

**SWINESHEAD COMMUNITY PLAYGROUP
(WORKING NAME: SWINESHEAD PRE-SCHOOL CENTRE)
REPORT OF THE TRUSTEES AND
UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED
31 JULY 2020**

**SWINESHEAD COMMUNITY PLAYGROUP
(WORKING NAME: SWINESHEAD PRE-SCHOOL CENTRE)**

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FOR THE YEAR ENDED 31 JULY 2020**

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**SWINESHEAD COMMUNITY PLAYGROUP
(WORKING NAME: SWINESHEAD PRE-SCHOOL CENTRE)**

**REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 JULY 2020**

The trustees present their report with the financial statements of the charity for the year ended 31 July 2020. The trustees have adopted the provisions of 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

The objectives and aims of the charity 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.

The objectives and activities of the charity are achieved by:

- i. Offering appropriate play facilities and training courses, together with the right of parents to take responsibility for and to become involved in the activities of such group, ensuring that such groups offer opportunities for all children, regardless of race, culture, religion or means.
- ii. Encouraging the study of the needs of such children and their families and promoting public interests in and recognition of such needs in the local areas.
- iii. Instigating and adhering to and furthering the aim of the Pre-School Learning Alliance.

Reporting for the public benefit

When reviewing the charities objectives and aims, and in planning future activities, the trustees have considered the Charity Commission's general guidance on public benefit.

All children are welcome to the Pre-school irrespective of ability to pay as the charity aims to source funding (e.g. from other charities or social care) as necessary to contribute towards the cost of the fees and a free place may be given if the need arises.

ACHIEVEMENT AND PERFORMANCE

Charitable activities

We were undertaking our activities as usual until the impact of the worldwide Covid-19 pandemic in early 2020.

Covid-19 has been a nightmare for us, but we have kept going right through, remaining open with restrictions, even throughout the bank holidays to help and support the parents who were key workers.

Numbers depleted to only 12 in March 2020, these being vulnerable and keyworker children only.

We used the 'pod system' so that children stayed with their dedicated member of staff only. There was no mixing indoors or outdoors and five staff were furloughed - scary and drab times. Luckily the weather was kind to us!

In June 2020 we took back 22 more 'rising five' children out of the 31, due to some not wanting to return or due to illness. But because of the 'pod system' we could only fit them in for two days a week. Two members of staff returned to work alongside the children.

We had 32 children move on to primary schools in the surrounding areas, some of whom we had not seen since March 2020, we kept in touch by virtual teaching and activities. However, they went without the normal 'transition to school' package, visits, extra tuition etc.

It was a sad time as we were not able to do sports day, trips, picnics, parties, sing-songs or really celebrate the children, What a horrible year!

**SWINESHEAD COMMUNITY PLAYGROUP
(WORKING NAME: SWINESHEAD PRE-SCHOOL CENTRE)**

**REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 JULY 2020 - continued**

**ACHIEVEMENT AND PERFORMANCE
Charitable activities - continued**

We have continued in line with Healthy Childcare and Food for Life to cook hot meals to be available for the children on the premises.

Our Forest School on adjoining land, which further enhances our setting, continues to thrive and is growing up nicely with the sapling trees planted by the children.

FINANCIAL REVIEW

The financial position is as shown in the attached financial statements.

Reserves policy

At 31 July 2020 reserves amounted to £346,183 of which £215,700 was represented by fixed assets used by the charity, leaving free reserves of £130,483. These reserves are held to meet the funding of the ongoing activities including staffing costs.

The level of reserves held is considered satisfactory for current needs and will be reviewed on a regular basis.

FUTURE PLANS

It is planned to continue to develop the existing operations of the charity. The trustees continue to maintain our outstanding status and ensure that they provide quality affordable childcare.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The charity governing document is a constitution adopted 10 May 1995. On 25 June 2013, the trustees adopted the revised constitution of Pre-School Learning Alliance (PLA) 2011.

Organisational Structure

The Swineshead Community Playgroup was registered as a charity on 5 September 1995 (number 1049011). The contact address is 24 Abbey Crescent, Swineshead, Boston, Lincolnshire PE20 3ET. The charity uses the working name Swineshead Pre-School Centre.

Risk management

The committee have considered the major risks to which the charity is exposed and have ensured that the charity has adequate insurance policy cover and have ensured that all other relevant legislation is complied with. The committee will continue to monitor the risks on a regular basis.

Management

The operation of the charity is overseen by the committee. The membership of the committee is determined by the constitution and elected at the Annual General Meetings. The committee is required to meet at least three times a year and is responsible for ensuring that the pre-school complies with its aims and is properly managed.

The trustees are appointed as set out in the constitution and there is a requirement to be no less than two and not more than four trustees at any one time. The training and induction provided for new trustees will depend on their existing experience, will be tailored specifically to the individual and will cover charity, legal and financial matters.

**SWINESHEAD COMMUNITY PLAYGROUP
(WORKING NAME: SWINESHEAD PRE-SCHOOL CENTRE)**

**REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 JULY 2020 - continued**

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Charity number:
1049011

Principal address:
North End
Swineshead
Boston
Lincolnshire
PE20 3LZ

The Trustees of the charity are:

Mrs Carolynn Fletcher
Miss Kelly Scrupps
Mrs Jeanette De St Croix

The Committee members are:

Miss Kelly Scrupps (Chairperson)
Mrs Carolynn Fletcher (Treasurer)
Mrs Jeanette De St Croix (Secretary)
Mrs Eunice Hunt (Vice Chairperson)
Mrs Helen Porter

Day to day running of the charity is delegated to:
Mrs Carolynn Fletcher - Pre-school manager

Independent examiner:
C Newitt BA(Hons) FCCA
Duncan & Toplis Limited
5 Resolution Close
Endeavour Park
Boston
Lincolnshire
PE21 7TT

Approved by order of the Board of Trustees on 8 June 2021 and signed on its behalf by:

Miss Kelly Scrupps - Trustee

Mrs Carolynn Fletcher - Trustee

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF SWINESHEAD COMMUNITY PLAYGROUP

Independent examiner's report to the trustees of Swineshead Community Playgroup

I report to the charity trustees on my examination of the accounts of the charity for the year ended 31 July 2020 which are set out on pages 5 to 12.

Responsibilities and basis of report

As the charity's trustees you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the charity's accounts carried out under section 145 of the Act and in carrying out my examination I have followed all applicable Directions given by the Charity Commission under section 145 (5) (b) of the Act.

Independent examiner's statement

I have completed my examination.

Your attention is drawn to the fact that the charity has prepared the financial statements in accordance with Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) in preference to the Accounting and Reporting by Charities: Statement of Recommended Practice issued on 1 April 2005 which is referred to in the extant regulations but has since been withdrawn.

We understand that this has been done in order for the accounts to provide a true and fair view in accordance with the Generally Accepted Accounting Practice effective for reporting periods beginning on or after 1 January 2015.

I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

- 1 accounting records were not kept in respect of the charity as required by section 130 of the Act; or
- 2 the accounts do not accord with those record; or
- 3 the accounts do not comply with applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in the report in order to enable a proper understanding of the accounts to be reached.

C NEWITT BA (Hons) FCCA
Duncan & Toplis Limited
Chartered Accountants
5 Resolution Close
Endeavour Park
Boston
Lincolnshire
PE21 7TT

Date: 23 June 2021

**SWINESHEAD COMMUNITY PLAYGROUP
(WORKING NAME: SWINESHEAD PRE-SCHOOL CENTRE)**

**STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 JULY 2020**

	Notes	Unrestricted Fund £	Restricted Fund £	2020 Total funds £	2019 Total funds £
INCOME AND ENDOWMENTS FROM:					
Donations and legacies		338	-	338	1,214
Charitable activities					
Charitable activities		223,416	-	223,416	222,092
Investments		60	-	60	76
Other		35,054	-	35,054	-
TOTAL		258,868	-	258,868	223,382
EXPENDITURE ON:					
Charitable activities					
Charitable activities		216,828	5,810	222,638	202,707
TOTAL			5,810	222,638	202,707
Net expenditure		42,040	(5,810)	36,230	20,675
Transfer between funds		-	-	-	-
NET MOVEMENT IN FUNDS		42,040	(5,810)	36,230	20,675
RECONCILIATION OF FUNDS					
Total funds brought forward	11	96,404	213,549	309,953	289,278
TOTAL FUNDS CARRIED FORWARD	11	138,444	207,739	346,183	309,953

**SWINESHEAD COMMUNITY PLAYGROUP
(WORKING NAME: SWINESHEAD PRE-SCHOOL CENTRE)**

**STATEMENT OF FINANCIAL POSITION
AT 31 JULY 2020**

	Notes	2020		2019	
		£	£	£	£
FIXED ASSETS					
Tangible assets	7		215,700		221,274
CURRENT ASSETS					
Stock	8	458		116	
Debtors	9	2,365		2,346	
Cash at bank and in hand		138,304		93,553	
		<u>141,127</u>		<u>96,015</u>	
CREDITORS					
Amounts falling due within one year	10	<u>(10,644)</u>		<u>(7,336)</u>	
NET CURRENT ASSETS					
			<u>130,483</u>		<u>88,679</u>
TOTAL ASSETS LESS CURRENT LIABILITIES					
	11		<u>346,183</u>		<u>309,953</u>
FUNDS					
<u>Unrestricted funds:</u>					
<u>General fund</u>					
Balance brought forward		96,404		69,519	
Surplus/(deficit) for the year		42,040		26,885	
Transfer between funds		<u>-</u>		<u>-</u>	
Balance carried forward	11		138,444		96,404
<u>Restricted funds:</u>					
<u>New building</u>					
Balance brought forward		213,549		219,759	
Deficit for the year		(5,810)		(6,210)	
Transfer between funds		<u>-</u>		<u>-</u>	
Balance carried forward	11		<u>207,739</u>		<u>213,549</u>
TOTAL FUNDS					
	11		<u>346,183</u>		<u>309,953</u>

The financial statements were approved by the Board of Trustees on 8 June 2021 and were signed on its behalf by:

Miss Kelly Scrupps - Trustee

Mrs Carolynn Fletcher - Trustee

**SWINESHEAD COMMUNITY PLAYGROUP
(WORKING NAME: SWINESHEAD PRE-SCHOOL CENTRE)**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 JULY 2020**

1. STATUTORY INFORMATION

Swineshead Community Playgroup is an unincorporated charity, registered in England and Wales. The charity's registered number and principal office address can be found on the Charity Commission website.

The significant accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all years presented unless otherwise stated.

The financial statements are presented in pound sterling (£) which is the functional currency of the charity.

2. ACCOUNTING POLICIES

Basis of preparing the financial statements

The financial statements of the charity, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) '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)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Charities Act 2011. The financial statements have been prepared under the historical cost convention.

The financial statements are prepared on a going concern basis.

The financial statements have been prepared to give a 'true and fair' view and have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a 'true and fair view'. This departure has involved following the 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) issued on 16 July 2014 rather than the Accounting and Reporting by Charities: Statement of Recommended Practice effective from 1 April 2005 which has since been withdrawn.

Income

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

Government grants

Government grants are recognised at the fair value of the asset received or receivable when there is reasonable assurance that the organisation will comply with conditions attaching to them and the grants will be received using the accrual model.

Expenditure

Expenditure is recognised on an accruals basis, being recognised in the period in which it has incurred.

Expenditure includes attributable VAT which cannot be recovered. Irrecoverable VAT is charged against the expenditure for which it was incurred.

Tangible fixed assets

Tangible fixed assets are stated at cost less accumulated depreciation.

Fixed assets include the costs to date of the building. Depreciation is provided for in respect of assets as follows:

Leasehold building	- 2% on cost
Sensory garden	- 10% on cost
Furniture, fittings and equipment	- 20% and 33% on cost

**SWINESHEAD COMMUNITY PLAYGROUP
(WORKING NAME: SWINESHEAD PRE-SCHOOL CENTRE)**

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 JULY 2020**

2. ACCOUNTING POLICIES - continued

Stock

Stock is included at the lower of cost and estimated selling price less costs to sell.

Debtors and creditors receivable/payable within one year

Debtors and creditors with no stated interest rate and receivable or payable within one year are recorded at transaction price. Any losses arising from impairment are recognised in expenditure.

Funds accounting

Funds held by the charity are either:

Unrestricted funds – these are funds which can be used in accordance with the charitable objects at the discretion of the trustees.

Restricted funds – these are funds that can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanations of the nature and purpose of each fund is included in the notes to the financial statements.

3. INVESTMENT INCOME	2020	2019
	£	£
Bank interest	<u>60</u>	<u>76</u>

4. TRUSTEES' REMUNERATION AND BENEFITS

None of the charity's trustees were remunerated in their position as trustee during the year (2019 - none). MrsCarolynn Fletcher, a trustee, is the pre-school manager and is remunerated for that role.

Trustees' expenses

There were no trustees' expenses paid for the year ended 31 July 2020 (2019 - none).

5. STAFF COSTS	2020	2019
	£	£
Salaries	163,509	145,803
Employers national insurance	6,852	5,844
Employers pension	<u>2,703</u>	<u>1,935</u>
	<u>173,064</u>	<u>153,582</u>

The average number of paid employees in the year was 13 (2019 – 10).
No employees were paid in excess of £60,000 pa. (2019 – none).

**SWINESHEAD COMMUNITY PLAYGROUP
(WORKING NAME: SWINESHEAD PRE-SCHOOL CENTRE)**

**NOTES TO THE FINANCIAL STATEMENTS – continued
FOR THE YEAR ENDED 31 JULY 2020**

6. GENERAL EXPENSES

	2020	2019
	£	£
Ofsted annual fee	220	50
Subscriptions	653	648
Pre-school membership	106	106
Outings	288	956
Entertainment/parties	174	504
Miscellaneous small items (including DBS)	872	515
Staff party and Christmas gifts	2,434	747
Graduation items	-	170
Travelling/conferences	735	35
Nursery World Awards Dinner	-	695
Computer expenses	-	1,453
	<u>5,482</u>	<u>5,879</u>

7. TANGIBLE FIXED ASSETS

	Leasehold Building	Furniture, Fittings and Equipment	Sensory Garden	Total
	£	£	£	£
Cost:				
As at 1 August 2019	298,496	30,978	8,938	338,412
Additions	700	-	-	700
				<u>339,112</u>
At 31 July 2020	299,196	30,978	8,938	339,112
Depreciation:				
As at 1 August 2019	78,489	29,711	8,938	117,138
Depreciation for the year	5,984	290	-	6,274
				<u>123,412</u>
At 31 July 2020	84,473	30,001	8,938	123,412
Net Book Value at 31 July 2020	<u>214,723</u>	<u>977</u>	<u>-</u>	<u>215,700</u>
Net Book Value at 31 July 2019	<u>220,007</u>	<u>1,267</u>	<u>-</u>	<u>221,274</u>

The building is held on a 28 year lease (from April 2006) for which a peppercorn rent is payable.

**SWINESHEAD COMMUNITY PLAYGROUP
(WORKING NAME: SWINESHEAD PRE-SCHOOL CENTRE)**

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 JULY 2020**

8. STOCK

	2020 £	2019 £
Sweatshirts, polo shirts, cardigans and book bags	<u>458</u>	<u>116</u>

9. DEBTORS

	2020 £	2019 £
Debtors	-	278
Other debtors	1,171	-
Prepayments and accrued income	<u>1,194</u>	<u>2,068</u>
	<u>2,365</u>	<u>2,346</u>

10. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2020 £	2019 £
Creditors control	2,807	1,375
PAYE/NIC	4,002	1,341
Other creditors	1,458	1,713
Accruals	<u>2,377</u>	<u>2,907</u>
	<u>10,644</u>	<u>7,336</u>

11. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Unrestricted Funds £	Restricted Funds £	Total Funds £
As at 1 August 2019	96,404	213,549	309,953
Surplus/(deficit) for the year	<u>42,040</u>	<u>(5,810)</u>	<u>36,230</u>
As at 31 July 2020	<u>138,444</u>	<u>207,739</u>	<u>346,183</u>
Fixed assets	7,961	207,739	215,700
Stock	458	-	458
Debtors	2,365	-	2,365
Cash at bank and in hand	138,304	-	138,304
Creditors and accruals	<u>(10,644)</u>	<u>-</u>	<u>(10,644)</u>
As at 31 July 2020	<u>138,444</u>	<u>207,739</u>	<u>346,183</u>

Restricted funds relate to funds in respect of the building, related fixtures and an element of the Sensory Garden.

**SWINESHEAD COMMUNITY PLAYGROUP
(WORKING NAME: SWINESHEAD PRE-SCHOOL CENTRE)**

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 JULY 2020**

12. MOVEMENT IN FUNDS

	At 1/08/19 £	Net movement in funds £	Transfers between funds £	At 31/07/20 £
Unrestricted funds				
General fund	96,404	42,040	-	138,444
Restricted funds				
General fund	<u>213,549</u>	<u>(5,810)</u>	<u>-</u>	<u>207,739</u>
TOTAL FUNDS	<u>309,953</u>	<u>36,230</u>	<u>-</u>	<u>346,183</u>

Net movement in funds, included in the above are as follows:

	Income £	Expenditure £	Movement in funds £
Unrestricted funds			
General fund	258,868	(216,828)	42,040
Restricted funds			
General fund	<u>-</u>	<u>(5,810)</u>	<u>(5,810)</u>
TOTAL FUNDS	<u>258,868</u>	<u>(222,638)</u>	<u>36,230</u>

**SWINESHEAD COMMUNITY PLAYGROUP
(WORKING NAME: SWINESHEAD PRE-SCHOOL CENTRE)**

**NOTES TO THE FINANCIAL STATEMENTS – continued
FOR THE YEAR ENDED 31 JULY 2020**

13. INDEPENDENT EXAMINERS REMUNERATION

The independent examiners remuneration amounts to an independent examination fee of £1,380 (2019 - £1,350) and other services of £1,760 (2019 - £1,331).

14. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 July 2020 (2019 - none).

15. CONTROLLING PARTY

The charity is controlled by the Trustees.

**SWINESHEAD COMMUNITY PLAYGROUP
(WORKING NAME: SWINESHEAD PRE-SCHOOL CENTRE)**

**DETAILED INCOME AND EXPENDITURE ACCOUNT
FOR THE YEAR ENDED 31 JULY 2020**

	Notes	2020		2019	
		£	£	£	£
<u>General Fund (Unrestricted)</u>					
INCOME FROM:					
Donations and legacies					
Fundraising		-		-	
Donations and other		338		1,214	
Charitable activities					
Fees (incl 1:1 funding)		47,951		58,157	
LCC Voucher Scheme		175,465		163,935	
Investments					
Interest		60		76	
Other					
Government grants		10,054		-	
Local council grant		25,000		-	
TOTAL			258,868		223,382
EXPENDITURE ON:					
Running costs and maintenance of pre-school					
Electricity		2,069		2,262	
Water rates		985		711	
General rates		361		534	
Insurances and PLA membership		1,409		1,585	
Raising funds		423		291	
Accountancy and bookkeeping		3,140		2,681	
Professional fees		2,518		2,447	
Advertising		170		100	
Telephone		1,944		1,679	
Postage		160		122	
General expenses	6	5,482		5,879	
Cleaning and waste disposal		4,329		7,003	
Premises repairs and improvements		10,504		5,829	
Bad debts written off		800		839	
Bank charges and interest		515		503	
Interest on late PAYE		5		-	
Depreciation – leasehold building	7	174		160	
Depreciation – sensory gardens	7	-		491	
Depreciation – furniture, fittings and equipment	7	290		428	
Teaching and care of children					
Salaries, employers NI and pension	5	173,064		154,281	
Hot food, fruit and vegetables		3,598		4,500	
Toys and play equipment		2,126		2,965	
Books and stationery (including photocopying)		2,181		850	
Training		581		357	
TOTAL			216,828		196,497
SURPLUS FOR THE YEAR – Unrestricted funds			42,040		26,885

**SWINESHEAD COMMUNITY PLAYGROUP
(WORKING NAME: SWINESHEAD PRE-SCHOOL CENTRE)**

**DETAILED INCOME AND EXPENDITURE ACCOUNT
FOR THE YEAR ENDED 31 JULY 2020 - continued**

	Notes	2020		2019	
		£	£	£	£
<u>Building Fund (Restricted)</u>					
INCOME FROM:					
Investments					
Interest			-		-
			<u>-</u>		<u>-</u>
TOTAL					-
EXPENDITURE:					
Depreciation – leasehold building	8	5,810		5,810	
Depreciation – sensory gardens	8	-		400	
Depreciation – fittings	8	-		-	
		<u>-</u>		<u>-</u>	
TOTAL			<u>5,810</u>		<u>6,210</u>
DEFICIT FOR THE YEAR – restricted funds			<u>(5,810)</u>		<u>(6,210)</u>