

## Llanddulas Playgroup Trustees Annual Review Report

Period Start Date April 6<sup>th</sup> 2022 to period end date Mar 31<sup>st</sup> 2023

Charity name Llanddulas Playgroup Nursery

Charity Registration Number 1187159

### Management of the group

Llanddulas Playgroup is registered with Care Inspectorate Wales to provide early years care and education.

Care inspection Wales registration number W1400002351

Committee Members	
Post	Name
Responsible individual	Julie Heap
Chairperson	Keith Eeles
Secretary	Sally Jones
Treasurer/Accountant	Brenda Davies

Staff Members		
The provision is run by a qualified and dedicated team of staff. A programme of continuous training is in place to ensure that they all have up to date training, knowledge and skills to provide the best care and education.		
Name	Role	Qualification
Julie Heap	Leader Responsible individual Early years educator Safeguarding officer ALNCO Fire Safety Officer Health and Safety Officer Data Manager	Level 5 NVQ in Leadership for Children's Care, Learning and Development (management)  Diploma in Playwork Level 3  Paediatric First Aid  Safeguarding awareness training  Food Safety and Hygiene  Alnet 1,2 and 3
Kathleen Jones	Deputy Leader	Level 3 NVQ in Early Years Childcare, Learning and Development  Paediatric First aid

		Safeguarding awareness training Food safety and hygiene  Alnet 1, 2, 3
Jade Wilkins	Early Years Educator	BA honours in Early years Education  NVQ level 3 in Early years Childcare, Learning and Development  Makaton level 1  Paediatric First aid  Safeguarding awareness training  Food safety and hygiene
Tanya Parkes	Early years Educator	NNEB  Elklan level 3  Paediatric First aid  Safeguarding awareness training  Food safety and hygiene
Kerry Harris	1 to 1 support worker	Safeguarding awareness training

The wellbeing and safety of every child is Llanddulas Playgroup's priority, the setting offers the best possible care in a happy and secure atmosphere, and the opportunity for each child to reach their full potential through play. Playgroup has equipment, toys and resources which reflect the developmental needs and the age range of all children who attend. Activities for children 2 years and over reflect the New Curriculum for The Non Maintained Sector, so that playgroup can ensure each child receives the best possible start in all aspects of their education. Careful attention has been given to planning the outside environment, so that the setting can offer children authentic, stimulating activities in the natural environment.

Staff are trained and have many years experience to ensure that each child receives appropriate attention and care, and give consideration to each individual child's developing needs to include socialising, learning and play.

Aims and objectives of the service
<p>Llanddulas Playgroup's aims are to</p> <p>Provide high quality care that enhances the development, care and education of pre-school children in a safe and stimulating environment, where they learn through play in partnership with parents/carers.</p> <p>Welcomes parents/carers who want to become directly involved in the activities of the provision and provide opportunities to do so.</p> <p>Encourage parents/carers to understand and provide for the needs of their children.</p> <p>Embrace the ethos and principles of Early Years Wales</p>
Supporting children to achieve the best possible outcomes through care, learning and play
<p>There is a caring and inclusive atmosphere within the setting. All staff contribute ideas and enthusiasm to create a stimulating environment. Practitioners work very well as a team to create a happy welcoming environment in which the child's voice is paramount. Staff foster confidence and positive self-esteem by showing the children respect and affection, meeting their needs when necessary and celebrating all the children's successes and achievements.</p> <p>Children are provided with a daily routine and have opportunities to be independent, and make choices confidently. Children are provided with quality care which helps them to feel valued and are supported positively.</p>
Supporting children to feel valued, safe, healthy and confident
<p>The setting has arrangements in place to promote and support it's Health and Wellbeing policy .</p> <p>The children's safety takes priority at all times, and is supported by regular risk assessments.</p> <p>All staff currently hold a DBS check and a certificate for Emergency Paediatric First, which are both renewed every 3 years.</p> <p>There is a healthy balance between the need to promote safety to protect children from harm and the need to support children to manage their own risks sensibly.</p> <p>We adhere to the All Wales SafeGuarding guidelines and all staff are secure in their knowledge of the procedures they must take when a situation arises Staff have all undertaken Prevent training and are able to recognise signs of radicalisation and extremism.</p> <p>All parent sign agreement forms giving playgroup permission to take their child on outings, and all outings and trips are fully risk assessed.</p> <p>Before staff administer any medication to a child, parents must sign the medication sheet and staff must check that the medication is a prescribed by a doctor.</p> <p>All risk assessments, fire drills and infection control audits are completed by Julie Heap and renewed and amended at least annually or as and when necessary.</p> <p>The setting is maintained to promote children's independence and all children are included in all aspects of the daily routines and activities.</p> <p>Staff act as good role models to ensure that children learn about morals and</p>

manners and follow the settings rules.

### Self-evaluation and planning for improvement

The self evaluation document is an integral part of the settings work alongside the development plan, both documents are working documents and are ongoing throughout the year.

There is established and effective procedures in place for evaluating and monitoring children's standards, in addition to provision. These arrangements are based on an inclusive monitoring timetable that considers a wide variety of direct evidence from a range of stakeholders. We gather views from Conwy Early Years liaison link teacher, CSSIW, Estyn, parents, children, staff and outside agencies and analyse their responses carefully when producing the self evaluation document and deciding on which projects we will look to develop to improve our provision over the upcoming year.

Practitioners challenge themselves and their colleagues regularly as a result of their commitment to continuous improvement.

## **Our Values**

### **Children**

The children's happiness, wellbeing and safety is paramount at all times. Regular risk assessments, fire drills and infection control audits are completed to ensure the children's safety within the setting.

Minimum standards, policies and procedures are adhered to at all times to ensure the children's well being is met.

All children and parents are invited to open sessions in the term before admission to view their new classroom, play, meet the staff and their new peers.

Every session a member of staff greets the children at the gate as they arrive.

All children are signed into the setting as they arrive, and on departure.

Registration forms are held for each child who attends playgroup, and additional information is gathered on the form which helps staff get to know the child and their needs and preferences. All allergies and illnesses are discussed with all members of staff, recorded and displayed in a prominent position within the food preparation area.

Register of attendance is taken to account for all children and adults on the premises at each session.

Staff cater for all individual children according to their age and ability. All individual ICP, IDP etc are supported for each child with ALN.

Whilst the setting's main language is English, we create a strong Welsh ethos and use as much incidental Welsh as possible to immerse the children into the local heritage.

We listen to the children during and after their activities and get feedback from them on what they did and didn't enjoy about the activity. This information is recorded on observations and used to adapt learning opportunities in the future.

Children's views, ideas and suggestions are taken into account when planning activities.

Staff complete simple smiley face questionnaires with children twice a year to gather their feeling whilst at the setting, and also ask parents to complete a short questionnaire with the children when they complete their own quality of care questionnaire. All information gathered is analysed and acted upon when it is beneficial to the improvement of the setting.

Staff make evaluations of each activity, and whether the outcome of the activity was met. This is considered when planning future activities for the children.

Each child is observed in particular skills that have been implemented into the weekly planning, and the child's next steps in their developmental progress will be noted on the observational sheet to inform staff to help with future planning.

Observations are stored within the child's individual file, and used to complete their developmental progress charts. Children are set achievable next step targets which are displayed on the rocket reward wall.

We have regular staff discussions to discuss targets, and how as a team we can develop each child individually.

Children's work is displayed on the class walls, clearly labelled with their name. All achievements are celebrated.

Stickers are given to children to wear or on their target rockets when they promote positive behaviour, reach developmental targets or make a great effort in trying something new or for the first time.

Children are supported by staff to become toilet trained and independent learners.

Children take turns to be the daily Helpwr Heddiw, to encourage children to take responsibility and help others.

All children receive a healthy snack mid morning, and either milk or water to drink.

Each child has an E-book containing photographs and videos of them carrying out various activities. Keyworker staff are responsible for completing these for their individual children. Children are encouraged to look through the books and discuss the contents. Staff type up the comments to add to the electronic book.

All children receive an end of year report which outlines their development progress over their time at playgroup.

We have good systems in place for supporting children with the transition of moving to the school nursery class, arranging visits from the class teacher, and joining them on trips and activities during the last term of the academic year.

Copies of the children's developmental charts and observations are transferred to the nursery class, this is to ensure that the child's needs are known to the staff and the teacher is aware of each child's development. All children with additional needs have separate one page profiles and CDC plans handed over to the nursery class.

### Evidence can be found in

Planning folder

Staff Action plan sheets

Children's folders

Progress charts

Self evaluation document

Reward rocket display.

### **Parents**

Staff build a good professional relationship with all parents. We have an open door policy, that encourages parents to approach any member of staff with questions or concerns at any time.

Parents are invited along with their child to an open session to meet the staff, and become familiar with the premises and activities offered to their child.

Leaders provide parents with a variety of verbal and written information about the setting along with the registration forms.

Daily verbal feedback is given to parents on collection of their child, or for more formal lengthy discussions or confidential issues staff will arrange a convenient time for an appointment.

Leaders will only share information about their child with the parent's written permission.

Parents are welcome to look at their own child's progress charts and observations at any time.

Parents are kept well informed by the use of a closed page face book account and daily seesaw updates. A noticeboard outside of the premises displays all relevant information that parents may require.

All inspection reports- Estyn, CIW, Self Assessment, insurance and registration certificates are made available for parents to view on request, they are also displayed prominently in the entrance hallway.

Parents are made aware of their child's keyworker at the beginning of term.

All parents are actively encouraged to be part of the committee and their opinions and views will be listened to and taken on board.

All parents receive a copy of their child's e-book and report at the end of the year and have an opportunity to discuss the contents with staff at a convenient time to themselves.

We liaise between the parents and the nursery class to ensure that parents are confident about their child's transition to a new class at the end of their time with us at the setting.

### **Staff**

The staff are the most important assets to the Playgroup.

They are motivated, dedicated and experienced.

All early years educator staff are qualified to at least level 3 or above and hold current first aid certificates.

Staff have regular meetings to discuss planning activity ideas, children's progress and next steps, discuss concerns or any other topics that need addressing.

Staff supervisions are completed every half term and annual appraisals take place, these help to identify strengths and weaknesses and allow staff to create personal development targets to work towards.

All information is stored within confidential staff files.

Staff are able to express concerns or ideas with the leader at any time so that matters can be resolved quickly. Arrangements can be made if staff need to discuss anything confidentially.

Staff members work confidently both individually and as part of a team.

Staff ideas are included in the planning process and the leaders implement them to create a planned sheet of combined ideas.

Staff attend relevant training throughout the year to increase their knowledge within their job role. All training certificates are available within the staff files.

Within the staff members individual file are up to date contact information, ID, employment contracts, job descriptions, inductions, DBS information, training

records and a recent photograph.  
 All staff hold current DBS checks and the Responsible individual will ensure these are updated every 3 years.  
 All staff complete a thorough induction before commencing employment.  
 All staff members are keyworkers and it is their responsibility for transferring their child's observation notes to their progress charts and updating their e-books with photos and comments. Along with the setting leader keyworkers will create achievable targets for their children.  
 Specific roles have been delegated to each staff member to share responsibilities and opportunities for personal developments.  
 Staff complete questionnaires annually at the end of the year to evaluate the service, and develop improvements for the next school year.

Evidence can be found in

Staff folders  
 Self Evaluation document  
 Staff Action plans

### **The Learning Environment**

We have an indoor and outdoor classroom. The indoor classroom is split into two areas, which are clean and spacious and have been set up with various areas of learning to implement the New curriculum for Wales.  
 We have a free flow policy allowing the children to freely choose to access activities in the indoor or outdoor classroom, this promotes freedom of choice, independence and more space for children to play with a wide range of both manmade and natural resources,  
 All areas are age appropriate, and resourced with high quality authentic items to enhance the children's learning within the new curriculum. Articles are clearly labelled in accessible storage to all children.  
 All broken and damaged resources are removed immediately, and furniture that is old or worn is replaced as necessary.  
 All staff help with the cleaning of the setting and a cleaning rota is in place to ensure that all areas are cleaned daily.  
 Risk assessments on the indoor and outdoor classroom, all resources, outdoor play, cleaning products, visitors to the setting and trips and outings are carried out on a regular basis.  
 There are adequate fire extinguishers for the size of the premises and a full fire risk assessment is in place. Half termly fire drills are carried out and recorded.  
 All electrical equipment is PAT tested and the central heating and gas boiler is serviced annually by the LEA.  
 The first aid box is checked and replenished termly and the infection control audit is reviewed at least annually or as needed.

### **CIW**

CIW inspections are carried out on a regular basis, and are a measurable guide line to ensure we have achieved the minimum standards as set by the Welsh Assembly Government for Sessional Childcare.  
 The leader ensures these standards are met at all times, and keeps herself updated with new legislation to ensure the setting complies legally. The leader and staff team strive to continue to make improvements to the service for the benefit of all stakeholders. All good practice recommendations given to us by

CIW inspectors will be acted upon.
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<b><u>Outside Agencies</u></b>
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Llanddulas Playgroup has a close working link with Ysgol Llanddulas as we are the feeder for the school and share a classroom with the nursery class. Staff are employed at both settings and work collaboratively.
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We are a member of Early Years Wales and have the support of their development officer when necessary. We have adopted many of their policies and procedures and have amended them where necessary.
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We have the support of the Conwy Early Years Team and a link teacher who comes out to the setting regularly to support implementing the New Curriculum for Wales. They also provide training courses for staff to attend and update their knowledge and skills.
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We have the support of the Conwy referral scheme to help children with ALN, working alongside staff from the CDC,
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Staff implement strategies provided by the SALT team for individual children, and contact them for support and guidance when necessary.
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Leaders work closely with Flying Start and Health Visitors to support vulnerable families.
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Staff worked with a specialist nurse for the deaf who provided training in preparation for a new pupil starting at the setting in September.
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We have hosted other settings to display how we utilise our outdoor area, and how we use the seesaw app as a tracking tool as well as a communication to parents.
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All outside agencies working alongside the setting receive an end of year questionnaire to evaluate our service, their views are often considered when making improvements.
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<b><u>Achievements</u></b>
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Over the last 12 months we have continued to successfully provide care and education to the children in the local community.
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We have developed the learning areas both within the indoor classroom and outdoor environment with furnishings and resources funded by grants, which have had a positive impact on the children's learning,
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We have implemented the new curriculum and provided enhanced learning opportunities in the local area, utilising the use of the school minibus to allow to take numerous trips and outings that provide exciting and purposeful learning opportunities.
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We have been accepted onto the Flying Start Outreach Service and are now taking children from the age of 2 when necessary.
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<b><u>Risks and Uncertainties</u></b>
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As an organisation that cares for young children our staff and trustees recognize that the main risk would be injury or death to any of the children whilst in the care of the setting.
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Financial security is a risk should numbers attending drop dramatically.
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Controls are put in place to manage any risks. All staff are first aid trained, full risk assessments are in place and are reviewed and updated regularly, policies and procedures are in place alongside insurance policies.
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Accounting is kept up to date, grants are sourced and the setting regularly reviews it's business plan.

### **Policies and Procedures**

Copies of the policies are available to view in playgroup at anytime.

Administration of medicines.

Admissions

ALN Policy

Arrivals and Departures

Asthma Policy

Behaviour Management

Biting Policy and Procedure

Breastfeeding Policy

Children's Records

Complaints Policy

Confidentiality Policy

Conflict of Interest Policy

Corona Virus Policy

Curriculum planning

Dummies Policy

Environmental Sustainability

Equal opportunities

Equipment and Resources Policy

Food and Drink

GDPR and Privacy

Health and Safety

Healthy Lunchbox

Ill or infectious children

Inclusion

Induction

Litter

Missing child

No smoking

Non collection of a child

Older Child attending the Setting

Outdoor Play

Outings

Parental Involvement

Payment

Policy Review

Procedure following an accident or incident

Procedure following an accusation of abuse against a staff member or volunteer

Race equality

Recruitment of ex offenders

Settling in policy

Sick child policy

Staff sickness

Staffing and employment

Stress Management

Student Placement Suncream and Sunhat Supervision of children crossing a road Supporting positive behaviour Toileting and nappy changing Transition Trips away from the setting Uniform policy Volunteer in the setting Whistleblowing
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<p align="center"><b>Summary of Key Policies</b></p>
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<p align="center"><b><u>Admissions</u></b></p>
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<p>Llanddulas playgroup welcomes every child, whatever his/her needs, colour, race, religion, social class or family situation. We conform to the registration conditions as laid down by CIW regarding the number of children allowed in the room, and admissions are accepted on a first come first reserved place system.</p>
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<p align="center"><b><u>Promoting Positive behaviour</u></b></p>
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<p>We aim to provide an environment based on clear, fair and consistent guidelines which promotes a child's understanding of acceptable behaviour. We believe that physical punishment is unacceptable and do not allow the use of this method of discipline.</p> <p>We will ensure that every method of behaviour management adhered to our policy and is appropriate for the age and level of development of the individual child. Staff will ensure consistency in methods that are used from day to day and from person to person.</p> <p>In every case where a child's behaviour causes concern, staff will discuss the situation with parents/carers without delay and develop a combined plan of action to be used both in the setting and at home.</p>
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<p align="center"><b><u>Equal opportunities</u></b></p>
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<p>We seek to ensure that all aspects of our activities and resources promote equal opportunities for every individual regardless of nationality, colour, race, gender, disability, religion, age, culture or social class.</p> <p>This will include access to activities, equal treatment and respect towards each individual.</p>
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<p align="center"><b><u>Inclusion</u></b></p>
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<p>Llanddulas Playgroup is committed to providing appropriate support to each child who has additional learning needs. We will work in partnership with Conwy Referral Scheme and other relevant outside agencies to ensure help and support for the child and his/her family.</p>
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<p align="center"><b><u>Safeguarding</u></b></p>
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<p>We will protect all children in our care. Llanddulas Playgroup believes that each child has the right to expect that adults caring for them will protect them from any harm. The happiness, safety and wellbeing of every child is important to Llanddulas Playgroup.</p> <p>Llanddulas Playgroup is inspected annually by the Care Inspectorate Wales.</p>
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### **Accounts**

Accounts were prepared by Julie Heap Responsible Individual and Brenda Davies of Emerald books created the end of year financial report.

Total income received in the setting from

6<sup>th</sup> April 22 to 5<sup>th</sup> April 23     **£64, 714.53**

**Opening balance of £19.061.36**

**Income was received from the following**

Children's fees

Snack payment fees

Three year education grants

30 hr childcare offer funding

Welsh government Grants

**Expenditure of the setting**

**6<sup>th</sup> April 22 to 5<sup>th</sup> April 23   £66,386.22**

Expenditure as follows

Wages

Payroll expenses

Food

IT

Repairs and Maintenance

Rent

General Resources

**Closing balance £17,389.67**

### **Plans for the future**

Continue to implement the New Curriculum for Wales, with effective in the moment planning and observations.

Keep a positive working relationship with Ysgol Llanddulas so we can continue to work collaboratively to make transitions work well.

Develop a manageable timetable for staff to assist with the extra workload created by the influx of pupils from flying start scheme.

## Llanddulas Nursery Play-group

### 2022-23 Independent Accounts Review

by  
*Brenda Davies of Emerald Books.*

Charity number : 1149623

The following report details the activities of the above Nursery from 6<sup>th</sup> April 2022 – 5<sup>th</sup> April 2023.

#### **Highlights**

- The accounts are kept in an orderly fashion, held on excel with descriptions for all items.
- The accounts provided by the Nursery show a correctly reconciled balance at the start and the end of the year, with most purchases evidenced.
- **Income - £64714.53.** The income is made up of fees from parents, together with fees received from the 30hr funding scheme. Income for this year has decreased slightly from the previous year, but good levels of attendance resulted in good levels of collection of fees and 30hr funding but have seen a significant reduction in Grant income.
- **Outgoings - £66386.22.** The outgoings of the Nursery have decreased during the year. Staff costs have decreased slightly, as have snack purchases made during the year. Further analysis is required to appropriately analyse the purchases, as the fields are only broken down generally within the nursery accounts.
- Cash balances remain small. The cash-book is generally maintained by seniors within the team. Cash transactions are none that have been provided. What cash balances that are left should be paid into the bank accounts.

#### **Changes recommended for 2021-22**

- Further documentation provided to examiner: In preparation for the review of accounts, the Nursery should provide the following information to the examiner: Minutes of the AGM, Risk Assessment (covering financial risk), Evidence that requirements for trustees are met appropriately (such as fit and proper forms signed and AGM minutes documenting their appointment). **Not yet implemented.**

#### **Changes recommended for 2022-23**

- Cash balances should be paid into the bank account if the cash book is no longer being used by the setting. **Not yes implemented.**
- The accounting system that was setup for use by the nursery is not being used at present, so should be closed to reduced expenditure that is unnecessary. **Completed.**

#### **Changes recommended for 2023-24**

- The analysis of income is performed clearly and in an understandable format. The analysis of payments made from the nursery would benefit from further analysis recorded by the team. It is preferable to allocate each purchase to a purpose, and not have 'general' as a bucket in which to place expenditure. Suggestions include the following to be analysed within the accounts provided by the nursery:
  - o Capital purchases
  - o Training / uniform
  - o Insurance
  - o Repairs
  - o Rent

**DATE OF REPORT:**

31/05/2023

**NAME OF CHARITY**

Llanddulas Nursery Play Group

**INCOME/ EXPENDITURE FOR:**

6/4/2022 – 5/4/2023

Opening Cash Balance	£ 150.82
Opening reserve Balance	£ 505.77
Opening Bank Balance	£ 18,404.77
<b>Total opening Balance</b>	<b>£ 19,061.36</b>

<b>Income</b>	
Income from Fees	£ 11,271.75
Income from 30 hr funding	£ 33,067.20
Cash Fruit Money Income	£ 432.30
3 Year Funding	£ 11,884.02
Interest received (normal account)	£ -
Interest received (reserve account)	£ -
Other income	£ 170.18
Grants	£ 7,889.08
	<b>£ 64,714.53</b>

<b>Expenditure</b>	
Wages (including direct wage)	£ 47,089.95
ppe	£ 66.61
IT Software expenses	£ 1,046.42
Rent	£ 1,500.00
repairs and Maintenance	£ 4,740.13
Snacks/food purchased	£ 543.82
Training/Uniform	£ -
Insurance	£ -
Subscriptions/Memberships	£ -
General purchases	£ 10,259.29
Refunds	£ -
Audit and Accounting	£ 1,140.00
Capital Equipment	£ -
	<b>£ 66,386.22</b>

<b>Total Income and Outgoings</b>	
Total Cash/Bank Balances @ 6/4/22	£ 19,061.36
Total Income	£ 64,714.53
Total Expenditure	£ 66,386.22
Total Cash/Bank Balance @ 5/4/23	£ 17,389.67

Closing cash book Balance (5/4/23)	£ 150.82
Closing reserve Balance (5/4/23)	£ 505.77
Closing Bank book Balance (5/4/23)	£ 16,733.08
<b>Closing Balance:</b>	<b>£ 17,389.67</b>

<b>Actual Bank Balance</b>	<b>£ 16,733.08</b>
<b>Actual reserve Balance</b>	<b>£ 150.82</b>
<b>Actual Cash Balance</b>	<b>£ 505.77</b>
<b>Unpresented Cheques</b>	<b>£ -</b>
<b>Total Actual Balance</b>	<b>£ 17,389.67</b>
<b>Difference (Should = 0)</b>	<b>£ -</b>

Calc bal diff to actual = £ -