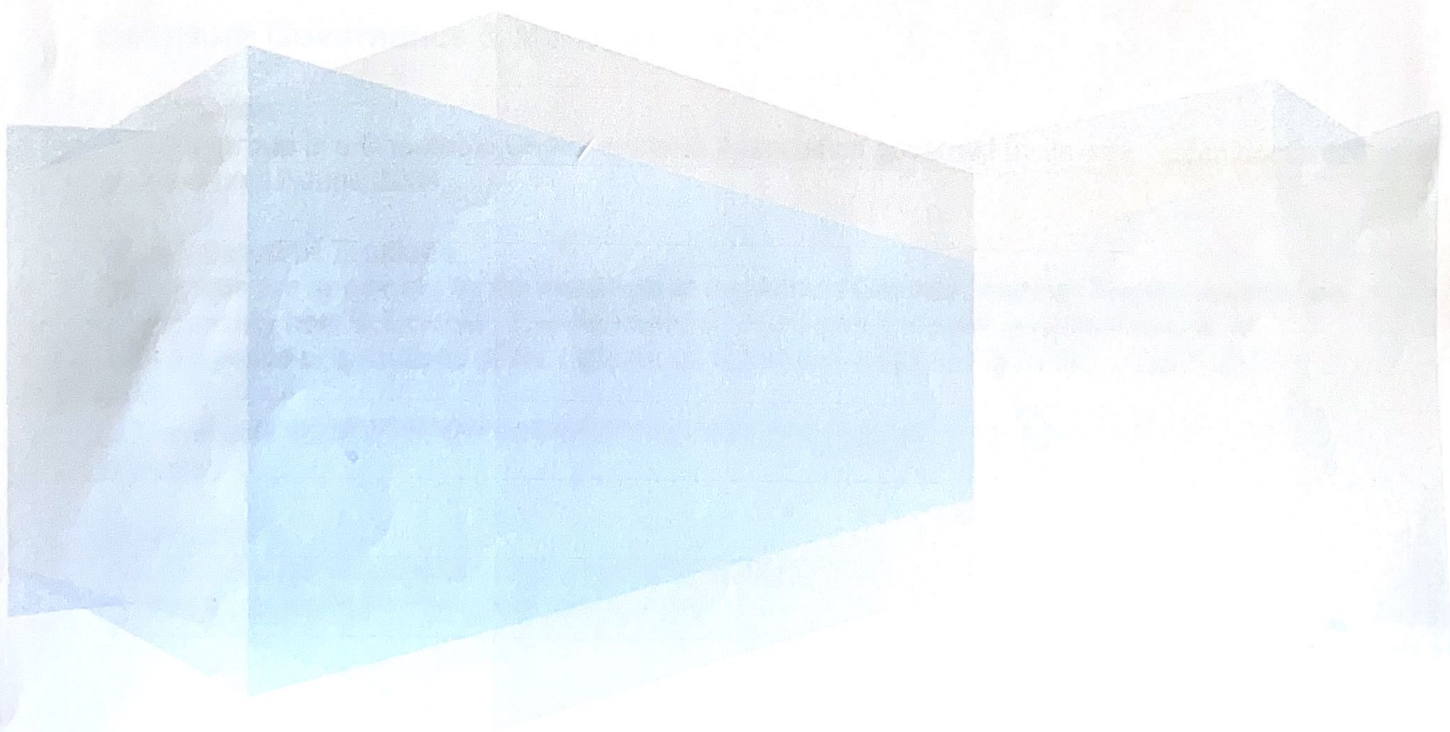


# Largo Pre-School Playgroup

Scottish Charity Number SC016254

## Annual Report & Financial Statements

For Year Ended  
31 July 2024





# Trustees' Annual Report For the Year Ended 31 July 2024

The trustees have pleasure in presenting their report together with the financial statements and the independent examiner's report for the year ended 31 July 2024.

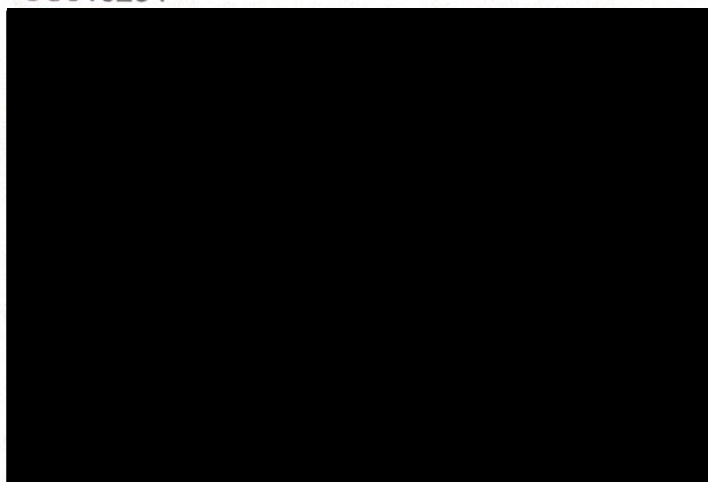
## Reference & Administrative Information

### Charity Name

Largo Pre-School Playgroup

### Charity No

SC016254



### Independent Examiner:



Gillespie Inverarity & Co. (Fife) Ltd

FRIC, Ajax Way

Methil

Fife, KY8 3RS

## Structure Governance & Management

### Constitution

The Playgroup is a Charitable Unincorporated Association governed by its constitution document adopted on 17 June 2004.

### Appointment of Trustees

All trustees are appointed by the members at the Annual General Meeting. These meetings are now normally held in October. The membership of the group is open and shall consist of:

- ☐ The parents or guardians of the children on the attendance register of the group from time to time.
- ☐ Any registered childminder or adult family carer who regularly accompanies a child on the register.

### Management

The trustees are responsible for the management and control of the playgroup within the aims and objectives as set out in the governing document.



# Trustees' Annual Report For the Year Ended 31 July 2024

## Objectives and Activities

### Charitable purposes

The aim of the playgroup is to promote the aims of Early Years Scotland, which are to advance the education of Pre-school children with the emphasis on play experience, so that they may take a constructive place in the community, and also to advance the education of their parents and other appropriate persons. In furtherance of the above aims the group shall seek:

- a) To provide safe and satisfying group play in which parents take part when appropriate.
- b) To encourage other charitable activities through which parents may help their children.

### Activities, Achievements and Performance

Largo Pre School Playgroup is based in the village of Lundin Links and primarily serves the families of the local villages (Lundin Links, Upper Largo and Lower Largo) and the surrounding areas. With the change in delivery to 1140 hours we are now based within the Levenmouth Central area for nurseries. This year we have seen an increase in families requesting places from the wider Levenmouth area and along the East Neuk coast. As the year has progressed, we have had to run a waiting list and this has continued into the new academic year.

The Scottish Index of Multiple Deprivation (SIMD) profiling for Largo Pre School Playgroup shows a peak in the middle around SIMD 5. The average SIMD decile (Overall Rank) for families accessing early learning and childcare at playgroup is 6.29.

Largo Pre School Playgroup is a small voluntary sector setting based in the Montrave Hall, Lundin Links. The hall is a community owned hall, and we are a pack away setting. We have our own outdoor area which is small but has been developed over the last year to provide a variety of learning opportunities for the children. We are registered with the Care Inspectorate to have 24 children attend daily. Children can start with us at 2 years 6 months. Within the building, Playgroup are based in the smaller of the two halls and have use of the kitchen where we have been producing snacks and lunches for the children. Over the course of this year, we have reviewed the impact that the production of lunches is having on the setting and staff team. In the final few weeks of this academic year, we have started a trial with a company (Healthy Tots) to provide lunches daily for our children. We have two toilets that the children and staff have use of. There is also a larger hall within the building that we use occasionally for activities such as yoga, sticky kids or celebratory events such as Christmas or moving on activities. The corridor has been further developed over the course of the year to provide additional information for parents and staff. We have set up a staff noticeboard area and for the parents we were able to share information with them about our improvement priorities as well as for them to share learning from home with us on our Proud Cloud. This area will be developed further as displays have been ripped and pulled down by children, so we need to look at a way of making the space more usable.

We are fortunate to be based in a small village environment, made up of Lundin Links, Lower and Upper Largo. The opportunities available to us provide invaluable learning opportunities for our children. On our doorstep we have access to the local park and are within a short walking distance



## Trustees' Annual Report For the Year Ended 31 July 2024

of the beach. We have continued to develop our planting area in the grounds of the village hall for the benefit of the local community to see.

We can visit the local shops with the children and post letters locally. We continue to work in partnership with Largo Library and Community Hub and deliver regular Bookbug sessions. Our children can experience a different setting within the village and represent Playgroup in the wider community. The sessions are open to the public, so we have younger families joining us and the nursery from Lundin Mill School has also joined us. Over the course of this year, we delivered eight Bookbug sessions at the library, 273 children attended these sessions, and 108 adults also came along and were involved.

As part of our Primary 1 transition work this year, we took three children to the school to represent Largo Pre-School Playgroup at a concert which was held as part of the celebrations for the twinning of the Largo Area with Villennes-sur-Sein in France.

Our contact with Lundin Mill Nursery and Primary School has continued. As well as keeping in regular contact with the nursery staff and headteacher, we also have the same nursery teacher. This will especially benefit the transition of the children moving on from playgroup to nursery and will ensure an additional opportunity for information to be shared about the children between the settings. There has been a shift this year with fewer children moving on, which means that we will have a larger number of pre-schoolers for the year ahead. We will work with the school throughout the coming year to ensure they can be as fully involved as possible. Within the community this year we have made links with several organisations, and we look forward to progressing these further over the coming year and building further upon them. These groups have included Largo & Newburn Horticultural Society, Pratis Barns, Friends of Largo Bay, HM Coastguard, Largo Bay Art Society and Largo Communities Together. The contributions that these groups have made to playgroup have been invaluable – whether it has been monetary donations, information sharing or providing learning opportunities for the children within playgroup or out with. Before the end of the year the children have also been invited to take part in the Largo Bay Art Society Young Artist Competition as part of their 30<sup>th</sup> anniversary celebrations. We are working with all these local community organisations to ensure that playgroup remains a well-known group in the area, as well as providing the children with the opportunity access various learning opportunities and helping them to become more aware of their local environment and what it has to offer.

Although our manager is no longer in a peripatetic role with Fishbowl Nursery, we continue to maintain these links and work cooperatively where we can. The managers are in regular contact, and we will continue to share resources for training and provide staff networking opportunities where we can. We also have staff PVG checked for both settings to allow us to support each other if staff absence is an issue.

More strategically, the manager is involved in networking meetings which provide support and information sharing. Currently we attend the Managers Networks meetings for Fife and North East Fife. These are facilitated by Alyson McKinlay, Development and Support Officer for Early Years Scotland. We have restarted face to face meetings for these sessions, which also provides



## Trustees' Annual Report For the Year Ended 31 July 2024

opportunities for visiting different settings and networking with staff. They have also been opened-up to provide all staff with the chance to attend and share their ideas and experiences with other staff from across the area. We also provide representation from Fife on the National Membership Steering Group for Early Years Scotland.

Our beach kindergarten sessions have continued this year. We had to review how these would run due to the impact of many younger children in August who were not yet toilet trained. This meant a member of staff was removed from the beach area to focus solely on changing and we felt this could pose more of a risk in terms of ratios. As the year has progressed it has become easier, and we have held weekly visits in the final term.

We continue to use Facebook to share information with our parents/carers but we also use the local community page if we need some support or help with the children's interests. As a charity we are run by a parent led committee. Meetings are timetabled throughout the year with our AGM held in September/October to allow any new office bearers to be voted in for the year ahead. We timetable in five meetings for the parents throughout the year. We also hold open start and finish sessions throughout the year for our parents/carers to come in and see their children in the setting. We timetable these in at the start of the year too, holding an open start and an open finish each term.

### **Our Aim:**

- To provide a nurturing learning environment for our children, allowing them to play and have fun whilst developing independence, confidence and life skills at their own pace.
- As a setting **Our Values** are important to allow us to achieve this:
- We will provide a happy, secure and stimulating environment where children experience self-directed learning opportunities.
  - We will provide a broad, balanced curriculum that encourages the all-round development of each child, and which will provide a solid foundation for future learning.
  - We will help children to develop independence, self-confidence, consideration for others and respect for their environment.
  - We will maintain and promote good relationships with parents and carers, so that we can work together to continue the development that has begun.
  - We will offer equal opportunities to everyone whilst respecting and valuing their differences.
  - We will continue to develop the skills and expertise of the staff.
  - We will be responsive to the needs of our local community.



# Trustees' Annual Report

## For the Year Ended 31 July 2024

### Fundraising and Donations:

During the year fundraising activities took part, raising a total of £1,020, which included:

Christmas fare	£150
March Family Fundraiser	£829
Others	£41

There were some large donations throughout the year including Pratis Barn and Largo and Newburn Horticultural Society.

### Financial Review

Our main source of funding continues to be from Fife Council of £130,322 (2022/3: £49,612), Fundraising Activities of £1,020 (2022/3: £3,132) and Playgroup Fees of £17,178 (2022/3: £16,628).

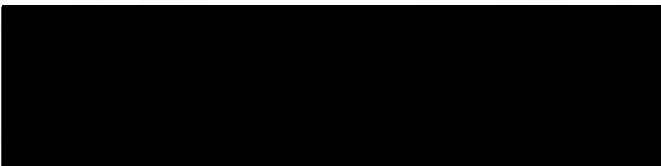
### Reserves Policy

The trustees aim to hold enough funds in reserve to cover redundancy entitlements totaling £42,639 for this financial year. This has not yet been met, but it is hoped to continue to build up these reserves to ensure the future sustainability of the Playgroup in the long term.

### Plans for Future Periods

The trustees aim to increase awareness of the benefits of playgroup to young children and their families.

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



Signed: 

Treasurer:

31.10.2024  
Date:



# Independent Examiner's Report For the Year Ended 31 July 2024

## Independent Examiner's Report to the Trustees of 31 July 2024

I report on the financial statements of the charity for the year ended 31 July 2024 which are set out on pages 8 to 11.

### 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.

 Date 21/4/25.



# Statement of Receipts and Payments

## For the Year Ended 31 July 2024

Receipts	Note	Unrestricted Funds	Restricted Funds	Total 2024	Total 2023
Voluntary Receipts					
Grants	4	130,322	-	130,322	49,612
Grants – health snack		-	2,186	2,186	1,047
Fund Raising		1,020	-	1,020	3,132
Gift Aid		-	-	0	975
Donations		902	-	902	501
Fees		17,178	-	17,178	16,628
		149,422	2,186	151,608	71,895
Payments					
Cost of Fund Raising		10	-	10	50
Cost of Charitable Activities	5	131,639	2,186	133,825	81,697
Governance Costs	6	678	-	678	2,517
Total Payments		132,327	2,186	134,513	84,264
Surplus/(Deficit) for the year		17,095	-	17,095	(12,369)

The Notes on pages 10 and 11 form an integral part of these accounts.



# Statement of Balances – As at 31 July 2024

<b>Funds Reconciliation</b>	<b>Unrestricted Funds</b>	<b>Restricted Funds</b>	<b>Total 2024</b>	<b>Total 2023</b>
Opening Cash at Bank & In Hand	15,930	-	<b>15,930</b>	29,851
Surplus/(Deficit) for year	17,095	-	<b>17,094</b>	(12,369)
<b>Closing Cash at Bank &amp; In Hand</b>	<b>33,025</b>	<b>-</b>	<b>33,025</b>	<b>17,212</b>
<b>Bank &amp; Cash Balances</b>				
Bank Deposit Account			<b>33,025</b>	17,212
<b>Other Assets (Unrestricted Fund)</b>				
Play equipment				2,500
Computer equipment				460
<b>Liabilities (Unrestricted Fund)</b>				
There are no Liabilities				-
(previous year HMC and pension)				1,282

The Notes on pages 10 and 11 form an integral part of these accounts.

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

[Redacted Signature Area]

Chair:  
Date: \_\_\_\_\_

Treasurer:  
Date: \_\_\_\_\_



# Notes to the Accounts – For the Year Ended 31 July 2024

## 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. The trustees maintain a single unrestricted fund for the day-to-day running of the Charity.

Restricted funds may only be used for specific purposes. Restrictions arise when specified by the donor or when funds are raised for specific purposes.

## 3 Related Party Transactions

No remuneration was paid to the trustees or to any connected persons during the year. No travel expenses were paid to any trustees during the year.

### 4. Grants Received

	Unrestricted Funds	Restricted Funds	Total 2024	Total 2023
Fife Council	130,322	-	130,322	49,612
Fife Council – Healthy Food Grant	-	2,186	2,186	1,047
	130,322	2,186	132,508	50,659

### 5. Cost of Charitable Activities

	Unrestricted Funds	Restricted Funds	Total 2024	Total 2023
Wages & National Insurance	101,969		101,969	71,996
Staff Training	275	-	275	135
Rent	10,119	-	10,119	5,119
Provisions	1,067	2,186	3,253	1,815
Insurance	842	-	842	753
Consumable toys and materials	16,005	-	16,005	826
Postage, Stationery & Telephone	718	-	718	584
Professional Fees and Subscriptions	644	-	644	469
	131,639	2,186	133,825	81,697



Notes to the Accounts – For the Year Ended 31 July 2024

6. Governance Costs	2024	2023
Independent Examiner's Fee	480	150
Legal Advice	198	2,367
	678	2,517