



PRAIZIN' HANDS PUPPET GROUP

Trustees' Annual Report and Financial Statement

Year ending 31st December 2023

Charity No: 1186981

Introduction

It has been another successful year for the charity, with some new puppeteers joining, and us visiting some new schools for the first time. We have also been back to visit places like Naomi House for the first time in a few years.

In May we celebrated the 20th Anniversary of the puppet group when all the teams came together for a meal and to play skittles. When we started, we had 3 puppets and a stage made from plastic tubing, how things have changed over the years! We now have to hire a unit to store our equipment and have a van to transport it.

The details of the puppet group's activities are shared in a quarterly newsletter. The newsletter includes details of the activities of the three puppets team along with other information and future events. These are available via email or downloadable from our website.

This year we have started to work more closely with one of our schools. This has enabled us to use some of their pupils to record scripts for our new Wellbeing presentations. They have also asked us to organise puppet workshops in the school, sharing the puppets they have made in class.

In November some of our adult puppeteers attend the Equip Festival in Rugby. This festival is attended by puppeteers from all over the UK and a few from Europe. It was an ideal time for those attending to be with other puppeteers and to learn new skills. We also entered one of the puppetry competitions and performed 'Baskin' in Sonshine', which we received a trophy for, as we came first.

In March we set up a prayer group, call Praying Hands to pray for the work of the puppet group. This small group is run by Maz and meets regularly for prayer. A few other people who are unable to attend these meetings pray separately.

The following pages of the report give a summary of the activities we have achieved during 2023 and our financial position as at the end of the year.

Thank you to everyone who supports the work of the puppet group, whether that be financially, through prayer, by being a puppeteer or just words of encouragement to support the teams. Thank you also to my fellow trustees for helping to run the charity ensuring it is run in the best way possible to ensure its future.

Nigel Eyres
Chair of Trustees

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



Trustees' Annual Report for the period

From	Period start date	To	Period end date
	01 01 2023	31 12 2023	

Section A

Reference and administration details

Charity name Praizin' 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)

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.

We have the following policies in place that are reviewed annually by the trustees at their October Trustees meeting.

- Health and Safety Policy
- Safeguarding Policy
- Data Protection Policy
- COVID19 Policy
- Risk Assessment
- Reserves Policy

All the charity membership that works with the youth team or in schools etc have an enhanced DBS check carried out on them, which are revalidated every 3 years. They also receive annual Safeguarding training.

Section C Objectives and activities

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

The advancement of the Christian faith using puppetry and creative arts in an evangelistic and teaching nature, working with people of all ages from 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 to advance the education of children and young people as well as adults with learning disabilities. By covering social issue topics that may affect their lives.

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.</p> <p>Our Big Hands adult team, in the weeks leading up to Easter and Christmas, visited schools including special needs schools and care homes with their new presentations.</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. We have launched a new Internet safety presentation for Key Stage 1 during the year.</p> <p>Our youth team this year have performed at different events including an outdoor community 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 make a charge for the work we do, so rely on donations and grants received during the year, 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

<p>As we have three different teams, we have summarised their activities during the year below:</p>	
<p>Big Hands Adult Team</p> <p>The team completed both their Easter and Christmas schedule of performances in the weeks leading up to these events. These were new presentations that we preformed this year, which will be repeated in 2024.</p> <p>During these performances, they visited 27 schools and care homes and performed to over 6,000 people in schools, care homes and churches. During the year we welcomed 1 new member to the team.</p>	
<p>PSHE Schools Project</p> <p>This team put on presentations throughout the year on social issue topics. This year they have visited 27 schools to cover a presentation on one of the following topics Cyberbullying, Internet Safety (Key Stage 1) and Looking after our world.</p>	
<p>Little Hands Youth Team</p> <p>This team has continued to grow this year as we have had 2 new members join.</p> <p>The team have performed at St Andrews Church, St Johns Church, to their parents and the Big Hands team during the year. They also performed at the Totton Fun Day, a community events attended by over 5,000 people.</p>	
<p>Funding</p> <p>At the end of 2022, we received a grant from the Tesco Blue token scheme, for £500 to enable us to purchase some new style puppets early in the year. These puppets have been used to enhance the School Project presentations.</p>	
<p>We have also received grants from the Benefact Trust for £750 to cover part of the cost of our new Christmas presentation and from the Ford Trust for £1,000 to purchase a new sound system.</p>	

Section E

Financial review

Brief statement of the charity's policy on reserves

We have a reserves policy in place that gives the charity an increased level of financial security against unexpected costs. During the year we have not needed to use this reserve fund.

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

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

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.

Our main source of funding comes from the donations we receive during the year which was £9,120, which is 68% of our receipts. These are either as regular monthly donations (48%) or 1 off donations (52%). On a number of these donations, we can claim Gift Aid which added an additional £711 to our funds.

This year, we also received 2 Grants, one for £1,000 and the other for £750. We also had the £500 from the Tesco Blue token scheme awarded at the end of 2022 that was spent this year. Further details on these grants can be found under the account notes section.

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.
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During the year 2023, receipts were £13,462 and payments were £13,358, giving a net increase of £105. Total carried forward £6,434.

We do not have an investment policy.

Section F Other optional information

We currently hire a unit in Hythe to store all our equipment, as with three puppet teams we have a large number of puppets and props to store. We would like to find a better storage location that has better facilities and possibly additional space for rehearsals. We regularly review what is available locally, but the options are limited within our price range. We continue to search and believe in the future a suitable building will become available.

Section G Declaration

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

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Nigel John Eyres	Cary Elizabeth Joyce
Position (eg Secretary, Chair, etc)	Chair	Trustee

Date
07-05-2024



Receipts and payments accounts

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For the period from	1 Jan.23	To	31 Dec.23
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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	4,368	-	4,368	3,413
Donations	2	4,752	-	4,752	5,790
Gift Aid Rebate	3	711	-	711	568
Hall Hire	4	677	-	677	769
Team Clothing	5	158	-	158	54
Adopt a Puppet	6	75	-	75	85
Trips and Outings	7	160	-	160	94
Amazon Smile	8	49	-	49	48
Easy Fundraising	8	51	-	51	23
Activity Supplies	9	44	-	44	37
Grants	11	-	1,750	1,750	500
Merchandise	12	98	-	98	58
Anniversary	23	330	-	330	-
Puppet Festival	24	240	-	240	-
Sub total (Gross income for AR)		11,712	1,750	13,462	11,437

A2 Asset and investment sales, (see table).		-	-	-	-
		-	-	-	-
Sub total		-	-	-	-
Total receipts		11,712	1,750	13,462	11,437

A3 Payments		10	5,377	-	-	5,377	5,132
Storage	4	796	-	-	-	796	1,955
Hall Hire	13	1,718	-	-	-	1,718	1,360
Puppet Van	14	724	-	-	-	724	688
Insurance	15	117	-	-	-	117	296
Administration	9	176	-	-	-	176	152
Activity Supplies	16	107	-	-	-	107	94
Bank Charges	7	165	-	-	-	165	77
Trips and Outings	17	65	-	-	-	65	65
Testing	5	172	-	-	-	172	54
Team Clothing	18	84	-	-	-	84	48
DBS Checks	19	200	-	-	-	200	40
Training	20	14	-	-	-	14	27
Travel Expenses	21	183	-	-	-	183	18
Refreshments	22	3	-	-	-	3	18
Miscellaneous	6	-	-	-	-	-	-
COVID-19	23	363	-	-	-	363	-
Adopt a Puppet	24	240	-	-	-	240	-
Anniversary		-	-	-	-	-	-
Puppet Festival		-	-	-	-	-	-
Sub total		10,505	-	-	-	10,505	10,055

A4 Asset and investment purchases, (see table)		410	1,000	-	-	1,410	162
Equipment		30	1,170	-	-	1,200	22
Puppets		163	80	-	-	243	114
Props and Scenery		-	-	-	-	-	-
Sub total		603	2,250	-	-	2,853	318

Total payments		11,108	2,250	-	-	13,358	10,373
Net of receipts/(payments)		605	500	-	-	105	1,064
A5 Transfers between funds		-	-	-	-	-	-
A6 Cash funds last year end		5,829	500	-	-	6,329	5,265
Cash funds this year end		6,434	-	-	-	6,434	6,329

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

Categories

B1 Cash funds

Details	Unrestricted funds	Restricted funds	Endowment funds
	to nearest £	to nearest £	to nearest £
Cash at Bank	7,194	-	-
Cheques not Cashed	760	-	-
Money not Banked	-	-	-
Total cash funds	6,434	-	-
(agree balances with receipts and payments account(s))			

B2 Other monetary assets

Details	Unrestricted funds	Restricted funds	Endowment funds
	to nearest £	to nearest £	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	07-05-24
<i>Cary Joyce</i>	Cary Elizabeth Joyce	04-05-24

Accounts Notes

Notes Comments	
1	Donations – Monthly The regular monthly donations increased during the year. We now receive £379.00 a month as regular monthly donations via standing order.
2	Donations During the year we received a total of 43 donations from schools, Churches, etc and individuals. Some making more than one donation during the year. The number of donations received was up slightly on 2022, but the combined value was down by about £1,000.
3	Gift Aid Rebate Several of the personal donations we received we were able to claim back 25% Gift Aid on.
4	Hall Hire We started the year hiring St Francis Church for rehearsals for Big Hands and Little Hands teams. They then had a problem with their roof, so we changed to meeting at The Good Shepherd Church (Little Hands) and Lyndhurst Baptist Church (Big Hands). We ended the year with both teams meeting at Blackfield Baptist Church which they allow us to use for free, so we make a donation to them for the heating and electrics. This has reduced our annual costs for hall hire. Each team contribute towards the cost of the hire.
5	Team Clothing The puppet team's polo shirts and hoodies, the volunteers wear, they pay for themselves. We will support team members with the cost of the polo shirts, should it be necessary.
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 the Pedal Karts and Adventure course at Ferry Crofts and also a Bowling Trip during the year.
8	Amazon Smile / Easy Fundraising We receive a small donation from both Amazon Smile and Easy Fundraising when people make purchases that are linked to the charity. Amazon stopped offering Amazon Smile part way through the year.
9	Activity Supplies This covers the cost of running different activities organised for our Little Hands youth team during their meetings
10	Storage This covers the cost of us hiring a unit to store all our equipment.
11	Grants (Restricted Funds) Tesco Blue Tokens: We received a grant of £500 at the end of 2022 for the Project Team to purchase new style puppets. This was spent early in 2023. Benefact Trust: They awarded us a grant for £750 to go towards the cost of our new Christmas presentation. Ford Trust: We received a grant of £1,000 to cover the cost of a new sound system. (Grants are recorded as restricted funds as they have to be spent on the items they have been awarded for, so cannot be used for other expenses)
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, servicing and repairs and insurance.
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 the cost incurred for our bank account with HSBC. We pay a monthly charge and then an additional cost for processing cheques.
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. Some of the first DBS checks we did are now 3 years old so have needed to be revalidated.
19	Training We arrange external safeguarding training for the puppet team every other year.
20	Refreshments This is for our rehearsals used at our puppets teams meetings.
21	Miscellaneous For these one off costs that fall outside the other categories.
22	COVID-19 Covers the cost of hand gel, cleaner etc we have needed to purchase during the year.
23	Anniversary We celebrated the 20 th anniversary of the puppet group and arranged a celebration party to mark this achievement. The people attending paid to attend which covered the majority of the costs incurred.
24	Puppet Festival This is an annual event that some of our adult puppeteers attended. The cost of the tickets to attend this festival were covered by those attending.

General

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



Section A

Independent Examiner's Report

Report to the trustees/
members of

Praizin' Hands Puppet Group

On accounts for the year
ended

31st December 2023

Charity no
(if any)

1186981

Set out on pages

9 to 12

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/12/2023.

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:

12th June 2024

Name:

Alan Nicholas

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

Chartered Accountant (ICAEW)

Address:

15A Wellands Road

Lyndhurst, Hampshire

SO43 7AB