

WAKEHURST PLAYGROUP

REPORT OF THE TRUSTEES AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2013

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COMPANIES HOUSE

WAKEHURST PLAYGROUP

LEGAL AND ADMINISTRATIVE DETAILS

Trustees

Y M Beard
M E Gage
G J Vyvyan
F K Wilkins
N S Scott
E W Jones
S D Dwyer (resigned 15 November 2012)
S E Heywood (resigned 24 September 2012)
K J Bell
S Sheridan (resigned 13 March 2013)
S Green

Registered Office

18, The Broadway
Stoneleigh
Epsom
Surrey
KT17 2HU

Company Registration Number

03934182

Charity Registration Number

1084199

Accountants

Kevin A Mallett F.C.A.
18, The Broadway
Stoneleigh
Epsom
Surrey
KT17 2HU

Bankers

National Westminster Bank PLC
Clapham Junction Branch
66-68, St John's Road
Clapham Junction
London
SW11 1PB.

WAKEHURST PLAYGROUP

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2013

The trustees of the charity present their report with the Financial Statements of the charity for the year ended 31 March 2013. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" issued in March 2005.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Charity number

The charity's registered number is 1084199

Trustees

Y M Beard
M E Gage
G J Vyvyan
F K Wilkins
N S Scott
E W Jones
S D Dwyer (resigned 15 November 2012)
S E Heywood (resigned 24 September 2012)
K J Bell
S Sheridan (resigned 13 March 2013)
S A Green
J W Ellis

Accountant

Kevin A Mallett F C A
Chartered Accountant
18, The Broadway,
Stoneleigh,
Epsom,
Surrey,
KT17 2HU

WAKEHURST PLAYGROUP

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2013

STRUCTURE, GOVERNANCE AND MANAGEMENT

The Charity, which was established on 21 January 2000, was set up to advance the education of all children below the age of five years by providing safe and satisfying group play in which parents have the right to take part

Induction and training of new trustees

In the main, the trustees of the Charity are parents of the children that attend the playgroup. These trustees are provided with information about the charity and attend an interview. They will be given the latest Annual Report and Financial Statements plus an overview of the way that the organisation works and the role of the sub committees.

New trustees are appointed to the Board at the AGM. Anyone may stand as a trustee, provided they can comply with the Charity Commission requirements of their status.

Organisational structure

The Articles of Association govern Wakehurst Playgroup.

The Charity is managed by a Board of Trustees. The Board of Trustees meets as often as it is appropriate to do so.

The financial controls in place are appropriate to the size of the administrative staff.

Wider Network

The Charity is a member of the Wandsworth Primary Play Association.

Related Parties

There are no other related parties.

Risk Management

Systems and procedures have been established to identify, monitor and manage the risks that the Charity faces.

WAKEHURST PLAYGROUP

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2013

OBJECTIVES AND AIMS

Objectives and aims

The Charity exists to advance the education of all children below the age of five years by providing safe and satisfying group play in which parents have the right to take part

Summary of the main activities undertaken for the public benefit in relation to these objects

In planning our activities for the year we kept in mind the Charity Commission's guidance on public benefit at our trustees meetings

The focus of our activities remains the Early Years Foundation Stage. Our efforts benefit the young children by developing their learning, development and care from birth to five years of age.

We welcome all young children regardless of personal background, faith, gender or personal circumstances and we believe this enriches everyone through the sharing of our skills.

Additional details of objectives and activities

Volunteers play a huge part in all aspects of the Charity.

The Board of Trustees is made up entirely of volunteers. In addition, a number of volunteers have made themselves available to help with the day-to-day running of the Charity.

ACHIEVEMENT AND PERFORMANCE

Charitable activities

In the last year, the number of children registered with the Charity has remained high. This is due to the high level of dedication shown by the staff and the high level of enthusiasm shown by the children.

There is a high standard of education in the playgroup, but the adults are always mindful of the fact that each child is treated as an individual with individual needs.

Fundraising activities

The Charity undertakes a number of fundraising activities. Among them are the sale of items from the Webb Ivory catalogues, the sale of photographs, and donations from parents and individuals.

The amount of £120 was raised in this way.

Internal and external factors

It is clear that volunteers play such a critical role in the success of the Charity. Both parents and volunteers are involved with the daily routine and interaction with the children.

The parents and volunteers are also involved in looking for charities to assist funding equipment.

WAKEHURST PLAYGROUP

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2013

FINANCIAL REVIEW

Reserves policy

At 31 March 2013 the total reserves held were £30,498 (2012 - £32,025) Of the total reserves £861 (2012 - £861) was restricted and the balance of £29,637 (2012 - £31,164) was unrestricted

There is a policy that the Charity retains reserves which amount to three months salaries and a term's rent

Principal Funding Sources

During the year, the principal funding source was provided by parents' fees and fundraising

Grants amounting to £6,800 were received from the London Borough of Wandsworth which comprised approximately 12% of the incoming resources

During the year, in terms of charitable activities, there was a net deficit of £1,527 (2012 - surplus £3,640)

FUTURE DEVELOPMENTS

The Group plan to continue to expand their physical development and ICT

WAKEHURST PLAYGROUP

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2013

STATEMENT OF TRUSTEES' RESPONSIBILITIES

Law applicable to charities in England & Wales requires the trustees to prepare financial statements for each financial year which give a true and fair view of the charity's financial activities during the year and of its financial position at the end of the year. In preparing financial statements giving a true and fair view, the trustees should follow best practice and

- select suitable accounting policies and then apply them consistently,
- make judgements and estimates that are reasonable and prudent,
- state whether applicable accounting standards and statements of recommended practice have been followed, subject to any departures disclosed and explained in the financial statements, and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation

The trustees are responsible for keeping accounting records which disclose with reasonable accuracy the financial position of the charity and which enable them to ascertain the financial position of the charity and which enable them to ensure that the financial statements comply with applicable law. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

ON BEHALF OF THE BOARD



- Trustee

Y M Beard

14/12/2013

- Date

WAKEHURST PLAYGROUP**STATEMENT OF FINANCIAL ACTIVITIES****FOR THE YEAR ENDED 31 MARCH 2013**

		Unrestricted <u>Funds</u>	Restricted <u>Funds</u>	Total <u>Funds</u>	Prior Year Total <u>Funds</u>
A	Incoming Resources				
A1	Incoming resources from generated funds				
A1a	Voluntary Income	8,140	0	8,140	3,746
A1b	Activities for generating funds	120	0	120	611
A2	Incoming resources from charitable activities	47,060	0	47,060	54,769
	Total incoming resources	£55,320	£0	£55,319	£59,126
B	Resources Expended				
B1	Costs of generating funds				
B1a	Fundraising trading cost of goods sold and other costs	0	0	0	0
B2	Charitable activities	56,847	0	56,847	55,486
	Total resources expended	£56,847	£0	£56,847	£55,486
	Net incoming/outgoing resources before transfers	-1,527	0	-1,527	3,640
	Total funds brought forward	31,164	861	32,025	28,385
	Total funds carried forward	£29,637	£861	£30,498	£32,025

WAKEHURST PLAYGROUP

BALANCE SHEET AS AT 31 MARCH 2013

	<u>Notes</u>	<u>2013</u>	<u>2012</u>
A	<u>Current assets</u>		
A1	Debtors	5	0
A2	Cash at bank and in hand	31,098	35,205
	Total current assets	31,098	35,385
B	<u>Liabilities</u>		
	Creditors amounts falling due within one year	6	600
	Net current assets	30,498	28,385
	Total assets less current liabilities	£30,498	£28,385
C	<u>The funds of the charity</u>		
C1	Restricted income funds	861	861
C2	Unrestricted income funds	29,637	31,164
	<u>Total charity funds</u>	£30,498	£32,025

The company was entitled to exemption under section 477 of the Companies Act 2006 for the year ended 31 March 2013

The members have not required the company to obtain an audit of its financial statements for the year ended 31 March 2013
In accordance with Section 476 of the Companies Act 2006

The directors acknowledge their responsibilities for

- 1 Ensuring that the company keeps accounting records which comply with sections 386 and 387 of the Companies Act 2006, and
- 2 Preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of each financial year and of its profit or loss for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the company

These financial statements have been prepared in accordance with the provisions of Part 15 of the Companies Act 2006 relating to small companies and with the Financial Reporting Standard for Smaller Entities (effective April 2008)

The financial statements were approved by the directors on 14/12/13 and were signed by


Y M Beard
Director

WAKEHURST PLAYGROUP

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2013

1 ACCOUNTING POLICIES

Basis of preparation of financial statements

The financial statements have been drawn up under the historical cost convention and in accordance with applicable accounting standards and the Charities Statement of Recommended Practice on Accounting

Turnover

Turnover comprises fees from continuing operations and grants receivable

2 GRANTS

The total of grants received was £6,800, all of which was received from Wandsworth Council

3 TRUSTEES REMUNERATION

None of the trustees received any remuneration or benefits during the year. Expenses fully incurred on the charity's business were reimbursed when claimed.

4 TAXATION

Wakehurst Playgroup is a registered charity and its activities fall within the exemptions under the Income and Corporation Taxes Act 1988.

5 DEBTORS

	<u>2013</u>	<u>2012</u>
Other debtors	£0	£180

6 CREDITORS

	<u>2013</u>	<u>2012</u>
Creditors and accruals	£600	£3,360

7 COMPANY MEMBERSHIP

The company is limited by guarantee and does not have a share capital

The directorship liability is limited, each director is required to contribute up to £10 to the assets of the company in the event of its being wound up. At 31 March 2013 there were 8 directors

7 RESERVES

	<u>1 APRIL</u> <u>2012</u>	<u>MOVEMENT</u> <u>IN THE</u> <u>YEAR</u>	<u>31 MARCH</u> <u>2013</u>
Restricted Funds	861	0	861
Unrestricted Funds	31,164	-1,527	29,637
	<u>£32,025</u>	<u>-£1,527</u>	<u>£30,498</u>

WAKEHURST PLAYGROUP

INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2013

A	Incoming Resources	<u>2013</u>	<u>2012</u>
A1	Incoming resources from generated funds		
A1a	Voluntary Income		
	Grants receivable	6,800	2,772
	Donations	180	180
	Milk money	1,160	794
		<u>8,140</u>	<u>3,746</u>
A1b	Activities for generating funds		
	Fundraising	120	611
		<u>120</u>	<u>611</u>
A2	Incoming resources from Charitable Activities		
	Parental fees	45,897	51,967
	Outings	486	1,419
	Other	677	1,383
		<u>47,060</u>	<u>54,769</u>
	Total incoming resources	55,320	59,126
	Total resources expended - (see page 10)	56,847	55,486
	Net incoming/outgoing resources before transfers	-1,527	3,640
	Gross transfers between funds	0	0
	Net incoming resources before other recognised gains and losses	<u>-£1,527</u>	<u>£3,640</u>

WAKEHURST PLAYGROUP

INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2013

B1	Costs of generating funds	<u>2013</u>	<u>2012</u>
B1a	Costs of generating voluntary income		
	Fundraising expenses	<u>0</u>	<u>0</u>
		0	0
B2	Charitable activities		
	Salaries and National Insurance	34,651	30,215
	Rent	6,630	1,875
	Running costs	5,336	4,543
	Playing equipment	7,157	6,383
	Outings	748	949
	Milk	1,066	1,050
	Other	1,079	2,505
	Telephone	0	228
	Accountancy	<u>180</u>	<u>180</u>
		56,847	47,928
	Total resources expended	<u>£56,847</u>	<u>£47,928</u>