

## Trustee's Annual Report for Cynfran Playgroup for 2019-2020

Registered charity number: 1174061

Cynfran Playgroup is a registered Charity and became a CIO in 2017. We are inspected by Estyn and CIW.

We are based in Llysfaen, a semi-rural village and set within the grounds of Ysgol Cynfran.

We employ two full-time staff and two part-time. Ordinarily we are able to take up to 19 children per session. Playgroup is open from 8:30 am to 3:00pm with sessions split into am, pm or full day sessions. We have excellent links with Ysgol Cynfran and some of the nursery aged children stay for dinner in Playgroup before joining the nursery class for the afternoon sessions.

We are members of and supported by WPPA.

### Our Aims

We aim to provide pre-school early years education for boys and girls aged 2 to 4 years of age. We aim to promote the academic, moral, social and physical development within an education setting which prepares young children for their entry into Nursery and later full-time education.

### Our Objectives

The objectives of the Playgroup are the advancement of education including physical and social education.

- Enhance and develop pre-school provision.
- Extend the age range to include 2 year olds.
- Continue to support the children's education through the application of grants.
- Maintain close links with the school.

### General information on Main Activities

The children engage in activities which encourage 'learning through play'. A thematic approach is offered and includes a varied programme of activities which encourage academic, social and physical development at an age and stage appropriate level. The children have access to age appropriate toys and activities which aim to develop skills, including gross and fine motor control. The Playgroup promote health education, encouraging general hygiene routines such as hand washing and cleaning teeth. Healthy snacks are offered.

### Public Benefit

The Playgroup aim to fulfil its charitable purpose which is the Advancement of Education.

- The children have access to quality education experiences which help in their global development and prepare them for their journey in to full time education in a school setting.
  - Ysgol Cynfran benefits from the Playgroup as most of the children attending will eventually go on to attend this school.
  - We provide employment for four people locally.
  - Parents of children who attend our Playgroup have the opportunity to work themselves as they can use us as a child care facility especially as we link in with the Nursery session in the afternoon and can offer full day care.
  - The Playgroup have children attending who are part of the 'Flying Start' programme.
- We have children whose parents have been able to take advantage of the 30 hour childcare offer. In addition we offer the 10 hour funded education.

## The affects of the Covid 19 pandemic on the Playgroup

### Finances

#### Grants applied for as a result of covid 19

The Playgroup receives funding from fees, Government grants, and fundraising. We also apply for grants from local businesses/organisations. Due to the Pandemic we successfully applied for funding from Moondance (£5,120) and WCVA to help keep Playgroup financially viable as it became clear that the road to recovery would stretch over months and there was uncertainty over when and how children could return to the group. The grant from WCVA comprises of an initial payment of £7,5000 followed by 2,500 later in the year. Just 25% of the grant is a loan which is to be re-paid as the Playgroup returns to normal.

From CCBC we received a sustainability grant of £750.

### Fundraising

We had some fundraising at Christmas. Nothing after.

### Grants

We received a grant from Llysfaen Community Council for £500 which was spent on much needed IT resources, including i-pads.

We also received a grant of £3,614 from CVSC to go towards the cost of an all weather outdoor play area with canopy. After we received this the news came through that the Government had set aside money to be used for the improvement of Early Years facilities and we were due to have a new building attached to the school. This would mean the canopy would only be used for a short before the new building was ready and so the grant was returned, with the option re-applying at a later date, perhaps next time for suitable indoor resources.

We also received a grant from CCBC for £4895.22 for the purchase of additional furniture for the new building, due to be open in 2021.

### Temporary Closure

When lockdown was first announced in March Playgroup closed. There were no children of essential workers who needed the service.

When Ysgol Cynfran opened in June to larger groups of children Playgroup parents were contacted to see if any were needing the service. From the response back the decision was made to remain closed as there were no parents needing the service. From then plans and preparations were made to accommodate the new intake from September and adaptations to the room and plans were made in anticipation of the new Government guidelines.

### Staff

We began with three members of staff in September and welcomed a new member of staff in February and so now currently employ four members of staff, two full-time and two part-time. Two staff are qualified to Level 4/5 and two are qualified to Level 3 in Childcare.

All staff are up to date with mandatory training including first aid.

In March when lockdown was announced, two employees were furloughed until the summer, and while Government funding continued, two staff members were able to continue in work and make

adaptations to the room and to planning in preparation for the return to Playgroup of children as and when it was feasible.

#### Committee and Trustees

The Committee had one meeting in the Autumn term. No other meetings took place for the rest of the year due to lockdown from March although regular contact was maintained among the Officials using phone and emails in order to prepare for the changes and updates as appropriate. In this year we had seven members including one member who acted as liason from the school.

## Cynfran Playgroup

**Accounts Sept 2019 – Aug 2020**

**Opening bank balance 30/08/2019 £4983.72Credit**

**Expenditure 2/9/2019 to 11/10/2019**

Direct payment	Nest	02	Wages	Cheque	Paypal	Id Badge
Rory £51.20	£101.29	20.40	£2267.66	£328.91	Shopping £102.43.	£5.00 Cash paid to school
£148.58	£102.27	20.40	£2650.30			
£199.70	£203.56	£40.80	£4917.96	£328.91	102.43	5.00

**Income 2/9/2019 to 11/10/2019**

Fees	Snack/ registration fee	30hours	Cheques	CCBC Grants
	£46.25	£1197.00		£360
	£5.00			£30
£1582.25	£51.25Cash	£1197.00		£390.00

**Breakdown**

Income	Expenditure	Cash Income	Cash Expenditure
Fees £1533.75	Direct payment £199.00	Snack/reg fee £51.25	ID Badge £5.00
Grants £309.00	Nest £203.56		
30Hours £1197.00	02 £40.80		
	Wages £4917.96		
	Cheque £328.91		
£3169.25	£5690.93	£51.25	£5

Cash balance carried forward £46.25

Balance @ 11.10.2019 £2461.95

**Expenditure 12/10/2019 to 13/12/2019**

Direct payments	Nest	02	ICO members hip	Wages	Cheques	Nation al savings
Wppa accident book 15.00	103.36	26.29	35.00	356.70	386.46 (42)	120.01
	110.53	20.40		1052.88	255.26 (43)	
				1105.24	333.00 (44)	
				659.65		
				1026.08		

				1170.83		
Total 15.00	213.89	46.69	35.00	5371.38	974.72	120.01

#### Income

Fees	30hours	Grants CCBC	Fire service cheque	
	1338.75	1023.75	300.00	National savings
1598.15	1395.00	350.00		120.01
1539.10				
3137.25	2733.75	1373.75	300.00	120.01

#### Cash Carried forward £46.25

Income	Expenditure
Fees £60	Shopping £196.49
Snack £63.97	
Fundraiser £173.52	
Total £297.49 + £46.50	Total £196.49

#### Breakdown

Income	Expenditure	
Nat sav 120.01	Direct payment 15.00	
Fees 3137.25	Nest 213.89	
F/s Cheque 300.00	02 46.69	
F/Raiser 173.52	ICO 35.00	
30hours 2733.75	Wages 5371.38	
Grants 1373.75	HMRC 974.72	
	Nat savings 120.01	
Total £7664.76	Total £6776.69	
Total 7664.76	Total 6776.69	C/F CASH £147.25 20/12/2019

**Balance @ 13.12.2019 £3350.02**

14/12/19 - 14/02/2020

Opening bank balance Community Account £3,350.02 Credit

Cash carried forward £147.50

#### Expenditure

Month	Direct payment	Nest	02	Wages	HMRC
Dec	£35.99 (leaflets)			£2,758.05	
Jan		£117.12	£20.40	£2,758.67	£446.23

Feb		£120.17	£20.40		£493.31
<b>Total</b>	<b>£35.99</b>	<b>£237.29</b>	<b>£40.80</b>	<b>£5516.72</b>	<b>£939.54</b>

#### Income 21/12/19 - 14/02/2020

Month	Fees	CCBC Grants
Dec	£981.27	£1,350(CCBC) £1,600 (FS)
Jan	£2742.81	£210 (Conwy Ref) £1086.75
Feb		£1,638 (Cygnor G) £332.50 (Conwy ref)
	<b>£3724.08</b>	<b>£6217.25</b>

#### Breakdown

Income	Expenditure
Fees £3,724.08	Direct payment £35.99
Grants £6217.25	Nest £237.29
	Wages £5516.72
	HMRC £939.54
	O2 £40.80
<b>£9941.33</b>	<b>£6770.34</b>

Balance @ 14.2.2020 £6521.01

#### Expenditure

15/02/2020 to 03/04/2020

Month	Direct payments	Nest	O2	Wages	Shopping	HMRC	Rent & blue roll	Insurance
Feb		£123.95		£2,899.66			£345.03	
March	£47.20 (DBS check)	£123.41	£20.40	£3,339.42	160.94	£362.58 £324.59		£923.91
April	£32.51 payroll		£20.40					
<b>Total</b>	<b>£79.71</b>	<b>£247.36</b>	<b>£40.80</b>	<b>£6239.08</b>	<b>£160.94</b>	<b>£687.17</b>	<b>£345.03</b>	<b>£923.91</b>

#### Income

15/02/20 - 03/04/20

Month	Fees	Grants CCBC	Grants Cygnor Gwynedd	Amazon Europe
Feb	£695.94 £88.14 £217.16	£1788.75	£1365.75	£6.26
March	£202.85	£210 (Conwy ref)	£2,169 (Cyngor G)	

		£30 (CCBC) £595 (Conwy ref)		
April				
<b>Total</b>	<b>£1204.09</b>	<b>£2623.75</b>	<b>£3534.75</b>	<b>£6.26</b>

#### Breakdown

Income	expenditure	
<b>Grants</b> £2623.75	<b>Direct payment</b>	
<b>30 hours</b> £3534.75	<b>DBS check</b>	£47.20
<b>(Cygnor Gwynedd)</b>	<b>Payroll</b>	£32.51
<b>Fees</b> £1204.09	<b>Nest</b>	£247.36
<b>Amazon</b> £6.26	<b>02</b>	£40.80
	<b>Insurance</b>	£923.91
	<b>Wages</b>	£6239.08
	<b>Shopping</b>	£160.94
	<b>HMRC</b>	£687.17
	<b>Rent &amp; blue roll</b>	£345.03
<b>Total</b> £7368.85	<b>Total</b>	<b>£8724.00</b>

**Balance @ 9.4.2020 £5165.86**

10/04/2020 - 31/08/2020

#### Expenditure

Month	Nest	02	Wages	Payroll	Memb fees + other	Shopping /cleaning supplies	HMRC
April	£125.29 (Emp Contr. £55.51)	£20.40	£3793.36	£32.51	£48.75 (Early yrs Wales)	£31.25	£327.22
May	£129.53	£20.94	£2,397.54 £1093.34 (furlough)	£32.51		£109.21	£326.89
June	£129.53	£20.94	£2,397.54 £951.78 (furlough)			£189.56	£339.04 £339.04
July		£20.94	£2,397.54 £951.78 (furlough)		£26.44 (Paypal payments) £12 (WPPA) £47.20 (DBS check)		£339.04
Aug	£129.53	£20.94	£2397.54 £237.94 (furlough)	£32.51	£54.40 (DBS check) £10.97 (DD to paypal)	£56.95 £54.89 £76.11	£339.04
	£513.88	£104.16	£16618.36	£97.53	£199.76	£517.97	£2010.27

10/04/2020 - 31/08/2020

### Income

Month	Fees	JRS Grant	Grants	CCBC Grants	Donations	Refund	Amazon
April	£24.62	£1449.24		£1187.50			
May	£239.53 £233.87	£951.78	£5,120 (Moondance Foundation)	£1,557.90 (Cyngor G) £2,550 (CCBC)		Payroll £97.55	£5.34
June	£2.47	£454.32	£6,521.72 (CCBC)	£1,626.75 (Cy G) £1,451.25 (Cy G)			
July	£25.69 (Tempest Commission)	£951.78	£350 (Llysfaen Community Council) £7,500 WCVA grant		£100 (Fire service)		
August		£237.94		£750 (CCBC)			£17
	£526.18	£4045.06	£19491.72	£9123.40	£100	£97.55	£22.34

### Breakdown

Income	Expenditure
Fees £526.18	Payroll £97.53
JRS Grant £4045.06	Nest £513.88
Government Grants £9123.40	02 £104.16
Grants £19441.72	Wages £16618.36
Donations £100	Memb fees + other £199.76
Refund £97.55	Shopping £517.97
Amazon £22.34	HMRC £2010.27
£33406.25	£20061.94

Transfer of money to new Barclays Business Savings Account	
July CCBC Grant (for new build)	£4895.22
July Grant	£475.69
July Redundancy savings	£3049.01
August CCBC Sustainability Grant	£750.00
<b>Total transfer</b>	<b>£9169.92</b>

### Summary

Balance carried forward	Income	Expenditure
£4983.72		
	£3169.25	£5690.93
	£7664.76	£6776.69



	£9941.33	£6770.34
	£7368.85	£8724.00
	£33406.25	£20060.97
<b>Total</b>	£61550.44	£48023.90
<b>Total + start balance</b>	£66534.16	
<b>Less expenditure</b>	£18510.26	
<b>Less transfer</b>	£9340.35	
<b>Balance at 31.8.2020</b>	<b>£9340.35</b>	

Cash carried forward £147.50	
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**PayPal** starting balance £235.52

Income	Expenditure	
Fees £198 Refunds £20.98	Shopping £437.56	Carried forward from previous balance £235.52
<b>Total £218.98</b>	<b>Total £437.56</b>	<b>Total balance £16.94</b>

**Accounts Verification for Cynfran Playgroup**

I have examined the relevant documents relating to Cynfran Playgroup's accounts.

In my opinion the attached summary of transactions give a true and fair view of it's financial transactions from September 2019 to August 2020 and of the balance in hand at the latter date.

Signed .....  .....

R Howells

Secretary, Ysgol Cynfran

Date 24.06.21 .....