

BARBICAN PLAYGROUP
& MOTHERS & TODDLERS GROUP
Registered Charity No: 273750

TRUSTEES ANNUAL REPORT & ACCOUNTS
FOR YEAR ENDED
31 AUGUST 2021

BARBICAN PLAYGROUP AND MOTHERS & TODDLERS GROUP
ANNUAL REPORT & FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2021

REFERENCE AND ADMINISTRATIVE DETAILS

Status	The Barbican Playgroup is a charity with the membership structure of an unincorporated association whose main activity is the provision of early years education for children between the ages of 2½ and 5 years. The Playgroup was established in 1975 and received its charitable status on 20 th May 1977.
Governing Document	The Barbican Playgroup is governed by its constitution dated 18.09.1975
Charity Number	273750
Ofsted URN	122756
DfES Setting No	5891261
Registered & Operating Premises	Levels 01 & 02, Andrewes House, Barbican, London EC2Y 8AX
Trustees	Jane Scott – Chairman Claire Anstee – Treasurer & Secretary Rebecca Kouyoumjian - Trustee
Key Management Personnel	Mary Rose Clackson – Playgroup Manager
Bankers	Lloyds Bank, 34 Moorgate, London EC2R 6DN
Independent Examiner	Mr. David Taylor ACMA 507 Gilbert House, Barbican, London EC2Y 8BD

OBJECTIVES & ACTIVITIES

The Barbican Playgroup constitution clearly states the basic aims of the group as being to advance the education of children below compulsory school age by:

- a) Providing safe and satisfying group play, in which parents take part when appropriate.
- b) Encouraging other charitable activities through which parents may help the children.

The vision that shapes our annual activities remains the promotion of early years education. We remain fully dedicated to quality care and learning and to implementing the new Early Years Foundation Stage: <https://www.gov.uk/government/publications/early-years-foundation-stage-profile-handbook>

Our Playgroup is committed to safeguarding and promoting the welfare of our pupils and expects all staff and volunteers to share this commitment. Parents are given regular information about their children's social and academic progress through day-to-day informal contact and termly information updates.

Fees are reviewed annually and kept as low as possible. Financial administration and accounting are undertaken by the senior Trustees at no cost to the Charity. It is important to the Barbican Playgroup that access to Early Years Education is not restricted to those who can afford our fees. We are registered for Nursery Education Funding for three and four-year olds. In addition, although we do not have a formal bursary policy, reductions in fees are agreed from time to time on the basis of parental means or to relieve hardship where a child's early years education would otherwise be at risk, for example in the case of redundancy. We work in close partnership with the City of London's Community and Children's Services Department and other early year settings in the City of London and London Borough of Islington in order to provide the highest quality provision. We remain the only voluntary sector early years group in our area.

The Barbican Playgroup believes that children benefit most from early years education and care when parents and Playgroups work together in partnership. With this in mind we also provide the venue for a Toddlers Group. This is run by the mothers, fathers and carers who hold one or two sessions a week in the lower playroom and are charged a nominal rate per family to cover refreshments only.

PUBLIC BENEFIT

When reviewing our objectives, and planning our activities for the year, the Trustees have given careful consideration to the Charity Commission's general guidance on public benefit and in particular to its supplementary public benefit guidance on advancing education and on fee-charging. Affordability and access to our programme is important to us and is reflected in our pricing policy.

STRUCTURE, GOVERNANCE AND MANAGEMENT

The Playgroup is a registered charity and a member of the Pre-School Learning Alliance (PLA). It is also registered by the City of London's Community and Children's Services Department under The Children Act 1989 and with the City of London's Education Department. Administration and fundraising are carried out by a committee of willing parents or past parents, working together on a totally voluntary basis to ensure the smooth and responsible running of the Playgroup.

Two full-time members of staff are currently employed to run the Playgroup programme; the Playgroup Manager, who has been with the Playgroup since 1982, and her assistant. They are assisted, when necessary, by agency staff, part-time play assistants or parents, engaged on a temporary basis. This requirement depends on the ages and numbers of children attending at any given time.

The Sessions and the Children

The Playgroup year runs parallel to the school calendar. Main morning sessions (Monday-Friday) run from 9.00 am to 1.00 pm. An afternoon session to 2.45pm is available on request for older children; generally running Tuesdays, Wednesdays and Thursdays depending on demand.

Children start between the ages 2 and 3 years old, and can stay until they start full time school at 5. The optimum number of children for the facilities is around 16, rising to a maximum of 24. Most of the Playgroup places are taken by Barbican and City children although we welcome under-fives from neighbouring boroughs if places are available.

Start dates are determined by the needs of each child concerned, after close consultation between the Manager and individual parents, and with consideration for the ages and make-up of the group already attending. Most children initially attend three mornings per week, increasing to the full five by the time they reach three years old.

The Barbican Playgroup currently subscribes to and receives Department for Education Nursery Education Funding for all qualifying three and four-year olds.

Risk Management

The Barbican Playgroup has put in place a risk management process which identifies key events or incidents that could affect the charity's ability to achieve its aims. This process results in a record of the most significant risks, both internal and external. For each, the possible impact or consequence of the risk and the required action are stated.

On the 28th May 2018, the EU's General Data Protection Regulation (GDPR) came into effect replacing the UK's Data Protection Act 1998. This meant that we as an organisation, the Barbican Playgroup must ensure any personal data we hold is processed lawfully, transparently, and for a specific purpose and disposed of appropriately and safely when the data is no longer required.

In response to this, we informed, and continue to inform, all parents of both our responsibilities and their rights surrounding GDPR, data collection and storage of sensitive information. In addition, we registered with the Information Commissioner's Office (ICO) and updated our Privacy Policy, providing a copy to all current Playgroup parents/carers.

The Barbican Playgroup Committee seeks reasonable assurance from staff that these risks have been adequately

managed and are satisfied that appropriate procedures and controls are in place to manage the risks. As a charity providing care for children the trustees accept that the organisation is exposed to certain risks as part of carrying out these activities. The trustees have put in place systems to seek to identify and assess the key risks that the charity faces and have put in place controls to seek to manage these risks. However, no control system can be infallible and in addition certain key risks remain. These are potential future changes to government policy with regard to Early Years funding, loss of premises and the generation of sufficient unrestricted funds affecting the financial sustainability of the Playgroup and staff succession.

The charity's strategic planning process and written procedures have been reviewed by the Barbican Playgroup Committee to ensure that they include measures to manage the major risks. The charity's principal officers are working within this framework on a day-to-day basis.

ACHIEVEMENTS & PERFORMANCE

We have successfully demonstrated the level of this commitment and received a 'Good' rating by OFSTED following our latest inspection in September 2015. (<http://www.ofsted.gov.uk>)

During the course of the 2020/21 academic year, we have:

- Provided early years education and development to 17 children; working with their families to ensure those moving on in the next school year have the best chance of being accepted into their school of choice.
- Continued to review our policy suite with special emphasis on Safeguarding, Special Educational Needs & Disability (SEND) and Safer Recruiting.

FINANCIAL REVIEW

This financial period has resulted in a surplus of £27,298 (2019-2020 deficit of £6,189), due mainly to increased fee income as Playgroup attendance increased following the Covid-19 pandemic. Details of all income and expenditure are outlined in the attached financial statements.

Our numbers increased slightly from the previous year, with parents still tending to wait until their children are old enough to qualify for 15-free hours before enrolling.

Fees were unchanged during 2020-2021, remaining at £14 per hour for the morning session and a fixed rate of £20 for each afternoon session. Fees are charged termly in advance, payable on receipt of a fee note.

The Barbican Playgroup is registered with the Corporation of London to receive Nursery Education Funding (NEF) providing 15 free hours per week for qualifying children between the ages of 3 and 4. In Summer Term 2021 the Corporation of London increased our hourly NEF rate from £7.50 per hour to £8.00.

Our Andrewes House premises have historically been provided rent-free by the City of London and remain so for the time being although this may be reviewed by the City of London at any time. (See Reserves Policy below)

As a charitable body, we do not aim to accumulate capital. Surplus funds used to maintain the facilities to a high working standard, to replace toys and equipment, and to ensure that the Manager and her assistants are properly remunerated and trained, whilst always remaining aware of the need to keep the cost to parents and potential parents at an affordable level.

Reserves Policy: The Barbican Playgroup believes that the charity should hold financial reserves (the 'Emergency Operating Reserve' - EOR) because:

- it has no endowment funding and is almost entirely dependent for income from fees from year to year which is inevitably subject to fluctuation, and
- it requires protection against, and the ability to continue operating despite catastrophic, or lesser but damaging, events

The trustees believe that the minimum level of the EOR should be the equivalent of 2 years' operating costs calculated and reviewed annually and believe that the EOR should be built up to the desired level in stages consistent with the charity's overall financial position and its need to maintain and develop its charitable activities. This 2-year period represents the average length of time each child attends the Playgroup before moving on to full-time education.

At the end of the period unrestricted reserves were **£123,948**. This was an increase of just over £28,000 from the previous year, and represents nearly 90% of the agreed objective-EOR (based on essential operating costs of approximately £69,000 per year).

Efforts to build this reserve total up will continue in line with the policy.

FUTURE PLANS

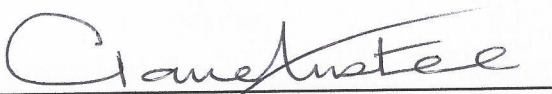
Our future plans are to continue to provide good quality Early Years Education to local and City children, working in partnership with both the parents and the local authority to ensure standards are met, if not exceeded.

Report of the trustees for the year ending 31 August 2021

The Trustees are pleased to present their report and financial statements for the year ending 31 August 2021.

The Trustees have adopted the provisions, as permitted for smaller charities, of the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities", issued in 2014 to be compliant with Financial Reporting Standard (FRS) 102, and which is applicable for reporting periods beginning on or after 1st January 2015.

As always, the Committee members wish to pay special tribute to the Playgroup staff all of whom have worked so conscientiously and enthusiastically throughout this year.



Claire Anstee – Treasurer & Trustee
Signed on behalf of The Trustees & Committee
The Barbican Playgroup & Parents & Toddlers Group

Date: 28 July 22

BARBICAN PLAYGROUP **STATEMENT OF FINANCIAL ACTIVITIES YEAR ENDED 31 AUGUST 2021** **INCOME & EXPENDITURE ACCOUNT**

	Note	Year Ended 31 August 2021		Year Ended 31 August 2020		Total Funds 31 August 2020 £
		Unrestricted Funds £	Restricted Funds £	Unrestricted Funds £	Restricted Funds £	
Income and Endowments from:						
Donations and legacies						-
Charitable Activities	2	93,747	3,225	44,389	-	44,389
Other Trading Activities (Fundraising/Room Hire)			-	120	-	120
Bank interest		10	-	43	-	43
TOTAL INCOME		93,757	3,225	44,552	-	44,552
Expenditure on:						
Raising Funds						-
Charitable Activities	3	65,568	4,115	50,741	-	50,741
Other			-	-	-	-
Total		65,568	4,115	50,741	-	50,741
Net Income/(Expenditure)		28,188	(890)	(6,189)	-	(6,189)
Transfers between funds						-
Net movement in funds		28,188	(890)	(6,189)	-	(6,189)
Reconciliation of funds						
Total funds brought forward		95,760	890	101,949	890	102,839
Total funds carried forward		123,948	-	95,760	890	96,650

BARBICAN PLAYGROUP

Registered Charity No : 273750

BALANCE SHEET

Year Ended 31 August 2021

	Note	Total Funds £	Prior Year Funds £
CURRENT ASSETS			
Debtors	4	0	3,190
Cash at Bank and In Hand		124,562	95,591
		<u>124,562</u>	<u>98,781</u>
CURRENT LIABILITIES			
Creditors	5	614	2,131
(Amounts falling due within one year)			
NET CURRENT ASSETS		<u>123,948</u>	<u>96,650</u>
FUNDS	6		
Restricted Funds		0	890
Unrestricted Funds		123,948	95,760
		<u>123,948</u>	<u>96,650</u>

The financial statements were approved by the Trustees and authorised for issue on 28.7.22

Claire Anstee (Treasurer & Trustee) Claire Anstee

A Statement of Recognised Gains and Losses is not required as all gains and losses are included in the Statement of Financial Activities.

The notes on pages 7, 8 and 9 form part of these financial statements

Notes to the Accounts Year Ended 31 August 2021

1 ACCOUNTING POLICIES**Accounting convention**

The financial statements have been prepared under the historical cost convention and in accordance with the requirements of the Statement of Recommended Practice Accounting and Reporting by Charities issued in 2014 to be compliant with FRS102; as modified for smaller charities.

Fixed assets

Assets with a cost in excess of £1,000 that are intended to be of on-going use to Barbican Playgroup in carrying out its activities are capitalised as fixed assets. No such assets have been capitalised to date.

Income

All incoming resources are included on the Statement of Financial Activities when the Charity is entitled to the income and the amount can be quantified with reasonable accuracy.

Expenditure

All expenditure is accounted for on an accruals basis as the liability is incurred.

VAT

The Charity is not registered for Value Added Tax and expenditure is recorded inclusive of tax charged.

Taxation

The Charity is exempt from tax on income to the extent that this is applied to its charitable objects.

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the Trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the Charity. Restrictions arise when specified by the donor or grant maker when funds are raised or received for particular purposes.

Notes to the Accounts Year Ended 31 August 2021
4 DEBTORS

	2021 £	2020 £
JRS (Furlough) Payment Due - August Salaries	-	3,190
Outstanding Fees	-	-
Guardian GCS - Cleaning charge for building works	-	-
WFRU Milk Subsidy	-	-
	<u>-</u>	<u>3,190</u>

5 CREDITORS

	2021 £	2020 £
Petty Cash - Monies due to Mary Rose Clackson - Manager	126	-
12 Pay Limited - Payroll Software Licence (paid Nov 2021)	77	-
Ofsted Annual Registration 2020 (Due July - paid Sept 2020)	-	50
Fees & NEF paid in Advance at 31 August (McGrogan)	410	2,081
	<u>613</u>	<u>2,131</u>

6 FUNDS

	Funds B/Fwd £	Income £	Expenditure £	Transfers £	Funds C/Fwd £
Unrestricted Funds	95,760	93,757	65,568	-	123,948
Restricted Funds:					
City of London Early Years Grant 2015	390	-	390	-	-
City of London COLTALE Project Funding	500	-	500	-	-
Parent Donation towards Fees, Staff Bonus & Equipment		3,225	3,225	-	-
	<u>96,650</u>	<u>96,982</u>	<u>69,683</u>	<u>-</u>	<u>123,948</u>

7 STAFF NUMBERS

During the year 01 Sept 2020 to 31 Aug 2021 there was an average of 2 staff employed (2 in 2019-2020)

8 STAFF COSTS

	2021	2020
Staff Gross Salaries	54,575	53,143
Employers' NIC Costs	1,048	1,890
Employers' Pension Costs	1,637	1,594
One-Off Staff Bonus - Capece Donation	3,125	-
Miscellaneous Staff Costs	-	186
Sub Total before Furlough Reclaim	<u>60,385</u>	<u>56,814</u>
HMRC Covid-19 Furlough Reclaim	-	- 16,210
TOTAL	<u>60,385</u>	<u>40,604</u>

9 RELATED PARTIES

During the year 01 Sept 2020 to 31 Aug 2021 there were no related party transactions.

**BARBICAN PLAYGROUP
AND PARENTS AND TODDLERS GROUP**
Registered Charity No: 273750 : 20 May 1977
Ofsted URN No: 122756 : DfES Setting No: 581261

**INDEPENDENT EXAMINER'S REPORT
TO THE TRUSTEES OF THE BARBICAN PLAYGROUP**

Independent examiner's report to the trustees of the Barbican Playgroup and Mothers & Toddlers Group ('the charity').

I report on the accounts of the charity for the year ended 31 August 2021, which are set out on pages 5 to 9.

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- to state whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

1. which gives me reasonable cause to believe that in any material respect the requirements:
 - to keep accounting records in accordance with section 130 of the 2011 Act; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Acthave not been met; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



David J Taylor, ACMA
507 Gilbert House Barbican, London EC2Y 8BD

Date: 29th July 2022