

ACCOUNT OVERVIEW – CYLCH MEITHRIN CWM DERWEN

INCWM/INCOME	2024-25	2025-26	2026-27
Grant Mudiad Meithrin Grant	£1263.22		
Grant Arian Plant 3 oed/3yr old Education Funding Grant			
Grant Cynladwyedd / sustainability Grant	£13,637.57		
Grant Dechrau'n Deg / Flying Start Grant	£1,499.85		
Grantiau Eraill / Other Grant	£2411.35		
Incwm Hyfforddi ac incwm Cynllun Cyfeirio / Training income & Referral Scheme Income	£0		
Ffioedd Plant / Children's Fees	£15,192		
Codi Arian / Fundraising	£110		
Rhoddion ag Eraill / Donations & Sundries	£222.27		
Cyfanswm Incwm / Income Total A	£34,336.26		
Gwariant / Expenditure			
Cyflogau a Costau TWE / Salaries and PAYE Costs	£25,389.53		
Costau Rhent, Gwres ayyb / Rent & Heating costs etc	£1,263.22		
Ffioedd Cofrestru / Registration Fees	£150		
Offer, Nwyddau ag Adnoddau Equipment, Materials & Resources	£7,754.77		
Costau Bwyd a Diod / Food and Drink Costs	£326.78		
Codi Arian/Marchnata / Fundraising/Marketing	£0		
Eraill (ee. Hyfforddiant) / Other (e.g. training)	£226.99		
Cyfanswm Gwariant / Expenditure Total B	£35,111.29		
Gweddill (diffyg) am y flwyddyn = A – B Surplus (deficit) for the year C	-£775.03		
Arian a'r ddechrau'r flwyddyn (dylid cynnwys cyfanswrn pob cyfrif banc / cash at year start	£2426.08		

(this should include the totals of all bank accounts) CH			
Arian ar ddiwedd y ffwyddyn = C + CH Cash at Year End D	£1651.05		

Receipts Tab	BANK
Totals	£34,244.26

Details Current FY YTD Income From detail
type (receipts)
£0.00

Payments Tab	BANK
Totals	£35,048.29

Cash in Tab	AMOUNT
Totals	£0.00
Cash in totals	£92.00

Cash Out Tab	AMOUNT
Totals	£0.00
Cash out totals	£63.00

CASH
£0.00

CASH
£0.00

FEES
£82.00
£82.00

RESOURCES
£0.00

MM GRANT
£0.00

OTHER GRANTS
£18,811.99

TRAINING INCOME
£0.00

RENT
£1,263.22

MM REGISTRATION
£150.00

RESOURCES
£7,754.77

FUNDRAISING
£10.00
£10.00

DONATIONS
£0.00

OTHER

FOOD AND DRINK
£0.00

FUND RAISING
£0.00

WAGES
£63.00

AP AND SP
£0.00

FEES
£1,304.00

FLYING START
£2,672.00

FOOD AND DRINK
£326.78

FUND RAISING
£0.00

WAGES
£25,326.53

TRAINING
£0.00

FEES REFUND
£0.00

OTHER
£0.00

EARLY YEARS
£11,134.00

CHILDCARE OFFER
£0.00

FUNDRAISING
£100.00

TRAINING
£0.00

FEES REFUND
£0.00

DBS
£122.20

DONATIONS
£0.00

OTHER
£222.27

OTHER
£104.79

DATE	DETAILS	BANK	CASH	MM GRANT
04/04/2024	CCBC	£ 639.08		
08/04/2024	Childrens fees	£ 28.00		
4/10/2024	Grant	£ 500.00		
15/04/2024	Childrens fees	£ 28.00		
16/04/2024	Childrens fees	£ 28.00		
22/04/2024	Childrens fees	£ 28.00		
29/04/2024	Childrens fees	£ 28.00		
30/04/2024	CCBC EY	£ 1,024.00		
07/05/2024	Childrens fees	£ 42.00		
08/05/2024	Childrens fees	£ 14.00		
13/05/2024	Childrens fees	£ 14.00		
17/05/2024	CCBC EY	£ 3,250.00		
5/23/2024	Childrens fees	£ 28.00		
5/29/2024	CCBC EY	£ 768.00		
03/06/2024	Childrens fees	£ 28.00		
17/06/2024	Childrens fees	£ 14.00		
17/06/2024	Childrens fees	£ 56.00		
18/06/2024	Childrens fees	£ 28.00		
27/06/2024	CCBC EY	£ 1,024.00		
01/07/2024	Childrens fees	£ 28.00		
10/07/2024	Childrens fees	£42.00		
16/07/2024		£20.47		
30/07/2024	CCBC EY	£ 768.00		
12/08/2024	CCBC	£ 12,498.49		
17/09/2024		£183.60		
27/09/2024	CCBC FS	£ 288.00		
01/10/2024	Childrens fees	£ 56.00		
03/10/2024	CCBC	£ 285.99		
08/10/2024	Childrens fees	£ 84.00		
22/10/2024	Childrens fees	£ 112.00		
30/10/2024	CCBC FS	£ 432.00		
15/11/2024	CCBC	£ 2,125.36		
18/11/2024	Childrens fees	£ 14.00		
21/11/2024	Childrens fees	£ 14.00		

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OTHER GRANTS	TRAINING INCOME	AP AND SP	FEES	FLYING START
£ 639.08				
			£ 28.00	
£ 500.00				
			£ 28.00	
			£ 28.00	
			£ 28.00	
			£ 28.00	
			£ 42.00	
			£ 14.00	
			£ 14.00	
			£ 28.00	
			£ 28.00	
			£ 14.00	
			£ 56.00	
			£ 28.00	
			£ 28.00	
			£42.00	
£ 12,498.49				
				£ 288.00
			£ 56.00	
£ 285.99				
			£ 84.00	
			£ 112.00	
				£ 432.00
£ 2,125.36				
			£ 14.00	
			£ 14.00	

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DATE	DETAILS		BANK
02/04/2024	Andrea		£ 48.87
15/04/2024	Andrea		£ 47.04
16/04/2024	Wages		£ 2,333.70
18/04/2024	Resources		£ 9.98
19/04/2024	Phone		£ 28.99
22/04/2024	Resources		£ 12.38
25/04/2024	Food		£ 3.98
29/04/2024	Intenet		£ 16.51
01/05/2024	Resources		£ 12.68
02/05/2024	Food		£ 17.69
03/05/2024	DBS		£ 44.60
03/05/2024	Butterflies		£ 30.91
13/05/2024	Food		£ 6.13
14/05/2024	Resources		£ 19.54
16/05/2024	wages		£ 1,193.24
5/16/2024	food		£ 10.39
20/05/2024	Wages		£ 1,456.40
5/20/2024	food		£ 8.57
5/28/2024	Intenet		£ 16.00
5/29/2024	Doctors letter for RI		£ 35.00
03/06/2024	Phone		£ 28.99
04/06/2024	Resources		£ 8.90
04/06/2024	Food		£ 19.92
07/06/2024	wages		£ 1,089.90
07/06/2024	Resources		£ 9.99
07/06/2024	microsoft		£ 79.99
10/06/2024	Food		£ 14.58
17/06/2024	wages		£ 1,505.64
25/06/2024	Phone		£ 25.80
26/06/2024	internet		£ 16.00
03/07/2024	Food		£ 14.28
09/07/2024	food		£ 3.80
11/07/2024	uber error		£ 20.47
17/07/2024	wages		£ 1,510.06

7/18/2024	Mudiad Meithrin Registration		£ 150.00
26/07/2024	internet		£ 16.00
01/08/2024	phone		£ 7.98
20/08/2024	wages		£ 2,669.54
22/08/2024	printer ink		£ 23.49
27/08/2024	internet		£ 16.00
02/09/2024	phone		£ 28.99
16/09/2024	printer ink		£ 18.49
18/09/2024	shed		£ 285.99
19/09/2024	Resources		£ 16.00
19/09/2024	wall boards		£ 36.90
20/09/2024	wages		£2,890.86
23/09/2024	food		£ 26.71
26/09/2024	internet		£ 16.00
26/09/2024	wages		£ 204.78
26/09/2024	milk		£ 2.10
01/10/2024	phone		£ 28.99
07/10/2024	Resources		£ 4.77
07/10/2024	Resources		£ 10.99
08/10/2024	Resources		£ 8.99
08/10/2024	Resources		£ 26.04
09/10/2024	Food		£ 14.66
09/10/2024	Resources		£ 297.50
09/10/2024	Resources		£ 600.00
10/10/2024	shed floor		£ 72.00
14/10/2024	printer ink		£ 18.49
17/10/2024	food		£ 6.55
18/10/2024	wages		£ 2,709.71
23/10/2024	food		£ 4.00
23/10/2024	food		£ 7.90
28/10/2024	internet		£ 16.00
01/11/2024	phone		£ 28.99
07/11/2024	laptop		£ 227.73
07/11/2024	food		£ 14.48
08/11/2024	Resources		£ 4.34
13/11/2024	wages		£ 2,113.96

13/11/2024	food		£	7.95
13/11/2024	Resources		£	19.92
15/11/2024	Resources		£	3.99
18/11/2024	printer ink		£	18.49
26/11/2024	internet			£16
02/12/2024	phone		£	28.99
03/12/2024	laptop		£	227.76
05/12/2024	food		£	30.81
09/12/2024	paypal error		£	3.00
09/12/2024	dbs		£	21.50
09/12/2024	paypal error		£	5.00
09/12/2024	paypal error		£	8.70
09/12/2024	paypal error		£	9.00
09/12/2024	paypal error		£	15.70
09/12/2024	paypal error		£	17.70
09/12/2024	paypal error		£	45.69
13/12/2024	wages		£	2,280.84
16/12/2024	resources		£	5.39
16/12/2024	printer ink		£	18.49
19/12/2024	food		£	4.75
19/12/2024	Food		£	12.52
27/12/2024	internet		£	16.00
02/01/2025	phone		£	28.99
14/01/2025	wages		£	295.07
15/01/2025	wages		£	100.00
17/01/2025	wages		£	1,482.64
17/01/2025	amazon		£	18.50
17/01/2025	printer ink		£	18.49
24/01/2025	findel education		£	337.91
24/01/2025	findel education		£	64.30
28/01/2025	amazon		£	5.99
31/01/2025	Resources		£	37.26
31/01/2025	Resources		£	16.08
03/02/2025	phone		£	28.99
2/4/2025	food		£	5.04
2/5/2025	books		£	27.96

2/7/2025	resources		£	20.00
2/10/2025	food		£	1.65
2/10/2025	resources		£	56.74
2/11/2025	food		£	3.61
2/14/2025	printer ink		£	18.49
2/18/2025	food		£	5.64
2/19/2025	food		£	3.45
2/21/2025	tts		£	123.44
2/24/2025	amazon		£	19.17
2/25/2025	wages		£	837.76
2/26/2025	internet		£	16.00
2/26/2025	wages		£	300.00
2/26/2025	milk		£	11.20
2/26/2025	wages		£	219.94
3/3/2025	wages		£	172.38
3/3/2025	Phone		£	28.99
3/3/2025	db's		£	56.10
3/5/2025	wages		£	400.00
3/7/2025	wages		£	30.00
3/7/2025	wages		£	81.59
3/14/2025	food		£	32.00
3/14/2025	amazon		£	95.64
3/17/2025	printer ink		£	18.49
3/17/2025	wages		£	20.00
3/17/2025	food		£	11.95
3/18/2025	amazon		£	259.46
3/24/2025	wages		£	2,210.08
3/26/2025	phone		£	16.00
3/26/2025	findel education		£	379.36
3/26/2025	wages		£	109.30
3/26/2025	tts		£	143.53
3/28/2025	tts		£	36.46
3/28/2025	community products		£	434.40
3/28/2025	council (rent)		£	1,263.22

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CASH	RENT	MM REGISTRATION	RESOURCES	FOOD AND DRINK
			£ 48.87	
			£ 47.04	
			£ 9.98	
			£ 28.99	
			£ 12.38	
				£ 3.98
			£ 16.51	
			£ 12.68	
				£ 17.69
			£ 30.91	
				£ 6.13
			£ 19.54	
				£ 10.39
				£ 8.57
			£ 16.00	
			£ 35.00	
			£ 28.99	
			£ 8.90	
				£ 19.92
			£ 9.99	
			£ 79.99	
				£ 14.58
			£ 25.80	
			£ 16.00	
				£ 14.28
				£ 3.80
				£ 20.47

		£ 150.00		
			£ 16.00	
			£ 7.98	
			£ 23.49	
			£ 16.00	
			£ 28.99	
			£ 18.49	
			£ 285.99	
			£ 16.00	
			£ 36.90	
			£2,890.86	
				£ 26.71
			£ 16.00	
				£ 2.10
			£ 28.99	
			£ 4.77	
			£ 10.99	
			£ 8.99	
			£ 26.04	
				£ 14.66
			£ 297.50	
			£ 600.00	
			£ 72.00	
			£ 18.49	
				£ 6.55
				£ 4.00
				£ 7.90
			£ 16.00	
			£ 28.99	
			£ 227.73	
				£ 14.48
			£ 4.34	

				£ 7.95
			£ 19.92	
			£ 3.99	
			£ 18.49	
			£16	
			£ 28.99	
			£ 227.76	
				£ 30.81
			£ 5.39	
			£ 18.49	
				£ 4.75
				£ 12.52
			£ 16.00	
			£ 28.99	
			£ 18.50	
			£ 18.49	
			£ 337.91	
			£ 64.30	
			£ 5.99	
			£37.26	
			£16.08	
			£ 28.99	
				£ 5.04
			£ 27.96	

			£ 20.00	
				£ 1.65
			£ 56.74	
				£ 3.61
			£ 18.49	
				£ 5.64
				£ 3.45
			£ 123.44	
			£ 19.17	
			£ 16.00	
				£11.20
			£ 28.99	
				£ 32.00
			£ 95.64	
			£ 18.49	
				£ 11.95
			£ 259.46	
			£ 16.00	
			£ 379.36	
			£ 143.53	
			£ 36.46	
			£ 434.40	
	£ 1,263.22			

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FUND RAISING	WAGES	TRAINING	FEES REFUND	DBS
	£ 2,333.70			
				£ 44.60
	£ 1,193.24			
	£ 1,456.40			
	£ 1,089.90			
	£ 1,505.64			
	£ 1,510.06			

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			£ 92.00

			£ 92.00
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£ 82.00	£ 10.00	£ -	£ -

			£ -

£ -

£ -	£ -	£ -	£ -	£ -

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£ -	£ -	£ -

Caerphilly Early Years

Financial Processes Audit Tool

Registered Name of Childcare Setting:	Cylch Meithrin Cwm Derwen
Name of the Childcare Setting Leader (PIC):	Katie Szekely
Name of Person/s Completing this Audit:	Katie Szekely
Date of Audit:	15 January 2025

N.B. Those marked with * are mandatory requirements

*Setting Financial Responsibilities	
1. What type of setting / business are you?	Charitable Incorporated Organisation If other please explain
3. Who is the person who manages your day to day accounts?	Katie Szekely
4. What are the contact details for the named person for the accounts?	Katie Szekely 07541097647
5. Do they fully understand their responsibilities? Is there anything in writing such as roles and responsibilities document, etc.?	Yes / No
6. Do they present monthly accounts at every management committee / trustee meeting?	Yes / No
7. Do the monthly accounts show a summary of income and outgoings across key spend areas?	Yes / No
8. Are the annual accounts signed off by an independent person?	Yes / No
9. Who signs off the annual accounts?	
10. Are the annual accounts presented at the AGM?	Yes / No / N/A
*Income	
11. Do you have any contracts or funded places for CCBC in your setting?	Yes / No
12. If yes please state	Early years education Flying Start

	Assisted and supported places
13. Do you receive any grant funding from CCBC or other grant funding body?	Yes / No If yes what: PDG RRRS Grant Additionality grant
*Financial Processes	
14. What is your process for collecting parent payments?	Cash or direct bank payment
15. What is your process for administering fees via funded places from CCBC?	Registers are sent in monthly and payment is made into our account by BACS
16. What are the processes for handling any cash in the setting, including petty cash?	All money is locked away and banked weekly. We keep a small amount back for snack or other small payments
17. Do you review your hourly childcare fee rate, and if so how often?	We review our childcare rate annually
18. Do you build in reviews of your monthly outgoings?	Yes / No
*Setting Bank Account	
19. Do you have a setting bank account?	Yes / No
20. Does this account have online access?	Yes / No
21. Who has access to the online account if applicable?	Katie Szekely Aimee Garrett
22. Who are the signatories on this setting bank account?	Katie Szekely Aimee Garrett
Payroll and Staffing	
23. *Are you registered with HMRC? Employer Reference Number: Unique Taxpayer Reference: VAT registration number:	Yes / No 120/NE85502 Not VAT registered
24. Are you registered with Companies House and/or Charity Commission? Companies Registration Number: Charity Commission registration number:	Yes / No N/A
25. *Does the person who does your day	Yes / No

to day accounts also do payroll?																									
26. *If not, who does payroll?	Playworks one																								
27. How are staff paid?	Direct back payment																								
28. When / how often are staff paid?	Monthly																								
29. Do you have any money in the budget for covering staff absences?	Yes / No																								
30. Do you know about Living Wage and Minimum Wage?	Yes / No																								
31. *What are the pay rates for all staff employed? Please state:	Leader: £13:24 Deputy: £12:74 Assistant: level 3 £11.24 Assistant: level 2 £10.24 Cook: N/A Cleaner: N/A Other: N/A																								
32. *Are you registered with the Pensions Regulator? Or have you opted out?	NO																								
33. What is the name of the company that operates your company pension scheme?																									
Insurance & Premises																									
34. *What insurances and to what level do you have in place for the setting?																									
	<table border="1"> <thead> <tr> <th></th><th>Start date</th><th>Expiry date</th><th>Name of Insurer</th><th>Amount of cover</th><th>Policy Number</th></tr> </thead> <tbody> <tr> <td>*Employers Liability</td><td>14/09/24</td><td>13/09/25</td><td>Rees Astley</td><td>10,000000</td><td>90165049</td></tr> <tr> <td>*Public liability</td><td>14/09/24</td><td>13/09/25</td><td>Rees Astley</td><td>10,00000</td><td>90165049</td></tr> <tr> <td>Professional indemnity</td><td>14/09/24</td><td>13/09/25</td><td>Rees Astley</td><td>1,000,000</td><td>90165049</td></tr> </tbody> </table>		Start date	Expiry date	Name of Insurer	Amount of cover	Policy Number	*Employers Liability	14/09/24	13/09/25	Rees Astley	10,000000	90165049	*Public liability	14/09/24	13/09/25	Rees Astley	10,00000	90165049	Professional indemnity	14/09/24	13/09/25	Rees Astley	1,000,000	90165049
	Start date	Expiry date	Name of Insurer	Amount of cover	Policy Number																				
*Employers Liability	14/09/24	13/09/25	Rees Astley	10,000000	90165049																				
*Public liability	14/09/24	13/09/25	Rees Astley	10,00000	90165049																				
Professional indemnity	14/09/24	13/09/25	Rees Astley	1,000,000	90165049																				
35. Do you have a lease / rental agreement / ownership of the building you use for delivery? Please delete as appropriate	License to occupy																								
36. Do you have to pay business rates?	Yes / No																								
37. Are you able to apply for business rate relief?	Yes / No N/A																								
38. If you are able to apply for rate relief, what percentage discount was	N/A																								

allowed?	
39. Do you put money aside for a building maintenance budget?	Yes / No
Equipment and Consumables	
40. Do you put money aside to purchase larger items of equipment needed?	Yes / No – Will mostly use grant money for this
41. How do you decide what equipment to purchase?	Look at the children's need and what equipment we need to support them. Any broken toys would be replace on an as and when basis
42. Do you set a weekly or monthly budget for consumables and snacks?	Yes / No
Sustainability	
43. Do you have a business plan for the next 2-5 years?	Yes / No
44. How sustainable do you think your setting is?	We are currently in a good position financially. Therefore I feel that the setting is sustainable to continue providing our service
45. Will you have trouble paying your monthly bills in the future this financial year?	Yes / No
46. Are you reliant on applying for grants to keep the setting going?	Yes / No
47. Are you able to meet all your monthly commitments easily?	Yes
48. What are the planned bookings for the childcare places for the next 12 months?	We have 10 children on the register at the moment and are hoping that our advertising campaign will bring in new children. We also have children waiting to start who are not quite old enough yet
Business Support	
49. Do you feel you / your setting needs business support?	Yes / No
50. What type of support would be beneficial?	Anything that can be offered.
51. Have you / your setting had business support in the past?	Yes / No
52. If so, from whom did you have business support and what support	CCBC – Review of accounts

was provided?	
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Actions:

Continue to monitor finances.

Signed

K.SZEKELY