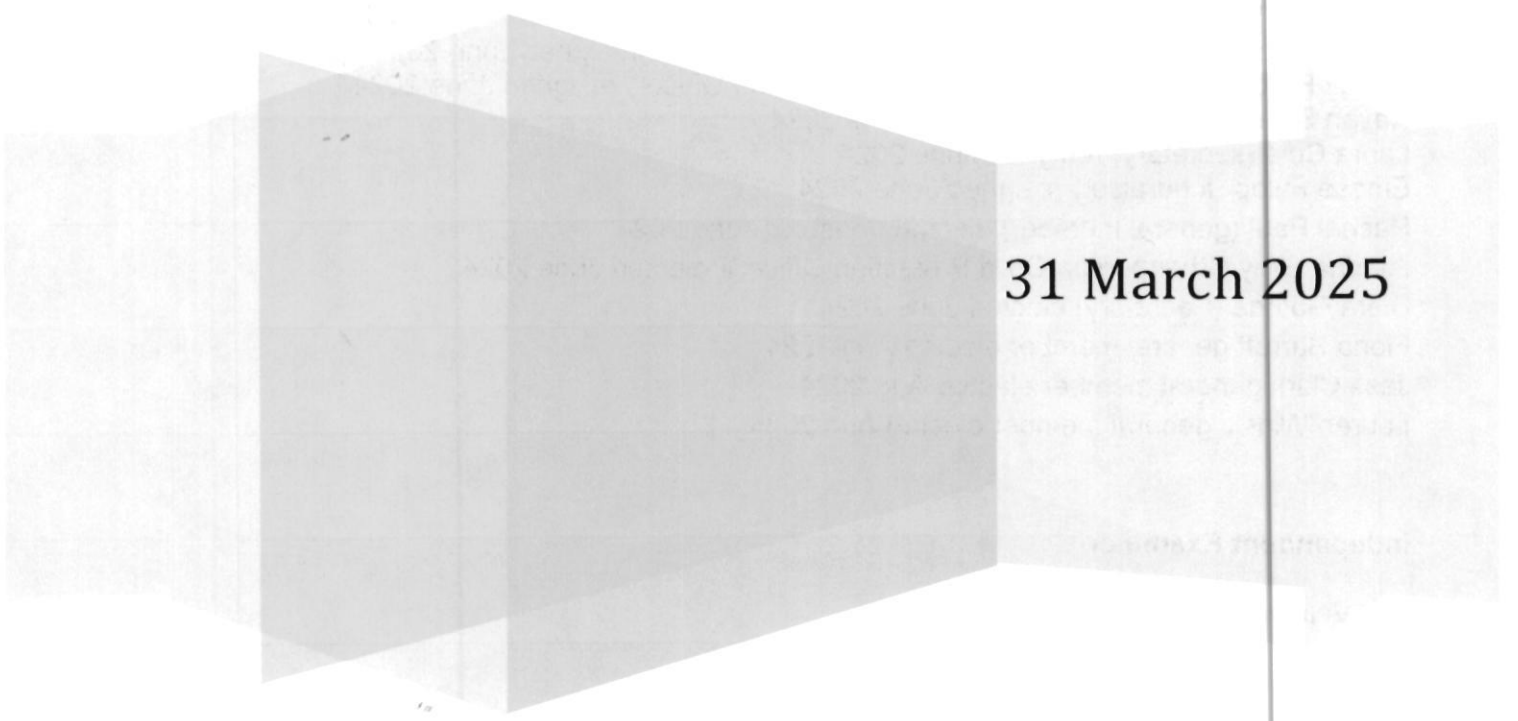


**Pitcorthie Playgroup
SC011344**

**Annual Report
&
Financial Statements**

For Year Ended



31 March 2025

Trustees' Annual Report

For the Year Ended 31 March 2025

The trustees have pleasure in presenting their report together with the financial statements and the independent examiner's report for the year ended 31 March 2025.

Reference & Administrative Information

Charity Name

Pitcorthie Pre-School Playgroup

Address

John Marshall Community Centre
Pitreavie Primary School Grounds
Pitcorthie Drive
DUNFERMLINE
KY11 8AB

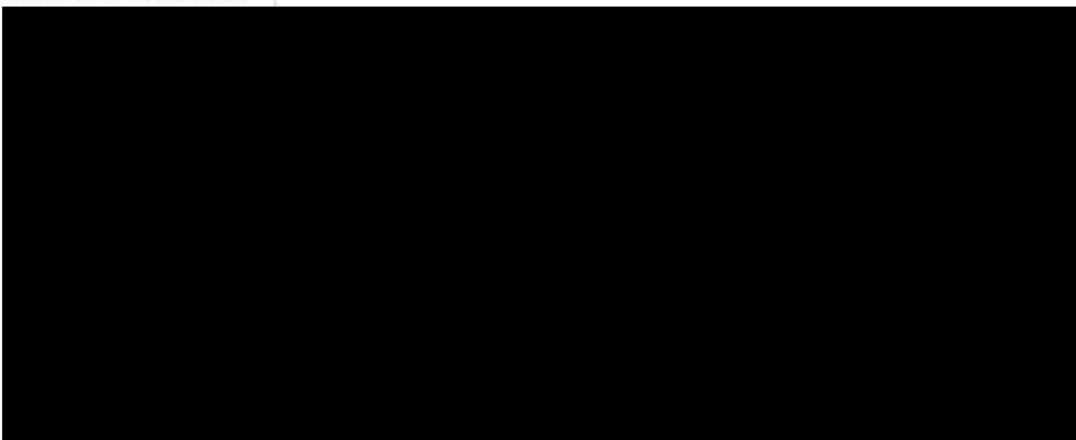
Charity Registration Number

SC011344

Contact Address



Current Trustees



Independent Examiner:

Fife Voluntary Action

Structure Governance & Management

Constitution

The charity is governed by Early Years Scotland's Early Years Constitution, the updated version of which was adopted at our Annual General Meeting held on 21st June 2007.

Appointment of Trustees

The charity's trustees are appointed or re-appointed by the parents at our Annual General Meeting held in June each year, and periodically by the parents at monthly committee meetings whenever a trustee resigns.

Objectives & Activities

Charitable purposes

The object of the group is to advance the education and social development of pre-school children with the emphasis on the play experience at the start of their education journey. We seek to provide a safe and satisfying group play and learning experience and to encourage other charitable activities through which parents and carers may support the development of the children.

Management

The charity provides playgroup sessions for up to 24 children from 9.15am to 12.30pm on a Monday, which is an outdoor session, and Tuesday to Friday 9am – 2pm during school term time. The charity is managed by a committee elected by parents of children attending playgroup. The charity currently employs a Playgroup Manager, four part-time Early Years practitioners, one support worker a part time Administrator and two relief Early Years practitioners.

Relationship with other bodies

The playgroup is in partnership with Fife Council entitling children to funding by the Council the term after their third birthday. We are members of Early Years Scotland and are inspected by the Care Inspectorate, HMIE and Fife Council's Environmental Services.

Activities

See attached Manager's/Chairpersons' report

Financial Review

This has been a challenging year for us, and due to staff challenges and uncertainty we have not offered spaces to as many children as we otherwise would have and this has resulted in a deficit of just shy of £8,000. Staff wages and a 5% increase in rent have been the major increases in our expenditure along with a decrease in fees income due to fewer children. These challenges are now over and we hope to get up to our full capacity over the year, with a number of children continuing to use their Fife Council funding either fully or as a blended placement at playgroup. Our staffing costs once again increased with the rise in the Scottish Real Living Wage which is paid to our unqualified staff, and which for the rest of the staff meant a similar increase in their hourly rate.

A 10% increase in our fees was agreed at our AGM in June, with the committee always conscious of the need to get the balance between making it affordable and therefore attractive to parents, but also covering ever increasing staffing/rent and consumables costs.

Our outdoor area is now complete and is very popular with our children and we have now used up all of our grant from Tesco's.

We continue to participate in discussions and information gathering regarding the setting of the Fife Council sustainable rate for funded children attending non-council settings, and the sustainable rate for 2025/26 has been set with an increase of about 6%. This will hopefully be sufficient for us to continue to offer the high standard of pre-school education we have a reputation for.


We continue to hold sufficient funds to meet our redundancy obligations if required.

Nursery places continue to be at a premium, which means that when children move into the area they are often able to come to playgroup when no other funded options are available. There continues to be a challenge for parents/carers who wish more flexibility over the year for their child's pre-school options, but often feel compelled to accept nursery places when they are offered, which may not be at a time of their choosing but are often not available further into the academic year.

Plans for Future Periods

We continue to have a waiting list of children who are of age to come to playgroup and as we have a large number of children leaving to go to school/nursery we will hopefully be able to operate once more this year at full capacity. The committee, who meet regularly will continue to raise funds and continue with applications for grants for larger resources. One of our improvement plan priorities for the coming year is to enhance our ICT at playgroup and this will be costly and require our committee to seek out grants to fund this. Our website requires to be refreshed and updated and as all our office-bearers, many of whom have been with us for a number of years will sadly be moving on we hope this is something that our new parents will continue to take forward.

Approved by the trustees on the date below and signed on their behalf by:



Date: 10/06/25

Independent Examiner's Report

For the Year Ended 31 March 2025

Independent Examiner's Report to the Trustees of Pitcorthie Playgroup

I report on the financial statements of the charity for the year ended 31 March 2025, which are set out on pages 6 to 10.

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 ("the 2005 Act") and the Charities Accounts (Scotland) Regulations 2006 (as amended) ("the 2006 Regulations"). The charity's trustees consider that the audit requirement of Regulation 10(1) (d) of the 2006 Regulations does not apply. It is my responsibility to examine the accounts as required under section (44) (1) (c) of the 2005 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 2006 Regulations. 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 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 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:
 - to keep accounting records in accordance with section 44(1)(a) of the 2005 Act and Regulation 4 of the 2006 Regulations, and
 - to prepare accounts which accord with the accounting records and comply with Regulation 9 of the 2006 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.

Signed



Date

27/11/25

Fife Voluntary Action
Caledonia House
Pentland Park
Glenrothes

Statement of Receipts and Payments – For the Year Ended 31 March 2025

| Receipts | Note | Unrestricted Funds | Restricted Funds | Total 2025 | Total 2024 |
|---------------------------------------|------|--------------------|------------------|------------|------------|
| <hr/> | | | | | |
| Voluntary Receipts | | | | | |
| Grants | | 0 | 0 | 0 | 0 |
| Donations | | 100 | | 100 | 40 |
| Fund Raising | | 271 | | 271 | 786 |
| | | | | | |
| Receipts from Charitable Activities | | | | | |
| Fees | | 18,126 | | 18,126 | 22,585 |
| Fife Council funding | 4 | 61,431 | | 61,431 | 67,023 |
| Deposits/Admin | | 30 | | 30 | 85 |
| AGM/social tickets | | 0 | | 0 | 246 |
| Transfer from No2 Acc | | 103 | | 103 | 0 |
| Misc Income | | 137 | | 137 | 0 |
| | | 80,198 | | 80,198 | 90,765 |
| <hr/> | | | | | |
| Payments | | | | | |
| Cost of Fund Raising | 5 | 0 | 0 | 0 | 0 |
| Cost of Charitable Activities | 6 | 88,037 | | 88,037 | 81,170 |
| Governance Costs | 7 | 120 | | 120 | 120 |
| Total Payments | | 88,157 | | 88,157 | 81,290 |
| <hr/> | | | | | |
| Surplus/(Deficit) for the year | | -7,959 | | -7,959 | 9,475 |
| <hr/> | | | | | |

Statement of Balances – As at 31 March 2025

| Funds Reconciliation | Unrestricted Funds | Restricted Funds | Total 2025 | Total 2024 |
|---|-------------------------------|-----------------------------|-----------------------|-----------------------|
| Cash at Bank & In Hand – 01/04/24 | 29,709 | 102 | 29,811 | 29,810 |
| Surplus/(Deficit) for year | -7,960 | -102 | -8,062 | 9,475 |
| Cash at Bank & In Hand – 31/3/25 | 21,749 | 0 | 21,749 | 29,810 |
| Bank & Cash Balances | | | | |
| Bank Deposit Account No 1 | 21,749 | | | 29,708 |
| Bank Deposit Account No 2 | 0 | | | 102 |
| Cash on Hand | 0 | | | - |
| | 21,749 | | 21,749 | 29,810 |
| Other Assets (Unrestricted Fund) | | | | |
| Equipment and Toys | | | 26,000 | 23,000 |
| Liabilities (Unrestricted Fund) | | | | |

The Notes on page 8 and 9 form an integral part of these accounts

Approved by the trustees on the date below and signed on their behalf

Date: 10/06/25

Date 10.6.25

Notes to the Accounts – For the Year Ended 31 March 2025

1 Basis of Accounting

These accounts have been prepared on the Receipts & 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. Restricted funds may only be used for specific purposes.

3 Related Party Transactions

No remuneration was paid to the trustees or to any connected persons during the year (2024: Nil). No travel expenses were paid to any trustees during the year (2024: Nil).

| 4. Grants Received | Unrestricted Funds | Restricted Funds | Total 2025 | Total 2024 |
|------------------------------------|-----------------------|---------------------|-----------------------|---------------|
| Fife Council funded children | 53,997 | | 53,997 | 58,703 |
| Scottish Govt healthy snack | 1,294 | | 1,294 | 906 |
| Fife Council additionality funding | 6,139 | | 6,139 | 7,414 |

| 5. Cost of Fundraising | Unrestricted Funds | Restricted Funds | Total 2025 | Total 2024 |
|-------------------------------|-----------------------|---------------------|-----------------------|---------------|
| | - | - | - | - |

| 6. Cost of Charitable Activities | Unrestricted Funds | Restricted Funds | Total 2025 | Total 2024 |
|---|-----------------------|---------------------|-----------------------|---------------|
| Salaries | 79,310 | | 79,310 | 72,756 |
| Rent | 5,911 | | 5,911 | 4,456 |
| Playroom Expenses | 1,209 | | 1,209 | 1,145 |
| Equipment and Toys | 30 | | 30 | 485 |
| Memberships and Insurance | 167 | | 167 | 1,090 |
| Advertising, Training & Recruitment | 224 | | 224 | 230 |
| Catering | 748 | | 748 | 805 |
| Postage, Stationery & admin | 128 | | 128 | 72 |
| Miscellaneous Expenditure | 250 | | 250 | 131 |

7. Governance Costs

| | | | | |
|----------------------------|---------------|--|---------------|--------|
| Independent Examiner's Fee | 180 | | 180 | 120 |
| | 88,157 | | 88,157 | 72,454 |