

CHARITY NUMBER: 801721

MARDEN PRE-SCHOOL PLAYGROUP

FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 AUGUST 2020

MARDEN PRE-SCHOOL PLAYGROUP

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MARDEN PRE-SCHOOL PLAYGROUP

LEGAL AND ADMINISTRATIVE DETAILS

FOR THE YEAR ENDED 31 AUGUST 2020

The Marden Pre-School Playgroup is a registered charity (No. 801721) and affiliated to the Pre-School Learning Alliance whose model constitution it adopted. The model constitution was amended during 2011 and adopted by the charity on 8 October 2011.

The Charity is administered by a committee, who are the trustees and who are elected annually: those during the year being:

Miss Kelly Allard	(Chair)
Emma Bolton	(resigned in year)
Zoe Clarkson	
Charlotte Duggan	(appointed 16 October 2019)
Kerry Furini	(appointed 16 October 2019)
Sarah Hope	
Libby Hoskins	(appointed 16 October 2019)
Claire Jackson	
Marie McDonald	(resigned in year)
Hayley Schlosser	
Sophia Shore	(appointed 16 October 2019)
Kate Williams	

The Registered Office Address is:

Marden Memorial Hall
Goudhurst Road
Marden
Kent
TN12 9JX

Aims and Public Benefit

The aims of the Pre-School are to enhance the development and education of children primarily under statutory school age by encouraging parents to understand and provide for the needs of their children through community groups and by:

- (a) offering appropriate play, education and care facilities, family learning and extended hours groups, together with the right of parents to take responsibility for and to become involved in the activities of such groups, ensuring that such groups offer opportunities for all children whatever their race, culture, religion, means or ability;
- (b) encouraging the study of the needs of such children and their families and promoting public interest in and recognition of such needs in the local areas;
- (c) instigating and adhering to and furthering the aims and objects of the Pre-School Learning Alliance.

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

The Independent Examiner is:

T Lane
Director in M N Jenks & Co Limited
72 Commercial Road
Paddock Wood
TONBRIDGE
Kent TN12 6DP

MARDEN PRE-SCHOOL PLAYGROUP

TRUSTEES' REPORT

FOR THE YEAR ENDED 31 AUGUST 2020

The Trustees are pleased to present their report together with the financial statements of the Charity for the year ended 31 August 2020. Legal and administrative information set out on page 1 forms part of this report.

RECRUITMENT AND APPOINTMENT OF TRUSTEES

In selecting persons to be appointed trustees, the trustees take into account the benefits of appointing a person who through residence, occupation, employment or otherwise has special knowledge of the area of benefit or who is otherwise able by virtue of his or her personal or professional qualifications to make a contribution to the pursuit of the objects or the management of the trust.

FINANCIAL REVIEW

The total incoming resources for the year amounted to £91,041 (2019 - £153,082) and total resources expended amounted to £109,734 (2019 - £131,895), giving a net decrease in cash and bank balances of £18,693. At the end of the year, cash and bank balances totalled £27,726 (2019 - £46,419).

RESERVES POLICY

The Trustees have a target cash level of £35,000 (2019 - £35,000) to cover future expenditure.

REVIEW OF ACTIVITIES

What an extraordinary year this has been, I want to personally thank all the staff for the hard work they've put in through these exceptional circumstances. Each and everyone of you have family that also had to be thought about during the pandemic and you've shown great support to MPS too. So, thank you !

I haven't been around much for video meetings etc., due to being in a support bubble for my high-risk parents, things have been somewhat difficult through COVID. So, I want to take this moment to apologise for this, I'm aware I haven't pulled my weight and I'm sincerely sorry to have added to any stress or workload for anyone.

In closing, I want to take this opportunity to announce my stepping down as Chair. I started a few years back as Fundraiser and been with MPS for several years, starting when my children attended. I'm a few weeks away from giving birth to my 4th child and so inevitably, I will be back ! As I thoroughly trust the staff here and count my children lucky to have been educated by MPS staff.

I want to thank Hayley for all that she has done through this difficult time, any managerial job through COVID is difficult but managing worried families and staff is truly inspiring. Not all heroes wear capes ! Thank you for letting me be part of the team and will see you in the not so distant future with Boy number 4.

Thank you to all the Committee, it wouldn't run without each of you. No matter how small the input, it all plays a part.

Beat regards.

Kelly Allard

MARDEN PRE-SCHOOL PLAYGROUP

TRUSTEES' REPORT

FOR THE YEAR ENDED 31 AUGUST 2020

REVIEW OF ACTIVITIES (continued)

RISK REVIEW

The Trustees have conducted their own review of the major risks to which the Charity is exposed and systems have been established to mitigate those risks. The procedures are periodically reviewed to ensure that they still meet the needs of the Charity.

Charity Law requires the Trustees to prepare in respect of each financial year of the Charity a statement of accounts complying with such requirements as to its form and contents as may be prescribed by regulations made by the Secretary of State. In preparing those financial statements the Trustees are required to:

- a) Select suitable accounting policies and then apply them consistently;
- b) Make judgements and estimates that are reasonable and prudent;
- c) State whether the policies adopted are in accordance with applicable accounting standards, subject to any material departures disclosed and explained in the financial statements;
- d) Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Charity will continue in business.

The Trustees are responsible for keeping proper accounting records, which disclose with reasonable accuracy at any time the financial position of the Charity and to enable them to ensure that the financial statements comply with the Charities Act 2011. They are also responsible for safeguarding the assets of the Charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Signed on behalf of the Board of Trustees:

.....
KELLY ALLARD
CHAIRPERSON

Dated:

REPORT OF THE INDEPENDENT EXAMINER

TO THE TRUSTEES OF MARDEN PRE-SCHOOL PLAYGROUP

I have reported on the financial statements for the year ended 31 August 2020 set out on pages 5 to 7 which have been prepared under the historical cost convention.

RESPECTIVE RESPONSIBILITIES OF THE TRUSTEES AND INDEPENDENT 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 Commissioners (under section 145(5)(b) of the 2011 Act); and
- to state whether particular matters have come to my attention.

BASIS OF INDEPENDENT EXAMINERS' 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 the seeking of 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 EXAMINERS' 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 s130 of the 2011 Act; and
 - to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the 2011 Act have 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.

MARDEN PRE-SCHOOL PLAYGROUP
RECEIPTS AND PAYMENTS ACCOUNT
FOR THE YEAR ENDED 31 AUGUST 2020

	<u>2020</u>	<u>2019</u>
	£	£
<u>RECEIPTS</u>		
<u>Charitable Activities</u>		
Government Funding Received	81,924	135,193
Fees and Sales	7,814	9,703
Training Income	-	779
	<hr/> 89,738	<hr/> 145,675
<u>Voluntary Income</u>		
Donations	-	750
Government Grant Received	-	5,000
	<hr/> -	<hr/> 5,750
<u>Fundraising Income</u>	<hr/> 1,190	<hr/> 1,468
<u>Other Income</u>	<hr/> 30	<hr/> 122
<u>Income from Assets</u>		
Bank Interest	<hr/> 83	<hr/> 67
<u>Total Receipts</u>	<hr/> 91,041	<hr/> 153,082
<u>PAYMENTS</u>		
<u>Cost of Charitable Activities</u>		
Staff Costs	89,375	104,750
Consumables	698	824
Print, Post and Stationery	434	467
Premises Hire	9,543	11,693
Insurance	788	1,352
Equipment & Maintenance	1,256	6,027
Telephone	541	541
Books, Magazines	-	-
Consultancy	3,340	1,572
Subscriptions	420	526
Training	301	815
Sundries	1,341	1,148
Pension Costs	986	712
Travel Costs	54	193
Recruitment Costs	45	243
	<hr/> 109,122	<hr/> 130,863
<u>Fundraising Costs</u>	<hr/> -	<hr/> -
<u>Other Expenditure</u>		
Independent Examiner's Fees	612	600
Payroll Costs	-	432
	<hr/> 612	<hr/> 1,032
<u>Total Payments</u>	<hr/> 109,734	<hr/> 131,895
<u>NET RECEIPTS (PAYMENTS) FOR THE YEAR</u>	<hr/> (18,693)	<hr/> 21,187
<u>CASH & BANK BALANCES AT 31.8.2019</u>	<hr/> 46,419	<hr/> 25,232
<u>CASH & BANK BALANCES AT 31.8.2020</u>	<hr/> £ 27,726	<hr/> £ 46,419

STATEMENT OF ASSETS AND LIABILITIES

AS AT 31 AUGUST 2020

	<u>2020</u> £	<u>2019</u> £
<u>MONETARY ASSETS</u>		
<u>Bank and cash balances</u>		
Bank Current Accounts	3,982	13,691
Bank Reserve Accounts	23,526	32,322
PAYPAL Account	66	245
Cash Float	152	161
	<u>£ 27,726</u>	<u>£ 46,419</u>
<u>NON-MONETARY ASSETS</u>		
<u>FIXED ASSETS</u>		
Equipment and furniture – estimated value	<u>£ 25,000</u>	<u>£ 25,000</u>
<u>CURRENT ASSETS</u>		
Parent Fees	1,239	553
Prepayments	612	828
	<u>£ 1,851</u>	<u>£ 1,381</u>
<u>CURRENT LIABILITIES</u>		
<u>Creditors</u>		
Independent examiner's fees	612	612
Staff Costs	3	592
Rent	650	1,025
KCC Fees in Advance	-	8,669
Other	1,295	-
	<u>£ 2,560</u>	<u>£ 10,898</u>

.....
TREASURER

Statements were approved on:

MARDEN PRE-SCHOOL PLAYGROUP

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 AUGUST 2020

1. TRUSTEES RELATED PARTY TRANSACTIONS

Staff costs include £27,219 (2019 - £25,428) paid to two of the Trustees, or their related parties, in respect of their role as employees of the playgroup, including employers national insurance and pension contributions. Both employments were in place prior to the appointment as Trustees. The figures from November 2019 onwards are in respect of one Trustee.

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MARDEN PRE-SCHOOL PLAYGROUP

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CHAIRPERSON

Dated:

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STATEMENT OF ASSETS AND LIABILITIES

AS AT 31 AUGUST 2020

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TREASURER

Statements were approved on:

MARDEN PRE-SCHOOL PLAYGROUP

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 AUGUST 2020

1. TRUSTEES RELATED PARTY TRANSACTIONS

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**Marden Pre-School Playgroup
c/o Memorial Hall
Goudhurst Road
Marden
TONBRIDGE
Kent
TN12 9JX**

M N Jenks & Co Limited
Chartered Accountants
72 Commercial Road
Paddock Wood
Tonbridge
Kent TN12 6DP

Dear Sirs

We hereby confirm, to the best of our knowledge and belief, and having made appropriate enquiries of other Trustees and officials of the Trust, the following representations are given to you in connection with your independent examination of the Trusts financial statements for the year ended 31 August 2020.

General

1. We acknowledge the responsibility of the Trustees for the financial statements. We acknowledge our responsibility for the design and implementation of internal controls to prevent and detect fraud. We confirm that we have disclosed to you the results of our own assessment of the risk of fraud in the charity.
2. All transactions undertaken by the Trust have been properly recorded in the accounting records.
3. We have made available to you all accounting records and related data, including minutes of Trustees meetings.
4. All known assets and liabilities as at the year end date have been included in the financial statements.
5. The value and classification of assets and liabilities in the financial statements is not materially affected by managements plans and intentions.
6. There are no laws and regulations central to the Charity's ability to conduct its business.
7. We are not aware of any matters of material significance which should be reported to the Charity Commission.

Debtors/Other Current Assets

8. Balances included in the financial statements are valid debtors or prepayments and adequate provision has been made for any bad or doubtful debts, sales returns or allowances.
9. All other current assets have been included and full provision has been made for any possible diminution in the value of current assets.

Liabilities

10. All known liabilities of material amount at the Balance Sheet date are included in the financial statements and sufficient, but not excessive, provision has been made for estimated liabilities.
11. There were no contingent liabilities at the Balance Sheet date, other than as disclosed in the financial statements.

Transactions Involving Trustees and Connected Persons

12. We confirm that there are no transactions with, or on behalf of, the Trustees or their associates or contracts in which the Trustees or their associates have an interest, which are required to be disclosed other than as shown in the financial statements.

Receipts and Payments Account

13. Except as disclosed in the financial statements, the results for the accounting period were not materially affected by:
- a) transactions of a sort not usually undertaken by the Trust;
 - b) circumstances of an exceptional or non-recurrent nature;
 - c) charges or credits relating to prior years;
 - d) any change in accounting policies.
14. All grants, donations and other income, including those subject to special terms and conditions have been notified to you. There have been no breaches of terms or conditions during the period in the application of such income.

Shortages or Irregularities

15. a) No shortage or irregularity of a material amount that has not been disclosed to you was discovered during the period under review.
- b) We confirm that all monies due to the Trust have been correctly recorded and banked.

Cheque Signatories

16. We confirm that you have been advised of any changes in the authorised cheque signatories during the period under review.

Yours faithfully
for and on behalf of the Trustees

.....
H Schlosser
Trustee

Date: