

HARTFIELD PLAYSCHOOL
REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED
31 AUGUST 2022

| | |
|-------------------------|---|
| Page 1 | Index |
| Page 2 | Reference and Administrative Information |
| Page 3 | Trustees' Report |
| Page 5 | Report of the Chair of Trustees |
| Page 6 | Independent Examiner's Report |
| Page 7 | Statement of Financial Activities |
| Page 8 | Balance Sheet |
| Pages 9 & 10 | Notes to the Financial Statements |

HARTFIELD PLAYSCHOOL**Registered Charity No. 1158901**

The Old Station
Edenbridge Road
Hartfield
East Sussex
TN7 4JG

CHAIR

Lisa Gibbs-Murray

VICE CHAIR

Debbie Arnett (Trustee)
Sarah Adams

BANKERS

CAF Bank Ltd
25 Kings Hill Avenue
Kings Hill
West Malling
Kent
ME19 4JQ

INDEPENDENT EXAMINER

Perrys Accountants Limited
Churchdown Chambers
Bordyke
Tonbridge
Kent TN9 1NR

HARTFIELD PLAYSCHOOL

TRUSTEES' REPORT

The Trustees present their Report and Financial Statements for the year ended 31 August 2022.

REFERENCE AND ADMINISTRATIVE INFORMATION

Details are shown on page 2.

1. OBJECTIVES AND ACTIVITIES

The constitution states that the objects of the Charity are to provide a playschool for children in the Hartfield area under school age.

The Trustees administer the Charity in accordance with the objectives and the other provisions of the constitution.

3. ACHIEVEMENTS AND PERFORMANCE

Details are shown in the Report of the Chair of the Trustees.

4. FINANCIAL RESULTS

As shown on page 7.

5. FINANCIAL REVIEW

The Trustees are satisfied with the state of affairs.

The reserves at the end of the year are £95,541 (2021 £103,869).

6. RESERVES POLICY

For some years the Association had been endeavouring to build a Reserve Fund to secure its financial stability for the foreseeable future. Because the Association has always been funded by donations and grants, its activities could be seriously curtailed by a severe reduction in revenue.

7. PLANS FOR THE FUTURE

The business manager will investigate and apply for relevant grants to supplement fundraising. We are looking to develop our Sensory area and Forest school further.

8. STRATEGY

As above.

9. RESEARCH

Not applicable.

10. LEGACIES

Not applicable.

11. CONSTITUTION, STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing Document

Constitution which was last updated in 2014.

Appointment of Trustees.

The Trustees are the Chair and Vice Chair and Secretary who are elected annually. In accordance with the constitution, the Chair and Vice Chair and Secretary together with the business manager ("the management team") have responsibility for the operation of the Charity. The business manager is a member of staff so is not elected.

HARTFIELD PLAYSCHOOL**TRUSTEES' REPORT****12. PUBLIC BENEFIT**

A provision of Early Years Learning within the local community is a public benefit. The trustees complied with the guidance in this respect.

13. PAYMENTS TO BENEFICIARIES

Not applicable.

14. STATEMENT OF THE TRUSTEES' RESPONSIBILITIES

Charity Law requires the Trustees to prepare Financial Statements for each financial year which give a true and fair view of the Charity's financial activities during the year and of its financial position at the end of the year. In preparing those Financial Statements, 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 the policies are in accordance with applicable accounting standards;
- prepare the Financial Statements on the going concern basis unless it is inappropriate to presume that the Association will continue in operation.

The Trustees are responsible for keeping proper accounting records of the Charity, which enable them to ensure that the Financial Statements comply with the Charities Act 2011. They are also responsible for safeguarding the assets of the Charity and, hence, for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Lisa Gibbs-Murray
Chair



Dated:

30/3/23

HARTFIELD PLAYSCHOOL

REPORT OF THE CHAIR OF THE TRUSTEES

As Chair of the Trustees, I set out the Report of the Trustees on the activities of the Charity for the year ended 31 August 2022.

SUMMARY OF TRUSTEES ACTIVITIES

The trustees have carried out their roles to comply with the Charities Act 2011, and to ensure the playschool operates in compliance with the Playschools Constitution and within the guidelines set out by the appropriate regulatory bodies. Hartfield Playschool has had a tough year after COVID with the financial and logistical knock on's. Children numbers were lower than normal but with increasing costs. There is also a national recruitment crisis within Early Years currently so wages are higher to retain staff. With a lack of parental input over the previous years we also had a lack of Fundraising. Every effort is being made to increase parental input and fundraising. Fees have been raised to cover shortfalls of costs.

SUMMARY OF RESULTS

During the year, the playschool had income of £87,690 (2021 £104,924) with expenditure of £96,018 (2021 £102,594), resulting in a deficit of £ 8,328 (2021 surplus £2,330) to the reserves.

As can be seen from the accounts, a proportion of the income generated was spent on maintenance and improvements to the building.

DEVELOPMENTS AND FUTURE PLANS

The Charity aims to continue annual fundraising to ensure an operational and maintenance reserve fund, and to provide funds for the provision of resources and experiences in provision of Early Years Learning .

Lisa Gibbs-Murray
Chair of the Trustees



Date: 30/3/23

HARTFIELD PLAYSCHOOL

INDEPENDENT EXAMINER'S REPORT

We report on the Financial Statements of Hartfield Playschool for the year ended 31 August 2022, which are set out on pages 7 to 10.

RESPECTIVE RESPONSIBILITIES OF TRUSTEES AND EXAMINER

As Trustees you are responsible for the preparation of the Financial Statements. You consider that the audit requirement of section 43(2) of the Charities Act 2011 (the Act) does not apply. It is our responsibility to state, on the basis of procedures specified in the General Directions given by the Charity Commissioners under section 43(7)(b) of the Act, whether particular matters have come to our attention.

BASIS OF INDEPENDENT EXAMINER'S REPORT

Our examination was carried out in accordance with the General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the Society and a comparison of the Financial Statements presented with those records. It also includes consideration of any unusual items or disclosures in the Financial Statements, 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 the view given by the Financial Statements.

INDEPENDENT EXAMINER'S STATEMENT


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

(1) which gives us reasonable cause to believe that in any material respect the requirements

- to keep accounting records in accordance with section 41 of the Act; and
- to prepare Financial Statements which accord with the accounting records and comply with the accounting requirements of the Act.

have not been met; or

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



Stephen Hale FCA FCCA

**Perrys Accountants Limited
Chartered Accountants
Churchdown Chambers
Bordyke
Tonbridge
Kent
TN9 1NR**

Date: 11. April 2023.

HARTFIELD PLAYSCHOOL
INCOME AND EXPENDITURE
FOR THE YEAR ENDED 31 AUGUST 2022

| | Notes | 2022 Total £ | 2021 Total £ |
|---|-------|--------------------|--------------------|
| INCOMING RESOURCES | | | |
| Donations | 6 | 1,963 | 1,846 |
| Charitable activities | 6 | 85,727 | 103,078 |
| Total | | <u>87,690</u> | <u>104,924</u> |
| Expenditure on: | | | |
| Raising funds | 7 | 182 | 385 |
| Charitable Expenditure | 7 | 95,836 | 102,209 |
| Total | | <u>96,018</u> | <u>102,594</u> |
| Net increase (decrease) in funds for the year | | <u>(8,328)</u> | <u>2,330</u> |

The notes on pages 9 to 10 form part of these Financial Statements.

HARTFIELD PLAYSCHOOL

BALANCE SHEET
AS AT 31 AUGUST 2022

| | Notes | 2022 Total | 2021 Total |
|-------------------------|----------|---------------|----------------|
| | | £ | £ |
| FIXED ASSETS | 2 | 3,870 | 5,871 |
| CURRENT ASSETS | | | |
| Debtors | | - | 707 |
| Bank deposit account | | 57,779 | 57,742 |
| Bank current account | | 33,540 | 40,748 |
| Metro cash account | | 1,183 | - |
| Cash in hand | | 1 | 1 |
| | | <u>96,373</u> | <u>105,069</u> |
| CREDITORS | 4 | 832 | 1,200 |
| TOTAL ASSETS | | <u>95,541</u> | <u>103,869</u> |
| FUNDS | | | |
| Results for the year | | (8,328) | 2,330 |
| Balance brought forward | | 103,869 | 101,539 |
| | | <u>95,541</u> | <u>103,869</u> |

The notes on pages 9 to 10 form part of these Financial Statements.

Lisa Gibbs-Murray
Chair of the Trustees



Date: 30/3/23

HARTFIELD PLAYSCHOOL

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 AUGUST 2022

1. Accounting Policies

a) Basis of Accounting

The Financial Statements have been prepared under the historical cost convention. The Financial Statements are in accordance with applicable accounting standards, the Statement of Recommended Practice, Accounting and Reporting by Charities (FRS 102) and comply with the Charities (Accounts and Reports) Regulations 2018 issued under the Charities Act 2011.

The following accounting policies have been applied consistently throughout the year:

b) Income

Income is accounted for in the period in which the Charity is entitled to receipt.

c) Expenditure

Expenditure is included on an accruals basis.

d) Property Maintenance

Each year money is paid into a maintenance fund for the upkeep of the property. Funds are withdrawn when maintenance is required to any part of the building structure.

e) Fixed Assets

Fixed assets are written off over their useful lives, at 25% on a straight line basis.

2. Tangible Fixed Assets

| | Property improvements £ | Garden £ | Office Equipment £ | Furniture Fittings £ | Total £ |
|--|-------------------------------|---------------|--------------------------|----------------------------|---------------|
| Cost as at 1 September 2021 | 10,936 | 21,363 | 6,720 | 6,143 | 45,162 |
| Additions | - | - | 544 | - | 544 |
| Disposals | - | - | - | - | - |
| Valuation or cost as at 31 August 2022 | <u>10,936</u> | <u>21,363</u> | <u>7,264</u> | <u>6,143</u> | <u>45,706</u> |
| Depreciation as at 1 September 2021 | 10,936 | 16,603 | 5,609 | 6,142 | 39,290 |
| Charge for year | - | 1,956 | 590 | - | 2,546 |
| Disposals | - | - | - | - | - |
| Depreciation as at 31 August 2022 | <u>10,936</u> | <u>18,559</u> | <u>6,199</u> | <u>6,142</u> | <u>41,836</u> |
| Net book value at 31 August 2021 | <u>-</u> | <u>4,760</u> | <u>1,111</u> | <u>1</u> | <u>5,872</u> |
| Net book value at 31 August 2022 | <u>-</u> | <u>2,804</u> | <u>1,065</u> | <u>1</u> | <u>3,870</u> |

HARTFIELD PLAYSCHOOL

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2022

| | | |
|--|---------------|----------------|
| 3. Balances at Bankers | 2022 | 2021 |
| | £ | £ |
| Current Account | 33,540 | 40,748 |
| Deposit Account | 57,779 | 57,742 |
| | <u>91,319</u> | <u>98,490</u> |
| 4. Creditors | 2022 | 2021 |
| | £ | £ |
| Supplier invoices paid in advance | - | 90 |
| Independent Examiner's fee | 844 | 912 |
| PAYE | (40) | - |
| Pension contribution | 28 | 198 |
| | <u>832</u> | <u>1,200</u> |
| 5. Trustees | | |
| No Trustees received any remuneration either this year or last, to act as a Trustee. Sarah Adams is the xxx and is paid for the performance of those duties. | | |
| 6. Income from: | 2022 | 2021 |
| | £ | £ |
| Donations: | | |
| Fundraising | <u>1,963</u> | <u>1,846</u> |
| Charitable activities: | | |
| Fees | 85,678 | 103,071 |
| Sundry income | 49 | 7 |
| | <u>85,727</u> | <u>103,078</u> |
| 7. Expenditure on: | 2022 | 2021 |
| | £ | £ |
| Raising funds: | | |
| Fundraising expenditure | <u>182</u> | <u>385</u> |
| Charitable activities: | | |
| Wages and professional fees | 74,468 | 77,380 |
| Accountancy | 804 | 768 |
| Bank charges | 93 | 84 |
| Consumables | 3,344 | 5,451 |
| Utilities | 4,936 | 4,028 |
| Insurance | 1,396 | 795 |
| Legal fees | 456 | - |
| Training | 574 | 1,468 |
| Property maintenance | 2,058 | 6,865 |
| Admin expenses | 1,128 | 890 |
| Sundry expenditure | 1,063 | 1,116 |
| New garden and landscaping | 2,970 | - |
| Depreciation | 2,546 | 3,364 |
| | <u>95,836</u> | <u>102,209</u> |