

Saundersfoot Playgroup and Daycare

Charity number 1181167

Annual Report and Financial Statements for the year ended 31 August 2022



Saundersfoot Playgroup and Daycare

Annual Report and Financial Statements for the year ended 31 August 2022

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Saundersfoot Playgroup and Daycare

Trustees' report for the year ended 31 August 2022

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-
Lila Knight		08.12.20-
Meggan Caddey	Secretary	15.03.22-
Melissa McNeilly		15.03.22-
Yvonne Gulmatico		15.03.22-

Charity number 1181167 Registered in England and Wales

Registered and principal address

Saundersfoot Junior School
Frances Lane
Saundersfoot
Pembrokeshire
SA69 9HB

Bankers

HSBC UK
Tudor Square
Tenby
Pembrokeshire
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.

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).

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.

Saundersfoot Playgroup and Daycare

Trustees' report (continued) for the year ended 31 August 2022

Objectives and activities (continued)

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

This was a busy and challenging year with the setting still emerging from the pandemic but we have been able to restart popular fundraising events like the annual 'toddle'.

The most notable event was a move from the Regency Hall to a space within the Early Years Unit at Saundersfoot Primary School from the beginning of the January term. This was supported by a grant from the Pembrokeshire County Council's Enhancing Pembrokeshire Fund which provided additional furniture and equipment and helped with the costs of the relocation and set up. This has reduced our overheads with a reduction in rent, removed the challenge of walking wraparound children from the school to our old setting and has increased our visibility with parents and relationship with the school. A number of volunteers supported the move to the school by lending vehicles and moving equipment and furniture, making the new rooms ready and building additional storage. The relocation had meant the setting has reregistered with CIW and we have altered our hours to fit the school timetable for parents dropping off and picking up.

We have had a number of new staff join us and Sharon Davies has taken on the deputy leader role. With more staff we are able to provide more individualised planning for children's activities and share the administrative tasks.

We are increasingly welcoming children with additional learning needs and providing individualised support when this need has been assessed. We are working more closely with specialist services to support these children with additional needs.

We have increasingly been able to welcome parents back into the setting and were able to once more stage a nativity play with an audience as our swansong at the Regency Hall in December 2021. We finished the year with a well-attended sports day on the school playing fields.

Financial review

The net deficit for the year was £10,749, including a net deficit of £10,421 on unrestricted funds and a net deficit of £328 on restricted funds.

Reserves policy

The charity's free reserves, excluding fixed assets, at the year end were £1,951.

The charity is aiming to achieve a position where it has three months' operating expenditure in general unrestricted reserves. However at the year end these reserves stood at less than one months' operating costs. We will continue to explore additional grant opportunities to assist with general running costs.

Signed: Laura Davies (trustee)

Date: 25 June 2023

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 2022, which are set out on pages 5 to 10.

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:



A. Dodd, FCCA

Date: 25 June 2023

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 2022

	Notes	2022 Unrestricted funds £	2022 Restricted funds £	2022 Total funds £	2021 Total funds £
Income from:					
Grants and donations	(2)	616	5,548	6,164	24,000
Childcare fees		54,123	-	54,123	33,240
Fundraising		117	-	117	84
Bank interest		3	-	3	-
Total income		54,859	5,548	60,407	57,324
Expenditure on:					
Wages costs, incl. NI & pension	(3)	52,337	849	53,186	37,712
Rent		5,379	440	5,819	8,018
Insurance, subscriptions & DBS costs		849	-	849	811
Telephone & sundry costs		404	-	404	145
Playgroup resources		1,415	4,491	5,906	2,485
Payroll fees		527	-	527	360
Subcontractors		3,471	-	3,471	495
Advertising		850	-	850	-
Bank charges		48	-	48	-
Staff training		-	96	96	-
Total expenditure		65,280	5,876	71,156	50,026
Net income / (expenditure)		(10,421)	(328)	(10,749)	7,298
Fund balances brought forward		12,372	328	12,700	5,402
Fund balances carried forward	(4)	1,951	-	1,951	12,700

All incoming resources and resources expended derive from continuing activities.

Saundersfoot Playgroup and Daycare

Balance sheet

as at 31 August 2022

		2022	2022	2022	2021
		Unrestricted	Restricted	Total	Total
		£	£	£	£
Current assets					
Debtors and prepayments		-	-	-	-
Cash at bank and in hand	(5)	9,052	-	9,052	20,449
Total current assets		<u>9,052</u>	<u>-</u>	<u>9,052</u>	<u>20,449</u>
Current liabilities:					
amounts falling due within one year					
Creditors and accruals	(6)	7,101	-	7,101	7,749
Total current liabilities		<u>7,101</u>	<u>-</u>	<u>7,101</u>	<u>7,749</u>
Net current assets / (liabilities)		<u>1,951</u>	<u>-</u>	<u>1,951</u>	<u>12,700</u>
Net assets		<u>1,951</u>	<u>-</u>	<u>1,951</u>	<u>12,700</u>
Funds					
Unrestricted funds		1,951	-	1,951	12,372
Restricted funds		-	-	-	328
Total funds		<u>1,951</u>	<u>-</u>	<u>1,951</u>	<u>12,700</u>

The financial statements were approved by the board of trustees on 25 June 2023

Signed: Laura Davies (Trustee)

Saundersfoot Playgroup and Daycare

Notes to the accounts

for the year ended 31 August 2022

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

Incoming resources

All incoming resources are included in the Statement of Financial Activities (SOFA) when the charity becomes entitled to the resources, if 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

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

Saundersfoot Playgroup and Daycare

Notes to the accounts continued

for the year ended 31 August 2022

2 Grants and donations

	2022 Unrestricted funds £	2022 Restricted funds £	2022 Total funds £	2021 Total funds £
HMRC - CJRS	-	-	-	5,741
Pembrokeshire County Council	-	5,287	5,287	2,645
WCVA	-	-	-	15,524
Rotary Club	-	261	261	
Other donations	616	-	616	90
	<u>616</u>	<u>5,548</u>	<u>6,164</u>	<u>24,000</u>

3 Staff costs and numbers

	2022 £	2021 £
Gross salaries	52,708	37,198
Social security costs	1,942	1,657
Employment allowance	(2,057)	(1,657)
Pensions	593	514
	<u>53,186</u>	<u>37,712</u>

The average number of employees during the year was 6 (2021: 5). There were no employees with emoluments above £60,000.

Defined contribution pension scheme

	2022 £	2021 £
Costs of the scheme to the charity for the year	593	514
Amount of any contributions outstanding at the year end	111	102

4 Restricted funds

	Balance b/f £	Incoming £	Outgoing £	Transfers £	Balance c/f £
Pembs CC sustainability grant	328	1,544	1,872	-	-
Pembs CC Enhancing Pembrokeshire	-	3,067	3,067	-	-
Rotary Club	-	261	261	-	-
Pembs CC sustainability hamper	-	476	476	-	-
Pembs CC training	-	200	200	-	-
	<u>328</u>	<u>5,548</u>	<u>5,876</u>	<u>-</u>	<u>-</u>

Fund name

Pembs CC sustainability grant
Pembs CC Enhancing Pembrokeshire

Rotary Club

Pembs CC sustainability hamper

Pembs CC training

Purpose of restriction

To contribute towards costs of rental and material resources.

Towards the costs of relocation to Saundersfoot Primary School, including the purchase of additional furniture and equipment.

For the purchase of balance bikes through Cycle Champs

To purchase PPE

Training costs

Saundersfoot Playgroup and Daycare
Notes to the accounts continued
for the year ended 31 August 2022

5 Cash at bank and in hand	2022	2021
	£	£
HSBC Community Account	1,849	12,249
HSBC Deposit Account	7,203	8,200
	<u>9,052</u>	<u>20,449</u>

6 Creditors and accruals	2022	2021
	£	£
Loans and overdrafts	5,175	5,175
Creditors	1,368	1,916
PAYE	446	556
Other creditors	112	102
	<u>7,101</u>	<u>7,749</u>

7 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 total employee benefits received by key management personnel were £20,959 (previous year: £18,782).

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 2022

	2022 Unrestricted funds £	2021 Unrestricted funds £	2022 Restricted funds £	2021 Restricted funds £	2022 Total funds £	2021 Total funds £
Income						
Grants and donations	616	12,990	5,548	11,010	6,164	24,000
Childcare fees	54,123	33,240	-	-	54,123	33,240
Fundraising	117	84	-	-	117	84
Bank interest	3	-	-	-	3	-
Total income	54,859	46,314	5,548	11,010	60,407	57,324
Expenditure						
Wages costs, incl. NI & pension	52,337	30,320	849	7,392	53,186	37,712
Rent	5,379	6,793	440	1,225	5,819	8,018
Insurance, subscriptions & DBS costs	849	811	-	-	849	811
Telephone & sundry costs	404	145	-	-	404	145
Playgroup resources	1,415	420	4,491	2,065	5,906	2,485
Payroll fees	527	360	-	-	527	360
Subcontractors	3,471	495	-	-	3,471	495
Advertising	850	-	-	-	850	-
Bank charges	48	-	-	-	48	-
Staff training	-	-	96	-	96	-
Total expenditure	65,280	39,344	5,876	10,682	71,156	50,026
Net income / (expenditure)	(10,421)	6,970	(328)	328	(10,749)	7,298
Fund balances brought forward	12,372	5,402	328	-	12,700	5,402
Fund balances carried forward	1,951	12,372	-	328	1,951	12,700