

## **Trustees Annual Report for the period 1 April 2020 — 31 March 2021**

### **Charity Name: Marlow Opportunity Playgroup**

Registered Charity number: 1177581

Charity's principal address :

Scout HQ  
Watery Lane  
Woburn Green  
HP10 ONE

Names of the charity trustees who manage the charity:

- Paul Finch, Chair
- John Prout, Vice-Chair
- Sherida Atherton, Treasurer
- Catherine Austin, Governance
- Susan Smith, Secretary
- Jane Gibbons

### **Structure, Governance and Management**

In 2018 Marlow Opportunity Playgroup successfully applied to the Charity Commission to set up a new charity under CIO status. Marlow Opportunity Playgroup has existed as an unincorporated charity for many years but was advised that a CIO was a more suitable charitable framework. The CIO has the same name and charitable aims as the unincorporated charity and has finally taken over the operation of the playgroup from January 1<sup>st</sup> 2021. All assets moved to the CIO effective January 1<sup>st</sup> 2021 – this can be seen as operational income within the accounts. All income, expenditure and operations since January 1<sup>st</sup> 2021 are reflected in the CIO and within this set of accounts.

The CIO operates under a Foundation Model Constitution.

### **Objectives and Activities**

Our objectives and activities remain the same as under unincorporated status. To provide a safe, caring and stimulating environment where children, primarily with special needs can learn through play. To operate under charitable status managed by a voluntary committee and run by qualified staff.

The main activities undertaken for the public benefit are:

1. To advance the education of children, in particular but not exclusively, those with special needs through the provision of nursery and pre-school care.
2. To advance the education and training of persons in the provision of such pre-school care.

### **Achievements and Performance**

Coronavirus had a devastating effect for the Marlow Opportunity Playgroup (MOP) and the families that rely on our services. During the Summer and Autumn terms MOP ran at reduced capacity for Covid-safety reasons and also due to the limited number of available staff and volunteers. The decision was made to remain closed after the Christmas break due to the second full lockdown, reopening after the February half term and building up to full opening early in March.

Our register was restricted to 15 children per session throughout this financial year to ensure that the children were all supported 1:1 and we had an additional member of staff each session to cover all additional cleaning duties. Unfortunately, this impacted on the number of children we could admit from our waiting list. We made the decision to adjust our Admissions Policy to prioritise those children on the waiting list who were due to start school in September 2021. Consequently, we were only able to offer places to 4 children and the number of children on our waiting list remained high for the remainder of the academic year (2020/21).

A strict procedures/risk assessment was in place to limit the spread of infection and as a result of the staff team adhering to these procedures, we managed to stay open with a very full register most days. These procedures remain in place today with staff wearing face masks throughout the playgroup sessions and taking twice weekly lateral flow tests. We also ask all visitors to the setting to adhere to this protocol.

The amazing staff and volunteer team have been wonderfully supportive of playgroup throughout this challenging time, pulling out all the stops to ensure the children continued to enjoy stimulating and varied sessions. Key workers kept in regular contact with their children during lockdown posting songs and stories on social media and by email. A staff production of 'With a little help from my friends' attracted a lot of attention to our Facebook page and brought in donations.

As a new charity we are currently waiting for our first Ofsted inspection. The intention is to re-gain the 'Excellent' rating awarded to the unincorporated charity.

### **Financial Performance**

As a result of the pandemic, the charity was unable to hold the usual Fairs or the Dinner Dance. Income from fundraising was therefore dramatically reduced. MOP was, however, able to access the Government's Coronavirus Job Retention Scheme which helped to meet some of our costs over the most difficult period.

The Trustees are grateful for a number of grants that have improved our financial position over the short to medium term. As we transition to the CIO our viability looks stronger than since the charity began.

### **Reserves**

It is the intention of the trustees to build a reserve equal to nine month's operating costs. This would equate to £180,000. Our ambition is to ensure that MOP can remain open if one of one or more of our funding sources is discontinued. We would want to provide playgroup places to children until alternative provision could be found.

All reserves have been transferred to the CIO Marlow Opportunity Playgroup within the financial year.

### **Declaration**

The Trustees declare that they have approved the trustee's report above. Signed on behalf on the charity's trustees

Signature(s)

Full name(s)                      Paul Finch

Position                              CHAIRMAN                              TRUSTEE

MARLOW OPPORTUNITY PLAYGROUP

Registered Charity number 1177518

Financial Statements for the year ended 31 March 2021

STATEMENT OF FINANCIAL ACTIVITIES

FOR THE YEAR ENDED 31 MARCH 2021

	Notes	Unrestricted funds	Restricted funds	<b>Total funds 2021</b>	Total funds 2020
INCOMING RESOURCES					
Voluntary income	3[a]	42,715	19,131	<b>61,846</b>	-
Activities for generating funds	3[b]	35		<b>35</b>	-
Investment income	3[c]	3		<b>3</b>	-
Funds transferred from unincorporated	3[d]	186,118		<b>186,118</b>	
TOTAL INCOMING RESOURCES		228,872	19,131	<b>248,002</b>	-
RESOURCES USED					
Charitable activities	4	54,433		<b>54,433</b>	-
TOTAL RESOURCES EXPENDED		<u>54,433</u>	<u>-</u>	<u><b>54,433</b></u>	<u>-</u>
NET INCOMING RESOURCES / [EXPENDITURE]		<u>174,439</u>		<u><b>193,570</b></u>	<u>0</u>
TRANSFER BETWEEN FUNDS		-	-	-	-
NET MOVEMENT IN FUNDS		<u>174,439</u>	<u>-</u>	<u><b>193,570</b></u>	<u>0</u>
BALANCES BROUGHT FORWARD AT 1 APRIL				<u>-</u>	<u>-</u>
BALANCES CARRIED FORWARD AT 31 MARCH			<u>19,131</u>	<u><b>193,570</b></u>	<u>-</u>

# BALANCE SHEET

AS AT 31 MARCH 2021

	Notes	2020-21	2019-20
FIXED ASSETS		-	-
CURRENT ASSETS			
Short term deposits		56,376	-
Cash in bank and in hand		137,730	-
TOTAL CURRENT ASSETS		<u>194,106</u>	<u>-</u>
CURRENT LIABILITIES			
Sundry creditors and accruals	5	536	-
Deferred income	6		<u>-</u>
NET CURRENT ASSETS		<u>193,570</u>	<u>-</u>
TOTAL NET ASSETS		<u>193,570</u>	<u>-</u>

## Notes to the accounts

### Note 1 Basis of preparation

#### 1.1 Basis of accounting

These accounts have been prepared on the basis of historic cost (except that investments are shown at market value) in accordance with:

- Accounting and Reporting by Charities – Statement of Recommended Practice (SORP 2005);
- and with\* 

✓

 Accounting Standards;
- or 


 Financial Reporting Standards for Smaller Enterprises (FRSSE);
- and with the Charities Act.

#### 1.2 Change in basis of accounting

There has been no change to the accounting policies (valuation rules and methods of accounting) since last year

#### 1.3 Changes to previous accounts

No changes have been made to accounts for previous years

### Note 2 Accounting policies

*This standard list of accounting policies has been applied by the charity except for those deleted. Where a different or additional policy has been adopted then this is detailed in the box below.*

#### INCOMING RESOURCES

<b>Recognition of incoming resources</b>	These are included in the Statement of Financial Activities (SoFA) when: <ul style="list-style-type: none"> <li>• the charity becomes entitled to the resources;</li> <li>• the trustees are virtually certain they will receive the resources; and</li> <li>• the monetary value can be measured with sufficient reliability.</li> </ul>
<b>Incoming resources with related expenditure</b>	Where incoming resources have related expenditure (as with fundraising or contract income) the incoming resources and related expenditure are reported gross in the SoFA.
<b>Grants and donations</b>	Grants and donations are only included in the SoFA when the charity has unconditional entitlement to the resources.
<b>Donated services and facilities</b>	These are only included in incoming resources (with an equivalent amount in resources expended) where the benefit to the charity is reasonably quantifiable, measurable and material. The value placed on these resources is the estimated value to the charity of the service or facility received.
<b>Volunteer help</b>	The value of any voluntary help received is not included in the accounts but is described in the trustees' annual report.
<b>Investment income</b>	This is included in the accounts when receivable.

#### EXPENDITURE AND LIABILITIES

<b>Liability recognition</b>	Liabilities are recognised as soon as there is a legal or constructive obligation committing the charity to pay out resources.
<b>Governance costs</b>	In the year ended March 31 2019 Marlow Opportunity Playgroup incurred no cost in the preparation and examination of statutory accounts, or for trustee meetings or legal advice to trustees on governance or constitutional matters.

#### ASSETS

<b>Tangible fixed assets for use by charity</b>	We have no tangible fixed assets
<b>Investments</b>	We have no investments, cash is held in bank account

## Notes to the Accounts (continued)

### 3. INCOMING RESOURCES

#### Restricted Funds

Unrestricted funds represent the funds of Marlow Opportunity Playgroup that are not subject to any restrictions regarding their use, and are available for application on the general purpose of the paygroup.

Restricted funds represent donations and grants received for a specific objective, and may only be expended on the specific objective for which they were given. Any balance remaining unspent at the end of each year must be carried forward as a balance on that fund.

Restricted funds recognised in these accounts relate to:

[1] a grant received from Youth Music. The total grant received was for £12,658 for expenditure over two years.

[2] the Big Lottery fund. We received £6,473 between Jan - March 2020 to fund the role of Playgroup Supervisor.

	Unrestricted	[1] Restricted Youth Music	[2] Restricted Big Lottery	Total Funds	
<b>INCOMING RESOURCES</b>					
3[a] Voluntary income				<b>2021</b>	<b>2020</b>
Funding	7,435			7,435	
Support Assistance	13,547			13,547	
Grants	6,911	12,658	6,473	26,042	
Fees	-			-	
Donations	5,293			5,293	
Coronavirus Job Retention Sc	9,529			9,529	
Other	-			-	
	<b>42,715</b>	<b>12,658</b>	<b>6,473</b>	<b>61,846</b>	-
3[b] Activities for generating funds					
Fundraising	35		-	35	
3[c] Investment Income					
Bank deposit interest	3		-	3	
3[d] Funds transfer from Marlow Opportunity Playgroup (unincorporated charity)				<b>186,118</b>	-
	Unrestricted	[1] Restricted Youth Music	[2] Restricted Big Lottery	Total Funds	
<b>4. RESOURCES USED</b>					
Charitable activities				<b>2021</b>	<b>2020</b>
Staff Costs	38,252.80		6,473	44,726	
Transport				-	
Rent				825	
Services				2,824	
Training				585	
Equipment & materials	1,461.95	2,926		4,388	
Expenses				12	
Other				1,072	
	<b>39,715</b>	<b>2,926</b>	<b>6,473</b>	<b>54,433</b>	-
<b>5. CURRENT LIABILITIES (Creditors and Accruals)</b>				<b>2021</b>	<b>2020</b>
[a] Sundry creditors and accruals					
National Insurance				-	-
Transport					
Services & equipment				536	
Expenses & Training					
Cash expenses					
				<b>536</b>	

### 6. RESERVES

It is the intention of Marlow Opportunity Playgroup to operate with a reserve equal to nine month's operating costs in order to build financial resilience. Our income varies depending on a number of factors and we need to be able to cover costs and sustain playgroup places for children in the event of a funding shortfall for at least nine months.



## Notes to the accounts (cont)

### Note 7 Details of certain items of expenditure

#### 7.1 Trustee expenses

Number of trustees who were paid expenses  
 Nature of the expenses  
 Total amount paid

This year	Last year
None	None
£0	£0

#### 7.2 Fees for examination or audit of the accounts

Independent examiner's or auditors' fees for reporting on the accounts

Other fees (for example: advice, consultancy, accountancy services) paid to the independent examiner or auditor

This year £	Last year £
None	None
None	None

### Note 8 Paid employees

#### 8.1 Staff Costs

Gross Wages, Salaries and Benefits in Kind  
 Employer's National Insurance costs  
 Pension costs

This year £	Last year £
40,778	-
1,592	-
2,356	-
44,726	-

#### 8.2 Average number of full-time equivalent employees in the year

All paid employees at Marlow Opportunity Playgroup work in the playgroup setting.

Fundraising  
 Charitable activities  
 Governance  
 Other

This year	Last year
0	0
10	10
0	0
0	0
10	10

#### 9.3 Defined contribution pension scheme

A defined contribution scheme is operated (using Nest Pensions), in accordance with employment law. If an employee earns £10,000 per year they are automatically enrolled, but all employees have the option to join. Playgroup contributes 3%, employee pays 5%.

The costs of the scheme to the charity in the year  
 The amount of any contributions outstanding at the end of the year  
 The amount of any contributions prepaid at the end of the year

This year	Last Year
N/A	N/A
N/A	N/A
N/A	N/A



**CHARITY COMMISSION  
FOR ENGLAND AND WALES**

## Independent examiner's report on the accounts

Section A

Independent Examiner's Report

**Report to the trustees/  
members of**

Marlow Opportunity Playgroup

**On accounts for the year  
ended**

31 March 2021

**Charity no  
(if any)**

1177518

**Set out on pages**

4 - 9

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31 103 2021

**Responsibilities and  
basis of report**

As the charity's trustees, 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 Trust'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**

[The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of [insert name of applicable listed body]]. Delete [ ] if not applicable.

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination (other than that disclosed below \*) which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

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.

\* Please delete the words in the brackets if they do not apply.

**Signed:**

*Liam McCann*

**Date:**

13<sup>th</sup> SEPT 2021

**Name:**

LIAM MCCANN

**Relevant professional  
qualification(s) or body**

ASSOCIATE OF THE CHARTERED INSTITUTE OF MANAGEMENT

IER

(If any):	ACCOUNTANTS NO. 8122112
Address:	1 VENGEANCE ROAD, LEE-ON-THE-SOLENT
	PO13 9GB

## Section B

### Disclosure

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.

IER