

Cylch Meithrin Blodau Bach

England & Wales · Charity number 1174022

Details

Other names CYLCH MEITHRIN COED DUON

Status Registered

Legal form CIO

Registered 2017-07-28

Register [View on the Charity Commission register](#)

Contact

Address Pengam Library
Ivor Street
Pengam
Blackwood
Gwent
NP12 3AB

Phone 07546 992539

Email cmblobaubach@outlook.com

Activities

Objects: THE OBJECT OF THE CIO IS TO ADVANCE AND PROMOTE THE EDUCATION OF MAINLY BUT NOT EXCLUSIVELY, PRE SCHOOL CHILDREN IN COED DUON THROUGH THE MEDIUM OF THE WELSH LANGUAGE

Activities: Welsh Medium Pre School setting providing full time childcare for children aged 0-8years . Early Years education, Flying Start places for children 2 - 4 years of age . Wraparound and holiday clubs.

Classification

- **How:** Provides Services
- **What:** Education/training
- **Who:** Children/young People

Geography

- Caerphilly

Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£69,680	£71,751	-	-
2024-03-31	£60,790	£75,489	-	-
2023-03-31	£62,510	£69,707	-	-
2022-03-31	£63,267	£39,832	-	-
2021-03-31	£32,374	£22,332	-	-

Trustees

Name	Role	Appointed
Ann ANGELL		2025-09-19
Nerys Bullen		2022-06-04
Nia Paker		2025-09-19

Cylch Meithrin Blodau Bach

England & Wales - Charity number 1174022

Accounts

Trustee Annual Report :

1, Reference and Administrative details

Cylch Meitherin Blodau Bach (from 1 March 2025)
Cylch Meitherin Coed Duon (April 2024 – Feb 2025)
Registered charity number
Pengam Library, Ivor Street. Blackwood. NP12 3AB
1 April 2024 - 31 March 2025

Objectives and Activities

Charity purposes

The charity's purposes, as set out in its governing document, are to provide high-quality early years education and care for children, supporting their development and wellbeing, and relieving hardship for families where appropriate. All activities are delivered for the public benefit in accordance with the Charity Commission's guidance.

Summary of main activities

During the year, the charity delivered early years provision primarily through morning-only sessions, which provided educational support, socialisation, and care for children in the local community. From 1 March, the charity expanded provision to full-time sessions, improving access for working families and enabling more consistent early years support.

The charity's main activities to achieve its objectives included:

- Delivering structured early years education sessions
- Supporting child development, wellbeing, and social skills
- Offering childcare to enable parents and carers to work or train
- Collaborating with local agencies and the community to enhance provision

Funds received during the year were applied directly to service delivery, staffing, premises, and operational costs. In planning and delivering its activities, the trustees have had due regard to the Charity Commission's guidance on public benefit and are satisfied that the charity's work continues to benefit its beneficiaries and the wider community.

Achievements and Performance

During the year, the charity made significant progress towards its objectives:

- Transitioned from morning-only sessions to full-time provision from 1 March, increasing access for families and continuity of care for children.
- Maintained high-quality early years education despite operational changes.
- Supported children's learning, wellbeing, and social development in line with the Early Years Foundation Stage framework.
- Strengthened engagement with families and local agencies, enhancing community support networks.

The trustees believe the charity's activities have positively impacted beneficiaries by improving access to early years education, supporting families to work or train, and fostering children's development and wellbeing. The expansion to full-time provision also provides wider societal benefit by contributing to local childcare capacity and supporting economic participation.

Financial Review

Financial position at the end of the period

During the year, the charity experienced operating deficits, reflecting the costs associated with service delivery and preparation for expanded provision. In the final month of the reporting period, the charity received a grant to support mobilisation, which resulted in a cash balance of approximately £9,000 at the year end. These funds were applied directly to service delivery and do not represent unrestricted reserves.

Reserves policy

The trustees have reviewed the charity's reserves position in line with the financial risk policy, which assesses potential operational, staffing, and closure-related risks. Based on generic guidance, a prudent level of reserves for a charity of this size would be approximately £60,000.

At the year end, the charity held £9,000, reflecting the timing of income, reliance on specific funding sources, and application of funds to service delivery. The trustees recognise the importance of building reserves but consider this not currently achievable given the charity's income structure and operating costs.

Reasons for holding no reserves

Available funds are required to meet ongoing commitments, including:

- Staffing costs and associated employment liabilities
- Premises and operational costs
- Delivery of early years provision
- Mobilisation costs linked to the transition from morning-only to full-time provision

During the year, some staff on the payroll were deployed at a different setting and did not create any cost or liability for the charity. The trustees have taken this into account when reviewing staffing-related risks and obligations.

The trustees have also considered potential closure costs, including staff notice periods, redundancy payments, and the recognition of years of service, including obligations under TUPE regulations. At present, the charity does not have sufficient unrestricted income to set aside funds for reserves.

Financial sustainability and key risks

During the year, the trustees identified a potential financial risk relating to the proposed level of Local Authority LTO fees associated with the new premises. An indicative annual fee of £36,000 was considered disproportionate to the charity's scale and charitable purpose.

The trustees have not accepted this proposed fee and continue to engage constructively with the local authority to seek a reasonable and proportionate agreement. As at the year end, no final agreement had been reached, and this matter remains under close review.

The charity's main sources of income are:

- Parent and carer fees
- Early Years funding
- Flying Start funding
- Grants

The trustees monitor these income streams closely to ensure the charity can continue delivering its objectives.

Going concern

The trustees have considered the charity's ability to continue as a going concern. While the year-end cash position was supported by a mobilisation grant, the absence of unrestricted reserves and the unresolved Local Authority fee represent material uncertainties.

The trustees remain actively engaged in mitigating these risks and believe that, subject to securing a sustainable cost structure and maintaining current funding and fee income, the charity will be able to continue operating and meet its obligations as they fall due.

7. Names of the charity trustees

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year
1	Nerys Bullen		Sept 2021
2	Nia Parker		Sept 2025
3	Ann Angell		Sept 2025 .
4			

8. Name of trustees holding title to property belonging to the charity (N/A)

9. Assets held as custodian trustees on behalf of others (if any)

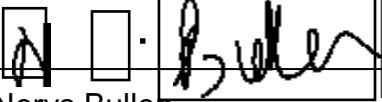
Not applicable.

10. Exemptions from disclosure. Reasons why any information above has been withheld. (if any)

11. Declarations

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Nerys Bullen	
Position (eg Secretary, Chair, etc)	Chair	
Date	29.1.2026	

(Dated and Signed by a trustee after minuted agreement by the majority of trustees in a minuted meeting with a quorum of trustees in attendance (e.g. AGM)).



Blodau Bach

To 31/03/25

Charity No. 1174022

CC16a

Section A Receipts and payments

Receipts

Payments

Salaries	59,931	-	59,931	62,946
Premises	910	-	910	898
Registration Fees	150	-	150	125
Equipment & Resources	5,718	-	5,718	10,156
Food and Drink	1,221	-	1,221	1,068
Fundraising costs	-	-	-	296
Sundries	3,840	-	3,840	-
	-	-	-	-
	-	-	-	-
	-	-	-	-
	-	-	-	-
	-	-	-	-
	-	-	-	-
	-	-	-	-
	-	-	-	-
	-	-	-	-
	-	-	-	-
	-	-	-	-
	-	-	-	-
	-	-	-	-
	-	-	-	-
Total payments	71,769	-	71,769	75,489
Net of receipts/(payments)	(5,199)	0	(5,199)	(14,699)
Cash funds last year end	13,915	-	13,915	
Cash funds this year end	8,716	0	8,716	

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds	Restricted funds	Total
		to nearest £	to nearest £	to nearest £
B1 Cash funds	Current	8,655	0	8,655
	Premium	39	0	39
	Cash	22	0	22
	Total cash funds	8,716	0	8,716

Categories	Details	Unrestricted funds	Restricted funds	
		to nearest £	to nearest £	
B2 Other monetary assets		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets			-	-
			-	-
			-	-
			-	-
			-	-

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

Categories	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities			-	
			-	
			-	
			-	

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval

Funds Movement Schedule

	Opening Balance	Additions in year	Payments in year	Closing Balance
	to the nearest £	to the nearest £	to the nearest £	to the nearest £
Restricted Funds				
	0	0	0	0
	0	0	0	0
	0	0	0	0
	0	0	0	0
	0	0	0	0
	0	0	0	0
Unrestricted Funds	13,915	66,570	71,769	8,716
Total Funds	13,915	66,570	71,769	8,716

Notes

CIO Guarantees and Secured Debts

The trustees confirm, in accordance with the Charitable Incorporated Organisations (General) Regulations 2012, that at the year end the CIO did not have any outstanding guarantees to third parties nor any debts secured on assets of the CIO.

Closing cash funds held for 23/24 have been restated from those previously reported following a review of the accounts



Section A

Independent Examiner's Report

Report to the trustees/
members of

Blodau Bach

On accounts for the
period

1/4/124 to 31/3/25

Charity no
(if any)

1174022

Responsibilities and
basis of report

I report to the trustees on my examination of the accounts of the above charity for the period 1/4/24 to 31/3/25

As the charity trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act. The accounts have been prepared on a Receipts and Payments basis in accordance with section 133 of the act.

Independent
examiner's statement

I confirm that I have the requisite skills and experience to conduct the Independent Examination for this charity to the standards required as set out in Appendix 5 of CC32. Although retired from practice as an accountant and as a member of a listed professional accountancy body, I continue to conduct a number of examinations on a voluntary basis every year. I also confirm that I am independent of the charity as set out in Direction 2 of CC32.

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed:

Date: 31/1/26

Name: Andy Moore

Address: Blaenpentre, Swyddffynnon, Ystrad Meurig, SY25 6AW

Cylch Meithrin Blodau Bach

England & Wales - Charity number 1174022

Accounts

TRUSTEE ANNUAL REPORT

Cylch Meithrin Coed Duon

2023 – 2024

General overview of the provision

We are a Welsh Medium early years setting providing sessional care and Education for children aged 2 – 4 years. We provide funded Early Years Education places for 3 year old children, flying start places for 2 year old children, Assisted and supported places for children with additional needs and we are also registered to take children under the childcare offer Wales scheme. We plan activities based on the needs and interests of the children using the successful futures framework for non-maintained settings. All our activities are completed using the medium of Welsh.

Strengths

The wellbeing of the children in our setting is at the heart of everything we do, and we pride ourselves on our nurturing home from home environment and caring staff. Children make good progress during their time with us and enjoy their time at the cylch. We have a team of qualified, experienced staff who attend regular training to keep up to date with current good practice and legislation

How we assess the quality of provision

We assess the quality of provision using a variety of formats. We use self-evaluation and setting improvement plans. We send out parent questionnaires and analyse the feedback, we also have a compliments and complaints book in the foyer that parents may make notes in. We take note and act upon advice and recommendations given in professional reports such as Estyn, CIW and Advisory teacher reports. The leader also monitors provision using a range of formats and tools, such as FADE forms and observations of the environment. We also monitor Staff and children's Wellbeing and Teaching and learning.

Safeguarding

We have policies and procedures in place to ensure the safety and wellbeing of the children. We complete daily risk assessments, general risk assessments and complete risk assessments for any visits and activities outside of the setting.

As the children are arriving at the start of the session there is a member of staff at the door to greet the children and to ensure that no children leave the building unsupervised while the door is still unlocked. Once all the children are in, we lock the door and anyone wishing to gain access to the building must ring the doorbell to be let in by a member of staff.

All staff are DBS checked and visitors to the setting are never left unsupervised with the children. Children are signed in and out of the setting by their parent or carer and children are only released to a responsible adult who is named as one of the people who are able to collect the child on the permission to collect children form in the child's personal file. All staff must complete Safeguarding training every 3 years.

Environment

We are situated in a demountable building within the grounds of Ysgol Cwm Derwen. On entering the building there is a foyer where children can hang their coats and bags with access to child size toilets and sinks. We have a large classroom that is well resourced. The classroom is separated into areas where the children can learn and play . Equipment and furniture are child size and storage allow for easy access to so that children can choose their own resources. Children have access to books throughout the setting as well as a designated book area.

Our outdoor area provides opportunity for children to run around and provides provision for physical development with equipment such as Slides, bikes and balance beams. We have provision for gardening, where children can plant flowers and vegetables and care for them throughout the year, we use the vegetable for cooking activities with the children and we have a mud kitchen where children can embed their skills through role play. We also have quiet areas where the children can go for some down time.

Policies

We have the following policies in place to ensure the safeguarding and wellbeing of the children and staff, to ensure the smooth running of the setting and to comply with legislation and guidelines

- 1 Safeguarding
- 2 Sun Protection
- 3 Animals at the Setting
- 4 Asthma
- 5 Healthy Living (2019)
- 6 Preventing Children from Wandering / Lost Child
- 7 Drug and Alcohol Misuse Policy
- 8 Compliments and Complaints
- 9 Whistleblowing
- 10 Temporary closure/Responding to and Emergency
- 10a Lockdown Procedure
- 11 Transporting and Transferring Children
- 12 Equality and Diversity
- 13 Confidentiality and Data Protection
- 14 Inclusion and Equal Opportunities
- 15 Digital Images
- 16 Admissions
- 17 Smoke-Free
- 18 E-Safety
- 19 Leaving and Collecting Children
- 20 Lone Working
- 21 Volunteering
- 21a Student/Volunteer Code of Practice
- 22 Promoting Positive Behaviour
- 23 The Welsh Language (2019)
- 24 Health, Safety and Welfare
- 25 Medication
- 26 Nappy Changing
- 27 Illness, Infectious Diseases and Accidents
- 28 Staffing
- 29 Environmental Awareness and Sustainability
- 30 First aid Policy
- 31 Living with Covid Policy
- 32 Networking Policy
- 33 Transition Policy
- 34 Fee Paying Policy
- 35 Body Fluid Spillage Management
- 36 Bribery and Corruption Policy

- 37 Environmental Awareness Policy
- 38 Guidelines for managing headlice
- Statement of Purpose
- Operational Plan

Funding

Our main source of funding is fee paying children, we also receive funding from the LA for contracted provision such as Early Years Education, Flying Start, and Assisted and supported places.

We also get funding from a range of grants and from fundraising events.

ACCOUNT OVERVIEW – CYLCH MEITHRIN COED DUON

INCWM/INCOME	2021 - 2022	2022 - 2023	2023 - 2024
Grant Mudiad Meithrin Grant			
Grant Arian Plant 3 oed/3yr old Education Funding Grant	1,755.00	8,720.00	17,799.00
Grant Cynladwyedd / sustainability Grant			
Grant Dechrau'n Deg / Flying Start Grant	8,868.00	9690.00	10,575.00
Grantiau Eraill / Other Grant	38,214.15	26,517.95	26,822.26
Incwm Hyfforddi ac incwm Cynllun Cyfeirio / Training income & Referral Scheme Income			
Ffioedd Plant / Children's Fees	13,785.00	16,619.50	5,152.00
Codi Arian / Fundraising	645.60	962.70	418.20
Rhoddion ag Eraill / Donations & Sundries			24.24
Cyfanswm Incwm / Income Total A	63,267.75	62,510.15	60,790.70
Gwariant / Expenditure			
Cyflogau a Costau TWE / Salaries and PAYE Costs	963.64	4311.87	62,946.46
Costau Rhent, Gwres ayyb / Rent & Heating costs etc			898.00
Ffioedd Cofrestru / Registration Fees			125.00
Offer, Nwyddau ag Adnoddau Equipment, Materials & Resources	341.92	74.99	10,155.95
Costau Bwyd a Diod / Food and Drink Costs	486.74	159.08	1,068.21
Codi Arian/Marchnata / Fundraising/Marketing			295.60
Eraill (ee. Hyfforddiant) / Other (e.g. training)	38,040.00	65,162.00	
Cyfanswm Gwariant / Expenditure Total B	39,832.30	69,707.94	75,489.22
Gweddill (diffyg) am y flwyddyn = A – B Surplus (deficit) for the year C	23,435.45	-7197.79	-14,698.52
Arian a'r ddechrau'r flwyddyn (dylid cynnwys cyfanswrn pob cyfrif banc / cash at year start	14,387.97	37,823.42	30,625.63

(this should include the totals of all bank accounts) CH			
Arian ar ddiwedd y ffwyddyn = C + CH Cash atYear End D	37,823.42	30,625.63	15,927.11

Caerphilly Early Years

Financial Processes Audit Tool

Registered Name of Childcare Setting:	Cylch Meithrin Coed Duon
Name of the Childcare Setting Leader (PIC):	Andrea Parfitt
Name of Person/s Completing this Audit:	Andrea Parfitt
Date of Audit:	9 January 2024

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?	Andrea Parfitt
4. What are the contact details for the named person for the accounts?	Andrea Parfitt 07814498652
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?	Andre Parfitt Teresa Lloyd
22. Who are the signatories on this setting bank account?	Andrea Parfitt Teresa Lloyd
Payroll and Staffing	
23. *Are you registered with HMRC? Employer Reference Number: Unique Taxpayer Reference: VAT registration number:	Yes / No 120/LB58924 6013001788 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 1174022
25. *Does the person who does your day to day accounts also do payroll?	Yes / No

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: £12:24 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?	Yes				
33. What is the name of the company that operates your company pension scheme?	Nest				
Insurance & Premises					
34. *What insurances and to what level do you have in place for the setting?					
	Start date	Expiry date	Name of Insurer	Amount of cover	Policy Number
*Employers Liability	14/09/23	13/09/24	Rees Astley	10,000000	90165049
*Public liability	14/09/23	13/09/24	Rees Astley	10,00000	90165049
Professional indemnity	14/09/23	13/09/24	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	Letter from school agreeing to use of building				
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 allowed?	N/A				
39. Do you put money aside for a building	Yes / No				

maintenance budget?	
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 11 children on the register at the moment and are hoping that our advertising campaign will bring in new children
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 was provided?	CCBC – Review of accounts

Actions:

Continue to monitor finances.

Signed

A.Parfitt

Cylch Meithrin Blodau Bach

England & Wales - Charity number 1174022

Accounts

TRUSTEE ANNUAL REPORT

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2023 – 2024

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- 13 Confidentiality and Data Protection
- 14 Inclusion and Equal Opportunities
- 15 Digital Images
- 16 Admissions
- 17 Smoke-Free
- 18 E-Safety
- 19 Leaving and Collecting Children
- 20 Lone Working
- 21 Volunteering
- 21a Student/Volunteer Code of Practice
- 22 Promoting Positive Behaviour
- 23 The Welsh Language (2019)
- 24 Health, Safety and Welfare
- 25 Medication
- 26 Nappy Changing
- 27 Illness, Infectious Diseases and Accidents
- 28 Staffing
- 29 Environmental Awareness and Sustainability
- 30 First aid Policy
- 31 Living with Covid Policy
- 32 Networking Policy
- 33 Transition Policy
- 34 Fee Paying Policy
- 35 Body Fluid Spillage Management
- 36 Bribery and Corruption Policy

- 37 Environmental Awareness Policy
- 38 Guidelines for managing headlice
- Statement of Purpose
- Operational Plan

Funding

Our main source of funding is fee paying children, we also receive funding from the LA for contracted provision such as Early Years Education, Flying Start, and Assisted and supported places.

We also get funding from a range of grants and from fundraising events.

ACCOUNT OVERVIEW - CYLCH MEITHRIN COED DUON

INCWM/INCOME	2020 - 2021	2021 - 2022	2022 - 2023
Grant Mudiad Meithrin Grant			
Grant Arian Plant 3 oed/3yr old Education Funding Grant		1,755.00	8,720.00
Grant Cynladwyedd / sustainability Grant			
Grant Dechrau'n Deg / Flying Start Grant	4117.50	8,868.00	9690.00
Grantiau Eraill / Other Grant	19,414.20	38,214.15	26,517.95
Incwm Hyfforddi ac incwm Cynllun Cyfeirio / Training income & Referral Scheme Income			
Ffioedd Plant / Children's Fees	8820.00	13,785.00	16,619.50
Codi Arian / Fundraising	22.50	645.60	962.70
Rhoddion ag Eraill / Donations & Sundries			
Cyfanswm Incwm / Income Total A	32,374.20	63,267.75	62,510.15
Gwariant / Expenditure			
Cyflogau a Costau TWE / Salaries and PAYE Costs	100.00	963.64	4311.87
Costau Rhent, Gwres ayyb / Rent & Heating costs etc	898.00		
Ffioedd Cofrestru / Registration Fees			
Offer, Nwyddau ag Adnoddau Equipment, Materials & Resources	120.28	341.92	74.99
Costau Bwyd a Diod / Food and Drink Costs	381.97	486.74	159.08
Codi Arian/Marchnata / Fundraising/Marketing			
Eraill (ee. Hyfforddiant) / Other (e.g. training)	20,832.00	38,040.00	65,162.00
Cyfanswm Gwariant / Expenditure Total B	22,332.25	39,832.30	69,707.94
Gweddill (diffyg) am y flwyddyn = A – B Surplus (deficit) for the year C	10,041.95	23,435.45	-7197.79
Arian a'r ddechrau'r flwyddyn (dylid cynnwys cyfanswrn pob cyfrif banc / cash at year start	4346.02	14,387.97	37,823.42

(this should include the totals of all bank accounts) CH			
Arian ar ddiwedd y ffwyddyn = C + CH Cash atYear End D	14,387.97	37,823.42	30,625.63

Caerphilly Early Years

Financial Processes Audit Tool

Registered Name of Childcare Setting:	Cylch Meithrin Coed Duon
Name of the Childcare Setting Leader (PIC):	Andrea Parfitt
Name of Person/s Completing this Audit:	Andrea Parfitt
Date of Audit:	9 January 2024

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?	Andrea Parfitt
4. What are the contact details for the named person for the accounts?	Andrea Parfitt 07814498652
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?	Andre Parfitt Teresa Lloyd
22. Who are the signatories on this setting bank account?	Andrea Parfitt Teresa Lloyd
Payroll and Staffing	
23. *Are you registered with HMRC? Employer Reference Number: Unique Taxpayer Reference: VAT registration number:	Yes / No 120/LB58924 6013001788 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 1174022

25. *Does the person who does your day to day accounts also do payroll?	Yes / No				
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: £12:24 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?	Yes				
33. What is the name of the company that operates your company pension scheme?	Nest				
Insurance & Premises					
34. *What insurances and to what level do you have in place for the setting?					
	Start date	Expiry date	Name of Insurer	Amount of cover	Policy Number
*Employers Liability	14/09/23	13/09/24	Rees Astley	10,000000	90165049
*Public liability	14/09/23	13/09/24	Rees Astley	10,00000	90165049
Professional indemnity	14/09/23	13/09/24	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	Letter from school agreeing to use of building				
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 11 children on the register at the moment and are hoping that our advertising campaign will bring in new children
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 was provided?	CCBC – Review of accounts

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Actions:

Continue to monitor finances.

Signed

A.Parfitt

Cylch Meithrin Blodau Bach

England & Wales - Charity number 1174022

Accounts

TRUSTEE ANNUAL REPORT

Cylch Meithrin Coed Duon

2021 - 2022

General overview of the provision

We are a Welsh Medium early years setting providing sessional care and Education for children aged 2 – 4 years. We provide funded Early Years Education places for 3 year old children, flying start places for 2 year old children, Assisted and supported places for children with additional needs and we are also registered to take children under the childcare offer Wales scheme. We plan activities based on the needs and interests of the children using the foundation phase framework and the new successful futures framework. All our activities are completed using the medium of Welsh.

Strengths

The wellbeing of the children in our setting is at the heart of everything we do, and we pride ourselves on our nurturing home from home environment and caring staff. Children make good progress during their time with us and enjoy their time at the cylch. We have a team of qualified, experienced staff who attend regular training to keep up to date with current good practice and legislation

How we assess the quality of provision

We assess the quality of provision using a variety of formats. We use self-evaluation and setting improvement plans. We send out parent questionnaires and analyse the feedback, we also have a compliments and complaints book in the foyer that parents may make notes in. We take note and act upon advice and recommendations given in professional reports such as Estyn, CIW and Advisory teacher reports. The leader also monitors provision using a range of formats and tools of the environment. Staff and children's Wellbeing and Teaching and learning.

Safeguarding

We have policies and procedures in place to ensure the safety and wellbeing of the children. We complete daily risk assessments, general risk assessments and complete risk assessments for any visits and activities outside of the setting.

As the children are arriving at the start of the session there is a member of staff at the door to greet the children and to ensure that no children leave the building unsupervised while the door is still unlocked. Once all the children are in, we lock the door and anyone wishing to gain access to the building must ring the doorbell to be let in by a member of staff.

All staff are DBS checked and visitors to the setting are never left unsupervised with the children. Children are signed in and out of the setting by their parent or carer and children are only released to a responsible adult who is named as one of the people who are able to collect the child on the permission to collect children form in the child's personal file. All staff must complete Safeguarding training every 3 years. Policies have been amended to include Covid

Environment

We are situated in a demountable building within the grounds of Blackwood Comprehensive School. On entering the building there is a foyer where children can hang their coats and bags with access to child size toilets and sinks. We have a large classroom that is well resourced. The classroom is separated into areas of provision in each area for maths and Mark making. Equipment and furniture are child size and storage allow for easy access to so that children can choose their own resources. Children have access to books throughout the setting as well as a designated book area.

Our outdoor area provides opportunity for children to run around and provides provision for physical development with equipment such as Slides tunnels and bikes. We have provision for gardening, where children can plant flowers and vegetables and care for them throughout the year, we use the vegetable for cooking activities with the children and we have a mud kitchen where children can embed their skills through role play.

Policies

We have the following policies in place to ensure the safeguarding and wellbeing of the children and staff, to ensure the smooth running of the setting and to comply with legislation and guidelines

Misuse of Alcohol and Drugs

Child Protection

Sun Protection

Animals at the setting

Asthma

Healthy Living, Healthy Eating and Keeping Fit

Preventing the children from wandering/ Lost Child

Compliments and Complaints

Whistleblowing

Lockdown - In the event of an emergency

Transporting and transferring children

Equality and Diversity

Confidentiality and Data Protection

Inclusion and Equal Opportunities

Digital Images

Admissions

Smoke Free

E-Safety

Leaving and Collecting Children

Lone Working

The Welsh Language

Health, Safety and Welfare

Medication

Nappy Changing

Illness, Infectious Diseases and Accidents

Staffing

Positive Behaviour

Environmental Awareness

Funding

Our main source of funding is fee paying children, we also receive funding from the LA for contracted provision such as Early Years Education, Flying Start, and Assisted and supported places.

We also get funding from a range of grants and from fundraising events.

ACCOUNT OVERVIEW - CYLCH MEITHRIN COED DUON

INCWM/INCOME	2019 - 2020	2020 - 2021	2021 - 2022
Grant Mudiad Meithrin Grant	330.00		
Grant Arian Plant 3 oed/3yr old Education Funding Grant			1,755.00
Grant Cynladwyedd / sustainability Grant			
Grant Dechrau'n Deg / Flying Start Grant	1,704.00	4117.50	8,868.00
Grantiau Eraill / Other Grant	9,898.54	19,414.20	38,214.15
Incwm Hyfforddi ac incwm Cynllun Cyfeirio / Training income & Referral Scheme Income	352.00		
Ffioedd Plant / Children's Fees	6,530.00	8820.00	13,785.00
Codi Arian / Fundraising	349.31	22.50	645.60
Rhoddion ag Eraill / Donations & Sundries			
Cyfanswm Incwm / Income Total A	19,163.85	32,374.20	63,267.75
Gwariant / Expenditure			
Cyflogau a Costau TWE / Salaries and PAYE Costs		100.00	963.64
Costau Rhent, Gwres ayyb / Rent & Heating costs etc	898.00	898.00	
Ffioedd Cofrestru / Registration Fees			
Offer, Nwyddau ag Adnoddau Equipment, Materials & Resources	248.88	120.28	341.92
Costau Bwyd a Diod / Food and Drink Costs	879.46	381.97	486.74
Codi Arian/Marchnata / Fundraising/Marketing			
Eraill (ee. Hyfforddiant) / Other (e.g. training)	13,546.40	20,832.00	38,040.00
Cyfanswm Gwariant / Expenditure Total B	15,572.74	22,332.25	39,832.30
Gweddill (diffyg) am y flwyddyn = A – B Surplus (deficit) for the year C	3,591.11	10,041.95	23,435.45
Arian a'r ddechrau'r flwyddyn (dylid cynnwys cyfanswrn pob cyfrif banc / cash at year start	754.91	4346.02	14,387.97

(this should include the totals of all bank accounts) CH			
Arian ar ddiwedd y ffwyddyn = C + CH Cash atYear End D	4,346.02	14,387.97	37,823.42

Caerphilly Early Years

Financial Processes Audit Tool

Registered Name of Childcare Setting:	Cylch Meithrin Coed Duon
Name of the Childcare Setting Leader (PIC):	Andrea Parfitt
Name of Person/s Completing this Audit:	Andrea Parfitt
Date of Audit:	07 July 2022

N.B. Those marked with * are mandatory requirements

*Setting Financial Responsibilities	
1. What type of setting / business are you?	 If other please explain
3. Who is the person who manages your day to day accounts?	Andrea Parfitt
4. What are the contact details for the named person for the accounts?	Andrea Parfitt 07814498652
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?	Andre Parfitt Bethan Seymour
22. Who are the signatories on this setting bank account?	Andrea Parfitt Bethan Seymour
Payroll and Staffing	
23. *Are you registered with HMRC? Employer Reference Number: Unique Taxpayer Reference: VAT registration number:	Yes / No 120/LB58924 6013001788 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 1174022
25. *Does the person who does your day to day accounts also do payroll?	Yes / No
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	Yes / No

budget for covering staff absences?					
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: £12.00 Deputy: £12.00 Assistant: £9.50 Cook: N/A Cleaner: N/A Other: N/A			
32. *Are you registered with the Pensions Regulator? Or have you opted out?		Yes			
33. What is the name of the company that operates your company pension scheme?		Nest			
Insurance & Premises					
34. *What insurances and to what level do you have in place for the setting?					
	Start date	Expiry date	Name of Insurer	Amount of cover	Policy Number
*Employers Liability	14/09/21	13/09/22	Rees Astley	10,000000	90165049
*Public liability	14/09/21	13/09/22	Rees Astley	10,00000	90165049
Professional indemnity					
35. Do you have a lease / rental agreement / ownership of the building you use for delivery? Please delete as appropriate		Letter from school agreeing to use of building			
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 allowed?		N/A			
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 21 children on the register at the moment and are hoping that our advertising campaign will bring in new children
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 was provided?	CCBC - Review of accounts

Actions:

Continue to monitor finances.

Signed

A.Parfitt

Cylch Meithrin Blodau Bach

England & Wales - Charity number 1174022

Accounts

TRUSTEE ANNUAL REPORT

Cylch Meithrin Coed Duon

2020 - 2021

General overview of the provision

We are a Welsh Medium early years setting providing sessional care and Education for children aged 2 – 4 years. We provide funded Early Years Education places for 3 year old children, flying start places for 2 year old children, Assisted and supported places for children with additional needs and we are also registered to take children under the childcare offer Wales scheme. We plan activities based on the needs and interests of the children using the foundation phase framework and the new successful futures framework. All our activities are completed using the medium of Welsh.

Strengths

The wellbeing of the children in our setting is at the heart of everything we do, and we pride ourselves on our nurturing home from home environment and caring staff. Children make good progress during their time with us and enjoy their time at the cylch. We have a team of qualified, experienced staff who attend regular training to keep up to date with current good practice and legislation

How we assess the quality of provision

We assess the quality of provision using a variety of formats. We use self-evaluation and setting improvement plans. We send out parent questionnaires and analyse the feedback, we also have a compliments and complaints book in the foyer that parents may make notes in. We take note and act upon advice and recommendations given in professional reports such as Estyn, CIW and Advisory teacher reports. The leader also monitors provision using a range of formats and tools of the environment. Staff and children's Wellbeing and Teaching and learning.

Safeguarding

We have policies and procedures in place to ensure the safety and wellbeing of the children. We complete daily risk assessments, general risk assessments and complete risk assessments for any visits and activities outside of the setting.

As the children are arriving at the start of the session there is a member of staff at the door to greet the children and to ensure that no children leave the building unsupervised while the door is still unlocked. Once all the children are in, we lock the door and anyone wishing to gain access to the building must ring the doorbell to be let in by a member of staff.

All staff are DBS checked and visitors to the setting are never left unsupervised with the children. Children are signed in and out of the setting by their parent or carer and children are only released to a responsible adult who is named as one of the people who are able to collect the child on the permission to collect children form in the child's personal file. All staff must complete Safeguarding training every 3 years. Policies have been amended to include Covid

Environment

We are situated in a demountable building within the grounds of Blackwood Comprehensive School. On entering the building there is a foyer where children can hang their coats and bags with access to child size toilets and sinks. We have a large classroom that is well resourced. The classroom is separated into areas of provision in each area for maths and Mark making. Equipment and furniture are child size and storage allow for easy access to so that children can choose their own resources. Children have access to books throughout the setting as well as a designated book area.

Our outdoor area provides opportunity for children to run around and provides provision for physical development with equipment such as Slides tunnels and bikes. We have provision for gardening, where children can plant flowers and vegetables and care for them throughout the year, we use the vegetable for cooking activities with the children and we have a mud kitchen where children can embed their skills through role play.

Policies

We have the following policies in place to ensure the safeguarding and wellbeing of the children and staff, to ensure the smooth running of the setting and to comply with legislation and guidelines

Misuse of Alcohol and Drugs

Child Protection

Sun Protection

Animals at the setting

Asthma

Healthy Living, Healthy Eating and Keeping Fit

Preventing the children from wandering/ Lost Child

Compliments and Complaints

Whistleblowing

Lockdown - In the event of an emergency

Transporting and transferring children

Equality and Diversity

Confidentiality and Data Protection

Inclusion and Equal Opportunities

Digital Images

Admissions

Smoke Free

E-Safety

Leaving and Collecting Children

Lone Working

The Welsh Language

Health, Safety and Welfare

Medication

Nappy Changing

Illness, Infectious Diseases and Accidents

Staffing

Positive Behaviour

Environmental Awareness

Funding

Our main source of funding is fee paying children, we also receive funding from the LA for contracted provision such as Early Years Education, Flying Start, and Assisted and supported places.

We also get funding from a range of grants and from fundraising events.

ACCOUNT OVERVIEW - CYLCH MEITHRIN COED DUON

INCWM/INCOME	2018 - 2019	2019 - 2020	2020 - 2021
Grant Mudiad Meithrin Grant		330.00	
Grant Arian Plant 3 oed/3yr old Education Funding Grant	1,497.63		
Grant Cynladwyedd / sustainability Grant			
Grant Dechrau'n Deg / Flying Start Grant	3,735.00	1,704.00	4117.50
Grantiau Eraill / Other Grant	9,950.65	9,898.54	19,414.20
Incwm Hyfforddi ac incwm Cynllun Cyfeirio / Training income & Referral Scheme Income		352.00	
Ffioedd Plant / Children's Fees	6,248.75	6,530.00	8820.00
Codi Arian / Fundraising	417.13	349.31	22.50
Rhoddion ag Eraill / Donations & Sundries			
Cyfanswm Incwm / Income Total A	21,849.16	19,163.85	32,374.20
Gwariant / Expenditure			
Cyflogau a Costau TWE / Salaries and PAYE Costs	1,000.50		100.00
Costau Rhent, Gwres ayyb / Rent & Heating costs etc	898.00	898.00	898.00
Ffioedd Cofrestru / Registration Fees	215.00		
Offer, Nwyddau ag Adnoddau Equipment, Materials & Resources	264.06	248.88	120.28
Costau Bwyd a Diod / Food and Drink Costs	484.70	879.46	381.97
Codi Arian/Marchnata / Fundraising/Marketing			
Eraill (ee. Hyfforddiant) / Other (e.g. training)	20,051.05	13,546.40	20,832.00
Cyfanswm Gwariant / Expenditure Total B	22,913.31	15,572.74	22,332.25
Gweddill (diffyg) am y flwyddyn = A – B Surplus (deficit) for the year C	-1,064.15	3,591.11	10,041.95
Arian a'r ddechrau'r flwyddyn (dylid cynnwys cyfanswrn pob cyfrif banc / cash at year start	1,819.06	754.91	4346.02

(this should include the totals of all bank accounts) CH			
Arian ar ddiwedd y ffwyddyn = C + CH Cash atYear End D	754.91	4,346.02	14,387.97

Caerphilly Early Years

Financial Processes Audit Tool

Registered Name of Childcare Setting:	Cylch Meithrin Coed Duon
Name of the Childcare Setting Leader (PIC):	Andrea Parfitt
Name of Person/s Completing this Audit:	Andrea Parfitt
Date of Audit:	11 July 2021

N.B. Those marked with * are mandatory requirements

*Setting Financial Responsibilities	
1. What type of setting / business are you?	 If other please explain
3. Who is the person who manages your day to day accounts?	Andrea Parfitt
4. What are the contact details for the named person for the accounts?	Andrea Parfitt 07814498652
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 Moondance 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?	Andre Parfitt Bethan Seymour
22. Who are the signatories on this setting bank account?	Andrea Parfitt Bethan Seymour
Payroll and Staffing	
23. *Are you registered with HMRC? Employer Reference Number: Unique Taxpayer Reference: VAT registration number:	Yes / No 120/LB58924 6013001788 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 1174022
25. *Does the person who does your day to day accounts also do payroll?	Yes / No
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	Yes / No

budget for covering staff absences?					
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: £10.00 Deputy: £10.00 Assistant: £8.91 Cook: N/A Cleaner: N/A Other: N/A			
32. *Are you registered with the Pensions Regulator? Or have you opted out?		Yes			
33. What is the name of the company that operates your company pension scheme?		Nest			
Insurance & Premises					
34. *What insurances and to what level do you have in place for the setting?					
	Start date	Expiry date	Name of Insurer	Amount of cover	Policy Number
*Employers Liability	14/09/20	13/09/21	Zurich	10,000000	ZAO-272097-4233
*Public liability	14/09/20	13/09/21	Zurich	5,000000	ZAO-272097-4233
Professional indemnity					
35. Do you have a lease / rental agreement / ownership of the building you use for delivery? Please delete as appropriate		Letter from school agreeing to use of building			
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 allowed?		N/A			
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 replaced 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?	Although we had to close for a lengthy period due to covid numbers have been good and we are hopeful that this will continue into next year
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?	Just about
48. What are the planned bookings for the childcare places for the next 12 months?	We have 12 children on the register at the moment and are hoping that our advertising campaign will bring in new children
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 was provided?	CCBC - Review of accounts

Actions:

Continue to monitor finances.

Signed

A.Parfitt