


## INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES LLANGROVE LEAPFROGS CHILDCARE

My examination was carried out in accordance with general Directions given by the Charity Commission. 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 the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

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 130 of the Charities Act; and
  - To prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act 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.

I have reviewed the books and records of the above organisation for the year ended 31 August 2020 and I have made all enquiries required under the Charities Act 2012 And confirm that the accounts for the year ended on that date are in accordance therewith.

Signed..........Independent Examiner

**Sharon Morris MICB CB.Cert PM.Dip**

Date..........2020

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# Llangrove Leapfrogs

## Profit and Loss report

From: Month 1, September 2019

To: Month 12, August 2020

<b>Sales</b>	<b><u>Period</u></b>	<b><u>Year to Date</u></b>
Fees	56403.61	56403.61
Early Years Funding	47466.54	47466.54
Stay and Play	160.50	160.50
Holiday Club	0.00	0.00
After School Club	209.00	209.00
	<b><u>104239.65</u></b>	<b><u>104239.65</u></b>
<b>Purchases</b>		
Purchases	8324.21	8324.21
	<b>8324.21</b>	<b>8324.21</b>
<b>Direct Expenses</b>		
Advertising	96.80	96.80
	<b>96.80</b>	<b>96.80</b>
<b>Gross Profit/(Loss):</b>	<b><u>95818.64</u></b>	<b><u>90818.64</u></b>
<b>Overheads</b>		
Staff Wages	77059.81	77059.81
HMRC Paye & Ni	7135.51	7135.51
Rent and Rates	1185.00	1185.00
Motor Expenses	0.00	0.00
Travelling and Entertainment	0.00	0.00
Printing and Stationery	21.58	21.58
Telephone and Computer charges	2809.00	2809.00
Professional Fees and bookkeeping	1428.20	1428.20
Maintenance	13.66	13.66
Equip hire	252.00	252.00
General Expenses	1705.42	1705.42
Bank charges	16.00	16.00
Pensions	2599.81	2599.81
	<b><u>94225.99</u></b>	<b><u>94225.99</u></b>
<b>Net Profit/(Loss):</b>	<b><u>1592.65</u></b>	<b><u>1592.65</u></b>



AGM 19<sup>th</sup> October 2020

In November 2019 Hannah and Angela jointly took on the role as Chairperson. The past year has been a very challenging one, but in these unprecedented times it has been a successful year at Leapfrogs. We have continued to provide an excellent service to the children and their families within the local and wider Herefordshire community.

Leapfrogs started the year with successful fundraising events, including the Pumpkin Party and The Christmas presentation. Further fundraising events were halted due to Coronavirus restrictions, and we will be looking into alternative COVID friendly methods of fundraising in the future. These fundraising events not only provide essential funds for Leapfrogs, but I am sure you will agree are also extremely good fun and enjoyed by all that attend.

The numbers attending Leapfrogs remains healthy, and in fact with this, we have had to implement a waiting list, due to hitting our Ofsted setting limit of 18 places. We have new starters across all age groups who reside both in and out of the surrounding villages. The extended hours and wrap around care provided by Leapfrogs continues to be an invaluable service for parents and remains a unique selling point for us. Stay and Play continued on a weekly basis pre COVID but currently due to Coronavirus we are not planning to restart this but will hope to in the future.

Coronavirus has provided challenges and opportunities for Leapfrogs. When many nurseries closed their doors, Leapfrogs stepped forwards to provide the Hub services for Herefordshire. This enabled Leapfrogs to remain financially stable and provide essential services for key worker families across the county. Staff, parents and children have had to adapt to the new ways of working, and we thank you all for your patience and understanding with the new procedures. These procedures aim to keep our setting COVID secure and keep your children and the community safe.

Leapfrogs continues to be profitable, with the treasurer's report providing further in-depth detail. The current terms and conditions have been reviewed by the committee and updated to ensure that Leapfrogs remains a viable venture moving forwards. Fees have remained static for the year.

We have welcomed new members and said goodbye to members of staff this year. This included the long-standing Leapfrogs manager Wendy Price, who left the setting over the summer. Many of you know that Wendy has chosen to continue her excellent work with the local community and explore new challenges. Everyone at Leapfrogs wishes Wendy well and thanks her for all her hard work over the last 20 plus years. Lucy Amos now takes over the leadership and management of the Leapfrogs setting.

We have been fortunate to fill all Leapfrogs vacancies with NVQ Level 3 or above qualified staff. Leapfrogs is committed to staff development with members of staff gaining knowledge in sign language and further development in forest school qualifications, amongst others, which will be covered in the managers' report. We would like to formally thank all the staff who work extremely hard to ensure all the children have a fun and safe environment to learn and develop in. In addition, Leapfrogs understands the value of employees and as such staff wages continued to be reviewed to consider experience, qualifications and industry averages. We would like to wish all members of staff that have left us this, the best of luck in their new ventures.

The committee has invested in support from external experts to work with Leapfrogs and support the new leadership team. We have benchmarked the setting, supported staff in the review of all Leapfrogs documentation and supported innovations in practise such as the use of Tapestry.

Staff and volunteers continue to go above and beyond to ensure the setting is interactive and enjoyable for our children. Several working parties have helped to ensure this over the year. We would like to thank all of those who have given up their time, energy and skills.

Work undertaken has included:

- general clean up and painting,
- cutting trees
- new changing area and units
- new sleep area and sleep matts

The committee and staff have also supported in the recent painting of the setting, replacement of blinds and curtains, and we plan to further improve the setting with new flooring throughout. There has also been investment in technology with a new interactive television and tablets, laptops for staff, development of a new website/e-mail system, and cloud-based storage of Leapfrogs documents.

Thanks, must also be extended to all members of the committee. The committee has invested many hours into Leapfrogs this year, and we would like to extend our gratitude for their unrelenting commitment. Thanks also go to all parents and carers who help at events and activities and who support leapfrogs in many ways. We look forward to another successful year.



## Manager report 2019/2020

I would firstly like to say thank you to the committee for their continued support over the last year, if it wasn't for the parents and volunteers that agree to make up the committee Leapfrogs would not be as strong as it is.

What a year it has been, new staff, a global pandemic and a change of management, it's been a challenging time for Leapfrog's but I'm sure that everyone will join me in thanking the staff for their continued hard work.

It's been a year of changes, Hannah started with us a year ago this week, Jennifer went on maternity leave in February welcoming a daughter into the world, we welcomed Paula to the team. Wendy left Leapfrogs over the summer so we advertised and we welcomed Angela to the team. At the end of September, we said goodbye to Paula but not goodbye as she has joined our bank staff and has already been back. I would like to thank all three of the ladies for their input along with Jackie they are all an asset to the Leapfrogs team. A big thank you to Su for her continued support volunteering at Leapfrogs.

In September we advertised for a new manager, at the beginning of October I was honoured to be offered the job as manager at Leapfrogs. It is a great achievement for me, and I hope to work closely with the children, Parents, Staff and Committee to ensure Leapfrogs is a safe, fun, learning environment.

We also moved the children's learning journeys on to Tapestry an online way of sharing with parents and careers through out the year. I have had a lot of positive feed back about this change. We as a staff team discussed the uniform with some of the old uniform looking

very worn it was decided to order some new. Whilst doing this we changed the colour to blue representing the pond with the green frog.

In September we said Goodbye to 10 children as they moved along their development path to school. It was a strange ending to the year not getting to say a proper goodbye to all of them but we have been in contact with most of them now and it is very good to hear that they are all doing well.

Covid has been a big part of the year and Leapfrogs has remained open throughout, supporting Key worker families and welcoming back our families as soon as we were legally able. At this point I would like to thank the families for their support over the year and for understanding the new systems we have implemented to keep everyone as safe as possible.

We have been able to welcome some new families, taking the Leapfrogs Children up to 25 over the week, with 4 on the waiting list hopefully joining us over the next few months. We have 21 before and after school children on the books at present, with more now enquiring.

We are looking forward to the year ahead, with Christmas just around the corner. The Christmas craft order is in place and we are looking forward to some festive fun. This year we have joined the Arts project so that the children can create their own Christmas card designs that are sent home for parents to order. With every order Leapfrogs gets a small donation.

This has been a hard year on fundraising due to Covid restrictions, so myself and the staff are in the process of organizing a Christmas

raffle. Letters have been sent out to local businesses asking if they are able to donate a prize. We hope this will help bring in some funds to get the children some new play equipment and help cover some of the refurbishment costs.

Leapfrogs has already started some refurbishments including re decoration of the setting including painting, new blinds, new changing unit and we are looking forward to the flooring being replaced over the Christmas period.

I would like to finish by saying Hannah, Angela, Claire, Sue and Andy, thank you from all the staff for being the committee of 2019-2020. You have helped with DIY, IT problems, always on the end of the phone, the support you have given us all over the year will never be forgotten. Thank you for everything you have done. To the parents thank you to everyone again for their continued support and we look forward to making many memories with the children and their families over the year to come.