

Bishopthorpe Pre-School Playgroup CIO

Charity Number 1159473

Trustees' Annual Report & Financial Statements for the year ended 31st August 2023

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Charity accounts preparation &
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Bishopthorpe Pre-School Playgroup CIO

Charity number 1159473

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Bishopthorpe Pre-School Playgroup CIO

(Charity Number 1159473)

Trustees' Annual Report

From: September 2022

To: August 2023

Charities Full Name:

Bishopthorpe Pre-School Playgroup CIO

Registered Charity Number:

1159473

Objectives and Activities

Summary of the purposes of the charity set out in its governing document

Bishopthorpe Playgroup is a registered charity run by a parent/volunteer trustees, working closely with the staff. It is an important part of the community and strives to provide the best care, education and facilities for pre-school children in Bishopthorpe and the surrounding area. Our mission is to:

"Meet each child's individual needs by providing outstanding pre-school care in an exciting, motivating and challenging environment, so that they leave us as a happy, confident child."

Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts

- Enhance the development and education of pre-school children in a parent-involved community-based group
- Provide a safe, secure and stimulating environment using both indoor and outdoor areas
- Initiate independent learning and aid the development of life skills
- Work within a framework which ensures equality of opportunity for all children and families
- Provide an inclusive setting with an accredited Special Educational Needs Coordinator
- Foster tolerance and respect for others in our diverse and multi-cultural society
- Forest School sessions in a close by small woodland area and is run by a level 3 Forest School Leader
- The support of an individual key person and key person buddy for every child
- Opportunities for children to play, learn and grow together in a caring, child focused environment
- A close partnership with Bishopthorpe Infant School and local childminders to enable a smooth transition between settings
- Regular trips from the setting to local museums and attractions
- Access to the EYFS framework, including targeted support for children by trained staff delivering the Wellcomm screening programme.

The trustees consider that they have complied with their duties for the public benefit guidance published by the Charity Commission.



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Additional details of objectives and activities

The THBL plan as agreed with the Local Trust as part of its funding programme is wholly focused on social investment in the mapped area. This has ensured that the priority has been on raising the profile of the charity through defined activities while planning for major commissions in future years. There is also scope within the funding agreement to develop strategic partnerships with a view to enhancing the area with longer term social investment should the Partnership deem it.

THBL understands the value of working with volunteers and encourages working alongside the community to develop skill sets and social connections as part of its approach to resident led local development.

THBL also work with specialist organisations to commission major pieces of work locally as agreed in the Local Plan.

Achievements and Performance

Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.

- Undertaken a range of successful fundraising activities to provide equipment and resources to ensure the children have full access to the Early Years Foundation Stage Framework
- We recruit only the best staff and ensure we provide on-going training, support and assessment to achieve personal goals. We will follow the Early Years Foundation Stage Framework and ensure all staff take part in delivering new and fresh ideas to benefit the children.
- Worked closely with our registered inspection authority to ensure the safety of all children and ensure each child gets the individual care, attention and encouragement they need.
- We have achieved an OUTSTANDING Ofsted rating in all areas.
- Ensured a smooth and successful transition to school for children in September. Feedback from reception staff is always very positive
- Obtained inclusion funding for children with SEND
- We aim to be as sustainable and eco-friendly as possible and have met the requirements for the Eco-Schools Green Flag Award.
- Worked closely with the Parish Council and other pavilion users to maintain and enhance the building to the benefit of all users.
- We have promoted our setting to reach both new and existing parents from the local areas.
- Provide support and funding to ensure administration requirements are met by staff while maintaining the primary focus of the individual child
- Managed the setting's finances through forecasting and fundraising, re-investing any surplus to develop the setting and provide new experiences for the children.



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Financial Review

Review of the charity's financial position at the end of the period

The stated aim of the board of trustees at the start of the financial year was to improve the financial position of the charity and ensure it was still a going concern. Given the previous notes from the audit last year following a circa £17k loss in the previous financial year, the focus had been to increase cash reserves through a combination of improved cost control, promotion of the setting to the local community and an increased focus on fund raising activity. We are pleased with the progress made this year, increasing our cash in bank position significantly and having reduced cost in year. This puts the charity on a stronger financial footing, and more able to withstand any financial headwinds that may need to be faced in future years

Statement explaining the policy for holding reserves stating why they are held

Reserves are required in order to withstand potential shocks, including upkeep of the setting facilities, maintaining equipment and covering unexpected one off costs such as potential need for shed replacement in the coming years. In addition training staff as policies and best practice change will incur cost, and whilst we have a good relationship with the Parish Council, we recognise there has not been an increase in rental cost for a number of years and therefore having a healthy cash buffer will enable the setting to remain viable and operational as costs continue to rise. Lessons have been learned by the Charity in coming out of Covid, where there was a real risk of the Charity having to shut down with reserves at a level significantly below the previous years loss. The Reserves are also held in order to meet staff redundancy costs should the need arise in future.

Amount of reserves held

See Annual Financial Statement.

Explanation of any uncertainties about the charity continuing as a going concern

These concerns have eased compared to the prior year. We have strong numbers of children attending the setting or looking to attend the setting, and have a number of fundraising activities either in plan or having been delivered post financial year end.

Structure, governance and management

Description of the charity's trusts

Type of governing document (e.g. trust deed, royal charter)

Pre-school Learning Alliance Model CIO Constitution for Childcare Providers

How the charity is constituted (e.g. unincorporated association, CIO)

CIO

Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees

Trustees are elected at the AGM and consist of parents who use the setting, retired or current staff. On appointment, trustees:

- Read, agree and sign a code of conduct form
- Are given training around the role from the outgoing trustee
- Can attend relevant courses run by the City of York Council
- Are asked to complete the basic safeguarding course online
- Sign up online to the DBS check and update service
- Complete the EY2 form online
- Are made aware of the 'Conflict of Interest' policy



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Trustees' Annual Report

Reference and administration details

Charity's full name	Bishopthorpe Preschool Playgroup CIO
Other names the charity is known by	n/a
Charity's principal address	The Pavilion Ferry Lane, Bishopthorpe York YO23 2SB

Names of the trustees who manage the charity

Trustee name	Office (if any)	Dates acted if not whole year	Name of person entitled to appoint trustee
Jack Hannah	Chair		
N/A	Treasurer		
Annaleise King	Secretary		
Julie Morris	Chairty Commission		
Jennie Woodings	Fund Raising Treasurer		
Richard Chapman			


Names and addresses of advisors

Type of advisor	Name	Address
Independent Examiner	Karen Wood ACMA	Outsource Accountancy & Independent Examinations Hiscox Building Peasholme Green, York YO1 7PR

Declaration

The trustees declare that they have approved the Trustees Annual Report and Accounts

Signed on behalf of the charity's trustees

Signature	
Full Name	Julie Morris
Position	Charity commission contact/Ofsted nominated person
Date	14/11/2023

Bishopthorpe Pre-School Playgroup CIO

(Charity Number 1159473)

Independent examiner's report to the trustees of Bishopthorpe Pre-School Playgroup

I report on the accounts of: **Bishopthorpe Pre-School Playgroup CIO**

For the year ended: **31st August 2023** Which are set out on pages 6 to 8

Responsibilities and basis of report

As the charity trustees of the Trust you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the Charity's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Trust as required by section 130 of the Act;
or
2. the accounts do not accord with those records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Karen Wood (ACMA)
Outsource independent examination service
The Hiscox Building
Peasholme Green
York YO1 7PR

Date

Bishopthorpe Pre-School Playgroup CIO

(Charity Number 1159473)

Receipts & Payments Accounts for the year ended 31st August 2023

	Unrestricted funds	Restricted funds	2023 Total funds	2022 Total funds
	£	£	£	£
Receipts				
Fees/Forest School	14,867	-	14,867	11,494
NGE funding (CYC)	65,409	-	65,409	37,706
Donations & fundraising	7,456	-	7,456	5,213
Bank interest	271	-	271	17
Sundry Income	950	-	950	792
Total receipts	88,953	-	88,953	55,222
Payments	£	£	£	£
Salaries	67,507	-	67,507	61,397
Staff training & other costs	14	-	14	414
Rent	3,900	-	3,900	2,600
Membership, DBS & subscriptions	345	-	345	-
Play materials, activities & equipment	4,310	-	4,310	4,013
Cleaning, consumables & renewals	1,040	-	1,040	296
Telephone, printing & stationary	521	-	521	290
Insurance	1,020	-	1,020	991
EPP/SEN	916	-	916	827
Fundraising costs	312	-	312	-
Administration & payroll costs	1,554	-	1,554	560
Sundry costs	-	-	-	64
Bank charges	139	-	139	-
Total payments	81,578	-	81,578	71,452
Net of receipts/(payments)	7,375	-	7,375	(16,230)
Transfer between accounts	-	-	-	-
Balance brought forward	36,212	-	36,212	52,442
Balance carried forward	43,587	-	43,587	36,212

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Statement of Assets and Liabilities at:

31st August 2023

	Unrestricted funds	Restricted funds	2023 Total funds	2022 Total funds
	£	£	£	£
Assets				
Cash at bank and in hand				
Current bank account	15,488	-	15,488	10,849
Fundraising bank account	5,274	-	5,274	2,763
Savings bank account	22,825	-	22,825	22,600
Paypal	-	-	-	-
	43,587	-	43,587	36,212

	Unrestricted funds	Restricted funds	2023 Total funds
	£	£	£
Liabilities			
Independent examination fee	350	-	350
	350	-	350

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Notes to the Accounts for the year ended:

31st August 2023

The Trustees have taken advantage of section 144 (2) of the Charities Act 2011 and prepared the accounts on a receipts and payments basis.

Approval of accounts for the year ended

31st August 2023

The report and accounts were approved at a meeting
of the trustees held on

Date

Signed for and on behalf of the trustees

Signature

Signature

Name

Name

Position (e.g. Chair etc)

Position (e.g. Chair etc)

Date

Date