

## Trustees' Annual Report for the period

From 1/4/2020 Period start date To 1/4/2021 Period end date

Charity name: Benllech Playgroup

Charity registration number: 1180308

### Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	Enhance the development and education of children in Wales, for the public benefit by encouraging parents to understand and provide for their needs through high quality childcare provision.
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	Accounts Payroll Fees Policy and procedures Recruitment Ongoing fundraising Ongoing grant applications Trustee report and AGM
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	The trustees at Benllech Playgroup have regarded the charity commission guidance on public benefit in running the committee.

### Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	Will be discussing this on next meeting in the new year
Policy on social investment including program related investment	Para 1.38	Will be discussing this on next meeting in the new year
Contribution made by	Para 1.38	n/a

volunteers		
Other		Will be looking into supportive policies we could have written in place for the committee in the new year to help them in meeting guidelines and roles of a committee.

## Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	<p>We have been able to raise and make a huge investment into the charity this year. There has been a large covid capital grant we were successful in applying for which has been put back into the setting.</p> <p>We also fundraised holding a sponsored listen which raised funds for a new reading corner and many books.</p> <p>The treasurer has brought in new excel spreadsheets to make the accounts running more smoothly.</p> <p>It was the year of covid so the committee were much more limited than usual and they carried on with zoom meetings to ensure we could still plan ahead for the year.</p>

### Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	We still managed to have a great year financially despite covid so have achieved the objectives set
Performance of fundraising activities against objectives set	Para 1.41	Objectives met
Investment performance against objectives	Para 1.41	N.A
Other		N/A

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## Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	The charity is in a strong position ending with a small profit of £989.41 despite covid but also with huge reinvestment into the setting with over £15000 of grants invested into the charity and setting last year
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	There was no reserves policy in place previously and the new leader and it is being created has come on board and this is currently being created and a policy on how much and why so this is being built up currently but will be £5000 (covers a months wages and a month of rent should we ever have to move locations- but this can be used should a large council grant become available where payment upfront I required as long as funds are replaced once grant is paid)
Amount of reserves held	Para 1.22	Will be £5000 Currently £2000—building this up monthly until it reaches £5000 by end of this tax year
Reasons for holding zero reserves	Para 1.22	Previously the need for the reserves had not been known to the previous leader and had been overlooked- this is currently being sorted. There was no reserves policy in place previously and the new leader and it is being created has come on board and this is currently being created and a policy on how much and why so this is being built up currently but will be £5000 The is now a policy in place and it is on our gdrive and in the filing cabinet
Details of fund materially in deficit	Para 1.24	N/A no material debt
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	No uncertainties or concerns for ongoing in the future

### Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	Fees- those from children attending who aren't funded by government Education grant- based on number of 3 year olds in attendance Childcare grant- based on number of 3 year
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		olds in attendance. Capital grant- for recovery from covid Hygiene grant Co op grant Extra educational grant- to help settings following covid
Investment policy and objectives including any social investment policy adopted	Para 1.46	N/a we have no investments
A description of the principal risks facing the charity	Para 1.46	Currently covid is the main risk as we had to close for several months over the last financial year due to low numbers of attendance with people not wanting to send their children in times where we were in lockdown or covid numbers were high
Other		N/a

## Structure, Governance and Management

Description of charity's trusts:		
Type of governing document ( <a href="#">trust deed</a> , <a href="#">royal charter</a> )	Para 1.25	CIO - ASSOCIATION Registered 15 Oct 2018
How is the charity constituted? ( <a href="#">e.g unincorporated association</a> , <a href="#">CIO</a> )	Para 1.25	CIO
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	Volunteers are voted in during committee meetings

### Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction	Para 1.51	This has just been written and a copy is on the gdrive and in the filing cabinet
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and training of trustees		
The charity's organisational structure and any wider network with which the charity works	Para 1.51	We are a CIO not for profit charity. We have a staff team in place for the everyday running of the setting including leader/manager and deputy. Our Committee has a chair, treasurer and secretary and an additional trustee. We hope to increase those attending in future also.
Relationship with any related parties	Para 1.51	N/A
Other		N/A

## Reference and Administrative details

Charity name	Benllech Playgroup
Other name the charity uses	
Registered charity number	1180308
Charity's principal address	Uned Mathafarn Benllech Anglesey LL74 8SG

Names of the charity trustees who manage the charity				
	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Rachael Barber	chair		
2	Ffion Morris	treasurer	15/10/21	
3	Carolyn Archer	NA	15/10/21	
4	Barbara Jones	secretary	15/10/21	
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Corporate trustees – names of the directors at the date the report was approved

Director name		

Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	

### Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	N/A
Name and objects of the charity on whose behalf the	N/A

assets are held and how this falls within the custodian charity's objects	
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	N/A

#### **Additional information (optional)**

Names and addresses of advisers (Optional information)		
Type of adviser	Name	Address
Name of chief executive or names of senior staff members (Optional information)		
Natalie Hajbok		

#### **Exemptions from disclosure**

Reason for non-disclosure of key personnel details

N/A

#### **Other optional information**

This year the settings leader has changed and there have been a few things not in place committee policy and reserves wise that need to be addressed – these are currently being addressed and updated or policies written where required

#### **Declarations**

<p><b>The trustees declare that they have approved the trustees' report above.</b></p> <p><b>Signed on behalf of the charity's trustees</b></p>		
<b>Signature(s)</b>	RKBarber	

<b>Full name(s)</b>		Rachael K Barber	
<b>Position (eg Secretary, Chair, etc)</b>		chair	
<b>Date</b>	10/11/21		



Description			
	<b>EXPENSES</b>		
Wages (INC Tax , EXCL NI)	31808.95		
Resources/Equipment/consumables	13135.24	<b>TOTAL</b>	<b>45736.77</b>
Insurance	197.42		
ICO	35		
DBS	56.4		
Devon Payroll	397.2		
National Insurance	106.56		

Summary of FY 20-21

	<b>INCOME</b>		
Grant from council	5331		
Fees	25828.48		
<b>OTHER GRANTS and donations</b>	15566.7		
		<b>TOTAL</b>	<b>46726.18</b>

total income	<b>46726.18</b>		
total outgoings	<b>45736.77</b>	<b>PROFIT</b>	<b>989.41</b>
Bank Balance @ 1/4/20	£9,331.01		
Bank Balance @1/4/21	£9,330.52		

		Liz	Tricia	Natalie	Christine	Stacey	National Insurance to pay	Tax
1	###	625.65	496.27	508.81	453.01	0	0	98.8
2	###	825.83	496.07	508.81	420.49	0	4.56	90.8
3	###	825.83	496.07	508.81	420.49	0	4.56	90.8
4	###	825.83	496.07	508.81	420.29	0	4.56	91
5	###	1001.19	606.22	580.58	470.03	0	28.56	130.8
6	###	657.34	521.85	816.41	561.78	0	3.12	132.4
7	###	677.25	530.77	838.65	561.78	0	6.48	135
8	###	691.48	571.41	816.41	410.65	109.55	3.12	134.4
9	###	677.25	569.7	785.41	472.99	70.29	0	139.8
10	###	682.94	521.65	816.41	448.07	181.55	3.12	59.4
11	###	773.94	543.67	906.3	448.07	170.81	15.6	146.8
12	###	863.63	701.29	926.17	116.67	450.45	32.88	171.2
<b>Total</b>		<b>9128.16</b>	<b>6551.04</b>	<b>8521.58</b>	<b>5204.32</b>	<b>982.65</b>	<b>106.56</b>	<b>1421.2</b>

Total salary	30387.75
Total tax	1421.2
<b>TOTAL</b>	<b>31808.95</b>
<b>National Ins out</b>	<b>106.56</b>

**SALARY, NI and TAX**

	Normal	30 hours	Job retention
04/20	0	0	1146.06
05/20	0	567	0
06/20	0	675	1238.16
07/20	0	729	928.62
08/20	0	0	2262.8
09/20	1149	450	2126.42
10/20	1072.5	513	1811.17
11/20	1725	783	0
12/20	840	891	408.64
01/21	60	576	0
02/21	922.5	54	1535.15
03/21	1980	1026	358.46
Total	7749	6264	11815.48

total	25828.48
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10/20	ucheck DBS	50.4
	ucheck new user	6
	Total	56.4

04/01/2020	1777	Ynys Mon
04/01/2020	262.98	coop grant
07/29/2020	200	Hygiene grant
10/01/2020	1777	Ynys Mon
10/10/2020	100	Llanfair ME donation
11/01/2020	1379.02	Coop grant
11/01/2020	25.19	easy fundraising
12/01/2020	735	Cheque paid in - unknown - Nat to check
12/01/2020	100	Ynys mon grant
12/01/2020	214	Raffle and Donation
01/01/2021	1777	Ynys mon grant
02/01/2021	6420	cov ccap grant
03/01/2021	200	ffrindiau mon
03/02/2021	800	fundraise
03/03/2021	2806	it grant and training
03/03/2021	2319.51	gov grant
03/14/2021	5	donation
	<b>20897.7</b>	<b>total</b>
	<b>5331</b>	<b>from council</b>
	15566.7	non council donations

06/20	ICO membership	35
	(WPPA/Early Years not paid this year	
	<b>total</b>	<b>35</b>

#### WPPA Membership

	date paid	
quarter 4 of 19-20	04/16/2020	66.36
07/20		181.2
09/20		172.8
10/20		43.2
total		397.2

Devon Payroll

03/21	197.42	
		Insurance
total	197.42	



	General Description	
###	petty cash	£12.99
###	petty cash	7.99
###	petty cash	176.09
###	petty cash	77.85
###	petty cash and lix food hygeine course	177.57
###	petty ash and food hygiene	124.51
###	petty cash	9.87
###	petty cash and courses for stacey	310.78
###	petty cash	98.65
###	petty cash	142.66
###	building works	6070
###	new resouces including new sofa, booksheves, books, playequipment,	2732.69
	petty cash	487.59
	it	2706
	total	£13,135.24

Resources

THESE ARE EXCLUDING INSURANCE, WPPA MEMEBERSHIP, DBS



CHARITY COMMISSION  
FOR ENGLAND AND WALES

Independent examiner's  
report on the accounts

Section A

Independent Examiner's Report

Report to the trustees/  
members of

BENLECH PLAYGROUP

On accounts for the year  
ended

31.03.21

Charity no  
(if any)

1180308

Set out on pages

1

I report to the trustees on my examination of the accounts of the above  
charity ("the Trust") for the year ended

Responsibilities and  
basis of report

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.

Independent  
examiner's statement

I have completed my examination. I confirm that no material matters have  
come to my attention (~~other than that disclosed below~~) 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.

\* Please delete the words in the brackets if they do not apply.

Signed:

N. Jones

Date:

2/11/2021

Name:

NICOLA JAYNE JONES

Relevant professional  
qualification(s) or body  
(if any):

Address:

51 CRAIG Y DON  
BENLECH ANGLESEY  
LL74 8TB

October 2018