - 2020)

7. Reserves

The Management Committee have set aside funds to cover for sickness, as well as a redundancy fund. The unrestricted funds are necessary to cover for fluctuations in income and to ensure adequate cash flow.

8. Creditors

	2021 (£)	2020 (£)
Rent	825	1,800
Independent Examination	525	505
Agency staff	1,349	-
	<u>2,699</u>	<u>2,305</u>

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FOR THE YEAR ENDED 31st MARCH 2021

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