

Trustees' Annual Report

for the year ended 2024–2025

Charity details

Charity name: Cylch Meithrin Caer Elen (Hwlffordd)

Charity registration number: 1204347

Registered address:

Cylch Meithrin Caer Elen (Hwlffordd)

Ysgol Caer Elen

Withybush Road

Haverfordwest

Pembrokeshire

SA62 4BN

Trustees

The trustees who served during the year were:

- Sarah Murray – Chair
- Meleri Norgan – Secretary
- Rhian Bromham – Treasurer (served until December 2024)
- Stephanie Dewick-Berry – Treasurer from January 2025

Structure, governance and management

Cylch Meithrin Caer Elen (Hwlffordd) is a Charitable Incorporated Organisation (CIO) and is governed by a voluntary Management Committee made up of trustees and parent members.

The committee is responsible for the strategic direction, governance and financial oversight of the charity. Day-to-day operations of the setting are delegated to the Setting Leader, who manages staff, delivery of provision and operational matters.

During the year, the Cylch employed one Setting Leader, one Deputy Leader and two Assistants. The committee works closely with staff to ensure the continued delivery of high-quality childcare and education through the medium of Welsh.

Trustees are recruited through invitations to parents and through elections held at the Annual General Meeting. New trustees are supported through informal handovers and ongoing guidance, with additional support available through Mudiad Meithrin.

Aims and objectives

The charity's objectives during the year were to:

- Continue the high-quality provision of childcare through the medium of Welsh
 - Strengthen fundraising activity to support the sustainability of the Cylch
 - Maintain and develop strong links with the school and local Ti a Fi group
 - Encourage parent engagement and communication
 - Support children and families through smooth transitions into the setting and onwards to school
-

Activities and achievements

During the year, the Cylch provided Welsh-medium childcare for approximately 40 children aged 2–5 years, operating Monday to Friday, 8:00am to 2:45pm, during term time.

Key activities and achievements included:

- Welcoming new families into the setting and the wider Cylch community
- The appointment of a new Responsible Individual (RI)
- The recruitment of new committee members, strengthening governance capacity
- Ongoing professional development for staff, building skills and confidence
- Successful fundraising activity, including a 40th birthday event, enabling the purchase of additional resources for children
- Achieving an excellent score in the ITERS assessment, reflecting the quality of the provision

Despite wider economic challenges and reduced levels of discretionary spending, the Cylch continued to receive strong support from families and the community.

Public benefit

The trustees confirm that they have had regard to the Charity Commission's guidance on public benefit.

Cylch Meithrin Caer Elen (Hwlfordd) provides clear public benefit by:

- Delivering Welsh-medium early years provision, supporting the Welsh language and culture
- Employing trained and experienced staff who support children's development through a range of educational and play-based approaches

- Ensuring staff undertake regular training to remain informed about best practice and current guidance
 - Supporting families through transitions into the Cylch and onwards into school, including familiarity with the school environment due to the shared site
 - Offering guidance and signposting to families regarding childcare funding and wider family support
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Financial review

The charity ended the financial year with a surplus.

There were no outstanding debts or liabilities at the year end.

The trustees consider the charity to be in a stable financial position and continue to monitor income and expenditure carefully to support the ongoing delivery of services.

Funds held as custodian trustee

The charity did not hold any funds as a custodian trustee for other organisations during the year.

Registered Charity Number: 1204347

Report of the Trustees and
Unaudited Financial Statements for the year ended 31st March 2025
for
Cylch Meithrin Caer Elen (Hwlfordd)

David Lloyd & Co
A Firm of Financial Accountants & Tax Advisors
16 Main street
Fishguard
Pembrokeshire
SA65 9HJ

Cylch Meithrin Caer Elen (Hwlffordd)

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for the year ended 31st March 2025**

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The committee of management presents it report with the financial statements for the charity
for the year ended 31st March 2025

REFERENCE AND ADMINISTRATIVE INFORMATION

CHAIRPERSON

TRUSTEES	Stephanie Dewick-Berry	(appointed 11th February 2025)
	Carla McGrath	(appointed 17th July 2025)
	Dr Ceri Smith	(appointed 17th July 2025)
	Sarah Louise Murray	(resigned)
	Rhian Michelle Bromham	(resigned)
	Natalie Elizabeth Shearn	(resigned)
	Louise Sara Gray	(resigned)
	Nia Meleri George Norgan	(resigned)

REGISTERED OFFICE Cylch Meithrin Caer Elen (Hwlfordd)
Ysgol Caer Elen
Heol Llwynhelyg
Hwlfordd
SA62 4BN

REGISTERED COMPANY NUMBER CE033242 (ENGLAND & WALES)

REGISTERED CHARITY NUMBER 1204347

ACCOUNTANTS David Lloyd & Co., 16 Main Street,
Fishguard, Pembrokeshire, SA65 9HJ

BANKERS

Mission Statement

Aims and purpose

Objectives and Activities

Objectives and Activities (continued)

Achievements and Performance

Financial Review

Reserves Policy

Volunteers and Supporters

RISK MANAGEMENT

Structure, Governance and Management

The Cylch Meithrin Caer Elen (Hwlfordd) is run by the three named Trustees:-
, Chair
, Treasurer
, Secretary

..... : Chairperson
..... dated

Report of the Independent Examiner to
the Trustees of Cylch Meithrin Caer Elen (Hwlfordd)
for the year ended 31st March 2025

I report on the accounts of the Trust for the period ended 31st March 2025, which are set out on pages 7 to 12

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 43(2) of the Charities Act 1993 (the 1993 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 43 of the 1993 Act;
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 43(7)(b) of the 1993 Act; and
- to state whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the general Directions given 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 unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

(1) which gives me reasonable cause to believe that in any material respect the requirements:

- to keep accounting records in accordance with section 41 of the 1993 Act; and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 1993 Act

have not been met; or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

David Lloyd B.Sc, FFA

David Lloyd & Co
A Firm of Financial Accountants & Tax Advisors
16 Main Street
Fishguard
Pembrokeshire
SA65 9HJ

.....dated

	Notes	Unrestricted funds £	Restricted funds £	31 Mar 2025 Total funds £	31 Mar 2024 Total funds £
INCOME & ENDOWMENTS FROM					
Donations and legacies	2	896	0	896	0
Other trading activities	2	101,969	0	101,969	55,713
		<u>102,865</u>	<u>0</u>	<u>102,865</u>	<u>55,713</u>
EXPENDITURE ON					
Charitable activities	3	82,142	0	82,142	49,757
Management		888	0	888	1,212
		<u>83,030</u>	<u>0</u>	<u>83,030</u>	<u>50,969</u>
NET INCOME/EXPENDITURE)		19,835	0	19,835	4,744
RECONCILIATION OF FUNDS					
Total funds brought forward		28,620	0	28,620	23,876
TOTAL FUNDS CARRIED FORWARD		<u>48,455</u>	<u>0</u>	<u>48,455</u>	<u>28,620</u>

CONTINUING OPERATIONS

All income and expenditure has arisen from continuing activities

Notes	Unrestricted funds £	31 Mar 2025 Restricted funds £	Total Funds £	31 Mar 2024 Total Funds £
FIXED ASSETS				
Equipment	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
CURRENT ASSETS				
Bank account and cash in hand	<u>51,277</u>	<u>0</u>	<u>51,277</u>	<u>29,340</u>
	<u>51,277</u>	<u>0</u>	<u>51,277</u>	<u>29,340</u>
TOTAL ASSETS	<u>51,277</u>	<u>0</u>	<u>51,277</u>	<u>29,340</u>
CREDITORS				
Amounts falling due within one year	<u>2,822</u>	<u>0</u>	<u>2,822</u>	<u>720</u>
	<u>48,455</u>	<u>0</u>	<u>48,455</u>	<u>28,620</u>
TOTAL ASSETS LESS CURRENT LIABILITIES	<u>48,455</u>	<u>0</u>	<u>48,455</u>	<u>28,620</u>
NET ASSETS/(LIABILITIES)	<u>48,455</u>	<u>0</u>	<u>48,455</u>	<u>28,620</u>
FUNDS				
Unrestricted funds			<u>48,455</u>	<u>28,620</u>
Restricted funds			<u>0</u>	<u>0</u>
Total funds			<u>48,455</u>	<u>28,620</u>

For the year ended 31st March 2025 the company was entitled to exemption under s477 of the Companies Act 2006 relating to small companies.

The members have not required the company to obtain an audit in accordance with section 476 of the Companies Act 2006.

The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the micro-entity provisions and have been delivered in accordance with the provisions applicable to companies subject to the small companies regime.

Approved by the board and signed on their behalf by

..... - Trustee

..... - Trustee

..... dated

1. Accounting Policies

Basis of Accounting

The accounts have been prepared under the historical cost convention and in accordance with applicable UK Accounting Standards. In preparing the accounts the charity follows best practice as set out in the Statement of Recommended Practice "Accounting and Reporting by Charities" (SORP FRSSE) effective 1 January 2015.

Income

Income is recognised in the period in which the charity is entitled to receipt and the amount can be measured with reasonable certainty.

Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to that category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Taxation

The charity is exempt from tax on its charitable activities.

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for a particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

2. Donations and Legacies

	31 March 2025	31 March 2024
	£	£
Donations	0	0
Grants	896	0
Funding and trading income	101,969	55,713
	<u>102,865</u>	<u>55,713</u>

3. Charitable activities

	Direct Costs £	Support Costs (see note 4) £	Totals £
Charitable activities	75,051	7,091	82,142
Management Costs	<u>0</u>	<u>888</u>	<u>888</u>
	<u>75,051</u>	<u>7,979</u>	<u>83,030</u>

4. Support Costs

Software £	Sundry £	Accountancy £	Insurance £	Rent, Rates Light & Heat £	Governance costs £	Totals £
2,254	380	888	150	3,595	712	7,979

5. Trustees' remuneration and benefits

There were no trustees' remuneration or other benefits for the period ended 31st March 2025

Trustees' expenses

There were no trustees' expenses paid for the period ended 31st March 2025

6. Staff Costs

The average number of monthly employees during the year was as follows :-

31 March 2025	31 March 2024
<u>5</u>	<u>5</u>

7. Debtors

	31 March 2025 £	31 March 2024 £
Trade debtors	0	0
Prepayments	<u>0</u>	<u>0</u>
	<u>0</u>	<u>0</u>

8. Creditors: amounts falling within one year

	31 March 2025 £	31 March 2024 £
Social Security ad other taxes	2,003	0
Accruals and deferred income	<u>820</u>	<u>720</u>
	<u>2,823</u>	<u>720</u>

9. Movement in funds

	At 1 April 2025 £	Net movement in funds £	At 31 March 2025 £
Unrestricted funds			
Unrestricted funds grants/non grants	28,620	19,835	48,455
Restricted funds			
Restricted funds	0	0	0
	<u>28,620</u>	<u>19,835</u>	<u>48,455</u>

Net movement in funds, included in the above are as follows:

	Incoming Resources £	Resources Expended £	Movement in funds £
Unrestricted funds			
Unrestricted funds	102,865	(83,030)	19,835
Restricted funds			
Restricted funds	0	0	0
	<u>102,865</u>	<u>(83,030)</u>	<u>19,835</u>

10. Related party disclosures

There were no related party transactions for the period ended 31st March 2025.

	31 March 2025 £	31 March 2024 £
Income and endowments		
Donations and legacies		
Donations	0	0
Grants	896	0
Funding and trading income	101,969	55,713
	<u>102,865</u>	<u>55,713</u>
Expenditure on:		
Charitable activities		
Learning resources	912	768
Fundraising costs	267	102
Bad debts	3	3
Milk & food	877	198
Salaries	71,854	44,894
Cleaning	925	229
Protective clothing	213	284
	<u>75,051</u>	<u>46,758</u>
Support costs		
Management		
Rent and rates and light and heat	3,595	2,305
Insurance	150	0
Stationery & office supplies	245	291
Computer software	2,254	0
Marketing	30	30
ICO, DBS & Medical	59	0
Telephone	182	90
Accountancy fees	888	1,212
Subscriptions & licences	220	353
Bank charges	35	58
Sundry Expenses	205	82
HMRC interest	116	0
Legal fees	0	70
	<u>7,979</u>	<u>4,491</u>
Total resources expended	83,030	51,249
Net income	<u>19,835</u>	<u>4,464</u>