



# PRAIZIN' HANDS PUPPET GROUP

## Trustees' Annual Report and Financial Statement

Year ending 31<sup>st</sup> December 2021

Charity No: 1186981

## Introduction

This year has not been without its challenges as we started the year in lockdown and we ended the year with reduced restrictions, still having to cancel performances because of COVID19. It has been great finally being able to get back to working in schools for the second half of the year. The schools have been very pleased to have us back. Unfortunately, many of the events our Little Hands youth team would have been involved in during the year did not happen, because of the restrictions.

One of the biggest challenges we started the year with was to find a location to store all our puppet equipment. This was due to the use of the two locations we had been using for storage coming to an end. With a lot of work by the trustees we managed to secure the use of a building where we can store all our equipment, and this has allowed us to have all our equipment under a single roof for the first time.

Overall, the year has been very positive as we have overcome the challenges facing us. We have two new adult puppeteers that have joined us, and they have soon settled into the team. A number of bookings for 2022 have already been received which is a sign that things are returning to normal.

In April, Wendy stepped down as a trustee and I thank her for her input over the previous 18 months. At our AGM in May, Maz was elected as a new trustee and the other trustees had their appointments confirmed. I would like to thank all the trustees for their support they have given to me and the charity.

The following pages of the report give a summary of the activities we have achieved during 2021 and also our financial position as at the end of the year.

I am looking forward to 2022 when we can focus on live puppet performances again and start to visit the many schools, churches, care homes etc that we have not managed to visit over the last couple of years.

Nigel Eyres

Chair of Trustees

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- Statement of Assets and Liabilities
- Notes to the Accounts
- Independent Examiner's Report



## Trustees' Annual Report for the period

From  Period start date  01 01 2021 To  Period end date  31 12 2021

### Section A

### Reference and administration details

Charity name

Other names charity is known by

Registered charity number (if any)

27 Tormead	
Hythe	
Southampton, Hampshire	
Postcode	SO45 5AW

### Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Nigel John Eyres	Chair		Charity membership
2	Cary Elizabeth Joyce			Charity membership
3	Wendy Ann Davis		Until: 01.04.21	Charity membership
4	Colin Stephen Ridout			Charity membership
5	Beverly Jayne Eyres			Charity membership
6	Maryanne Timandra Isobella Kitcherside		From: 23.05.21	Charity membership
7				
8				
9				
10				
11				
12				
13				
14				
15				

### Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year



## Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

## Name of chief executive or names of senior staff members (Optional information)

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## Section B Structure, governance and management

### Description of the charity's trusts

Type of governing document	Constitution – Issue 02 - Released 17.12.2019
How the charity is constituted	Charitable Incorporated Organisation (CIO)
Trustee selection methods	Elected by membership at the AGM

### Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

<p>We have the following policies in place that are reviewed annually by the trustees.</p> <ul style="list-style-type: none"> <li>• Health and Safety Policy</li> <li>• Safeguarding Policy</li> <li>• Data Protection Policy</li> <li>• COVID19 Policy</li> <li>• Risk Assessment</li> </ul> <p>All the charity membership that works with the youth team or in schools etc have a DBS check carried out on them. They also receive regular Safeguarding training.</p>
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## Section C Objectives and activities

### Summary of the objects of the charity set out in its governing document

<p>The advancement of the Christian faith using puppetry and creative arts, working with churches, schools and communities. Developing the skills of both the youth and adult puppet teams through training and teamwork. To present secular educational puppetry presentations working with schools and educational establishments.</p>
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**Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)**

Our three puppet teams started the year still unable to meet in person because of the COVID19 restrictions in place. We still met via Zoom so that we could continue our charities objectives, recording material that we would share via YouTube. As soon as the restrictions had been lifted, we started to meet in person again.

Our adult team recorded an Easter presentation that was shared with local schools via YouTube. In the weeks leading up to Christmas the team managed to perform live again in local schools and at an outdoor community event.

Our PSHE Schools Project team started the year sharing the presentations via YouTube. Then later in the year managed to return to visit schools with our Friendships presentation for KS1.

Our youth team has continued to meet during the year, the majority of the time in person. This has enabled us to support and encourage the team and improve their puppetry skills. They have recorded some songs that have been shared on our YouTube channel.

The trustees have had regard to the guidance issued by the Charity Commission on public benefit

**Additional details of objectives and activities (Optional information)**

The charity has no paid staff and is run totally by volunteers. The trustees rely on the commitment of these volunteers to develop and grow the work of the charity.

We do not supply grants or have an investment policy.

**You may choose to include further statements, where relevant, about:**

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.



**Summary of the main achievements of the charity during the year**

We started the year recording our performances and then sharing them via YouTube, until we could return to 'live' performances in the second half of the year.

Our Easter presentation on YouTube has been viewed 273 times. It was shared with schools, churches, care homes and youth groups, so the actual viewing figures would be a lot higher.

During November and December our adult puppet team visited 7 schools with our Christmas presentation reaching over 1,625 children and staff. Unfortunately, we did not complete all the planned performances because of COVID19 which resulted in 4 performances having to be cancelled. This presentation was also performed 3 times outdoors at a community event for the public.

Our youth team recorded a song called 'Love Is Shown by What We Do' which we shared on YouTube and entered it into a national competition where the team won third place. This team also recorded a song using dowel rods which was also put on YouTube.

The PSHE schools project team filmed an 'Internet Safety' presentation for Key Stage 1 pupils and it was premiered on YouTube to share with local schools who all watched it simultaneously on 2 different occasions. It has had 110 views, but many of these views would have been to whole classes.

The song 'We All Have Differences' was also shared to schools via YouTube and this has been used in several schools and has been viewed 159 times with many classes watching it together.

The PSHE schools project team was back to 'live' performances by October and visited 8 different schools with our 'Friendships' presentation which was watched by over 1,300 children and staff. Many teachers particularly valued this presentation as they had expressed their concerns to us about children not knowing how to make friends or share, due to the lockdown when they were not allowed to mix with others.

The song 'How are you feeling' has had over 2,190 views on YouTube in addition to being part of our 'Returning to school after lockdown' DVD which was produced in 2020.

In September we organised some Safeguarding training for all the members who help with our youth team and/or visit schools.

### Brief statement of the charity's policy on reserves

The trustees have put a reserves policy in place during the year, which will be reviewed annually.

The amount for the reserve fund has been set at a level to cover fixed monthly costs such as rent and our average monthly essential operating costs for a three month period. The value was then adjusted to allow for regular monthly giving that the charity receives.

Considering all these factors the reserve fund value has been set as £2,000. This amount is held in our bank account as unrestricted funds.

The reserve fund would be used to cover unexpected costs that have not been budgeted for, like replacing failed equipment or to cover a drop in donations, so the charity can continue to operate.

### Details of any funds materially in deficit

None

### Further financial review details (Optional information)

You may choose to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

The main source of funding for the charity during 2021 was from donations. 51% of the donations we receive are from regular monthly donations that increased from £209.00 in January to £299.00 in December. The remaining 49% is made up of 1 off donations from either schools, churches or other organisations and some individuals.

We received a grant for £620.35 from The Listeners Trust to cover the cost of purchasing additional puppets and screens to allow us to rehearse safely because of COVID19.

The donations and grants we have received during the year have enabled the charity to offer performances and activities to achieve the charities objectives.

During the year 2021, Receipts were £7,904 and Payments were £8,547. giving a net deficit of £643. Total carried forward £5,265

We do not have an investment policy.



## Section F

### Other optional information

We started the year in lockdown because of COVID19 and ended the year with reduced restrictions as things start to get back to normal. COVID19 has affected us when team members have tested positive, and performances have been cancelled.

We have two new adult puppeteers that have joined during 2021. During 2022 we plan to recruit some more adult puppeteers and also some new members to our youth team, as well as stage crew.

In June we managed to secure the use of a building to use for storing all our equipment. This move to storing all our equipment in one central location has been a great benefit for the second half of the year.

## Section G

### Declaration

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

Signed on behalf of the charity's trustees

Signature(s)		
<i>N/Egres</i>		<i>Cary Joyce</i>
Full name(s)	Nigel John Eyres	Cary Elizabeth Joyce
Position (eg Secretary, Chair, etc)	Chair	Trustee
Date	<i>20/5/22</i>	





## Receipts and payments accounts

CC16a

For the period	1. Jan. 21	To	31. Dec. 21
from			

### Section A Receipts and payments

	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Last year
	to the nearest £	to the nearest £	to the nearest £	to the nearest £	to the nearest £
<b>A1 Receipts</b>	Notes				
Donations - Monthly	1 2,978	-	-	2,978	2,438
Donations	2 2,816	-	-	2,816	5,418
Gift Aid Rebate	477	-	-	477	575
Hall Hire	3 734	-	-	734	678
Team Clothing	4 104	-	-	104	358
Adopt a Puppet	50	-	-	50	225
Tips and Outings	5 20	-	-	20	81
Amazon Smile	6 35	-	-	35	7
Easy Fundraising	6 16	-	-	16	-
Activity Supplies	7 23	-	-	23	-
Storage	8 32	-	-	32	-
Grant	9 620	-	-	620	-
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>7,283</b>	<b>620</b>	<b>-</b>	<b>7,904</b>	<b>9,780</b>

#### A2 Asset and investment sales, (see table).

	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>7,283</b>	<b>620</b>	<b>-</b>	<b>7,904</b>	<b>9,780</b>

<b>A3 Payments</b>					
Puppet Van	1,096	-	-	1,096	1,050
Hall Hire	3 355	-	-	355	515
Team Clothing	4 54	-	-	54	841
Adopt a Puppet	-	-	-	-	35
Tips and Outings	5 30	-	-	30	81
Insurance	10 476	-	-	476	740
Outreach	11 40	-	-	40	582
Administration	12 198	-	-	198	271
COVID-19	13 136	-	-	136	128
Travel Expenses	-	-	-	-	67
DBS Checks	108	-	-	108	60
Refreshments	14	-	-	14	35
Donation	-	-	-	-	10
Miscellaneous	66	-	-	66	32
Activity Supplies	7 60	-	-	60	-
Storage	8 4,147	-	-	4,147	-
Testing	14 60	-	-	60	-
Training	15 200	-	-	200	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>7,039</b>	<b>-</b>	<b>-</b>	<b>7,039</b>	<b>4,448</b>

<b>A4 Asset and investment purchases, (see table)</b>					
Equipment	367	196	-	563	596
Puppets	291	391	-	682	324
Props and Scenery	230	33	-	263	199
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>887</b>	<b>620</b>	<b>-</b>	<b>1,508</b>	<b>1,118</b>

<b>Total payments</b>	<b>7,926</b>	<b>620</b>	<b>-</b>	<b>8,547</b>	<b>5,565</b>
<b>Net of receipts/(payments)</b>	<b>- 643</b>	<b>-</b>	<b>-</b>	<b>- 643</b>	<b>4,214</b>
<b>A5 Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>5,908</b>	<b>-</b>	<b>-</b>	<b>5,908</b>	<b>1,694</b>
<b>Cash funds this year end</b>	<b>5,265</b>	<b>-</b>	<b>-</b>	<b>5,265</b>	<b>5,908</b>

# Section B Statement of assets and liabilities at the end of the period

## Categories

### B1 Cash funds

Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
Cash at Bank	5,682	-	-
Cheques not Cashied	417	-	-
Money not Banked	-	-	-
<b>Total cash funds</b> (agree balances with receipts and payments account(s))	<b>5,265</b>	<b>-</b>	<b>-</b>

### B2 Other monetary assets

Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
None	-	-	-
	-	-	-
	-	-	-
	-	-	-
	-	-	-

### B3 Investment assets

Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
None		-	-
		-	-
		-	-
		-	-

### B4 Assets retained for the charity's own use

Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
Peugeot Expert Van	Unrestricted	-	-
Puppets	Unrestricted	-	-
Staging	Unrestricted	-	-
Props and Scenery	Unrestricted	-	-
Audio, Visual & Lighting Equipment	Unrestricted	-	-
Outdoor Puppetry Equipment	Unrestricted	-	-
		-	-
		-	-

### B5 Liabilities

Details	Fund to which liability relates	Amount due (optional)	When due (optional)
None		-	
		-	
		-	
		-	

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval
<i>N Eyres</i>	Nigel John Eyres	20/5/22
<i>Cary Joyce</i>	Cary Elizabeth Joyce	20/5/22



## Accounts Notes

Notes	Comments
1	<b>Donations – Monthly</b> We receive a number of regular monthly donations via standing order. These increased during the year and now equal £299.00 per month
2	<b>Donations</b> During the year we received a total of 22 donations from schools, Churches, etc and individuals. Some making more than one donation during the year.
3	<b>Hall Hire</b> This covers the cost of hiring St Francis Church for rehearsals for Big Hands and Little Hands teams. Each team contribute towards the costs of the hire. The invoices for the end of the year had not been received before year end resulting in a higher receipt to payment value being shown.
4	<b>Team Clothing</b> The puppet team's polo shirts and hoodies, the volunteers wear, they pay for themselves. The receipt value is higher as it covers clothing purchased at the end of 2020.
5	<b>Trips and Outings</b> This covered the cost of taking the Little Hands youth team Go Karting in July. Unfortunately, a couple of people could not attend because of COVID, resulting in a shortfall.
6	<b>Amazon Smile / Easy Fundraising</b> We are now registered with both Amazon Smile and Easy Fundraising so receive a small donation when people make purchases that are linked to the charity.
7	<b>Activity Supplies</b> This covers the cost of running different activities organised for our Little Hands youth team during their rehearsals
8	<b>Storage</b> We now hire a unit to store all the puppet equipment, which started in June. The receipt of £32 was a refund for the initial Business Rates payment we made as we are exempt from paying it due to being a charity.
9	<b>Grant</b> This grant was from The Listeners Trust, and it is shown as restricted funds as it is to cover specific purchases.
10	<b>Insurance</b> This covers the liability insurance needed for the charity and the equipment insurance.
11	<b>Outreach</b> This covers the cost of using Ferry Crofts Scout Camp site to film two puppet songs that we put on YouTube.
12	<b>Administration</b> This covered the cost of running the charity, for example stationary, stamps, printer ink etc. It also includes the cost of booking the hall for the AGM
13	<b>COVID-19</b> Covers the cost of hand gel, gloves, face masks, cleaner etc we have needed to purchase this year, so that when we have been able to meet, it could be done safely.
14	<b>Testing</b> Covers the annual PAT testing of all the puppet groups electrical equipment
15	<b>Training</b> Covers the cost of the Safeguarding training for the whole puppet team.

## General

- The charity's accounts are receipts and payments accounts.
- All values are rounded to the nearest whole £.



# 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

Praizin' Hands Puppet Group

#### On accounts for the year ended

31st December 2021

Charity no  
(if any)

1186981

#### Set out on pages

9 to 11

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/12/2020.

#### 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 Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed 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 ~~together than that disclosed below~~ in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn 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:

A.P. Nicholas

#### Date:

13/06/22

#### Name:

ALAN NICHOLAS

#### Relevant professional qualification(s) or body (if any):

CHARTERED ACCOUNTANT (ICAEW)

#### Address:

15A WELLANDS ROAD,

LYNHURST, HAMPSHIRE

SO43 7AB.