

Saundersfoot Playgroup and Daycare

Charity number 1181167

Annual Report and Financial Statements for the year ended 31 August 2020

Saundersfoot Playgroup and Daycare

Annual Report and Financial Statements for the year ended 31 August 2020

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Saundersfoot Playgroup and Daycare

Trustees' report for the year ended 31 August 2020

Reference and administrative details of the charity, its trustees and advisors

The trustees during the financial year and up to and including the date the report was approved were:

Name	Position	Dates
Marion Paturel	Chair	12.02.19-
Nicholas Allen		19.02.19-
Laura Davies	Treasurer	12.07.18-
Jennifer Hughes		08.12.20-
Lila Knight		08.12.20-
Victoria Merriman		03.03.20-
Dyana Bica		12.02.19-03.03.20
Stacey Lanham		12.07.18-28.07.20
Deanne North		12.07.18-03.03.20

Charity number 1181167 Registered in England and Wales

Registered and principal address	Bankers
The Regency Hall	HSBC UK
King George V Playing Fields	Tudor Square
Milford Street	Tenby
Saundersfoot	Pembrokeshire
SA69 9NG	SA70 7AG

Independent examiner

A. Dodd FCCA
104 Llansteffan Road
Johnstown
Carmarthen
SA31 3NN

Structure, governance and management

The charity is a Charitable Incorporated Organisation (CIO) formed on 14 December 2018

The charity's activities were previously undertaken through an unincorporated registered charity 'Saundersfoot Playschool' (registered charity number 1035076) until 7 January 2021, at which date all of its assets and liabilities were transferred to the CIO. These accounts report on all of the activities previously carried out through the old unincorporated charity.

The CIO is a member of the Wales Pre-School Providers Association (Wales PPA), which is a membership organisation that promotes and supports bilingual pre-school care, education and learning through play across Wales.

Method of recruitment and appointment of trustees

The trustees of the charity are appointed by the members at the AGM for two year terms, following which they are eligible for re-election. At least two thirds of the charity trustees shall normally be 'family members at the time of their election (i.e. parents or guardians of a child who attends any group run by the charity).

Saundersfoot Playgroup and Daycare

Trustees' report (continued) for the year ended 31 August 2020

Objectives and activities

The charity's objects

To 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.

The charity's main activities

Saundersfoot Playschool provides childcare for children aged 2-4 years old in the form of full-day or half-day sessions. The setting also provides a 'wraparound' service for children of the local primary school attending half-day nursery.

Public benefit statement

In setting our objectives and planning our activities the Trustees have given serious consideration to the Charity Commission's general guidance on public benefit and in particular relating to the advancement of pre-school education. The trustees are careful to ensure that all decisions which may also lead to personal benefits, e.g. because trustees' children are beneficiaries, are no more than incidental and a necessary by-product of such decisions.

Achievements and performance

The year began positively with the expansion of provision made possible by the funding through the 'Enhancing Pembrokeshire' programme, but from March 2020 the coronavirus pandemic had forced the prolonged suspension of activity. We have been able to retain our staff, on furlough leave, through use of the Coronavirus Job Retention Scheme (CJRS) , together with welcome grants from the Moondance Foundation and from Pembrokeshire County Council. This has enabled the charity to continue to meet its operating costs, and to prepare for re-opening, fully compliant with Welsh Government guidelines.

Financial review

The net surplus for the year was £4,341, wholly in unrestricted funds. Restricted grant funding amounted to £15,074, which was fully expended in the year.

Reserves policy

The charity's free reserves at the year end were £5,402.

The charity is aiming to achieve a position where it has three months' operating expenditure in general unrestricted reserves, and at the year end, these reserves were at around half of that level. We will continue to explore additional grant opportunities to assist with general running costs.

The continuing coronavirus pandemic means that there is still uncertainty about future demand for services , but we have been fortunate in being able to return from September 2020 albeit not a full capacity, whilst utilising the Coronavirus Job Retention Scheme to retain our workers. We are also seeking further grant funding to ensure continued sustainability in this difficult period. With these levels of support, the trustees are confident that the charity will be able to continue as a going concern for at least the next twelve months.

Signed on behalf of the board of trustees:

Signed..... (Trustee)

Name.....Laura Davies.....

Date.....

Saundersfoot Playgroup and Daycare

Independent examiner's report to the trustees of Saundersfoot Playgroup and Daycare

I report to the charity trustees on my examination of the accounts of the CIO for the year ended 31 August 2020, which are set out on pages 4 to 11.

Responsibilities and basis of report

As the charity trustees of the CIO 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 CIO's accounts as carried out under section 145 of the 2011 Act. In carrying out my examination I have followed all 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 in connection with the examination giving me cause to believe that in any material respect:

- 1 accounting records were not kept in respect of the charity as required by section 130 of the Charities Act;
- 2 the accounts do not accord with those records; or
- 3 the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Signed: Name: A. Dodd

Relevant professional qualification or body: FCCA

Date:

104 Llansteffan Road
Johnstown
Carmarthen
SA31 3NN

Saundersfoot Playgroup and Daycare
Statement of Financial Activities
for the year ended 31 August 2020

	Notes	2020 Unrestricted funds £	2020 Restricted funds £	2020 Total funds £	2019 Total funds £
Income from:					
Grants and donations	(2)	6,178	15,074	21,252	10,722
Childcare fees		22,674	-	22,674	32,882
Fundraising		569	-	569	1,074
Total income		<u>29,421</u>	<u>15,074</u>	<u>44,495</u>	<u>44,678</u>
Expenditure on:					
Wages costs, incl. NI & pension	(3)	18,667	13,732	32,399	33,909
Rent		4,434	-	4,434	9,205
Insurance & subscriptions		269	-	269	773
Telephone & sundry costs		134	-	134	162
Playgroup resources		1,120	1,342	2,462	2,723
Payroll fees		456	-	456	-
Total expenditure		<u>25,080</u>	<u>15,074</u>	<u>40,154</u>	<u>46,772</u>
Net income / (expenditure)		<u>4,341</u>	<u>-</u>	<u>4,341</u>	<u>(2,094)</u>
Fund balances brought forward		<u>1,061</u>	<u>-</u>	<u>1,061</u>	<u>3,155</u>
Fund balances carried forward	(4)	<u>5,402</u>	<u>-</u>	<u>5,402</u>	<u>1,061</u>

All incoming resources and resources expended derive from continuing activities.

Saundersfoot Playgroup and Daycare

Balance sheet

as at 31 August 2020

	2020	2020	2020	2019
	Unrestricted	Restricted	Total	Total
	£	£	£	£
Total fixed assets	-	-	-	-
Current assets				
Debtors and prepayments	(5) -	-	-	1,595
Cash at bank and in hand	(6) 5,647	-	5,647	465
Total current assets	5,647	-	5,647	2,060
Current liabilities:				
amounts falling due within one year				
Creditors and accruals	(7) 245	-	245	999
Total current liabilities	245	-	245	999
Net current assets / (liabilities)	5,402	-	5,402	1,061
Total assets less current liabilities	5,402	-	5,402	1,061
Net assets	5,402	-	5,402	1,061
Funds				
Unrestricted funds	5,402	-	5,402	1,061
Restricted funds	-	-	-	-
Total funds	5,402	-	5,402	1,061

The financial statements were approved by the board of trustees on

Date:

Signed:

(Trustee)

Name

Saundersfoot Playgroup and Daycare

Notes to the accounts

for the year ended 31 August 2020

1 Accounting policies

Basis of accounting

These accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts. The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019) and with the Charities Act 2011.

The charity constitutes a public benefit entity as defined by FRS 102.

There has been no change to the accounting policies since last year.

No changes have been made to the accounts for previous years.

Going concern

The trustees are satisfied that there are no material uncertainties about the charity's ability to continue.

Incoming resources

All incoming resources are included in the Statement of Financial Activities (SOFA) when the charity becomes entitled to the resources, it is more likely than not that the trustees will receive the resources and the monetary value can be measured with sufficient reliability.

Grants and donations

Grants and donations are only included in the SOFA when the charity has unconditional entitlement to the resources.

Where grants are related to performance and specific deliverables, they are accounted for as the charity earns the right to consideration by its performance.

Expenditure and liabilities

Expenditure is recognised on an accrual basis as a liability is incurred. Liabilities are recognised where it is more likely than not that there is a legal or constructive obligation committing the charity to pay out the resources and the amount of the obligation can be measured with reasonable certainty.

Taxation

As a charity the organisation benefits from rates relief and is generally exempt from income tax and capital gains tax but not from VAT. Irrecoverable VAT is included in the cost of those items to which it relates.

Pensions

The charity operates a defined contribution scheme for the benefit of its employees. The costs of contributions are recognised in the year they are payable.

Fund accounting

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.

Restricted funds are subjected to restrictions on their expenditure imposed by the donor or through the terms of an appeal.

Further explanation of the nature and purpose of each fund is included in the notes to the accounts.

Saundersfoot Playgroup and Daycare

Notes to the accounts continued

for the year ended 31 August 2020

2 Grants and donations	2020 Unrestricted funds £	2020 Restricted funds £	2020 Total funds £	2019 Total funds £
Grants - Valero	-	-	-	400
Grants - Pembrokeshire County Council	1,577	3,503	5,080	9,845
Grants - HMRC	-	11,571	11,571	-
Grants - Moondance Foundation	3,835	-	3,835	-
Donations	766	-	766	477
	<u>6,178</u>	<u>15,074</u>	<u>21,252</u>	<u>10,722</u>

3 Staff costs and numbers	2020 £	2019 £
Gross salaries	31,959	33,687
Pensions	440	222
	<u>32,399</u>	<u>33,909</u>

The average number employees during the year was 4 (2019: 4). There were no employees with emoluments above £60,000.

Defined contribution pension scheme	2020 £	2019 £
Costs of the scheme to the charity for the year	440	222
Amount of any contributions outstanding at the year end	-	-
Amount of any contributions prepaid at the year end	-	-

4 Restricted funds	Balance b/f £	Incoming £	Outgoing £	Transfers £	Balance c/f £
Pembrokeshire County Council	-	3,503	3,503	-	-
HMRC	-	11,571	11,571	-	-
	<u>-</u>	<u>15,074</u>	<u>15,074</u>	<u>-</u>	<u>-</u>

Fund name	Purpose of restriction
Pembrokeshire County Council	Enhancing Pembrokeshire project, to contribute to the costs of employing a manager and for resources for the charity
HMRC	Coronavirus Job Retention Scheme, to contribute towards the costs of retaining employees during periods where activities had ceased or been reduced due to the global pandemic

Saundersfoot Playgroup and Daycare
Notes to the accounts continued
for the year ended 31 August 2020

5 Debtors and prepayments	2020	2019
	£	£
Debtors	-	1,595
	<u>-</u>	<u>1,595</u>
6 Cash at bank and in hand	2020	2019
	£	£
HSBC Community Account	5,647	465
	<u>5,647</u>	<u>465</u>
7 Creditors and accruals	2020	2019
	£	£
Creditors	-	50
PAYE	169	845
Pensions	76	104
	<u>245</u>	<u>999</u>

Saundersfoot Playgroup and Daycare
Notes to the accounts continued
for the year ended 31 August 2020

8 Related party transactions

Trustee expenses

No trustee received any expenses during this year or the previous year.

Trustee remuneration and benefits

No trustee received any remuneration or benefit during this or the previous year.

Remuneration and benefits received by key management personnel

The key management personnel of the charity include the trustees and the playgroup manager. The total employee benefits received by the manager were £16,123 (previous year: £14,283).

No trustee received any remuneration or benefit in this capacity during this or the previous year.

Saundersfoot Playgroup and Daycare

Statement of Financial Activities Including comparatives for all funds for the year ended 31 August 2020

	2020 Unrestricted funds £	2019 Unrestricted funds £	2020 Restricted funds £	2019 Restricted funds £	2020 Total funds £	2019 Total funds £
Income						
Grants and donations	6,178	977	15,074	9,745	21,252	10,722
Childcare fees	22,674	32,882	-	-	22,674	32,882
Fundraising	569	1,074	-	-	569	1,074
Total income	29,421	34,933	15,074	9,745	44,495	44,678
Expenditure						
Wages costs, incl. NI & pension	18,667	25,983	13,732	7,926	32,399	33,909
Rent	4,434	9,205	-	-	4,434	9,205
Insurance & subscriptions	269	773	-	-	269	773
Telephone & sundry costs	134	162	-	-	134	162
Playgroup resources	1,120	904	1,342	1,819	2,462	2,723
Payroll fees	456	-	-	-	456	-
Total expenditure	25,080	37,027	15,074	9,745	40,154	46,772
Net gains/(losses) on investments	-	-	-	-	-	-
Net Income / (expenditure)	4,341	(2,094)	-	-	4,341	(2,094)
Fund balances brought forward	1,061	3,155	-	-	1,061	3,155
Fund balances carried forward	5,402	1,061	-	-	5,402	1,061