

**REPORT OF THE TRUSTEES AND
UNAUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED 31ST AUGUST 2023
FOR**

BEECH TREE BEFORE AND AFTER SCHOOL CLUB

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BEECH TREE CLUB

REPORT OF THE TRUSTEES

FOR THE PERIOD 1 SEPTEMBER 2022 TO 31 AUGUST 2023

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 incorporated 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:	Mrs Leanne Mutton

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 8 members of staff working for Beech Tree Club. A club manager and 7 playworkers. 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 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.

Beech Tree Club are committed to eliminating unlawful discrimination and 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, disability, gender, 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. We aim to treat everyone equally and with the same attention, courtesy and respect.

We committed to comply in both letter and spirit with all anti-discrimination legislation and associated codes of practice in force both now and in the future.

Just as we are committed to anti-discriminatory practices within our organisation we are also committed to promoting equality and anti-discrimination in areas in which we have influence.

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

Achievements & Performance

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

During the last year 79 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 two staff members resign and now have one relief playworker who can be called upon last minute. This has meant with continued lower than average 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, including the Club Manager, have undertaken Child Protection training Level 1 or above. With the exception of one relief playworker, the rest of our staff all possess a Level 3 qualification in Childcare or equivalent and have completed the Transition to Playwork qualification. The relief playworker working in Club, where ratios permit, has no childcare qualifications however, has made it clear, should there be enough work in the future, she will be happy to start formal training.

All staff have Paediatric first aid training.

In line with the revised NMS, all staff are booked in to complete the new Safeguarding training and the 12 hour Paediatric first aid training in the new school year (2023).

The Charity purchased new play resources as required during the year. We have not been able to make any major purchases as have been waiting to formalise our Lease agreement.

The children continue to make great use of the wooden canopy to the side of the Lodge allowing them to be outside regardless of the elements.

The Charity continues to face 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 hold a reserves fund to cover staff redundancy costs and 4 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 where possible.

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 10th August 2023 and signed on their behalf by:

C Peacock

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 2023.

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



Date: 6th June 2024

BEECH TREE BEFORE AND AFTER SCHOOL CLUB
CHARITY NUMBER 1185643

RECEIPTS AND PAYMENTS ACCOUNT
FOR THE YEAR ENDED 31ST AUGUST 2023

	Unrestricted Funds	Restricted Funds	Endowm- ent funds	2023 Total funds	2022 Total funds
	£	£	£	£	£
RECEIPTS					
Fees	51,571	-	-	51,571	47,829
Childcare Offer FCC	23,998	-	-	23,998	29,309
Sundry income	311	-	-	311	8,390
SUBTOTAL	75,880	-	-	75,880	85,528
ASSETS AND INVESTMENTS SALES	-	-	-	-	-
TOTAL RECEIPTS	75,880	-	-	75,880	85,528
PAYMENTS					
Staff costs (including pension)	68,689	-	-	68,689	62,502
Rent	-	-	-	-	-
Insurance	314	-	-	314	310
Telephone	130	-	-	130	120
Training	196	-	-	196	398
Donation to school	-	-	-	-	8,662
Equipment & resources	1,980	-	-	1,980	6,737
Transaction charges	606	-	-	606	654
Memberships	127	-	-	127	75
Events	1,045	-	-	1,045	899
Premises	-	-	-	-	-
Licences/DBS checks	174	-	-	174	325
Fee refunds	-	-	-	-	73
Food	1,536	-	-	1,536	1,287
Repairs & renewals	551	-	-	551	-
Accountancy fees	648	-	-	648	-
SUBTOTAL	75,996	-	-	75,996	82,700
ASSETS AND INVESTMENT PURCHASES	-	-	-	-	-
TOTAL PAYMENTS	75,996	-	-	75,996	82,700
NET OF RECEIPTS AND PAYMENTS	(116)	-	-	(116)	2,828
TRANSFERS BETWEEN FUNDS	-	-	-	-	-
OPENING BALANCE 1ST SEPTEMBER 2022	41,043	-	-	41,043	38,215
CASH FUNDS AS AT 31ST AUGUST 2023	40,927	-	-	40,927	41,043

BEECH TREE BEFORE AND AFTER SCHOOL CLUB
CHARITY NUMBER 1185643
STATEMENT OF ASSETS & LIABILITIES
FOR THE YEAR ENDED 31ST AUGUST 2023

CASH FUNDS	Unrestrict- ed funds	Restricted funds	Endowment funds	2022
	£	£	£	£
Bank Current Account	40,927	-	-	41,043
TOTAL CASH FUNDS	<u>40,927</u>	<u>-</u>	<u>-</u>	<u>41,043</u>

OTHER MONETARY ASSETS

Outstanding fees	-	-	-	150
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ASSETS RETAINED FOR CHARITIES OWN USE

	Funds to which assets belong	2023 cost	2022 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

		2023	2022
		£	£
Independent Examination fee	Unrestricted	600	600
HMRC PAYE	Unrestricted	717	403
		<u>1,317</u>	<u>1,003</u>

