



Clybiau Plant Cymru Kids' Clubs

A company limited by Guarantee and Registered Charity

Annual report and financial Statements of the Board of Trustees

Year ending 31 March 2019

Company Number: 4296436

Charity Number: 1093260

Clybiau Plant Cymru Kids' Clubs exists to help communities in Wales by promoting, developing and supporting quality, affordable, accessible Out of School Childcare Clubs.

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Chairpersons and Chief Executive Officers Report

This has been another year of successes and challenges for Clybiau Plant Cymru Kids' Clubs.

Our Moondance project was a huge success. It enabled us to employ Childcare Business Development Officers in every local authority area, allowing us to reconnect with clubs, many of which we have not been able to visit for some time. Clubs have welcomed the support that they have received through visits and this has enabled the organisation to update our records, to get a true picture of the Out of School Childcare Clubs across Wales and ascertain their current challenges and successes.

Our work within the Childcare in Wales Learning and Working Mutually (CWLWM) project saw us receive additional funding to support the Welsh Government with preparations for Brexit, the Early Childhood Education and Care agenda and working with the childcare and play sector to utilise capital funding available under the Childcare Offer. CWLWM brings together the five leading childcare organisations in Wales, to deliver a strategic, bilingual integrated service that ensures the best possible outcomes for children and families across Wales, within the Welsh Government's 'whole-system' approach.

The challenges due to austerity that have been observed in recent years have continued. Funding from Local Authorities has become more difficult to retain and the competition for grants and trust has increased.

This year saw attendances on our training courses exceed 80,000, achieving a total of 82,587 attendances recorded by the March 2019, since our inception in October 2001. We exceeded our target for qualifications by 158 or 144%; and our Training department has grown again year on year, as the demand for Playwork courses to allow settings to meet the regulations in September 2021 has increased. We worked with Qualifications Wales and NCFE CACHE to ensure that the Level 5 Playwork qualification remained on the Apprenticeship framework and allowing us to sign up learners to the qualification. We also worked with Welsh Government and Qualification Wales to ensure that Playwork qualifications continued to be available for the future. The team continue to develop workshops to deliver no cost low cost Playwork activities to Playworkers across Wales.

We achieved 69% of our funding target for the year bringing in projects across Wales to deliver workshops and qualifications. Staff continue to submit many quality applications, but as the difficult climate continues, the success as demonstrated later on in this report decreases.

As mentioned last year, this coming year will continue to bring many of the same challenges, with Local Authority funding, meeting the needs of the sector with support, training and fundraising to keep the wealth of excellent staff we have within the organisation as well as continuing the Moondance legacy. We will continue striving to meet the needs of the Out of School Childcare Community, working together and in partnership to provide our quality services for the benefit of the sector.

Amy Baugh
Chair of the Board of Trustees

Jane O'Toole
Chief Executive

Report of the Directors and Trustees

The trustees are pleased to present their annual directors' report together with the financial statements of the charity for the year ending 31 March 2019, which are also prepared to meet the requirements for a directors' report and accounts for Companies Act purposes.

The accounts have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the charity's Memorandum and Articles of Association, the Companies Act 2006 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" (as amended for accounting periods commencing from 1 January 2016).

This is the 18th annual report of the company.

Aims, Objectives and Activities

The aims for which the Charity is established are to:

- Promote the care and education of children in Out of School Childcare Clubs and to promote the provision of facilities for the play, recreation and other leisure time occupations of such children in the interest of social welfare with the objects of improving their conditions of life.
- Advance the education and training of persons providing such care and educational and recreational facilities.
- Conduct research into all aspects of the care, education and recreation of such children and to publish the useful results of such research.

The overlying principles which are employed to achieve our aims that set out how as a charity we further our legal purposes are through the following objectives:

- Support an affordable, accessible, quality Out of School Childcare Club in every community which wants one.
- Meet the needs of all children, including those with special needs, and of all parents/carers including working parents/carers, as far as is possible, and actively seek their views.
- Provide quality support services, information and training for Out of School Childcare Clubs.
- Value the staff and volunteers and deal with them in an open and fair manner.
- Enable people within the organisation to have every opportunity for self-development and training and be a best practice employer.
- Work in partnership with other organisations to help us achieve our mission statement.
- Communicate the benefits of quality Out of School Childcare to schools, parents (working and otherwise), the Government and the public at large.

Criteria to measure achievement of success

We assess success against these aims and objectives by setting project and funding targets, regularly reviewing the outputs against these targets and ensuring strategies are put in place to amend delivery to ensure success.

Grant Making Policy

Clybiau Plant Cymru Kids' Clubs has an established grant making policy to achieve its objective of aiming to provide grants for the public benefit of beneficiaries to meet the needs of all children, including those with additional needs, and of all parents/carers including working parents/carers, as far as is possible, and actively seek their views. The organisation, where funded through Local Authorities, invites applications from clubs for Extra Hands, Assisted Places, Sustainability, New Club and Improvement. All grants are reviewed by a grants panel and assessed on their merits, against set criteria encouraging transparency and equality of opportunity.

Public Benefit

Beneficiaries of the service Clybiau Plant Cymru Kids' Clubs provides, are the children in the clubs that we have helped to set up, the people working in the clubs (Playworkers) and the parents on the management committees or owners of clubs who are given advice, information and support about running childcare businesses and training to improve good practice in the clubs. Clybiau Plant Cymru Kids' Clubs also provides training to Playworkers to support quality activities in clubs and to meet the statutory requirements of the Care Inspectorate Wales (CIW) and Welsh Government.

Out of School Childcare Clubs provide safe, affordable and accessible provision at either end of the school day and during the school holidays for school aged children and young people aged 3 to 14 (16 years of age if they have specific needs) and enable parents to go to work or attend training.

Membership of Clybiau Plant Cymru Kids' Clubs is open to Out of School Childcare Clubs. These may be:

- After School Clubs
- Before School or Breakfast Clubs
- Holiday Clubs

Membership is also open to interested individuals and other organisations. No one is excluded but there is a small membership subscription which, according to our research, is lower than any other national childcare organisation in Wales, but with more benefits. The **public** can access information about Out of School Childcare from publications and on the website, **free of charge**.

During the year we supported **869 Out of School Childcare member clubs**. Their membership afforded them the following benefits:

- **Representation** of their **voice** in Wales.
- **Expert guidance** on all aspects of business planning, expansion, registration, quality assurance.
- **Access to training** courses and qualifications for both staff and management.
- **Monthly E-Bulletin** offering sources of specific funding
- **Access to a funding and support team**, to assist with grant applications and fundraising ideas
- **Subscription to quarterly newsletter** 'Y Bont' and publications produced periodically
- **Facility to advertise staff vacancies** in their club on our website
- **Promotion** via a 'Search For A Club' facility on Clybiau Plant Cymru Kids' Clubs' website
- **Discounted insurance**
- Access to **free resources and activity ideas**
- Access to special **membership web-pages** and resources
- **Discounted toys/equipment**

Clybiau Plant Cymru Kids' Clubs' - Board of Trustees are the only **Volunteers** engaged by the organisation and whilst their contribution is significant to the running of the organisation, their input and involvement is not material to the ability of the organisation to undertake any particular activity.

In delivering and planning activities for the year, the Trustees have considered the Charity Commission's guidance on **public benefit** and the principles above are used to plan the organisations' activities.

The aim and principles form a strategic plan which is agreed by the Board of Trustees. This Annual Report of the Board of Trustees identifies **achievements and benefits to the public** against these principles, clearly headed at the beginning of each section.

At the Board of Trustees meetings, progress against targets is assessed and decisions taken to amend accordingly. This report outlines the work carried out in the past year, which fully reflects the purposes that the charity was set up to further: **Out of School Childcare in Wales**.

Promoting for public benefit:

- Opportunities for parents/carers to work and train by removing the worry of providing children and young people with a safe, stimulating and caring environment at times when children and young people are not able to be at home. (Parents may be able to claim the childcare element of Working Families Tax Credit to help meet the cost).
- Free choice for children and young people to decide how they will spend their time, giving them endless opportunities to explore and develop through stimulating activities.

Developing for public benefit:

- Out of School Childcare Clubs in schools and communities wherever there is an identified need.
- People in these schools and communities with the skills and knowledge to set up and run successful childcare businesses.
- The workforce of Playworkers so that they can understand the needs of children and young people and maximise their enjoyment of club time.

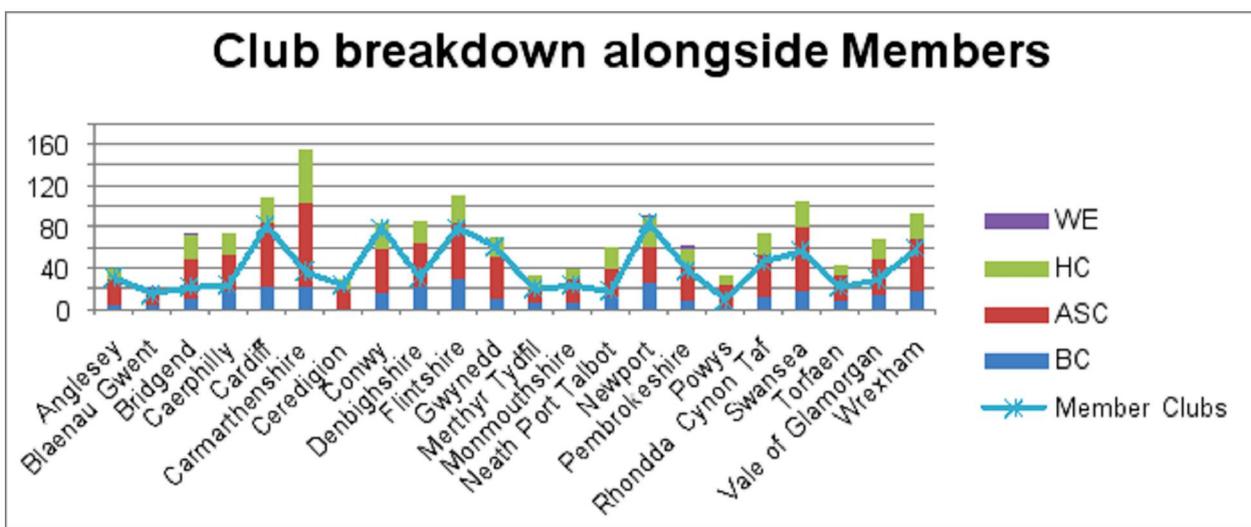
Supporting for public benefit:

- New and existing clubs so that they can grow from strength to strength.
- The ongoing training of Playworkers.
- The sustainability of clubs by offering advice on funding and quality.

Achievements and Performance of our Aims and Objectives through our principles:

- **Support an affordable, accessible, quality Out of School Childcare Club in every community which wants one.**

At the end of the period we supported 1,551, an increase of 1.11% in club numbers from 1,153 in 2018, this is the first year since 2015 that club numbers have increased. This is small growth is encouraging and hopefully will continue into 2020. It is possible that Welsh Government schemes including Tax Free Childcare and the Childcare Offer are contributing to growth in the sector, supporting existing settings to extend their places/services and encouraging new childcare businesses to set up. Membership to the organisation dropped for another year to 482 settings representing 869 clubs. This represented a small decrease of 2% from 491 settings although an increase in clubs to 850.

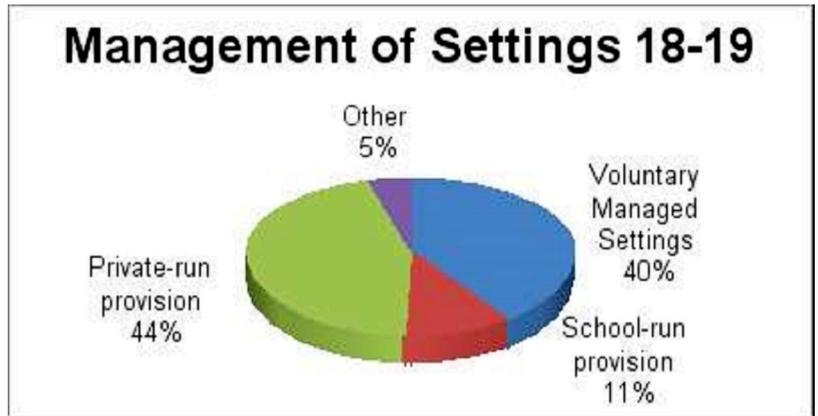
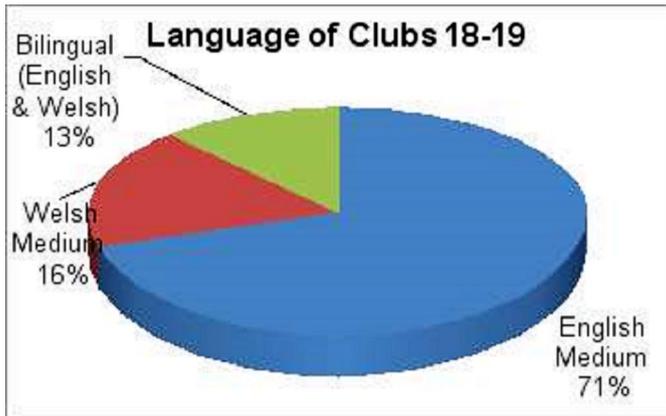


Although there has been a small increase in clubs this year, many Clubs continue to find it increasingly difficult to remain sustainable. Competition from unregulated Holiday Activity clubs and clubs running under the School Holiday Enrichment Programme has meant that fewer Clubs registered with Care Inspectorate Wales remain open, with a number deciding to de-register to offer Holiday Activity Clubs. Fewer existing Out of School Childcare Clubs have become members as, in spite of our membership fee being kept as low as possible, clubs prioritise more urgent expenditure items when facing sustainability issues.

Club Governance and Language

The clubs that we support are made up of differing management types, with our statistics showing a decrease in the number of voluntary managed settings again for 2018/19. This again highlights how difficult the landscape is for the Third Sector, with Voluntary Managed settings once again decreasing to 40% (41% 2018), of management type; Private Sector making up 44% (42% 2018); School run provision 11% (10% 2018) and Other 5% (7% 2018).

The percentage of Clubs running through the medium of Welsh reduced to 16% (18% 2018), English Medium clubs increased slightly 71% (70% 2018), compared to Bilingual clubs 13% (12% 2018).



- **Meet the needs of all children, including those with additional needs, and of all parents/carers including working parents/carers, as far as is possible, and actively seek their views.**

Grants made available thanks to Local Authorities funding from the Children and Communities Grant has continued to allow the funding of both Extra Hands grants and Assisted Places grants in some areas.

Extra Hands grants are important to children, parents and clubs as an extra member of staff allows the integration of children with disabilities into local clubs. Grants are also necessary for clubs as most Out of School Childcare Clubs operate 'on a shoestring' and would not otherwise be able to afford an additional worker to support one child. **The grants are critical to parents who need respite, or need to work, or want to work or attend training.**

Two counties funded Extra Hands grants schemes for clubs: Newport and Conwy, **20 Children** and their families benefited from these grants during the year, attending **1,528 club sessions**.

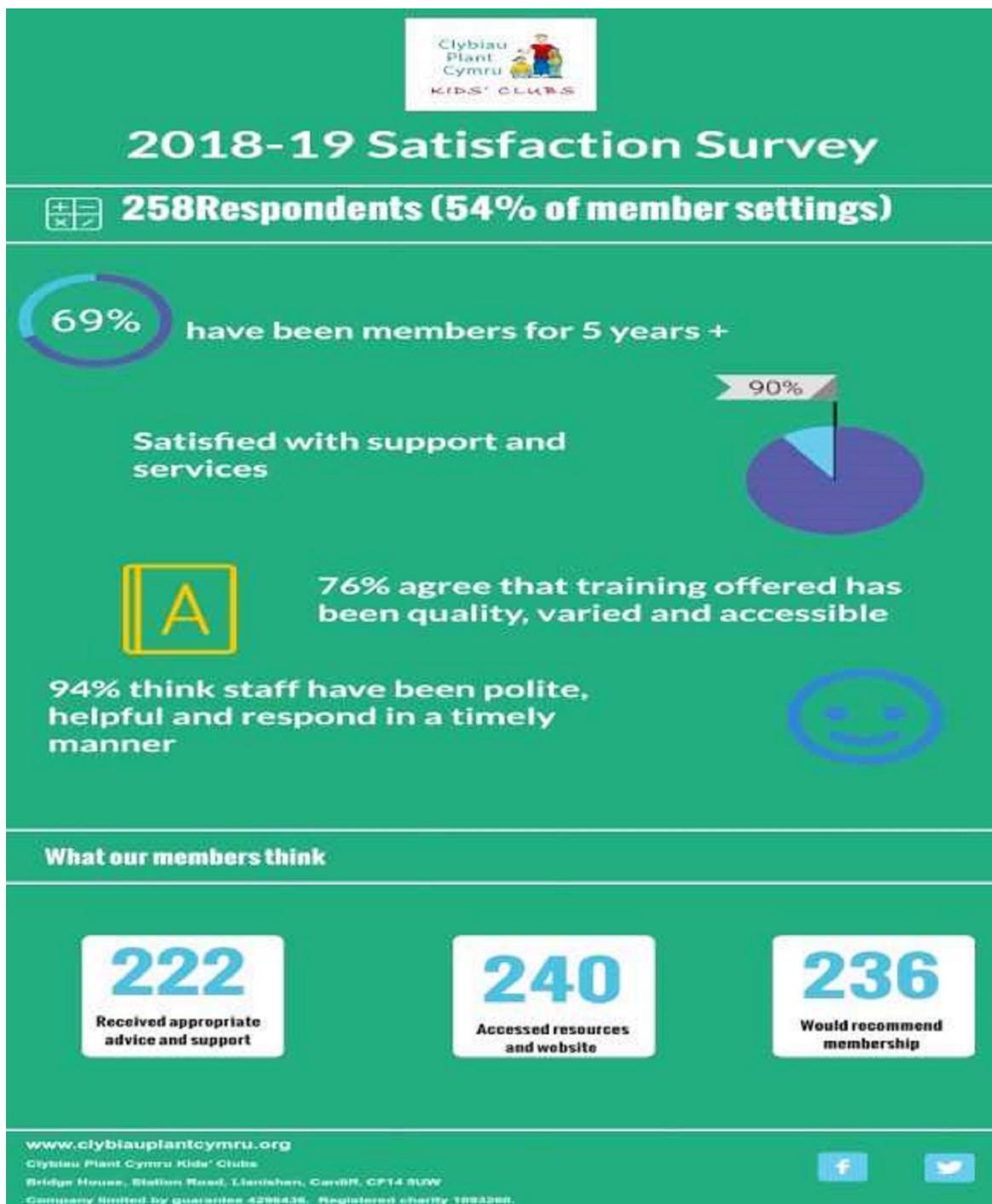
The grants provide **full or part funding for one-to-one workers** for children with additional needs. Clybiau Plant Cymru Kids' Clubs manages the application, advertising, assessment, payment, and monitors the award. This includes development staff visiting the club and monitoring attendance of staff and children.

This objective shows the **benefits for all the children in the clubs** through the integration of children with additional needs into their local community club and having the same benefits as other children in the community.

One county also has an **Assisted Places scheme** to allow children to attend clubs where their parents, for whatever reason, cannot afford to pay or need help to meet the costs in order to benefit the children. Newport have this grant scheme which we administer for them. **23 children** benefited from these places by attending **349** childcare club sessions.

Annual Satisfaction Survey

We reverted to our annual customer satisfaction survey, 'How are we doing', this year. This is sent out with the membership application forms. This actively seeks the views of clubs and their perception of the support given. We also use this to improve our services, including giving support regarding IT and accessing the website. It also helps us with information for reporting to counties on a quarterly and annual basis. We had some very positive results and comments.



- **Provide quality support services, information and training for Out of School Childcare Clubs**

As the voice of Out of School Childcare Clubs across Wales, we strive to ensure that the sector has sufficient and appropriate training in qualifications, continuous professional development and activity ideas.

We are an **approved centre** with the following Awarding organisations:

Agored Cymru to offer **Essential Skill Wales Qualifications**
City and Guilds to offer the **Employment Awareness Qualification**
NCFE CACHE, for the delivery of **accredited Playwork and Assessing qualifications**

We have maintained direct claims status with NCFE CACHE as the result of successful external Quality Standards Monitoring.

The training team work together to ensure that our delivery is **standardised and trainers continue their professional development** through regular internal meetings, professional discussions and bespoke QCF training.

Part of our role is to ensure we advise clubs of the major changes in legislation, which will affect them in the future. We have continued to produce bi-lingual materials including our quarterly **Y Bont magazine** and frequent Facebook and Email updates. Members' feedback is very good and people look forward to the activities, legislative updates, CIW news and general up to date information it provides. Among subjects disseminated this year are:

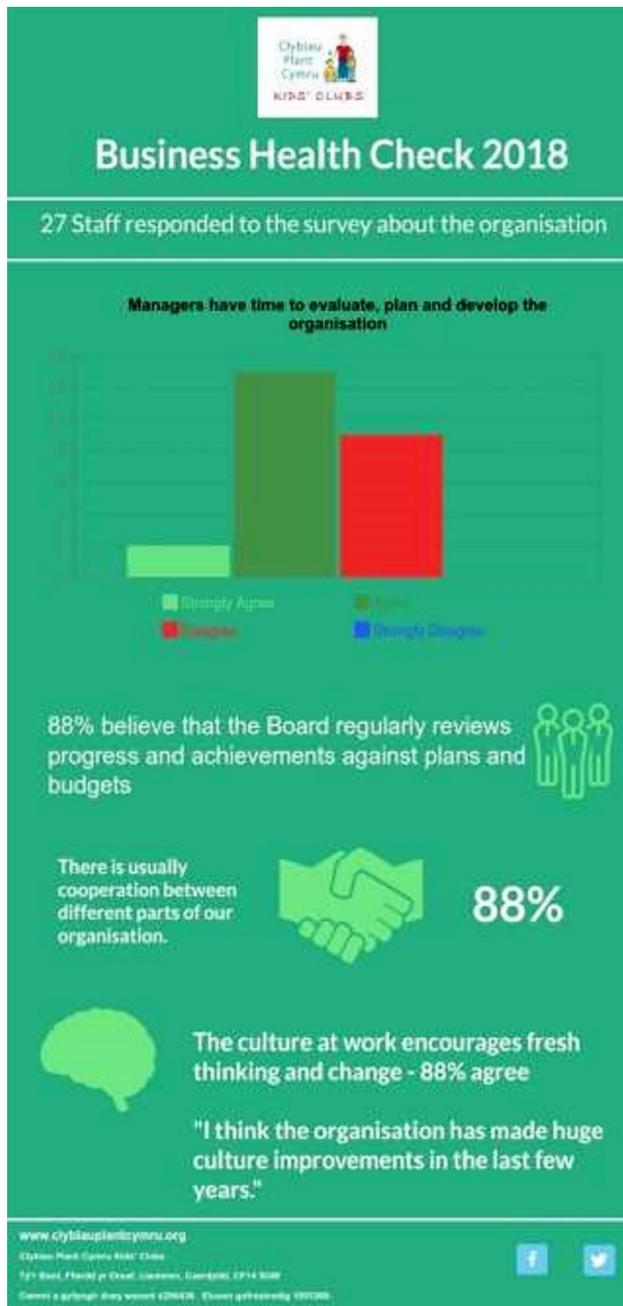
Quality of Care Review, EDI Project, Playwork Apprenticeships, Important training and funding news, Talk Childcare Events, Qualification Event, Fee Policy & Procedure, EDI Project, Quality of Care Review, Extension to CACHE Playwork qualifications, Parent Satisfaction Survey template, Play Cycle Research, NMS CWLWM Consultation, Gwiriwr FAQ's, WG Call for Evidence consultation exceptions order, British Science Week, Childcare Offer for Wales, CIW registration update, Qualification Needs Survey and Membership satisfaction survey.

During 2018-19 there were a total of **4,920** attendances at training and workshops.

1,876 (1,724: 2018) attendances on **Business / Committee Skills training**, formed a major part of the Childcare Business Development Officers (CBDOs) work, and help them provide sustainable clubs.

- **Value the staff and volunteers and deal with them in an open and fair manner**

The Organisation Health Check questionnaire was repeated in early 2019 to look at distance travelled. 17 of the 28 staff employed completed the survey and the results and comments from those who participated, which were very positive and constructive, follow.



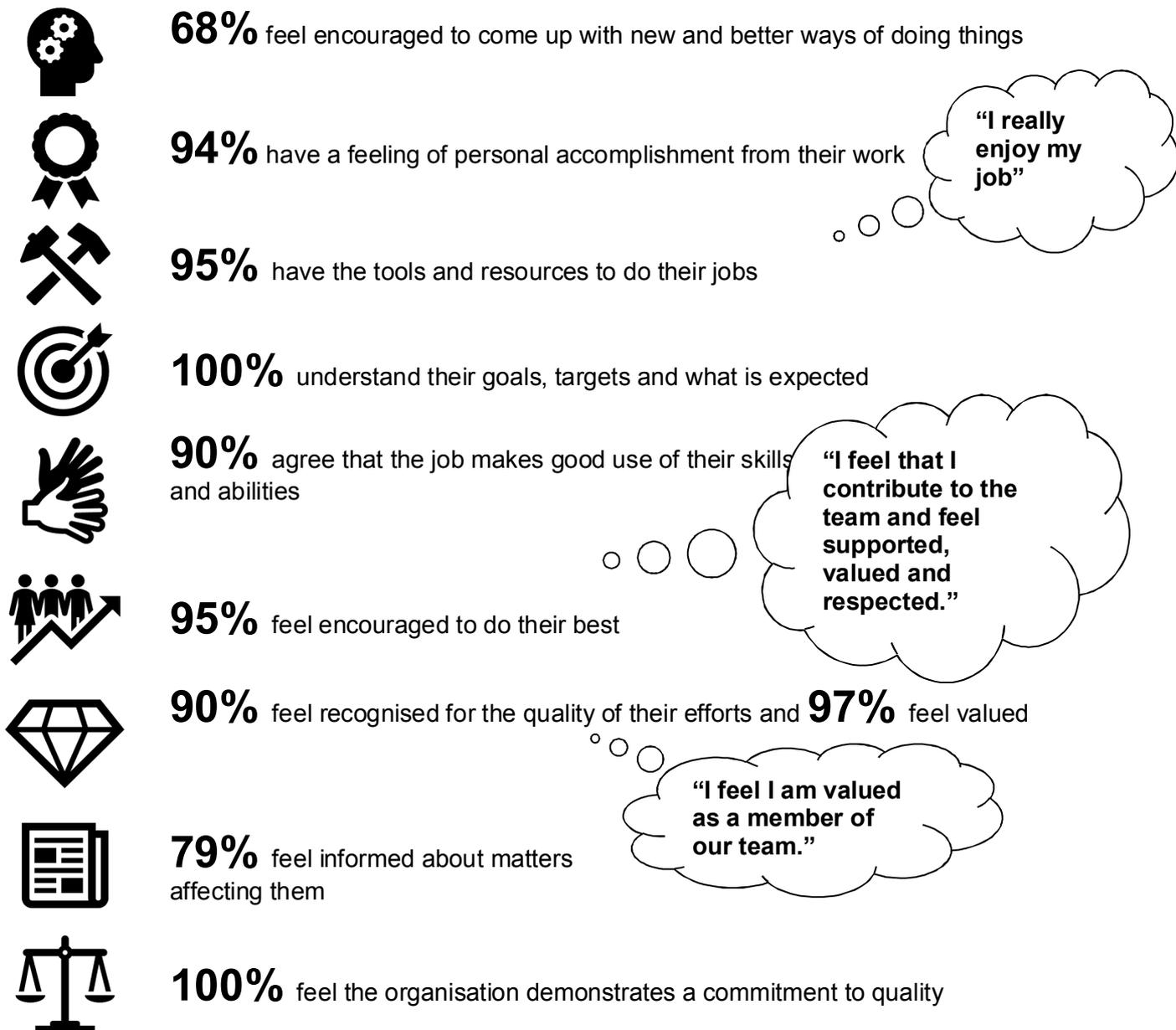
Our Board of Trustees, made up of volunteers from our member clubs, has continued to meet on a quarterly basis, with an additional meeting for the AGM in October. There were a number of members who had been with us for the maximum 3-year term who have left us within the year; these were replaced by new members. The commitment for the year is these 5 meetings. We try to make these as accessible as possible by offering Video conferencing facilities from our regional offices, to reduce the burden of travelling for members and the carbon footprint of the organisation. The challenge still

remains to ensure that each meeting is quorate and to ensure the Board of Trustees are informed and consulted on important decisions that the organisation may make.

During the year we revised our Memorandum and articles of Association to allow Board members to remain on the Board for up to two consecutive periods of 3 years.

Some decisions needed to be made outside of the normal sequence of Board meetings during the period. In order to do this it has been necessary on occasion during the year to canvass members by Electronic mail with a voting option. This has proved an invaluable tool during the year.

A staff satisfaction survey was carried out in May 2019 (the last survey was October 2016), and some of the highlights are below:



The survey also covered benefits, suggestions for improvement, motivation flexibility and management, and results from all areas were positive and constructive.

Other Comments Included:

"Very happy in my post, and I work with a great team."

"I do really enjoy my job and would love the organisation to succeed"

"Fully aware of the impact that we have and excited about how we can improve clubs and settings"

"I like to make a difference in the wider community"

"always feel valued which raises my motivation"

- **Enable people within the organisation to have every opportunity for self-development and training and be a best practice employer.**

Sonia Wearne National Training Manager took a years unpaid leave from January 2019, with Dawn Bunn coming in as her replacement.

Hayley Timms, former Pembrokeshire Childcare Business Development Officer returned from Maternity Leave as a Training Officer for West Wales

Naomi Evans, former Newport Childcare Business Development Officer, became the Regional Manager for South East Wales.

During the year **185 attendances at 22 staff training** sessions were delivered, giving the skills for supporting learners to reach their potential, and further enhancing their Playwork knowledge and skills

Staff continue to be encouraged to attend external training to enhance their own knowledge, skills and overall effectiveness. There has been an agreement with staff that any training over their 5 day allowance will be completed in their own time unless it is CPD. All qualification based courses need a 50/50 split of time from the employee and Clybiau Plant Cymru Kids' Clubs. This year we have receive **50 Training Requests** and of this **41 have been agreed.**

Staff are undertaking the following qualifications:

- The Finance Manager is still working towards completing her Level 4 Association of Accounting Technicians and following that will be progressing to a degree in Finance and Accounting
- A Finance Apprentice has completed their Level 2 Association of Accounting Technicians qualifications, and has progressed to their Level 3 Association of Accounting Technicians. Another Finance Apprentice completed their Level 4 Association of Accounting Technicians.
- The Administration Apprentice is completing her level 2
- 2 Regional Managers are completing their Apprenticeship in Management
- The National Training Manager is completing a MA in Development and Therapeutic Nature of Play
- 3 Training Officers are undertaking a Level 3 Award in Assessing; 1 continuing from a previous training provider and 2 starting in January. Another Training Officer achieved their Level 3 Award in Assessing.

Training Officers undertook 3 days of Continuous Professional Development within Childcare settings during the year.

The organisation continues to offer the **Simply Health** to all staff after they are confirmed in post. This appears to be good value for money at £1.67 a week per person, as this covers the statutory

duty of paying for sight tests/spectacles for people using computers and has numerous other benefits as well, such as payment towards dental health, physiotherapy and consultant fees. A free, confidential advice line is included.

We continue to offer a 6% **pension contribution** to all staff, whom also have to make a 2% personal contribution. This ensures we meet the legal requirements of **auto-enrolment**.

Staff are offered the opportunity to partake in the salary-exchange scheme. They are able to alter their pension arrangements annually in October or when they have a 'lifestyle event' such as a birth, marriage or divorce.

We provide a **mobile phone and breakdown cover** to staff who travel away from their office/home base. Staff work unsociable hours at times and as good employers we also want our staff to be able to get home on all occasions. At £39-£45 per fleet car **this is a good value cover** and ensures if they break down they can get home safely.

As recognition by the Board of Trustees for the hard work of staff, those that have been with the organisation for 3 years are able to access a subscription to Perkbox; an employee reward scheme which allows staff to redeem discounts on various retail and leisure opportunities. The scheme was well received by staff, with at least £1,367 of rewards redeemed.

Staff who have been with the organisation for many years, continue to receive an additional day annual leave according to time with the organisation, up to a maximum of 3 additional days.

During the year we have also updated a number of our staff policies, ensuring that we are a best practice employer and that our staff remain safe and well. Amongst the policies updated are:

- Policy on the prevention and management of work-related stress and non-work related stress
- Lone worker policy
- Safeguarding Policy

- **Work in partnership with other organisations to help us achieve our mission statement**

Throughout the year, Clybiau Plant Cymru Kids' Clubs has continued its close relationship with **Welsh Government** and the **Local Authorities**, supporting them in ensuring that there is an Out of School Childcare Club in every community that wants one. Helping to ensure the quality of provision through training and support and developing new clubs where needed.

We have done this by working in partnership with the Local Authorities where funded and through the **CWLWM** project with Mudiad Meithrin, National Day Nurseries, PACEY (Cymru) and Early years Wales (formerly Wales Pre-School Providers Association) to deliver a strategic, bilingual integrated service that ensures the best possible outcomes for children and families across Wales.

Childcare Business Development Officers have continued to support clubs to prepare and register for The Childcare Offer (also known as the **30 Hours Free Childcare**).

During this year we have worked with NCFE CACHE and written a letter of support to Qualification Wales and Welsh Government to ensure that there are Playwork qualifications available in Wales. We were pleased to receive confirmation that the qualifications below have now been extended:

Title of the qualification	Last Date for:	
	Registration to the qualification	Completion and certification
NCFE CACHE Level 2 Diploma in Playwork (NVQ)	31/08/2024	31/08/2026
NCFE CACHE Level 3 Award in Transition to Playwork (from Early Years)	31/08/2024	31/08/2027
NCFE CACHE Level 3 Certificate in Playwork	31/08/2024	31/08/2027
NCFE CACHE Level 3 Diploma in Playwork (NVQ)	31/07/2024	31/07/2027
NCFE CACHE Level 5 Diploma in Playwork (NVQ)	31/08/2024	31/08/2027

This will mean that Clybiau Plant Cymru Kids' Clubs will be able to continue to offer Apprenticeships in Playwork. We will be working with NCFE CACHE to ensure that the qualifications are updated in line with the New Occupational Standards.

Due to the changes to the National Minimum Standards for Regulated Childcare for children up to the age of 12 years (NMS), existing practitioners must hold a Playwork qualification by September 2021. This will lead to an increasing demand in practitioners requiring a Playwork qualification to support their current roles and remain compliant with regulation.

Clybiau Plant Cymru Kids' Clubs undertook **an all Wales Qualification Questionnaire** for Out of School Childcare Clubs. We received 213 responses pan Wales from employers, representing 24% of Settings, on behalf of 1,567 Playworkers.

The aim of the Assessment was to ascertain the number of staff requiring Playwork qualifications in order to comply with requirement to have the relevant qualification to work within the Childcare and Playwork sector by 2021. Worryingly, **of those surveyed 65% do not hold a suitable Playwork qualification** and therefore fall short of the National Minimum Standards:

791 Playworkers holding CCLD qualifications at either Level 2 (144 Playworkers) or Level 3 (647 Playworkers) **do not hold a Playwork qualification**, additionally **235 Playworkers have no qualifications at all**.

Following a meeting with the Minister for Childcare and Young People and the Cabinet Secretary for Education, we had a meeting with Officials from Welsh Government and Welsh Local Government Association to discuss the advantages of the School Holiday Enrichment Programme being piloted in Out of School Childcare Clubs. We submitted a report on the benefits and look forward to working with all parties in a possible pilot during the next financial year.

In Spring 2019, there was a Call for Evidence, the purpose of which was to seek views on The Child Minding and Day Care Exceptions (Wales) Order 2010 (“the Order”), which sets out exceptions to what constitutes “child minding” or “day care for children” for the purposes of Part 2 of the Children and Families (Wales) Measure 2010. Clybiau Plant Cymru Kids’ Clubs collated views from the Out of School Childcare Sector, to ensure that the challenges and concerns of the settings’ that we support were included within our response, including the impact of unregulated Clubs on sustainability, growth and morale within the sector.

Clybiau Plant Cymru Kids’ Clubs also promoted the Consultation on the National Minimum Standards in Spring 2019, encouraging the Out of School Childcare Sector to respond to the online questionnaire presented by the Welsh Government.

We continue to be a member of the **Fundraising Standards Board** and keep to their quality standards of practice.

- **Communicate the benefits of quality Out of School Childcare to schools, parents (working and otherwise), the Government and the public at large**

Clybiau Plant Cymru Kids' Clubs staff attend a range of meetings involving the **Welsh Government and others such as: Local Authorities** Childcare Partnerships, Social Care Wales, Play Wales, Skills Active and local Voluntary Councils. At these meetings the benefits of Out of School Childcare are always at the forefront of communications.

During the year we have responded to **consultations** to ensure the views of Out of School Childcare Clubs **are borne in mind when decisions are made and policies** are set. Consultations include:

- **The Childcare Funding (Wales) Bill**
- **The funding and delivery structure of adult learning in Wales**
- **The revised Code of Professional Conduct and Practice for Registrants with the Education Workforce Council (EWC)**
- **Food and Nutrition for childcare settings - best practice guidance**
- **Welsh Government Call for Evidence: The Child Minding and Day Care Exceptions (Wales) Order 2010**
- **Draft code on the Additional Learning Needs and Education Tribunal (Wales) Act 2018**

Y Bont, our in-house magazine/newsletter, continues to be produced bilingually, four times a year. This continues to provide an important tool for communicating with Out of School Childcare Clubs and other organisations, MP's, AM's, Local Authority personnel and policy makers. Copies of these are sometimes left in places such as doctor's surgeries and at public events and places, including **Families Information Services**, for public benefit. Many magazines these days are produced by e-mail but, at the moment, we continue to produce hard copies delivered by post.

We launched our new website www.clybiauplantcymru.org during the year and the news and projects sections have formed part of our Social media output. It is now easier to read on mobile phones and tablets. The membership fee brings with it access to membership resources including monthly e-mailed e-news which contains funding information. However, the **public can access** much of the standard information about Out of School Childcare Clubs. Members are now able to renew through our website and update their details automatically through the site.

During the year we have continued to develop new ways of linking electronically with members and the public at large through email, **Twitter, Pinterest and Facebook**. Using social media has increased our public profile, made our services more accessible to the public at large, and has opened up more opportunities for networking. It has allowed, for example, club staff to contact us in a more informal way that they feel more comfortable using. It also promotes the use of IT as an effective method of communication, contributing to upskilling those within the sector.

Clybiau Plant Cymru Kids' Clubs has also been working on reviewing and updating our valuable 'Stepping Out' resource, a guide for setting up and supporting Childcare and Play settings in Wales. It brings together a wealth of knowledge and experience from Childcare Business Development Officers who have been supporting Childcare settings since the early 1990s. Existing information, including useful policy and procedure templates, has been updated and will be designed and translated next financial year for dissemination to member clubs. Work has also taken place to develop new policy and procedure templates to support changes to best practice and reflecting our knowledge of the challenges facing the sector, including a **Fee Policy/Procedure, Environmental Policy, Welsh Language Policy and Prevent Policy**.

Training

Funded by the Welsh Government **Work Based Learning Programme**, sub-contracted to Torfaen Training to deliver **Apprenticeships in Playwork**, during the year we worked with **76** learners 42 new sign ups.

We have started a small cohorts of **Level 5 Advanced Playwork** consisting of a total of **4** learners. In addition to this we have worked with **15** learners working towards **Foundation Apprenticeship** and **53** working towards their Level 3 **Apprenticeship**.

This year has seen a great deal of achievement with **268 Qualifications Claimed**. Some of the Highlights for this consist of

- **38 Essential Skills** as part of apprenticeships
- **5 Level 2 Diplomas in Playwork** as part of apprenticeships
- **26 Level 3 Diplomas in Playwork**
- **27 Apprenticeship Frameworks**
- **138 Level 3 Awards in Transition to Playwork (From Early Years)** thanks to funding from Local authorities

The **Level 3 Awards in Transition to Playwork (From Early Years)** have been delivered in Monmouth, Newport, Cardiff, Vale of Glamorgan, Anglesey, Conwy, Gwynedd, Rhondda Cynon Taf and Merthyr Tydfil. We also secured funding through Coalfields where a **Level 3 Awards in Transition to Playwork (From Early Years)** was offered to those who live in Coalfields areas and was based in Blaenau Gwent, which will commence delivery in the next Financial Year.

This year also saw the sign up of **6 CACHE Level 3 Diploma in Playwork** in Newport

Extra funding from counties enabled us to improve the quality of Out of School Childcare Clubs across Wales through upskilling staff. During the year we delivered:

- **11 All Wales Basic Safeguarding Awareness Training** – 9 in Carmarthenshire, 1 in Newport, and 1 in Cardiff with a total of **132 attendances**
- **16 Playworker Workshops** – 7 in Conwy, 2 in Flintshire, 2 Rhondda Cynon Taf, 1 in Swansea, 1 in Blaenau Gwent, 1 in Merthyr Tydfil, 1 Neath Port Talbot, and 1 in Vale of Glamorgan with a total of **153 attendances**
- **50 In Club Workshops** – 3 in Blaenau Gwent, 1 in Cardiff, 12 in Conwy, 1 in Denbighshire, 2 in Flintshire, 8 in Gwynedd, 14 in Merthyr Tydfil, 1 in Pembrokeshire, 1 in Rhondda Cynon Taf, 5 in Swansea, 1 in the Vale of Glamorgan and 1 in Wrexham with a total of **990 attendances. 150 Playworkers and 840 Children.**

We continue to deliver High Quality Training with our Trainers scoring an average of **4.9 out of 5** for the training delivered and **97%** of learners saying they would recommend Clybiau Plant Cymru Kids' Clubs as a training provider

During the year we have had two external quality checks from our Awarding Bodies:

NCFE CACHE completed a quality check on Level 2 and Level 3 Diplomas in Playwork and the Level 3 Award in Transition to Playwork (From Early Years), we have maintained our direct claims status and received very positive feedback on how we are supporting learners to achieve their qualifications.

AGORED completed a remote quality check for essential skills and whilst there are still ways we can develop our practice, we were praised for the distance travelled since the last checks were made and maintained our direct claims status.

During the summer, we held three regional qualification events; we invited Employers, Playworkers and potential learners or those who want to work with children to come and talk to us about their needs and to answer queries regarding qualifications in general. The 25 attendees across the events welcomed the opportunity and the answers that we were able to provide in response to their queries around apprenticeships and qualifications.

Projects

Moondance

Our Moondance funded Project (£100,000 awarded during 2017-18) continued during 2018-19 and came to an end on 31st December 2018. It has been clear from feedback received from settings and Local Authorities throughout the Project that the support that Clybiau Plant Cymru Kids' Clubs has been able to provide to the Out of School Childcare sector, through face to face Childcare Business Development Officers support, has been **invaluable**.

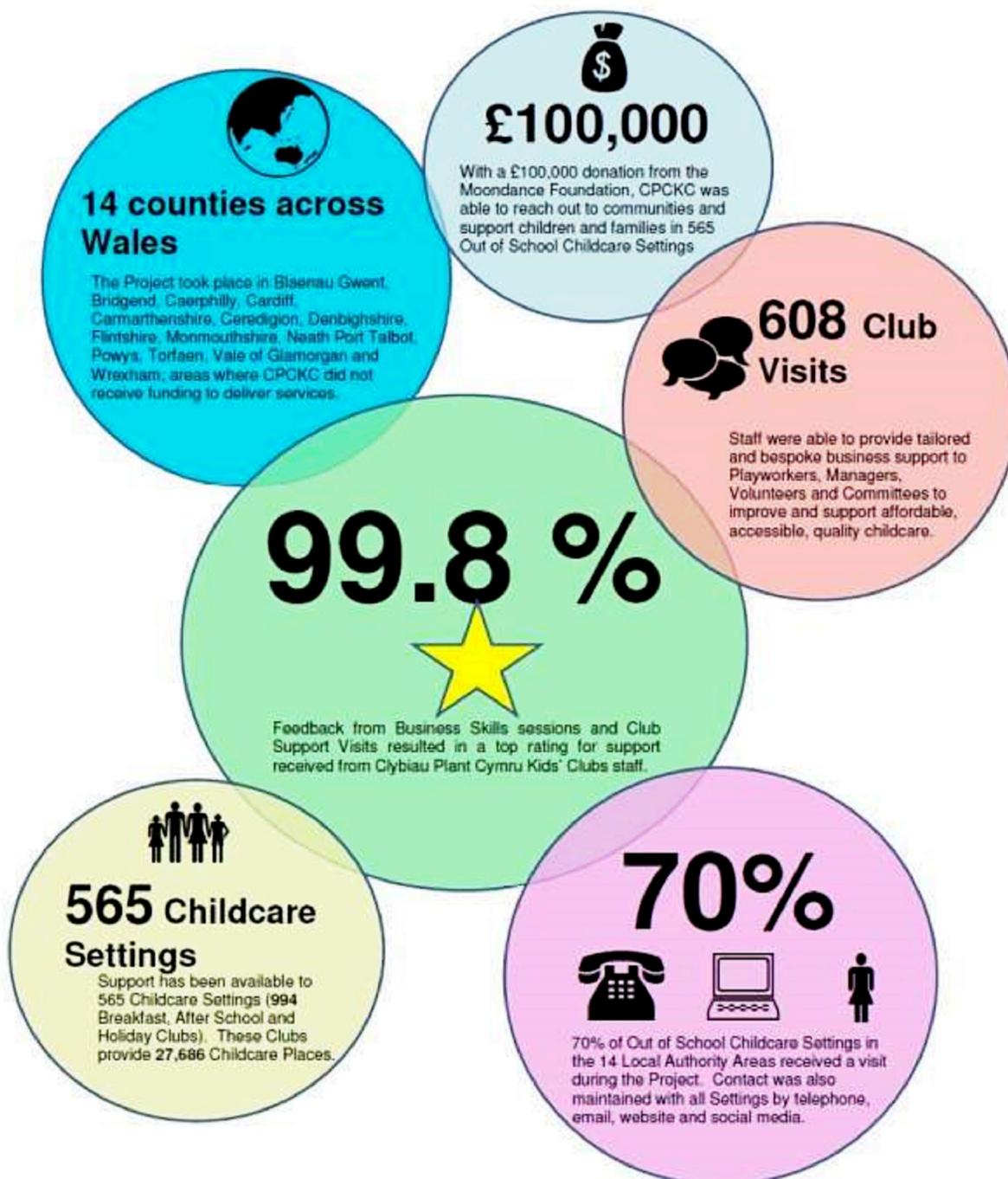
During the life of the Project, a total of **608** face to face visits, including business skills visits, have been delivered, with **£119,635** worth of funding applied for by Clybiau Plant Cymru Kids' Clubs Childcare Business Development Officers to support the Out of School Childcare Clubs in the 14 counties (with **£46,778** successful to date) and **£14,603** worth of funding applied for by the clubs themselves, with support from their Childcare Business Development Officer (**£5,695** successful to date). Across all visits and business skills sessions, **99.8%** were given a **top rating of support** received by Childcare Business Development Officers.



Moondance Project



October 2017 – December 2018



Registered Office: Clybiau Plant Cymru Kids' Clubs, Bridge House, Station Road, Llanishen, Cardiff CF14 5UW
T: 029 2074 1000 F: 029 2074 1047 Email: info@clybiauplantcymru.org
Company limited by guarantee. 4396436. Registered charity. 1080290

With the help of Tesco customers in Conwy, we secured funding from **Tesco Bags of Help** (blue tokens) to deliver a '**Healthy Kids Initiative**'. The project aimed to deliver Focus on Food for Children, Games Galore and the new Buddying workshop, introducing children to ways to make healthy choices while supporting each other. We also secured funding thanks to Tesco customers in Flintshire, under the same **Tesco Bags for Help** scheme, to deliver a '**Lets Get Out and Play**' project. The project aims to deliver Playing Out with the Elements, Nature Zone, Den Building and Games Galore to 4 Out of School Childcare Clubs in the Holywell area of Flintshire, benefitting up to **64** children and **8** Playworkers

Thanks to funding through the **Gwynt Y Mor Community Fund** five Out of School Childcare Clubs, 2 in Conwy, 2 in Denbighshire and 1 in Flintshire will receive Playing Out with the Elements, Den Building and Renewable Energy in-Club Workshops. The funding aims to benefit up to **80** children and **10** Playworkers.

Through receipt of funding from the **Burbo Bank Extension Community Fund**, 3 Out of School Childcare Clubs will each receive a Renewable Energy in-club workshop. Utilising questions raised during these workshop our Training Officer will develop activities to answer those questions, the children will then pilot the new activities and help to shape the final workshops for other children to engage and enjoy.

Clybiau Plant Cymru Kids' Clubs are proud to be supported by the **Co-op Local Community Fund** to deliver fun new experiences to children aged 3-11. Funding is received in 2 ways, when members choose to support our project and also when they use their membership card when making purchases. Projects are supported for 12 months and the full amount of funding is decided at the end of the 12 month period.

British Science Week 2019

Clybiau Plant Cymru Kids' Clubs received £500 funding from British Science Week 2019 to develop and pilot a free science workshop based around the 5 Senses. Our Training Officer Sarah Turton visited Llanharan Drop in Centre in Rhondda Cynon Taf during February Half Term to pilot the workshop, with video footage taken of the fun activities that had been developed. These videos were then shared through our YouTube channel (<http://bit.ly/2ECi0Mx>) and via our Facebook Page (www.facebook.com/clybiau) during British Science Week, to encourage all Out of School Childcare Clubs across Wales to take part and to provide some fun, low cost/no cost activity ideas incorporating science that can be replicated in your own settings.

The children and Playworkers at Llanharan Drop in Centre enjoyed taking part in the workshop, with 75% of the children reporting an increase in their interest levels in science, and describing the workshop as "fun" and "interesting".

Santander

Clybiau Plant Cymru Kids' Clubs has been successful in applying for a **Santander Discovery Grant of £5,000**, which will allow our team of experienced Training Officers to develop a *new* workshop. The workshop, which will be piloted in 8 Out of School Childcare Clubs across Wales, will support children aged 3-14 years to increase their knowledge and awareness of financial planning, account keeping, marketing and managing their own projects. Our Training Officers will bring their knowledge of learning through play and children's development to the Project delivery to support children to develop essential skills that will continue to benefit them as they enter adulthood, increasing their ability to manage their own money.

Each club will be given a small amount of funds and through the delivery of the workshop and new child friendly resources, the children will be supported to make their money grow using budgeting and fundraising ideas, holding their own Fundraising Event in Summer 2019.

The Oakdale Trust

In October Clybiau Plant Cymru Kids' Clubs was generously awarded **£1,000** funding from **The Oakdale Trust**. This funding will enable us to deliver 5 environmental workshops (Nature Zone) within deprived areas of South East Wales during 2019. These workshops are focused on exploring the environment through play, with things to do and make both indoors and out, inspiring children (and Playworkers) to take an interest in their local environment and to question the world around them.

Up to 80 children will take part in the workshops. By inspiring the children to take a greater interest in the environment and by enabling them to develop a wide range of skills, they will be more likely to grow up into environmentally aware members of the community. Play, and its importance in children's cognitive, social and emotional development, has been shown to be a highly effective tool for learning.

It will also allow 10 Playworkers to be upskilled enabling them to have a host of new low cost/no cost activity ideas (including the Nature Zone Pack) to continue to use and expand upon over time, creating a lasting legacy of the funding received.

Tesco Bags of Help Caerphilly

Clybiau Plant Cymru Kids' Clubs has been awarded **£4,000** funding through **Tesco Bags of Help** to provide free training for Playworkers in Caerphilly. A total of 8 Workshops will be delivered during 2019-20, including Same Stripes Different Ways, Safeguarding, Children's Rights and Participation, Den Building, Just Add Water, Pulleys and Whatnot, Playing Out with the Elements and Games Galore. Up to 12 Playworkers will be engaged within each workshop, receiving a host of new activity ideas, knowledge and skills to continue their professional development.

Coalfields Regeneration Trust

Clybiau Plant Cymru Kids' Clubs has received **£7,000** to deliver a CACHE Level 3 Award in Transition to Playwork (from Early Years) to 9 Playworkers working in Out of School Childcare Clubs in Coalfields areas. Training will commence in April 2019, with the Settings benefitting from the Project better able to meet the Qualification requirements as a result of the funding.

Gower Play Our Way

Through the Gower Play Our Way Project we developed new, fun activities for Out of School Childcare Clubs to encourage children to learn about nature, conservation and Gower Area of Outstanding Natural Beauty (AONB).

The launch event for our new activities, which supplemented our Nature Zone activity pack for Clubs, was held at the Barham Centre in the heart of the Gower in July. Playworkers, representing 18 Clubs, had the opportunity to have a go at the new activities such as, 'Magazine Moths', 'Soapy Sea Foam' and 'Leaf Crowns' followed by a lovely afternoon tea at the Gower Heritage Centre. Settings attending received a free goodie bag full of resources including arts and crafts materials, notebooks, pens, leaflets, posters, bi-lingual story books and a full colour resource pack 'Nature Zone', which is available to members on our website. Through pilots and the launch, lots of ideas were taken back to settings and will be put into practice with up to 455 children.

Playworkers attending gave some lovely, positive feedback about the activities and the event '*Very enjoyable, friendly and informative; love the resource packs!*' '*Superb team, loads of ideas – loved it!*', '*.. Some very good ideas to take back to our setting*'. '*Very good and very informative.*'

We would like to thank the staff and children of Crwys After School Club and Penclawdd Wraparound and After School club for kindly agreeing to pilot the activities for us and all of the Playworkers that helped us celebrate the launch of the activities. We would also like to thank our funders Welsh Government Sustainable Development Fund, Hanfod Cymru and City and County of Swansea for supporting such a worthwhile project.

Play Outdoors Connect with Nature

Thanks to **Tesco Bags of Help**, we will be able to deliver 26 free workshops for member clubs in the Haverfordwest and Milford Haven areas of Pembrokeshire from 2019. Clubs will be able to choose from Den Building, Games Galore, Nature Zone and Playing out with the Elements to support health and well being through outdoor and environmental play. Up to 52 Playworkers and 416 children in our Pembrokeshire Clubs will start enjoying the workshops from the summer. The workshops will promote physical play, communication and team building and give Playworkers lots of new ideas and confidence to facilitate environmental, outdoor, cooperative and physical play opportunities. We plan to extend this project into more areas in Pembrokeshire subject to funding.

Grow Your Own Feast

In December 2018, we successfully accessed funding for our new 'grow to eat' project to develop resources to help children get outdoors growing, harvesting and cooking food, thanks to a grant from the Ernest Cook Trust.

We hope the resources will help children connect with the environment and countryside and understand the importance of producing and consuming healthy food in a sustainable way that is not harmful to our shared planet.

The activities will also give children new practical skills outdoors which will also boost physical and mental health and wellbeing.

Ray Gravell and Friends Charitable Trust

We are very grateful for a £2,500 donation from Ray Gravell and Friends Charitable Trust to help Playworkers facilitate play with children in Out of School Childcare Clubs in Carmarthenshire.

Welsh Language

During the year, we worked with our CWLWM partners on the EDI#2 project. The aim of **EDI #2** was to build on what was achieved during the original scheme (August 2016-March 2017), using the Early Welsh Diagnostic Tool (or Gwirwr) from The National Centre for Learning Welsh to collect quantitative data from a representative cross-section of the early years and Playwork workforce. This data enabled a language skills baseline to be identified and established for these workforces.

As part of the work on the EDI#2 project supporting Playworkers to undertake the GWIRIW we also developed a campaign called '**Welsh Now in a Minute**' a series of videos and posters to help introduce Welsh language to Playworkers in a fun and friendly way through play in the settings. The team working on the project also developed a plan to improve the Welsh language used within the office to encourage staff to use every day phrases during their working day. We also created a plan of inclusion of Welsh Language support within our Newsletter 'Y Bont' distributed to member settings quarterly. We also promoted our **Incidental Welsh** Workshops across Wales we delivered 7 courses with 91 attendees benefitting.

Acknowledgements

Welsh Government

Local Authorities

CWLWM partners

- Mudiad Meithrin
- National Day Nurseries (Cymru)
- PACEY (Cymru)
- Early Years Wales

Care Inspectorate Wales

Social Care Wales

Wales Council for Voluntary Action

Play Wales

Addysg Oedolion Cymru - Adult Learning Wales

Agored

Fundraising Standards Board

Funding from various Trusts and grant funding bodies has seen us continue to develop working partnerships with new bodies during the year, the likes of which include:

Tesco Groundworks - Bags for Help	Coalfields Regeneration Trust
Santander	British Science Week
Gwynt Y Mor Community Fund	Ernest Cook Trust
Torfaen Training	Orsted Community Funds - Burbo Bank
CO-OP	Oakdale Trust

Through the development staff we work with:

County Voluntary organisations	Flying Start teams
Foundation Phase Liaison Officers	County dieticians
Play Development Officers	Public Health Wales
Dragon Sports	Communities for Work
ACAS	Menter Iaith
Physical and Nutritional groups	Cymru Cooks
Job Centre Plus	Communities First
Adult Education Centres around Wales	Working Links

What People say about us

What our members think

240

Accessed resources and website

222

Received appropriate advice and support

236

Would recommend membership

What our members said

"Emails are answered quickly and if we need help we know you are there. Thank you."

"I find the Y Bont booklets we receive interesting to look through and give some good craft ideas."

"Other the years I have met many members of your staff and I am yet to meet one that isn't pleasant and helpful. Your staff are always available when needed and are knowledgeable in the work we do as playworkers. Keep up the good work."

"{CBDO} has been invaluable to {Our Club}. We are so very grateful for all of her ongoing help. She goes above and beyond anything she has been asked to help with."

"It was great to have CBDO visiting is this year thanks to the Moondance Project. We are gutted that this has finished as face to face contact is really important."

"Always ready to help. Information given is always of top quality."

"Brilliant staff, really happy with all relavant information and resources given. Thank you."

"Clybiau trained most of our staffmembers in Playwork. Our staff members impressed CIW Inspectors! {CBDO} has been an amazing support last year and this year - gave me/us 100% support in terms of advice, grants and more. She is a pleasure to work with. IWe are very grateful!"

"Always supportive, full support given at all times. Cannot thank Clybiau enough."

"Support is fantastic, really value and appreciate all the help. Always speak highly of {CBDO} and would recommend to anyone."

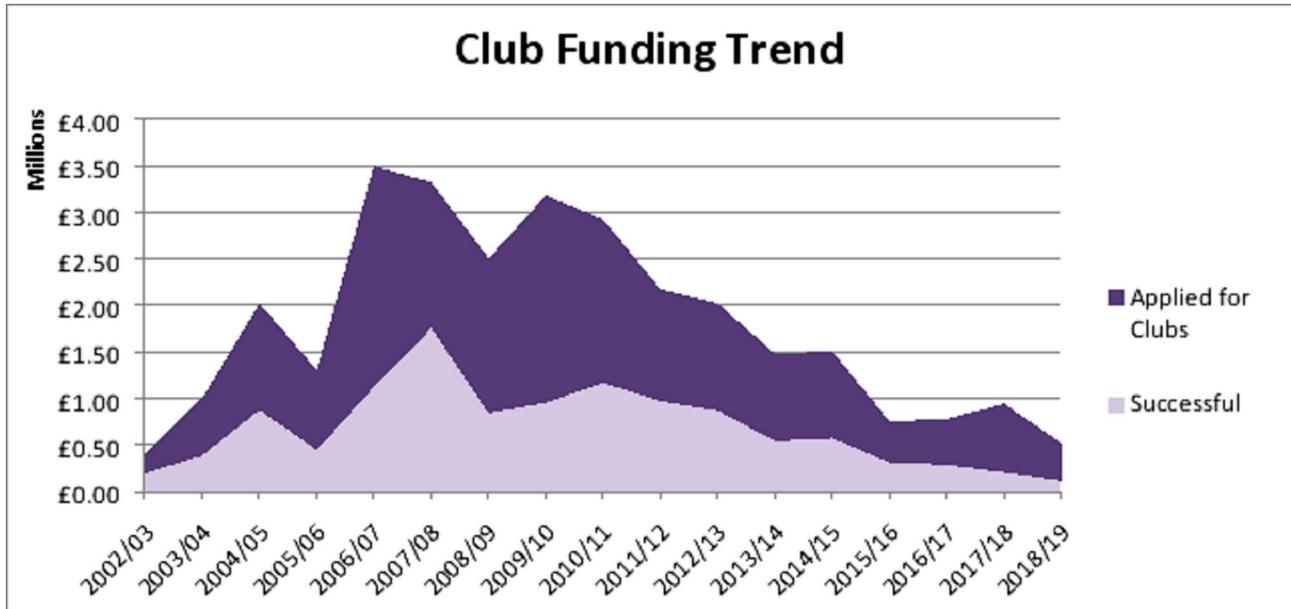
"I always receive lots of help and information when I need it even if I need it quickly. Also the staff and I always have lots of fun on courses."

www.clybiauplantcymru.org  

Clybiau Plant Cymru Kids' Clubs, Bridge House, Station Road, Llanishen, Cardiff. CF14 5UW Company limited by guarantee. Registered charity 1093260.

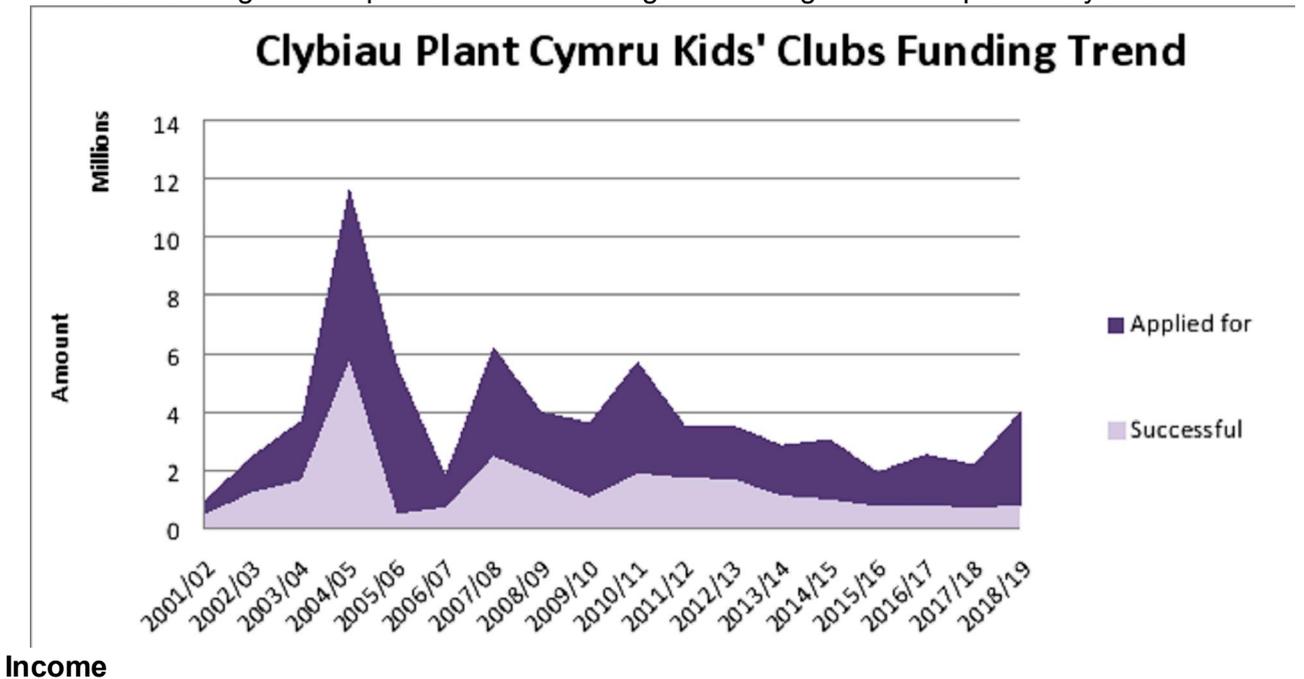
Financial Review

Throughout the year Development Staff have helped to support many Out of School Childcare Clubs across Wales with funding applications. This year staff have helped Clubs to raise just over £120,000 for their own use. Overall the submitted applications amounted to just under £404,000 which gives a 30% success rate. This money goes directly into clubs and is not shown in these accounts. The money is in the respective accounts of individual clubs.



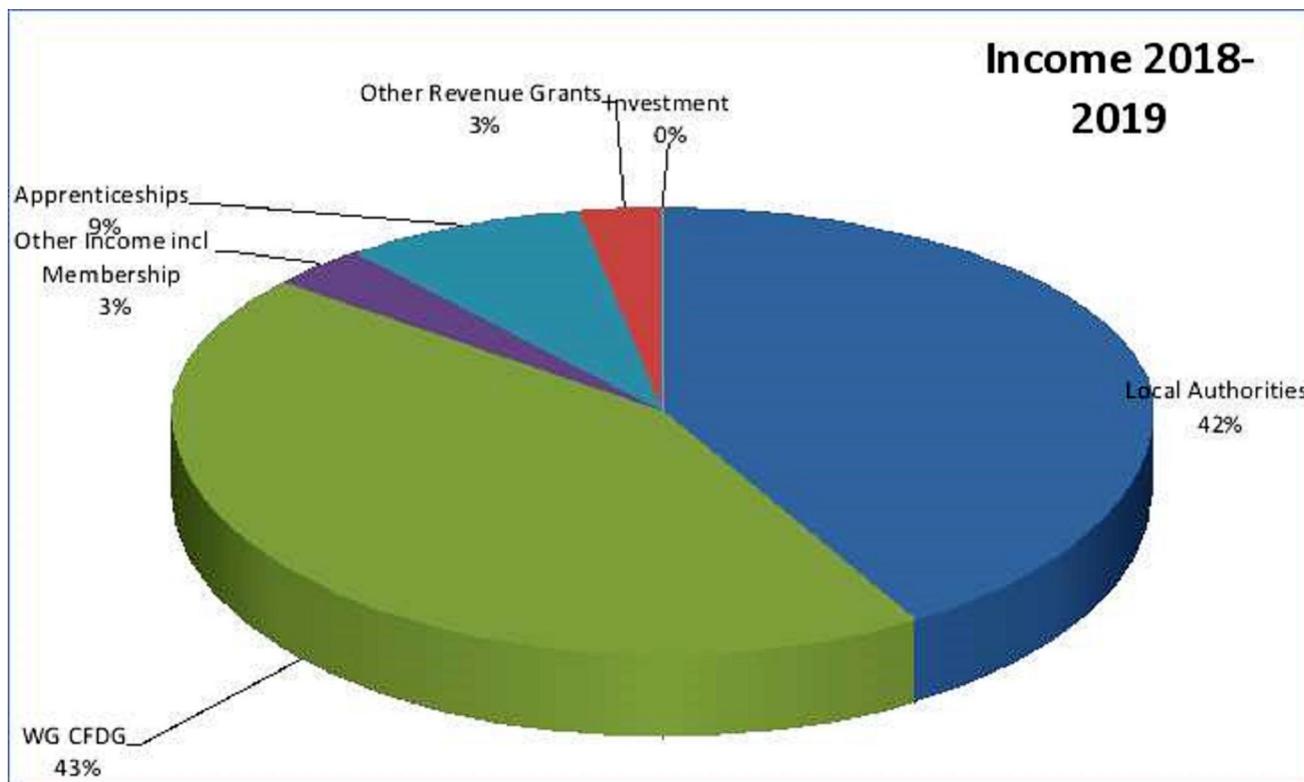
During the year, an enormous amount of effort and hard work has been put in to try and reach our fundraising target for the year (£220,000) with around 98 applications made.

Applications submitted for funding totalled £ 3,320,721. This is an increase in applications submitted compared to the prior year but unfortunately the success rate has decreased to 23% (50%) and this contributed to £756,739 of our income. Many funders have an increased volume of applications being submitted meaning the competition for the funding is much higher than in previous years.



Income

The total income for the past year was £1,226,125 and has remained at a similar level to previous years. This year we saw another decrease in Local Authority funding, however we saw an increase in CFDG funding, Apprenticeships and Other Income.



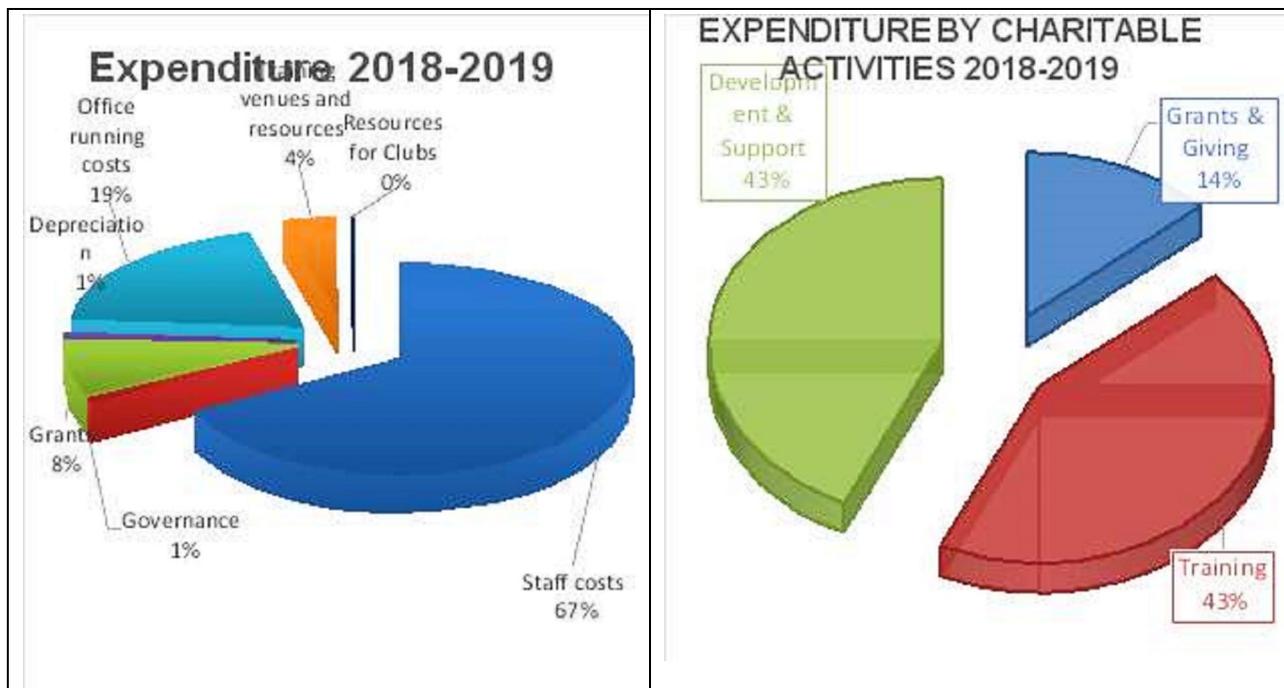
The reserves of the organisation are still reducing but this year we saw a slight increase in our investment income and this resulted in income of £194 (<1%) This was achieved by investment at the highest rate of interest possible of our meagre available cash reserves.

Other income has increased to 3% (2%) this includes income from membership, training and miscellaneous income such as donation, advertising, translation and room hire. The highest source of income comes from the Children and Families Delivery Grant (CFDG) from the Welsh Government, which contributed towards our core costs, amounted to 43%. This **CFDG funding is vital** to our ongoing work as it forms the foundation from which we are able to apply for project, Local Authority and all other types funding.

Funding through the Work Based Learning contract for Apprenticeships has increased by 1% this year, equating to 9% of our total income.

Expenditure

Once again, the Board of Trustees made the decision to use unrestricted reserves, in order to provide the same services to Out of School Childcare Clubs. The amount of reserves used was lower than budgeted as we received funding from additional projects allowing us to charge staff costs that would have otherwise come from reserves to these restricted funds.



The number of full time equivalent staff has decreased to 26 (30), this decrease is due to staff moving onto other positions and the organisation not needing to replace them. Staff costs represent 67% (66%) of expenditure. This percentage has increased compared to last year due to other costs having decreased.

19% of our expenditure represents office running costs, these are the costs related to running our Head and Regional Offices.

The overall expenditure this year has remained at a similar level to previous years. This is due to savings continuously being made throughout the year.

3 counties have provided us with funding to distribute, administer, monitor and evaluate grants to support clubs. This made up 8% of our expenditure with 80 (176) grants being paid through the year via Assisted Places, Extra Hands, Start up and Sustainability grants.

Training projects expenditure on venues and resources has increased to 4% (3%), this is due to a continued amount of training being purchased throughout the year.

Governance costs remain the same at just under 1% and the expenditure has remained at the same level.

The organisation has reported a deficit of just over £85,000 in our unrestricted funds. This is due to the expenditure of a grant awarded in a previous year.

RISKS

As we are dependant on certain income sources, this is one of our principal risks. We receive funding from many different sources and this causes uncertainty as we cannot be certain as to who will continue to fund us. To mitigate this risk, we are identifying the sources of income that are our major dependencies and we are considering diversification plans and seeking funding from non government sources.

Another of our principal risks is failure to achieve financial targets through budgeting or inadequate provision of funding. To mitigate this risk, we regularly monitor variances against the monthly budgets to ensure all cost centres are performing correctly. We are also making the managers of the cost centres aware of their position so they can implement any changes to make sure they are performing correctly.

The last of our three top risks is how the cash flow could impact operational activities. To ensure that this does not happen we ensure that adequate information along with monitoring and reporting is passed to the funder in a timely manner. This helps to ensure that our funders are happy with our results and that they continue to fund us.

The main factor that is likely to affect our financial performance and our position going forward relates back to funding. As our main income source is from Welsh Government – Cwllwm Grant, if they choose to discontinue this funding it would have a major impact on the running of the organisation as this funding contributes to our core costs. Many Local Authorities fund us through the Out of School Childcare Grant. Without this funding, we would not be able to continue the level of support we currently provide in their Local Authority Area. We can never be certain of this funding as it depends on the Local Authorities budget year on year.

INVESTMENT POLICY

Our reduction in free reserves has resulted in a decrease in the investment income received over the last few years. With our reducing reserves, we will be unlikely to be able to continue to make investments which attract higher rates of interest.

On a daily basis, the current account balance is returned to a minimum balance, with the monies being transferred to a liquidity manager account, which gains an overnight investment return. Investment with one banking institution, whilst not best practice, enables us to keep banking costs down, which otherwise would offset any interest that might be gained.

RESERVES POLICY

It is the policy of the charity to aim to achieve unrestricted funds, which are not committed for designated purposes or invested in tangible fixed assets (“the free reserves”) of at least two months of the resources expended in the main budget. The current Trustees are working towards three months reserves, as soon as is possible.

Reserves are held as the Charity is reliant on grant funding which in the main is restricted. Our unrestricted reserves allow the Trustees to keep money aside to protect against drops in income or allow it to take advantage of new opportunities.

Our total amount of unrestricted funds total £68,713. Due to the level of unrestricted funds we have taken the decision to not have an amount for each designated fund. The free reserves of the charity totalled £41,721.

Plans for the Future: 2019 – 2020

During the next 12 months, Clybiau Plant Cymru Kids' Clubs will be:

- Continuing to work within the CWLWM project and securing sustained funding past 31st March 2019.
- Working closely with Welsh Government and all Local Authorities to support them with the continuation of The Childcare Offer. We will ensure that Out of School Childcare Clubs understand the importance of being able to register to become part of the offer and to support the sector to meet the demand for childcare places, including highlighting the need to ensure sufficient places remain for children over the age of 4.
- Continuing to extoll the benefits of Registration with CIW to Out of School Childcare Clubs and working with Welsh Government Education team to encourage school based settings to register.
- Working with School Based settings to ensure that those that are registered are done so correctly.
- Strengthening the Out of School Childcare Clubs that are run by Voluntary Management Committees, ensuring that they have a robust constitution and getting them to review their governance.
- Working with Welsh Government to ensure that there are adequate Playwork training courses in the future. that are updated in line with the new NOS and the Playwork Qualification Standards We will engage in the Play Review. and continue to work with PETC to discuss current training that is available to the Playwork Sector and further advise on the sufficiency of the current qualifications.
- Working with CWLWM partners to promote the Work Welsh project and ensure that Playworkers are able to access sector specific Welsh Language training.
- Continue to apply for funds for projects and training to ensure that Clybiau Plant Cymru Kids' Clubs continues to support Out of School Childcare Clubs with training to improve quality activities as well as business support.
- The fundraising target will remain at £220,000 for the upcoming year. We hope to maintain and possibly improve our success rate.

Structure, Governance and Management

The company was incorporated under the name of Clybiau Plant Cymru Kids' Clubs Limited on 1 October 2001. The company is limited by guarantee, registered in England and Wales. Charitable status was obtained on 1 August 2002 under reference 1093260.

On 17 August 2005 the company passed a special resolution to amend the Memorandum of Association to include the power to provide indemnity insurance to cover the liability of the Trustees and the Articles of Association altered to open the membership to Out of School Childcare Clubs and an election procedure for the Board of Trustees.

On 26 September 2005, the company passed a Special Resolution to change its name to Clybiau Plant Cymru Kids' Clubs from Clybiau Plant Cymru Kids' Clubs Limited so that the Companies House and the Charity Commission name are the same.

The company was established under its Memorandum and Articles of Association, which established the objects and powers of the charitable company and is governed under its Articles of Association. In the event of the company being wound up members are required to contribute an amount not exceeding £1.

Appointment of Trustees

The Directors of the company are also charity Trustees for the purposes of charity law and under the company's Articles are known as members of the Board of Trustees. Under the requirements of the Memorandum and Articles of Association the members of the Board of Trustees are elected and can serve for a period of no more than three consecutive years at a time unless such persons last served as a trustee more than one year previously.

On 17 August 2005 a resolution was passed to alter the Memorandum and Articles of Association of Clybiau Plant Cymru Kids' Clubs in order to appoint 12 Trustees to the Board of Trustees from the Out of School Childcare Clubs full members.

12 Trustees are appointed through a series of 3 regional elections from the members, and with 3 co-options made by the outgoing Board, making 15 Trustees in all.

Such appointments are subject to confirmation by the members at the Annual General Meeting and the Trustees when appointed serve until the end of the next Annual General Meeting.

The Trustees may co-opt to fill any vacancy at any time but such co-opted Trustees hold office only until the next Annual General Meeting.

Trustee Induction and Training

All of the Trustees are familiar with the practical work of running Out of School Childcare Clubs and, with the Board co-options, provide a broad skill mix which reflects the diversity of the membership.

Each Trustee undergoes a Criminal Record Check (now known as DBS Disclosure and Barring Service) when elected. Each Trustee is given on election a trustee role description, strategic plan, memorandum and articles of association, company handbook, annual report and financial statements.

Trustees are inducted in the overall work of the organisation, and the range of projects the organisation is involved with at a series of presentations made by project leaders at the Annual General Meeting and at Board meetings during the year. Trustees receive bi-monthly copies of the "Governance" magazine, *essential information for effective trustees* published by civilsociety.co.uk. Trustees are also alerted to trustee training which is available locally as and when it occurs from such organisations as the local County Voluntary Councils.

All members of the Board of Trustees give their time voluntarily and are able to claim out of pocket/incidental travel expenses to meetings at the normal Inland Revenue rate.

Organisational Structure

Out of School Childcare Clubs Select a Board of Trustees



Board of Trustees / Directors (elected at AGM)

Strategic direction and policy decisions made by Board of Trustees at, no less than, 4 meetings per year which are always attended by Chief Executive Officer, Finance Manager and Administration Manager (who have no voting power)



Chief Executive Officer

Day to day management of the organisation is carried out by the Chief Executive Officer with support/advice from a Senior Team made up of a Finance Manager, 3 Regional Team Leaders, National Training Manager and Administration Manager.

There are 3 regional offices – in Cardiff, Colwyn Bay and Cross Hands, Carmarthenshire. There are 3 Regional Managers who oversee and support development and support staff who work in counties. The National Training Manager oversees the trainers who are located in the regions in liaison with their Line Managers in North and West Wales. Trainers deliver the range of courses and provide support to individual students. Childcare Business Development Officers may also deliver some training, but they provide almost all the individual mentoring to Playworkers.

The Key Management Personnel of the organisation includes the Chief Executive Officer, Finance Manager, and Administration Manager.

Remuneration of all Staff, including that of Key Management Personnel, is aligned to the **NJC scales**, any increases are agreed at Board meetings. Job descriptions and roles are aligned to scale points and pay rates are set accordingly.

Reference and administrative details

Directors / Trustees:	Brigid Morag Lee	
	Clare Amelia MacOmish	
	Jason Roberts-Jones	
	Ms Amy Baugh	
	Christopher Hiddins	- resigned 13 June 2019
	Louise Anne Touhig	
	Lisa Leanne Evans	- resigned 24 October 2018
	Rachel Morath	- appointed 24 October 2018
	Elizabeth Jane Davies	- appointed 24 October 2018
	Michael Flynn	- appointed 24 October 2018
	Delyth Angharad Jones	- appointed 24 October 2018

Company Secretary: Jane O'Toole

Key Management Personnel

Chief Executive Officer:	Mrs L J O'Toole
Finance Manager:	Mrs L Taylor
Administration Manager:	Mrs Shelley Jenkins

Registered office: Bridge House, Station Road, Llanishen
Cardiff CF14 5UW

Auditors: Baldwins Audit Services
Chartered Accountants & Statutory Auditors
Waters Lane Chambers, 1-3 Waters Lane,
Newport, NP20 1LA

Bankers: National Westminster plc
1 Taff Street, Pontypridd, Rhondda Cynon Taf
CF37 4UU

Registered company number: 4296436 (England and Wales)

Registered charity number: 1093260

Solicitors: Heights Legal
Unit L
Trecenydd Business Park
Caerphilly
CF83 2RZ

STATEMENT OF TRUSTEES RESPONSIBILITIES

The trustees (who are also directors of Clybiau Plant Cymru Kids' Clubs for the purposes of company law) are responsible for preparing the Trustees' Report (incorporating the directors' report) and the financial statements in accordance with applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 *The Financial Reporting Standard applicable in the UK and Republic of Ireland* (United Kingdom Generally Accepted Accounting Practice).

Company law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company and of the income and expenditure of the charitable company for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgments and accounting estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements, and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

The trustees are responsible for maintaining proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

In so far as the trustees are aware:

- there is no relevant audit information of which the charitable company's auditors are unaware; and
- the trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditors are aware of that information.

The trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

ON BEHALF OF THE BOARD/TRUSTEES

.....
Amy Baugh
Chair of Trustees

Dated:

Independent Auditors' Report to the Trustees of Clybiau Plant Cymru Kids' Clubs

We have audited the financial statements of Clybiau Plant Cymru Kids' Clubs (the "Charity") for the year ended 31 March 2019 which comprise the Statement of Financial Activities, the Balance Sheet, Statement of Cash Flows and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102: The Financial Reporting Standard applicable in the UK and Republic of Ireland (United Kingdom Generally Accepted Accounting Practice).

In our opinion, the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 March 2019 and of its income and expenditure for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice;
- have been prepared in accordance with the requirements of the Companies Act 2006.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the Charity in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

We have nothing to report in respect of the following matters in relation to which the ISAs (UK) require us to report to you where:

- the trustees' use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the trustees have not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the charity's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

Other information

The trustees are responsible for the other information. The other information comprises the information included in the annual report other than the financial statements and our auditor's report thereon. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

Matters on which we are required to report by exception

In the light of the knowledge and understanding of the charity and its environment obtained in the course of the audit, we have not identified material misstatements in the Trustees' Annual Report.

We have nothing to report in respect of the following matters in relation to which the Charities Act 2011 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept or returns adequate for our audit have not been received from branches not visited by us;
- the financial statements are not in agreement with the accounting records and returns;
- we have not obtained all the information and explanations necessary for the purposes of our audit;
- the directors were not entitled to prepare the financial statements in accordance with the small companies regime and take advantage of the small companies' exemption in preparing the directors' report and take advantage of the small companies exemption from the requirement to prepare a strategic report.

Responsibilities of the trustees

As explained more fully in the trustees' responsibilities statement set out on page 29, the trustees are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as they determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the Charity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the Charity or to cease operations, or have no realistic alternative but to do so.

Our responsibilities for the audit of the financial statements

The trustees have elected for the financial statements to be audited in accordance with the Charities Act 2011 rather than the Companies Act 2006. Accordingly, we have been appointed as auditor under section 144 of the Charities Act 2011 and report in accordance with regulations made under section 154 of that Act.

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at: [www.frc.org.uk/auditorsresponsibilities]. This description forms part of our auditor's report.

Use of our report

This report is made solely to the charity's trustees, as a body, in accordance with section 144 of the Charities Act 2011 and the regulations made under section 154 of that Act. Our audit work has been undertaken so that we might state to the charity's trustees those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the Charity's trustees as a body, for our audit work, for this report, or for the opinions we have formed.

Baldwins Audit Services

Chartered Accountants & Statutory Auditors
Waters Lane Chambers
1-3 Waters Lane
Newport
NP20 1LA

Date:

Baldwins Audit Services is eligible to act as an auditor in terms of section 1212 of the Companies Act 2006.

Statement of Financial Activities (Incorporating Income and Expenditure Account)

	Note	Unrestricted funds £	Restricted funds £	Total funds 2019 £	Total funds 2018 £
Income and endowments from:					
Donations and legacies	3	22,503	-	22,503	120,418
Charitable activities	4	-	1,185,934	1,185,934	1,047,590
Other trading activities	5	17,494	-	17,494	17,466
Investments	6	194	-	194	77
Total income and endowments		40,191	1,185,934	1,226,125	1,185,551
Expenditure on:					
Charitable activities	7	131,037	1,048,717	1,179,754	1,208,099
Total expenditure		131,037	1,048,717	1,179,754	1,208,099
Net income/(expenditure)	8	(90,846)	137,217	46,371	(22,548)
Transfers between funds	15,16	5,235	(5,235)	-	-
Net movement in funds		(85,611)	131,982	46,371	(22,548)
Reconciliation of Funds					
Total funds brought forward	15,16	154,324	56,834	211,158	233,706
Total funds carried forward	17	68,713	188,816	257,529	211,158

A separate income and expenditure account has been prepared on page 56.

The Statement of Financial Activities includes all gains and losses recognised in the year.
All outgoing resources expended derive from continuing activities

The notes on pages 41 to 60 form part of these financial statements.

Balance Sheet

	Note	2019		2018	
		£	£	£	£
Fixed assets:					
Tangible assets	11		26,992		5,266
Current assets:					
Stock		11,277		15,126	
Debtors	12	197,438		46,531	
Cash at bank and in hand		116,817		259,189	
		325,532		320,846	
Liabilities:					
Creditors: Amounts falling due within one year	13	(81,791)		(114,954)	
Net current assets			243,741		205,892
Total assets less current liabilities			270,733		211,158
Creditors: Amounts falling due after more than one year	14		(13,204)		-
Net assets			257,529		211,158
The funds of the charity:					
Restricted income funds	15		188,816		56,834
Unrestricted income funds	16		68,713		154,324
Total charity funds			257,529		211,158

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 March 2019, although an audit has been carried out under section 144 of the Charities Act 2011. No member of the company has deposited a notice, pursuant to section 476, requiring an audit of these financial statements under the requirements of the Companies Act 2006.

The trustees acknowledge their responsibilities for ensuring that the charity keeps accounting records which comply with section 386 of the Act and for preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its incoming resources and application of resources, including its income and expenditure, for the financial year in accordance with the requirements of sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the company.

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

These financial statements were approved by the Board of Directors/Trustees on

.....
Chairperson (Amy Baugh)

Date

.....
Trustee (Clare MacOmish)

Date

The notes on pages 41 to 60 form part of these financial statements.

Statement of Cash Flows	Note	2019	2018
		£	£
Net cash provided by/(used in) operating activities	23	<u>(115,207)</u>	<u>(16,560)</u>
<i>Cash flows from investing activities:</i>			
Dividends, interest and rents from investments		194	77
Purchase of property plant and equipment		<u>(27,359)</u>	<u>(2,905)</u>
Net cash used in investing activities		<u>(27,165)</u>	<u>(2,828)</u>
Change in cash and cash equivalents in the reporting period		(142,372)	(19,388)
Cash and cash equivalents at the beginning of the reporting period		259,189	278,577
Cash and cash equivalents at the end of the reporting period	23	<u>116,817</u>	<u>259,189</u>

The notes on pages 41 to 60 form part of these financial statements.

Notes to the Financial Statements

1. ACCOUNTING POLICIES

The following accounting policies have been used consistently in dealing with items which are considered material in relation to the charity's financial statements.

Legal form and address

Clybiau Plant Cymru Kids' Clubs is a private company limited by guarantee incorporated in England and Wales. The registered office is Bridge House, Station Road, Llanishen, Cardiff, CF14 5UW.

Basis of preparation

The accounts have been prepared in accordance with the charity's governing document, the Companies Act 2006 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" (as amended for accounting periods commencing from 1 January 2016). The charity is a Public Benefit Entity as defined by FRS 102.

The financial statements are prepared in sterling, which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention, The principal accounting policies adopted are set out below.

Going concern

The charity reported a net unrestricted outflow of £85,611 for the year. The company relies heavily on funding from the Welsh Government for its income. Should this source of income cease, it would have significant implications for the scale of operations of the company. The directors have prepared the financial statements on the going concern basis assuming that grants from the Welsh Government will continue to be forthcoming in the future. The charity is monitoring results on a frequent basis. The trustees are of the view that on this basis the charity is a going concern and there are no material uncertainties about the charity's ability to continue as a going concern.

Fund accounting

Funds held by the charity are either:

Unrestricted general funds – these are funds which can be used in accordance with the charitable objects at the discretion of the Trustees.

Designated funds – these are funds set aside by the Trustees out of unrestricted general funds for specific future purposes or projects.

Restricted funds – these are funds that can only be used for 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. Where restricted funds received remain partly unspent, they are carried forward to the following period in restricted reserves.

Taxation

As a registered charity, Clybiau Plant Cymru Kids' Clubs is entitled to the exemption from taxation in respect of income and capital gains received with sections 478-489 of the Corporation Tax Act 2010 and section 256 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects purposes only.

1. ACCOUNTING POLICIES (continued)

Income recognition

Income is recognised when the charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Membership and training income is recognised in the period to which it relates and any amounts received in advance are deferred in the balance sheet.

Cash donations are recognised on receipt. Other donations are recognised once the charity has been notified of the donation, unless performance conditions require deferral of the amount.

In the case of performance related grants, income must only be recognised to the extent that the charity has provided the specified goods or services as entitlement to the grant only occurs when the performance related conditions are met. Capital grants are credited to the statement of financial activities as and when receivable and depreciation charged is offset against the grant income, in a restricted fund.

Interest on funds is included when receivable and the amount can be measured reliably by the charity; this is normally upon notification of the interest paid or payable by the bank.

Turnover is measured at the fair value of the consideration received or receivable and represents amounts receivable for goods and services provided in the normal course of business, net of discounts, VAT and other sales related taxes.

Expenditure recognition

Expenditure is recognised once there is a legal or constructive obligation to make a payment to a third party, it is probable that settlement will be required and the amount of the obligation can be measured reliably.

Expenditure on charitable activities includes all costs relating to the furtherance of the charity's objectives as stated in the trustees report and their associated support costs. Governance costs comprise all costs involving public accountability of the charity and its compliance with regulation and good practice. Irrecoverable VAT is charged against the category of resources expended for which it was incurred.

All costs are allocated between the expenditure categories of the Statement of Financial Activities on a basis designed to reflect the use of the resource. Costs relating to a particular activity are allocated directly and support costs are apportioned on an appropriate basis e.g. staff time spent on each activity.

Grants payable are payments made to third parties in furtherance of the charitable objects of the company. The grants are accounted for where either the Trustees have agreed to pay the grant without condition and the recipient has a reasonable expectation that they will receive a grant, or any condition attached to the grant is outside the control of the company.

Fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses or in cases where fixed assets have been donated to the charity, at valuation at time of acquisition.

1. ACCOUNTING POLICIES (continued)

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases::

Furniture and fittings -	25% p.a. straight line basis
Computer equipment -	33% p.a. straight line basis

Stock

Stock represents stationery, printed material and other consumables and is valued at the lower of cost or net realisable value. Cost comprises direct materials and net realisable value is the estimated selling price less all costs of completion and costs to be incurred in marketing, selling and distribution.

Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities..

Financial instruments

The charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the charity's balance sheet when the charity becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

Basic financial assets

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

Derecognition of financial assets

Financial assets are derecognised only when the contractual rights to the cash flows from the asset expire or are settled, or when the charity transfers the financial asset and substantially all the risks and rewards of ownership to another entity, or if some significant risks and rewards of ownership are retained but control of the asset has transferred to another party that is able to sell the asset in its entirety to an unrelated third party.

Financial liabilities

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

1. ACCOUNTING POLICIES (continued)

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

Derecognition of financial liabilities

Financial liabilities are derecognised when the charity's contractual obligations expire or are discharged or cancelled.

Employee Benefits

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the charity is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

Pension

The charity has arranged a defined contribution pension scheme for members of staff. The assets of the scheme are held separately from those of the charity, being invested with insurance companies. Pension costs charged in the Statement of Financial Activities represent the contribution payable by the charity in the year and are allocated to unrestricted and restricted funds accordingly.

Operating leases

Rentals payable under operating leases are charged to the income and expenditure account on a straight line basis over the term of the relevant lease.

2. CRITICAL ACCOUNTING ESTIMATES AND JUDGEMENTS

In the application of charity's accounting policies, the trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

3. INCOME FROM DONATIONS AND LEGACIES

	Unrestricted funds £	Restricted funds £	Total 2019 £	Total 2018 £
Donations	3,006	-	3,006	100,338
Membership fees	19,497	-	19,497	20,080
	<u>22,503</u>	<u>-</u>	<u>22,503</u>	<u>120,418</u>

INCOME FROM CHARITABLE ACTIVITIES

	Unrestricted funds £	Restricted funds £	Total 2019 £	Total 2018 £
Grants	-	1,185,934	1,185,934	1,047,590
	-	1,185,934	1,185,934	1,047,590

	Restricted Total 2019 £	Restricted Total 2018 £
Grants		
Anglesey County Council – CACHE L3 Transitional	11,820	4,900
Anglesey County Council – Out of School Childcare Grant	4,872	25,123
Apprenticeships – 2016/17 NW	468	4,737
Apprenticeships – 2016/17 SEW	1,306	15,707
Apprenticeships – 2016/17 WW	2,490	10,095
Apprenticeships - 2017/18 NW	11,382	8,588
Apprenticeships – 2017/18 SEW	29,629	10,199
Apprenticeships – 2017/18 WW	10,970	7,958
Apprenticeships – 2018/19 L2 SEW	11,152	-
Apprenticeships – 2018/19 L2 SEW	656	-
Apprenticeships – 2018/19 L3 SEW	17,222	-
Apprenticeships – 2018/19 L3 SEW	3,415	-
Apprenticeships – 2018/19 L4 and L5 SEW	611	-
Apprenticeships – 2018/19 NW	3,626	-
Apprenticeships – 2018/19 WW	10,758	-
Apprenticeships – displaced	5,813	34,799
Blackwood Engineering Trust	-	1,389
British Science Week	500	1,000
Brynamman CACHE L3	-	4,560
Burbo Bank	3,144	-
Cartrefi Cymunedol	-	2,000
Ceredigion County Council – Children and Communities	-	630
City and County of Cardiff Council – Level 3 Diploma	6,690	6,460
Coalfields	7,000	-
Conwy 3 rd Sector	-	930
Conwy County Borough Council – Grants	22,000	22,000
Conwy County Borough Council – Incidental Welsh	345	-
Conwy County Borough Council – Children and Communities	42,471	41,646
Conwy County Borough Council – Training	9,505	12,330
Cronfa Eryri – Snowdonia SDF	2,940	-
Denbighshire County Council – Training	-	996
EDI Project	1,900	1,900
Ernest Cook Trust	1,000	-
Gower AONB	653	1,000
Gwynedd Con. To Snowdonia Park Play	-	500
Gwynedd County Borough Council – Grants	-	2,916
Gwynedd County Borough Council – Children and Communities	14,010	19,532

4. INCOME FROM CHARITABLE ACTIVITIES (continued)

	Restricted Total 2019 £	Restricted Total 2018 £
Gwynedd County Borough Council – Training	13,380	6,460
Gwynt Y Mor	4,381	-
Hanfod Cymru	1,000	1,000
Health Challenge Wales 15/17	-	5,686
Merthyr Tydfil County Borough Council – Childcare Contract	28,875	49,771
Merthyr Tydfil County Borough Council – Grants	16,707	18,808
Merthyr Tydfil County Borough Council – Incidental Welsh	-	1,496
Merthyr Tydfil County Borough Council – L3 Transitional	7,930	-
Merthyr Tydfil County Borough Council – Children and Communities	20,340	20,340
Merthyr Tydfil County Borough Council – Renewable Energy	1,950	-
Merthyr Tydfil County Borough Council – StoryTelling	1,550	-
Merthyr Tydfil County Borough Council – Training	-	7,670
Monmouthshire County Council – Training	6,690	5,000
Monmouthshire County Council – Transitional	-	8,360
Newport City Council – L3 Transitional	-	6,380
Newport City Council – Children and Communities	44,747	44,472
Newport City Council – Children and Communities Grants	52,810	73,620
Newport City Council – Training	35,355	11,020
Newport City Council – Additional Learner L3 Trans	440	-
Newport City Council – Contract	22,087	22,539
Oakdale Trust	1,000	-
Pembrokeshire County Council	11,040	35,783
Pembrokeshire L3 Transitional	-	381
Pembrokeshire SDF	-	1,406
Ray Gravell	-	2,500
Rhondda Cynon Taf – Children and Communities	44,317	44,317
Rhondda Cynon Taf – L3 Transitional	-	2,115
Rhondda Cynon Taf – Training	10,955	6,840
Santander	5,000	-
Sky Play, Our Way	-	2,498
City and County of Swansea Council	37,592	36,922
Swansea – Gower Park Play	-	908
Tesco Bags of Help	-	1,000
Tesco Bags of Help – Caerphilly	3,000	-
Tesco Bags of Help – Conwy	2,000	-
Tesco Bags of Help – Flintshire	2,056	-
Tesco Bags of Help – Pembrokeshire	1,000	-
Torfaen Welsh Language	2,520	800
Vale of Glamorgan – L3 Transitional	7,930	7,669
Welsh Government – Children and Families Delivery Grant	529,934	379,934
Welsh Language Officer	30,000	-
Wrexham	1,000	-
	<u>1,185,934</u>	<u>1,047,590</u>

5. INCOME FROM OTHER TRADING ACTIVITIES

	Unrestricted £	Total 2019 £	Total 2018 £
Training	10,969	10,969	12,523
Miscellaneous income	6,525	6,525	4,943
	<u>17,494</u>	<u>17,494</u>	<u>17,466</u>

6. INCOME FROM INVESTMENTS

	Unrestricted £	Total 2019 £	Total 2018 £
Bank interest	<u>194</u>	<u>194</u>	<u>77</u>

7. EXPENDITURE ON CHARITABLE ACTIVITIES

	Direct costs £	Grant funding of activities £	Support Costs £	Governance costs £	2019 Total £	2018 Total £
Training	43,304	-	444,939	-	488,243	286,093
Grants to clubs – see below	-	91,510	144,864	-	236,374	527,818
Development and support given to clubs	1,691	-	444,939	-	446,630	385,987
Auditors remuneration	-	-	-	6,600	6,600	6,600
Trustees expenses	-	-	-	456	456	471
Costs of trustees meetings	-	-	-	1,451	1,451	1,130
	<u>44,995</u>	<u>91,510</u>	<u>1,034,742</u>	<u>8,507</u>	<u>1,179,754</u>	<u>1,208,099</u>

	Basis of Allocation	Training £	Grants made to clubs £	Development and support given to clubs £	2019 Total £	2018 Total £
Support costs						
Salaries and national insurance	Time	324,258	105,572	324,258	754,088	751,673
Pensions and health insurance	Time	20,486	6,670	20,486	47,642	44,519
National and regional office running costs	Time	97,773	31,833	97,773	227,379	240,137
Depreciation	Time	2,422	789	2,422	5,633	4,504
		<u>444,939</u>	<u>144,864</u>	<u>444,939</u>	<u>1,034,742</u>	<u>1,040,833</u>

7. EXPENDITURE ON CHARITABLE ACTIVITIES (continued)

	Restricted £	Total 2019 £	Total 2018 £
Grants payable			
Conwy County Borough Council - Children and Communities	21,993	21,993	22,000
Gwynedd County Borough Council	-	-	2,916
Merthyr Tydfil County Borough Council - Children and Communities	16,707	16,707	18,153
Newport City Council - Children and Communities	52,810	52,810	73,620
	<u>91,510</u>	<u>91,510</u>	<u>116,689</u>

All grants are to provide support to Out of School Childcare Clubs in Wales. During the course of the year 176 grants were made (2018: 179), ranging in size from £120 to £8,000 (2018: £48 to £8,000).

8. NET INCOME FOR THE YEAR

This is stated after charging:

	2019 £	2018 £
Depreciation – owned assets	5,633	4,504
Auditors remuneration:		
Audit fees	6,100	6,100
Accountancy fees	500	500
Hire purchase interest	341	-
Operating leases	<u>60,570</u>	<u>72,192</u>

9. ANALYSIS OF STAFF COSTS, TRUSTEE REMUNERATION AND EXPENSES, AND THE COST OF KEY MANAGEMENT PERSONNEL

	2019 £	2018 £
Wages and salaries	703,720	696,993
Social security costs	52,147	50,238
Pension costs	41,742	42,022
Medical insurance	4,120	2,498
Redundancy costs	-	4,443
	<u>801,729</u>	<u>796,194</u>

Termination payments

Termination payments made through payroll totalled £NIL (2018: £4,443) during the year with no amounts outstanding at the current of prior year end.

No employee was paid £60,000 or more during the year (2018: Nil).

No trustees received remuneration or any other benefits during the year.

6 trustees (2018: 7) were reimbursed travel and subsistence expenses for attending meetings amounting to £456 (2018: £367).

Key management personnel

The total benefits paid to key management personnel during the year were £121,176 (2018: £109,944).

10. STAFF NUMBERS

The average number of staff employed during the financial year amounted to:

	2019	2018
	No	No
Managers	8	8
Development officers	10	12
Training officers	7	5
Administrators	7	9
Support workers	1	1
	<u>33</u>	<u>35</u>

The average number of full time equivalent staff employed during the financial year amounted to:

	2019	2018
	No	No
Managers	7	7
Development officers	6	10
Training officers	6	5
Administrators	6	7
Support workers	1	1
	<u>26</u>	<u>30</u>

11. TANGIBLE FIXED ASSETS

	Furniture and fittings £	Computer equipment £	Total £
Cost			
At 1 April 2018	58,639	137,590	196,229
Additions	-	27,359	27,359
Disposals	(50,713)	(122,127)	(172,840)
At 31 March 2019	<u>7,926</u>	<u>42,822</u>	<u>50,748</u>
Depreciation			
At 1 April 2018	58,639	132,324	190,963
Charge for year	-	5,633	5,633
Eliminated on disposal	(50,713)	(122,127)	(172,840)
At 31 March 2019	<u>7,926</u>	<u>15,830</u>	<u>23,755</u>
Net book value			
At 31 March 2019	<u>-</u>	<u>26,992</u>	<u>26,992</u>
At 31 March 2018	<u>-</u>	<u>5,266</u>	<u>5,266</u>

Included in computer equipment are assets on hire purchase with a net book value of £24,816 (2018: £nil).

12. DEBTORS

	2019 £	2018 £
Amounts due within one year:		
Trade debtors	174,146	24,386
Other debtors	3,740	1,377
Prepayments and accrued income	19,552	20,768
	<u>197,438</u>	<u>46,531</u>

13. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2019 £	2018 £
Trade creditors	30,913	53,530
Other creditors	16,776	8,861
Social security and other taxes	12,247	14,399
Deferred income	12,938	10,690
Accrued expenses	8,917	27,474
	<u>81,791</u>	<u>114,954</u>

The deferred income relates to membership and training income received in advance.

The movement in deferred income can be seen below:

	2019 £	2018 £
Balance brought forward	10,690	15,295
Income received	32,715	27,998
Income released	(30,467)	(32,603)
Balance carried forward	<u>12,938</u>	<u>10,690</u>

14. CREDITORS: AMOUNTS FALLING DUE AFTER ONE YEAR

	2019 £	2018 £
Hire purchase	13,204	-
	<u>13,204</u>	<u>-</u>

The amounts due regarding the hire purchase agreement can be seen to be split over the following periods:

	2019 £	2018 £
Due < 1 year	8,596	-
Due between 2-5 years	13,204	-
	<u>21,800</u>	<u>-</u>

15. RESTRICTED FUNDS

	Sub-Note	Balance as at 1 April 2018 £	Income £	Expenditure £	Transfers £	Balance as at 31 March 2019 £
Anglesey County Council – L3 Transitional	4	3,064	-	(3,064)	-	-
Anglesey County Council – Children and Communities	3	-	4,872	(4,901)	29	-
Anglesey County Council – Childcare Providers	3	-	-	(150)	150	-
Anglesey County Council – CACHE L3 Transitional	4	-	11,820	(8,328)	-	3,492
Apprenticeships 2016-17 Displaced	8	23,408	5,813	(15,398)	(13,823)	-
Apprenticeships 2016-17 NW	8	(266)	468	(1,430)	1,228	-
Apprenticeships 2016-17 SEW	8	2,552	1,306	(2,469)	(1,389)	-
Apprenticeships 2016-17 WW*	8	(604)	2,490	(3,885)	1,999	-
Apprenticeships 2017-18 NW	8	(619)	11,382	(12,207)	-	(1,444)
Apprenticeships 2017-18 SEW	8	1,041	29,629	(26,468)	-	4,202
Apprenticeships 2017-18 WW	8	1,727	10,970	(11,389)	-	1,308
Apprenticeships 2018/19 L2 SEW	8	-	11,152	(15,006)	-	(3,854)
Apprenticeships 2018/19 L2 SEW	8	-	656	(2,340)	-	(1,684)
Apprenticeships 2018/19 L3 SEW	8	-	17,222	(22,012)	-	(4,790)
Apprenticeships 2018/19 L3 SEW	8	-	3,415	(6,878)	-	(3,463)
Apprenticeships 2018/19 L4 and L5 SEW	8	-	611	(3,037)	-	(2,426)
Apprenticeships 2018/19 NW	8	-	3,626	(6,502)	-	(2,876)
Apprenticeships 2018/19 WW	8	-	10,758	(11,171)	-	(413)
Blackwood Engineering Trust	10	1,149	-	(1,149)	-	-
British Science Week	4	-	500	(500)	-	-
Burbo Bank	10	-	3,144	(580)	-	2,564
Cardiff Training	4	-	6,690	(4,507)	-	2,183
Coalfields	10	-	7,000	(2,256)	-	4,744
Conwy County Borough Council – Grants	2,5	-	22,000	(22,000)	-	-
Conwy County Borough Council – Children and Communities	3	-	42,471	(42,471)	-	-
Conwy County Borough Council – Training 2017/18	4	3,914	-	(3,914)	-	-
Conwy County Borough Council – Training 2018/19		-	9,505	(8,528)	-	977
Cronfa Eryri – Snowdonia SDF	10	(3,009)	2,940	-	69	-
Conwy County Borough Council – Incidental Welsh	4	-	345	(345)	-	-
Welsh Government – Children and Families Delivery Grant	9	-	529,934	(388,305)	-	141,629
EDI Project	1	-	1,900	(1,900)	-	-
Ernest Cook Trust	10	-	1,000	(367)	-	633
Gower AONB	10	-	653	(1,113)	460	-
Gwynedd County Borough Council – Children and Communities	3	-	14,010	(15,679)	1,669	-
Gwynedd County Borough Council – Training	4	3,462	13,380	(12,262)	-	4,580
Gwynt Y Mor	10	-	4,381	(1,266)	-	3,115
Hanfod Cymru	10	-	1,000	(2,039)	1,039	-
Merthyr Tydfil CBC – Childcare Contract	1,3	-	28,875	(29,811)	936	-
Merthyr Tydfil CBC – Grants	5	-	16,707	(16,707)	-	-
Merthyr Tydfil CBC – L3 Transitional	4	5,655	-	(5,662)	7	-
Merthyr Tydfil CBC – Children and Communities	3	-	20,340	(22,074)	1,734	-
Merthyr Tydfil CBC – Renewable Energy		-	1,950	(1,950)	-	-

15. RESTRICTED FUNDS (continued)

	Sub-Note	Balance as at 1 April 2018 £	Income £	Expenditure £	Transfers £	Balance as at 31 March 2019 £
Merthyr Tydfil CBC – StoryTelling	4	-	1,550	(956)	-	594
Merthyr Tydfil CBC – Training	4	-	7,930	(2,700)	-	5,230
Monmouthshire County Council – Training	4	-	6,690	(6,690)	-	-
Monmouthshire County Council – Transitional	4	160	-	(160)	-	-
Newport City Council – L3 Transitional	4	4,281	-	(4,281)	-	-
Newport City Council – Children and Communities	3	-	44,747	(44,747)	-	-
Newport City Council – Children and Communities – Grants	2,5	-	52,810	(52,810)	-	-
Newport City Council – Training	4	-	35,355	(15,770)	-	19,585
Newport City Council – Welsh Language CCSIW	4	1,133	-	(1,133)	-	-
Newport City Council – Additional Learner L3 Trans	4	-	440	(440)	-	-
Newport City Council – Contract	1	-	22,087	(22,087)	-	-
Oakdale Trust	10	-	1,000	(341)	-	659
Pembrokeshire County Council	3	-	11,040	(11,664)	624	-
Pembrokeshire L3 Transitional	4	2,201	-	(2,234)	33	-
Pembrokeshire L3 Additional Learner	4	291	-	(291)	-	-
Ray Gravell	10	2,500	-	(7)	-	2,493
Rhondda Cynon Taf	3	-	44,317	(44,317)	-	-
Rhondda Cynon Taf – Children and Communities Training	4	953	10,955	(8,809)	-	3,099
Santander	10	-	5,000	(1,455)	-	3,545
Swansea	3	-	37,592	(37,592)	-	-
Tesco Bags of Help	10	135	-	(135)	-	-
Tesco Bags of Help – Caerphilly	10	-	3,000	(810)	-	2,190
Tesco Bags of Help – Conwy	10	-	2,000	(1,005)	-	995
Tesco Bags of Help – Flintshire	10	-	2,056	(838)	-	1,218
Tesco Bags of Help – Pembrokeshire	10	-	1,000	(269)	-	731
Torfaen Welsh Language Training	4	-	2,520	(2,520)	-	-
Vale of Glamorgan – L3 Transitional	4	3,706	-	(3,706)	-	-
Vale of Glamorgan – Transitional	4	-	7,930	(7,930)	-	-
Welsh Language Officer	1	-	30,000	(30,000)	-	-
Wrexham	4	-	1,000	(1,000)	-	-
		<u>56,834</u>	<u>1,185,934</u>	<u>(1,048,717)</u>	<u>(5,235)</u>	<u>188,816</u>

*The negative balances relate to the carry forward of expenditure that will be funded post year end.

- Note 1 Staff costs**
Funding to cover staff costs to support the Rates Support Grant within the Local Authority. To help develop and sustain clubs offering them training on club development and policies.
- Note 2 Assisted Places and Extra Hands Grants**
Extra Hands grants provide full or part funding for one-to-one workers for children with special needs. Assisted Places grants provide for families unable to afford childcare fees. Clybiau Plant Cymru Kids' Clubs manages the application, assessment, payment, and monitoring processes for the award. The organisation's local Childcare Business Development Officers support clubs by advertising the grants, helping with applications, conducting monitoring and providing whatever other assistance is required. Assisted Places and Extra Hands grants are important to children, parents and clubs. Everyone recognises the entitlement of special needs children to support as well as the positive social and emotional benefits of inclusion for children with special needs and their peers. Grants are also necessary for clubs as most childcare clubs operate 'on a shoestring' and would not otherwise be able to afford an additional worker to support one child. The grants are critical to parents who need respite, need to work, want to work or attend training.
- Note 3 Children and Communities Grant**
Funding to employ staff to support the development of new childcare.
- Note 4 Training**
Funding to provide Playworker training courses, for Playworkers working or living within the Local Authority area to improve the skills of new and existing childcare workers in Out of School Childcare Clubs. Some courses are run as workshops in clubs with the children participating in the training workshop alongside the Playworkers.
- Note 5 Development Grants**
Development and sustainability grants to provide development, support and a key fund grant programme, which includes equipment, for Out of School Childcare Clubs. Setting up new Out of School Childcare Clubs, extending existing clubs.
- Note 6 Health Challenge Wales**
Funding to provide training to Playworkers to raise awareness of the benefits of physical activity and balanced nutrition and to enable children to take more responsibility for their own health.
- Note 7 Jobs Growth Wales**
A project which allows Clybiau Plant Cymru Kids' Clubs to employ for 26 weeks, young people not currently in employment, education or training, to place them in Out of School Childcare Clubs and to mentor them through job competency workshops in the hope that they will achieve the award stage of a level 1 and the settings in which they are placed will retain them in their employ after the project.
- Note 8 Torfaen Training – Apprenticeships**
A work based learning project training participants in CACHE level ii and iii in Playwork, funding is received retrospectively, the negative restricted funds brought forward depicts this.
- Note 9 Welsh Government – Children and Families Development Grant**
Working together with the five leading childcare organisations in Wales, to deliver a bilingual integrated service that will ensure the best possible outcomes for children and families across Wales, within the Welsh Government's 'whole-system' approach.
- Note 10 Other General Funds**
Grants for one off funding for specific projects.

Restricted funds represent grants received for specific purposes. When the expenditure to which these grants relate is incurred it is charged to the fund in the Statement of Financial Activities.

Where an overspend occurred on a restricted fund, a transfer has been made from unrestricted funds to cover the overspend.

15. RESTRICTED FUNDS (continued)

<u>Previous Year</u>	Sub- Note	Balance as at 1 April 2017 £	Income £	Expenditure £	Transfers £	Balance as at 31 March 2018 £
Grants						
Anglesey County Council – 30 Hours free childcare	4	2,100	-	(2,100)	-	-
Anglesey County Council – L3 Transitional	4	3,475	4,900	(5,311)	-	3,064
Anglesey County Council – Children and Communities	3	-	25,123	(25,123)	-	-
Apprenticeships 2016-17 Displaced	8	6,472	34,799	(17,863)	-	23,408
Apprenticeships 2016-17 NW	8	(999)	4,737	(4,004)	-	(266)
Apprenticeships 2016-17 SEW	8	6,769	15,707	(19,924)	-	2,552
Apprenticeships 2016-17 WW*	8	(2,127)	10,095	(8,572)	-	(604)
Apprenticeships 2017-18 NW	8	-	8,588	(9,207)	-	(619)
Apprenticeships 2017-18 SEW	8	-	10,199	(9,158)	-	1,041
Apprenticeships 2017-18 WW	8	-	7,958	(6,231)	-	1,727
Blackwood Engineering Trust	10	-	1,389	(240)	-	1,149
British Science Week	4	-	1,000	(1,000)	-	-
Brynamman CACHE L3	10	-	4,560	(4,560)	-	-
Burns Pet Nutrition Foundation	10	-	-	(1,023)	1,023	-
Cardiff Welsh Church Act Fund	4	407	-	(407)	-	-
Carmarthenshire County Council – CACHE L3	4	2,026	-	(2,678)	652	-
Carmarthenshire County Council – RDP*	1	(459)	-	-	459	-
Cartrefi Cymunedol	-	-	2,000	(2,000)	-	-
Ceredigion County Council – Children and Communities	3	-	630	(630)	-	-
City and County of Cardiff – Level 3 Diploma	4	4,323	6,460	(10,783)	-	-
Conwy County Borough Council – 3 rd Sector	10	-	930	(930)	-	-
Conwy County Borough Council – CACHE L3 Transitional	4	4,015	-	(4,015)	-	-
Conwy County Borough Council – Grants	2,5	-	22,000	(21,983)	(17)	-
Conwy County Borough Council – Children and Communities	3	-	41,646	(41,664)	18	-
Conwy County Borough Council – SSDW	4	179	-	(179)	-	-
Conwy County Borough Council – Training	4	-	12,330	(8,416)	-	3,914
Cronfa Eryri – Snowdonia SDF	10	-	-	(3,009)	-	(3,009)
Denbighshire County Council – Training	4	-	996	(1,028)	32	-
EDI Project	1	-	1,900	(1,900)	-	-
Gower AONB	10	-	1,000	(1,000)	-	-
Gwynedd Cont to Snowdonia Park Play	10	-	500	(500)	-	-
Gwynedd County Borough Council – 30 hours	4	1,812	-	(1,874)	62	-
Gwynedd County Borough Council – Grants	2	-	2,916	(2,916)	-	-
Gwynedd County Borough Council – L3 Transitional	4	3,530	-	(3,530)	-	-
Gwynedd County Borough Council – Children and Communities	3	-	19,532	(19,537)	5	-
Gwynedd County Borough Council – Training	4	-	6,460	(2,998)	-	3,462
Hanfod Cymru	10	-	1,000	(43)	(957)	-
Health Challenge Wales 15/17	6	-	5,686	(5,888)	202	-
Horizon Nuclear Power	4	824	-	(824)	-	-
Merthyr Tydfil CBC – Childcare Contract	1,3	-	49,771	(49,903)	132	-
Merthyr Tydfil CBC – Grants	5	-	18,808	(18,808)	-	-

15. RESTRICTED FUNDS (continued)

<u>Previous Year</u>	Sub- Note	Balance as at 1 April 2017 £	Income £	Expenditure £	Transfers £	Balance as at 31 March 2018 £
Merthyr Tydfil CBC – Incidental	4	-	1,496	(1,496)	-	-
Merthyr Tydfil CBC – L3 Transitional	4	4,988	7,670	(7,003)	-	5,655
Merthyr Tydfil CBC – Children and Communities	3	-	20,340	(20,340)	-	-
Monmouthshire County Council	1,3	-	5,000	(5,000)	-	-
Monmouthshire County Council – Training	4	2,867	-	(2,867)	-	-
Monmouthshire County Council – Transitional	4	-	8,360	(8,200)	-	160
Newport City Council – L3 Transitional	4	5,364	6,380	(7,463)	-	4,281
Newport City Council – Children and Communities	3	-	44,472	(44,279)	(193)	-
Newport City Council – Children and Communities– Grants	2,5	-	73,620	(73,813)	193	-
Newport City Council – Training	4	13,014	11,020	(24,034)	-	-
Newport City Council – Welsh Language CCSIW	4	2,044	-	(911)	-	1,133
Newport Contract	1	-	22,539	(22,539)	-	-
Pembrokeshire County Council	3	-	35,783	(35,783)	-	-
Pembrokeshire L3 Transitional	4	3,290	381	(1,179)	-	2,492
Pembrokeshire SDF*	4	(1,407)	1,406	-	1	-
Ray Gravell	10	-	2,500	-	-	2,500
Rhondda Cynon Taf	3	-	44,317	(44,922)	605	-
Rhondda Cynon Taf – L3 Transitional	4	4,717	2,115	(6,832)	-	-
Rhondda Cynon Taf – Children and Communities Training	4	881	-	-	-	881
Rhondda Cynon Taf – Training	4	-	6,840	(6,768)	-	72
Sky Play, Our Way*	4	(3,552)	2,498	-	1,054	-
Swansea	3	-	36,922	(36,922)	-	-
Swansea – Gower Park Play	10	-	908	(908)	-	-
Tesco Bags of Help	10	-	1,000	(865)	-	135
Torfaen Welsh Language Training	4	-	800	(800)	-	-
Vale of Glamorgan – L3 Transitional	4	2,989	7,669	(6,952)	-	3,706
Welsh Government – Children and Families Delivery Grant	9	-	379,934	(379,934)	-	-
		<u>67,542</u>	<u>1,047,590</u>	<u>(1,061,569)</u>	<u>3,271</u>	<u>56,834</u>

*The negative balances relate to the carry forward of expenditure that will be funded post year end.

16. UNRESTRICTED FUNDS

	Balance at 1 April 2018	Income	Expenditure	Transfers	Balance at 31 March 2019
	£	£	£	£	£
Designated Funds					
Budget Contribution	56,386	-	-	(56,386)	-
Maternity and Sickness Reserve Fund	10,000	-	(7,171)	(2,829)	-
Strategic Planning Fund	10,000	-	(3,903)	(6,097)	-
	76,386	-	(11,074)	(65,312)	-
General Funds	77,938	40,191	(119,963)	70,547	68,713
	154,324	40,191	(131,037)	5,235	68,713

The **Budget Contribution Fund** represents money from the general reserve set aside to finance unrestricted expenditure in 2018-19. This has been transferred to the general unrestricted fund at the end of the year.

The **Maternity and Sickness Reserve Fund** represents money set aside to cover any costs of maternity or sickness cover which are over and above the budget for 2018-19. This has been transferred to the general unrestricted fund at the end of the year.

The **Strategic Planning Fund** represents monies put aside for future strategic planning projects. This has been transferred to the general unrestricted fund at the end of the year.

Previous year

	Balance at 1 April 2017	Income	Expenditure	Transfers	Balance at 31 March 2018
	£	£	£	£	£
Designated Funds					
Budget Contribution	86,614	-	(15,259)	(14,969)	56,386
Maternity and Sickness Reserve Fund	10,000	-	(7,127)	7,127	10,000
Strategic Planning Fund	10,000	-	(3,925)	3,925	10,000
	106,614	-	(26,311)	(3,917)	76,386
General Funds	59,550	137,961	(120,219)	646	77,938
	166,164	137,961	(146,530)	(3,271)	154,324

17. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Unrestricted Funds £	Restricted Funds £	Total funds £
Fund balances as at 31 March 2019 are represented by:			
Tangible Fixed Assets	26,992	-	26,992
Current Assets	136,716	188,816	325,532
Current Liabilities	(81,791)	-	(81,791)
Long term liabilities	(13,204)	-	(13,204)
	<u>68,713</u>	<u>188,816</u>	<u>257,529</u>

Previous year

	Unrestricted Funds £	Restricted Funds £	Total funds £
Fund balances as at 31 March 2018 are represented by:			
Tangible Fixed Assets	5,266	-	5,266
Current Assets	264,012	56,834	320,846
Current Liabilities	(114,954)	-	(114,954)
	<u>154,324</u>	<u>56,834</u>	<u>211,158</u>

18. FINANCIAL COMMITMENTS

At 31 March 2019, the charity had annual commitments under non-cancellable operating leases as follows:

The following operating lease payments are committed by the charity:

	2019	2018
	£	£
Expiring within one year	56,422	60,570
Expiring between two and five years inclusive	91,502	147,923
	<u>147,924</u>	<u>208,493</u>

19. RELATED PARTY TRANSACTIONS

The clubs of which J Jones (2018: M Wilson and R Sweeting) (all trustees in recent years) are involved in running, received grants from the charity totalling £2,000 during the year (2018: £2,827). There were no outstanding balances at the year end (2018: Nil).

21. SHARE CAPITAL

The company does not have a share capital, being limited by guarantee.

22. PENSION COMMITMENTS

The charity operates a defined contribution pension scheme. The assets of the scheme are held separately from those of the charity in independently administered funds. The pension cost charge represents contributions paid by the charity to the fund and amounted to £41,742 (2018: £42,022). Contributions outstanding at the year end amounted to £5,063 (2018: £5,816).

23. RECONCILIATION OF NET EXPENDITURE TO NET CASH FLOW FROM OPERATING ACTIVITIES

	2019	2018
	£	£
Net income/ (expenditure) for the reporting period	46,371	(22,548)
<i>Adjustments for:</i>		
Depreciation charges	5,633	4,504
Dividends, interest and rents from investments	(194)	(77)
Decrease in stocks	3,849	3,746
(Increase)/decrease in debtors	(150,907)	20,187
Increase/(decrease) in creditors	(19,959)	(22,372)
Net cash provided by/(used in) operating activities	(115,207)	(16,560)

Analysis of Cash and Cash Equivalents

Cash in hand	116,817	259,189
Total Cash and Cash Equivalents	116,817	259,189

24. COMPARATIVE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted funds £	Restricted funds £	Total funds 2018 £
Income and endowments from:			
Donations and legacies	120,418	-	120,418
Charitable activities	-	1,047,590	1,047,590
Other trading activities	17,466	-	17,466
Investments	77	-	77
Total income and endowments	137,961	1,047,590	1,185,551
Expenditure on:			
Charitable activities	146,530	1,061,569	1,208,099
Total expenditure	146,530	1,061,569	1,208,099
Net income/(expenditure)	(8,569)	(13,979)	(22,548)
Transfers between funds	(3,271)	3,271	-
Net movement in funds	(11,840)	(10,708)	(22,548)
Reconciliation of Funds			
Total funds brought forward	166,164	67,542	233,706
Total funds carried forward	154,324	56,834	211,158

	2019		2018	
	£	£	£	£
Income				
Donations	3,006		100,338	
Revenue grants	1,185,934		1,047,590	
Deposit account interest	194		77	
Other income	17,494		17,466	
Membership fees	19,497		20,080	
		1,226,125		1,185,551
Charitable Expenditure				
Advertising and marketing	12,340		11,814	
Bank charges	1,416		1,310	
Club resources	1,691		879	
Computer costs	23,621		26,266	
Database costs	2,398		1,365	
Depreciation	5,633		4,504	
Grants	91,510		116,689	
Insurance	6,790		6,450	
Medical insurance	4,120		2,498	
Meeting costs	-		1,109	
National insurance	52,147		50,238	
Pensions	41,742		42,022	
Printing and stationery	19,150		16,806	
Professional fees	4,514		3,389	
Recruitment expenses	6,862		12,989	
Rent and utilities	69,758		69,371	
Repairs and maintenance	15,076		15,584	
Salaries	694,573		701,436	
Subscriptions	3,292		3,187	
Sundry expenses	1,584		5,180	
Telephone and postage	33,439		37,575	
Training and courses	52,451		41,497	
Travelling expenses	23,444		24,620	
Website	3,696		3,120	
Auditors' remuneration	6,600		6,600	
Trustees' expenses	456		471	
Costs of trustees' meetings	1,451		1,130	
		1,179,754		1,208,099
Net surplus/(deficit) for the year		46,371		(22,548)

This page does not form part of the statutory financial statements: Detailed Income and Expenditure Account