

Charity number: 1171697

Pippa's Group

Report of the Trustees and Unaudited Financial Statements

For the year ended 31 March 2019

Pippa's Group
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**Pippa's Group
Report of the Trustees
For the year ended 31 March 2019**

The Trustees have pleasure in presenting their report and the financial statements for the charity for the year ended 31 March 2019. 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 2015).

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 Commision'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 2019

ACHIEVEMENTS AND PERFORMANCE

Significant activities

Over the course of the year we have seen a steady increase in numbers reaching a maximum of 32 by the beginning of the summer term. While we continue to support many children and families that live on Landport we are increasingly attracting families from other areas of Lewes and these are frequently as a result of recommendation by current parents.

Staffing

We have seen significant changes to staff roles over the year which has been time consuming, however, with ongoing support from Ruth I feel that we have put measures in place to ensure that we have a professional team with better defined job roles and responsibilities.

Children and families

This year we have had some children with very challenging behaviour. This made us reflect on our strategies and procedures and staff have worked diligently to adapt and revisit strategies for individual children, overall with positive results. Except for one child with special needs all our children have made significant progress from their starting points across all 7 areas of learning, again testament to the hard work of the staff. Following feedback from Mel Foules our early years advisor we are striving to engage parents further with their children's learning in a range of ways including key person meetings and craft mornings.

Learning environment

We have been fortunate to benefit from grants and donations this year that have been used specifically for resources. These include a mud kitchen and of course the Wooden Spoon sensory room which has already proved to be very popular with the children. We have still yet to explore fully all the potential of the Magic Carpet but we can see that it supports children in several key areas of learning.

Community

This year we have made use of our local community through Forest School and trips to local parks, Landport community garden (or the secret garden as the children refer to it) and the fire station, we also had a visit from our community police officer. We supported an NVQ 3 student on placement throughout the year and had two work experience students from Priory School for a week.

Thank you

Finally, I would like to take the opportunity to express my thanks to Pippa for her ongoing support and her inspiring passion and enthusiasm for the nursery. Thanks to Pippa the nursery continues to evolve and thrive.

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 £3.94 per child per hour 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 2019**

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.

In April 2017 we were delighted to achieve a '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
Brenda Figg-Wild
Philippa Campbell

Independent examiners

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

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



Christina Ruth O'Keeffe

Pippa's Group
Independent Examiners Report to the Trustees
For the year ended 31 March 2019

I report to the trustees on my examination of the accounts of the charity for the year ended 31 March 2019.

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 FCCA
20 High Street
Lewes
East Sussex
BN7 2LN

Pippa's Group
Statement of Financial Activities
For the year ended 31 March 2019

	Notes	Unrestricted funds £	Restricted funds £	2019 £	2018 £
Income and endowments from:					
Donations and legacies	2	81,576	21,741	103,317	85,047
Charitable activities	3	-	13,119	13,119	9,926
Total		81,576	34,860	116,436	94,973
Expenditure on:					
Raising funds	4	(82,733)	(20,066)	(102,799)	(99,386)
Charitable activities	5/6	(1,159)	-	(1,159)	-
Total		(83,892)	(20,066)	(103,958)	(99,386)
Net income/expenditure		(2,316)	14,794	12,478	(4,413)
Reconciliation of funds					
Total funds brought forward		(9,088)	20,158	11,070	15,483
Total funds carried forward		(11,404)	34,952	23,548	11,070

Pippa's Group
Statement of Financial Position
As at 31 March 2019

	Notes	2019 £	2018 £
Current assets			
Cash at bank and in hand		24,543	11,070
		<u>24,543</u>	<u>11,070</u>
Creditors: amounts falling due within one year	12	(995)	-
Net current assets		<u>23,548</u>	<u>11,070</u>
Total assets less current liabilities		<u>23,548</u>	<u>11,070</u>
Net assets		<u>23,548</u>	<u>11,070</u>
The funds of the charity			
Restricted income funds	13	34,952	20,158
Unrestricted income funds	13	(11,404)	(9,088)
Total funds		<u>23,548</u>	<u>11,070</u>

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

X 

 Christina Ruth O'Keeffe
 Trustee

Pippa's Group
Notes to the Financial Statements
For the year ended 31 March 2019

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 2015)', 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	2019	2018
	£	£	£	£
Donations received	14,681	-	14,681	17,278
Grants received	66,895	21,741	88,636	67,769
	81,576	21,741	103,317	85,047

3. Income from charitable activities

	2019	2018
	£	£
Restricted funds		
<i>Activity 1</i>		
Funding	7,958	4,995
Parental contributions	5,161	4,931
	13,119	9,926
	13,119	9,926

Charitable income for restricted activities is as follows:-

Sussex Community Foundation Funding £4,971
 Extra support funding £2,987
 Parental contributions £5,161

Total £13,119

Pippa's Group
Notes to the Financial Statements Continued
For the year ended 31 March 2019

4. Expenditure on other trading activities

	Unrestricted funds	Restricted funds	2019	2018
	£	£	£	£
Fund raising events	76,502	12,299	88,801	85,337
Shop costs	-	720	720	3,850
Support costs	6,231	7,047	13,278	10,199
	82,733	20,066	102,799	99,386

5. Costs of charitable activities by fund type

	2019	2018
	£	£
Unrestricted funds		
Support costs	1,159	-

6. Costs of charitable activities by activity type

	2019	2018
	£	£
Support costs		
Activity 1	1,159	-

7. Analysis of grants

Restricted funds Donations and Legacies received represents a grant of £21,741 from Children In Need.

8. Analysis of support costs

	Fundraising trading	Activity 1	2019	2018
	£	£	£	£
Management	656	-	656	3,142
IT	-	1,159	1,159	-
Governance costs	12,622	-	12,622	7,057
	13,278	1,159	14,437	10,199

Pippa's Group
Notes to the Financial Statements Continued
For the year ended 31 March 2019

9. Net income/(expenditure) for the year

This is stated after charging/(crediting):

	2019	2018
	£	£
Accountancy fees	649	-
Auditor's fees	(442)	-
Operating lease charges - hire of plant and machinery	656	3,142
Operating lease charges - other	1,606	5,161
	<hr/>	<hr/>

10. Staff costs and emoluments

Total staff costs for the year ended 31 March 2019 were:

	2019	2018
	£	£
Salaries and wages	86,914	79,080
	<hr/>	<hr/>
	86,914	79,080

11. Comparative for the Statement of Financial Activities

	Unrestricted funds £	Restricted funds £	2018 £
Income and endowments from:			
Donations and legacies	63,864	21,183	85,047
Charitable activities	-	9,926	9,926
Total	<hr/>	<hr/>	<hr/>
	63,864	31,109	94,973
Expenditure on:			
Raising funds	(80,540)	(11,789)	(92,329)
Total	<hr/>	<hr/>	<hr/>
	(80,540)	(11,789)	(92,329)
Net income/expenditure	<hr/>	<hr/>	<hr/>
	(16,676)	19,320	2,644
Reconciliation of funds			
Total funds brought forward	8,927	6,556	15,483
Total funds carried forward	<hr/>	<hr/>	<hr/>
	(7,749)	25,876	18,127

12. Creditors: amounts falling due within one year

	2019	2018
	£	£
Other creditors	995	-
	<hr/>	<hr/>
	995	-

Pippa's Group
Notes to the Financial Statements Continued
For the year ended 31 March 2019

13. Movement in funds

Unrestricted Funds

	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>

Unrestricted Funds - Previous year

	Balance at 20/02/2017 £	Incoming resources £	Outgoing resources £	Balance at 31/03/2018 £
<i>General</i>				
General	8,927	63,864	(81,879)	(9,088)
	<u>8,927</u>	<u>63,864</u>	<u>(81,879)</u>	<u>(9,088)</u>

The purpose of the unrestricted funds is the general advancement of the charitable aims.

Restricted Funds

	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>

Restricted Funds - Previous year

	Balance at 20/02/2017 £	Incoming resources £	Outgoing resources £	Balance at 31/03/2018 £
Amounts received for specific purposes	6,556	31,109	(17,507)	20,158
	<u>6,556</u>	<u>31,109</u>	<u>(17,507)</u>	<u>20,158</u>

The restricted funds generally relate to amounts received for specific staff costs related to certain areas.

Pippa's Group
Notes to the Financial Statements Continued
For the year ended 31 March 2019

14. Analysis of net assets between funds

	Net current assets / (liabilities) £	Net Assets £
Unrestricted funds		
<i>General</i>		
General	23,548	23,548
Restricted funds		
	<u>23,548</u>	<u>23,548</u>
Previous year		
	Net current assets / (liabilities) £	Net Assets £
Unrestricted funds		
<i>General</i>		
General	11,069	11,069
Restricted funds		
Amounts received for specific purposes	1	1
	<u>11,070</u>	<u>11,070</u>

Pippa's Group
Detailed Statement of Financial Activities
For the year ended 31 March 2019

	2019 £	2018 £
INCOME AND ENDOWMENT		
Donations and legacies		
Donations	14,681	17,278
Grants receivable	88,636	67,769
	103,317	85,047
Charitable activities		
Funding	7,958	4,995
Parental contributions	5,161	4,931
	13,119	9,926
Total incoming resources	116,436	94,973
EXPENDITURE		
Other trading activities		
Fund raising events costs	(88,801)	(85,337)
Friday group	(720)	(3,850)
	(89,521)	(89,187)
SUPPORT COSTS		
Management		
Fundraising Management	(656)	(3,142)
	(656)	(3,142)
IT		
IT	(1,159)	-
	(1,159)	-
Governance costs		
Governance costs	(12,622)	(7,057)
	(12,622)	(7,057)
Total resources expended	(103,958)	(99,386)
Net Income	12,478	(4,413)