

CHARITY NUMBER: 801721

MARDEN PRE-SCHOOL PLAYGROUP
FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2022

MARDEN PRE-SCHOOL PLAYGROUP

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MARDEN PRE-SCHOOL PLAYGROUP

LEGAL AND ADMINISTRATIVE DETAILS

FOR THE YEAR ENDED 31 AUGUST 2022

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:

Adam Benton
Zoe Clarkson
Laura Collins
Kerry Furini
Claire Jackson (Chair)
Katherine Seaman
Hayley Schlosser
Sophia Shore

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 2022

The Trustees are pleased to present their report together with the financial statements of the Charity for the year ended 31 August 2022. 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 £133,655 (2021 - £135,638) and total resources expended amounted to £145,754 (2021 - £127,194 giving a net decrease in cash and bank balances of £12,099. At the end of the year, cash and bank balances totalled £24,071 (2021 - £36,170).

RESERVES POLICY

The Trustees have a target cash level of £35,000 (2021 - £35,000) to cover future expenditure.

REVIEW OF ACTIVITIES

This has been a productive year for the preschool, which has continued to build on the previous year's success.

The preschool continues to be a key part of the local community and it's lovely to see the continued growth. The pre school has continued to work closely with the school which benefits our families and helps our children with the transition process. We have 30 school leavers this term, who because of your work - are so ready for their next steps.

There are currently 67 families on the books using the preschool. It is fantastic seeing how the preschool is such an integral part of the community. Seeing the preschool being promoted within the community really helps to reinforce what a nurturing environment the staff provide. There are a planned 32 new starters planned for September which is testament to the reputation which has been achieved through everyone's hard work.

I want to use this opportunity in this chair report to highlight each member of staff and what a critical role they each play.

Emma K, took the initiative to redesign and challenge the old space used for the office. By reprioritising this room this has allowed the staff to work in a more intuitive manner with the children and gives some space away from the room. Emma continues to offer creative ideas to engage the children in world events/ festivals, which is key to enhancing their world view.

Dana, you have taken on such a key role within the garden and showed great resiliency when it was recently vandalised. Your cheery manner has such a positive impact on everyone around you. You are such a reliable member of the team and the children thrive with your consistency.

Georgie and Kristina, congratulations on you both completing your apprenticeships. You are such valued members of the team and we can't wait to see how you continue to grow in the role. You have both brought so much to the school and to the team.

Caylee and Lana?? Thank you for being such valued members of the bank team. We appreciate you are often contacted at last minute, but your flexibility with the team is really appreciated. We all appreciate how you come in and get on with whatever needs doing.

Polly, well done in taking on the additional Senco role and making it your own. You are doing a fantastic job with it and it's wonderful seeing you in the role. Thank you for your consistent, calm presence.

MARDEN PRE-SCHOOL PLAYGROUP

TRUSTEES' REPORT

FOR THE YEAR ENDED 31 AUGUST 2022 (continued)

REVIEW OF ACTIVITIES (continued)

Tarasa, you continue to work your magic with our littlest people. Your calm and intuitive approach helps to settle and reassure the new starters and I know many of the older children look to you for reassurance. You are a key member of the team and your experience is invaluable to the overall success of the team.

Emma W, thank you for agreeing to cover Nic's role. Your experience and compassion are greatly valued. You have taken so many initiatives over the year to promote the preschool and fundraising. This additional funds make a huge impact on what activities the preschool can offer. Your experience and skills enhance our provision and we would all be lost without your sage input.

Thank you to Nic, she has come in and shown herself to be fantastic deputy. She has kept the team together and drawing on her experiences has introduced key processes/ ideas. We wish her all the best for her mat leave and I hope she keeps in touch.

Thank you Hayley for all your work as our manager. There have been many challenging aspects of this year, but how the team has pulled together has been critical. The children leaving for school, are in such a good place because of your team and the work you have done with the schools to hand over. The relationships you have built with the school and preschool alliances are key provide such benefits. We look forward to seeing how the preschool progresses in the next academic year.

Thank you again for everyone's work. It's been a long academic year, but every challenge has been faced as a team and that shows.

Claire Jackson
Chair

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:

CLAIRE JACKSON
CHAIRPERSON

Dated: 17 July 2023

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 2022 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.

21 September 2023
72 Commercial Road
Paddock Wood, Tonbridge, Kent

T Lane
Director in M N Jenks & Co Limited
Chartered Accountants

MARDEN PRE-SCHOOL PLAYGROUP
RECEIPTS AND PAYMENTS ACCOUNT
FOR THE YEAR ENDED 31 AUGUST 2022

	<u>2022</u> £	<u>2021</u> £
<u>RECEIPTS</u>		
<u>Charitable Activities</u>		
Government Funding Received	100,270	118,515
Fees and Sales	20,830	14,745
Training Income	7,500	706
	<u>128,600</u>	<u>133,966</u>
<u>Voluntary Income</u>		
Donations	-	5
Government Grant Received	4,095	-
	<u>4,095</u>	<u>5</u>
<u>Fundraising Income</u>	<u>940</u>	<u>1,640</u>
<u>Other Income</u>	<u>-</u>	<u>-</u>
<u>Income from Assets</u>		
Bank Interest	20	27
<u>Total Receipts</u>	<u>133,655</u>	<u>135,638</u>
<u>PAYMENTS</u>		
<u>Cost of Charitable Activities</u>		
Staff Costs	113,778	98,741
Consumables	799	763
Print, Post, Stationery and IT Costs	1,664	831
Premises Hire	11,622	13,699
Insurance	1,176	890
Equipment & Maintenance	4,765	1,328
Telephone	1,274	1,156
Food and Drink	1,174	467
Consultancy	2,923	1,744
Subscriptions	283	544
Training	972	362
Sundries	1,686	1,960
Pension Costs	1,593	1,212
Bad Debt	310	-
Recruitment Costs	89	1,257
Cleaning and Hygiene	466	535
Equipment Hire	346	744
	<u>144,920</u>	<u>126,233</u>
<u>Fundraising Costs</u>	<u>-</u>	<u>-</u>
<u>Other Expenditure</u>		
Independent Examiner's Fees	624	612
Bookkeeping and Payroll Costs	210	349
	<u>834</u>	<u>961</u>
<u>Total Payments</u>	<u>145,754</u>	<u>127,194</u>
<u>NET RECEIPTS (PAYMENTS) FOR THE YEAR</u>	<u>(12,099)</u>	<u>8,444</u>
<u>CASH & BANK BALANCES AT 31.8.2021</u>	<u>36,170</u>	<u>27,726</u>
<u>CASH & BANK BALANCES AT 31.8.2022</u>	<u>£ 24,071</u>	<u>£ 36,170</u>

STATEMENT OF ASSETS AND LIABILITIES

AS AT 31 AUGUST 2022

	<u>2022</u> £	<u>2021</u> £
<u>MONETARY ASSETS</u>		
<u>Bank and cash balances</u>		
Bank Current Accounts	10,438	22,727
Bank Reserve Accounts	13,097	12,855
PAYPAL Account	40	41
Cash Float	496	547
	<u>£ 24,071</u>	<u>£ 36,170</u>
<u>NON-MONETARY ASSETS</u>		
<u>FIXED ASSETS</u>		
Equipment and furniture – estimated value	<u>£ 30,000</u>	<u>£ 25,000</u>
<u>CURRENT ASSETS</u>		
Parent Fees	-	-
Prepayments	-	807
	<u>£ -</u>	<u>£ 807</u>
<u>CURRENT LIABILITIES</u>		
<u>Creditors</u>	642	
Independent examiner's fees	-	624
Staff Costs	-	-
Rent	1,708	-
KCC Fees in Advance	-	14,172
Other	1,144	248
	<u>£ 3,494</u>	<u>£ 15,044</u>

ZOE CLARKSON
TREASURER

Statements were approved on: 17 July 2023

MARDEN PRE-SCHOOL PLAYGROUP

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 AUGUST 2022

1. TRUSTEES RELATED PARTY TRANSACTIONS

Staff costs include £32,480 (2021 - £31,438) paid to one Trustee in respect of their role as employee of the playgroup, including employers national insurance and pension contributions. The employment was in place prior to the appointment as Trustee.