

Charity number: 1171697

Pippa's Group

Report of the Trustees and Unaudited Financial Statements

For the year ended 31 March 2020

Pippa's Group
Contents Page
For the year ended 31 March 2020

Report of the Trustees	1 to 4
Independent Examiner's Report to the Trustees	5
Statement of Financial Activities	6
Statement of Financial Position	7
Notes to the Financial Statements	8 to 12
Detailed Statement of Financial Activities	13

**Pippa's Group
Report of the Trustees
For the year ended 31 March 2020**

The Trustees have pleasure in presenting their report and the financial statements for the charity for the year ended 31 March 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 the Republic of Ireland (FRS 102) (effective 1 January 2019).

Chair's report

It has been a busy and successful year at Pippa's Group, settling in further to our new home.

The most recent exciting news is of course the funding being gained and then the construction of the new Sensory Room within a room.

Plans for the future include further renovations to the Hall area at the Hub.

We continue to work towards the highest standards that we can in the nursery and have worked with Mel from the Education Authority to make a number of improvements. We are in the process of formally registering with Ofsted.

There are initiatives underway to work with the a local wild garden area for further Forest School sessions.

Recent work includes agreed budgeting for the Nursery Manager which is being discussed at this meeting and more explicit procedures for agreeing individual items to be purchased, with set levels of expenditure for these. There have also been clarifications to staff leave procedures and the addition of three days (six sessions) a year of compassionate leave in term time for full time staff, reducing proportionately for part time, which is in recognition of the occasions when unexpected emergencies leave people unable to come in to work on a particular day.

Thanks go to all of our dedicated staff, Trustees and officers of the committee for all of their hard work. We also need to say farewell and thank you to Debbie whose service as a Trustee was completed this year.

We look to the future with great optimism following such a successful year.

OBJECTIVES AND ACTIVITIES

Objectives and aims

The objects of the charity are to enhance the development and education of pre-school children who live in Lewes and the surrounding rural areas offering appropriate teaching, guidance, supervision, care and health facilities.

Pippa's Group (PG) runs a subsidised pre-school for children who are in need. The majority are at an economic disadvantage and/or have a special educational need/disability (SEND). Our charitable purpose is to enhance children's development and education to enable them to reach their full potential. The group also provides a Family Support service, benefitting families of a child up to the age of 18 (or 25 if they have a SEND).

At Pippa's Group we endeavour to offer a really broad curriculum that will stimulate and encourage all our children to achieve their potential. We have found that the Forest School programme has been inspirational for developing confidence, concentration and social skills as well as learning to safely take risks. We have high staffing ratios and as a charity, we are able to offer limited places to children who need additional support.

As we offer high staffing levels we can offer limited spaces for children who have additional needs. Typically, a child starts at around 2 years of age and will stay with the Group until they go to school. We are located in the Landport Community Hub.

The trustees have considered the Charity Commission's guidance on public benefit, including the guidance 'public benefit: running a charity (PB2)'.

Pippa's Group
Report of the Trustees Continued
For the year ended 31 March 2020

ACHIEVEMENTS AND PERFORMANCE

Significant activities

Nursery Manager Report for Year ended March 2020

Achievements and Performance

We have had another successful and busy year at Pippa's Group. Following a very thorough OFSTED inspection in December we ended the year with a 'Good' grade.

Staffing

We had two new part time members of staff joining us in September, one Forest School assistant to enable more children to attend Forest School and one nursery practitioner. Following the OFSTED inspection staff training became a priority and all staff have undertaken further safeguarding training and one member of staff is currently doing a Level 3 Forest School Leaders course.

Children and families

Over the course of the year we introduced several new initiatives including home visits for all new starters in September and a 'Winter Warmers' healthy lunch scheme from November to February. The home visits were particularly successful in helping to get to know our families and supporting the transition to nursery. We aim to continue with both initiatives.

Coronavirus

The Coronavirus pandemic resulted in the nursery closing on March 20th following dwindling numbers of children attending and in response to local authority guidance. We reopened after the Easter holiday for vulnerable children and children of key workers with 3 staff in attendance.

Thank you

I would like to express my thanks to the trustees and Vicki Harvey for their ongoing support as the nursery continues to thrive, even during the most challenging of circumstances.

FINANCIAL REVIEW

Significant events

With the transfer of the nursery to its new location it took some time to be re-established but now that this has been achieved the number of children that attend has increased. This has led to an increase in revenue in respect of Early Years Educational Entitlement commensurate with the increase in those who attend and use their 15 hours of free childcare.

Going concern

The number of children that we support is ever increasing, as is the proportion of children with Special Educational Needs and those who are at an economic disadvantage. As a pre-school our costs are high, this being due to the number of skilled one-to-one workers we employ in order not to turn away children who have behavioural, emotional or physical needs for one-to-one support.

The cost of our skilled and experienced one-to-one workers is £8.50 per hour. We continue to receive only £5.28 per child per hour for 2 year olds and £4.10 per child per hour for 3 and 4 year olds from the Early Years Education (EYEE) grant and we only charge parents (not receiving this grant) the equivalent of £4 per hour.

Pippa's Group
Report of the Trustees Continued
For the year ended 31 March 2020

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The Group was first formed in 1986 when Pippa was invited by Lewes Social Services to set up a small specialist playgroup, in her own home, and several of those first children had special needs or developmental delays. Over the course of the next ten years the Group formulated its programme and targeting families most in need of help. Most of the children stayed at the Group until they went to school, others moved on to mainstream nurseries when it was felt they could cope in a larger setting. There was always a long waiting list.

The Group relocated and in 1999 first became registered as a charity and then registered with OFSTED in 2004 and expanded further in 2006. In 2008 the Group expanded again and moved to a purpose built structure in the grounds of Pells CE Primary School Lewes and then moved to its current location when the school closed in the summer of 2017.

We offer 15 hours free nursery education for each child over three years old per week. We can also offer 2 year old funding for eligible children. Pippa's Group also offer 30 funded hours to eligible working families. The younger children not yet able to access government funding, pay a nominal fee of £4 per hour. This ensures our service is available to all.

During the year we were delighted to achieve another 'Good' Ofsted Inspection report. This was entirely due to the fantastic leadership of our Supervisor, Claire Connell and her great team of dedicated staff, some of whom have worked for Pippa's Group for over 10 years!

REFERENCE AND ADMINISTRATIVE INFORMATION

Name of Charity	Pippa's Group
Charity registration number	1171697
Principal address	Landport Community Hub Landport Road Lewes East Sussex BN7 2SU

Trustees

The trustees and officers serving during the year and since the year end were as follows:

Christina Ruth O'Keeffe
Frederick Hoad
Heather Frost
Magdalena Jaremek
Marie-Claire Turner
Kate Macdonald
(Resigned: 06 January 2020)
Brenda Figg-Wild
Philippa Campbell

Independent examiners

Stewart Hunt FCCA
20 High Street
Lewes
East Sussex
BN7 2LN

Pippa's Group
Report of the Trustees Continued
For the year ended 31 March 2020

Approved by the Board of Trustees and signed on its behalf by



Christine Ruth O'Keefe

29 July 2020

Pippa's Group
Independent Examiners Report to the Trustees
For the year ended 31 March 2020

I report to the trustees on my examination of the accounts of the charity for the year ended 31 March 2020.

Responsibilities and basis of report

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

I report in respect of my examination of the charity's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiners statement

I have completed my examination. I confirm that no 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 2011 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the 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 this report in order to enable a proper understanding of the accounts to be reached.

STEWART HUNT

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Stewart Hunt FCCA
Albion House
Albion Street
Lewes
East Sussex
BN7 2NF

Pippa's Group
Statement of Financial Activities
For the year ended 31 March 2020

	Notes	Unrestricted funds £	Restricted funds £	2020 £	2019 £
Income and endowments from:					
Donations and legacies	2	77,640	23,367	101,007	103,317
Charitable activities	3	-	13,617	13,617	13,119
Investments	4	1	-	1	-
Total		77,641	36,984	114,625	116,436
Expenditure on:					
Raising funds	5	(31,921)	(20,481)	(52,402)	(20,029)
Charitable activities	6/7	(61,739)	-	(61,739)	(83,929)
Total		(93,660)	(20,481)	(114,141)	(103,958)
Net income/expenditure		(16,019)	16,503	484	12,478
Reconciliation of funds					
Total funds brought forward		(11,404)	34,952	23,548	11,070
Total funds carried forward		(27,423)	51,455	24,032	23,548

Pippa's Group
Statement of Financial Position
As at 31 March 2020

	Notes	2020 £	2019 £
Current assets			
Cash at bank and in hand		24,282	24,543
		<u>24,282</u>	<u>24,543</u>
Creditors: amounts falling due within one year	12	(250)	(995)
Net current assets		<u>24,032</u>	<u>23,548</u>
Total assets less current liabilities		<u>24,032</u>	<u>23,548</u>
Net assets		<u>24,032</u>	<u>23,548</u>
The funds of the charity			
Restricted income funds	13	51,455	34,952
Unrestricted income funds	13	(27,423)	(11,404)
Total funds		<u>24,032</u>	<u>23,548</u>

The financial statements were approved and authorised for issue by the Board and signed on its behalf by:



.....
Christina Ruth O'Keeffe
Trustee

29 July 2020

Pippa's Group
Notes to the Financial Statements
For the year ended 31 March 2020

1. Accounting Policies

Basis of accounting

The financial statements have been prepared under the historical cost convention, except for investments which are included at market value and the revaluation of certain fixed assets and 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 (FRS 102), and the Charities Act 2011.

Pippa's Group meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s).

Going concern

The financial statements are prepared, on a going concern basis, under the historical cost convention.

2. Income from donations and legacies

	Unrestricted funds	Restricted funds	2020	2019
	£	£	£	£
Donations received	18,385	-	18,385	14,681
Grants received	59,255	23,367	82,622	88,636
	<u>77,640</u>	<u>23,367</u>	<u>101,007</u>	<u>103,317</u>

3. Income from charitable activities

	2020	2019
	£	£
Restricted funds		
<i>Activity 1</i>		
Funding	360	7,958
Parental contributions	13,257	5,161
	<u>13,617</u>	<u>13,119</u>
	<u>13,617</u>	<u>13,119</u>

4. Investment income

	2020	2019
	£	£
Unrestricted funds		
Bank interest receivable	1	-
	<u>1</u>	<u>-</u>

Pippa's Group
Notes to the Financial Statements Continued
For the year ended 31 March 2020

5. Expenditure on other trading activities

	Unrestricted funds	Restricted funds	2020	2019
	£	£	£	£
Staff costs	1,833	-	1,833	12,262
Shop costs	-	2,103	2,103	720
Support costs	7,621	18,378	25,999	7,047
	<u>9,454</u>	<u>20,481</u>	<u>29,935</u>	<u>20,029</u>

6. Costs of charitable activities by fund type

	2020	2019
	£	£
Unrestricted funds		
Activity 1	1,048	74,896
Activity 2	45,391	-
Support costs	15,300	9,033
	<u>61,739</u>	<u>83,929</u>

7. Costs of charitable activities by activity type

	Activities undertaken directly	Support costs	2020	2019
	£	£	£	£
Support costs				
Activity 1	1,048	15,300	16,348	83,929
Activity 2	45,391	-	45,391	-
	<u>46,439</u>	<u>15,300</u>	<u>61,739</u>	<u>83,929</u>

8. Analysis of support costs

	Fundraising trading	Activity 1	2020	2019
	£	£	£	£
Management	5,886	-	5,886	-
IT	-	15,175	15,175	9,033
Governance costs	20,113	125	20,238	7,047
	<u>25,999</u>	<u>15,300</u>	<u>41,299</u>	<u>16,080</u>

Pippa's Group
Notes to the Financial Statements Continued
For the year ended 31 March 2020

9. Net income/(expenditure) for the year

This is stated after charging/(crediting):

	2020	2019
	£	£
Financial advice	1,735	-
Operating lease charges - other	1,833	(37)
Trustees' remuneration	-	(442)
Trustees' pension contributions	822	727
Staff pension contributions	3,644	649
	<hr/>	<hr/>

10. Staff costs and emoluments

Total staff costs for the year ended 31 March 2020 were:

	2020	2019
	£	£
Salaries and wages	63,322	88,115
Social security costs	15,581	3,622
Pension costs	6,201	1,376
	<hr/>	<hr/>
	85,104	93,113

11. Comparative for the Statement of Financial Activities

	Unrestricted funds £	Restricted funds £	2019 £
Income and endowments from:			
Donations and legacies	81,576	21,741	103,317
Charitable activities	-	13,119	13,119
Total	<hr/> 81,576	<hr/> 34,860	<hr/> 116,436
Expenditure on:			
Raising funds	37	(13,019)	(12,982)
Charitable activities	(83,929)	-	(83,929)
Total	<hr/> (83,892)	<hr/> (13,019)	<hr/> (96,911)
Net income/expenditure	<hr/> (2,316)	<hr/> 21,841	<hr/> 19,525
Reconciliation of funds			
Total funds brought forward	(9,088)	20,158	11,070
Total funds carried forward	<hr/> (11,404)	<hr/> 41,999	<hr/> 30,595

Pippa's Group
Notes to the Financial Statements Continued
For the year ended 31 March 2020

12. Creditors: amounts falling due within one year

	2020	2019
	£	£
Other creditors	250	995
	<u>250</u>	<u>995</u>

13. Movement in funds

Unrestricted Funds

	Balance at 01/04/2019	Incoming resources	Outgoing resources	Balance at 31/03/2020
	£	£	£	£
<i>General</i>				
General	(11,404)	77,641	(93,660)	(27,423)
	<u>(11,404)</u>	<u>77,641</u>	<u>(93,660)</u>	<u>(27,423)</u>

Unrestricted Funds - Previous year

	Balance at 01/04/2018	Incoming resources	Outgoing resources	Balance at 31/03/2019
	£	£	£	£
<i>General</i>				
General	(9,088)	81,576	(83,892)	(11,404)
	<u>(9,088)</u>	<u>81,576</u>	<u>(83,892)</u>	<u>(11,404)</u>

Restricted Funds

	Balance at 01/04/2019	Incoming resources	Outgoing resources	Balance at 31/03/2020
	£	£	£	£
Amounts received for specific purposes	34,952	36,984	(20,481)	51,455
	<u>34,952</u>	<u>36,984</u>	<u>(20,481)</u>	<u>51,455</u>

Restricted Funds - Previous year

	Balance at 01/04/2018	Incoming resources	Outgoing resources	Balance at 31/03/2019
	£	£	£	£
Amounts received for specific purposes	20,158	34,860	(20,066)	34,952
	<u>20,158</u>	<u>34,860</u>	<u>(20,066)</u>	<u>34,952</u>

Pippa's Group
Notes to the Financial Statements Continued
For the year ended 31 March 2020

14. Analysis of net assets between funds

	Net current assets / (liabilities) £	Net Assets £
Unrestricted funds		
<i>General</i>		
General	24,032	24,032
	<u>24,032</u>	<u>24,032</u>
Previous year		
	Net current assets / (liabilities) £	Net Assets £
Unrestricted funds		
<i>General</i>		
General	23,548	23,548
	<u>23,548</u>	<u>23,548</u>

Pippa's Group
Detailed Statement of Financial Activities
For the year ended 31 March 2020

	2020	2019
	£	£
INCOME AND ENDOWMENT		
Donations and legacies		
Donations	18,385	14,681
Grants receivable	82,622	88,636
	<u>101,007</u>	<u>103,317</u>
Charitable activities		
Funding (Activity 1)	360	7,958
Parental contributions (Activity 1)	13,257	5,161
	<u>13,617</u>	<u>13,119</u>
Investments		
Bank interest receivable	1	-
	<u>1</u>	<u>-</u>
Total incoming resources	<u>114,625</u>	<u>116,436</u>
EXPENDITURE		
Raising donations and legacies		
Donations	(22,467)	-
	<u>(22,467)</u>	<u>-</u>
Other trading activities		
Staff costs	(1,833)	(12,262)
Friday group	(2,103)	(720)
	<u>(3,936)</u>	<u>(12,982)</u>
Charitable activities		
Cost of direct charitable activity (Activity 1)	(1,048)	(74,896)
Cost of direct charitable activity (Activity 2)	(45,391)	-
	<u>(46,439)</u>	<u>(74,896)</u>
SUPPORT COSTS		
Management		
Fundraising Management	(5,886)	-
	<u>(5,886)</u>	<u>-</u>
IT		
IT (Activity 1)	(15,175)	(9,033)
	<u>(15,175)</u>	<u>(9,033)</u>
Governance costs		
Governance costs	(20,113)	(7,047)
Governance costs (Activity 1)	(125)	-
	<u>(20,238)</u>	<u>(7,047)</u>
Total resources expended	<u>(114,141)</u>	<u>(103,958)</u>
Net Income	<u>484</u>	<u>12,478</u>