

**Company Registration Number 05812933**

**KINETON PLAYGROUP LTD**  
**REPORT OF THE TRUSTEES AND**  
**FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 JULY 2020**

**Charity Number 1115513**

# **KINETON PLAYGROUP LTD**

## **FINANCIAL STATEMENTS YEAR ENDED 31 JULY 2020**

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# **KINETON PLAYGROUP LTD**

## **TRUSTEES ANNUAL REPORT**

**YEAR ENDED 31 JULY 2020**

The trustees, who are also directors for the purposes of company law, have pleasure in presenting their report and the unaudited financial statements of the charity for the year ended 31 July 2020. The trustees have adopted the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" issued in March 2005.

### **REFERENCE AND ADMINISTRATIVE DETAILS**

**Registered charity name** Kineton Playgroup Ltd

**Charity registration number** 1115513

**Company registration number** 05812933

**Registered office** Helen's Place  
King Johns Road  
Kineton  
Warwickshire  
CV35 0HS

### **Directors**

The directors who served the company during the year were as follows:

Katie Castle (Resigned 17/10/2020)  
Anna Rose Butcher  
Tracey Ann Rooney (Resigned 17/10/2020)  
Nicola Claire McCarthy  
Sally Rebecca Seddon  
Michelle Marie Cahill (Appointed 11/09/2020)

### **Trustees**

The trustees of the Charity are as stated below:

Sally Rebecca Seddon  
Nicola Claire McCarthy  
Anna Rose Butcher  
Michelle Marie Cahill (Appointed 11/09/2020)

# **KINETON PLAYGROUP LTD**

## **TRUSTEES ANNUAL REPORT *(continued)***

**YEAR ENDED 31 JULY 2020**

### **STRUCTURE, GOVERNANCE AND MANAGEMENT**

#### **Trustees Responsibilities**

Company law requires the trustees to prepare accounts for each financial year, which give a true and fair view of the state of affairs of the charity and of its surplus or deficit of the charity for that period. In preparing these accounts the trustees 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 have been followed, subject to any material departure disclosed and explained in the accounts; and

Prepare the accounts on the going concern basis unless it is inappropriate to presume that the charity will continue.

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

### **OBJECTIVES AND ACTIVITIES**

Kineton Playgroup Ltd offers a safe welcoming environment where children can learn through play. Our most recent Ofsted report November 2014, stated that 'the management team is highly effective in monitoring and supporting the very broad range of educational programmes', and Kineton Playgroup Ltd was rated an outstanding provider in all areas.

Helen's Place opened in September 2007 and provides an excellent venue for 'our' children to participate in a wide variety of activities, supervised by our experienced staff. Prior to moving to this building, Kineton Playgroup Ltd operated from the Methodist Church in Kineton and has been serving the local community since 1967.

Kineton Playgroup Ltd is a community organisation run by a committee from parents. It is LA registered, Ofsted inspected and a member of the Pre-School Learning Alliance.

The overall aims are to: -

Provide the children, parents and carers of the Kineton village community and surrounding area with quality, flexible and affordable care and education in a familiar setting during term time.

**KINETON PLAYGROUP LTD**  
**TRUSTEES ANNUAL REPORT** *(continued)*  
**YEAR ENDED 31 JULY 2020**

Provide a happy and enriching environment and experience for all the children in our care.

Kineton Playgroup Ltd runs pre-school sessions during term time for children from two years to five years old from 9am to 3pm and has strong links with the local primary schools to which our children transfer.

We also offer wrap around care from 8am to 6pm during term time for children from three to twelve years old.

**Responsibilities of management committee**

The company runs Kineton Playgroup and Kineton After School Club (KASC) and is a charitable company limited by guarantee. Its directors come from the volunteer management committee, largely made up of parents. Committee responsibilities include the administration of the charity, the employment of staff, financial management and fundraising. The committee meets each half term. The setting manager also attends committee meetings and meets regularly with the Chair and other committee members to discuss issues as they arise. The directors of the company are also charity trustees for the purposes of Charity Law and are known as the management committee. Each gives their time voluntarily and receive no benefit from the charity. Training is given as appropriate.

**Risk Management**

The management committee and setting manager have conducted a review of the major risks to which the company is exposed. A Risk Register has been established and is up-dated regularly. The following major risks have been identified: -

**Serious injury or accident to a child:** Health & Safety, Major Incident and Accident Policies are in place along with both general and specific risk assessment. All are reviewed annually or as circumstances dictate. All members of staff are trained in correct procedures and all contact staff have received certificated paediatric First Aid training. All accident and incidents are reported and followed up. Annual and other inspections as appropriate are carried out by ROSPA and other approved contractors according to their areas of expertise.

**Lower numbers of children registering** and attending which would reduce income and lead to a reduction in staff hours required. All staff are on a zero hours contract with weekly hours being reviewed and agreed each academic year to match registration numbers.

**Major pandemic illness resulting in closure of playgroup:** insurance policy will cover our costs for one term.

**Damage to building by fire or other incident resulting in closure:** insurance policy will cover our costs. Alternative accommodation to be found within the village to enable playgroup operations to continue.

**KINETON PLAYGROUP LTD**  
**TRUSTEES ANNUAL REPORT** *(continued)*  
**YEAR ENDED 31 JULY 2020**

**Change of government policy relating to funding of pre-school sessions:** Charging policy already in place for those not eligible for funding.

**Financial Report**

The operational income for the company is received through session fees, paid direct by parents, or through government early years funding. A small amount of additional income is raised each year through fundraising events and applications for small grants from various sources.

The financial and operational situations in 2019/20 were severely affected by the Coronavirus pandemic. Following Government guidance, the setting was closed to all children with exception of those of essential workers and vulnerable children from 23 March to 10 June 2020.

Minimal numbers of children, far fewer than those eligible, attended during this period and as such no pre-school, KASC or holiday club fees were charged during this period, however Warwickshire Early Years funding continued based on an emergency statutory formula.

From 1 June to 17 July the setting was open for early years sessions only and from 20 July to end of the year limited holiday club sessions were open, all sessions were run in accordance with Government guidance in place at the time which resulted in increased staff and cleaning costs.

From 1 April to 30 June the setting was also funded to operate as an Early Years Hub for Warwickshire.

From 23 March to 31 May, the majority of staff members were placed on furlough, with 80% of their wages reclaimed under the Coronavirus Job Retention Scheme, however as more sessions were able to open, more staff members returned to work, but some continued under the furlough scheme in whole or in part.

A claim was made under the setting insurance policy but no settlement had been reached by the end of the financial year.

The impact of the pandemic on future operations remains uncertain, however conservative budget estimates the setting should be able to remain operational in future years although detail is uncertain at the present time.

No other investments are held. A budget and rolling 3-year cash flow forecast are maintained and financial reports are presented at each Management meeting. Any major spending outside of the budget is approved by the Management committee. There was no major capital spending in 2019/20.

**KINETON PLAYGROUP LTD**  
**TRUSTEES ANNUAL REPORT** *(continued)*  
**YEAR ENDED 31 JULY 2020**

The report was approved by order of the board of trustees on 25<sup>th</sup> March 2021 and signed on its behalf by: -

.....  
**Nicola McCarthy**  
**Trustee**

# KINETON PLAYGROUP LTD

## INDEPENDENT EXAMINER'S REPORT TO THE MEMBERS OF KINETON PLAYGROUP LTD

YEAR ENDED 31 JULY 2020

We report on the unaudited accounts of the charity for the year ended 31 July 2020 set out on pages 6 to 13.

### **Respective Responsibilities of Trustees and Independent Examiner**

The charity's trustees (who are also the directors of Kineton Playgroup Ltd for the purposes of company law) are responsible for the preparation of the accounts. 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.

Having satisfied ourselves that the charity is not subject to audit under company law and is eligible for independent examination, it is our 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 our attention.

### **Basis of Independent Examiner's Statement**

Our 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 we do not express an audit opinion on whether the accounts present a 'true and fair view'.

### **Independent Examiner's Statement**

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

(1) which gives us 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 386 of the Companies Act 2006); and
- accounts are prepared which agree with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities; or

(2) to which, in our opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

.....  
Grineaux Accountants Limited – Independent Examiner

20 Market Hill  
Southam  
Warwickshire  
CV47 0HF



**KINETON PLAYGROUP LTD**  
**STATEMENT OF FINANCIAL ACTIVITIES**  
**YEAR ENDED 31 JULY 2020**

	Note	Unrestricted Funds 2020 £	Restricted Funds 2020 £	Total Funds 2020 £	Total Funds 2019 £
<b>Incoming Resources</b>					
Fees & Grants		259,586	-	259,586	245,867
Fundraising		5,327	-	5,327	5,288
Sundry Income		7,208	-	7,208	3,403
		<b>272,121</b>	<b>-</b>	<b>272,121</b>	<b>254,558</b>
Interest Received		253	-	253	218
<b>Total Incoming Resources</b>		<b>272,374</b>	<b>-</b>	<b>272,374</b>	<b>254,776</b>
<b>Resources Expended</b>					
Administration Expenses		263,018	-	263,018	272,572
<b>Net Incoming/ (Outgoing) Resources for The Year</b>		<b>9,356</b>	<b>-</b>	<b>9,356</b>	<b>(17,796)</b>
Total Funds Brought Forward		226,039	-	226,039	243,835
<b>Total Funds Carried Forward</b>		<b>235,395</b>	<b>-</b>	<b>235,395</b>	<b>226,039</b>

All of the above amounts relate to continuing activities.

**KINETON PLAYGROUP LTD**  
**INCOME AND EXPENDITURE ACCOUNT**  
**YEAR ENDED 31 JULY 2020**

	Note	2020 £	2019 £
<b>Income</b>		<b>272,121</b>	<b>254,558</b>
<b>Total Expenditure</b>		<b>263,018</b>	<b>272,572</b>
<b>Operating Surplus/ (Deficiency)</b>		<b>9,103</b>	<b>-18,014</b>
<b>Other Income</b>			
Interest Receivable		253	218
<b>Surplus/ (Deficit) On Ordinary Activities Before Taxation</b>		<b>9,356</b>	<b>-17,796</b>
Taxation		-	-
<b>Retained Surplus/ (Deficit) For The Financial Year</b>		<b>9,356</b>	<b>-17,796</b>

All of the above amounts relate to continuing activities.

# KINETON PLAYGROUP LTD

## BALANCE SHEET

YEAR ENDED 31 JULY 2020

	Note	2019 £	2019 £
<b>Fixed Assets</b>			
Tangible Assets	2	138,979	150,097
<b>Current Assets</b>			
Debtors	3	13,130	9,135
Cash at bank and in hand		<u>88,928</u>	<u>70,906</u>
		102,058	80,041
Current Liabilities: Amounts falling due within one year	4	<u>5,642</u>	<u>4,099</u>
Net Current Assets		96,416	75,942
Net Assets		<u>235,395</u>	<u>226,039</u>
<b>Funds</b>			
Restricted Income Fund	6	-	-
Unrestricted Income Fund	6	235,395	226,039
<b>Total Funds</b>		<u>235,395</u>	<u>226,039</u>

For the year ended 31 July 2020 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

The trustees have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476.

The trustees acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and preparation of accounts.

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the Small Companies regime and with the Financial Reporting Standard for Smaller entities (effective April 2018).

# **KINETON PLAYGROUP LTD**

## **BALANCE SHEET *(continued)***

**YEAR ENDED 31 JULY 2020**

These financial statements were approved by the members of the committee on the 25<sup>th</sup> March 2021 and are signed on their behalf by:

.....  
Sally Seddon  
Trustee

Company Registration Number 05812933

# **KINETON PLAYGROUP LTD**

## **NOTES TO THE FINANCIAL STATEMENTS**

**YEAR ENDED 31 JULY 2020**

### **1. Accounting Policies**

#### **Basis of accounting**

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

#### **Incoming resources**

All incoming resources are included on the Statement of Financial Activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy.

#### **Resources expended**

Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings, they have been allocated to activities on a basis consistent with the use of resources.

#### **Tangible fixed assets**

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Computer Equipment	- Straight line over three years
Buildings	- Straight line over twenty-five years
Equipment and Toys	- 25% Reducing Balance

#### **Taxation**

The charity is exempt from corporation tax on its charitable activities.

#### **Fund accounting**

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

# KINETON PLAYGROUP LTD

## NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 JULY 2020

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

### 2. Tangible Fixed Assets

	Buildings	Equipment & Toys	Computer Equipment	Total
	£	£	£	£
<b>Cost</b>				
At 1 August 2019	272,487	31,928	5,674	310,089
Additions	-	1,120	132	1,252
At 31 July 2020	<b>272,487</b>	<b>33,048</b>	<b>5,806</b>	<b>311,341</b>
<b>Depreciation</b>				
At 1 August 2019	126,505	27,871	5,616	159,992
Charge for the year	10,900	1,294	176	12,370
At 31 July 2020	<b>137,405</b>	<b>29,165</b>	<b>5,792</b>	<b>172,362</b>
<b>Net Book Value</b>				
At 31 July 2020	<b>135,082</b>	<b>3,883</b>	<b>14</b>	<b>138,979</b>
At 31 July 2019	145,982	4,057	58	150,097

### 3. Debtors

	<u>2020</u>	<u>2019</u>
	£	£
Trade Debtors	10,913	5,180
Prepayments	2,217	3,955
	<b>13,130</b>	<b>9,135</b>

### 4. Creditors

	<u>2020</u>	<u>2019</u>
	£	£
Trade Creditors	1,571	105
Accruals	1,901	708
PAYE Creditor	2,170	3,286
	<b>5,642</b>	<b>4,099</b>

# KINETON PLAYGROUP LTD

## NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 JULY 2020

### 5. Staff Costs

	<u>2020</u>	<u>2019</u>
	£	£
Wages and Salaries	171,322	185,958
Social Security Costs	28,223	34,605
Pension Costs	10,891	6,374
	<u>210,436</u>	<u>226,937</u>

The average monthly number of employees during the year was as follows:

<u>2020</u>	<u>2019</u>
14	17

### 6. Movement in Funds

	As at 01/08/2019	Movement In Funds	As at 31/07/2020
	£	£	£
<b>Unrestricted Funds</b>			
General Funds	226,039	9,356	235,395
<b>Restricted Funds</b>			
Building Fund	-	-	-
<b>Total Funds</b>	<u>226,039</u>	<u>9,356</u>	<u>235,395</u>