

# **Saundersfoot Playgroup and Daycare**

Charity number 1181167

## **Annual Report and Financial Statements for the year ended 31 August 2023**



# **Saundersfoot Playgroup and Daycare**

## **Annual Report and Financial Statements for the year ended 31 August 2023**

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# Saundersfoot Playgroup and Daycare

## Trustees' report for the year ended 31 August 2023

### 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	
Nicholas Allen		
Laura Davies	Treasurer	
Rhianna Thomas	Secretary	Appointed 12 September 2023
Lila Knight		Resigned 30 January 2024
Meggan Caddey		Resigned 30 January 2024
Melissa McNeilly		Resigned 30 January 2024
Yvonne Gulmatico		Resigned 30 January 2024

  

Charity number	1181167	Registered in England and Wales
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Registered and principal address	Bankers
Saundersfoot Junior School	HSBC UK
Frances Lane	Tudor Square
Saundersfoot	Tenby
Pembrokeshire	Pembrokeshire
SA69 9HB	SA70 7AG

### Independent examiner

Alan 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 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

### 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 2023**

### **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**

Saundersfoot Playgroup and Daycare is now well-established at Saundersfoot School and as a result from September 2023 we have been running an after-school club for 4- to 11-year-olds from 3.15-5pm for pupils of Saundersfoot Community Primary School. This has increased our income and brought in a further staff member. We are currently operating this 3 evenings per week but hope to extend to 5 days a week once we have sufficient staff.

April saw the Flying Start scheme expanded to parts of Saundersfoot and the surrounding area with us as the Flying Start provider. This provides 12.5 hours of funded childcare for two- and three-year-olds with eligibility based on postcode. Several of the children attending these sessions also beyond the 2.5 hour session and will in the future then stay with us for nursery and wraparound provision. We also have additional involvement and scrutiny from the Pembrokeshire County Council Early Years team who are closely monitoring the roll out of the Flying Start scheme with the intention that chosen settings provide the benchmark and examples of best practice when the scheme is rolled out universally. Our commitment to the scheme has had an impact on staff hours with the need to provide opportunities for increased staff training (in ELSA, speech and language support, PATHS, and the new Welsh government curriculum) and engagement with external healthcare and education specialists.

We have experienced increasing demand for places for children with Additional Learning Needs (ALN) and have been able to provide these children with dedicated individual support. The setting has been proud to be able provide inclusive and high-quality care for all children within our local Saundersfoot community but there is a shortage of trained staff available locally (and nationally) to meet this increased and specialised need which is challenging.

This year we were able to take part fully in life at the school taking part in the school fete and staging our Nativity play within the school hall and sports day on the school field, all useful fundraising events. We have made full use of the opportunities of the extensive school grounds and nearby facilities such as the beach and our children spend increasing amounts of time playing and learning outdoors.

Our increased use of the Family app for communications with parents have improved and increased the sharing of general information and the progress of their children and resulted in positive feedback.

# **Saundersfoot Playgroup and Daycare**

## **Trustees' report (continued) for the year ended 31 August 2023**

### **Achievements and performance (continued)**

Our funding is now split approximately 50:50 between parent-funded fees and fees funded by the various government schemes. This means we have increasingly limited control over our own income and currently the government funded schemes where fees are decided by them do not cover all of the costs to the setting and this year did not increase from the previous year to match the increases to the National Minimum Wage and inflation-driven increased costs. We dealt with 4 different funding departments within Pembrokeshire County Council with differing invoicing processes as well as the 30-hour scheme administered by Ceredigion County Council and our own direct invoice all of which adds to the administrative burden of the setting.

We successfully applied for the Early Years grant administered by PCC and have successfully applied to be one of the beneficiaries of the Co-Operatives' Local Community Fund and the recipient of the money raised by Co-op members for the year from October 2023. We applied to spend this money enhancing our outdoor space. We continue to look for fundraising opportunities and our sponsored 'toddle' again raised a significant amount of money.

### **Financial review**

The net deficit for the year was £1,581, wholly on unrestricted funds.

### **Reserves policy**

The charity's free reserves (net current assets) at the year end were £1,160.

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 a continuing low level, and we will continue to explore additional grant opportunities to assist with general running costs.

Signed: Laura Davies (trustee)

Date: 25 June 2024

# **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 2023, 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:

A. Dodd, FCCA

Date: 25 June 2024

### **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 2023**

	Notes	2023 Unrestricted funds £	2023 Restricted funds £	2023 Total funds £	2022 Total funds £
<b>Income from:</b>					
Grants and donations	(2)	-	7,952	7,952	6,164
Childcare fees		73,153	-	73,153	54,123
Fundraising		536	-	536	117
Bank interest		13	-	13	3
<b>Total income</b>		<b>73,702</b>	<b>7,952</b>	<b>81,654</b>	<b>60,407</b>
<b>Expenditure on:</b>					
Wages costs, incl. NI & pension	(3)	59,121	2,780	61,901	53,186
Rent and room hire		4,832	1,584	6,416	5,819
Insurance, subscriptions & DBS		659	-	659	849
Telephone & sundry costs		187	-	187	404
Playgroup resources		1,697	3,588	5,285	5,906
Payroll fees		522	-	522	527
Subcontractors		7,967	-	7,967	3,471
Advertising		-	-	-	850
Bank charges		65	-	65	48
Staff training and uniforms		212	-	212	96
Loan interest		21	-	21	-
<b>Total expenditure</b>		<b>75,283</b>	<b>7,952</b>	<b>83,235</b>	<b>71,156</b>
<b>Net income / (expenditure)</b>		<b>(1,581)</b>	<b>-</b>	<b>(1,581)</b>	<b>(10,749)</b>
<b>Fund balances brought forward</b>		<b>1,951</b>	<b>-</b>	<b>1,951</b>	<b>12,700</b>
<b>Fund balances carried forward</b>	(4)	<b>370</b>	<b>-</b>	<b>370</b>	<b>1,951</b>

All incoming resources and resources expended derive from continuing activities.

# Saundersfoot Playgroup and Daycare

## Balance sheet

as at 31 August 2023

		2023	2023	2023	2022
		Unrestricted	Restricted	Total	Total
		£	£	£	£
<b>Current assets</b>					
Debtors and prepayments	(5)	577	-	577	-
Cash at bank and in hand	(6)	2,906	-	2,906	9,052
<b>Total current assets</b>		<u>3,483</u>	<u>-</u>	<u>3,483</u>	<u>9,052</u>
<b>Current liabilities:</b>					
<b>amounts falling due within one year</b>					
Creditors and accruals	(7)	2,323	-	2,323	1,926
<b>Total current liabilities</b>		<u>2,323</u>	<u>-</u>	<u>2,323</u>	<u>1,926</u>
<b>Net current assets / (liabilities)</b>		<u>1,160</u>	<u>-</u>	<u>1,160</u>	<u>7,126</u>
<b>Total assets less current liabilities</b>		<u>1,160</u>	<u>-</u>	<u>1,160</u>	<u>7,126</u>
<b>Creditors: amounts falling due after one year</b>	(8)	790	-	790	5,175
<b>Net assets</b>		<u>370</u>	<u>-</u>	<u>370</u>	<u>1,951</u>
<b>Funds</b>					
Unrestricted funds		370	-	370	1,951
Restricted funds		-	-	-	-
<b>Total funds</b>		<u>370</u>	<u>-</u>	<u>370</u>	<u>1,951</u>

The financial statements were approved by the board of trustees on 25 June 2024

Signed: Laura Davies (Trustee)



# **Saundersfoot Playgroup and Daycare**

## **Notes to the accounts**

### **for the year ended 31 August 2023**

#### **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, 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 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 2023

2 Grants and donations	2023 Unrestricted funds £	2023 Restricted funds £	2023 Total funds £	2022 Total funds £
Pembrokeshire County Council	-	7,952	7,952	5,287
Rotary Club	-	-	-	261
Other donations	-	-	-	616
	<u>-</u>	<u>7,952</u>	<u>7,952</u>	<u>6,164</u>

3 Staff costs and numbers	2023 £	2022 £
Gross salaries	61,097	52,708
Social security costs	2,673	1,942
Employment allowance	(2,673)	(2,057)
Pensions	804	593
	<u>61,901</u>	<u>53,186</u>

The average number of employees during the year was 6 (2022: 6). There were no employees with emoluments above £60,000.

Defined contribution pension scheme	2023 £	2022 £
Costs of the scheme to the charity for the year	804	593
Amount of any contributions outstanding at the year end	151	111

4 Restricted funds	Balance b/f £	Incoming £	Outgoing £	Transfers £	Balance c/f £
Pembs CC Enhancing Pembs	-	2,780	2,780	-	-
Pembs CC Sustainability grants	-	1,584	1,584	-	-
Pembs CC Small grant scheme	-	3,588	3,588	-	-
	<u>-</u>	<u>7,952</u>	<u>7,952</u>	<u>-</u>	<u>-</u>

Fund name	Purpose of restriction
Pembs CC Enhancing Pembs	Contribution towards administrative staff costs.
Pembs CC Sustainability grants	To contribute towards costs of rental and material resources.
Pembs CC Small grant scheme	Funding for various small items of equipment, fixtures and fittings.

**Saundersfoot Playgroup and Daycare**  
**Notes to the accounts continued**  
**for the year ended 31 August 2023**

<b>5 Debtors and prepayments</b>	2023	2022
	£	£
Debtors	577	-
	<u>577</u>	<u>-</u>
<b>6 Cash at bank and in hand</b>	2023	2022
	£	£
HSBC Community Account	2,790	1,849
HSBC Deposit Account	116	7,203
	<u>2,906</u>	<u>9,052</u>
<b>7 Creditors and accruals</b>	2023	2022
	£	£
Loans due within one year	237	-
Creditors	1,200	1,368
PAYE	735	446
Other creditors	151	112
	<u>2,323</u>	<u>1,926</u>
<b>8 Creditors: amounts falling due after one year</b>	2023	2022
	£	£
Loans due after one year	790	5,175
	<u>790</u>	<u>5,175</u>

**9 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 £23,179 (previous year: £20,959).

## 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 2023

	2023 Unrestricted funds £	2022 Unrestricted funds £	2023 Restricted funds £	2022 Restricted funds £	2023 Total funds £	2022 Total funds £
<b>Income</b>						
Grants and donations	-	616	7,952	5,548	7,952	6,164
Childcare fees	73,153	54,123	-	-	73,153	54,123
Fundraising	536	117	-	-	536	117
Bank interest	13	3	-	-	13	3
<b>Total income</b>	<b>73,702</b>	<b>54,859</b>	<b>7,952</b>	<b>5,548</b>	<b>81,654</b>	<b>60,407</b>
<b>Expenditure</b>						
Wages costs, incl. NI & pension	59,121	52,337	2,780	849	61,901	53,186
Rent and room hire	4,832	5,379	1,584	440	6,416	5,819
Insurance, subscriptions & DBS	659	849	-	-	659	849
Telephone & sundry costs	187	404	-	-	187	404
Playgroup resources	1,697	1,415	3,588	4,491	5,285	5,906
Payroll fees	522	527	-	-	522	527
Subcontractors	7,967	3,471	-	-	7,967	3,471
Advertising	-	850	-	-	-	850
Bank charges	65	48	-	-	65	48
Staff training and uniforms	212	-	-	96	212	96
Loan interest	21	-	-	-	21	-
<b>Total expenditure</b>	<b>75,283</b>	<b>65,280</b>	<b>7,952</b>	<b>5,876</b>	<b>83,235</b>	<b>71,156</b>
<b>Net income / (expenditure)</b>	<b>(1,581)</b>	<b>(10,421)</b>	<b>-</b>	<b>(328)</b>	<b>(1,581)</b>	<b>(10,749)</b>
<b>Fund balances brought forward</b>	<b>1,951</b>	<b>12,372</b>	<b>-</b>	<b>328</b>	<b>1,951</b>	<b>12,700</b>
<b>Fund balances carried forward</b>	<b>370</b>	<b>1,951</b>	<b>-</b>	<b>-</b>	<b>370</b>	<b>1,951</b>