



Treasurers Report 01 April 2020 – 31 March 2021

Foreword

It has been a challenging year for Cylch Meithrin Aberystwyth with the Cylch closing its doors on the following dates: initially to comply with COVID 19 lockdown rules and later to safeguard children and staff against increasing risks -

- 23/03/2020 – 03/09/2020
- 14/12/2020 – 18/12/2020
- 18/01/2021 – 19/02/2021

Daily changes have been implemented to ensure the setting is as safe as possible for the children and staff attending. Changes implemented are as follows -

- Taking the children's temperatures as they arrive at Cylch
- Parents and staff to wear masks to drop off and collect children
- Parents to drop off and collect children from the outside gate
- Robust cleaning and sanitizing routine

JRS Furlough

- During the first period of closure (23/03/2020 – 03/09/2020) 80% of staff wages, including bank staff were paid through the furlough JRS. Miss Carys remained employed so that she could undertake any administrative and managerial duties as necessary. Contracted staff members were also furloughed during the third period of closure due to Covid 19 (18/01/2021 – 19/02/2021).
- During receipt of the JRS, Cylch stopped the public funding from Gofal Plant and Flying Start to avoid double funding and ensure that staff were eligible for 80% furlough.
- The JRS enabled the Cylch to survive financially during the long period of closure due to Covid 19 and we would like to thank the previous treasurers who supported us through this process.

Childcare Fees

- Any Childcare Fees that were paid in advance prior to the closures had to be refunded to parents accordingly.
- Mudiad Meithrin sent out updated contracts in December stating that in the event of closure during term time due to Covid, 50% of fees will still be payable to cover ongoing staffing costs and overheads throughout periods of closure. However, as the Cylch staff received JRS furlough payment, the committee decided to waive this 50% charge to parents during closure at the beginning of 2021.

Despite these many challenges during the Covid 19 pandemic, the Cylch has made a profit.

Grants

- The Cylch was successful in gaining a £300 grant for Dechrau'n Deg. Money was spent specifically on resources suitable for 2-3 year olds.
- The Cylch was successful on receiving £1,200 Sustainability Grant. The grant will pay for the extra staffing costs in order to maintain support to transfer children to and from Ysgol Gymraeg.
- The Cylch also received a £232.50 grant towards healthy schools.
- Fees from the Mudiad Grant were paid into the Cylch Meithrin account although the application was made during the previous financial year.

The cost of hot food for parents increased from £2.00 to £2.50 at the end of April 2020. This covered the annual increase of 5% Express Café implemented at the end of March 2021.

Invoicing parents in advance has remained in place to limit any possible bad debts. Parents are now invoiced for a half term period at the start of the period, and payments are chased by the Treasurer.

Staffing: The Committee wishes to thank all contracted and bank staff for their patience during the last financial year and for their flexibility in the many challenges presented.

During this year there have been a few changes within staff members. Over the summer break 2020 we said goodbye to Miss Vicky. We thank her for her work for the Cylch. Also, we would like to thank Miss Nia for helping to cover shifts to help protect staff members who were unable to attend work due to being in the high risk group during the beginning of 2021.

We would like to give a huge thanks to all members of staff for their hard work all through the year it is very much appreciated by the committee.

Fundraising: Due to Covid-19 the Cylch were unable to host fundraising events in the way it previously had. However, a fundraising campaign 'Cylchoedd yn Cerdded' raised some additional funds for the Cylch. A Christmas online auction with special donations from Independent businesses and artists in the local area was held. Christmas cards were also sold to families and friends of the Cylch. The committee would like to thank the staff and a number of parents for helping out and donating for fundraising events carried out this year.

The Committee wish to also extend their thanks to the Cylch staff for their continued support and ongoing provision of high-quality childcare; and to the parents of the Cylch children for their continued support. Also, we would like to thank a number of local businesses for supporting the Cylch on their fundraising efforts over the past 12 months.

REPORT

- A. Balance & Bank Accounts
- B. Profit/Loss of this accountancy period
- C. Income & Expenditure
- D. Fundraising Activities
 - i. Sponsored walk, Cylchoedd yn Cerdded
 - ii. Christmas cards
 - iii. Christmas auction
- E. Suggestions for the future/ next year

CYLCH MEITHRIN ABERYSYWYTH
TREASURERS REPORT
2020-2021

A. Balance & Bank Accounts

Current Account (TSB)

| | |
|--|--------------------|
| Balance of account at end of last accountancy period (1 April 2020) | £ 9,531.38 |
| Balance of account at end of this accountancy period (31 March 2021) | £ 15,145.72 |

B. Profit/Loss of this accountancy period

| | |
|-------------------------------|-----------------|
| 01 April 2020 - 31 March 2021 | £5614.34 |
|-------------------------------|-----------------|

C. Income & Expenditure for this accountancy period (01 April 2020 - 31 March 2021)

| Income | |
|---|-------------------|
| Fees | £15,819.55 |
| The Childcare Offer for Wales+ Dechrau'n Deg/Flying Start (contracts from central or local government to deliver services) | £23,501.62 |
| HMRC Furlough | £18,950.34 |
| Mudiad Grant | £1,700.00 |
| Healthy schools grant (cyn ysgolion iach) | £232.50 |
| Sustainability Grant /Grant Cynaladwyedd | £1,220.00 |
| Fundraising Activities | £834 |
| Refund | £25 |
| Total: | £62,282.71 |

| Expenditure | |
|-------------------------------|-------------------|
| Staff | £47,964.43 |
| Infrastructure & Resources | £619.22 |
| Food & Milk | £2,140.99 |
| Resources | £1,851.09 |
| Expenditure – Christmas cards | £91.80 |
| Other – Courses, staff DBS | £132.00 |
| Fee refunds | £743.00 |
| Refund for grants due to JRS | £705.60 |
| HMRC | £2,420.54 |
| Total: | £56,668.67 |

D. Fundraising Activities

i. *Sponsored Walk / Cylchoedd yn Cerdded*

| | Arian derbynnyd/ Money received | Cost/Costau | Profit/Elw |
|--------------|--|--------------------|-------------------|
| Money | £ 120 | N/A | £ 120 |
| Cheque | £ 30 | N/A | £ 30 |
| BACS | £ 80 | £ | £ |
| Total | £ 230 | £ | £ 230 |

ii. *Christmas Cards / Cardiau Nadolig*

| | Arian derbynnyd/ Money received | Cost/Costau | Profit/Elw |
|----------------|--|--------------------|-------------------|
| Money | £ 102 | N/A | £ 102 |
| Cheque | £ 8 | N/A | £ 8 |
| BACS | £ 96 | | £ 96 |
| Printing costs | £ | £ 91.80 | - £91.80 |
| Total | £ 206 | £ | £114.20 |

iii. **Christmas Auction / Ocsiwn Nadolig**

| | Arian derbynnwyd/ Money received | Cost/Costau | Profit/Elw |
|-------------------|---|--------------------|-------------------|
| CD & T-shirt | £50 | Gifted in kind | £50 |
| Print | £15 | Gifted in kind | £15 |
| Jacket | £36 | Gifted in kind | £36 |
| Ceramic pot | £15 | Gifted in kind | £15 |
| Print | £25 | Gifted in kind | £25 |
| Massage voucher | £30 | Gifted in kind | £30 |
| Print | £22 | Gifted in kind | £22 |
| Print | £60 | Gifted in kind | £60 |
| Bunting | £8 | Gifted in kind | £8 |
| Christmas Eve Box | £22 | Gifted in kind | £22 |
| Book bundle | £20 | Gifted in kind | £20 |
| Cushion | £20 | Gifted in kind | £20 |
| Jumper | £25 | Gifted in kind | £25 |
| Hamper | £25 | Gifted in kind | £25 |
| Frame | £25 | Gifted in kind | £25 |
| Total | £398 | | £398 |

D. **Summary of Fundraising Events**

| | |
|-------------------------------|-----------------|
| Sponsored walk | £ 230.00 |
| Christmas cards (December 20) | £ 114.20 |
| Christmas Auction | £398.00 |
| Total: | £742.20 |

E. Suggestions for the future/ next year

The following are suggestions for the next 12 months of Cylch Meithrin Aberystwyth:

1. Monitor fee payments to ensure prompt payment.
2. Monitor fee payments and staff wages on an on-going basis to ensure fees cover the costs of the childcare provision.
3. Ensure fundraising activities continue, targeted on cost effective options.
4. Apply for grants where available to augment resources. This is the area that can make the biggest impact financially to the running of the Cylch.
5. Look to reduce costs, where possible.
6. Seek to maintain a viable number of children attending the Cylch, across all three sessions.
7. Consider advertising for a paid role to carry out some treasurer duties (e.g. consider options for paying an annual retainer/ fee to a qualified accountant to undertake the annual report function).
8. Review and migrate bank service provider from TSB Business to CAF Bank. This provides greater services for charity organisations and access to a purchase card for Cylch staff. A purchase card will limit personal risk when buying consumable items for the Cylch and significantly reduce the administrative activity relating to reimbursement to staff.

Treasurers 2020-2021

Catrin Davies
Adrian Harvey



Treasurers Report 01 April 2020 – 31 March 2021

Foreword

It has been a challenging year for Cylch Meithrin Aberystwyth with the Cylch closing its doors on the following dates: initially to comply with COVID 19 lockdown rules and later to safeguard children and staff against increasing risks -

- 23/03/2020 – 03/09/2020
- 14/12/2020 – 18/12/2020
- 18/01/2021 – 19/02/2021

Daily changes have been implemented to ensure the setting is as safe as possible for the children and staff attending. Changes implemented are as follows -

- Taking the children's temperatures as they arrive at Cylch
- Parents and staff to wear masks to drop off and collect children
- Parents to drop off and collect children from the outside gate
- Robust cleaning and sanitizing routine

JRS Furlough

- During the first period of closure (23/03/2020 – 03/09/2020) 80% of staff wages, including bank staff were paid through the furlough JRS. Miss Carys remained employed so that she could undertake any administrative and managerial duties as necessary. Contracted staff members were also furloughed during the third period of closure due to Covid 19 (18/01/2021 – 19/02/2021).
- During receipt of the JRS, Cylch stopped the public funding from Gofal Plant and Flying Start to avoid double funding and ensure that staff were eligible for 80% furlough.
- The JRS enabled the Cylch to survive financially during the long period of closure due to Covid 19 and we would like to thank the previous treasurers who supported us through this process.

Childcare Fees

- Any Childcare Fees that were paid in advance prior to the closures had to be refunded to parents accordingly.
- Mudiad Meithrin sent out updated contracts in December stating that in the event of closure during term time due to Covid, 50% of fees will still be payable to cover ongoing staffing costs and overheads throughout periods of closure. However, as the Cylch staff received JRS furlough payment, the committee decided to waive this 50% charge to parents during closure at the beginning of 2021.

Despite these many challenges during the Covid 19 pandemic, the Cylch has made a profit.

Grants

- The Cylch was successful in gaining a £300 grant for Dechrau'n Deg. Money was spent specifically on resources suitable for 2-3 year olds.
- The Cylch was successful on receiving £1,200 Sustainability Grant. The grant will pay for the extra staffing costs in order to maintain support to transfer children to and from Ysgol Gymraeg.
- The Cylch also received a £232.50 grant towards healthy schools.
- Fees from the Mudiad Grant were paid into the Cylch Meithrin account although the application was made during the previous financial year.

The cost of hot food for parents increased from £2.00 to £2.50 at the end of April 2020. This covered the annual increase of 5% Express Café implemented at the end of March 2021.

Invoicing parents in advance has remained in place to limit any possible bad debts. Parents are now invoiced for a half term period at the start of the period, and payments are chased by the Treasurer.

Staffing: The Committee wishes to thank all contracted and bank staff for their patience during the last financial year and for their flexibility in the many challenges presented.

During this year there have been a few changes within staff members. Over the summer break 2020 we said goodbye to Miss Vicky. We thank her for her work for the Cylch. Also, we would like to thank Miss Nia for helping to cover shifts to help protect staff members who were unable to attend work due to being in the high risk group during the beginning of 2021.

We would like to give a huge thanks to all members of staff for their hard work all through the year it is very much appreciated by the committee.

Fundraising: Due to Covid-19 the Cylch were unable to host fundraising events in the way it previously had. However, a fundraising campaign 'Cylchoedd yn Cerdded' raised some additional funds for the Cylch. A Christmas online auction with special donations from Independent businesses and artists in the local area was held. Christmas cards were also sold to families and friends of the Cylch. The committee would like to thank the staff and a number of parents for helping out and donating for fundraising events carried out this year.

The Committee wish to also extend their thanks to the Cylch staff for their continued support and ongoing provision of high-quality childcare; and to the parents of the Cylch children for their continued support. Also, we would like to thank a number of local businesses for supporting the Cylch on their fundraising efforts over the past 12 months.

REPORT

- A. Balance & Bank Accounts
- B. Profit/Loss of this accountancy period
- C. Income & Expenditure
- D. Fundraising Activities
 - i. Sponsored walk, Cylchoedd yn Cerdded
 - ii. Christmas cards
 - iii. Christmas auction
- E. Suggestions for the future/ next year

CYLCH MEITHRIN ABERYSYWYTH
TREASURERS REPORT
2020-2021

A. Balance & Bank Accounts

Current Account (TSB)

| | |
|--|--------------------|
| Balance of account at end of last accountancy period (1 April 2020) | £ 9,531.38 |
| Balance of account at end of this accountancy period (31 March 2021) | £ 15,145.72 |

B. Profit/Loss of this accountancy period

| | |
|-------------------------------|-----------------|
| 01 April 2020 - 31 March 2021 | £5614.34 |
|-------------------------------|-----------------|

C. Income & Expenditure for this accountancy period (01 April 2020 - 31 March 2021)

| Income | |
|---|-------------------|
| Fees | £15,819.55 |
| The Childcare Offer for Wales+ Dechrau'n Deg/Flying Start (contracts from central or local government to deliver services) | £23,501.62 |
| HMRC Furlough | £18,950.34 |
| Mudiad Grant | £1,700.00 |
| Healthy schools grant (cyn ysgolion iach) | £232.50 |
| Sustainability Grant /Grant Cynladwyedd | £1,220.00 |
| Fundraising Activities | £834 |
| Refund | £25 |
| Total: | £62,282.71 |

| Expenditure | |
|-------------------------------|-------------------|
| Staff | £47,964.43 |
| Infrastructure & Resources | £619.22 |
| Food & Milk | £2,140.99 |
| Resources | £1,851.09 |
| Expenditure – Christmas cards | £91.80 |
| Other – Courses, staff DBS | £132.00 |
| Fee refunds | £743.00 |
| Refund for grants due to JRS | £705.60 |
| HMRC | £2,420.54 |
| Total: | £56,668.67 |

D. Fundraising Activities

i. *Sponsored Walk / Cylchoedd yn Cerdded*

| | Arian derbynnyd/ Money received | Cost/Costau | Profit/Elw |
|--------------|--|--------------------|-------------------|
| Money | £ 120 | N/A | £ 120 |
| Cheque | £ 30 | N/A | £ 30 |
| BACS | £ 80 | £ | £ |
| Total | £ 230 | £ | £ 230 |

ii. *Christmas Cards / Cardiau Nadolig*

| | Arian derbynnyd/ Money received | Cost/Costau | Profit/Elw |
|----------------|--|--------------------|-------------------|
| Money | £ 102 | N/A | £ 102 |
| Cheque | £ 8 | N/A | £ 8 |
| BACS | £ 96 | | £ 96 |
| Printing costs | £ | £ 91.80 | - £91.80 |
| Total | £ 206 | £ | £114.20 |

iii. **Christmas Auction / Ocsiwn Nadolig**

| | Arian derbynnwyd/ Money received | Cost/Costau | Profit/Elw |
|-------------------|---|--------------------|-------------------|
| CD & T-shirt | £50 | Gifted in kind | £50 |
| Print | £15 | Gifted in kind | £15 |
| Jacket | £36 | Gifted in kind | £36 |
| Ceramic pot | £15 | Gifted in kind | £15 |
| Print | £25 | Gifted in kind | £25 |
| Massage voucher | £30 | Gifted in kind | £30 |
| Print | £22 | Gifted in kind | £22 |
| Print | £60 | Gifted in kind | £60 |
| Bunting | £8 | Gifted in kind | £8 |
| Christmas Eve Box | £22 | Gifted in kind | £22 |
| Book bundle | £20 | Gifted in kind | £20 |
| Cushion | £20 | Gifted in kind | £20 |
| Jumper | £25 | Gifted in kind | £25 |
| Hamper | £25 | Gifted in kind | £25 |
| Frame | £25 | Gifted in kind | £25 |
| Total | £398 | | £398 |

D. **Summary of Fundraising Events**

| | |
|-------------------------------|-----------------|
| Sponsored walk | £ 230.00 |
| Christmas cards (December 20) | £ 114.20 |
| Christmas Auction | £398.00 |
| Total: | £742.20 |

E. Suggestions for the future/ next year

The following are suggestions for the next 12 months of Cylch Meithrin Aberystwyth:

1. Monitor fee payments to ensure prompt payment.
2. Monitor fee payments and staff wages on an on-going basis to ensure fees cover the costs of the childcare provision.
3. Ensure fundraising activities continue, targeted on cost effective options.
4. Apply for grants where available to augment resources. This is the area that can make the biggest impact financially to the running of the Cylch.
5. Look to reduce costs, where possible.
6. Seek to maintain a viable number of children attending the Cylch, across all three sessions.
7. Consider advertising for a paid role to carry out some treasurer duties (e.g. consider options for paying an annual retainer/ fee to a qualified accountant to undertake the annual report function).
8. Review and migrate bank service provider from TSB Business to CAF Bank. This provides greater services for charity organisations and access to a purchase card for Cylch staff. A purchase card will limit personal risk when buying consumable items for the Cylch and significantly reduce the administrative activity relating to reimbursement to staff.

Treasurers 2020-2021

Catrin Davies
Adrian Harvey

Jane Griffiths Book Keeping Services

26th January 2022

Cylch Meithrin Aberystwyth
Y Ganolfan Integredig
Boulevard De Saint Brieuc
Aberystwyth
SY23 1PD

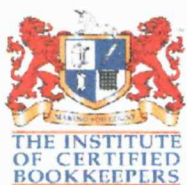
To whom it may concern

I have checked through the Treasurers' Report for 2020/21 and can confirm that the figures entered are correctly reported.

Yours Sincerely



Jane Griffiths MICB. PM Dip.



Practice No: 4534

Jane Griffiths MICB PM Dip
2 Bethel Chapel
Pencader
Carms
SA39 9AD
Tel: 01559 384187