

WEST GREEN PLAYGROUP

TRUSTEES REPORT FOR THE YEAR ENDED 31 AUGUST 2023

Legal and administrative information

Charity Number

1032801

Financial Year

1st September 2022 to 31st August 2023

Trustees at 31st August 2023

Margaret Ryan – Chairperson (appointed 18 November 2021)

Rachel Healy – Treasurer (appointed 18 November 2021)

Tonya Ouaddane - Manager (appointed 28 January 2016)

Annelise Gamper – General Member (appointed 11 December 2017)

Kate Aldridge – General Member (appointed 01 November 2018)

The existing trustees appoint new trustees following the provisions laid out in the organisation's Constitution.

Legal Status

Unincorporated Charity

Governing

PLA Model Constitution adopted 21st 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 2023

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 31st August 2023.

The most recent document constituting the playgroup was signed on 21st 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.

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.

During the year the Playgroup fundraising events included Christmas decorations, East Egg Hunt, Photos, and a Summer Fayre. £840 was also raised by Middlesex University.

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. 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.

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 a receipts and payments basis in accordance with the Charities Act 2011. Therefore, the surplus shown on the Income and Expenditure Account of £40,506 (2022 £50,486) 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 surplus is in line with the expectations of the Trustees, and the Trustees are now in a position to hold sufficient reserves to cover variable running costs for at least 6 months and to have a contingency for repairs and maintenance to the nursery building and any other emergencies. We have spent £13,393 on the enhancement of the nursery gardens during the financial year.

The playgroup continues to be run on a not for profit basis, with any surplus to be ploughed back to pay for running costs and resources.

Signed on behalf of the Trustees

Margaret Ryan
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Date

27.06.24
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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 2023, 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 26 June 2024

WEST GREEN PLAYGROUP

INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 AUGUST 2023

	2023	2022
INCOME RESOURCES FROM GENERATED FUNDS		
<u>Activities for generating funds</u>		
Donations and Fundraising	2,986	3,424
<u>Investment income</u>		
Bank interest	176	6
INCOME RESOURCES FROM CHARITABLE ACTIVITIES		
Grants	107,743	136,558
Fees	115,820	80,850
Sundry income	1,847	2,251
	225,410	219,659
TOTAL INCOME RESOURCES	228,572	223,089
COSTS OF GENERATING FUNDS		
Advertising/fundraising	-	-
CHARITABLE ACTIVITIES		
Grant repayment	-	15,966
Salaries	129,098	113,508
Pension costs	2,289	5,538
Premises costs	12,044	9,840
Training	825	148
Sundries	4,016	3,531
Insurance	1,327	1,288
Cleaning	1,381	1,603
Postage, phone, internet and stationery	1,755	2,463
Supplies and equipment	10,219	7,068
Travel, outings and activities	5,255	2,076
Garden project	13,393	1,000
Depreciation	2,433	1,758
	184,035	165,787
GOVERNANCE COSTS		
Accountancy fee	1,320	1,320
Ofsted/DBS	289	104
Legal and professional fees	2,422	5,392
	4,031	6,816
TOTAL RESOURCES EXPENDED	188,066	172,603
NET INCOME FOR THE YEAR	40,506	50,486
TOTAL FUNDS BROUGHT FORWARD	130,576	80,090
TOTAL FUNDS CARRIED FORWARD	171,082	130,576