

PITMEDDEN TINY TOTS

**TRUSTEES ANNUAL REPORT AND FINANCIAL STATEMENTS FOR THE YEAR
ENDING 31 JULY 2024**

Pitmedden Tiny Tots

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Activities

Our activities aim to stimulate the children and encourage their development in a safe and caring environment. The activities are all designed with the Curriculum for Excellence in mind and each child has a folder where their progress in key areas is documented for parents to see, along with pictures and samples of artwork. Activities are wide ranging and include arts and crafts, baking, character and role play, puzzles, building games, computer activities and group activities. Children also have the opportunity to work on specific topics/projects which are then displayed on the playroom walls. The playgroup benefits from regular input and support from an Early Years education co-ordinator from Aberdeenshire Council who works alongside staff to promote the support of the children.

Achievements and Performance

The playgroup is a well subscribed group within Pitmedden. Places are limited by the capacity of our facilities and the number of staff that we can afford to employ. The number of spaces offered is currently sufficient for the needs of the community we serve.

We continue to update and replace the furniture and equipment to the benefit of the group, including the addition of messy play classes and Stay and Play classes.

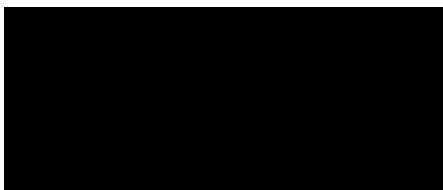
The playgroup managed to get outside during the majority of sessions, encouraging children to enjoy the outdoors through play and activities. The sessions are semi-structured to ensure that all attending have the opportunity to take part in the various activities, snack time and group activities available throughout each session.

Financial Review

Our main source of funding continues to come from the fees charged to parents. The fees were reviewed in the 2023 AGM and increased from £10.00 to £11.00 per session for the coming year. This figure covers our wages which have increased due to the minimum wage increase to £10.50, insurance, rent, snacks and resources. The Committee and manager carry out 2 annual fundraisers to assist in replenishing resources. The group were also registered with Amazon Smile which provides a small donation in accordance to group members spending within Amazon, this has now been dissolved as of June 2023. The Udney Community Trust continue to support us through grants which are applied for and reviewed, this year it was to support the set up and provide messy play and stay and play classes to the community.

Receipts on the day to day account were £15,543.50 and payments for the year were £15,756.83

Approved by the Trustees and signed on their behalf by:



Pitmedden Tiny Tots

Trustees Annual Report for the year ended 31 July 2024

The Trustees present their report together with the financial statements and independent examiners report for the year ended 31 July 2024.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Charity Number

SC048366

Address

Pitmedden Public Hall

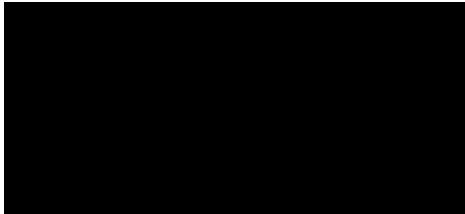
Tarves Road

Pitmedden

Ellon

AB41 7PB

Current Trustees



STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing Document

The charity is an unincorporated association. It is governed by its constitution. The Playgroup has been a registered charity since September 2019.

Recruitment and Appointment of Trustees

The management committee meets on a monthly basis and the charity's trustees. Membership of the management committee is open to all parents and guardians of children in the playgroup and members of the community with an interest in supporting the group. Trustees are elected at the Annual General Meeting that is usually held in May or June. Under the constitution, there must be a minimum of three committee members although all parents are encouraged to participate in the activities of the committee and committee meetings.

Management

The Trustees are responsible for the strategic direction and governance of the playgroup, whilst day-to-day running is delegated to the Playgroup Manager and lay leaders. The Playgroup Manager and play leaders are all paid members of staff. The Playgroup Manager is also a trustee of the playgroup and receives a salary from the playgroup. Salaries are reviewed at the AGM. The Playgroup manager attends the committee meetings wherever possible to discuss progress and development. In her absence one committee member is appointed as staff liaison and they provide an update if required. The Trustees are particularly aware of their responsibilities for Health and Safety, especially for the children. In addition to comprehensive insurance, our staff and named trustees have disclosures under the Protection of Vulnerable Groups (PVG) Scheme.

OBJECTIVES AND ACTIVITIES

Charitable Purposes

The aim of the Playgroup is to

- Provide a happy, safe and nurturing environment for children
- Allow children the opportunity to gain experience and socialising with their peers
- Ensure an opportunity to express creatively and individuality
- Develop self-confidence and independence
- Stimulate and awareness of our environment
- Excite children's interests and encourage them to explore these through play
- Evolve a partnership with parents/carers and value their contribution

Pitmedden Tiny Tots

Receipts and Payments Account for the year ended 31 July 2024

	2023	2024
	£	£
Receipts		
Donations	841.44	1283.00
Receipts from fundraising activities	462.00	1579.50
Bank interest received	0	0
Session fees	12,299.00	12,681.00
<u>Total Receipts</u>	<u>£14,150.44</u>	<u>£15,543.50</u>
Payments		
Expenses for fundraising activities	20.48	1300.98
Payments relating directly to charitable activities	15,923.69	13,791.82
Other	248.33	664.03
<u>Total Payments</u>	<u>£16,192.50</u>	<u>£15,756.83</u>

All funds are unrestricted.

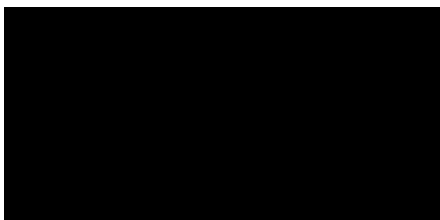
Pitmedden Tiny Tots

Statement of Balances as at 31 July 2024

	2023	2024
	£	£
Funds Reconciliation		
Opening Balances	1325.48	540.48
Surplus/(deficit) for year		
Closing Balances	540.54	324.25
Bank and Cash Balances		
Bank current account	540.54	324.25
Other Assets		
Play Equipment (estimated value)	14,000	14,000

All funds are unrestricted.

Approved by the Trustees and signed on their behalf by:



Pitmedden Tiny Tots**Notes to the Financial Statements for the year ended 31 July 2024****1. Basis of Accounting**

The accounts have been prepared on the Receipts and Payments basis in accordance with the Charities & Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006 (as amended).

2. Nature and Purpose of Funds

Unrestricted funds are those that may be used at the discretion of the trustees in furtherance of the objects of the charity. The trustees maintain a single unrestricted fund for the day-to-day running of the playgroup.

3. Related Part Transactions

The trustees are parents and community members who volunteer for their role with Pitmedden Tiny Tots and therefore they receive no remuneration for their role.

4. Donations**2023****2024**

Donations were received from:

Early Years Scotland	0	0
Udny Community Trust	783.32	0
Amazon Smile	58.12	0

5. Fees

Session fees are those fees paid by parents for children. currently fees are set at £11.00 for playgroup. Fees are reviewed annually at the AGM. The cost of snack is included in this amount.

6. Payments Relating Directly to Charitable Activities**2023****2024**

Rent and Heating	2806.00	728.00
Wages	11,744.04	11,767.57
Play Equipment	719.94	774.57
Food and Drink	247.81	39.71
Parties and Outings	20.00	55.14
Insurance and SPPA Membership	276.00	282.00
Disclosure Scotland Fees	0	0
	<u>£15,813.79</u>	<u>£15,756.83</u>

Independent Examiner's Report to the Trustees of Pitmedden Tiny Tots

I report on the accounts of the charity for the year ended 31 July 2024 which are set out on pages 1-5.

Respective Responsibilities of Trustees and Examiner

The charity's trustees are responsible for the preparation of the accounts in accordance with the terms of the Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006. The charity's trustees consider that the audit requirement of Regulation 10(1)(d) of the Accounts Regulations does not apply. It is my responsibility to examine the account as required under section 44 (1)© of the Act and to state whether particular matters have come to my attention.

Basis of independent examiner's statement

My examination is carried out in accordance with Regulation 11 of the Charities Accounts (Scotland) Regulations 2006. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with these records. It also includes consideration of any unusual items or disclosures in the accounts, and seeks 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 I do not express an audit opinion on accounts.

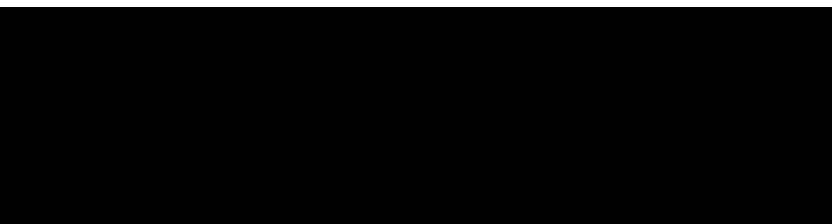
Independent Examiner's Statement

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:
 - . to keep accounting records in accordance with Section 44(1) (a) of the 2005 Act and Regulation 4 of the 2006 Accounting Regulation, and
 - . to prepare accounts which accord with the accounting records and comply with Regulation 9 of the 2006 Accounting Regulations

Have 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.



28/7/2024