

Saundersfoot Playgroup and Daycare

Charity number 1181167

Annual Report and Financial Statements for the year ended 31 August 2021



Saundersfoot Playgroup and Daycare

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Saundersfoot Playgroup and Daycare

Trustees' report for the year ended 31 August 2021

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		08.12.20-15.03.22
Lila Knight		08.12.20-
Victoria Merriman	former Secretary	03.03.20-15.03.22
Meggan Caddey	Secretary	15.03.22-
Melissa Brits		15.03.22-
Yvonne Gulmatico		15.03.22-

Charity number 1181167 Registered in 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 2021

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

We reopened in September 2020, following closure in March due to Covid 19, with low numbers of younger children, mainly reliant on afternoon 30hrs children for income. Reserves were slowly run down to support the service. However fortunately we were successful in being awarded funding via a grant and a loan through the third sector resilience fund.

It's been a year of ups and downs with covid still impacting on us causing extra work and issues. Managing with just 2 members of staff while other staff were on furlough and a very tight budget made keeping up with admin near impossible. However, the committee and Early Years Wales have been an enormous help and securing financial help from January allowed us to purchase an iPad and laptop. We also had an opportunity to purchase equipment to help with Covid-19 such as outdoor sink and barriers.

Throughout lockdown we had regular check ins to ensure staffs wellbeing and a couple of calls to ensure the children's and parents wellbeing. Numbers were low in September through to December and January. Now the children are back at school the wraparound is busy. Some team members completed COVID-19 training, observations, etc.

The iPad has enabled us to use the family app, which we use mainly to share photos of the children with their parents, this is also a great tool for us to carry out quick observations instead of us being taken away from time supporting the children writing observations we are able to take the photos and add notes later.

Saundersfoot Playgroup and Daycare

Trustees' report (continued) for the year ended 31 August 2021

Financial review

The net income for the year was £7,298, including net income of £6,970 on unrestricted funds and net income of £328 on restricted funds.

Reserves policy

The charity's free reserves, excluding fixed assets, at the year end were £12,372.

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 stood at just over that level. We will continue to explore additional grant opportunities to assist with general running costs.

The continuing coronavirus pandemic meant that there was continuing uncertainty about demand for services, but we were fortunate in being able to return from September 2020 albeit not at full capacity, whilst utilising the Coronavirus Job Retention Scheme to retain our workers. We were also successful in obtaining further grant funding from the local authority to ensure continued sustainability in this difficult period, together with additional support from WCVA in the form of grants and a loan under the 'Improve and Diversify' and 'Survive' funding streams. 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: 7 June 2022

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 2021, which are set out on pages 6 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, FCCA

Date: 8 June 2022

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

Saundersfoot Playgroup and Daycare
Statement of Financial Activities
(including summary income and expenditure account)
for the year ended 31 August 2021

	Notes	2021 Unrestricted funds £	2021 Restricted funds £	2021 Total funds £	2020 Total funds £
Income from:					
Grants and donations	(2)	12,990	11,010	24,000	21,252
Childcare fees		33,240	-	33,240	22,674
Fundraising		84	-	84	569
Total income		46,314	11,010	57,324	44,495
Expenditure on:					
Wages costs, incl. NI & pension	(3)	30,320	7,392	37,712	32,399
Rent		6,793	1,225	8,018	4,434
Insurance & subscriptions		811	-	811	269
Telephone & sundry costs		145	-	145	134
Playgroup resources		420	2,065	2,485	2,462
Payroll fees		360	-	360	456
Subcontractors		495	-	495	-
Total expenditure		39,344	10,682	50,026	40,154
Net income / (expenditure)		6,970	328	7,298	4,341
Fund balances brought forward		5,402	-	5,402	1,061
Fund balances carried forward	(4)	12,372	328	12,700	5,402

All incoming resources and resources expended derive from continuing activities.

Saundersfoot Playgroup and Daycare

Balance sheet

as at 31 August 2021

	2021 Unrestricted £	2021 Restricted £	2021 Total £	2020 Total £
Current assets				
Debtors and prepayments	(5) -	-	-	-
Cash at bank and in hand	(6) 20,121	328	20,449	5,647
Total current assets	<u>20,121</u>	<u>328</u>	<u>20,449</u>	<u>5,647</u>
Current liabilities:				
amounts falling due within one year				
Creditors and accruals	(7) 7,749	-	7,749	245
Total current liabilities	<u>7,749</u>	<u>-</u>	<u>7,749</u>	<u>245</u>
Net current assets / (liabilities)	<u>12,372</u>	<u>328</u>	<u>12,700</u>	<u>5,402</u>
Total assets less current liabilities	<u>12,372</u>	<u>328</u>	<u>12,700</u>	<u>5,402</u>
Net assets	<u>12,372</u>	<u>328</u>	<u>12,700</u>	<u>5,402</u>
Funds				
Unrestricted funds	12,372	-	12,372	5,402
Restricted funds	-	328	328	-
Total funds	<u>12,372</u>	<u>328</u>	<u>12,700</u>	<u>5,402</u>

The financial statements were approved by the board of trustees on 7 June 2022

Signed: SH Davies (Trustee)

Name: Laura Davies

Saundersfoot Playgroup and Daycare

Notes to the accounts

for the year ended 31 August 2021

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 2021

2 Grants and donations	2021	2021	2021	2020
	Unrestricted	Restricted	Total	Total
	funds	funds	funds	funds
	£	£	£	£
HMRC - CJRS	-	5,741	5,741	11,571
Pembrokeshire County Council	0	2,645	2,645	5,080
Moondance Foundation	-	-	-	3,835
WCVA	12,901	2,624	15,524	-
Donations	90	-	90	766
	<u>12,991</u>	<u>11,009</u>	<u>24,000</u>	<u>21,252</u>

3 Staff costs and numbers	2021	2020
	£	£
Gross salaries	37,198	31,959
Social security costs	1,657	440
Employment allowance	(1,657)	(440)
Pensions	514	440
	<u>37,712</u>	<u>32,399</u>

The average number employees during the year was 5 (2020: 4). There were no employees with emoluments above £60,000.

Defined contribution pension scheme	2021	2020
	£	£
Costs of the scheme to the charity for the year	514	440
Amount of any contributions outstanding at the year end	102	75

4 Restricted funds	Balance b/f	Incoming	Outgoing	Balance c/f
	£	£	£	£
Pembrokeshire County Council	-	2,645	2,317	328
HMRC	-	5,741	5,741	-
WCVA	-	2,624	2,624	-
	<u>-</u>	<u>11,009</u>	<u>10,681</u>	<u>328</u>

Fund name

Pembrokeshire County Council	To contribute towards costs of rental and material resources.
HMRC	Coronavirus Job Retention Scheme, towards the costs of retaining employees during periods where activities had ceased or been reduced due to the global pandemic.
WCVA	Improve and Diversify' grant towards the costs of IT equipment, quality assessment and wages costs.

Saundersfoot Playgroup and Daycare
Notes to the accounts continued
for the year ended 31 August 2021

5 Debtors and prepayments	2021	2020
	£	£
Debtors	-	1,595
Prepayments	-	-
	<u>-</u>	<u>1,595</u>
		-1595
6 Cash at bank and in hand	2021	2020
	£	£
HSBC Community Account	12,249	5,647
HSBC Deposit Account	8,200	-
	<u>20,449</u>	<u>5,647</u>
7 Creditors and accruals	2021	2020
	£	£
Loans and overdrafts	5,175	-
Creditors	1,916	-
PAYE	556	169
Pensions	102	76
	<u>7,749</u>	<u>245</u>

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 playgroup manager were £18,782 (previous year: £16,123).

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 (including summary income and expenditure account) for the year ended 31 August 2021

	2021 Unrestricted funds £	2020 Unrestricted funds £	2021 Restricted funds £	2020 Restricted funds £	2021 Total funds £	2020 Total funds £
Income						
Grants and donations	12,990	6,178	11,010	15,074	24,000	21,252
Childcare fees	33,240	22,674	-	-	33,240	22,674
Fundraising	84	569	-	-	84	569
Total income	46,314	29,421	11,010	15,074	57,324	44,495
Expenditure						
Wages costs, incl. NI & pension	30,320	18,667	7,392	13,732	37,712	32,399
Rent	6,793	4,434	1,225	-	8,018	4,434
Insurance & subscriptions	811	269	-	-	811	269
Telephone & sundry costs	145	134	-	-	145	134
Playgroup resources	420	1,120	2,065	1,342	2,485	2,462
Payroll fees	360	456	-	-	360	456
Subcontractors	495	-	-	-	495	-
Total expenditure	39,344	25,080	10,682	15,074	50,026	40,154
Net income / (expenditure)	6,970	4,341	328	-	7,298	4,341
Net movement in funds	6,970	4,341	328	-	7,298	4,341
Fund balances brought forward	5,402	1,061	-	-	5,402	1,061
Fund balances carried forward	12,372	5,402	328	-	12,700	5,402