

**WEST GREEN PLAYGROUP**

**TRUSTEES REPORT FOR THE YEAR ENDED 31 AUGUST 2020**

**Legal and administrative information**

**Charity Number**

1032801

**Financial Year**

1<sup>st</sup> September 2019 to 31<sup>st</sup> August 2020

**Trustees at 31<sup>st</sup> August 2020**

Annaliese Gamper – Co-Chairperson	Appointed 01/11/2017
Kate Aldridge – General Member	Appointed 01/11/2018
Tonya Ouaddane - Manager	Appointed 28/11/2016
Simone Businaro – Treasurer	Appointed 14/11/2019

The existing trustees appoint new trustees following the provisions laid out in the organisation's Constitution. However, due to the pandemic, the trustees have remained in situ since 2019 and no formal reappointment or re-election has taken place.

**Legal Status**

Unincorporated Charity

**Governing**

PLA Model Constitution adopted 21<sup>st</sup> January 2016

**Objectives**

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

**WEST GREEN PLAYGROUP**

**TRUSTEES REPORT FOR THE YEAR ENDED 31 AUGUST 2020**

**Correspondence Address**

West Green Playgroup  
21a Apple Tree Road,  
Tottenham  
London N17 6PJ

**Independent Examiner**

Sara Graff & Co  
Chartered Accountants  
28 Minchenden Crescent  
London N14 7EL

**The Trustee Report**

The Committee has pleasure in presenting their report, together with financial statements for the period ended 31<sup>st</sup> August 2020.

The most recent document constituting the playgroup was signed on 21<sup>st</sup> January 2016. As a member of the Pre-School Learning Alliance, membership number 23785, the playgroup follows its publication guidelines.

The principal activity of the trust is the provision of pre-school playgroup activities.

The West Green Playgroup offers a safe and welcoming place for children between 2 and 5 by 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. The Playgroup also encourages 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.

**Covid-19**

The Playgroup has had to make some significant provisions considering COVID-19. Following Government guidance, we were forced to close from March to June 2020, although most of the staff continued to work in the background. We continued to receive DFE funding, but voluntary contributions and Fees ceased during the period and fundraising efforts have had to stop. In addition, our rent and many costs remained unchanged. We reopened our doors in mid-June with reduced numbers and in accordance with the new Government guidelines. In order to supplement our income, we started a Crowd Funding page to try and obtain additional funds to support the nursery going forward and thereby securing its future. By 31 August 2020 we had raised £8,074.

### **Main fundraising activities**

The West Green Playgroup relies on the money raised through our fundraising efforts to purchase or replace most of the toys and equipment the children use. It is the parents and carers contribution to events that dictate their success.

As mentioned above, this financial year, due to Covid-19 we were restricted as to our traditional fund-raising methods, although we did manage to hold an autumn fair prior to lockdown.

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### **Organisation and Management**

The charity is managed by a Management Committee which would normally meet regularly, at least 6 times a year, to ensure that the Playgroup complies with its aims and is properly managed. However, due to lockdown during part of the financial year, fewer meetings took place. The Committee Members are normally elected at the Annual General Meeting and hold office for one year but are able to stand for re-election unless a member has served for ten consecutive years. Due to Covid 19 no elections have taken place since the start of the pandemic and so the same trustees have remained in situ.

### **Trustee Responsibilities**

The Charities Act 2011 requires the trustees to prepare financial statements each year in accordance with the current regulations. The trustees are responsible for keeping proper accounting records, which disclose with reasonable accuracy at any time the financial position of the year. They are also responsible for safeguarding the assets of the trust and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

### **Financial Review**

The accounts have been prepared on receipts and payments basis in accordance with the Charities Act 2011. Therefore, the deficit shown on the Income and Expenditure Account of £1,004 (2019 Deficit £63,987) does not take account of any liabilities that may be owed by the Playgroup or amounts due to the Playgroup at the period end. The deficit is in line with the expectations of the Trustees, particularly given the effect of the pandemic and the Trustees are pleased with the monies raised from the Crowd Funding page.

We continued with the decision to design the garden as a play area for the children and we have invested heavily at a cost of £36,185 to provide a beautiful play area.

Our bookkeeper, Debbie Reid, of many years, also resigned at the end of the financial year, and this has made it difficult to trace some of the documentation for expenditure during the year. However, the independent accountant is satisfied that this has not impacted on the accuracy of the figures.

Unfortunately, our Independent Account, Sara Graff, suffered a family bereavement in June 2021, which has resulted in a delay to the submission of the accounts which were due to be filed with the Charity Commission by 30<sup>th</sup> June 2021.

Signed on behalf of the Trustees



.....  
CATHERINE (KATE) ALDRIDGE

Date

9.8.2021

WEST GREEN PLAYGROUP

STATEMENT OF ASSETS AND LIABILITIES AS AT 31 AUGUST 2020

<b>FIXED ASSETS</b>	
Office Furniture and Equipment	24623
Less: Depreciation	<u>10838</u>
	<u>13785</u>
<b>CURRENT ASSETS</b>	
Community Bank Account	25396
Step Saver Interest Account	11729
Cash in Hand	1082
	<u>38207</u>
<b>NET CURRENT ASSETS</b>	<u>38207</u>
	<u>51992</u>
<b>NET ASSETS</b>	<u>51992</u>
<b>CHARITY FUNDS</b>	
Unrestricted funds	<u>51,992</u>

The financial statements were approved by The Trustees and signed on their behalf:

  
CATHERINE (KATE) ALDRIDGE

Trustee

.....  
9/8/2021

Date approved

Notes

Depreciation 15% x nbv

WEST GREEN PLAYGROUP

INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 AUGUST 2020

	2020	2019
<b>INCOME RESOURCES FROM GENERATED FUNDS</b>		
<u>Activities for generating funds</u>		
Donations and Fundraising	10023	1172
<u>Investment income</u>		
Bank interest	41	98
 <b>INCOME RESOURCES FROM CHARITABLE ACTIVITIES</b>		
Grants	109311	81462
Fees	51953	43996
Sundry income	479	1971
	<u>161743</u>	<u>127429</u>
 <b>TOTAL INCOME RESOURCES</b>	 171807	 128699
 <b>COSTS OF GENERATING FUNDS</b>		
Advertising/fundraising	<u>432</u>	<u>670</u>
<b>CHARITABLE ACTIVITIES</b>		
Salaries	115111	106618
Pension costs	6469	2882
Premises costs	14271	19725
Other staffing expenses		691
Sundries	2245	5016
Insurance	1218	1205
Cleaning	508	1354
Postage, phone, internet and stationery	1802	976
Supplies and equipment	5132	6054
Garden project	17211	36184
Travel and outings	0	960
Depreciation	2432	2862
	<u>166399</u>	<u>184527</u>
 <b>GOVERNANCE COSTS</b>		
Accountancy fee	1200	1200
Ofsted/DBS	289	244
Legal and professional fees	4491	6045
	<u>5980</u>	<u>7489</u>
 <b>TOTAL RESOURCES EXPENDED</b>	 172,811	 192,686
 <b>NET INCOME FOR THE YEAR</b>	 <u>- 1,004</u>	 <u>- 63,987</u>
 <b>TOTAL FUNDS BROUGHT FORWARD</b>	 52,996	 116,983
 <b>TOTAL FUNDS CARRIED FORWARD</b>	 <u>51,992</u>	 <u>52,996</u>

**Independent examiner's report to the trustees of West Green Playgroup**

I report on the accounts of the West Green Playgroup for the period ended 31 August 2020, which are set out on pages 1 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.



Name: Sara Graff  
Relevant professional qualification or body: ACA ATII  
Address: 28 Minchenden Crescent London N14 7EL  
Date 5<sup>th</sup> August 2021