

**PENGUIN PLAYGROUP**  
**ANNUAL REPORT 2020/2021**

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**Summary of current management arrangements**

Penguin Playgroup is currently an unincorporated charity with a Committee of three individuals acting as trustees for the Charity – Carol Dove, Stephanie Kendrick and Christine Jones. Trustees Kerry Pomeroy and Hayley Kendrick having recently stepped down due to personal commitments.

There are 5 members of staff, with a further 1 relief worker, who manage the day to day provision. Kirsty Jones is Playgroup Manager and Delyth Parry is the Supervisor.

**Performance**

Please see the summary of the accounts for the financial performance of the Charity. The Charity continues to operate with a healthy cash flow.

During the last year 77 children were registered with the Charity, using either the playgroup, wrap-around care or after school club.

Demand for the service continues to grow with the Charity having started to recruit an additional member of staff to enable the Charity to welcome more children to the service, this was placed on hold due to the coronavirus lockdown and closure of the provision.

Satisfaction from parents remains generally positive and feedback is continuously sought with parent questionnaires being circulated.

Following a recommendation of the Food Hygiene rating, two members of staff have now completed a Basic Food Hygiene course.

The Charity has purchased several new toys this last year, including: sensory blackout tent and sensory items, small world table, trike, scooter, dolls house furniture and dolls. It was also able to replace broken and damaged toys after being successful in receiving a capital grant from the Welsh Government so the Group purchased: a shed, playhouse, Lego tables, floor cushions, wooden dolls house (and a fridge freezer to be purchased).

There has been no further inspection of the provision this last year, since October 2017. A basic room inspection was completed with the re-registration with the Care Inspectorate Wales.

The coronavirus pandemic forced the Charity to close its doors on the 19<sup>th</sup> March 2020 and remains closed at present. Plans are to re-open in early September 2020, in line with the

## **PENGUIN PLAYGROUP**

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school's re-opening, and offer the same service to families within the parameters of the national guidance from Welsh Government, Care Inspectorate Wales and Public Health Wales.

The anticipated demand and capacity of the provision once it re-opens in September is still largely uncertain until further guidance is issued in the coming weeks; however, there has been a positive response with many parents booking their children in for September 2020.

#### **Highlights**

Penguin playgroup officially took over the after school club at Westwood from September 2019. There is a steady flow of children using the service (albeit still unpredictable due to the booking process) and this service had started to cover its costs, just before lock-down in March 2020.

The Committee and wider members voted in June 2020 to move to a Charitable Incorporated Organisation; this charitable status is designed for small to medium charities and offers no personal liability to trustees.

The Committee recently completed a review of pay and roles within the Charity, with the outcome being a rise in the hourly rate of pay for all members of staff.

The Early Years Team (Cheryl Quirk) from Westwood CP School has been engaging with the Charity and delivering focused activities with the children, which promotes the development of early skills and learning as well as builds positive relationships with the children and families. Early evidence of this partnership working is showing excellent outcomes for children.

To avoid turning away children from using the provision as a result of the growing demand, the Charity re-registered with Care Inspectorate Wales on the 28<sup>th</sup> January 2020 to increase its capacity to hold a maximum of 25 children. As part of this move, the Playgroup Manager was made supernumerary.

During the pandemic, the Committee continued to make a small payment to staff to retain their services whilst the provision has been closed; we are pleased to report all staff appear to be in a position to return to their role in September, depending on the needs of the service.

The Committee has made positive changes to the governance of the Charity to ensure it is compliant with Charity Law and Care Inspectorate Wales.

#### **Future Opportunities**

The Committee has agreed to appoint a book-keeping service to support the Treasurer and oversee the management of the accounts.

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Westwood CP School, in partnership with the Charity, submitted a business plan to the local authority for the delivery of a new purpose built childcare provision on the Westwood CP site; Penguin's will be the delivery provider for the provision with an increased capacity of up to 35 children. The build was due to be ready by April 2021 but this has now been delayed.

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Produced by Carol Dove, Trustee and Chair and Kirsty Jones, Playgroup Manager  
23<sup>rd</sup> July 2021

**REGISTERED CHARITY NUMBER: 1190833**

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

**Guy Walmsley Limited  
Chartered Accountants & Registered Auditors  
3 Grove Road  
Wrexham  
LL11 1DY**

**PENGUIN DAYCARE  
REPORT OF THE TRUSTEES  
FOR THE YEAR ENDED 31ST AUGUST 2021**

**REFERENCE AND ADMINISTRATIVE DETAILS**

**Registered Charity Number**

1190833

**Registered Housing Association**

A024

**Principal Address**

Westwood Centre  
Tabernacle Street  
Buckley  
Flintshire  
CH7 2JT

**Trustees**

Carol Dove	Chair
Stephanie Kendrick	Secretary
Louis Fox	Treasurer
Cheryl Quirk	

**Independent Examiner**

Guy Walmsley Limited  
Chartered Accountants  
3 Grove Road  
Wrexham  
LL11 1DY

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF  
PENGUIN DAYCARE  
FOR THE YEAR ENDED 31ST AUGUST 2021**

**Independent examiner's report to the trustees of Penguin Playgroup**

I report to the charity trustees on my examination of the accounts of Penguin Playgroup for the year ended 31st December 2019.

**Responsibilities and basis of report**

As the charity's trustees of Penguin Playgroup you are responsible for the preparation of the accounts in accordance with the

I report in respect of my examination of the Trust's accounts carried out under section 145 of the Act and in carrying out my

**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

- |   |   |
|---|---|
| 1 | Accounting records were not kept in respect of the Trust 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 |

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in

Simon Griffiths (Senior statutory auditor)  
for and on behalf of Guy Walmsley Limited  
Chartered Accountants & Registered Auditors  
3 Grove Road  
Wrexham  
LL11 1DY

Date:

**PENGUIN DAYCARE**  
**CHARITY NUMBER 1182957**  
**RECEIPTS AND PAYMENTS ACCOUNT**  
**FOR THE PERIOD ENDED 31ST AUGUST 2021**

	Unrestricted Funds £	Restricted Funds £	Endowme nt funds £	2021 Total funds £
<b>RECEIPTS</b>				
Fees	20,981	-	-	20,981
Flintshire CC	27,007	-	-	27,007
Early Years Wales		-	-	-
Grant FCC		-	-	-
Fund Raising		-	-	-
JRS Grant	2,223	-	-	2,223
<b>SUBTOTAL</b>	<b>50,210</b>	<b>-</b>	<b>-</b>	<b>50,210</b>
<b>ASSETS AND INVESTMENTS SALES</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL RECEIPTS</b>	<b>50,210</b>	<b>-</b>	<b>-</b>	<b>50,210</b>
<b>PAYMENTS</b>				
Wages	38,023	-	-	38,023
Pension	235	-	-	
Rent	1,000	-	-	1,000
Insurance	599	-	-	599
Phone	375	-	-	375
Early Years Reg		-	-	-
DBS Payments	476	-	-	476
Equipment		-	-	-
Cheques - Cash (Argos)		-	-	-
Cash Expenses		-	-	-
Uniform	299	-	-	299
Food	159	-	-	159
Crafts		-	-	-
Selection Boxes		-	-	-
PSA	116	-	-	116
PPE		-	-	-
Healthcare PPE		-	-	-
Legal fees	1,876	-	-	1,876
Zoom	14	-	-	14
Accountancy	1,500	-	-	1,500
Training	322	-	-	322
Software	635	-	-	635
Cleaning	64	-	-	64
Charges	49	-	-	49
<b>SUBTOTAL</b>	<b>45,742</b>	<b>-</b>	<b>-</b>	<b>45,507</b>
<b>ASSETS AND INVESTMENT PURCHASES</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL PAYMENTS</b>	<b>45,742</b>	<b>-</b>	<b>-</b>	<b>45,507</b>
<b>NET OF RECEIPTS AND PAYMENTS</b>	<b>4,468</b>	<b>-</b>	<b>-</b>	<b>4,703</b>
<b>TRANSFERS BETWEEN FUNDS</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>CASH FUNDS AT START OF YEAR</b>	<b>21,073</b>	<b>-</b>	<b>-</b>	<b>21,073</b>
<b>CASH FUNDS AS AT 31ST AUGUST 2021</b>	<b>25,541</b>	<b>-</b>	<b>-</b>	<b>25,776</b>

**PENGUIN DAYCARE  
CHARITY NUMBER 1182957  
RECEIPTS AND PAYMENTS ACCOUNT  
FOR THE PERIOD ENDED 31ST AUGUST 2021**

<b>CASH FUNDS</b>	<b>Unrestricted funds £</b>	<b>Restricted funds £</b>	<b>Endowment funds £</b>
Bank Current Account	20,374	-	-
Bank Savings Account	5,000	-	-
Petty Cash	167	-	-
<b>TOTAL CASH FUNDS</b>	<b><u>25,541</u></b>	<b><u>-</u></b>	<b><u>-</u></b>
<b>OTHER MONETARY ASSETS</b>			
	<u></u>	<u>-</u>	<u>-</u>

**ASSETS RETAINED FOR CHARITIES OWN USE**

	<b>Funds to which assets belong</b>	<b>2021 cost</b>
Furniture, fixtures & fittings	Unrestricted	5,784
Electrical items	Unrestricted	1,650
Toys & equipment	Unrestricted	6,132
		<b><u>13,566</u></b>

**LIABILITIES**

		<b>2021 £</b>
Independent Examination fee	Unrestricted	600
		<b><u>600</u></b>



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