

## **Chairpersons Report November 2020**

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### **Staffing**

As our numbers were increasing, we welcomed a new staff member Ceri to the team. She has settled into her new role and into the team.

### **Website**

Darren Bellamy has kindly continued updating our website voluntarily throughout the year. It has been invaluable during the pandemic and a source of information and guidance for parents and carers. Thank you again Darren!

### **Finance/fundraising**

Fundraising is particularly difficult this year. Unfortunately, the Easter Fayre and Summer BBQ (which are two of our most successful fundraising events during the year) were cancelled due to lockdown restrictions. We have regular small donations from easyfundraising and Amazon Smile however going forward, we may need to look at new ways of holding fundraising events. We welcome any support or ideas going forward.

We have continued with our "30 free hours" funding which was vital during lockdown. We were extremely fortunate to have been in a good position financially before the outbreak thanks to the hard work of Sandra and the committee. We are hopeful moving forward that the government's commitment to keep childcare and schools open, we will be able to offer up more spaces safely to our ever-growing waiting lists.

### **Playgroup Fees**

We will continue to re-evaluate these at regular intervals.

### **What's new?**

After three years as Chair, I'll be stepping down in the November AGM. I have very much enjoyed the time on the committee, made some good friends and will continue to support with fundraising where I can. A letter was sent to all parents and caregivers with information and details regarding this position – if you are interested, please contact the playgroup or the committee.

### **And finally...**

I would like to take this opportunity to thank our committee for their continued support. During the pandemic, their knowledge and assistance has been amazing. The committee all chipped in for the PPE for our reopening, Sarah and Amy supported the staff with their PPE and healthcare knowledge, Nicki has supported the playgroup financially with implementing the furlough scheme... to name just a few examples. The committees work largely goes unseen, but without which there would be no playgroup – thank you!

I would also like to thank all the staff for their amazing hard work and commitment to the playgroup. Coming back to work during a pandemic is understandably scary and worrying yet the staff have gone above and beyond with attending required training, staff meetings, making the playgroup a safe and fun place for our children all with a smile on their face. A big shout out to Sandra who spent countless hours working out bubbles to enable us to support the school, replying to parents' queries, working out staff and cleaning rotas, writing new policies... the list is endless. She may not wear a cape, but certainly is a superwoman.

Huge thanks for the support of Marilyn Rees, Lisa Bellamy and Michelle Langdon. I'm not sure where we would be without you and your continued support.

I would like to extend my thanks to the playgroup from my whole family and wish you all the very best in the future.

## Wenvoe Playgroup - Year ending 31 August 2020

### Notes

1. Income this year is again over the £25K threshold and therefore the Charities Commission require that, within 10 months of the charity's financial year end, the Trustees of the playgroup send them a set of accounts when you file your annual return.

**The accounts must include:**

- (i) A formal statement of accounts
- (ii) Trustee's Annual Report
- (iii) Independent examination report

Details of what is needed, deadlines and how to submit can be found on the Charities Commission website.

2. The income level at around £78K per annum which is sufficient to cover the ongoing costs of around £74K per annum. The profit £3,859.50 this annum is due to an decrease in expenditure (COVID). The bank balance is £14K as at the end of August 2020.

**Wenvoe Playgroup - Year ending 31 August 2020**

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF WENVOE PLAYGROUP**

My examination was carried out in accordance with general Directions given by the Charity Commission.

An examination includes a review of the accounting records kept by the charity and a comparison of accounts presented with those records.

It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters.

The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a true and fair' view and the report is limited to those matters set out in the statement below.

In connection with my examination, no matter has come to my attention.

1. which gives me reasonable cause to believe that in any material respect the requirements:

\* to keep accounting records in accordance with section 130 of the 2011 Act; and

\* to prepare accounts which accord with the accounting records and comply with the accounting requirements of 2011 Act have not been met; or

2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

**SIGNED**

Tanya Drew

**INDEPENDENT EXAMINER**

# Wenvoe Playgroup - Year ending 31 August 2020

## INCOME AND EXPENDITURE ACCOUNT

EXPENDITURE			INCOME		
		£			£
Salaries		58,595.30	Fee Income		20,842.50
NIC/Tax		1,811.42	Vale of Glamorgan		48,681.00
Rent		6,512.00	Grants		719.00
Milk	Cost	626.94	JRS		6,469.68
	Rebate	<u>626.94</u>	Fundraising		638.30
		-00	Misc		151.00
Equipment		817.39			
Telephone		190.93			
Stationery		94.72			
Training		45.00			
Insurance		762.48			
Miscellaneous		1,115.36			
Pensions		2,747.38			
Cash		950.00			
			Loss expenditure over income		-3,859.50
Total		<u>73,641.98</u>			<u>73,641.98</u>

## MOVEMENT IN CASH OVER THE YEAR

	£	£
Opening bank statements as at 01.09.2019		10,318.48
Less: costs in cashbook 2018-19 but clearing bank 2019-20		
Cash outflow 2019-20 per cash book (Income over expenditure)		3,859.50
Plus: Costs through cashbook 2018-19 but still to clear the bank		
Cheque:		
Cash Fees uncleared as at 31.08.20		
Closing bank statement as at 31.08.20	Bank account balance	<u>14,177.98</u>

**Wenvoe Playgroup - Year ending 31 August 2020**

**SUMMARY CASHBOOK 2019-20**

	TOTAL Expenditure	Insurance	Salaries	Rent	Milk	NIC/TAX	Equipment	Telephone	Stationery	Staff Training	MISC	Smart Pensions	Petty Cash	Grant Expenditure	Avensure
Autumn	24,935.33		18,289.77	3,392.00	232.47	947.64	213.93	42.20	38.32	45.00	742.02	791.98	200		
Spring	21,311.54	762.48	14,885.13	2,640.00	365.31	542.95	154.48	51.54	56.40		148.14	1,105.11	600		
Summer	28,022.05		25,420.40	480.00	29.16	320.83	448.98	97.19			225.20	850.29	150		
Total 2019-20	74,268.92	762.48	58,595.30	6,512.00	626.94	1,811.42	817.39	190.93	94.72	45.00	1,115.36	2,747.38	950.00	-	-
Total 2018-19	57,028.57	719.27	41,339.98	7,008.00	674.73	1,688.64	294.82	173.87	253.28	-	2,523.81	-	-	145.00	2,207.17

	TOTAL Income	Voucher Fees	JRS	Vale of Glamorgan	Grants	Donation	Milk Rebates	MISC	Fundraising
Autumn	26,764.97	9,025.00		16,843.50			232.47	150.00	514.00
Spring	28,293.45	9,983.50		17,259.75	719.00		256.77	1.00	73.43
Summer	23,070.00	1,834.00	6,469.68	14,577.75			137.70		50.87
Total 2019-20	78,128.42	20,842.50	6,469.68	48,681.00	719.00	-00	626.94	151.00	638.30
Total 2018-19	55,980.52	52,859.00	-00		-00	2,409.69	711.83	-00	-00

Voucher & cash fees

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