

**St John's Playtime Pre-School**  
**Annual Report and Financial Statements for year ended 31 March 2021**  
**Charity Number: 1027030**

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**Reference and Administrative details**

**Trustees**

Mr Chris Coyle (Chairperson)  
Mrs Katie Maddams  
Mrs Elisa Coyle  
Miss Jenna Seager  
Mrs Lisa Calver  
Mrs Claire Turner

**Charity Contact**

Mrs M Oakes  
St John's Playtime Pre-School  
St John's United Reformed Church  
1 Cowper Street  
Ipswich  
IP4 5JD

**Registered Charity number**

1027030

**Bankers**

HSBC  
12 Tavern Street  
Ipswich  
IP1 3AZ

**Independent Examiner**

Mr Richard Wallace  
St John's United Reformed Church  
1 Cowper Street  
Ipswich  
IP4 5JD

## **Structure, governance and management**

St John's Playtime Pre-School is an unincorporated charity originally established under its constitution on 13 May 1992. It became a registered charity on 13 October 1993 and is governed by its trustees who meet on a regular basis. The current trustees are stated on the previous page.

Further trustees may be appointed at any time, at the discretion of the trustees. A new trustee would receive copies of the constitution, the latest annual report and accounts and relevant guidance publications from the Charity Commission.

## **Objectives and activities**

The charity's objectives are to enhance the development and education of children under statutory school age by encouraging parents to understand and provide for the needs of their children through community groups.

## **Public benefit**

The trustees have paid due regard to guidance given by the Charity Commission on Public Benefit in deciding what activities the charity should undertake.

## **Chairperson's Report for 2020 - 2021**

We had very low numbers of children at the beginning of September 2020 due to the pandemic and lack of parental confidence in sending their children into an educational setting. We reopened pre-school in June 2020 after a period of closure due to the first lockdown. We have remained open since then, even when other educational settings closed in January 2021. Despite this, we are still seeing a continuous lower number of applications and enquiries.

The main source of our income was from Suffolk County Council and we received a total of £103,303.11 of grants. Secondly, the amount of private fees received was £6,543.13 which was approximately £20,000 lower than the previous tax year. The reason for this huge difference stems from the period of closure during the first lockdown where we continued to receive money for funded hours but couldn't continue to take private fees. Additionally, when our children did return to the setting, many families were still being very cautious and only sending children for their funded hours, hence our 'private' income took a drastic drop. The main source of expenditure was staff wages totalling £91,328.21 followed by the expenditure of rental costs - £6,450.00. We are very grateful to our landlords – St John's United Reformed Church who have continued to allow a reduction in our weekly rent while we hope to recover our finances. At the end of the 20-21 financial year, we finished with a small profit of £9,169.29.

Mr Chris Coyle (Committee Chairperson)

## Financial Review

The charity's financial activities for the year are shown in the receipts and payments below and on page 4. The principle sources of income were grants from Suffolk County Council and fees paid by parents.

The charity's income exceeded expenditure by £9,169.29 for the year leaving bank and cash balances to carry forward of **£27,214.47**.

### Receipts and Payments Account for the period ended 31 March 2021

	2021 Total (£)	2020 Total (£)
<b>Receipts</b>		
Grants	103,303.11	105,162.90
Fees	6,543.13	26,501.85
Fundraising	691.45	1,908.89
Miscellaneous Income	5,460.85	1,045.22
Donations	247.80	0.00
T Shirt & Jumper Income	27.00	49.00
Trip Income	29.20	420.00
Bank Interest	1.76	7.68
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<b>Total receipts</b>	<b>116,304.30</b>	<b>135,706.93</b>
<b>Payments</b>		
Wages	91,328.21	96,256.60
Activities	471.94	409.31
Premises	6,450.00	17,229.50
Administration	3,013.71	2,644.75
Miscellaneous	381.02	1,011.86
Insurance	662.18	689.64
Consumables & Equipment	3,845.46	3,130.47
T Shirts and Jumpers	0.00	0.00
Trips	41.00	630.00
Courses	364.80	1,010.56
Snack	574.93	735.62
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<b>Total payments</b>	<b>107,133.25</b>	<b>123,748.31</b>
<b>Profit/Loss</b>	<b>9,169.29</b>	<b>11,958.62</b>

## Statement of Assets and Liabilities as at 31 March 2021

	2021 Total (£)	2020 Total (£)
<b>Current assets</b>		
Bank current account	27,214.47	18,045.18
Bank deposit account	3,837.52	3,835.76
Cash in hand	0.00	0.00
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	<b>31,051.99</b>	<b>21,880.94</b>
<b>Liabilities</b>		
PAYE & NI	<b>3,814.55</b>	<b>4,387.09</b>

The Receipts and Payments Account on page 3 and the above Statement of Assets and Liabilities above were shown to and approved by the trustees on 20<sup>th</sup> January 2022 and signed on their behalf by Chris Coyle (Committee Chairperson).

## Independent examiner's report to the trustees of St John's Playtime Pre-school

I report on the accounts of the pre-school for the year ended 31 March 2021, which are set out on pages 4 to 5.

### 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 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.

Richard Wallace

Treasurer for St John's United Reformed Church

St John's United Reformed Church, 1 Cowper Street, Ipswich, IP4 5JD

18<sup>th</sup> January 2022