

# **Woodburn Playgroup**

## **Trustees Annual Report and Unaudited Financial Statements for the year ended 31 August 2023**

**Registered Charity in Northern Ireland (NIC101461)**

**WOODBURN PLAYGROUP**

**Financial Statements  
Year ended 31 August 2023**

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## WOODBURN PLAYGROUP

### TRUSTEES REPORT

Year ended 31 August 2023

The trustees present their report and the unaudited financial statements of the charity for the year ended 31 August 2023

#### REFERENCE AND ADMINISTRATIVE DETAILS

Registered charity name	Woodburn Playgroup
Charity registration number	102554
Principal office	Oakfield Community Centre Oakfield Drive Carrickfergus Co Antrim BT38 7SP
The trustees	Mrs Tanya Kirkland (Chairperson) Mrs Catherine Baldwin (Treasurer) – Appointed Sept 2023 Miss Jade Corr – Appointed Sept 2023 Mrs Olivia McComish - Resigned June 2023 Mrs Jenny McMurty - Resigned June 2023 Mrs Janice Logue - Resigned June 2023
Independent examiner	Simon Hopper F.C.A. Hopper & Co 6 Doagh Road Ballyclare BT39 9BG

#### STRUCTURE, GOVERNANCE AND MANAGEMENT

Woodburn Playgroup exists to promote play based learning for children under statutory school age.

It is a charity registered with the Charity Commission for Northern Ireland. It is run by a Board of Trustees and operates under the rules of its constitution.

#### OBJECTIVES AND ACTIVITIES

Woodburn Playgroup provides education and care for children aged 2 years and 10 months to statutory school age in a safe and secure learning environment. Staff are highly trained using NI pre school

## **WOODBURN PLAYGROUP**

### **TRUSTEES REPORT (cont'd)**

**Year ended 31 August 2023**

curriculum and have specific training and knowledge working with children who have Special Educational Needs to enable all children to reach their full potential.

We are an Inclusive Playgroup, promoted through our Equal Opportunities Policy for children, parents, carers and volunteers. We employ three part time members of staff as well as providing opportunities for volunteering both with the children as well as the governing body. (We have a safeguarding policy, and all volunteers have Access NI Checks). We provide training e.g. safeguarding, positive parenting and curriculum development to support parents and families and to promote parental participation. The playgroup brings people together in a range of ways, these include; inter-generational activities, education and social. Children are able to bring their parents and families to interact and learn in a safe environment. We encourage a wide range of ages and abilities to learn together and socialise.

#### **ACHIEVEMENTS AND PERFORMANCE**

The Playgroup meets the Charity Commission for Northern Ireland public benefit requirements by promoting a play based learning environment for children under statutory school age. The direct benefits that flow from this purpose include:

Preparation of each child for primary education;

Mastering the basic skills of expression, communication, problem solving, early mathematics, creativity, knowledge of the world around us, experimentation and exploration; Physical development;

The ability to relate to other children and adults.

We have 17 D.E.N.I places in place and the playgroup will have reached its full quota of children by April 2024, subject to their dates of birth.

A total of £705.25 was raised through our 'Christmas Concert'. £701 was raised from our Easter Egg fund raiser and £173.50 was raised through a tea party held for parents and children. The money was spent on equipment to promote further development of curiosity, investigation and problem solving within the world around us. We also purchased outdoor waterproof clothing and two storage sheds for the garden. A unit to be used for a dish washing station was purchased for indoor use. £52 was raised through the sale of previously used sweat and polo shirts which enabled us to purchase a battery charger with the remaining money going towards a portable greenhouse.

We received £4,160 funding from Engage 111 Programme through the Education Board to support children's attention and listening skills and physical emotional development. We also received £400

**WOODBURN PLAYGROUP**

**TRUSTEES REPORT (cont'd)**

**Year ended 31 August 2023**

from the Getting ready to Learn programme to purchase resources for the themes Education Works, Big Bedtime Read and Happy Healthy Kids.

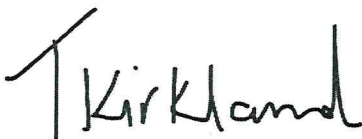
Outings held in the school year 2022/23 were to Streamvale Farm and taking the children on a train trip to Larne. Visitors invited into the playgroup included Jump, Jingle and Jive, Dizzy Kids, Fun with Drums, Kids Yoga, Wee Critters, Performing Stories, Rangers Soccer Academy, Debutots, Rugby, Science Starz, a police officer, and members of the Ambulance Service. Visitors organised to come into the playgroup this year include a representative from the Fire and Ambulance Service, a mother and her baby, Wee Critters, African Drumming, a Liberian, a representative from Inver Garden Centre, A midwife and a nurse. Outings arranged for children this year include a visit to Carrickfergus Castle and the Transport Museum.

**FINANCIAL REVIEW**

The playgroup aims to have retained unrestricted reserves of 3 - 6 months outgoings to allow for income fluctuations. Unrestricted reserves at the year end amounted to £28,104. (2022 - £31,252). These reserves are comfortably within the above limits.

Net income for the year amounted to a deficit of (£3,147).(2022 surplus - £3,933).

The trustees' annual report was approved on 26 June 2024 and signed on behalf of the board of trustees by



Mrs Tanya Kirkland  
Trustee

## WOODBURN PLAYGROUP

### INDEPENDENT EXAMINERS REPORT TO THE TRUSTEES OF WOODBURN PLAYGROUP

Year ended 31 August 2023

I report to the trustees on my examination of the financial statements of Woodburn Playgroup ('the charity') for the year ended 31 August 2023.

#### RESPONSIBILITIES AND BASIS OF REPORT

As the trustees of the charity you are responsible for the preparation of financial statements in accordance with the requirements of the Charity's Act (Northern Ireland) 2008 (the '2008 Act'). You are satisfied that your charity is not required by charity law to be audited and have chosen to have an independent examination.

I report in respect of my examination of the charity's financial statements as carried out under section 65 of the 2008 Act. In carrying out my examination I have followed the general directions given by the Charity Commission for Northern Ireland under section 65(9)(b) of the 2008 Act.

#### INDEPENDENT EXAMINER'S STATEMENT

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

1. Accounting records were not kept as required by section 63 of the 2008 Act; or
2. The financial statements do not accord with those records; or
3. The financial statements do not comply with the accounting requirements of the 2008 Act; or
4. The financial statements do not comply with the applicable requirements concerning the form and the 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 confirm that there are no other matters to which your attention should be drawn to enable a proper understanding of the accounts to be reached.



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S Hopper FCA  
Hopper & Co  
Governing Body : Chartered Accountants Ireland

26 June 2024

**WOODBURN PLAYGROUP**

**STATEMENT OF FINANCIAL ACTIVITY (INCLUDING INCOME AND EXPENDITURE ACCOUNT)**

**for the year ended 31 August 2023**

	Note	Unrestricted Funds	Restricted Funds	Total 2023	Total 2022
		£	£	£	£
<b>Income from:</b>					
Donations and legacies	2	38,176	-	38,176	42,683
Charitable Activities	3	8,533	-	8,533	6,671
Other trading activities	4	1,614	-	1,614	2,030
		-----	-----	-----	-----
<b>Total Income</b>		48,323	-	48,323	51,384
		-----	-----	-----	-----
<b>Expenditure on:</b>					
Charitable activities	7	51,407	-	51,407	47,451
		-----	-----	-----	-----
<b>Total Expenditure</b>		51,407	-	51,407	47,451
		-----	-----	-----	-----
Net Income		(3,147)	-	(3,147)	3,933
		-----	-----	-----	-----
Net movement in funds		(3,147)	-	(3,147)	3,933
Funds brought forward		31,251	-	31,251	27,318
		-----	-----	-----	-----
Funds carried forward	15	28,104	-	28,104	31,251
		=====	=====	=====	=====

All income and expenditure derive from continuing activities.

The statement of financial activities includes all gains and losses recognised during the year.

## WOODBURN PLAYGROUP

### BALANCE SHEET As at 31 August 2023

	Note	2023 £	2022 £
<b>Current Assets</b>			
Cash and cash equivalents		30,402	33,909
<b>Total current assets</b>		<u>30,402</u>	<u>33,909</u>
<b>Creditors: amounts falling due within one year</b>	14	<u>2,298</u>	<u>2,298</u>
<b>Total Creditors</b>		<u>2,298</u>	<u>2,298</u>
<b>Net Current Assets</b>		<u>28,104</u>	<u>31,251</u>
<b>Total Net Assets</b>		<u>28,104</u>	<u>31,251</u>
<b>Funds of the charity</b>			
<b>Unrestricted funds</b>	15		
General funds		28,104	31,251
<b>Total charity funds</b>		<u>28,104</u>	<u>31,251</u>

These financial statements were approved by the board of trustees and authorised for issue on 26 June 2024 and are signed on behalf of the board by:



Mrs Tanya Kirkland  
Trustee

The notes on pages 13 to 18 form part of these financial statements.

**WOODBURN PLAYGROUP**  
**NOTES TO THE ACCOUNTS**  
**for the year ended 31 August 2023**

**1. ACCOUNTING POLICIES**

**General information**

The charity constitutes a public benefit entity as defined by FRS 102. The address of the principal office is Oakfield Community Centre, Oakfield Drive, Carrickfergus, Co Antrim BT38 7SP.

**Statement of compliance**

The financial statements have been prepared in accordance with the accounting policies set out in notes to the financial statements and applicable accounting standards, 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 issued in October 2019, the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102 Section 1A), the charity's governing document, the Charities Act (Northern Ireland) 2008, Charities Act (Northern Ireland) 2013, The Charities (Accounts and Reports) Regulations (Northern Ireland) 2015, and UK Generally Accepted Practice.

The financial statements are prepared on a going concern basis under the historical cost convention. The financial statements are prepared in sterling which is the functional currency of the charity rounded to the nearest £1.

The significant accounting policies applied in the preparation of these financial statements are set out below. The trustees consider that these policies are suitable, have been consistently applied and are supported by reasonable and prudent judgements and estimates.

**FUND ACCOUNTING**

The charity has various types of funds for which it is responsible, and which require separate disclosure. A definition of the various types of funds is as follows:

Restricted funds comprise (a) income from endowments which is to be expended only on the restricted purposes intended by the donor and (b) revenue donations or grants for a specific charitable activity intended by the donor. Where these funds have unspent balances, interest on their pooled investment is apportioned to the individual funds on an average balance basis.

## WOODBURN PLAYGROUP

### NOTES TO THE ACCOUNTS (cont'd)

31 August 2023

Unrestricted funds are funds which are expendable at the discretion of the Charity in furtherance of its objectives. In addition to expenditure on activities such funds may be held in order to finance capital investment and working capital.

Designated funds are general funds set aside by the trustees for use in the future.

#### **INCOMING RESOURCES**

All incoming resources are included in the Statement of Financial Activities (SoFA) when the charity is legally entitled to the income after any performance conditions have been met, the amount can be measured reliably, and it is probable that the income will be received.

For donations to be recognised the charity will have been notified of the amounts and the settlement date in writing. If there are conditions attached to the donation and this requires a level of performance before entitlement can be obtained, then income is deferred until those conditions are fully met or the fulfilment of those conditions is within the control of the charity, and it is probable that they will be fulfilled.

Voluntary income received by way of donations and gift is credited to revenue on a receivable basis.

The charity receives grants in respect of support services. Income from government and other grants are recognised at fair value when the charity has entitlement after any performance conditions have been met, it is probable that the income will be received, and the amount can be measured reliably.

If entitlement is not met, then these amounts are deferred. Revenue grants are credited to incoming resources on the earlier date of when they are received or when they are receivable unless they relate to a specified future period.

Other income represents income that cannot be reported under the other analysis headings provided within the SoFA.

#### **(i) Incoming resources with related expenditure**

Where incoming resources have related expenditure (as with insurance proceeds) the incoming resources and related expenditure are reported gross in the SoFA.

## WOODBURN PLAYGROUP

### NOTES TO THE ACCOUNTS (cont'd)

31 August 2023

**(ii) Grants and donations**

Grants and donations are only included in the SoFA when the charity has unconditional entitlement to the resources.

**(iii) Tax reclaims on donations and gifts.**

Incoming resources from tax reclaims are included in the SoFA at the same time as the gift to which they relate.

**(iv) Contractual income and performance related grants**

This is only included in the SoFA once the related goods or services have been delivered.

**(v) Gifts in kind**

Gifts in kind are accounted for at a reasonable estimate of their value to the charity or the amount actually realised. Gifts in kind for sale or distribution are included in the accounts as gifts only when sold or distributed by the charity. Gifts in kind for use by the charity are included in the SoFA as incoming resources when receivable.

**(vi) Donated services and facilities**

These are only included in incoming resources (with an equivalent amount in resources expended) where the benefit to the charity is reasonably quantifiable, measurable and material. The value placed on these resources is the estimated value to the charity of the service or facility received.

**(vii) Investment income**

This is included in the accounts in the period to which it relates.

**(viii) Investment gains and losses**

This includes any gain or loss on the sale of investments and any gain or loss resulting from revaluing investments to market value at the end of the year.

### EXPENDITURE AND LIABILITIES

All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category. It is categorised under the following headings:

- Expenditure on charitable activities comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries and includes salary costs, support service expenses, and an apportionment of support costs;
- Other expenditure represents those items not falling into the categories above.

## WOODBURN PLAYGROUP

### NOTES TO THE ACCOUNTS (cont'd)

31 August 2023

#### (i) **Liability recognition**

Liabilities are recognised where there is a legal or constructive obligation to make payments to third parties, it is probable that the settlement will be required, and the amount of the obligation can be measured reliably.

#### (ii) **Governance costs**

These are shown within charitable activities and include the costs of preparation and examination of accounts, the costs of trustee meetings and cost of any legal advice to trustees on governance or constitutional matters.

#### (iii) **Grants with performance conditions**

Where the charity gives a grant with conditions for its payment being a specific level of service or output to be provided, such grants are only recognised in the SoFA once the recipient of the grant has provided the specified service or output.

#### (iv) **Grants payable without performance conditions**

These are only recognised in the accounts when a commitment has been made and there are no conditions to be met relating to the grant which remain in the control of the charity.

#### (v) **Support costs**

Support costs are those that assist the work of the charity but do not directly represent charitable activities and include office costs, governance costs and administrative payroll costs.

They are incurred directly in support of expenditure on the objects of the charity. Where support costs cannot be directly attributed to particular headings, they have been allocated to cost of raising funds and expenditure on charitable activities on a basis consistent with use of the resources. Premises overheads have been allocated on a basis consistent with the use of the resources. Staff costs and other overheads have been allocated based on time spent, per capita and activity.

#### **Employee benefits**

When employees have rendered service to the charity, short-term employee benefits to which the employees are entitled are recognised at the undiscounted amount expected to be paid in exchange for that service.

#### **Value Added Tax**

The charity is not registered for VAT purposes, therefore expenditure is shown gross of VAT.

## WOODBURN PLAYGROUP

### NOTES TO THE ACCOUNTS (cont'd)

31 August 2023

#### ASSETS

##### (i) Tangible Fixed Assets

The cost of tangible fixed assets is their purchase cost, together with any incidental costs of acquisition. Depreciation is calculated so as to write off the cost of tangible fixed assets, less their estimated residual values, on a straight-line basis over the expected useful economic lives of the assets concerned. The principal annual rates used are as follows:

Equipment	10% Reducing balance
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In accordance with FRS102, assets under construction are not depreciated until such times as they are available for use.

Where the recoverable amount of a fixed asset is found to be below its net book value, the asset is written down to the recoverable figure and the loss on impairment is recognised in the SoFA.

##### (ii) Investments

Investments quoted on a recognised stock exchange are valued at market value at the year end. Other investment assets are included at trustees' best estimate of market value.

#### Leases

Rentals payable under operating leases are charged to the SoFA on a straight-line basis over the period of the lease.

#### Tax

The charity benefits from various exemptions afforded by tax legislation. It is therefore not liable to corporation tax on income or gains falling due within those exemptions. Recovery is made of tax deducted from receipts under gift aid.

#### Going concern

The financial statements have been prepared on a going concern basis as the trustees believe that no material uncertainties exist. The trustees have considered the level of funds held and the expected level of income and expenditure for 12 months from authorising these financial statements. The budgeted income and expenditure are sufficient with the level of reserves for the charity to be able to continue as a going concern.

#### Judgements and key sources of estimation uncertainty

The following judgements including those involving estimates have been made in the process of applying the above accounting policies that have had the most significant effect on the amounts recognised in the financial statements and that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next financial year:

**WOODBURN PLAYGROUP**

**NOTES TO THE ACCOUNTS (cont'd)**

**31 August 2023**

- depreciation method and asset useful lives

The estimates and assumptions are reviewed on an ongoing basis considering the current and future market conditions.

**2. DONATIONS AND LEGACIES**

	<b>Unrestricted Funds</b>	<b>Restricted Funds</b>	<b>Total 2023</b>	<b>Total 2022</b>
	£	£	£	£
<b>Grants</b>				
EA Funding	33,616	-	33,616	41,345
Engage 111 Programme	4,160	-	4,160	-
Getting ready to Learn	400	-	400	-
Other Funding	-	-	-	1,338
	-----	-----	-----	-----
	38,176	-	38,176	42,638
	-----	-----	-----	-----

**3. CHARITABLE ACTIVITIES**

	<b>Unrestricted Funds</b>	<b>Restricted Funds</b>	<b>Total 2023</b>	<b>Total 2022</b>
	£	£	£	£
Playgroup Fees	6,411	-	6,411	4,778
Voluntary Contributions	955	-	955	950
Sweatshirts	1,167	-	1,167	943
	-----	-----	-----	-----
	8,533	-	8,533	6,671
	-----	-----	-----	-----

WOODBURN PLAYGROUP

NOTES TO THE ACCOUNTS (cont'd)

31 August 2023

4. OTHER TRADING ACTIVITIES

	Unrestricted Funds	Restricted Funds	Total 2023	Total 2022
	£	£	£	£
Fundraising events	1,614	-	1,614	2,030
	-----	-----	-----	-----
	1,614	-	1,614	2,030
	-----	-----	-----	-----

5. EXPENDITURE ON CHARITABLE ACTIVITIES BY ACTIVITY TYPE

	Unrestricted Funds	Restricted Funds	Total 2023	Total 2022
	£	£	£	£
Main Activity	50,510	-	50,510	46,529
Governance costs	960	-	960	922
	-----	-----	-----	-----
	51,470	-	51,470	47,451
	-----	-----	-----	-----

**WOODBURN PLAYGROUP**

**NOTES TO THE ACCOUNTS (cont'd)**

**31 August 2023**

**6. ANALYSIS OF SUPPORT COSTS**

	Unrestricted Funds	Restricted Funds	Total 2023	Total 2022
	£	£	£	£
Purchases	5,848	-	5,848	2,605
Wages/Salaries	36,393	-	36,393	34,098
Rent	2,703	-	2,703	3,257
Insurance	723	-	723	689
Equipment	2,450	-	2,450	4,117
Early Year Specialist	1,500	-	1,500	1,260
Sundry Expenses	893	-	893	503
	-----	-----	-----	-----
	50,510	-	50,510	46,529
	-----	-----	-----	-----

**7. INDEPENDENT EXAMINATION FEES**

	Total 2023	Total 2022
	£	£
Fees payable to independent examiner for:		
Independent examination of the financial statements	840	840
	-----	-----

**8. STAFF COST**

The total staff cost and employee benefits for the reporting period are analysed as follows:

	2023	2022
	£	£
Wages and salaries	36,393	34,098

The average head count of employees during the year was 3 (2022: 3)

No employee received employee benefits of more than £60,000 during the year (2022: 0)

**WOODBURN PLAYGROUP**  
**NOTES TO THE ACCOUNTS (cont'd)**

**31 August 2023**

**9. TRUSTEES REMUNERATION AND EXPENSES**

The Trustees received no remuneration from the charity during the current or preceding financial years.

**10. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	<b>Total 2023</b>	<b>Total 2022</b>
	£	£
Accruals & Deferred income	2,160	2,520
Social security and other taxes	138	138
	2,298	2,658

**11. ANALYSIS OF CHARITABLE FUNDS**

<b>Funds 2022</b>	<b>Balance at start</b>	<b>Income</b>	<b>Expenditu re</b>	<b>Surplus / (Deficit)</b>	<b>Transfer</b>	<b>Balance at end</b>
	£	£	£	£	£	£
General fund	31,251	48,323	(51,470)	(3,147)	-	28,104
<b>Total</b>	31,251	48,323	(51,470)	(3,147)	-	28,104
<b>Funds 2021</b>	<b>Balance at start</b>	<b>Income</b>	<b>Expenditu re</b>	<b>Surplus / (Deficit)</b>	<b>Transfer</b>	<b>Balance at end</b>
	£	£	£	£	£	£
General fund	27,318	51,384	(47,451)	3,933	-	31,251
<b>Total</b>	27,318	51,384	(47,451)	3,934	-	31,251

**WOODBURN PLAYGROUP**  
**NOTES TO THE ACCOUNTS (cont'd)**

**31 August 2023**

**12. ANALYSIS OF NET ASSETS BETWEEN FUNDS**

	<b>Unrestricted Funds</b>	<b>Restricted Funds</b>	<b>Total 2023</b>
	£	£	£
Current assets	30,402	-	30,402
Creditors less than 1 year	(2,298)	-	(2,298)
	-----	-----	-----
	28,104	-	28,104
	-----	-----	-----
	<b>Unrestricted Funds</b>	<b>Restricted Funds</b>	<b>Total 2022</b>
	£	£	£
Current assets	33,909	-	33,909
Creditors less than 1 year	(2,658)	-	(2,658)
	-----	-----	-----
	31,251	-	31,251
	-----	-----	-----

**13. FINANCIAL COMMITMENT**

No contracts had been placed for future capital expenditure at the balance sheet date

**14. ETHICAL STANDARDS**

In common with many other organisations of our size and nature, we use our independent examiner to prepare and assist in the preparation of the financial statements.

**15. RELATED PARTIES**

There were no related party transactions during the year (2022: £Nil).