



Treasure Chest

Report of the Trustees

For the period of July 2024 to August 2025

The trustees present their report with financial statements of the charity for the period of July 2024 to August 2025.

Objectives and Activities

Objective and aims

- A) To provide the necessary facilities for the daily care, recreation and education of children during out of school hours and
- B) To advance the education and training of the persons in the provision of such care, education and recreational facilities.

Activities and Achievements

Treasure Chest are able to provide full-day care for children from 2 -11 years old from 7.30am to 5.30pm. Treasure Chest provides childcare throughout the year for the maximum of 80 children of both genders, all needs and abilities, depending on the area of the provision.

The childcare areas within the provision are as follows:

Early Birds Breakfast Club – open from 7.30am until 8.45am for pre-school children or for school age children to attend before the school's free breakfast club initiative opens at 7.45am at the cost of £2.00. This provision is held in the school halls. Up to 16 children can attend this service at any one time.

Free breakfast (Council)

The free Breakfast club starts at 7.45am at the cost of £3.00 until 8.15am, this is paid to the council. All children are offered some breakfast and a drink. From 8.15am to 8.30am children are allowed to attend for free.

Little Gems – runs two funded Flying Start sessions during the day. Up to 19 children can attend this service at any one time in the Little Gems room. Children aged 2 to 3 can also attend our paying all day childcare at various prices and times from £20 to £35.

Little Treasures – provides Funded Early Education sessions which start in January through to July, these sessions run Monday to Thursday AM and PM for eligible 3 year olds.

Treasure Chest Wrap Around – provides wrap around care from children who attend our Nursery provision. Children are able to stay before or after their nursery session. Some children may be eligible for the 30 hours free childcare offer. We are able to provide up to 16 children this provision per session. At the cost of £20.00.

After School Club – runs from 3.00 – 5.30pm daily to provide childcare outside of school hours. Club runs from its own specified area within the school, the main hall, studio hall and utilises the Treasure Chest. Up to 80 children can attend this service at any one time at the cost of £6 up to 4.15pm and £12 up to 5.30pm.

Holiday Club – runs during the school holidays to provide out of school hours care for 2-11 year olds. Up to 30 children can attend Treasure Chest at any time.

The Holiday Club is situated within the school premises, using the Main hall and studio hall which is set out to provide the children with a number of activities and areas of play. Parents are asked to provide their children with a packed lunch and we will provide snacks with water and milk available throughout day. The cost of these sessions range from £20 up to £35.

Policies

Admissions and fees policy
Arrival and collection policy & procedure
Anti-Bullying policy & procedure
Asthma policy & procedure
Accident, incident & illness policy & procedure
Behaviour management policy & procedure
Children's participation policy
Confidentiality policy
Complaints policy & procedure
Environmental Awareness policy & procedure
Emergency/fire evacuation risk assessment/procedure
Equal opportunities policy
Excluding children with illness policy
Health & Hygiene policy & procedure
Health & Safety policy
Lost children policy & procedure
Medication policy & procedure
Nappy changing procedure
Outings policy & procedure
Play equipment & resources policy
Play policy
Parental involvement policy
Reserves policy

Special needs policy & procedure
Safe internet usage policy
Settling in & child induction policy
Student & volunteer policy
Staff recruitment policy
Snack/mealtime & healthy eating policy & procedure
Staff disciplinary procedure
Transition policy
Uncollected children policy & procedure

Financial review

Reserves policy

The trustees will maintain sufficient reserves to ensure there are sufficient funds to cover 1 months running costs and redundancy payments for staff

Over the last 12 months due to low numbers attending Treasure Chest has had to make 3 positions redundant. This has taken a large lump sum out of the reserves account. To help with the cost of running we put a price increase on fees, reduced working hours and cut down on spending on resources and snacks. This has helped to stabilise the accounts. We received a grant off the Llay community council for £500 to help towards buying some new resources for the children.

Structure, Governance and Management

Governing document

Treasure Chest is a Charitable Incorporated Organisation and is governed by the Charities Act 2011. Treasure Chest became a registered charity on the 3rd May 2018.

Recruitment and appointment of new trustees

The policy and general management of the affairs of the Club is carried out by trustees which consists of the Chairman, Secretary, and Treasurer and not less than two or more than eight other members of the Club elected at the Annual General Meeting.

Other persons may be co-opted onto the Committee in an advisory capacity as required.

Reference and Administrative Details

Registered Company number

CE013984 (England and Wales)

Registered Charity number

1178219

Principal address

Park CP School
School Road
Llay
Wrexham
LL12 0TR

Trustees

S Owen Chairperson (appointed 3/5/19)
Mrs Martin Hon. Secretary (appointed 3/5/18)
Mrs L Jones (appointed 3/5/18)
Mrs R Billington (05/22)
Mrs C Lucas. Treasurer (appointed 20/09/23)

Approved by order of the board of trustees on /25

and signed on its behalf by : *S.Owen* . Scot Owen - Trustee

Form D

SUMMARY OF TRANSACTIONS OF:

TREASURE CHEST RECEIPTS AND PAYMENTS FOR THE YEAR ENDED 31 AUGUST 2025

YEAR ENDED	24/25		
	£		£
BALANCE B/F	54,689.35	EXPENDITURE	
		Bankline	BLN 465.44
		Charges	CHARGES 248.50
		Peoples partnership	D/D 7,815.45
		Avow	EBP 1,422.00
		Audit	EBP 700.00
		Food Shopping	EBP 1,710.00
		Safeguarding	EBP 130.00
		1st Aid Shopping	EBP 700.00
		Excell Supply	EBP 1,079.46
		First Aid Company	EBP 396.00
		HMRC	EBP 25,511.13
		RC- Reimbursement club payment	EBP 350.00
		Morton Michel LTD	EBP 2,019.88
		MPLC	EBP 197.54
		RS- Treasure Chest	EBP 60.00
		TKJ - Treasure Chest	EBP 50.00
		SE - Snack	EBP 7.00
		OH - Treasure Chest	EBP 100.00
		Rentokil Initial U	EBP 1,007.80
		Titan Wealth Planning	EBP 1,687.73
		Treasure Chest	EBP 200,515.42
		Worknest	EBP 4,787.90
		Wrexham County Borough Council	EBP 14,247.48
TOTAL BALANCE B/F	<u>54,689.35</u>	Total Expenditure	<u>265,208.73</u>
INCOME		BALANCE C/F	47,348.48
Childcare income	11,519.00		
Treasure Chest	34,371.28		
DPC	926.00		
Redundancy	14,008.34		
Ednred	1,317.00		
Computer Voucher Service	890.00		
Wrexham County Borough C	83,611.24		
Wider Plan	1,100.00		
Welsh Government	67,344.50		
National Savings	30,410.50		
Flintshire County Council	10,756.00		
Llyay Community Council	500.00		
Enjoy Benefits ltd	962.00		
DWP	150.00		
TOTAL INCOME	<u>257,685.88</u>	TOTAL C/F	<u>47,348.48</u>
BALANCING TOTAL	<u>312,555.21</u>	BALANCING TOTAL	<u>312,555.21</u>

I certify that the 2024/25 Treasure Chest Account presents an accurate picture of the activities and transactions undertaken on behalf of the Account

I certify that the 2024/25 Treasure Chest Account presents an accurate picture of the activities and transactions undertaken on behalf of the fund.

AUDITOR: 

DATE:

9/11/25

DEBORAH FOULKES
 CHARTERED INSTITUTE OF INTERNAL AUDITORS
 18 THE HAWTHORNS
 ACTON
 WREXHAM
 LL12 7BB

CHAIRMAN'S SIGNATURE

DATE:

Treasure Chest, Llay – Financial Review 2024/25

1. Introduction

1.1 Background Information

Treasure Chest, based at Park CP School in Llay, Wrexham, provides comprehensive childcare for children aged 2 to 11. The setting offers a safe, nurturing, and stimulating environment where children can learn, play, and grow. Services include Flying Start (Little Gems), Early Education (Little Treasures), Nursery Wraparound, Breakfast Club, After School Club, All Day Care for Under 3s, and Holiday Club. Operating hours are 7:30 am–5:30 pm, and Treasure Chest operates independently from Park CP School, with its own governance, policies, and procedures.

1.2 Importance of Quality Childcare Services

Flexible, accessible childcare is increasingly vital as working patterns evolve and families seek high-quality, reliable provision. Treasure Chest supports both child development and parental employment, ensuring confidence in service quality.

1.3 Demographic Trends and Potential Impacts

National and local data indicate a potential reduction in nursery-aged children across Wrexham, but localised housing growth may offset this in Llay. Potential impacts include reduced enrolment and revenue, increased competition among providers, and changes in employment patterns affecting childcare demand.

1.4 Strategic Planning and Adaptation

Treasure Chest is managing its finances proactively, including the redundancy payment of £14,008.34 during 2024/25. Key strategies include cost efficiency, diversification of services, community engagement, marketing initiatives, and monitoring demographic trends.

1.5 Payment Information

All bookings and payments are managed via ParentPay, ensuring secure, electronic handling of childcare income. Staff can verify transactions online, providing a robust audit trail even where not all paperwork is retained.

1.6 Key Demographic Considerations and Grant Awareness

Treasure Chest continues to monitor local development, childcare sufficiency data, and grant opportunities to strengthen sustainability. Potential funding streams include the Early Years Pupil Development Grant, the Childcare Offer for Wales, Play and Early Years Grants, and local authority or Welsh Government funding initiatives.

Local Area Context: According to Wrexham CBC's Childcare Sufficiency Assessment 2022–26, Wrexham's Local Development Plan proposes 6,250 new homes by 2028, with Llay among the wards expected to receive significant growth. This could result in approximately

Wider Plan	1,100.00
Welsh Government	67,344.50
National Savings	30,410.50
Flintshire County Council	10,756.00
Llay Community Council	500.00
Enjoy Benefits Ltd	962.00
DWP Resource Management	150.00
Total	257,865.86

Recommendation: Continue monthly reconciliation between ParentPay, ledger, and bank statements to maintain transparency.

4. VAT Refund Eligibility

Treasure Chest is eligible to claim VAT refunds on non-business childcare purchases. Claims can be backdated up to four years. A VAT 126 claim form and invoice tracking system should be maintained to ensure efficient recovery.

5. Audit Analysis – Financial Discrepancies and Risks

Minor discrepancies between bank statements and the balance sheet were noted but are being monitored electronically. PAYE and HMRC liabilities are tracked regularly to prevent underpayments. Expenditure was well controlled, with redundancy and large payments managed carefully. Total expenditure for the year was £265,208.73.

6. Internal Controls

Income and expenditure are effectively categorised and tracked. Electronic systems enhance transparency. Monthly reconciliation and documentation retention are recommended to maintain governance standards.

7. Recommendations

- Continue monthly reconciliations (ParentPay ↔ bank ↔ ledger).
- Retain electronic copies of documentation not held by WCBC.
- Monitor PAYE and HMRC submissions closely.
- Submit VAT claims within the four-year eligibility period.
- Maintain prudent management of large expenditures to protect reserves.
- Strengthen forecasting and continue proactive planning.

- Explore new funding opportunities and community partnerships.

8. Conclusion

Treasure Chest, Llay has demonstrated effective and responsible financial management throughout 2024/25. Despite minor variances, the overall financial position remains stable and transparent. The organisation has maintained accurate records, controlled expenditure, and sustained liquidity. Treasure Chest is well-positioned to continue delivering high-quality childcare provision in Llay.

Appendix A – Income and Expenditure Summary 2024/25

Bank Balance Brought Forward: £54,689.35

Total Income: £257,865.86

Total Expenditure: £265,208.73

Balance Carried Forward: £47,346.48

Done. 9/11/25

95 additional primary-aged children (ages 4–11). Whilst this suggests positive potential for childcare demand, the projections are indicative and not guaranteed.

2. Scope of Financial Review (2024/25)

The objective of this review is to assess financial performance, internal controls, and sustainability for Treasure Chest during 2024/25.

2.1 Scope

The review covered income and revenue analysis, expenditure and cost control, financial reporting and recordkeeping, and cash flow and liquidity management.

2.2 Methodology

The review included examination of financial records and bank statements, data reconciliation (ParentPay vs bank), interviews with management and financial staff, and benchmarking against childcare and charity sector standards.

2.3 Deliverables

The deliverables include a financial review report with findings, sustainability assessment, and recommendations for improving internal controls.

3. Findings – Income and Revenue Analysis

3.1 ParentPay Usage

ParentPay is used for all childcare income. Monthly reports reconcile accurately with bank statements, and any income carryover between months is monitored carefully.

3.2 Government and Council Funding

Payments from Welsh Government and WCBC were reconciled, and all missing documentation has been addressed. The redundancy payment of £14,008.34 was managed within the operational budget.

3.3 Income Summary (2024/25)

Income Source	Amount (£)
Childcare Income	11,519.00
Treasure Chest	34,371.28
DPC	926.00
Redundancy	14,008.34
Edenred	1,317.00
Computer Voucher Service	890.00
WCBC	83,611.24