



PRAIZIN' HANDS PUPPET GROUP

Trustees' Annual Report and Financial Statement

Year ending 31st December 2022

Charity No: 1186981

Introduction

This is the first year, since we became a charity, that we have managed to offer almost a full year of 'in person' performances because of the removal of the COVID restrictions. Unfortunately, we did have to cancel two weeks of performances at Easter because 3 members of the team went down with it. However, the two weeks we did manage to complete, was a great success.

We have had a successful time performing in schools, care homes and at community events during the year. We have reached new groups of people and have also been back visiting venues which we may not have visited for the last 3 years. Thank you for the hard work and support of all the puppeteers to enable us to offer a full programme, this is greatly appreciated. This is not just for the performances themselves but also all the rehearsals that happen in the weeks and months beforehand.

Thank you to my fellow trustees who have helped lead the charity throughout the year, helping to ensure we manage the charity to secure its future and further development.

In March, Gay and Gordon stepped down from our Big Hands team. They have both been active members for a number of years, Gay as a puppeteer and Gordon as part of our stage crew.

Thank you to all the people who support the puppet group with monthly donations. Also, thank you for all those who make 1 off donations throughout the year. These donations enable us to continue our work every year.

The following pages of the report give a summary of the activities we have achieved during 2022 and our financial position as at the end of the year.

We have had some positive signs of growth in the puppet teams over the year and we look forward to continuing our work through 2023 and beyond, to visit new venues to further spread the work of the puppet group in the community.

Nigel Eyres

Chair of Trustees

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- Statement of Assets and Liabilities
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- Independent Examiner's Report



Trustees' Annual Report for the period

Period start date		Period end date	
From	To		
01	01	2022	31
		12	2022

Section A

Reference and administration details

Charity name Prazin' Hands Puppet Group

Other names charity is known by

Registered charity number (if any) 1186981

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	Colin Stephen Ridout			Charity membership
4	Beverly Jayne Eyres			Charity membership
5	Maryanne Timandra Isobella Kitcherside			Charity membership
6				
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
N/A	

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"> • Health and Safety Policy • Safeguarding Policy • Data Protection Policy • COVID19 Policy • Risk Assessment • Reserves Policy <p>All the charity membership that works with the youth team or in schools etc have an enhanced 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)

<p>Our three puppet teams have had a productive year with new members joining two of our teams to enable them to further expand their work.</p> <p>Our Big Hands adult team completed two 'tours' this year in the weeks leading up to Easter and Christmas visiting schools and care homes with their presentation.</p> <p>Our PSHE Schools Project team (personal, social, health and economic) have been working with schools all year to put on presentations on social issues like Drugs and Lying.</p> <p>Our youth team this year have performed at three different outdoor community events, one event attended by over 5,000 people.</p> <p>The trustees have had regard to the guidance issued by the Charity Commission on public benefit.</p>

Additional details of objectives and activities (Optional information)

<p>You may choose to include further statements, where relevant, about:</p> <ul style="list-style-type: none"> • policy on grantmaking; • policy programme related investment; • contribution made by volunteers. <p>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.</p> <p>We do not charge for the work we do so rely on donations and grants to support the charity.</p> <p>We do not supply grants or have an investment policy.</p>

Summary of the main achievements of the charity during the year

As we have three different teams, we have summarised our activities during 2022 by team activities.

Big Hands Adult Team

The team completed both their Easter and Christmas schedule of performances during the year. Unfortunately, two weeks of the Easter presentations had to be cancelled as some of the team went down with COVID. During these performances, they visited 22 schools and performed to over 5,000 people in schools, care homes and churches. During the year we welcomed one new member to the team.

PSHE Schools Project

This team put on presentations throughout the year on social issue topics. This year they have visited 29 schools to cover a presentation on one of the following topics. Road Safety, Lying, Drugs, All Change, Teasing and Bullying.

Little Hands Youth Team

This team has continued to grow this year with four new members joining the team. Unfortunately, two members of the team left during the year, one going off to university.

The team have performed at three different outdoor events during the year to support community events. One of the Fun Days they participated in was attended by over 5,000 people.

Funding

We received a grant from the Tesco Blue token scheme in late November for £500 to enable us to purchase some new style puppets. These will be used to enhance the School Project presentations.

Section E Financial review

Brief statement of the charity's policy on reserves

	<p>We have a reserves policy in place to give an increased level of financial security to the work of the charity. During the year we have not needed to use this reserve.</p> <p>The amount for the reserve 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 which the charity receives.</p> <p>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.</p> <p>The reserve fund would be used to cover unexpected costs that have not been budgeted for, like replacing failed equipment, repairs to the van or to cover a drop in donations, so the charity can continue to operate.</p>
Details of any funds materially in deficit	None

Further financial review details (Optional information)

<p>You may choose to include additional information, where relevant about:</p> <ul style="list-style-type: none"> 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. 	<p>The main source of funding for the charity during 2022 was from donations. 37% of the donations we receive are from regular monthly donations. The remaining 63% is made up of 1 off donations from either schools, churches or other organisations and some individuals. On some of the personal donations we are able to claim Gift Aid.</p> <p>We received a grant for £500.00 from the Tesco Blue Token Scheme to cover the cost of purchasing some new style puppets for our PSHE Schools Project team. As the grant was received late in 2022 it will be spent in 2023.</p> <p>The donations and grants we have received during the year have enabled the charity to offer performances and activities to achieve the charity's objectives.</p> <p>During the year 2022, Receipts were £11,437 and payments were £10,373, giving a net increase of £1,064. Total carried forward £6,329.</p> <p>We do not have an investment policy.</p>
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Section F Other optional information

We continue to look for new members for our puppet teams. This year we have 1 new adult member and 4 new youth team members. We have some activities planned for 2023 to hopefully get some other new members.

The storage unit, that we started to use in June 2021 we continue to use, but it is hoped that we can find a more suitable unit in the future. This would enable us to store all our equipment easier and if it was big enough to be able to rehearse there.

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 Eyles</i>	<i>Cary Joyce</i>
Full name(s)	Nigel John Eyles	Cary Elizabeth Joyce
Position (eg Secretary, Chair, etc)	Chair	Trustee

Date *02/05/2023*



Receipts and payments accounts

CC16a

For the period from	1 Jan. 22	To	31 Dec. 22
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Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts	Notes				
Donations - Monthly	1	3,413	-	3,413	2,978
Donations	2	5,790	-	5,790	2,816
Gift Aid Rebate	3	568	-	568	477
Hall Hire	4	769	-	769	734
Team Clothing	5	54	-	54	104
Adopt a Puppet	6	85	-	85	50
Trips and Outings	7	94	-	94	20
Amazon Smile	8	48	-	48	35
Easy Fundraising	8	23	-	23	16
Activity Supplies	9	37	-	37	23
Storage	10	-	-	-	32
Grant	11	500	-	500	620
Merchandise	12	58	-	58	-
		-	-	-	-
Sub total (Gross income for AR)		10,937	500	11,437	7,904

A2 Asset and investment sales, (see table).

	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	10,937	500	-	11,437	7,904

A3 Payments

Storage	10	5,132	-	-	4,147
Hall Hire	4	1,955	-	-	355
Puppet Van	13	1,360	-	-	1,096
Insurance	14	688	-	-	476
Administration	15	296	-	-	198
Activity Supplies	9	152	-	-	60
Bank Charges	16	94	-	-	-
Trips and Outings	7	77	-	-	30
Testing	17	65	-	-	60
Team Clothing	5	54	-	-	54
DBS Checks	18	48	-	-	108
Training	19	40	-	-	200
Travel Expenses	20	30	-	-	-
Refreshments	21	27	-	-	14
Miscellaneous	22	18	-	-	66
COVID-19	23	18	-	-	136
Adopt a Puppet	9	-	-	-	-
Outreach		-	-	-	40
		-	-	-	-
Sub total		10,055	-	10,055	7,039

A4 Asset and investment purchases, (see table)

Equipment		182	-	-	563
Puppets	22	22	-	-	682
Props and Scenery		114	-	-	263
		-	-	-	-
Sub total		318	-	318	1,508

Total payments

	10,373	-	-	10,373	8,547
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Net of receipts/(payments)

	564	500	-	1,064	643
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A5 Transfers between funds

	-	-	-	-	-
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A6 Cash funds last year end

	5,265	-	-	5,265	5,908
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Cash funds this year end

	5,829	500	-	6,329	5,265
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Section B Statement of assets and liabilities at the end of the period

Categories		Unrestricted funds		Restricted funds		Endowment funds	
	Details	to nearest £	to nearest £	to nearest £	to nearest £	to nearest £	to nearest £
B1 Cash funds							
	Cash at Bank	7,449	500	-			
	Cheques not Cashed	-	-	-			
	Money not Banked	-	-	-			
	Total cash funds	5,829	500	-			
(agree balances with receipts and payments account(s))							
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 Eyles</i>	Nigel John Eyles	02/05/23
<i>Cary Joyce</i>	Cary Elizabeth Joyce	2-05-23

Accounts Notes

Notes	Comments
1	Donations – Monthly We receive £294.00 a month as regular monthly donations via standing order.
2	Donations During the year we received a total of 40 donations from schools, Churches, etc and individuals. Some making more than one donation during the year.
3	Gift Aid Rebate Several of the personal donations we received we are able to claim back 25% Gift Aid on.
4	Hall Hire 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 2021 had not been received before year end resulting in a higher receipt to payment value being shown.
5	Team Clothing The puppet team's polo shirts and hoodies, the volunteers wear, they pay for themselves.
6	Adopt a Puppet This is a scheme when you can adopt one of our puppets for a year. There is also the option of naming a puppet.
7	Trips and Outings This covered the cost of taking our Little Hands youth team to Crazy Golf and Aeroball, during the year.
8	Amazon Smile / Easy Fundraising 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.
9	Activity Supplies This covers the cost of running different activities organised for our Little Hands youth team during their rehearsals
10	Storage This covers the cost of us hiring a unit to store all our equipment. The monthly cost increased towards the end of the year and is now £482.81 per month.
11	Grant We received a grant from the Tesco Blue Token scheme which is shown as restricted funds as it will be used to purchase some new style puppets for the Project Team. We received the grant at the end of November so it will be spent in 2023.
12	Merchandise We have some branded pens, notebooks keyrings etc that we sold during the year.
13	Puppet Van This covers the annual cost of running the puppet van, including diesel.
14	Insurance This covers the liability insurance needed for the charity and the equipment insurance. This cost has increased this year.
15	Administration 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.
16	Bank Charges This is a new charge for 2022 as HSBC now charge £5.00 a month for having an account with them. They now also charge for every cheque we bank or cash we pay into the bank.
17	Testing Covers the annual PAT testing of all the puppet groups electrical equipment
18	DBS Checks All new adult puppeteers need to have an enhanced DBS check when they join. These are then renewed every 3 years.
19	Training We arrange external safeguarding training for the puppet team every other year. This cost is for the hall hire for the training completed in 2021.

20	Travel Expenses This covers the fuel cost of visiting venues that are outside of our local area. Local area venue we do cover travel expenses for.
21	Refreshments This is for our rehearsals for of all our Little Hands Team.
22	Miscellaneous For these one off costs that fall outside the other categories.
23	COVID-19 Covers the cost of hand gel, 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.

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 2022

Charity no
(if any)

1186981

Set out on pages

9 to 12

(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 31/12/2022.

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 (either 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:

7th June 2023

Name:

Alan Nicholas

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

Chartered Accountant (ICAEW)

Address:

15A Wellands Road

Lyndhurst, Hampshire

SO43 7AB