

**REPORT OF THE TRUSTEES AND  
UNAUDITED FINANCIAL STATEMENTS FOR THE PERIOD ENDED 31ST AUGUST 2020  
FOR**

**BEECH TREE BEFORE AND AFTER SCHOOL CLUB**

## **BEECH TREE BEFORE AND AFTER SCHOOL CLUB**

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**BEECH TREE BEFORE AND AFTER SCHOOL CLUB**  
**REPORT OF THE TRUSTEES**  
**FOR THE PERIOD 4 OCTOBER 2019 TO 31 AUGUST 2020**

**REFERENCE AND ADMINISTRATIVE DETAILS**

Registered charity number: 1185643

Principal address: Beech Tree Club  
Drury Primary School  
Beech Road  
Drury  
Flintshire  
CH7 3EG

Trustees: Caroline Peacock  
Fiona Gudger  
Simon Griffiths  
Mark Biltcliffe  
Anne-Marie Lindsay

Trustees are appointed at the Annual General Meeting.

**STRUCTURE, GOVERNANCE & MANAGEMENT**

Beech Tree Club is an unincorporated charitable organisation governed by the Wales Pre-school Providers Association Model Childcare Provider Constitution 2017.

The charity is managed by a Management Committee, comprising Trustees and parent representatives. The Club Manager and Bursar also attend meetings.

The Management Committee officers are:

Chairperson : Mrs Caroline Peacock  
Secretary: Mrs Claire Evans  
Treasurer: Mr Philip Simpson

The responsible persons are Mrs Caroline Peacock and Mrs Ernestine Dorans

**Policies**

The organisation has been updating its policies and procedures in line with changes in guidance and practice, taking into account changes needed in relation to the Covid-19 pandemic. Support and advice is taken from Clybiau Plant Cymru, Early Years Wales, Family Information Service Flintshire and Care Inspectorate Wales to ensure good practice.

## Management

There are 10 members of staff working for Beech Tree Club. A club manager, 8 playworkers and a bursar. A management committee, comprised of trustees and parent representatives, has responsibility for the management of the Charity and staff. Day to day management of the club is the responsibility of the club manager.

The club's Statement of Purpose and vision for the future is regularly reviewed in the light of the pandemic. As part of this, the Trustees and the Club Manager are managing risks.

## Aims, Objectives and Activities

The aims and objectives of the Beech Tree Club are to provide a safe and pleasant environment for all children, in the absence of their parents.

Children who need extra support in school may not need extra support within a play setting. Some children however may require specific treatment, facilities or care while in the Club that is above and beyond the usual provision for most children.

The Club aims to provide a welcoming and supportive environment for all children, staff and parents. They will all be treated with dignity and respect. The Club supports integration and the treatment of all children and adults as individuals, wherever this is possible. Please refer to our equal opportunities policy.

The Club offers wraparound childcare, under the Welsh Government's Childcare Offer scheme.

We recognise that certain groups and individuals in our society are discriminated against because of their race, colour, ethnic or national origin, gender, physical, sensory or mental disability, marital status, age, social class, religious belief, employment status.

Accordingly, we are strongly committed to positive action to remove discrimination in all appropriate aspects of our work, especially in our work with children and their families.

## Achievements & Performance

Please see the summary of the accounts for the financial performance of the Charity.

During the last year 84 children were registered with the Charity, either using the before and after school club or wraparound care.

Demand for the service remains constant. However, Government Coronavirus restrictions, lockdowns and changes in working practices have seen a loss of numbers and made it difficult to plan ahead.

Satisfaction from parents remains positive and feedback is sought using parental questionnaires and regular conversations at collection time.

Many staff have undertaken Basic Food Hygiene training and all other staff are booked on Food Hygiene courses this coming year.

All staff have undertaken Child Protection training Level 1 and the Club Manager has undertaken Child Protection training Levels, 1, 2, & 3.

The majority of our playworkers have gained the necessary qualifications in Childcare to either Level 2 or Level 3. All those possessing a Level 3 Childcare qualification have also completed the Transition to Playwork qualification. One playworker is about to embark on her Level 3 CCPLD in the coming months. We have one unqualified playworker that also works within Club, where ratios permit, who has many years of practical experience of working with children.

All staff have Paediatric first aid training.

The Charity purchased new play resources as required during the period. New Samsung tablets were purchased for the older children's use. Additional cleaning materials and a gazebo were purchased to enable childcare provision during the pandemic.

The Charity introduced monthly craft and sports workshops, in the Autumn and Spring terms, which were very successful and enjoyed by the children.

The Charity had to close on 19<sup>th</sup> March 2020, due to the pandemic. It reopened, in a reduced capacity on 29<sup>th</sup> June 2020 for 3 weeks.

The Charity was faced with significant challenges, during the second half of the year, as a result of the pandemic, both financial and operational. The Trustees and management committee, worked diligently with the Club Manager, Beech Tree Club staff and the Headteacher of Drury Primary School, to manage these challenges.

The Committee and wider members voted to move to a Charitable Incorporated Organisation in November 2019. This charitable status is designed for small to medium sized charities and offers no personal liabilities to trustees.

## **FINANCIAL REVIEW**

Please see the Receipts and Payments account for the financial performance of the charity.

## **Reserves Policy**

The Charity is in the process of formally developing a Reserves Policy, however Beech Tree Club is acting responsibly, having taken advice from Early Years Wales. The Management Committee have agreed to having reserves to cover staff redundancy costs and 12 months running costs. Secured grant funding for specific projects would also be accounted for in reserves.

It is anticipated that the Reserves Policy will be formally approved in the new academic year 2021.

### Funding Sources

The Charity's principal source of income is from the charge for childcare places, either paid for directly from parents or through the Welsh Government's Childcare Offer. Grants are obtained for specific projects and equipment.

The charity also received funding from the Job Retention Scheme during the pandemic.

### Expenditure

Expenditure for the Charity is approved by the Trustees and Management Committee in line with the Charity's constitution. Beech Tree Club has invested monies in resources, equipment and statutory requirements, such as DBS checks and staff training to operate the provision in line with government standards.

Approved by the order of the Trustees on 10<sup>th</sup> August 2021 and signed on their behalf by:

.....  
Caroline Peacock (Chairperson)

## **INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF BEECH TREE BEFORE AND AFTER SCHOOL CLUB**

I report to the charity trustees on my examination of the accounts of Beech Tree Before and After School Club for the period ended 31<sup>st</sup> August 2020.

### **Responsibilities and basis of the report**

As the charity's trustees of Beech Tree Before and After School Club 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 charity's accounts carried out under Section 145 of the Act and in carrying out my examination I have followed all 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 Act; or
- 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 & 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.

**Ralph Harvey-Robson, FCCA**  
**61 King Street,**  
**Wrexham,**  
**LL11 1HR**

**Date: 21<sup>st</sup> September 2021**

**BEECH TREE BEFORE AND AFTER SCHOOL CLUB**  
**CHARITY NUMBER 1185643**  
**RECEIPTS AND PAYMENTS ACCOUNT**  
**FOR THE PERIOD ENDED 31ST AUGUST 2020**

	Unrestricted Funds	Restricted Funds	Endowm- ent funds	2020 Total funds
	£	£	£	£
<b>RECEIPTS</b>				
Fees	41,462	-	-	41,462
Wraparound	24,548	-	-	24,548
JRS grant	9,470	-	-	9,470
Sundry income	220	-	-	220
<b>SUBTOTAL</b>	<b>75,700</b>	<b>-</b>	<b>-</b>	<b>75,700</b>
<b>ASSETS AND INVESTMENTS SALES</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL RECEIPTS</b>	<b>75,700</b>	<b>-</b>	<b>-</b>	<b>75,700</b>
<b>PAYMENTS</b>				
Staff costs	54,546	-	-	54,546
Rent	11,110	-	-	11,110
Insurance	274	-	-	274
Phone	95	-	-	95
Training	347	-	-	347
Donation to school	12,000	-	-	12,000
Resources	2,002	-	-	2,002
Gateway charges	431	-	-	431
Memberships	170	-	-	170
Events	310	-	-	310
Groundworks	10,711	-	-	10,711
Licences	81	-	-	81
Fee refunds	96	-	-	96
Food	1,034	-	-	1,034
<b>SUBTOTAL</b>	<b>93,207</b>	<b>-</b>	<b>-</b>	<b>93,207</b>
<b>ASSETS AND INVESTMENT PURCHASES</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL PAYMENTS</b>	<b>93,207</b>	<b>-</b>	<b>-</b>	<b>93,207</b>
<b>NET OF RECEIPTS AND PAYMENTS</b>	<b>(17507)</b>	<b>-</b>	<b>-</b>	<b>(17507)</b>
<b>TRANSFERS BETWEEN FUNDS</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>CASH FUNDS TRANSFERRED</b>	<b>37,493</b>	<b>-</b>	<b>-</b>	<b>37,493</b>
<b>CASH FUNDS AS AT 31ST AUGUST 2020</b>	<b>19,986</b>	<b>-</b>	<b>-</b>	<b>19,986</b>



**BEECH TREE BEFORE AND AFTER SCHOOL CLUB**  
**CHARITY NUMBER 1185643**  
**STATEMENT OF ASSETS & LIABILITIES**  
**FOR THE PERIOD ENDED 31ST AUGUST 2020**

<b>CASH FUNDS</b>	<b>Unrestrict- ed funds £</b>	<b>Restricted funds £</b>	<b>Endowment funds £</b>
Bank Current Account	19,986	-	-
<b>TOTAL CASH FUNDS</b>	<u><u>19,986</u></u>	<u><u>-</u></u>	<u><u>-</u></u>

**OTHER MONETARY ASSETS**

Outstanding fees	<u><u>150</u></u>	<u><u>-</u></u>	<u><u>-</u></u>
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**ASSETS RETAINED FOR CHARITIES OWN USE**

	<b>Funds to which assets belong</b>	<b>2020 cost £</b>
Furniture, fixtures & fittings	Unrestricted	3,000
Electrical items	Unrestricted	3,000
Toys & equipment	Unrestricted	2,000
		<u><u>8,000</u></u>

**LIABILITIES**

		<b>2020 £</b>
Independent Examination fee	Unrestricted	600
Software costs	Unrestricted	643
		<u><u>1,243</u></u>

