

**REPORT OF THE TRUSTEES AND
UNAUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED 31ST AUGUST 2021
FOR**

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 1 SEPTEMBER 2020 TO 31 AUGUST 2021

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 a CIO (a Charitable Incorporated Organisation) governed by the Wales Pre-school Providers Association Model Childcare Provider Constitution 2017.

The charity is managed by a Management Committee, comprising Trustees, 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 is 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 75 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 corona virus 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 year. New chrome books were purchased, having gained the funding through Money Supermarket, for the older children's use. Additional cleaning materials were purchased to enable childcare provision during the pandemic.

A new purpose built wooden canopy was installed, using a Welsh Government / Flintshire County Council childcare grant of £8,500.00.

The Charity was once again faced with significant challenges, 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.

FINANCIAL REVIEW

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

Reserves Policy

The Charity approved a Reserves Policy in October 2020. 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.

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 2022 and signed on their behalf by:

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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 31st August 2021.

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: 7/4/2022

BEECH TREE BEFORE AND AFTER SCHOOL CLUB
CHARITY NUMBER 1185643
RECEIPTS AND PAYMENTS ACCOUNT
FOR THE YEAR ENDED 31ST AUGUST 2021

	Unrestricted Funds	Restricted Funds	Endowm- ent funds	2021 Total funds	2020 Total funds
	£	£	£	£	£
RECEIPTS					
Fees	45,757	-	-	45,757	41,462
Wraparound	21,294	-	-	21,294	24,548
JRS grant	10,693	-	-	10,693	9,470
Sundry income	10,011	-	-	10,011	220
SUBTOTAL	87,755	-	-	87,755	75,700
ASSETS AND INVESTMENTS SALES	-	-	-	-	-
TOTAL RECEIPTS	87,755	-	-	87,755	75,700
PAYMENTS					
Staff costs	61,763	-	-	61,763	54,546
Rent	-	-	-	-	11,110
Insurance	274	-	-	274	274
Telephone	120	-	-	120	95
Training	136	-	-	136	347
Donation to school	-	-	-	-	12,000
Resources	4,794	-	-	4,794	2,002
Gateway charges	193	-	-	193	431
Memberships	-	-	-	-	170
Events	-	-	-	-	310
Premises	155	-	-	155	10,711
Licences/DBS checks	285	-	-	285	81
Fee refunds	898	-	-	898	96
Food	908	-	-	908	1,034
SUBTOTAL	69,526	-	-	69,526	93,207
ASSETS AND INVESTMENT PURCHASES	-	-	-	-	-
TOTAL PAYMENTS	69,526	-	-	69,526	93,207
NET OF RECEIPTS AND PAYMENTS	18,229	-	-	18,229	(17507)
TRANSFERS BETWEEN FUNDS	-	-	-	-	-
OPENING BALANCE 1ST SEPTEMBER 2020	19,986	-	-	19,986	37,493
CASH FUNDS AS AT 31ST AUGUST 2021	38,215	-	-	38,215	19,986

BEECH TREE BEFORE AND AFTER SCHOOL CLUB
CHARITY NUMBER 1185643
STATEMENT OF ASSETS & LIABILITIES
FOR THE YEAR ENDED 31ST AUGUST 2021

CASH FUNDS	Unrestrict- ed funds	Restricted funds	Endowment funds	2020
	£	£	£	£
Bank Current Account	38,215	-	-	19,986
TOTAL CASH FUNDS	<u>38,215</u>	<u>-</u>	<u>-</u>	<u>19,986</u>

OTHER MONETARY ASSETS

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

	Funds to which assets belong	2021 cost	2020 cost
		£	£
Furniture, fixtures & fittings	Unrestricted	3,000	3,000
Electrical items	Unrestricted	3,000	3,000
Toys & equipment	Unrestricted	2,000	2,000
		<u>8,000</u>	<u>8,000</u>

LIABILITIES

		2021	2020
		£	£
Independent Examination fee	Unrestricted	600	600
HMRC PAYE	Unrestricted	687	-
Software costs	Unrestricted	643	643
		<u>1,930</u>	<u>1,243</u>

