

***Minster Lovell Playgroup***  
***Financial Accounts***  
***for the Year Ended 31 March 2022***



# **Minster Lovell Playgroup**

## **Contents**

Trustees' Annual Report	1
Independent Examiner's Report	3
Receipts and Payments Account	4
Assets and Liabilities	5
Notes to the Accounts	6-7

# Minster Lovell Playgroup

## Trustees' Annual Report

For the period ended

31 March 2022

### Section A - Reference and administration details

Charity Name

Minster Lovell Playgroup

Registered Charity No

1133956

Charity's principal address

St Kenelms School Grounds

Wenrisc Drive

Minster Lovell

Oxon

Postcode

OX29 0SP

Names of the charity trustees who manage the charity

	Trustee Name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	MISS Arabella Souch ACMA	Treasurer	N/A	N/A
2	MISS Sophie Harris	Secretary	27/09/2021	N/A
3	MRS Lucy Abraham	Chair	N/A	N/A
4	MRS Leila Fisher	Vice Chair	27/09/2021	N/A
5	MRS Emma Taylor	Non Post Holder	27/09/2021	N/A

### Section B - Structure, governance and management

Description of the charity's trusts

Type of governing document

Constitution

How the charity is constituted

Pre-school

Trustee selection methods

Elected by

### Section C - Objectives and activities

The aims of the pre-school are to enhance the development and education of children primarily under statutory school age by encouraging parents to understand and provide for the needs of their children through community groups and by:

- (a) offering appropriate play, education and care facilities, family learning and extended hours groups, together with the right of parents to take responsibility for and to become involved in the activities of such groups, ensuring that such groups offer opportunities for all children whatever their race, culture, religion, means or ability
- (b) encouraging the study of the needs of such children and their families and promoting public interest in and recognition of such needs in the local areas
- (c) instigating and adhering to and furthering the aims and objects of the Pre-school Learning Alliance.

### Section D - Achievements and performance

The Playgroup currently operates its services from a Portakabin in St Kenelms School Grounds, Minster Lovell. The portakabin is maintained throughout the year to ensure the Playgroup maximises its useful economic life.

Details of Fundraising undertaken during the year can be found in Section 2 of the Notes on Page 6.

# Minster Lovell Playgroup

## Trustees' Annual Report

### Section E - Financial Review

The Receipts and Payments account for the Year ended 31 March 2022 showed that Minster Lovell Playgroup had an excess of Income over Expenditure on "Normal" activities of £1,382.

Fees have decreased by 4.9% in 2022. This decrease is down on 2021 (where fees decreased by 18.7%).

Numbers are continuing to increase for 2022/23.

Overall, Total Funds available at the Year end amount to £33,994, which includes £15,253 held in a Deposit Account. Due to some restrictions being lifted for Covid, Fundraising did increase for 2021/22, with the Coffee Morning held in November 2021 raising a successful £653 and the Sponsored Walk in the Summer raising £619.

### Section F - Other optional information

After a review of the electricity account by SSE Energy Solutions (previously named Southern Electric), the account was found to be in arrears by £739.47 as at 28th March 2022

The arrears was paid in June 2022, and the monthly direct debit has increased to £163.00. This will be reflected in the 2023 Accounts.

### Section G - Declaration

The trustees declare that they have approved the trustees' report above

Signed on behalf of the charity's trustees

Signature



Full Name

ARABELLA SOUTH ACHA

Position

TREASURER

Date

15-11-2022



## Minster Lovell Playgroup

### Independent Examiner's Report

Report to the trustees / members of Minster Lovell Playgroup

On accounts for the year ended 31 March 2022

Charity No 1133956

Set out on pages 4-7

#### Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The Charity's trustees consider that an audit is not required for this year under section 43(2) of the Charities Act 1993 (the 1993 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 43 of the 1993 Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 43(7)(b) of the 1993 Act), and
- to state whether particular matters have come to my attention.

#### Basis of independent examiner's statement

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes 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 the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a "true & fair" view and the report is limited to those matters set out in the statement below.

#### Independent examiner's statement

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

- (1) which gives me reasonable cause to believe that in, any material respect, the requirements:
  - to keep accounting records in accordance with section 41 of the 1993 Act; and
  - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 1993 Act have not been met; or
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed

C. Swietalski

Date

15 NOV 22

Name

CHRISTINE SWIETALSKI

Relevant professional qualification(s) or body

FCCA .

Address

89 BURWELL MEADOW  
WITNEY  
OXON OX28 5JG

# Minster Lovell Playgroup

## Receipts and Payments Account for the Year Ended 31 March 2022

	Note	2022	2021
		£	£
<b>Income</b>			
<b>Unrestricted Income</b>			
Fees & Vouchers		41,271	43,404
Gift Aid		0	0
Milk Receipts		0	13
Fund Raising	2	1,441	593
Donation from Vistry Homes		0	500
Winter Support Grant		30	0
Sweatshirt Sales		0	9
Bank Interest		2	1
Lunch Club Takings		133	0
		<u>42,877</u>	<u>44,520</u>
<b>Total Income</b>		<b>42,877</b>	<b>44,520</b>
<b>Unrestricted Expenditure</b>			
Wages and Salaries		33,755	32,290
Fund Raising Costs	2	16	0
Playgroup Costs	3	2,521	2,714
Premises Costs	4	4,002	3,680
Administration	5	1,201	1,212
		<u>41,495</u>	<u>39,896</u>
<b>Total Expenditure</b>		<b>41,495</b>	<b>39,896</b>
Net Excess of Income over Expenditure - Normal Activities		<u>1,382</u>	<u>4,624</u>
Exceptional Items - (2021 - White Board)		<u>0</u>	<u>2,521</u>
<b>Overall Net Income over Expenditure</b>		<b><u>1,382</u></b>	<b><u>2,103</u></b>

# Minster Lovell Playgroup

## Assets & Liabilities at 31 March 2022

	2022		2021	
	£	£	£	£
<b>Current Assets</b>				
Cash at Bank and in Hand		<u>33,994</u>		<u>32,612</u>
<b>Current Liabilities</b>		-		-
<b>Net Assets</b>		<u><u>33,994</u></u>		<u><u>32,612</u></u>
Represented by:				
<b>Capital Account</b>				
Brought Forward		32,612		30,509
Net Surplus for the Year		1,382		2,103
Carried Forward		<u><u>33,994</u></u>		<u><u>32,612</u></u>

# Minster Lovell Playgroup

Notes to the accounts for the Year Ended 31 March 2022

## 1 Accounting Policies

### Basis of Preparation

The accounts have been prepared under the historical cost convention, and in accordance with the regulations set out by the Charity Commission. The Income threshold for Minster Lovell Playgroup allows the accounts to be prepared using the Receipts and Payments Accounts basis.

Fees are shown as income when received

Grants are shown when income is received

Equipment used on an ongoing basis is shown as an expense

## 2 Fund Raising

	Income	2022 Expense	Net	2021 Net
	£	£	£	£
Xmas Raffle	23	0	23	0
Coffee Morning	653	0	653	0
Sale of Clothes	14	0	14	0
Scholastic	10	10	0	0
Quizzes	53	0	53	306
Sponsored Walk	619	0	619	0
Mask Sales	0	0	0	272
Feel Good Shopping - Fundraisir	16	0	16	0
Lottery	53	6	47	15
Total	1,441	16	1,425	593

## 3 Playgroup Costs

	2022 £	2021 £
Equipment	972	1,292
Drinks and Biscuits/Fruit	307	143
Outings	0	0
Training Courses	249	372
Other (including PLA Insurance)	993	907
Total	2,521	2,714



## Minster Lovell Playgroup

### Notes to the accounts for the Year Ended 31 March 2022

#### 4 Premises Costs

	2022	2021
	£	£
Heating and Lighting	780	780
Insurance (Buildings)	471	471
Cleaning & Materials	1,660	1,829
Repairs and Maintenance	941	450
Building Lease	150	150
Total	<u>4,002</u>	<u>3,680</u>

#### 5 Administration Costs

	2022	2021
	£	£
Postage, Stationery and Telephone	1,081	1,092
Subscriptions	50	50
Accountancy Fees	70	70
Total	<u>1,201</u>	<u>1,212</u>