

## **2023-24 Trustees Report**

### **Overview of Charity**

Burma Court Playgroup (BCP) continues to provide quality care and education for pre-school children from a community of families in the local area. The Playgroup was inspected by Ofsted in October 2024, and the provision was judged as 'Good'. The inspection clearly showed what good, tailored care BCP provides, how valued the playgroup is by the parents and what a strong community there is between children, staff, parents and other stakeholders.

### **Financial Review**

The playgroup ended the financial year, from 1st April 2023 to 31st March 2024, with a closing balance of £98,791. This is down £9631.40 from the previous year.

Most of the income is through fees and funding for the children. £3,120 was also raised through parent fundraising events, which demonstrates the community's commitment to the Playgroup.

The accounts are reviewed by the Treasurer, who presents them to the Committee. They are verified by an independent assessment.

### **Governance**

The playgroup has a Committee formed of the Board Trustees. As required by the Constitution, the Committee has a minimum of five members, including a Chair, a Treasurer and a Secretary. The committee is made up of a majority of non-staff members.

An Annual General Meeting is held each year for all Members and the Committee. At each AGM the Trustees are elected from the Members for a period of one year. Minutes are recorded of each meeting.

### **Staffing**

The playgroup continues to employ a full-time Playgroup Manager. Her role includes staff management, EYFS curriculum, safeguarding and health and safety.

There is a full-time Deputy Manager, who has been with the playgroup for over 3 years. They hold a Diploma in Childcare and Education and can provide cover for the manager as and when needed. In addition to the Playgroup Manager and Deputy Manager there are currently two other members of teaching staff.

### **Safeguarding**

The Staff all attend regular safeguarding training. Training has also been made available and attended by one Trustee.

### **Capacity**

Capacity is monitored and maintained to ensure it is maximised. Any unexpected changes are quickly resolved. The manager and committee keep a close eye on what balance of 2 and 3 year olds strikes the best balance for teacher/pupil vs income ratio. Currently it is anticipated that the capacity requirements can continue to be met and there are no foreseeable reasons this would not be the case.

This trustee annual report was approved on 31 January 2025, and signed on behalf of the board of trustees by:

Tom Collins

Chair of Trustees

BURMA COURT APRIL 2023 TO MARCH 2024

Profit and loss report

INCOME		EXPENDITURE	
Funding	65,399.61	Wages	£90,689.49
Fees	57,162.35	Rates	£1,293.56
Support Worker		Rent	£11,726.60
Donations	2,114.18	HMRC	£11,272.04
Fundraisin	1,168.25	Utilities	£2,846.21
SCP		Printing	£62.80
Misc	18.41	Resources	£1,291.75
Refunds	-	Fundraisin	£20.00
INTEREST	£867.66	Cleaning	£420.92
		rent nndr	£557.27
		IT	£973.44
		Petty Cash	£5.00
		Misc	£1,703.32
		Water	386.88
		Activity	537.29
Total	126,730.46	TOTAL	£123,786.57
	867.66		
Profit/Loss			2,943.89

Balance sheet

ACCOUNT:		
Opening cash position		£95,847.90
Profit/loss		£2,943.89
Closing cash position		£98,791.79
BANK		
ACCOUNT		
Account	91086316	£47,637.28
Account	33072770	£51,183.71
TOTAL		£98,820.99

NOTE

-£29.20 THE TWO GREEN NUMBERS SHOULD BE THE SAME

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# Independent examiner's report on the accounts



CHARITY COMMISSION  
FOR ENGLAND AND WALES

## Section A

## Independent Examiner's Report

Report to the trustees/  
members of

Burma Court Playgroup

On accounts for the year  
ended

31<sup>st</sup> March 2024

Charity no  
(if any)

1036944

Set out on pages

2

(remember to include the page numbers of additional sheets) <sup>2</sup>

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 of the Charities Act 2011 ("the Charities Act") and that an independent examination is needed. [The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of AAT.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act, and
- to state whether particular matters have come to my attention.

Basis of independent  
examiner's statement

My examination was carried out in accordance with 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 the 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 (other than that disclosed below \*)

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 Charities Act; and
  - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities 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.

\* Please delete the words in the brackets if they do not apply.

Signed:

*Nicola Hooper*

Date:

05/02/2025

Name: NICOLA HOOPER

Relevant professional qualification(s) or body (if any): FMAAT

Address: 21 CHERRY TREE CLOSE  
EXETER  
DEVON EX4 5AT

**Section B**

**Disclosure**

Only complete if the examiner needs to highlight material problems.(E.g. accounting records have not been kept in accordance with s132 of the Charities' Act 2011 and those accounts do not comply with the requirements of the 2008 Regulations setting out the form and content of charity accounts; any material expenditure or action which appears not to be in accordance with the trusts of the charity; any failure to be provided with information and explanations by any past or present trustee, officer or employee; and any material consistency between the accounts and the trustees' annual report.)

**Give here brief details of any items that the examiner wishes to disclose.**