

**REGISTERED CHARITY NUMBER: 1185643**

**REPORT OF THE TRUSTEES AND  
UNAUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED 31ST AUGUST 2022  
FOR  
BEECH TREE BEFORE AND AFTER SCHOOL CLUB**

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

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## BEECH TREE CLUB

### REPORT OF THE TRUSTEES FOR THE PERIOD 1 SEPTEMBER 2021 TO 31 AUGUST 2022

#### 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  
Simon Griffiths  
Anne-Marie Lindsay  
Maryanne Evans  
Ern Dorans

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, parent representatives. The Club Manager and Bursar also attend meetings.

The Management Committee officers are:

Chairperson: Mrs Caroline Peacock  
Secretary: Mrs Cathy Mayers-Jones  
Treasurer: Mr Philip Simpson

The responsible persons are Mrs Caroline Peacock and Mrs Ernestine Dorans

### Policies

The organisation regularly updates 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. It also has a policy inventory showing expiry dates.

### Management

There are 10 members of staff working for Beech Tree Club. A club manager, 8 playworkers and a treasurer. 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. As part of this, the Trustees and the Club Manager continue to manage risk.

### Aims, Objectives and Activities

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

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 71 children were registered with the Charity, either using the before and after school club or wraparound care.

Demand for the service remains constant. However, since the pandemic there have been changes in working practices and we have seen a loss of numbers which has made it difficult to plan ahead. We have also had a staff member resign and now have two relief playworkers who can be called upon last minute. This has meant due to lower numbers, no-one has had to take a cut in hours with the backup of shifts being covered, should there be a need, if anyone is unable to work.

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

All staff handling food have undertaken Basic Food Hygiene training with refreshers where needed.

All staff have undertaken Child Protection training Level 1 and the Club Manager has undertaken Child Protection training Levels, 1, 2, & 3. With the exception of our relief playworkers, the rest of our staff all possess a Level 3 qualification in Childcare or equivalent. All bar one have completed the Transition to Playwork qualification and the remaining staff member who has not, is about to start this having just completed her Level 3 CCPLD. The relief playworkers working in Club, where ratios permit, have no childcare qualifications however, have made it clear, should there be enough work in the future, they will be happy to start formal training. Both of these staff members also work within the school setting as TAs and have 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 trikes/bikes and picnic benches were purchased thanks to a grant from Flintshire County Council Child Care Offer. The children have loved playing on them and sitting outside eating their snack. The picnic benches have also been used to do arts and craft outdoors weather permitting. We are in the process of purchasing a new slide/climbing frame to replace the old donated slide and small climbing frame.

A new purpose-built wooden canopy was installed during September/October 2021, using a Welsh Government/Flintshire County Council childcare grant of £8,500.00. This has allowed all the children to make a greater use of the outdoor area regardless of the weather.

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 6 months running costs. Secured grant funding for specific projects is also accounted for in the 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.

### 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> September 2022 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 2022.

### 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).

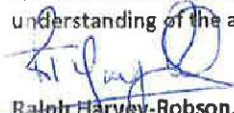
I report in respect of my examination of the charity's accounts carried out under Section 145 of the Act and in carrying out my examination I have followed all applicable directions given by the Charity Commission under section 145(5)(b) of the Act.

### 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: 13<sup>th</sup> April 2023

**BEECH TREE BEFORE AND AFTER SCHOOL CLUB**  
**CHARITY NUMBER 1185643**  
**RECEIPTS AND PAYMENTS ACCOUNT**  
**FOR THE YEAR ENDED 31ST AUGUST 2022**

	Unrestricted Funds	Restricted Funds	Endowm- ent funds	2021 Total funds	2021 Total funds
	£	£	£	£	£
<b>RECEIPTS</b>					
Fees	47,829	-	-	47,829	45,757
Childcare Offer FCC	29,309	-	-	29,309	21,294
JRS grant	-	-	-	-	10,693
Sundry income	8,390	-	-	8,390	10,011
<b>SUBTOTAL</b>	<b>85,528</b>	<b>-</b>	<b>-</b>	<b>85,528</b>	<b>87,755</b>
<b>ASSETS AND INVESTMENTS SALES</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL RECEIPTS</b>	<b>85,528</b>	<b>-</b>	<b>-</b>	<b>85,528</b>	<b>87,755</b>
<b>PAYMENTS</b>					
Staff costs	62,502	-	-	62,502	61,763
Rent	-	-	-	-	-
Insurance	310	-	-	310	274
Telephone	120	-	-	120	120
Training	398	-	-	398	136
Donation to school	8,662	-	-	8,662	-
Resources	6,737	-	-	6,737	4,794
Transaction charges	654	-	-	654	193
Memberships	75	-	-	75	-
Events	899	-	-	899	-
Premises	-	-	-	-	155
Licences/DBS checks	325	-	-	325	285
Fee refunds	731	-	-	731	898
Food	1,287	-	-	1,287	908
<b>SUBTOTAL</b>	<b>82,700</b>	<b>-</b>	<b>-</b>	<b>82,700</b>	<b>69,526</b>
<b>ASSETS AND INVESTMENT PURCHASES</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL PAYMENTS</b>	<b>82,700</b>	<b>-</b>	<b>-</b>	<b>82,700</b>	<b>69,526</b>
<b>NET OF RECEIPTS AND PAYMENTS</b>	<b>2,828</b>	<b>-</b>	<b>-</b>	<b>2,828</b>	<b>18,229</b>
<b>TRANSFERS BETWEEN FUNDS</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>OPENING BALANCE 1ST SEPTEMBER 2021</b>	<b>38,215</b>	<b>-</b>	<b>-</b>	<b>38,215</b>	<b>19,986</b>
<b>CASH FUNDS AS AT 31ST AUGUST 2022</b>	<b>41,043</b>	<b>-</b>	<b>-</b>	<b>41,043</b>	<b>38,215</b>



**BEECH TREE BEFORE AND AFTER SCHOOL CLUB**  
**CHARITY NUMBER 1185643**  
**STATEMENT OF ASSETS & LIABILITIES**  
**FOR THE YEAR ENDED 31ST AUGUST 2022**

CASH FUNDS		Unrestrict- ed funds	Restricted funds	Endowment funds	2021
		£	£	£	£
Bank Current Account		41,043	-	-	38,215
TOTAL CASH FUNDS		41,043	-	-	38,215
OTHER MONETARY ASSETS					
Outstanding fees		150	-	-	150
ASSETS RETAINED FOR CHARITIES OWN USE					
	Funds to which assets belong	2022 cost			2021 cost
		£			£
Furniture, fixtures & fittings	Unrestricted	3,000			3,000
Electrical items	Unrestricted	3,000			3,000
Toys & equipment	Unrestricted	2,000			2,000
		8,000			8,000
LIABILITIES		2022			2021
		£			£
Independent Examination fee	Unrestricted	600			600
HMRC PAYE	Unrestricted	403			687
Software costs	Unrestricted	-			643
		1,003			1,930

