

REGISTERED CHARITY NUMBER: 1135039
COMPANY REGISTRATION: 07163366

BENNETT COURT COMMUNITY PLAYGROUP LIMITED

REPORT OF THE TRUSTEES AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2021



Chartered Management Accountants and Business Advisors

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BENNETT COURT COMMUNITY PLAYGROUP LIMITED

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BENNETT COURT COMMUNITY PLAYGROUP LIMITED

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2021

The Board presents its Trustees'/Directors' report with the financial statements of the charity for the year ended 31 March 2021. The Trustees have adopted the provisions of the Statement of Recommended Practice (SORP) Accounting and Reporting by Charities' issued in March 2005.

REFERENCE AND ADMINISTRATIVE INFORMATION

Charity Name

Bennett Court Community Playgroup Limited

Charity registration number: 1135039

Company registration number: 07163366

Registered Office and operational address:

Bennett Court Community Playgroup Limited
Bennett Court Community Centre
Axminster Road
London - N7 6BN

Trustees/Directors

Management committee members are Directors of the Company for the purposes of the Companies Act 2006 and Trustees for the purposes of the Charities Act 2011. The following served as Directors during the year.

Helena F McKeown
Jane Lewis
Cameron McKeown
Joyce Castles-Gibson

Secretary

Jane Lewis

Playgroup Manager

Caroline Connaughton

Independent Examiner

Zahid Tabbassum ACMA, CGMA
Accountax Financial Limited
44A Marlands Road, Clayhall
Greater London, IG5 0JL

Bankers

National Westminster Bank
490 Holloway Road
London, N7 6JB

Trustees' Annual Report

Bennett Court Community Playgroup Limited (The Playgroup), is managed voluntarily by parents and members of the community.

The Playgroup is situated within Bennett Court Social Club, on the Bennett Court Estate, Axminster Road, Holloway in the London Borough of Islington.

The Playgroup is registered with OFSTED for 20 places as a provider of early years' education to children under five years of age. Most children attending the Playgroup live locally, and most parents are either in low-paid employment or not in employment. The Playgroup provides subsidised and affordable childcare in a safe and stimulating learning environment to children from diverse background. The Playgroup operates from Monday to Friday during term-times only, from 9.00 am to 3.00 pm.

All staff are engaged in continuous professional training and provide child-centred learning support and work within the Early Years Foundation Stage framework and standards.

The Playgroup supports children learning English as an additional language and children with special educational needs and/or disabilities.

All staff members hold appropriate early years' qualifications.

COVID 19

The Playgroup encountered two national lockdowns during the period, first from March 2020 to June 2020 and then from October 2020 to January 2021. This has impacted the Playgroup's occupancy. Although the Playgroup was willing to offer places for the key worker's children and to families with vulnerable children, these offers were not taken up through parental choice.

However, the Playgroup has all safety measures and carried out regular risk assessments to ensure that the Playgroup complies with Covid safety measures. The Playgroup also carried out twice daily deep cleaning to prevent infections from spreading. The policies and procedures cascaded by the DOE, Public Health England, and the local authority were adhered to and adopted. All staff were kept updated on the COVID information received from the mentioned agencies, and they were also made aware of the COVID 19 policies.

The Playgroup also kept in close contact with the Early Years Department and, when needed, sought advice from the Early Year's Safeguarding officer on Covid and other safeguarding matters. The Playgroup are thankful to Amanda Joy for her support during the pandemic period.

All Trustees and the Playgroup's Manager monitored the government policies on when to reopen and what actions were needed. The Manager kept in regular contact with the local authority's early years' department to keep herself abreast on the development and information received was communicated to Trustees and other staff.

During the lockdown period, the Manager kept in constant contact with the families by emails, phone calls and letters. The Manager has also sent out a printout of online resources and ideas for home learning to every family. If families were worried or concerned or needed practical support, they were asked to contact the Manager.

The Manager also kept in contact with all staff to check on their welfare and keep them updated through the lockdown period.

Achievements

From March 2020 to June 2020, the government announced a national lockdown. When the Playgroup reopened in June 2020, it had 10 children; this gradually increased and by Mid December 2020 to 20 children. Unfortunately, the government then announced another national lockdown. However, when the Playgroup reopened in January 2021, it had 4 children attending and this also gradually increased. By March 2021, there were a total of 23 children, including 3 children with special educational need (SEN).

The Playgroup would have many outdoor events and visits to educational and learning sites for children. Due to Covid 19, it was not possible to have such visits during the year.

However, the followings events were held:

Going to your new school – A large board with miniature photos of the children standing outside their new gates was created with regular chats and stories from children. This was important as part of the children's' transition to school.

Graduation tea party - This was held on 21 July 2020. The country was officially out of the national lockdown. For safety and safeguarding purposes, the event was held outside. It was an important celebration and allowed families to say goodbye to many of the children leaving the Playgroup to attend primary schools in September. The Playgroup provided treats and games for the children, and the parents had an opportunity to catch up with everyone. All the children were presented with their Graduation photos, their creative work and folders and a present.

Zoom Video - Throughout the year, when the Playgroup was open, the Playgroup held many physical and development classes and learning using Zoom video. This was to reduce one-to-one contact with external tutors/trainers. The following sessions were held

- Yoga
- Meditation
- Theatre production

All the above sessions were regularly incorporated into the Playgroup planning to provide a rich and exciting curriculum that the Playgroup could manage in such a challenging and complex period.

All the above sessions were important for children's emotional and physical wellbeing. Children enjoyed yoga and meditation lessons.

Support to families and staff - Families were supported throughout this time through weekly wellbeing calls and some doorstep visits. Resources were posted regularly, and links to access further guidance and information on Covid 19 were provided.

The Manager worked from home during the national lockdown and supported families that needed help. Regular telephone and email contacts were maintained with the families keeping them abreast of the Playgroup activities and sought family's involvement in activities planning. The Manager also kept in regular touch with all staff, kept them informed, and provided support to them during this pandemic period.

Staff Matters

The Playgroup reluctantly placed two part-time staff on the government furlough scheme, but this was only during the two national lockdown periods. When the Playgroup started to increase the number of children attending, both staff were taken off the Furlough scheme.

The Playgroup is committed to staff continuous professional development and staff emotional, mental and physical wellbeing. Last year, the Trustees agreed to allow staff one day additional authorised leave per year for their wellbeing.

New staff - Nora Bala joined the team in late February 2021.

Staff Training and Development

All staff completed the First Aid refresher course. In addition, the following staff achieved or attended the following training courses:

Caroline Connaughton

- COVID -19 - Transition of SEND Cohort from Early years to primary - 21 May 2020
- Senco Forum 1 Re-establishing Inclusion and Diversity
- Senco Forum 2 Implementing the EY developmental journal – 25 February 2021
- All Senco training to further her knowledge and enhance her practice within her Senco role
- Monthly DSL forums on Zoom to support her role as lead DSL
- Termly forums attended for DSL, Senco and PVI meetings

JEANETTE BURBIDGE

- **Tuning into children using a trauma-informed practice approach** – 16 September 2020 and 7 October 2020. This was an essential training session because of the effect the Covid crisis has had on children emotionally.
- **ISCB** – DSL Roles and responsibilities 15 March 2021. This is a mandatory revisit required to enhance safeguarding knowledge

HEATHER MCINTYRE

- **Early reading experiences** -12 October 2020. Before lockdown, Heather was appointed to undertake a literacy project; this session enhanced her knowledge to explore this project more fully.
- **Let's talk about it** - supporting children's language and communication in the Early years -3 December 2020 and 10 February 2021. A follow on from her last session to gain further information with a very important area in which the Playgroup has seen an impact on Communication and language due to lockdown

SARA DORE

- **Beyond Black History month** – 25 November 2020. This is an important opportunity that arose for further training in this area that Sara as the EO coordinator, was able to participate in to enhance all our practices and take it beyond the focus of just one month
- **The first three years** – prime areas of learning and development. This was an opportunity for Sara to learn and cascade any updated knowledge regarding EYFS curriculum to all staff members.

Future plans

- To continue to provide a positive first step into early education for all our families.
- To work in partnership with outside agencies so full support can be given to those in need.
- To provide relevant training opportunities for all staff team.
- To continue to maintain high levels of occupancy through a sustained input of networking and advertising.
- To maintain good and above OFSTED Judgement.
- To put maintain an effective action plan to control COVID 19 infection in the Playgroup.

Risk Management

Throughout lockdowns and returning to the Playgroup, a very robust risk assessment was adopted and was updated monthly and adhered to.

What did the Playgroup learn from the Covid experience? The Playgroup certainly learned that communication and community spirit was the key to get through a difficult period. The feedback from the families was that they felt supported and knew they could have an opportunity to convey any worries or concerns to the staff at any time. The confidence families had made the transition to return after lockdown much easier for all our families.

The Playgroup is also pleased to report there were no significant incidents to report for the period. We hope that COVID 19 will not have a severe impact on the Playgroup's service. The Playgroup will regularly review and update the risk management action plan and it will be implemented to control the virus in the Playgroup.

The Trustees have a duty to identify and review the risks to which the Playgroup is exposed, particularly those related to operations and finances of the Playgroup. The Trustees also ensure appropriate controls are in place to provide reasonable assurance against fraud and error. The Trustees confirm that they have established systems to mitigate the significant risks.

All Playgroups policies were reviewed and updated.

Financial Review and Reserves Policy

The Playgroup's total Unrestricted General Funds as at 31 March 2021 are £47,990 and the Restricted Fund balance is nil. The Playgroup's income increased by £20,841 in comparison to the previous year. This represents an increase of 20%. The total expenditures for the year were £95,007 of which £83,540 are the staffing and employers cost. The total expenditure if compared to previous year has decreased by £5,115. The main decrease was in the staff cost, which decreased by £5,580. The overall surplus for the year was £27,728 (£1,772 deficit for the previous year).

The Playgroup needs the reserves to meet the working capital. It needs to have sufficient funds in general reserves for the organisation to continue with activities for up to 6 months in the event where the charity loses its funding from the local council or there is a significant drop in the charity's income.

The present level of general reserve available to the Playgroup is a just right amount required to continue activities for a period of up to 6 months if income dropped significantly.

The Playgroup is working towards having a full occupancy. There are families on the waiting list for September 2021, which would support generating additional income. The Playgroup is confident that it would continue having a sufficient reserve to meet its ongoing activities for 6 months.

The Board of Trustees recognises and acknowledge the work of the Playgroup's staff team during the pandemic period. Many Early Years settings were severely impacted due to the Covid virus, but the commitment and support of our staff team have helped our Playgroup sustain our services. As trustees we are appreciative of the support of our staff team.

The Trustees declare that they have approved the Trustees' report above.

Signed on behalf of the Charity's Trustees

A handwritten signature in black ink, appearing to read 'Helena F McKeown', written in a cursive style.

Helena F McKeown
Trustee/Director
13 July 2021

BENNETT COURT COMMUNITY PLAYGROUP LIMITED

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF BENNETT COURT COMMUNITY PLAYGROUP LIMITED

I report on the accounts for the year ended 31 March 2021 set out on pages nine to thirteen.

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 144(2) of the Charities Act 2011 (the 2011 Act)) and that an independent examination is required.

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 the 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 no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statements 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 130 of the 2011 Act and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 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



Zahid Tabbassum ACMA, CGMA
Accountax Financial Limited
Chartered Management Accountants
44A Marlands Road
Clayhall, Greater London
IG5 0JL

13 July 2021

BENNETT COURT COMMUNITY PLAYGROUP LIMITED

STATEMENTS OF TRUSTEES' RESPONSIBILITIES

AS AT 31 MARCH 2021

The charity trustees are responsible for preparing an annual report and financial statements in accordance with applicable law and United Kingdom Generally Accepted Accounting Practice.

The law applicable to charities in England and Wales requires the charity trustees to prepare financial statements for each year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that period. For preparing the financial statements, the trustees are required to:

Select suitable accounting policies and then apply them consistently;

Observe the method and principles in the Charities SORP;

Make judgements and estimates that are reasonable and prudent;

State whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;

Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The trustee are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Charity Act, the Charity (Accounts and Reports) Regulations and the provisions of the trust deed. They are responsible for safeguarding the assets of the charity and hence taking reasonable steps for the prevention and detection of fraud and other irregularities.

The financial statements were approved by the Board of Trustees and were signed on its behalf by:



Helena F McKeown
Trustee/Director

13 July 2021

BENNETT COURT COMMUNITY PLAYGROUP LIMITED
STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 MARCH 2021

	Note	Unrestricted	Restricted	2021	2020
		£	£	Total	Total
				£	£
INCOMING RESOURCES					
Incoming resources from generated funds					
Voluntary income	3	113,378	7,292	120,670	89,767
Activities for generating funds	3	2,065	-	2,065	12,127
Total incoming resources		115,443	7,292	122,735	101,894
RESOURCES EXPENDED					
Costs of generating funds					
Support costs	4	8,170	794	8,964	9,748
Staff costs		77,042	6,498	83,540	89,120
Governance costs		2,503	-	2,503	1,254
Total resources expended		87,715	7,292	95,007	100,122
NET INCOMING/(OUTGOING) RESOURCES		27,728	-	27,728	1,772
RECONCILIATION OF FUNDS					
Transfers between funds	6	-	-	-	-
Total funds brought forward		20,262	-	20,262	18,490
TOTAL FUNDS CARRIED FORWARD		47,990	-	47,990	20,262

The notes form part of these financial statements

BENNETT COURT COMMUNITY PLAYGROUP LIMITED**BALANCE SHEET****AS AT 31 MARCH 2021**

	Note	2021 £	2020 £
CURRENT ASSETS			
Debtors		-	-
Cash at bank and in hand		<u>51,592</u>	<u>21,940</u>
		51,592	21,940
LIABILITIES			
Creditors: amounts falling due within one year	5	<u>3,602</u>	<u>1,678</u>
NET CURRENT ASSETS		<u>47,990</u>	<u>20,262</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>47,990</u>	<u>20,262</u>
NET ASSETS		<u><u>47,990</u></u>	<u><u>20,262</u></u>
FUNDS	6		
Unrestricted funds			
General funds		47,990	20,262
Restricted funds		<u>-</u>	<u>-</u>
TOTAL FUNDS		<u><u>47,990</u></u>	<u><u>20,262</u></u>

For the year ending 31/03/2021 the company was entitled to exemption under section 477 of the Companies Act 2006 relating to small companies.

The members have not required the company to obtain an audit in accordance with section 476 of the Companies Act 2006.

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

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

Approved by the Board of Trustees on 13/07/2021 and signed on their behalf by



Helena F McKeown

Trustee/Director

BENNETT COURT COMMUNITY PLAYGROUP LIMITED

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2021

1. ACCOUNTING POLICIES

Accounting convention

The financial statements have been prepared under the historical cost convention, and in accordance with the requirements of the Statement of Recommended Practice, Accounting and Reporting by Charities (SORP 2005) and applicable UK Generally Accepted Accounting Practice.

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.

Taxation

The charity is exempt from income taxes 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.

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

2. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 March 2021.

Trustees' expenses

There were no trustees' expenses paid for the year ended 31 March 2021.

BENNETT COURT COMMUNITY PLAYGROUP LIMITED

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2021

	Unrestricted £	Restricted £	2021 Total £	2020 Total £
3. INCOMING RESOURCES				
Incoming resources from generated funds				
Voluntary income				
LBI Grant Aid Payment	5,606	-	5,606	2,925
LBI NEG	74,323	-	74,323	56,984
LBI 2 Year Old NEG	21,463	-	21,463	20,520
SEN	-	7,292	7,292	8,506
LBI Early Years	-	-	-	-
LBI Others	8,000	-	8,000	132
Others	3,986	-	3,986	700
	113,378	7,292	120,670	89,767
Activities for generating funds				
Fee Income	2,065	-	2,065	12,125
Other Income from Fundraising	-	-	-	-
Interest Income	-	-	-	2
	2,065	-	2,065	12,127
Total incoming resources	115,443	7,292	122,735	101,894
4. RESOURCES EXPENDED				
Support costs				
Advertising	102	-	102	-
Canteen & refreshment	1,065	120	1,185	1,385
Cleaning	164	-	164	865
Equipment leasing	236	-	236	1,149
Events & outgoing	-	-	-	535
Insurance	-	-	-	520
Learning materials & nursery resources	2,107	234	2,341	911
Postage, printing, stationery & supplies	1,148	106	1,254	174
PPE & Clothing	737	82	819	-
Professional fee	1,440	160	1,600	2,350
Repairs & renewals	-	-	-	71
SEN agency costs	-	-	-	690
Subscription	208	-	208	-
Sundry expenses	136	-	136	173
Telephone & broadband	827	92	919	925
Travel	-	-	-	-
	8,170	794	8,964	9,748
Staff costs				
Salaries and wages	73,797	6,281	80,078	84,420
Employer NI contribution	1,455	117	1,572	2,455
Employer pension contribution	1,245	100	1,345	1,380
Staff training	545	-	545	865
	77,042	6,498	83,540	89,120
<i>Average number of staff employed</i>			4	4
Governance costs				
Independent examiner fee	500	-	500	500
Book-keeping & payroll	2,003	-	2,003	754
	2,503	-	2,503	1,254
Total resources expended	87,715	7,292	95,007	100,122

BENNETT COURT COMMUNITY PLAYGROUP LIMITED

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2021

5. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2021	2020
	£	£
Accruals	500	500
Taxation and social security	2,835	1,178
Net wages payable	-	-
NEST pension payable	267	-
	<u>3,602</u>	<u>1,678</u>

6. MOVEMENT IN FUNDS

	At the start of the year	Incoming resources	Outgoing resources	Transfers	At the end of the year
	£	£	£	£	£
Unrestricted funds:					
General fund	20,262	115,443	(87,715)	-	47,990
Total unrestricted funds	<u>20,262</u>	<u>115,443</u>	<u>(87,715)</u>	<u>-</u>	<u>47,990</u>
Restricted funds:					
LBI Training	-	-	-	-	-
SEN	-	7,292	(7,292)	-	-
LBI Early Years	-	-	-	-	-
Total unrestricted funds	<u>-</u>	<u>7,292</u>	<u>(7,292)</u>	<u>-</u>	<u>-</u>
TOTAL FUNDS	<u>20,262</u>	<u>122,735</u>	<u>(95,007)</u>	<u>-</u>	<u>47,990</u>