

Spittal Playgroup

Church Hall, Spittal

07902 513 590

Registered Provider's/Trustees Annual Report 2020/2021 for the AGM to be held on the 2nd December at the Pump on the Green at 7.30pm. (this was cancelled due to Covid and has been rescheduled for Wednesday the 9th of February)

THE OBJECTIVES – are to enhance the development and education of pre-school children in Wales, by encouraging parents to understand and provide for their needs through high quality pre-school provision and childcare.

OUR AIMS – are to offer high quality care and education to pre-school children in a safe and stimulating environment.

THE FINANCIAL REPORT – will be presented by the treasurer.

Spittal Playgroup is registered to take 24 children from the age of 2, and during the 12 months from September 2020 to July 2021 we have had 21 children on our register,

(23 in 2019/20) (31 in 2018/19) (29 in 2017/18) (30 in 2016/17) (37 in 2015/16) (33 in 2014/15) (44 – 13/14),

9 of whom received the Welsh government funding for 3 year olds.

(11 in 2019/20) (11 in 18/19) (10 – 17/18) (13 – 16/17) (17 – 15/16) (19 – 14/15) (20 in 13/14)

We currently have 21 children on the register of which 6 are funded.

(9 in 2019/20)(15 in 18/19) (21 in 17/18) (13 in 16/17) (16 in 15/16, 17 in 14/15, 26 in 13/14).

2020/21 saw playgroup reopen with limited numbers of children and staff on the 14th of September 2020 following Welsh Government guidelines. We successfully reopened in an adapted way and we provided a safe and consistent environment for the children during unprecedented times.

We are pleased to report the safe reopening of playgroup and enquiries for new starters led to playgroup extending our numbers and welcoming our new member of staff Jade Codd after the November half term. She has settled into playgroup brilliantly and her interaction and heart-warming, caring attitude with the children is fantastic. We have a brilliant team of staff who work well together and provide high standards, fun and exciting activities and area enhancements to provide a bright and stimulating environment. I thank Fran for her continued hard work and commitment to playgroup, she has an excellent rapport with parents and the children. She is an asset to our playgroup. I thank our treasurer Karen who also helps at playgroup whenever needed, her support to cover staff and help during events is amazing, this contributes to the playgroup running smoothly.

I am delighted to report that after providing evidence of improvements made to playgroup, we came out of Estyn review in March 2021. We received a catch up inspection with Estyn in May 2021 which went really well and they are happy with the service that we provide, it was commented on how settled and happy the children were.

Playgroup numbers are increasing which has been exhibited in our numbers, we were full for our staffing (3) ratios for 2 out of our 3 operating days with only one 3yr old space on the remaining day. Numbers are looking promising for January 2022 and parents have increased sessions attended. A waiting list is available for anyone interested in starting playgroup.

I would like to thank parents for their amazing comments and feedback for the Quality-of-Care Review (which is available for anyone to view) and their continued support through all our activities and fundraising ideas. Fundraising has been different due to Childcare Covid restrictions and only allowing essential visitors into playgroup. We have still managed to fundraise with some very successful events. In the Autumn term we did our own photography session which has proved to be very

successful and produced some lovely natural photographs. We took part in the Joint Annual Christmas Hamper Draw with Spittal School, collecting donations and selling tickets which we receive half of the funds raised. We also took part in Children in need and had a fantastic Christmas Party.

In the Spring term we had our Sponsored St David's Play Week which is a fantastic event celebrating our language and culture.

We had a busy summer term collecting items for our Bags2Schools fundraising event which was supported brilliantly by our parents and the community. We also enjoyed taking part in the Spittal Community Fun Day, as we saw a relaxation to the restrictions. We held a car boot stall which proved to be very popular. It was a lovely catch up with parents, past, current and future. Even though these events have been slightly different this year we look forward to having face to face fundraising in the not-so-distant future. We secured grants that were able to help towards training, running costs and purchasing essential equipment to run in a Covid safe way including PPE.

I would like to thank the committee for their support and commitment over the last 12 months; it is gratefully appreciated. I take this opportunity to thank Judith for her continued support and whilst I take over as registered person her advice and experience has been invaluable. I completed the registration process with CIW in November 2021 and look forward to the future of our fantastic community-based playgroup.

Date
27th April 2020
28th April 2020
4th May 2020
13th May 2020
18th May 2020
28th May 2020
3rd June 2020
26th June 2020
6th July 2020
10th July 2020
23rd July 2020
28th July 2020
29th July 2020
7th August 2020
24th August 2020
28th August 2020

7th August 2020
8th September 2020
29th September 2020
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12th October 2020
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26th February 2021
1st March 2021

4th March 2021
5th March 2021
9th March 2021
11th March 2021
12th March 2021
15th March 2021
18th March 2021
22nd March 2021
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26th March 2021
26th March 2021
29th March 2021
29th March 2021
31st March 2021
1st April 2021
1st April 2021
1st April 2021

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Spittal Playgroup income and expenditure from 5th April 2020

Judith - £50 sponsorship + £200 March fees + £90 Feb. Fees
April Wages - furlough
March Fees
HMRC JRS Grant
ICO fee
May Furlough pay
HMRC JRS Grant
June Furlough pay
HMRC JRS Grant
Sophie Taylor Furlough pay
Judith's expenses - gift for Kim (Accountant)
July Wages Furlough
Moondance Foundation grant
HMRC JRS Grant
August Fees
August Wages Furlough

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Judith Doncaster Expenses
November Fees
PCC EYPDG Funding
Judith Doncaster - Jade Wages
November Wages
November Fees
Photos Money
Photos Money
December Fees
December Fees
December Fees
December Fees
Christmas Hamper £174 - £74 pounds for petty cash + £84 Nov.+Dec. Fees - £4 petty cash
Reindeer Food
Judith Expenses-£326.12 Jade's salary + £35 petty cash coins + £20 Santa's charity donation
December Fees
December Wages
Donation (Cath Gibbons - Mum?)
December Fees

December Fees
Judith - Rent Spring and Autumn terms 2020
January Fees
January Fees
January Wages
January Fees
PCC 3 year old Funding
January Fees
February Fees
February Fees
February Fees
Suzy Expenses - Moondance Grant + Expenses
February Fees
February Fees
February Fees
February Fees
February Wages
Photo Money £45 - £10 coins for petty cash + Bee Kind poster fundraiser £65 +£3 Reindeer food - £3 coins for petty cash
Cheque Donation (27.11.20 V. Chilvers)

St Davids Day sponsor money
March Fees
March Fees
PCC FPN Grant 3 y o funding (£330) + Covid Support Grant (£1800)
Feb. Fees
PCC Sustainability Grant
March Fees
St Davids Day Sponsorship £285 - £10 coins for petty cash
March Fees
March Fees
Post Office St Davids Day sponsorship £10 + £10 donation
Petty Cash
March Fees
March Wages £1783 + Hall Rent (Spring) £396
March Fees
PCC 3 y o funding
Tesco resources
Training
Insurance

[illegible]

[illegible]

£2,632.62

Opening Balance 5th April 2020

Cheque Number	Income	Expenditure	balance
	£340.00		£2,972.62
		£1,264.18	£1,708.44
	£40.00		£1,748.44
	£947.15		£2,695.59
		£35.00	£2,660.59
		£917.53	£1,743.06
	£913.73		£2,656.79
		£938.40	£1,718.39
	£939.60		£2,657.99
		£166.49	£2,491.50
		£43.00	£2,448.50
		£1,022.54	£1,425.96
	£3,936.00		£5,361.96
	£1,081.61		£6,443.57
	£120.00		£6,563.57
		£629.56	£5,934.01

	£629.56		£6,563.57
		£200.00	£6,363.57
		£773.08	£5,590.49
	£267.00		£5,857.49
	56		£5,913.49
	61		£5,974.49
	£2,100.00		£8,074.49
		£65.00	£8,009.49
	£154.00		£8,163.49
		£772.28	£7,391.21
		£75.00	£7,316.21
	£9.00		£7,325.21
	£70.00		£7,395.21
	£168.00		£7,563.21
	£168.00		£7,731.21
	£112.00		£7,843.21
	£112.00		£7,955.21
	£140.00		£8,095.21
	£98.00		£8,193.21

		£8.80	£8,184.41
	£70.00		£8,254.41
	300		£8,554.41
		£223.24	£8,331.17
		£950.68	£7,380.49
	28		£7,408.49
	£30.00		£7,438.49
	£30.00		£7,468.49
	£126.00		£7,594.49
	£168		£7,762.49
	£112.00		£7,874.49
	70		£7,944.49
	£180.00		£8,124.49
	£3.00		£8,127.49
		£381.12	£7,746.37
	£56.00		£7,802.37
		£880.92	£6,921.45
	£30.00		£6,951.45
	£168.00		£7,119.45

	£112.00		£7,231.45
		£751.50	£6,479.95
	£630.00		£7,109.95
	£56.00		£7,165.95
		£1,125.08	£6,040.87
	£28.00		£6,068.87
	£660.00		£6,728.87
	£112.00		£6,840.87
	£126.00		£6,966.87
	£126.00		£7,092.87
	£42.00		£7,134.87
		£583.48	£6,551.39
	70		£6,621.39
	21		£6,642.39
	£126.00		£6,768.39
	84		£6,852.39
		£985.56	£5,866.83
	£100.00		£5,966.83
52	£50.00		£6,016.83

	£55.00		£6,071.83
	£798.00		£6,869.83
	£84.00		£6,953.83
	2130		£9,083.83
	£84.00		£9,167.83
	£841.60		###
	£112.00		###
	£275.00		###
	£28.00		###
	£84.00		###
	£20.00		###
		£10.00	###
	£56.00		###
		£2,179.00	£8,395.43
	£14.00		£8,409.43
	£5,000.00		###
		£35.00	###
		£36.00	###
		£186.26	###

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Autumn Term 2020 Financial Report

Opening Balance B/Fwd

Receipts

Fees
3 year old funding
Donations
PCC EY funding
Photo Money
Spittal School Christmas Hamper
Snack Donations
Reindeer food

PCC Grant

Total Receipts

Expenditure

Wages
Petty Cash
Judith's Expenses
Santa's charity donation
PCC overpayment

Total Expenditure

Summary

We have made a profit of £ in the Autumn term.

£6,563.57

Spittal Playgroup April 2020 - 2021 end of year Financial Report

Barclays A/C **Opening Balance B/Fwd: £2632.62**

Receipts

Fees	£5,540.00
3 Year Old Funding	£8,090.00
St David's Day Sponsorship	£400.00
HMRC JRS Grant	£4,511.65
Moondance Foundation Grant	£3,936.00
PCC EYPDG Funding	£300.00
Photograph Money	£105.00
Spittal School Christmas Hamper	£174.00
Reindeer Food	£6.00
Donations	£90.00
Bee Kind Fundraiser	£65.00
Covid Support Grant	£1,800.00
PCC Sustainability Grant	£841.60

Total Receipts £25,859.25

Expenditure

			Kims Figures
Wages	£8,312.01	-65.00	8247.01
Wages - Furlough	4511.65		4511.65
Hall Rent- Spring/Autumn 2020 and Spring '21	1147.5		1147.50
ICO annual direct debit (data protection)	£35.00		35.00
Training	£36.00		36.00
Judith Expenses	£8.80	65.00	73.80
Petty Cash	£346.00		346.00
Suzy Expenses and Moondance Grant	£583.48		583.48
Resources	£35.00		35.00
Reclaim for PCC FPN Overpayment	£75.00		75.00
Early Years Wales Membership and Insurance	£186.26		186.26
Gift for Kim Accountant	£43.00		43.00
Santa's charity Donation	£20.00		20.00

Total Expenditure £15,339.70 15339.70

TOTAL PROFIT/LOSS £10,519.55

Bank Reconciliation

Opening Balance	2632.62	Payments	15339.7
Receipts	25859.25	Closing Balance	13152.17
TOTAL	28491.87		28491.87

Closing Balance: £13152.17
Unrepresented Cheques: 0

Summary

We have made a profit of £10519.55!

Wages continue to be the biggest expense.

Fundraising was difficult this year due to the Coronavirus Pandemic restrictions. We still raised £471 (this includes £50 from last year's sponsored St David's Day) not including £90 very kind donations.

We gratefully received £174 from Spittal School Christmas Hamper 2020.

We most gratefully received grants from Pembrokeshire Council for £2641.60 and a Moondance Foundation charitable grant of £3936, all sourced by our outstanding Playleader and new Registered Person Suzy Armstrong.

Suzy also took the photos this year and parents paid a total of £105 towards the digital images.

Petty cash used for heating and resources. In the initial return after the start of the coronavirus pandemic children provided their own snack.

Petty cash was broken down into £269 for Heating + £10 for Leaver's reading books, £7.99 for cleaning products, £4 for Easter eggs, £3.47 for First Aid materials, £6 Welsh Lady spoons and £2.69 for DBS postage, with the remainder in the petty cash tin.

This is the last year of voluntary accountant services from Kim Thomas after approximately 30 very generous years!

This is also the last year of Judith Doncaster being our Registered Person after over 30 fantastic years of voluntary service to the Playgroup.

Additional expenses to Suzy in this financial year include £42.31 on Ink cartridges and £76 on 2 DBS checks. This will be claimed in the next financial year (December 2021) when the Treasurer received the paid invoices.

Karen John, Treasurer.

I therefore, confirm, that I have independently audited the accounts for Spittal Playgroup for the period ending 5 April 2021.

Hi Karen

I have audited the Spittal Playgroup Accounts for the period ending 5 April 2021.

Everything looks fine. I have made a few adjustments which you may wish to amend on your original Financial Report.

I have adjusted the wages to match what actually went through the payroll system. It was a bit confusing with the Furlough Pay, but it is advisable to show the amount of Furlough pay received to contra the same amount paid out. Otherwise it may look as if we have claimed too much Furlough Pay. (Just for your information, the difference in the figures was due to the holiday pay in July which was shown on the payslips as holiday pay and for which I claimed Furlough Pay)

There were also two transactions posted to Wages which were actually Rent £396 and Judith's expenses £65 which you will see in my adjustment column.

Finally, it is always a good idea to show a breakdown of the petty cash. Ie if it was used for electricity in the hall, include another line in the expenditure section and split the figure of £346. Otherwise, it appears that you have £346 cash "in hand" instead of the actual expense that it was used for.

Hope this makes sense.

Please contact me if you require any further clarification.

I therefore, confirm, that I have independently audited the accounts for Spittal Playgroup for the period ending 5 April 2021.

Kim Thomas MAAT