

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
- Anita Davis
- Jane Gibbons

Structure, Governance and Management

The year ended March 2022, was our first full financial year as a CIO. Marlow Opportunity playgroup operated for many years as an unincorporated charity with all assets moved to the CIO effective January 1st 2021. This creates a small issue when comparing the accounts for the prior year as only three months of the previous financial year are included in the CIO's 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

The Trustees of the Marlow Opportunity Playgroup (MOP) are pleased to report on a positive year for our charity. Operations in the previous year had been very adversely affected by Covid, having a devastating impact on playgroup, and the families that rely on our services. MOP is now getting back to normal. By September 2021 all staff were back working, therapists were back in the setting, and we were able to offer sessions to several children who had been on our waiting list too long. This has been a huge relief to all those involved.

Children attending MOP would struggle to access a pre-school environment typically because of medical, physical, or learning disabilities. Our 2021-22 register included children with a diverse range of conditions including severe autism and mitochondrial disorders. Our setting shapes experiences and therapies for each child so they can learn through play, to the fullest of their ability.

To support our children and staff, we invested in staff training over the year for safeguarding, medical procedures, epilepsy, and Makaton. We were also able to take the children on an outing to the Thames Valley Adventure Playground and were at last able to invite families back into the playgroup for end of term singing sessions and a well-attended concert.

It was wonderful to see our register increase to 24 children last year. Session sizes are now limited by staff availability, rather than covid restrictions and we remain on the lookout to add to our staff team with qualified suitable team-members and volunteers.

We continued to offer the children a variety of music throughout the year thanks to the Youth Music grant; along with 1:1 music therapy, which has such a positive impact on the children's development.

MOP is always grateful to our donors who keep this vital community resource open for our children and to the parents who continue to be hugely supportive with fundraising and sponsored events.

In the year ahead we need to identify new funding to continue to provide a high level of support for the children, extend our music provision and provide training opportunities.

We are currently waiting for our first Ofsted inspection as a CIO. The intention is to regain the 'Excellent' rating awarded to the unincorporated charity.

Financial Performance

MOP had income over the financial year of £212K, of which 62% comes from grants and donations. Expenses for the year were £243k resulting in an operating deficit of £31k. The deficit was met by our reserves which had been boosted in the previous year due to the unfortunate curtailment of operations.

During the year ended March 2022, the trustees felt that new applications for funding were inappropriate due to our unprecedented levels of reserves; but will re-focus on obtaining grants, sponsorships, and fundraising in the year ahead.

Reserves

It is the intention of the trustees to build a reserve equal to nine month's operating costs. This would equate to £190,000. Our ambition is to ensure that if one of our main funding sources is discontinued, we could remain open until alternative provision is found for the children on the register. At year-end reserves stand at £162K.

Future Outlook

We are thrilled to see playgroup on a sound financial footing, with a secure future. That said, fundraising and donations are always required to continue to provide rich experiences, therapy, and joy to the children.

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 1177581

Financial Statements for the year ended 31 March 2022

STATEMENT OF FINANCIAL ACTIVITIES

FOR THE YEAR ENDED 31 MARCH 2022

	Notes	Unrestricted funds	Restricted funds	Total funds 2022	Total funds 2021
INCOMING RESOURCES					
Voluntary income	3[a]	188,646	13,331	201,977	61,846
Activities for generating funds	3[b]	10,286		10,286	35
Investment income	3[c]	13		13	3
Funds transferred from unincorporated	3[d]	-		-	186,118
TOTAL INCOMING RESOURCES		198,945	13,331	212,276	248,002
RESOURCES USED					
Charitable activities	4	229,884	13,331	243,215	54,433
TOTAL RESOURCES EXPENDED		229,884	13,331	243,215	54,433
NET INCOMING RESOURCES / [EXPENDITURE]		<u>(30,939)</u>		<u>(30,939)</u>	<u>193,570</u>
TRANSFER BETWEEN FUNDS		-	-	-	-
NET MOVEMENT IN FUNDS		<u>(30,939)</u>	<u>-</u>	<u>(30,939)</u>	<u>193,570</u>
BALANCES BROUGHT FORWARD AT 1 APRIL				<u>193,570</u>	<u>-</u>
BALANCES CARRIED FORWARD AT 31 MARCH			<u>-</u>	<u>162,631</u>	<u>193,570</u>

BALANCE SHEET

AS AT 31 MARCH 2022

	Notes	2021-22	2020-21
FIXED ASSETS		-	-
CURRENT ASSETS			
Short term deposits		65,960	56,376
Cash in bank and in hand		122,743	137,730
TOTAL CURRENT ASSETS		<u>188,703</u>	<u>194,106</u>
CURRENT LIABILITIES			
Sundry creditors and accruals	5	26,072	356
Deferred income	6		<u>-</u>
NET CURRENT ASSETS		<u>162,631</u>	<u>193,750</u>
TOTAL NET ASSETS		<u>162,631</u>	<u>193,750</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

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 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

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

EXPENDITURE AND LIABILITIES

Liability recognition	Liabilities are recognised as soon as there is a legal or constructive obligation committing the charity to pay out resources.
Governance costs	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

Tangible fixed assets for use by charity	We have no tangible fixed assets
Investments	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 Restricted funds recognised in these accounts relate to: [1] The Big Lottery fund. We received £13,331 between April '21 - March '22 to fund the role of Playgroup Supervisor.

INCOMING RESOURCES	Unrestricted	Restricted Big Lottery	Total Funds	
			2022	2021
3[a] Voluntary income				
Funding	38,548		38,548	7,435
Support Assistance	19,364		19,364	13,547
Grants	69,892	13,331	83,223	26,042
Fees	1,470		1,470	-
Donations	49,772		49,772	5,293
Coronavirus Job Retention Sc	798		798	9,529
Other	8,801		8,801	-
	188,646	13,331	201,977	61,846
3[b] Activities for generating funds				
Fundraising	10,286	-	10,286	35
3[c] Investment Income				
Bank deposit interest	13	-	13	3
3[d] Incoming Resources			212,276	186,118
4. RESOURCES USED				
	Unrestricted	Restricted Big Lottery	Total Funds	
			2022	2021
Charitable activities				
Staff Costs	188,750	13,331	202,081	44,726
Transport			-	-
Rent	6,303		6,303	825
Services	9,563		9,563	2,824
Training	714		714	585
Equipment & materials	16,629		16,629	4,388
Expenses	1,540		1,540	12
Other	6,384		6,384	1,072
	229,884	13,331	243,215	54,433
5. CURRENT LIABILITIES (Creditors and Accruals)			2022	2021
[a] Sundry creditors and accruals				
PAYE (March 22)			1,955	-
CCS Media			114	
Sing & Sign			500	536
Music Time with Val			50	
PH Cleaning			641	
BUCKS CC (overpayment)			22812	
			26,072	536
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 £
172,640	40,778
19,929	1,592
9,512	2,356
202,081	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

Charity Name

MARLOW OPPORTUNITY PLAYGROUP

On accounts for the year
ended

31 MARCH 2022

Charity no
(if any)

1177518

Set out on pages

4 - 9

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/03/2022.

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 McCan

Date:

28th JULY 2022

Name:

LIAM M^c CAN

Relevant professional
qualification(s) or body

CIMA

(if any):

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Address:

1 VENGEANCE ROAD
LIFE- 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.

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