

## **Cefn Mawr Playgroup Trustees' annual report 2022**

**Full Name:** Cefn Mawr Playgroup

**Registered charity number:** 1191489

**Address:** Cefn Mawr Playgroup, The Activity Centre, Cefn Mawr, Wrexham. LL14 3AT

### **Trustee:**

Chloe Wright- 01-09-2020

Dawn Jones-08-09-2020

Coral Jones-04-08-2020

Diane wood- Registered person 2009.

**Bank:** HSBC, Wrexham Branch.

### **Independent Examiner:**

Kris Morrison

### **Governance and management:**

Cefn mawr playgroup has a committee made up of the parents and ex-staff members. These members are appointed as they support the aims of the group. Trustees are elected at the Annual General Meeting (AGM) according to the requirements of the constitution. All trustees give their time freely and no trustees are paid for their services.

The day to day management of cefn mawr playgroup is undertaken by the 2 persons in charge Sarah Jackson and Suzanne Pugh, who work closely with the Registered person and trustee members. We welcome new trustee members from parents both past and present. There is an annual meeting with all committee members and staff( due to restrictions because of covid)Staff hold weekly meetings. Any issues arising within the setting are raised through the managers with the committee having the final say. Staff and trustees have a clear understanding in their roles, which are written within the policies and procedures which are shared with parents.

### **Aims and objectives:**

The aim of the association shall be to advance the education of the children below compulsory school age by - 1) Providing a safe and stimulating environment , in which the parents have the right to take part. 2) To operate as a not for profit organisation for the benefit of the children of the local community and surrounding areas.

### **Background:**

Cefn Mawr Playgroup provides high quality care for children 2-4 years. We have great links with the local school. We are registered with CIW and a registered charity under CIO. The setting is open term time, running Monday- Friday 9am-3pm. We offer childcare offer, Early Education and Flying Start in our setting and work closely with our link teachers to make sure that we have the right resources and planned activities to make sure each child flourish and reaches their full learning potential. We also ensure that a child who is showing the needs for extra support, the resources are provided. The main language spoken in our setting is English but we do however use incidental welsh

throughout the day, as part of the Early Years curriculum and foundation phase. We are registered by C.I.W and Estyn and have also had positive feedback about our care and education that we offer to the children. We encourage children to be confident and independent individuals. We have a door open policy so parents and carers can come into the setting to discuss any problems or worries they may have. We have Class dojo which enables us to keep parents up to date and stay connected. We work with the parents to help and support them and their children.

### **Quality:**

Our policies and procedures are reviewed and amended annually. These are all in line with the National Minimum Standards. All parents/ staff can gain access to these policies on request. Staff are informed if a policy has been amended and asked to review it. We annually send out questionnaires to all our parents/carers to measure the effectiveness of our service. All staff regularly attend training so we can maintain a high standard of service.

### **Financial :**

The committee has employed an external organisation to handle payroll(Avow). The person in charge sends off staff rota fortnightly and wages are transferred to staff once payslips are emailed. Annually the accounts are sent off and checked by an independent evaluator.

### **Reserves policy:**

#### **Policy statement**

The financial security of our preschool is important, and so money will be kept in reserve for unforeseen circumstances. The funds held by Cefn Mawr Playgroup fall into three categories: -

#### **Unrestricted Funds**

The charity's general reserves are made up from grants from local councils, private fees and fundraising. Unrestricted funds are needed to cover staff costs and those of administration and support without which the Preschool could not operate.

Income levels vary during the year, but expenditure levels remain relatively constant throughout. Income is at its lowest during the Autumn Term rising during the Spring Term to its highest level in the Summer Term. This is due to the availability of government childcare funding.

The Trustees consider it prudent that unrestricted funds should be sufficient to cover 3 month's administration and support costs at the start of the academic year. This level will ensure we have adequate resources to cover our outgoings whilst income is at its lowest level during the Autumn Term. Without this funding level we would not have sufficient funds to ensure our continued operation to the end of January.

#### **Restricted Funds**

Restricted funds normally arise from donations or grants which have been received to meet the costs of specific items of expenditure. An example includes Early Years Pupil Premium (EYPP) which must be spent to improve outcomes for specific children.

#### **Reserve Fund**

The reserve amount is available on request from the Committee.

The reserve funds are held in a separate preschool savings account.

The amount is regularly monitored by the Committee to reflect any necessary changes to the

required level of reserves.

The reserves fund may be called upon to fund:

- Potential major repairs to the building (roof, flooring, heating & plumbing system, boiler etc
- Upcoming agreed renovation projects.
- Potential loss of income due to any fluctuation in numbers of children attending pre-school.
- The need to fund short-term deficits in a cash budget, e.g. money may need to be spent before a funding grant is received.
- Potential staff redundancy payments.
- Potential payments to debtors should the pre-school close.
- Replacing equipment as it wears out

The Committee will take the final decision as to how and when the reserve fund is used.

This policy should be reviewed annually to make sure the reserves account holds enough to cover future eventualities.

The Reserves Policy must be reported in the trustee's annual report (TAR) to the Charity Commission.

**Reviewed by:**

Suzanne Pugh : responsible person

Sarah Jackson : responsible person

Diane Wood : Registered Person

**Accounting and reporting responsible:**

The trustees are responsible for preparing the Trustees' Annual report and the financial statements in accordance with applicable law and United Kingdom accounting standards.

The law applicable to charities in England and Wales requires trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that period. In preparing these financial statement sthe trustees are required to:

- Select suitable accounting and apply them consistently
- Observe the methods and principles in the charities SORP
- Make judgements and estimates that are reasonable and prudent.
- State whether application accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements .
- Prepare the financial statements on a going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time in the financial position of the charity and enable that the financial statements comply with the Charities Act 2011, the Charity (Accounts and reports)Regulation 2008 and the provision of the governing,

Signed on behalf of the Charity's trustees :

Signed: D. Wood  
D Wood.

Date 22/6/23  
22/06/23



Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**Independent evaluator report to the trustees of Cefn Mawr Playgroup 2022**

I report on the accounts of the Charity, which are set out within this report.

**Respective responsibilities of the committee and evaluator**

The Charity's trustees are responsible for the preparation of the accounts.

It is my responsibility to:

- Examine the accounts under section 145 of the Charities Act
- To follow the procedures laid down in the general direction by the Charity commission (under section 145(5)(b) of the Charities Act)
- State whether particular matters have come to my attention.

I hereby state that my examination was carried out in accordance with the General Directions by the Charity commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any concerning any such matters.

Evaluator Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Cefn Mawr Playgroup  
Finance April 2021-April 2022**

<b>Income</b>	<b>Total</b>
Childcare offer funding	£46314.20
Playgroup fees	£1800.50
Grants	£11205.21
Early Education funding	£10261.50
Flying Start funding	<b>£37342.50</b>
<b>Grand Total</b>	<b>£106923.91</b>
<b>Outgoings</b>	
Snack	£1276.62
Supplies and equipment	£14119.26
Wages	<b>£51985.14</b>
Payroll	<b>£1057.52</b>
Rent	£4510.00
HMRC	<b>£1044.38</b>
Insurance	<b>£470.88</b>
CIO	<b>£136.60</b>
Training	<b>£406.80</b>
Pensions	<b>£1497.38</b>
<b>Grand Total</b>	<b>£76504.58</b>
<b>End of year balance</b>	<b>£30419.33</b>

Evaluator Signature: *JH Morvan* Date: *22/6/23*