

**SHETLAND PRE-SCHOOL PLAY SCIO**  
**UNAUDITED FINANCIAL STATEMENTS**  
**FOR THE PERIOD ENDED**  
**31 AUGUST 2023**



**THE A9 PARTNERSHIP LIMITED**  
Chartered Accountants  
47 Commercial Road  
Lerwick  
Shetland  
ZE1 0NJ

# SHETLAND PRE-SCHOOL PLAY SCIO

## CONTENTS

---

|                                   | Page   |
|-----------------------------------|--------|
| Trustees' report                  | 1 - 3  |
| Independent examiner's report     | 4      |
| Statement of financial activities | 5      |
| Balance sheet                     | 6      |
| Notes to the financial statements | 7 - 12 |

**The following pages do not form part of the statutory financial statements**

|  |    |
|--|----|
| Detailed statement of financial activities | 14 |
|--|----|

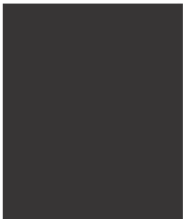
---

# SHETLAND PRE-SCHOOL PLAY SCIO

## LEGAL AND ADMINISTRATIVE INFORMATION

---

Trustees



The Management Collective are as follows:



Chair  
Secretary  
Treasurer

Charity number (Scotland)

SC008543

Registered office



Independent examiner

The A9 Partnership Limited  
47 Commercial Road  
Lerwick  
Shetland Isles  
ZE1 0NJ



# **SHETLAND PRE-SCHOOL PLAY SCIO**

## **TRUSTEES' REPORT**

### ***FOR THE PERIOD ENDED 31 AUGUST 2023***

---

The trustees present their annual report and financial statements for the Period ended 31 August 2023.

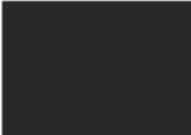

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the charity's constitution, the Charities and Trustee Investment (Scotland) Act 2005, the Charities Accounts (Scotland) Regulations 2006 (as amended) and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)".

#### **OBJECTIVES AND ACTIVITIES**

Shetland Pre-School Play (SCIO), has been a voluntary organisation that was established as the representative body for Shetland voluntary sector pre-school groups. The purpose of the charity was to lend support and offer advice to pre-school groups throughout Shetland. It was also the responsibility of Shetland Pre-School Play (SCIO) to run training events/courses, helping promote childcare as a career and the importance of play as well as enhancing the quality of pre-school provision. It provided two toy libraries and supplied information to groups

Shetland Pre-School Play (SCIO) worked very closely with all local childcare agencies to represent the views of member groups on matters of local or national importance and kept up to date with new legislation and initiatives also helping promote a multi-agency approach to childcare.

Shetland Pre-School Play (SCIO) supported voluntary and private sector early learning and childcare providers as well as parent and toddler groups, assisting with all matters from starting a group to day-to-day management policies and procedures. We recognised and promoted the importance and value of play in the overall development of young children. We encouraged parental and community involvement in all aspects of childcare. We worked to ensure that all children have equality of experience where possible, providing resources that meet individual children's specific needs. We also worked towards promoting respect for religious, cultural and individual needs through valuing diversity. We have been a vital partner in organising and promoting a variety of play initiatives throughout Shetland.



# **SHETLAND PRE-SCHOOL PLAY SCIO**

## **TRUSTEES' REPORT (CONTINUED)**

**FOR THE PERIOD ENDED 31 AUGUST 2023**

---

### **ACHIEVEMENTS AND PERFORMANCE**

#### **Wages service**

Shetland Pre-school Play (SCIO) offered a wages service. This was used by one group, and generated a small amount of income for SPP.

#### **Staff development**

All staff members had the required qualifications and undertook various training opportunities including attending relevant national conferences and events to ensure their professional development was current and that they met best practice CPD requirements.

#### **Premises**

The premises that Shetland Pre-School Play (SCIO) occupied was in Market House, Lerwick. This building is a purpose built building for the 3rd sector and currently houses 18 groups. This was beneficial for us as it gave us the opportunity to network with other relevant agencies whilst it helped raise our profile in the local community as the premises act as a one-stop shop for the 3rd Sector. It also meant that groups could access resources even when the office was not manned as the building has a reception and is open until 5pm 5 days a week.

#### **Staffing**

Staff consisted of two part-time administration/ toy library workers/Fieldworkers. The staff remit was to make sure they fulfilled the objectives of the service level agreement with SIC, to keep abreast of new initiatives and legislation and to represent member groups at a strategic level on a few different working groups including the Early Years Collaborative.

### **FINANCIAL REVIEW**

Total Income for the period/year was £35,735 (2022: £31,484). Total Expenditure for the period/year was £82,591 (2022: £34,740). Net movement in funds for the period/year gave a deficit of £(46,856) (2022: deficit of £(3,256)). Unrestricted funds at the period/year end were £9,786 (2022: £56,642). There were no restricted funds at the period/year end.

#### **Funding**

We received our core funding from SIC Children's Services Department, which took the form of a service level agreement. At a meeting 26th October 2022 we were told that the local council would not be continuing with our service level agreement and that the agreement would cease on the 31st March 2023. At the AGM November 2022 the committee decided they would try to source other sources of funding to keep the service going. After several meetings including ones with VAS the committee came to the decision that the difficulty in finding funding that would help pay for wages was too difficult and that the present staff and committee did not have the capacity to continue looking for, securing and reporting on funding on a regular basis so it was agreed that SPP would need to close. At a meeting on 9th February 2023 an action plan for closure was drawn up, as the committee had looked at the finances and agreed there was sufficient to keep the group running until July 2023 and that all assets etc would be distributed to other charitable groups mainly the parent and toddler groups the charity had supported. All debts and financial obligations were met and OSCR was notified to seek permission to dissolve the charity.

#### **Reserves policy**

As the organisation has ceased to operate the requirement to maintain a certain level of reserves is no longer relevant.

# **SHETLAND PRE-SCHOOL PLAY SCIO**

## **TRUSTEES' REPORT (CONTINUED)**

***FOR THE PERIOD ENDED 31 AUGUST 2023***

---

### **STRUCTURE, GOVERNANCE AND MANAGEMENT**

The trustees that served during the year were as follows:



The charity, Scotland Pre-School Play (SCIO), previously constituted as a company limited by guarantee and registered under company number SC270939, converted to a Scottish Charitable Incorporated Organisation (SCIO) named Shetland Pre School Play SCIO on 14 November 2012. Shetland Pre School Play (SCIO) is governed by its constitution.

Shetland Pre-School Play (SCIO) is structured with a board of trustees who are representative of the member groups of the organisation. From this board, a management committee is selected, by election, at the Annual General Meeting (AGM). The management committee consists of the following positions:

- Chair;
- Secretary; and
- Treasurer.

### **Trustees**

Our Trustees were proposed and seconded at the annual AGM. Once appointed an induction took place with the current Chair in which new Trustees are made aware of the group's policies and procedures and what their role and duties were as Trustees. Any gaps in knowledge identified results in relevant training being given. The last AGM was held November 2022.

The trustees' report was approved by the Board of Trustees.



# **SHETLAND PRE-SCHOOL PLAY SCIO**

## **INDEPENDENT EXAMINER'S REPORT**

### **TO THE TRUSTEES OF SHETLAND PRE-SCHOOL PLAY SCIO**

---

I report on the financial statements of the charity for the Period ended 31 August 2023, which are set out on pages 5 to 12.

#### **Respective responsibilities of trustees and examiner**

The charity's trustees are responsible for the preparation of the financial statements in accordance with the terms of the Charities and Trustee Investments (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006. The charity's trustees consider that the audit requirement of Regulation 10(1)(a) to (c) of the 2006 Accounts Regulations does not apply. It is my responsibility to examine the financial statements as required under section 44(1)(c) of the Act and to state whether particular matters have come to my attention.

#### **Basis of independent examiner's statement**

My examination is carried out in accordance with Regulation 11 of the 2006 Accounts Regulations. An examination includes a review of the accounting records kept by the charity and a comparison of the financial statements presented with those records. It also includes consideration of any unusual items or disclosures in the financial statements, and seeks explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently I do not express an audit opinion on the view given by the financial statements.

#### **Independent examiner's statement**

In the course of my examination, no matter has come to my attention:

- (a) which gives me reasonable cause to believe that in any material respect the requirements:
  - (i) to keep accounting records in accordance with section 44(1) (a) of the 2005 Act and Regulation 4 of the 2006 Accounts Regulations; and
  - (ii) to prepare financial statements which accord with the accounting records and comply with Regulation 8 of the 2006 Accounts Regulations;have not been met or
- (b) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the financial statements to be reached.



The A9 Partnership Limited  
47 Commercial Road  
Lerwick  
Shetland Isles  
ZE1 0NJ

Dated: 14/12/2023



# **SHETLAND PRE-SCHOOL PLAY SCIO**

## **STATEMENT OF FINANCIAL ACTIVITIES**

**FOR THE PERIOD ENDED 31 AUGUST 2023**

|  | Notes | 2023<br>£ | 2022<br>£ |
|--|-------|-----------|-----------|
| Income from:   |       |           |           |
| Charitable activities                                  | 2     | 35,735    | 31,484    |
| Expenditure on:  |       |           |           |
| Charitable activities                                  | 3     | 82,591    | 34,740    |
| Net expenditure for the year/<br>Net movement in funds |       | (46,856)  | (3,256)   |
| Fund balances at 1 April 2022                          |       | 56,642    | 59,898    |
| Fund balances at 31 August 2023                        |       | 9,786     | 56,642    |

The statement of financial activities includes all gains and losses recognised in the Period.

All income and expenditure derive from continuing activities.



# SHETLAND PRE-SCHOOL PLAY SCIO

## BALANCE SHEET

AS AT 31 AUGUST 2023

|   | Notes | 2023<br>£ | £     | 2022<br>£ | £      |
|---|-------|-----------|-------|-----------|--------|
| <b>Current assets</b>                                 |       |           |       |           |        |
| Debtors   | 8     | 9,786     |       | 7,277     |        |
| Cash at bank and in hand                              |       | -         |       | 55,486    |        |
|   |       | 9,786     |       | 62,763    |        |
| <b>Creditors: amounts falling due within one year</b> | 9     | -         |       | (6,121)   |        |
| Net current assets                                    |       |           | 9,786 |           | 56,642 |
| <b>Income funds</b>                                   |       |           |       |           |        |
| Unrestricted funds                                    |       |           | 9,786 |           | 56,642 |
|   |       |           | 9,786 |           | 56,642 |

The financial statements were approved by the Trustees on 13.12.2023



# **SHETLAND PRE-SCHOOL PLAY SCIO**

## **NOTES TO THE FINANCIAL STATEMENTS**

### **FOR THE PERIOD ENDED 31 AUGUST 2023**

---

#### **1 Accounting policies**

##### **Charity information**

Shetland Pre-School Play SCIO is a Scottish Charitable Incorporated Organisation (SCIO). The registered office is Market House, 14 Market Street, Lerwick, Shetland Isles, ZE1 0JP.

##### **1.1 Accounting convention**

The financial statements have been prepared in accordance with the charity's [governing document], the Charities and Trustee Investment (Scotland) Act 2005, the Charities Accounts (Scotland) Regulations 2006 (as amended), FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" ("FRS 102") and the Charities SORP "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" (effective 1 January 2019). The charity is a Public Benefit Entity as defined by FRS 102.

The charity has taken advantage of the provisions in the SORP for charities not to prepare a Statement of Cash Flows.

The financial statements are prepared in sterling, which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest £.

The trustees have elected to prepare accruals accounts rather than receipts and payments accounts.

##### **1.2 Going concern**

Due to funding issues Shetland Pre-School Play SCIO has ceased to operate therefore it is not considered appropriate to prepare the financial statements on a going concern basis. The financial statements have been prepared on a basis consistent with applicable accounting standards for this type of organisation, taking into account the trustee's decision to dissolve the charity.

##### **1.3 Charitable funds**

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives.

Restricted funds are subject to specific conditions by donors as to how they may be used.

##### **1.4 Income**

Income is recognised when the charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Incoming resources from grants, where related to performance and specific deliverables, are accounted for as the charity earns the right to consideration by its performance.

##### **1.5 Resources Expended**

Expenditure is recognised on an accruals basis as a liability is incurred. Expenditure includes any VAT which cannot be recovered and is reported as part of the expenditure to which it relates. Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for the beneficiaries. Governance costs include the costs associated with meeting the constitutional and statutory requirements of the charity. Creditors and provisions are recognised when the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any discounts due.

# **SHETLAND PRE-SCHOOL PLAY SCIO**

## **NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)**

**FOR THE PERIOD ENDED 31 AUGUST 2023**

---

### **1 Accounting policies**

**(Continued)**

Expenditure is recognised on an accruals basis as a liability is incurred. Expenditure includes any VAT which cannot be recovered and is reported as part of the expenditure to which it relates. Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for the beneficiaries. Governance costs include the costs associated with meeting the constitutional and statutory requirements of the charity.

Creditors and provisions are recognised when the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any discounts due.

#### **1.6 Cash and cash equivalents**

Cash and cash equivalents is held to meet the short-term cash commitments as they fall due rather than for any investment purposes.

#### **1.7 Financial instruments**

The charity only has financial assets and liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value.

##### **Derecognition of financial liabilities**

Financial liabilities are derecognised when the charity's contractual obligations expire or are discharged or cancelled.

#### **1.8 Employee benefits**

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the charity is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

#### **1.9 Retirement benefits**

Payments to defined contribution retirement benefit schemes are charged as an expense as they fall due.

#### **1.10 Debtors**

Debtors include amounts owed to the charity for the provision of goods and services or amounts paid in advance for goods and services that the charity will receive. Debtors are measured at their recoverable amounts. Any amounts recoverable more than one year after the end of the reporting period is measured at its present value at the balance sheet date if the time value of money is material and the settlement terms constitutes a financing transaction.

# **SHETLAND PRE-SCHOOL PLAY SCIO**

## **NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)** **FOR THE PERIOD ENDED 31 AUGUST 2023**

### **2 Charitable activities**

|   | <b>2023</b>   | <b>2022</b>   |
|---|---------------|---------------|
|   | <b>£</b>      | <b>£</b>      |
| Services provided under contract          | 350           | 448           |
| Grants received                           | 35,385        | 31,036        |
|   | <u>35,735</u> | <u>31,484</u> |
| Analysis by fund                          |               |               |
| Unrestricted funds                        | 35,735        |               |
| Restricted funds                          | -             |               |
|   | <u>35,735</u> |               |
| <b>For the Period ended 31 March 2022</b> |               |               |
| Unrestricted funds                        |               | 31,484        |
| Restricted funds                          |               | -             |
|   |               | <u>31,484</u> |

# SHETLAND PRE-SCHOOL PLAY SCIO

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE PERIOD ENDED 31 AUGUST 2023

### 3 Charitable activities

|   | 2023<br>£     | 2022<br>£     |
|---|---------------|---------------|
| Staff costs                               | 16,784        | 11,867        |
| Insurance                                 | 656           | 1,712         |
| Stationery and postage                    | 127           | 27            |
| Office expenditure                        | 8,225         | 5,163         |
| Sundry expenses                           | -             | 175           |
| Travel and subsistence                    | 56            | -             |
| Subscriptions                             | 282           | 300           |
| Toy library purchases                     | (90)          | 1,114         |
| Disclosure costs                          | 59            | -             |
| Pension administrator fees                | 648           | 518           |
| Other charitable expenditure              | 32,190        | 2             |
|   | <u>58,937</u> | <u>20,878</u> |
| Share of support costs (see note 9)       | 21,470        | 12,338        |
| Share of governance costs (see note 10 )  | 2,184         | 1,524         |
|   | <u>82,591</u> | <u>34,740</u> |
| <b>Analysis by fund</b>                   |               |               |
| Unrestricted funds                        | 82,591        |               |
|   | <u>82,591</u> |               |
| <b>For the Period ended 31 March 2022</b> |               |               |
| Unrestricted funds                        |               | 34,740        |
|   |               | <u>34,740</u> |

### 4 Trustees

Total expenses of £314 (2022: £75) were reimbursed to 1 trustee during the year, relating to various purchases.

### 5 Support costs

Support costs relate to treasurer wages of £6,119 and administration wages of £15,351.

# SHETLAND PRE-SCHOOL PLAY SCIO

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE PERIOD ENDED 31 AUGUST 2023

### 6 Employees

#### Number of employees

The average monthly number of employees during the Period was:

|                     | 2023<br>Number | 2022<br>Number |
|---------------------|----------------|----------------|
|                     | 4              | 4              |
| Employment costs    | 2023<br>£      | 2022<br>£      |
| SPP fieldworkers    |                |                |
| Wages and salaries  | 14,826         | 11,702         |
| Other pension costs | 1,958          | 165            |
|                     | 16,784         | 11,867         |

There were no employees whose annual remuneration was £60,000 or more.

### 7 Governance costs

Governance costs relate to Independent Examiner's fees of £3,684.

### 8 Debtors

|                                      | 2023<br>£ | 2022<br>£ |
|--------------------------------------|-----------|-----------|
| Amounts falling due within one year: |           |           |
| Trade debtors                        | -         | 1,110     |
| Other debtors                        | 9,786     | 5,853     |
| Prepayments and accrued income       | -         | 314       |
|                                      | 9,786     | 7,277     |

### 9 Creditors: amounts falling due within one year

|                                    | 2023<br>£ | 2022<br>£ |
|------------------------------------|-----------|-----------|
| Other taxation and social security | -         | 2,180     |
| Trade creditors                    | -         | 302       |
| Other creditors                    | -         | 645       |
| Accruals and deferred income       | -         | 2,994     |
|                                    | -         | 6,121     |



# SHETLAND PRE-SCHOOL PLAY SCIO

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE PERIOD ENDED 31 AUGUST 2023

### 10 Analysis of net assets between funds

|   | Unrestricted<br>Funds<br>£ | 2022<br>£     |
|---|----------------------------|---------------|
| Fund balances at 31 August 2023 are represented by: |                            |               |
| Current assets/(liabilities)                        | 8,286                      | 56,642        |
|   | <u>8,286</u>               | <u>56,642</u> |

Unrestricted funds represent surpluses generated from general activities of the charity which can be used at the discretion of the trustees in the furtherance of the objectives of the charity.

Restricted funds represent funds restricted by donor requirements.

### 11 Related party transactions

#### Remuneration of key management personnel

The remuneration of key management personnel is as follows.

|                        | 2023<br>£ | 2022<br>£ |
|------------------------|-----------|-----------|
| Aggregate compensation | 58,063    | 54,178    |

The above total remuneration was paid to trustee's as follows:

|                                   |                 |
|-----------------------------------|-----------------|
| remuneration £6,119 pension £0    | (2022: £3,233)  |
| remuneration £18,994 pension £383 | (2022: £18,512) |
| remuneration £22,903 pension £500 | (2022: £22,280) |
| remuneration £9,076 pension £89   | (2022: £10,153) |

Remuneration is paid to trustees as authorised by the SCIO's constitution. Trustees are not remunerated for their work as trustees but for the work they perform in the course of their employment with Shetland Pre-School Play SCIO. Please note that some of the trustees remunerated and included in the disclosure above are employed by those groups that use Shetland Pre-School Play SCIO as a wages service provider.



# **SHETLAND PRE-SCHOOL PLAY SCIO**

## **MANAGEMENT INFORMATION**

***FOR THE YEAR ENDED 31 AUGUST 2023***

---

[REDACTED]

[REDACTED]

The following pages do not form part of the statutory financial statements which are the subject of the independent examiner's report.

[REDACTED]

[REDACTED]

# SHETLAND PRE-SCHOOL PLAY SCIO

## DETAILED STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 AUGUST 2023

|  | Period<br>ended<br>31 August<br>2023<br>£ | 31 March<br>2022<br>£ |
|--|---|-----------------------|
| <b>INCOMING RESOURCES</b>                |   |                       |
| <b>Income from Charitable Activities</b> |   |                       |
| Wages service fees                       | 350                                       | 448                   |
| Shetland Islands Council                 | 35,385                                    | 31,036                |
|  | <u>35,735</u>                             | <u>31,484</u>         |
| <b>TOTAL INCOMING RESOURCES</b>          | <u><u>35,735</u></u>                      | <u><u>31,484</u></u>  |
| <b>OUTGOING RESOURCES</b>                |   |                       |
| <b>Charitable Expenditure</b>            |   |                       |
| Fieldworkers' salaries                   | 14,826                                    | 11,702                |
| Staff pension costs defined contribution | 1,958                                     | 165                   |
| Insurance                                | 656                                       | 1,712                 |
| Stationery and postage                   | 127                                       | 27                    |
| Office equipment                         | 8,225                                     | 5,163                 |
| Sundry expenses                          | -   | 175                   |
| Travel and subsistence                   | 56  | -                     |
| Subscriptions                            | 282                                       | 300                   |
| Toy library purchases                    | 90  | 1,114                 |
| Disclosure expenses                      | 59  | -                     |
| Pension administrator fees               | 648                                       | 518                   |
| PAYE interest paid                       | 2   | 2                     |
| Donations                                | 32,188                                    | -                     |
| Administrator's wages                    | 15,351                                    | 9,105                 |
| Treasurer's wages                        | 6,119                                     | 3,233                 |
| Share of governance costs                | 2,184                                     | 1,524                 |
|  | <u>82,591</u>                             | <u>34,740</u>         |
| <b>TOTAL OUTGOING RESOURCES</b>          | <u><u>82,591</u></u>                      | <u><u>34,740</u></u>  |
| <b>NET MOVEMENT IN FUNDS</b>             | <u><u>46,856</u></u>                      | <u><u>3,256</u></u>   |