

**THE VILLAGE PLAYGROUP**  
**(Charity Number 803323)**

**ANNUAL REPORT and**  
**FINANCIAL STATEMENTS**  
**for year ended 31 AUGUST 2013**

**THE VILLAGE PLAYGROUP  
(Registered Charity No 803323)**

**TRUSTEES' ANNUAL REPORT for the year ended 31 August 2013**

The Charity Trustees present their Report for the period 1 September 2012 to 31 August 2013

The Village Playgroup is registered with the Charity Commission number 803323 and was established in 1997 with a PLA Constitution.

The Charity is administered by a Management Committee comprising:

<b>Chair</b>	<b>Samantha Milburn</b>
<b>Secretary</b>	<b>Michelle Barron</b>
<b>Treasurer</b>	<b>Catherine Toms</b>
<b>Members</b>	<b>Sam Boylan, Julie Cox, Suzanne Honey, Sarah Kisbee, Kelly Markley, Dina Pacivra, Liz Purkiss, Sue Richardson, Jane Squirrell</b>

The above Committee Members were elected at the Annual General Meeting held on 9 November 2012.

**Objects, Organisation and Activities**

The object of the Charity is to provide pre school facilities for Under Fives in and around the village of Werrington, Peterborough.

**Review of Progress and Achievements**

The Playgroup ran at full capacity for most of the year, but the Committee have taken on board the need to revisit our pricing structure as there were fewer funded children, and as a consequence our fees for non-funded children have been increased. The setting was fortunate enough to gain two substantial donations during the year which have been used to revamp the existing outdoor play area. Our Parents/Carers and Toddlers Group continues to play an important part of role within the community and we have maintained a representative from this Group on the main committee.

**Finances**

The Playgroups' Bankers are Santander  
Independent Examiner is Mark Ruffles of Mark J Ruffles & Co 4 Baron Court, Werrington,  
Peterborough PE4 7ZE

On behalf of the Managing Trustees  
2013

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF  
THE VILLAGE PLAYGROUP (Registered Charity No 803323)**

I report on the accounts of The Village Playgroup for the year ended 31 August 2013 which are set out on pages 4, 5 and 6 which have been prepared on the basis of the accounting policies set out on page 7.

**Respective Responsibilities of Trustees and Examiner**

The Charity's Trustees are responsible for the preparation of the accounts. The Charity Trustees consider that an audit is not required for the year (under Section 144(2) of the Charities Act 2011 (the Act)) and that an Independent Examination is needed. It is my responsibility to examine the accounts under Section 145 of the Act, to follow the procedures laid down in the General Directions given by the Charity Commissioners under Section 145(5)(b) of the Act and to state whether particular matters have come to my attention.

**Basis of Examiner's Statement**

My 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 you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.

**Independent Examiner's Statement**

In connection with my examination, no matter has come to my attention:

- (1) which gives me reasonable cause to believe that in any material respect the requirements
  - (a) to keep accounting records in accordance with Section 130 of the Act:  
and
  - (b) to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the Acthave not been met; or
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Mark Ruffles  
Independent Examiner

**THE VILLAGE PLAYGROUP (Registered Charity No 803323)**  
**RECEIPTS and PAYMENTS ACCOUNTS**  
**For the year ended 31 August 2013**

<b>INCOME RECEIPTS</b>	General Fund
Donations, Legacies and other receipts	1090.22
	-----
<b>Total Donated Income</b>	<b>1090.22</b>
<b>Operating Activities to further Charity Objects</b>	
Fees	12165.40
3yr and 4yr old Funding	46914.28
Grant/	0.00
	-----
Total Charitable Objects	59079.68
<b>Operating Activities to generate Funds</b>	
Bingo	1020.90
Carnival	452.50
Christmas Fayre	1272.21
Christmas Raffle	182.50
Pamper Night	484.50
Easy Fundraising.org	30.08
Photo Sales	236.92
Treasure Hunt	345.50
Plant Sales	106.00
Other	311.97
Wedding Fayre	613.25
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<b>Total Fund Raising</b>	<b>5056.33</b>
<b>Total Income</b>	<b>65226.23</b>
	=====

**THE VILLAGE PLAYGROUP (Registered Charity No 803323)**  
**RECEIPTS and PAYMENTS ACCOUNTS**  
**For the year ended 31 August 2013**

<b>PAYMENTS</b>	General Fund
<b>Payments to Generate Funds</b>	
Fundraising Events	
Carnival	2.00
Christmas Fayre	81.41
Photo Sales	132.00
Plant Sales	74.20
	-----
<b>Total Payments to Generate Funds</b>	<b>289.61</b>
 <b>Operating Activities</b>	
Wages	43784.85
Tax and NIC	3589.10
Rent	3826.86
Training	207.50
Equipment	828.08
Consumables	679.66
Other From Donations	458.00
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<b>Total Charitable objects</b>	<b>53374.05</b>
 <b>Management &amp; Administration</b>	
Insurance/Computer/Post/Stationery/ Telephone/Bookkeeper etc	2311.91
Membership	50.00
	-----
<b>Total Management &amp; Administration</b>	<b>2361.91</b>
 <b>TOTAL EXPENDITURE</b>	 <b>56025.57</b>
	=====
Net of Receipts /Payments	9200.66
Cash funds b/fwd	4613.81
	-----
Net Assets	13814.47
	=====

All the Charity's operations are classed as continued. Movements on reserves and all recognised gains and losses are shown above.

**THE VILLAGE PLAYGROUP (Registered Charity No 803323)**  
**STATEMENT of ASSETS and LIABILITIES**  
**At end of year as at 31 August 2013**

**CASH FUNDS**

Santander Account	13774.47
Cash In Hand	40.00
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<b>TOTAL CASH FUNDS</b>	<b>13814.47</b>

**Assets retained for Charity's Use**

Fixture & Fittings	0.00
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**Debtors**

Debtors due within one year	0.00
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**Liabilities**

Liabilities due within One year	0.00
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<b>NET ASSETS</b>	<b>13814.47</b>
	=====

The notes on page 7 form part of these financial statements.

We approve these accounts and confirm that we have made available all relevant records and information for their preparation.

C TOMS  
TREASURER

SUE GAGE  
BOOK KEEPER

DATE:

**THE VILLAGE PLAYGROUP**  
**NOTES TO THE ACCOUNTS for the year ended 31 August 2013**

**1. Accounting Policies:**

- (a) The accounts have been prepared in accordance with the Charities (Accounts and Reports) Regulations 2008 and the Statement of Recommended Practice – Accounting and Reporting by Charities (SORP 2005).
- (b) Voluntary income is received by way of donations and gifts and is included in full in the Financial Statements when received. Gifts in kind are valued at their estimated value to the Charity and included under the appropriate heading when received.
- (c) Intangible Income is valued and included in income to the extent that it represents goods or services which would otherwise be purchased. Where it is not possible to value the goods or services, such as volunteer time, the accounts do not include them.
- (d) Grants including grants for the purchase of fixed assets are recognised in full in the Financial Statements in the year in which they are received.
- (e) Restricted funds are to be used for specified purposes as laid down by the donor. Expenditure which meets these criteria is identified to the fund.
- (f) Unrestricted funds are donations and other income received or generated for the objects of the Charity without further specified purpose and are available as general funds.
- (g) Fixed Assets are for use by the Charity in fulfilling its main charitable objects and are capitalised and depreciated. Depreciation is provided on all fixed assets at rates calculated to write off the cost of each asset over its estimated useful life, which in all cases is set at four years.

<b>2. Grants:</b>	<b>2012/2013</b>
	£
Peterborough City Council	0.00

<b>3. Staff Emoluments:</b>	<b>2012/2013</b>
Total emoluments - Play leader	
Deputy play leader and play workers	47373.95

<b>4. Debtors:</b>
None

<b>5. Liabilities:</b>	
£ (Inland Revenue – Tax and NIC payment)	0.00

<b>6. Trustees' Remuneration and Expenses:</b>
No payments were made to Trustees

<b>7. Fixed Assets</b>
None.