



Little acorns @ Ysgol Y Graig

Little Acorns @ Ysgol-Y-Graig

Annual Trustees Report

Period 06 April 2021 to 05 April 2022

Name of Charity: Little Acorns @ Ysgol-Y-Graig

Registered Charity Number: 1193658

Charity's Address: Little Acorns @ Ysgol-Y-Graig
Ysgol-Y-Graig
Pontycapel Road
Cefn Coed
Merthyr Tydfil
CF48 2RD

Charity's Contact Details: 01685 721739
trefechantoddlers@gmail.com

Charity Trustees:

Mr Clive Tovey	Chairperson
Mrs Wendy Twomey	Secretary
Mrs Carra Nolan	Trustee
Mrs Catherine Bush	Trustee
Mrs Catherine Parkes	Trustee

Charity's Bank: HSBC
127/128 High Street
Merthyr Tydfil
CF47 8DN

Governing Document: Adopted on 24 February 2021

Trustee Selection Process

The existing Trustees are responsible for selecting new Trustees, however, advice and views of the Charity's employees are also taken into consideration. This ensures good working relationships are formed between all parties for achieving the objectives of the Charity.

On selecting new Trustees, it is important that the selected individual is someone who will improve the overall effectiveness of the board of Trustees in achieving the Charity's objectives.

Trustees are selected based on their knowledge of the Charity and its objectives, and on their willingness to make themselves available to act as a volunteer for any events organised by the Charity.

New Trustees are given a copy of the Governing Document which clearly outlines their role and responsibilities as a Trustee. Individuals are made aware that they must be able to commit to one meeting a month and an Annual General Meeting (AGM) following the end of the Financial Year.

Trustees are re-elected annually.

Additional Governance Issues

The following policies are in place:

- Complaints Handling
- Risk Management
- Safeguarding Vulnerable Beneficiaries
- Volunteer Management

The day to day running of Little Acorns @ Ysgol-Y-Graig is the responsibility of the Trustees and the 3 paid employees of the Charity. The management of the facilities are the responsibility of the senior staff member along with the Head Teacher of Ysgol-Y-Graig.

All paid staff are fully trained and have applicable Disclosure and Barring Service Checks (DBS) checks in place.

Little Acorns @ Ysgol-Y-Graig rents a suitable space within Ysgol-Y-Graig school. This is a formal contracted agreement and an invoice is received for rent on an annual basis. The rent is paid using generated income.

Activities undertaken in the sessions at Little Acorns @ Ysgol-Y-Graig are planned and executed by the paid Charity employees, in line with Wales Pre-School curriculum.

Trustees are responsible for activities that generate income through fundraising, and community engagement activities. There is an annual fundraising programme that runs from January to December.

All trustees give their time on a voluntary basis and receive no payment or benefit in kind in return.

Trustees meet once a month and are given the opportunity prior to add any agenda items that they feel they want to discuss. All meetings are fully documented in the form of minutes which are available to view.

Risk Management

The Trustees manage a risk register which contains information on the risks facing Little Acorns @ Ysgol-Y-Graig, the likelihood of the risks occurring and measures to mitigate those risks.

The risk register is a working document that is reviewed at every Trustee meeting and is available to view at any time.

Aim and Purpose

The aim of Little Acorns @ Ysgol-Y-Graig is to provide a high quality day 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/guardians.

We welcome engagement from parents/carers/guardians who wish to take an active part in the activities within the setting, and will always endeavour to provide opportunities for them to do so.

We aim to provide an inclusive wrap around service for those children who attend both Little Acorns (part time) and Ysgol-Y-Graig school (part time), which will relieve the pressure on parents and assist with a smooth transition to Primary school for the children.

Little Acorns @ Ysgol-Y-Graig aim to engage with the local community at every available opportunity. Whether this be through educating our children about the history of the local area, using local resources for fundraising opportunities e.g community centres or purchasing locally where possible.

This not only keeps us in touch with the local community but it also allows us to raise our profile.

Many of the volunteers and Trustees are from the local area and as a result see the positive impact our work does.

Activities and Performance

During this financial period, Little Acorns @ Ysgol-Y-Graig has relocated to brand new premises. This has placed an additional financial burden on the Charity as the annual rental charge is much higher than previously, however, this has been counteracted by the fact that grant funding has enabled us to purchase all new furniture and resources for the setting. Meaning we can now offer an enhanced experience with the highest quality resources.

The additional learning resources has meant that this year we have been able to offer the following learning opportunities:

- Music
- Sport/Games
- Craft
- Cooking
- Healthy Eating

These have been run in addition to the mainstream syllabus that we have to adhere to.

The Charity has been able to run a Christmas Party event which was hugely successful and had a number of positive feedback responses. The local community centre was used as a venue, with financial support being extended to the local community.

The integration with Ysgol-Y-Graig school has meant that we have been able to form strong relationships with the Primary school where most of our children will move onto. Meaning the transition from Pre-School to Primary school is now a much smoother process, and a far less worrying experience for the children.

The number of children attending have been steadily increasing throughout the year which is a very positive step towards offering a full time provision in the future.

Financial Review

As per requirements, there will be a minimum of £3,500 held in the bank at any one time. This will ensure that all liabilities will be met without the Charity going into deficit.

There are currently no restricted funds as part of the accounts and all monies are held in an unrestricted general purpose fund. Presently there is no requirement for this to be reviewed, however, this could be reviewed in the future as and when grant funding is received.

At the end of FY 2021/22 there was a balance of £12,933.08 in the accounts and overall during that year there was an excess of income of £7,282.14.

This is a very positive movement in funds as it shows that Little Acorns @ Ysgol-Y-Graig is growing and becoming more established.

The main source of income this year has been through fees and grant funding, and the main expenditure streams have been the day to day running.

As we emerge from the Covid period, there is an expectation that during FY 2022/23 there will be an increase in fundraising events and a shift in the way that income is generated. There is already a financial programme in place for income generation 2022/23.

Donations and income from fundraising has not been specifically itemised this year so it is difficult to ascertain how much of the income received is from those streams. For future years this will be itemised individually so that it is more transparent.

Future Plans

The coming year will see more emphasis on promoting the Charity, in order to increase numbers. Alongside this the wrap around provision will be heavily promoted.

An events programme is already in place and the hope is to increase fundraising into the Charity.

Relationships with Ysgol-Y-Graig school will be strengthened in order to maintain good working relationships.

Charity Declaration

Signed on behalf of the Trustees of Little Acorns @ Ysgol-Y-Graig:

Signature: C. PARKES

Full Name: CATHERINE PARKES

Position: TRUSTEE

Date: 20 JAN 2023

TREFECHAN TODDLERS PRE-SCHOOL	
FINANCIAL YEAR:	2021/2022
PERIOD:	06 APR 21 to 05 APR 22

INCOME

	April	May	June	July	August	September	October	November	December	January	February	March	TOTAL
Fees	£ 3,812.00	£ 3,569.60	£ 2,081.80	£ 1,685.60	£ 10,320.02	£ 794.00	£ 2,703.18	£ 11,608.80	£ 11,540.69	£ 3,323.85	£ 1,313.60	£ 7,112.86	£ 59,866.00
Donation										£ 300.00			£ 300.00
Coronavirus Job Retention	£ 686.82												£ 686.82
Cymnd Rhian Grant			£ 500.00										£ 500.00
RCTCBC Covid Grant	£ 369.00	£ 677.25	£ 1,777.50		£ 535.50						£ 540.00	£ 472.50	£ 4,371.75
TOTAL INCOME	£ 4,867.82	£ 4,246.85	£ 4,359.30	£ 1,685.60	£ 10,855.52	£ 794.00	£ 2,703.18	£ 11,608.80	£ 11,540.69	£ 3,623.85	£ 1,853.60	£ 7,585.36	£ 65,724.57

TOTAL INCOME FOR PERIOD: £ 65,724.57

EXPENDITURE

	April	May	June	July	August	September	October	November	December	January	February	March	TOTAL
Wages	£ 5,562.78	£ 3,275.17	£ 3,154.09	£ 3,185.16	£ 1,075.55	£ 3,116.24	£ 2,063.92	£ 2,443.44	£ 1,986.21	£ 2,148.38	£ 3,033.67	£ 3,936.64	£ 34,971.25
NEST Pension Conis	£ 43.50	£ 148.51	£ 95.08	£ 103.60	£ 73.92	£ 46.26	£ 26.08	£ 32.77	£ 26.08	£ 25.39	£ 26.08	£ 26.08	£ 673.35
Insurance	£ 314.67								£ 2,126.50				£ 314.67
Rent										£ 5.40	£ 5.40	£ 5.00	£ 15.80
Bank Charges										£ 24.47	£ 24.47	£ 24.47	£ 323.64
Payroll	£ 55.60	£ 78.94	£ 24.47	£ 24.47	£ 24.47	£ 24.47	£ 24.47	£ 24.47	£ 74.36	£ 74.36	£ 74.36	£ 148.72	£ 427.40
HMRC	£ 325.66	£ 1,192.41		£ 230.26									£ 1,748.33
Agency Fees									£ 24.62			£ 73.87	£ 98.49
Pre-School Learning Alliance													
Furniture	£ 577.23												£ 577.23
Resources	£ 317.93	£ 304.66	£ 101.04	£ 562.94	£ 7,848.00	£ 284.20			£ 7,059.20	£ 500.00			£ 16,977.97
DBS Check	£ 50.40	£ 50.40								£ 52.00			£ 152.80
ICO Annual Fee										£ 35.00			£ 35.00
TOTAL INCOME	£ 7,237.77	£ 5,050.09	£ 3,374.68	£ 4,106.43	£ 9,021.94	£ 3,471.17	£ 2,114.47	£ 2,500.68	£ 11,321.44	£ 2,865.00	£ 3,163.98	£ 4,214.78	£ 58,442.43

TOTAL EXPENDITURE FOR PERIOD: £ 58,442.43

FINANCIAL YEAR ANALYSIS

TOTAL INCOME	£ 65,724.57
TOTAL EXPENDITURE	£ 58,442.43
TOTAL EXCESS OF INCOME/(EXPENDITURE)	£ 7,282.14

**TREFECHAN TODDLERS PRE-SCHOOL
FINANCIAL STATEMENT OF ACCOUNT
06 APRIL 2021 to 05 APRIL 2022**

INCOME

Fees	£ 59,866.00
Donation	£ 300.00
Coronavirus Job Retention	£ 686.82
Cymryd Rhan Grant	£ 500.00
RCTCBC Covid Grant	£ 4,371.75
	£ 65,724.57

EXPENDITURE

Wages	£ 34,971.25
NEST Pension Conts	£ 673.35
Insurance	£ 314.67
Rent	£ 2,126.50
Bank Charges	£ 15.80
Payroll	£ 323.64
HMRC	£ 427.40
Agency Fees	£ 1,748.33
Pre-School Learning Alliance	£ 98.49
Furniture	£ 577.23
Resources	£ 16,977.97
DBS Check	£ 152.80
ICO Annual Fee	£ 35.00
	£ 58,442.43

EXCESS OF INCOME/(EXPENDITURE)	£ 7,282.14
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* Accounts have been prepared on a cash basis and therefore have no Debtors or Creditors.

TREFECHAN TODDLERS PRE-SCHOOL
FINANCIAL STATEMENT OF ACCOUNT
06 APRIL 2021 to 05 APRIL 2022

Opening Balance	£ 5,650.94
Add	
Credits to account	<u>£ 65,724.57</u>
	<u>£ 71,375.51</u>
Deduct	
Debits from account	<u>£ 58,442.43</u>
	<u>£ 12,933.08</u>

Reference:

Bank Statement Sheet 231 (Trefechan Toddlers) Statement Sheet 1 (Little Acorns)
to

Bank Statement Sheet 254 (Trefechan Toddlers) Statement Sheet 13 (Little Acorns)