

Sunbeams Playgroup + Gwernaffield

Annual Report

September 2019 – August 2020

Name : Sunbeams Playgroup + Gwernaffield

Charity Number : 1175039 Charity

Charity Address: Community Room Ysgol Y Waun, Gwernaffield, Mold, Flintshire. CH7 5DP

Objectives and Activities

The aims of a Pre-school setting are to enhance the development and education of children primarily under statutory school age by encouraging parents to understand and provide for the needs of their children through community groups and by:

(a) offering appropriate play, education and care facilities, family learning and extended hours groups, together with the right of parents to take responsibility for and to become involved in the activities of such groups, ensuring such groups offer opportunities for all children whatever their race, culture, religion, means or ability;

(b) encouraging the study of the needs of such children and their families and promoting public interest in and recognition of such needs in the local areas;

(c) Instigating and adhering to and furthering the aims and objects of the Early Years Wales.

Sunbeams Playgroup+ aims to:

- Provide high quality day care that enhances the development, care and education of pre-school children in a safe and stimulating environment, where they learn through play in partnership with parents
- Welcome parents who want to become directly involved in the activities of the provision and provide opportunities to do so
- Encourage parents to understand and provide for the needs of their children
- Embrace the ethos and principles of Wales Pre-school Providers Association.

Sunbeams follows Welsh Government initiatives by implementing Early Learning/ Foundation Phase

Legal Status: Sunbeams Playgroup+ is a Registered Charity NO: 1175039

Sunbeams Playgroup+ is managed by a voluntary committee and is registered by Care Inspectorate Wales (CIW) under part 2 of the Children and Families (Wales) Measure 2010 and [The Regulation of Child Minding and Day Care \(Wales\) Order 2016](#) to provide day care as a charitable incorporated organisation (CIO).

The responsible individual is: *Mrs Louise Ankers, Headteacher – Ysgol Y Waun*

The person in charge on a day to day basis is: Rachel Foley

The Trustee officers for 19/20 are:

Chairperson: *Ellie Johnson*

Secretary: *Liz Barron*

Treasurer: *Lynne Pritchard*

The list of full contact details for every member of the current committee is kept in line with CIW regulations and the Trustees have had regard to the guidance issued by the Charity Commission on public benefit.

Governing Document is a CIO – 8th March 2017

Achievements and Performance

The Playgroup has gone from strength to strength since changing over to a CIO and appointing new committee members/Trustees it was obviously a difficult year due to the onset of the Pandemic and subsequent Lockdowns. However, at Mar 2020 the PG was thriving with a total of 19 children attending. This was a mixture of those who were received Early Years Entitlement, 30hrs Childcare Funding, Assisted Places Scheme and attendance payments. Feedback from parents was that this is an essential service particularly for working Mums in the area.

In the last year there were 4 employed members of staff. 3 were Mums from the local area (1 already trained at L3) and one was recruited from the local school. During Lockdown one employee completed their L3 qualification and the Manager has now completed a L5 qualification, which we are duly proud. 2 employees also completed Health & Safety Awareness training. Staff were furloughed from April 2020 as the playgroup could not operate. The school required the space, as they were an identified hub for Key Workers. Time was spent over the Spring/Summer establishing and become familiar with Covid 19 policies, updating paperwork and clearing out toys and books ready for a new cohort of children in September.

A total of £446 was raised through virtual fundraising events and donations. The Playgroup finished the year with a healthy balance of £9,479. This is held as the playgroup continues into the next academic year, and there is not always a clear

indication of child numbers at this point, to project potential income, and determine whether the 4 staff are all required.

Organisation type

Standard registration

Source of Funding

Grants

Fundraising

Attendance Payments

Financial Position end of period

Funds at the end of the financial year 2019 – 2020 stand at £ 9479

Signed:

Liz Barron (Secretary)

Date Jan 2021

1. Introduction

- 1.1 An independent examination of the Sunbeam Playgroup accounts 2019/20 has been undertaken as required by the Charities Commission.

2. Scope

- 2.1 The review followed the examiners checklist (CC32a) provided by the Charities Commission.

3. Findings

- 3.1 A sample of payments made was reviewed to ensure they were consistent with the business and that the appropriate supporting documentation was present. For the sample selected all payments met the testing criteria.
- 3.2 A sample of income due was selected to ensure the calculations of amounts due were correct and payment had been received or a debt created.
- 3.3 The system for processing payroll was reviewed it was found that payments had initially been made in cash and latterly by cheque. For security reasons and ease of processing payments should be made by BACS transfer.
- 3.4 When reviewing income from child care it was noted that snacks were purchased from the cash income received ie netting off amount to be banked. It is preferable that income and expenditure are treated separately to ensure this all income should be banked in its entirety and any minor purchases of snacks and other incidental items eg. Stamps should be made from a petty cash float.
- 3.5 It was noted that some payments were made using personal accounts and reclaimed, it is preferable that payments are made direct by the playgroup. Consideration should be given to obtaining a debit card for this purpose with appropriate independent checks introduced for such transactions.
- 3.6 Income for the collection of fees due is by a manual system. Consideration should be given to using a spreadsheet to control fees and to readily identify balances due by parents at any point in time.
- 3.7 Consideration should be given to collecting fees by bank transfer to reduce cash handling and the need to bank monies.

4. Conclusion

- 4.1 Following the review it was found that the accounts are maintained well and no significant issues were found. The findings and recommendations mainly relate to improvements in procedures.

4. Recommendations

- 4.1 Payroll payments should be made by BACS transfer.
- 4.2 Income collected from fees and expenditure should be treated separately ie. all income should be banked in its entirety and a petty cash imprest system should be set up for snacks and other minor purchases.
- 4.3 Consideration should be given to the use of a debit card with appropriate independent checks introduced to monitor transactions.
- 4.4 Consideration should be given to using a spreadsheet to control fees and to readily identify balances due from parents at any point in time.
- 4.5 Consideration should be given to collecting fees by bank transfer to reduce cash handling and the need to bank monies.

Dave Stephens CMIIA
Independent Examiner
October 2021