



**Charity no: 1173160**  
**Treasurer Report 2020-2021**

**1. Annual accounts**

Our income in 2020-2021 totalled £84,777 and is paid by London Borough of Tower Hamlets Council (LBTH) for funded places for 2- and 3-year-olds. Our expenditure totalled £97,088 the majority of which is staff wages, following other costs such as resources and play equipment's.

Taking into consideration COVID 19 and its impact on our intake of funded children in the setting has impacted our income for that year. Following the government guidelines on COVID 19 and to comply with the rules we spent more money on PPE and staff cost for cleaning purposes that year.

The committee and staff have worked hard this year to increase the take up of places but as the only income stream, we have also started to take on private children who pay us for using our services. The playgroup has been a vital service in the local community supporting vulnerable families and children with additional needs.

All staff have worked hard during this pandemic ensuring that children and families are kept well informed and by following the government guidelines for COVID 19.

This committee has faced other pressing priorities such as the Covid 19 pandemic and therefore this year the committee has been unable to focus on fund raising. This could be an excellent source for play equipment and could be made up of cake sales, sponsored walks, applying for small lottery grants.

**Recommendations**

- I. Uptake of private children and review the hourly rate
- II. To forecast income and expenditure for 2021-2022 and ensure all financial commitments can be met;
- III. To develop a funding strategy;
- IV. To continue to allocate funds towards improving the equipment, training and resources available to staff and children;

**2. Review of financial controls**

The committee asked Pros Assist Ltd to carry out our accounts for this financial year. After the examination of the accounts Pros Assist Ltd have reported that there are no concerns in connection to the charity.

As a committee we have a duty to manage the charity's resources responsibly and so the priority for the new committee will be to improve and strengthen the financial control systems and ensure segregation of duty for proper checking, authorisation, and accountability.

#### **Recommendation**

- i. As a key priority, a finance policy should be written and enacted, with all relevant staff and committee members being aware of it and it being readily available.

### **3. Payroll**

Pro's assist has been providing payroll and accounts for the setting.

### **4. Pension**

All staff have opted into the NEST pension scheme. Our staff pension scheme continues to be funded by 3%.

### **5. Building refurbishment & future rent**

The committee are very keen to update the building and enhance the children's learning environment. The committee have set aside monies from the general funds for refurbishment and future rent. The building was deemed not fit for purpose in 2015 by LBTH. There have been ongoing discussions with the Council about how this will be paid for, given this is a Council building. The work will consist of new roof, new windows, doors and some internal wall refurbishments.

Similarly, the Council now wish to charge the playgroup commercial rent providing that we are given a lease. The playgroup has never previously paid rent. The committee along with other community nurseries have been lobbying the council to be exempt from this given that we are a community-serving provision receiving 100% government funding for 2- and 3-year-olds.

Hizbul Deena

Treasurer

On behalf of Allen Gardens Playgroup

25/05/2022

Allen Gardens Playgroup  
Charity Registration Number: 1173160

Report and Accounts

31 March 2021

**Allen Gardens Playgroup  
Report and accounts  
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**Allen Gardens Playgroup  
Charity Information**

**Trustees**

Beauti Nessa  
Hizbul Deena  
Hasna Ali  
Ruhina Begum

**Accountants**

Pros Assist  
Incorporated Financial Accountants  
Highstone House  
165 High Street  
Barnet  
Hertfordshire  
EN5 5SU

**Bankers**

Natwest Bank

**Registered office**

55 Buxton Street  
London  
England  
E1 5EH

**Charity registration number**

1173160

## **Allen Gardens Playgroup Independent Examiner Report**

### **Respective responsibilities of trustees**

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.

### **It is our 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 our attention.

### **Basis of independent examiner's report**

Our examination was carried out in accordance with the General Directions given by the Charity Commissioners. 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 our examination, no matter has come to our attention:

(1) which gives us reasonable cause to believe that in, any material respect, the requirements:

- to keep accounting records in accordance with section 130 of the Charities Act;
- 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 our opinion, attention should be drawn in order to enable a proper understanding of the accounts be reached.

**Alom Rouf FFA FTA FIPA**

**Pros Assist  
Incorporated Financial Accountants**

**Highstone House  
165 High Street  
Barnet  
Hertfordshire  
EN5 5SU**

**25 May 2022**

**Allen Gardens Playgroup**  
**Statement of Income and Expenditure**  
**for the year ended 31 March 2021**

	Notes	2021 £	2020 £
<b>Incoming resources</b>			
<i>Activities to further the organisations objectives:</i>			
Donations Received		84,777	87,877
<b>Total incoming resources</b>		<u>84,777</u>	<u>87,877</u>
<b>Resources expended</b>			
Administrative expenses		(112,168)	(116,198)
<b>Net deficit</b>		<u>(27,391)</u>	<u>(28,321)</u>
<b>Total funds at 31 March 2021</b>		<u>(27,391)</u>	<u>(28,321)</u>

**Allen Gardens Playgroup  
Balance Sheet  
as at 31 March 2021**

	Notes	2021 £	2020 £
<b>Fixed assets</b>			
Tangible assets	1	2,395	2,933
<b>Current assets</b>			
Cash at bank and in hand		223,665	247,962
<b>Creditors: amounts falling due within one year</b>	2	(4,841)	(2,285)
<b>Net current assets</b>		218,824	245,677
<b>Net assets</b>		<u>221,219</u>	<u>248,610</u>
<b>Reserves</b>			
Unrestricted funds	3	221,219	248,610
<b>Total funds</b>		<u>221,219</u>	<u>248,610</u>

.....  
**Trustee signature**

.....  
**Trustee name**

**The financial statements were approved by the board of trustees on 25 May 2022**



**for the year ended 31 March 2021**

### **Basis of preparation**

The accounts have been prepared under the historical cost convention and in accordance with the Financial Reporting Standard for Smaller Entities (effective January 2015).

### Depreciation

Depreciation has been provided at the following rates in order to write off the assets over their estimated useful lives.

## Plant and machinery

25% straight line

## Pensions

The company operates a defined contribution pension scheme. Contributions are charged to the profit and loss account as they become payable in accordance with the rules of the scheme.

<b>1 Operating profit</b>	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
This is stated after charging:		
Depreciation of owned fixed assets	1,198	1,150
	<hr/>	<hr/>
<b>2 Tangible fixed assets</b>	<b>Plant and machinery etc</b>	<b>Total</b>
	<b>£</b>	<b>£</b>
<b>Cost</b>		
At 1 April 2020	7,494	7,494
Additions	660	660
At 31 March 2021	8,154	8,154
	<hr/>	<hr/>
<b>Depreciation</b>		
At 1 April 2020	4,561	4,561
Charge for the year	1,198	1,198
At 31 March 2021	5,759	5,759
	<hr/>	<hr/>
<b>Net book value</b>		
At 31 March 2021	2,395	2,395
At 31 March 2020	2,933	2,933
	<hr/>	<hr/>
<b>3 Creditors: amounts falling due within one year</b>	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
Other creditors	1,141	125
Accruals	3,700	2,160
	4,841	2,285
	<hr/>	<hr/>

**Allen Gardens Playgroup**  
**Notes to the Accounts**  
**for the year ended 31 March 2021**

<b>4 Unrestricted funds</b>	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
At 1 April 2020	248,610	276,931
Total profit/(loss) for the year	(27,391)	(28,321)
At 31 March 2021	<u>221,219</u>	<u>248,610</u>

**Allen Gardens Playgroup**  
**Detailed Statement of Income and Expenditure**  
**for the year ended 31 March 2021**

	<b>2021</b> <b>£</b>	<b>2020</b> <b>£</b>
<b>Incoming Resources</b>	84,777	87,877
<b>Gross surplus</b>	<u>84,777</u>	<u>87,877</u>
Administrative expenses	(112,168)	(116,198)
<b>Net (deficit)</b>	<u>(27,391)</u>	<u>(28,321)</u>
<b>Net (deficit)</b>	<u>(27,391)</u>	<u>(28,321)</u>

**Allen Gardens Playgroup**  
**Detailed Statement of Income and Expenditure**  
**for the year ended 31 March 2021**

	2021 £	2020 £
<b>Incoming Resources</b>		
Charitable activities	84,377	86,596
Fundraising	-	635
Other trading activities	400	646
	<u>84,777</u>	<u>87,877</u>
<b>Administrative expenses</b>		
Employee costs:		
Wages and salaries	91,177	74,189
Pensions	4,207	2,870
Staff training and welfare	1,704	5,456
Travel and subsistence	-	5,048
	<u>97,088</u>	<u>87,563</u>
Premises costs:		
Rates	1,151	996
Cleaning	439	-
	<u>1,590</u>	<u>996</u>
General administrative expenses:		
Telephone and fax	72	573
Stationery and printing	358	5
Subscriptions	35	35
Bank charges	56	-
Insurance	295	-
Equipment expensed	5,345	18,367
Software	900	1,925
Repairs and maintenance	3,032	1,136
Depreciation	1,198	1,150
Sundry expenses	-	258
	<u>11,291</u>	<u>23,449</u>
Legal and professional costs:		
Accountancy fees	2,199	3,600
Other legal and professional	-	590
	<u>2,199</u>	<u>4,190</u>
	<u>112,168</u>	<u>116,198</u>

## **Allen Gardens Playgroup Independent Examiner Report**

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Incorporated Financial Accountants**

**Highstone House  
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Hertfordshire  
EN5 5SU**

**25 May 2022**