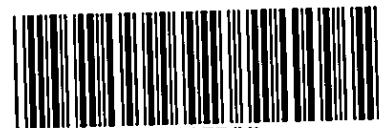


Company No: 4296436

**REPORT OF THE DIRECTORS/TRUSTEES AND  
FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2008  
FOR  
CLYBIAU PLANT CYMRU KIDS' CLUBS**

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COMPANIES HOUSE

Working in partnership with:  
Yn gweithio mewn partneriaeth â:



Clybiau Plant Cymru Kids' Clubs, Bridge House/Tŷ'r Bont, Station Road/Flordd yr Orsaf, Llanishen/Llanisien,  
Cardiff/Caerdydd. CF14 5UW T: 029 2074 1000 F: 029 2074 1047  
E: [info@clybiauplantcymru.org](mailto:info@clybiauplantcymru.org) W: [www.clybiauplantcymru.org](http://www.clybiauplantcymru.org)  
Company Limited by Guarantee/Cwmni cyfyngedig drwy warant: 4296436  
Registered Charity/Elusen Gofrestredig: 1093206

## **CLYBIAU PLANT CYMRU KIDS' CLUBS**

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**CLYBIAU PLANT CYMRU KIDS' CLUBS**

**COMPANY INFORMATION: REFERENCE AND ADMINISTRATIVE DETAILS**

**Directors / Trustees:** Mr B Johnson  
Mr P Graham  
Mrs B C Irwin  
Mrs B L Blackmore  
Mrs D A Robley  
Mrs J L Roche (resigned 2 October 2007)  
Mrs L L Hill (resigned 30 October 2007)  
Mrs P A H Mitchell (Chair)  
Mrs A L Jones  
Ms G McDonagh  
Ms C J Roberts (appointed 30 October 2007)  
Mrs J A Hewett (appointed 30 October 2007)  
Mrs V J Neale (appointed 30 October 2007)  
Mrs K L J Maylin (appointed 2 October 2007)  
Mr S Lambert (appointed 30 October 2007)

**Secretary:** Mrs O W Hawkins

**Chief Executive Officer:** Mrs O W Hawkins

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

**Auditors:** W J James & Co  
Chartered Accountants and Registered Auditors  
Bishop House  
10 Wheat Street  
Brecon  
Powys LD3 7DG

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

**Registered company number:** 4296436 (England and Wales)

**Registered charity number:** 1093260

**Solicitors:** Leo Abse & Cohen  
40 Churchill Way  
Cardiff CF10 2SS  
**and**  
Geldards LLP  
Dumfries Place  
Cardiff CF10 3ZF  
**and**  
Darwin Gray Solicitors  
15 Windsor Place  
Cardiff CF10 3BY

## **CLYBIAU PLANT CYMRU KIDS' CLUBS**

### **REPORT OF THE DIRECTORS AND TRUSTEES for the year ended 31 March 2008**

The directors present their annual report with the financial statements of the company for the year ended 31 March 2008. This is the seventh annual report of the company and covers the year ended 31 March 2008.

## **STRUCTURE, GOVERNANCE AND MANAGEMENT**

### **CONSTITUTION**

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 annually 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 twelve trustees to the Board of Trustees from the out of school club 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**

Most of the Trustees are familiar with the practical work of running out of school childcare clubs and with the 3 Board co-options provide a broad skill mix which reflects the diversity of the membership.

## CLYBIAU PLANT CYMRU KIDS' CLUBS

### REPORT OF THE DIRECTORS AND TRUSTEES for the year ended 31 March 2008

#### TRUSTEE INDUCTION AND TRAINING (Continued)

Each Trustee undergoes a standard Criminal Record Check 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 into the overall work of the organisation, and the range of projects the organisation is involved with a series of presentations made by project leaders at the Annual General Meeting. During the past year trustees have received bi-monthly copies of "Governance" magazine delivered to their home addresses.

#### ORGANISATIONAL STRUCTURE

**Out of School Childcare Clubs** elect 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. Meetings which are always attended by Director, Finance Manager and Administration Manager (who have no voting power)

*A Finance and Personnel sub-committee meet a fortnight before Board meetings. All the Board are invited to attend this meeting chaired by the Board of Trustee Chair and attended by Director, Finance Manager and Administration Manager.*



**Director**

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

#### RELATED PARTIES

The **Welsh Assembly Government (WAG)** provides the core funding for the organisation and receives quarterly reports against targets. Clybiau Plant Cymru Kids' Clubs works in close association with the WAG and in particular the Children and Families Programme Branch in order to promote, develop and support more affordable, accessible, sustainable childcare across Wales. Although the organisation is reliant on WAG for its core funding the organisation retains its independence whilst working with WAG to increase childcare across Wales.

The **BIG LOTTERY FUND** (formerly known as New Opportunities Fund (NOF)) has had a close relationship with the organisation as it has provided numerous funding grants over the years. The childcare club development programme finished on 31 March 2006, however, a number of these grants gave funding for 3 years and therefore the funding stream has continued to date.

Clybiau Plant Cymru Kids' Clubs works closely with all of the 22 local authorities in Wales through the Children's Partnerships/Early Years Development Children's Partnership to deliver their county children's plans. Staff development funding has continued during the year from the county Cymorth funds for support in future years from the counties. Where this funding has been given it is in line with their county targets and in most cases a local service level agreement agreed. This Cymorth funding will cease as the funding is subsumed into the Rate Support Grant in 2008 and it is likely that more and more funding will need to be tendered for against outcomes.

## **CLYBIAU PLANT CYMRU KIDS' CLUBS**

### **REPORT OF THE DIRECTORS AND TRUSTEES for the year ended 31 March 2008**

#### **RELATED PARTIES (Continued)**

In Anglesey, Gwynedd, Conwy, Denbighshire, Flintshire, Wrexham, Powys and Ceredigion there are separately constituted local networks of out of school clubs, which were constituted before the formation of Clybiau Plant Cymru Kids' Clubs. The development staff of Clybiau Plant Cymru Kids' Clubs supports these networks, which provide excellent peer support for local groups. These networks have no legal connection with Clybiau Plant Cymru Kids' Clubs but it is useful to work together to further the support to local out of school clubs.

The **Wales European Funding Office (WEFO)** through The Kids' Clubs Project is a major related party. This project is due to end in June 2008.

#### **RISK MANAGEMENT**

The Trustees have assessed the major risks to which the charity is exposed, in particular those related to the operations and finances of the charity, and are satisfied that systems are in place to mitigate exposure to the major risks.

#### **OBJECTIVES AND ACTIVITIES**

Clybiau Plant Cymru Kids' Clubs exists to help communities in Wales by promoting, developing and supporting quality, affordable, accessible out of school childcare clubs.

#### **The objects for which the Charity is established are to:**

- a) 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.
- b) Advance the education and training of persons providing such care and educational and recreational facilities.
- c) Conduct research into all aspects of the care, education and recreation of such children and to publish the useful results of such research.

#### **Overlying principles are to:**

- 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.

## **CLYBIAU PLANT CYMRU KIDS' CLUBS**

### **REPORT OF THE DIRECTORS AND TRUSTEES for the year ended 31 March 2008**

#### **ACHIEVEMENTS AND PERFORMANCE AGAINST OBJECTIVES**

**Objective: Support an affordable, accessible, quality out of school childcare club in every community which wants one**

Clybiau Plant Cymru Kids' Clubs staff have worked with schools, children's partnerships, young people's partnerships and others in each of the 22 Local Authorities who wish to develop out of school childcare clubs in Wales to open a childcare club and another **297 clubs** were opened in the year. The target is 50 new clubs a year, meaning that Clybiau Plant Cymru Kids' Clubs exceeded its **target by 494%**.

By March 2008 the number of clubs supported had risen to 1,622. 44,922 childcare places are presently being supported. Since the formation of the organisation in October 2001 there has been a 175% growth in out of school childcare clubs across Wales due to the work of the organisation.

Of the 1,622 childcare clubs across Wales 1,230 were paid up members. Of the 1,622 clubs, 1,168 considered themselves to be English Medium Clubs, 246 considered themselves to be Welsh speaking, and 208 were bilingual. By the end of March 2008 28% of out of school childcare clubs made use of the Welsh language in their activities.

## **CLYBIAU PLANT CYMRU KIDS' CLUBS**

### **REPORT OF THE DIRECTORS AND TRUSTEES for the year ended 31 March 2008**

#### **ACHIEVEMENTS AND PERFORMANCE AGAINST OBJECTIVES (Continued)**

Fig 2 – Language Used in Clubs – Source Clybiau Plant Cymru Kids' Clubs Development Officers

**Extra funding has been sought to set up new clubs** and for the Clybiau Plant Cymru Kids' Clubs staff (Development/Training Officers/Support Workers/Administrative) who are needed to support the growth and development of clubs.

**The Kids' Clubs Project, funded from the European Social Fund (ESF)** has made a significant contribution to staff costs during the year and will also allow for a continuation of these costs until March 2008.



# CLYBIAU PLANT CYMRU KIDS' CLUBS

## REPORT OF THE DIRECTORS AND TRUSTEES for the year ended 31 March 2008

### ACHIEVEMENTS AND PERFORMANCE AGAINST OBJECTIVES (Continued)

#### Breakdown of Clybiau Plant Cymru Kids' Clubs Members at March 2008

	Free Breakfast Initiative	Breakfast Club	After School Club	Holiday Club	Other Organisations	County Totals
Anglesey		3	21	6		30
Blaenau Gwent		4	13	12		29
Bridgend	1	8	19	11		39
Caerphilly		10	32	17	3	62
Cardiff	1	10	36	14	2	63
Carmarthenshire	10	12	78	27		127
Ceredigion		2	19	16		37
Conwy	2	17	36	27		82
Denbighshire	1	19	37	20	2	79
Flintshire		31	46	14		91
Gwynedd		7	23	15	2	47
Merthyr Tydfil		2	14	11		27
Monmouthshire		6	15	2	1	24
Neath Port Talbot		8	25	15	2	50
Newport		7	12	9		28
Pembrokeshire	1	9	32	20		62
Powys	1	9	24	17		51
Rhondda Cynon Taf		12	44	15		71
Swansea	3	2	25	7	1	38
Torfaen		7	25	14	3	49
Vale of Glamorgan		12	25	13		50
Wrexham	1	24	47	22		94
<b>TOTAL MEMBERSHIP 1230</b>						

Fig 1 – Breakdown of Clybiau Plant Cymru Kids' Clubs Members as at 31.03.08 – Source Clybiau Plant Cymru Kids' Clubs Membership Database

## CLYBIAU PLANT CYMRU KIDS' CLUBS

### REPORT OF THE DIRECTORS AND TRUSTEES for the year ended 31 March 2008

#### ACHIEVEMENTS AND PERFORMANCE AGAINST OBJECTIVES (Continued)

The **£5.8 million** Kids' Clubs Project started in September 2005 with a grant of £3.7 million from the Objective 1 programme and match funding from the Big Lottery Fund and Welsh Assembly Government. The Objective 1 counties consist of Anglesey, Gwynedd, Conwy, Denbighshire, Ceredigion, Pembrokeshire, Carmarthenshire, Swansea, Neath & Port Talbot, Bridgend, Rhondda Cynon Taff, Merthyr Tydfil, Torfaen, Blaenau Gwent and Caerphilly.

Throughout the two and a half years of the project **4,239 people had attended one or more courses – 12% more than our target.** By the end of March 2008, the attendance figures on courses totalled 6,110: 2,700 had attended underpinning knowledge courses, 875 were engaged in or had completed the Certificate in Playwork Level 2 or the Diploma in Playwork Level 3 courses, 1,049 potential new playworkers had attended Taste of Play courses, and the remainder were spread across Introduction to Play, equal opportunities, playground supervision and business courses.

**A total of 666 grants had been made:** 116 for new clubs, 69 for sustainability, 338 for one-to-one support for children with special needs, and 143 for assisted places for families unable to afford childcare fees. £1,311,329, or 96% of the grant funding in the project, had been awarded. The new clubs will create 2,084 new childcare places and more than 232 playworker jobs.

Development Officers and Support Workers are also supporting **166 clubs**, which have had start-up grants from the Big Lottery (previously the New Opportunities Fund).

By the end of March 2008, **2,158 beneficiaries** had attended at least one training course. Many beneficiaries are attending more than one course. The project's final target is for **8,894 attendances on courses by the 3,179 beneficiaries.** By the end of March 2008, the attendance figure on courses was 3,009: 1,441 had attended underpinning knowledge courses, 446 were engaged or had completed the Certificate in Playwork Level 2 or the Diploma in Playwork Level 3 courses, 644 potential new Playworkers had attended Taste of Play courses, and the remainder were spread across Introduction to Play, equal opportunities, playground supervision and business courses.

**The New Opportunities Fund** (now called BIG LOTTERY FUND) out of school childcare programme has continued to fund grants for new club development although with much reduced funding as the programme runs out its final allocations. Some Local Authorities have also funded club start up costs for clubs.

Counties have benefited from full time Development Officers in most of the 15 Objective 1 counties during the year due to the extra funding which has made a big difference to the amount of clubs being able to be set up and made sustainable.

In January 2008 the Welsh Assembly Government announced an extra £4.3M to the Community Focused Schools budget over the next 3 years starting in April 2008. The guidance from the Assembly suggested to counties that Clybiau Plant Cymru Kids' Clubs are well placed to support the effective use of this money. Meetings with counties will need to be arranged to discuss this funding during coming year.

## CLYBIAU PLANT CYMRU KIDS' CLUBS

### REPORT OF THE DIRECTORS AND TRUSTEES for the year ended 31 March 2008

#### ACHIEVEMENTS AND PERFORMANCE AGAINST OBJECTIVES (Continued)

**Objective: 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 seeks their views**

Clybiau Plant Cymru Kids' Clubs are committed to ensuring that all **children are enabled to attend clubs**, and have a range of ways of offering support. Sources of funding available from grant funders and trusts are regularly advertised to clubs through the monthly funding e news. Every club with an email address gets this funding information and Support Workers have the detail to tell clubs about during their visits.

Assisted Places funding to allow children to attend clubs in Anglesey, Blaenau Gwent, Flintshire, Gwynedd, Monmouthshire, Pembrokeshire, Rhondda Cynon Taff and Wrexham and Helping Hands schemes have been funded in **Anglesey, Monmouthshire, Flintshire, Gwynedd and Pembrokeshire**. Funding from **The Kids' Clubs Project** has made a considerable difference to clubs this year for assisted places and Helping Hands and helps the Assembly meet its targets towards addressing child poverty.

In April 2006 Clybiau Plant Cymru Kids' Clubs was successful in gaining a grant from **Health Challenge Wales** to deliver Fit 'n' Fun Workshops over a two year period. This training incorporated Active Club and the Funky Food Pack, which encourages healthy eating and informed decision-making by children, plus healthy eating advice from nutritionists and dieticians. This successful project was extended to include a series of Funky Food Network Events to end in 2008.

Clybiau Plant Cymru Kids' Clubs actively **seeks the views** of those attending the training courses through the use of anonymous evaluation forms, which are completed by students after the course, and are recorded on the Training Database. Negative comments or low scores are flagged up to the Team Leader and/or National Training Manager and are investigated. The National Training Manager regularly reviews the evaluation forms.

## CLYBIAU PLANT CYMRU KIDS' CLUBS

### REPORT OF THE DIRECTORS AND TRUSTEES for the year ended 31 March 2008

#### ACHIEVEMENTS AND PERFORMANCE AGAINST OBJECTIVES (Continued)

##### **Objective: Provide quality support services, information and training for out of school childcare clubs**

The membership for out of school childcare clubs, which was developed in 2005, had by the end of **March 2008 been developed into 1,230 members**. This has been quite a challenge as the membership fee increased from £10.00 to £18.00 during the year. However, clubs still actually get an awful lot for their membership fee; including free training, grant funding, business support, free resource packs and access to the members area on the website.

Network meetings in counties are encouraged for peer support and to improve communication within the organisation. Network meetings are for all the out of school childcare clubs in an area, normally a county. The clubs come together to share ideas, learn from each other and for training purposes.

**All literature is produced bilingually** and is also used as marketing material for different occasions. The bilingual **'Stepping Out'** CD which is a guide to setting up an out of school childcare clubs and **'Nuts & Bolts'**, a toolkit (also on CD) for the voluntary management committees of out of school childcare clubs remain valuable resources, which continue to be used to encourage committee skills during The Kids' Clubs Project and in the other 7 counties of Wales. **'Ready Steady Go'**, a childcare business support toolkit has been added to resources available this year. The zone packs, including **Nature Zone and Culture Zone**, are being developed through the Kids' Clubs Project and will be completed during the coming year.

Publications with activities on **inclusion, marketing/communications and for older children**, are still being developed. Case studies looking at innovative and good practices in clubs will result in a report before the end of the project. These publications will offer clubs resources to support **quality and innovation in their settings**.

As a result of The Kids' Clubs Project, clubs are better prepared for the future – better skills, more qualified workforce, new clubs, new places. **More provision is now available for working parents and those training or seeking work, and families who could not afford childcare fees or whose children need one-to-one support have benefited.**

## CLYBIAU PLANT CYMRU KIDS' CLUBS

### REPORT OF THE DIRECTORS AND TRUSTEES

for the year ended 31 March 2008

#### ACHIEVEMENTS AND PERFORMANCE AGAINST OBJECTIVES (Continued)

The quarterly newsletter, **Y Bont**, is produced bilingually. This continues to provide an important tool for communicating with out of school clubs and other organisations, MP's, AM's, Local Authority personnel and policy makers.

The **bilingual website** has continued to be developed as a communication tool and has been developed to include information on various projects such as CWLWM, The Kids' Clubs Project, newsletters and press releases. Improvements include:

- **Ready Steady Go**, the business support toolkit in the resources section of members area.
- Front page changed to offer facility for Latest News item to be shown in dynamic speech bubble.
- Events page added to enable on-line booking for regional events.

Working in partnership with local authorities the organisation has been involved with county information days, Genesis events and **Job Fairs**, which promote Out of School Childcare Clubs.

**Training** has continued to develop, with increased numbers of people receiving training through the **Kids' Clubs Project**. During the year over **6000 people were trained** on our courses.

In addition to the Kids Clubs' Project in the Objective 1 counties, the organisation also secured funding from the Welsh Assembly Government to deliver **capacity building training** in underpinning knowledge courses in the Objective 3 counties. This project was innovative as the training was offered to members of the other national childcare and play organisations (Mudiad Ysgolion Meithrin, Wales Pre-school Playgroups Association, National Childminding Association, National Day Nurseries Association and Play Wales) and proved the benefits of multi agency training across the sectors. A total of 293 people were trained on 25 courses across the 7 Objective 3 counties. Evaluations were very positive and proved the value of sharing good practice.

The **CWLWM project** also funded some innovative training in Cardiff with the delivery of a fundraising workshop with one to one follow up sessions and training in "Talking Dice " a game that addresses a number of issues around equal opportunities.

We have maintained our status as a **CACHE accredited centre**, which allows us to facilitate a programme of training to develop the skills and qualifications of out of school childcare workers, namely the Certificate in Playwork (CPW) and the Diploma in Playwork (DPW). We have also worked closely with **OCN Wales** (Open College Network) to maintain approval as an accredited centre.

# CLYBIAU PLANT CYMRU KIDS' CLUBS

## REPORT OF THE DIRECTORS AND TRUSTEES for the year ended 31 March 2008

### ACHIEVEMENTS AND PERFORMANCE AGAINST OBJECTIVES (Continued)

The Kids' Clubs Project Training Programme was also developed, supported by the European Union, Welsh Assembly Government and the Big Lottery Fund. This is a useful tool to publicise and promote our training; it contains a comprehensive description of training courses on offer, and details the CSSIW standards covered by each course, along with contact details and booking arrangements, and has been updated and improved during 2007/08.

Course Title	Number of Courses	Number of Students
A Taste of Play	47	502
Active Club Pack	1	11
Business Skills	871	1266
CACHE Level 2 Certificate in Playwork	29	304
CACHE Level 2 Certificate in Playwork (FastTrack)	9	122
CACHE Level 3 Award in Playwork for Early Years and Childcare Workers - Transitional Award	7	59
CACHE Level 3 Diploma in Playwork	4	25
Child Protection	41	511
Culture Zone	4	20
CWLWM Business Health Check	3	5
CWLWM Cash Cow	1	12
CWLWM Talking Dice	2	25
Eat Yourself Fitter	1	19
First Aid	45	438
First Aid 4 Kids	8	137
Fit & Fun / Funky Food	9	128
Food Hygiene	42	508
Health & Safety	26	290
Hop, Skip & Jump	14	131
Interview Training for Children	8	68
Introduction to Play	28	266
Nature Zone	35	196
Network Events	14	201
Nuts & Bolts Training	1	7
Playing Fair	60	608
Promoting Positive Behaviour	31	308
Train the Trainer / Staff Training	19	183
Training with Partners	2	28
WCVA CRB Session	5	34
<b>Totals</b>	<b>1367</b>	<b>6412</b>

Fig 5 – Number People Trained by Courses 01.04.2007-31.03.2008– Source Clybiau Plant Cymru Kids' Clubs Training Database

## **CLYBIAU PLANT CYMRU KIDS' CLUBS**

### **REPORT OF THE DIRECTORS AND TRUSTEES for the year ended 31 March 2008**

#### **ACHIEVEMENTS AND PERFORMANCE AGAINST OBJECTIVES (Continued)**

The European Equal **CWLWM** project came to a conclusion at the end of 2007. The **Childcare Business Support Toolkit** produced will be a tremendous asset in the future. The toolkit, called **Ready Steady Go** is being promoted to Local Authorities with training already delivered in some counties to Development Officers.

**Overall 1,367 courses took place across Wales, training 6,412 students.**

#### **Objective: Value the staff and volunteers and deal with them in an open and fair manner**

The challenge of bringing together trustees from all over Wales is overcome using the video conferencing equipment, which we have, in each regional office. It cuts down the time of travelling to meetings and therefore the time trustees need to make available for the quarterly meetings.

The amount of time the Board of Trustees give to the organisation should not be underestimated, reading papers for meetings as well as attendance at the actual meetings themselves.

Nineteen staff training events have taken place during the year. Some staff continue Welsh language courses, tutor training and assessor training as well as other continual personal development training.

Staff who visit clubs and/or are away from the office bases are given mobile phones and car breakdown insurance to help with their personal safety. The personal health plan paid for each member of staff continues to be very popular.

**The number of staff employed throughout the year averaged 69.**

## **CLYBIAU PLANT CYMRU KIDS' CLUBS**

### **REPORT OF THE DIRECTORS AND TRUSTEES for the year ended 31 March 2008**

#### **ACHIEVEMENTS AND PERFORMANCE AGAINST OBJECTIVES (Continued)**

Staff have also been able to take advantage of some training by Play Wales as part of their CWLWM project.

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

Staff development through training to improve the skills of staff and as such move the organisation forward are encouraged at all times within budget limitations.

All development staff, and where appropriate others, have engaged in the training on offer within the organisation and /or on "train the trainer" courses to ensure a sound foundation of knowledge to support their work.

The HealthSure plan continues to be very popular with the staff.

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

At every opportunity Clybiau Plant Cymru Kids' Clubs has worked in partnership with **Welsh Assembly Government, BIG LOTTERY FUND (NOF), Wales European Funding Office (WEFO), the other National Voluntary Childcare Organisations in Wales (Mudiad Ysgolion Meithrin, Wales Pre-school Playgroups Association, National Day Nurseries Association Cymru and National Childminding Association), Children's Information Services, Play Wales, ContinYou** and others to further the work of improving childcare provision in Wales. Partnership working with the 22 Local Authorities and their childcare partnerships is an essential part of our work to ensure new out of school childcare clubs are developed in line with the county children's plan and their Childcare Sufficiency Audits.



## CLYBIAU PLANT CYMRU KIDS' CLUBS

### REPORT OF THE DIRECTORS AND TRUSTEES for the year ended 31 March 2008

#### ACHIEVEMENTS AND PERFORMANCE AGAINST OBJECTIVES (Continued)

EQUAL – CWLWM project. The CWLWM Partnership supported the people of Wales to develop a dynamic, responsive and sustainable childcare sector. Work developing Business Support materials continued through **CWLWM** and through The Kids' Clubs Project. The **CWLWM (Childcare Wales Learning and Working Mutually)** project, supported from the European Social Fund–EQUAL programme started in October 2004 when we were awarded a grant to develop a **Childcare Community Business Toolkit** to support both new and existing childcare providers across Wales.

**CWLWM** was a partnership between the Welsh Assembly Government, Clybiau Plant Cymru Kids' Clubs, Play Wales, Mudiad Ysgolion Meithrin, Wales Pre-school Playgroups Association, Communities that Care, Cardiff County Council (Children and Young People's Partnership Framework), National Day Nurseries Association Cymru, National Childminding Association and the University of Gloucestershire.

The CWLWM project came to an end in December 2007. The toolkit - **Ready Steady Go**, was launched in the autumn of 2007.

As well as this main activity, the organisation has also been pro-active in the partnership activities of the project as well as the transnational work of the project. The Director and Project Manager attended **Employers Week in Brussels** and at the same time arranged meetings with MEP's in the Parliament in Brussels.

**The Kids' Clubs Project**, which covers the **15 Objective 1 counties**, complements the **Genesis Wales project**. Development Officers continue to work closely with the other 7 counties in Wales as well (Flintshire, Wrexham, Powys, Monmouth, Newport, Cardiff and the Vale of Glamorgan). The Genesis team across Wales and Clybiau Plant Cymru Kids' Clubs staff continue to work closely together whenever appropriate.

## CLYBIAU PLANT CYMRU KIDS' CLUBS

### REPORT OF THE DIRECTORS AND TRUSTEES for the year ended 31 March 2008

#### ACHIEVEMENTS AND PERFORMANCE AGAINST OBJECTIVES (Continued)

**Objective: 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, as the **national voice of out of school childcare clubs** is invited to attend numerous Welsh Assembly and related party meetings such as the Genesis Operational Group, the Under 8's Providers Group meetings with CSSIW, Early Years Childcare Workforce Network Meetings, Children in Wales Policy Council, Children in Wales Early Years Advisory Group, Early Years/ Child Care Marketing and Communications Group Meetings and Play Implementation Group meetings to name just a few.

Opportunities to improve the knowledge of the wider world about the work of Clybiau Plant Cymru Kids' Clubs have been taken through our **website**, **Y Bont** our newsletter, **Annual Reports** and the development of the use of CDs for **Stepping Out** and **Nuts and Bolts**.

Corporate materials / leaflets have been produced which staff use for the promotion of Clybiau Plant Cymru Kids' Clubs at job fairs and at events such as children's activity sessions.

Before the end of the Kids' Clubs Project a **DVD** will be produced to communicate the value of out of school childcare clubs.

## CLYBIAU PLANT CYMRU KIDS' CLUBS

### REPORT OF THE DIRECTORS AND TRUSTEES for the year ended 31 March 2008

#### FINANCIAL REVIEW

The total income for the year is slightly up on last year and is made up through a series of grants.

The **Welsh Assembly Government** through the **Children and Families Organisation Grant** (CFOG) continue to fund our core costs. We are, as always, grateful for their support and advice. The core grant amounted to £435,600 (17%)

The **Kids' Clubs Project**, our European Social Fund (ESF) project brought in income for the period of £1,152,258 (44%). This was again our **largest funder**.

Funding from Local Authorities for **Development Officer and Support Worker posts** in their particular county increased this year to £610,538 (23% of income). This along with the continuation of The Kids' Clubs Project meant that we had full time Development Officers in 8 counties.

The income from **BIG LOTTERY FUND** (formerly called The New Opportunities Fund) for grants to out of school childcare clubs was £228,309 reduced to 9% from 11% against last year.

The **CWLWM project** came to an end in December 2007. Although the final payment of £9,584 from WEFO through The Welsh Assembly Government remained outstanding at the end of the Financial Year, income during the year was £28,162 (1%).

Funding of £5,000 for the Support Worker to work in Rhondda Cynon Taff was secured from **The Steel Charitable Trust** and along with £300 from The Welsh Church Acts fund and £590 for training courses makes up the other grants income during the year. The Steel Charitable Trust funding runs into next year.

The **Welsh Assembly Government's Capacity Building fund** was applied for in September and had to be spent by the end of March 2008. This funding amounted to £32,210 (1%) and allowed us to train not only our members but also members of the other national childcare organisations.

**Investment income** for the year was £90,917 (3%) and other income £24,033 (1%) was made from Membership fees, training deposits and management fees.

## **CLYBIAU PLANT CYMRU KIDS' CLUBS**

### **REPORT OF THE DIRECTORS AND TRUSTEES for the year ended 31 March 2008**

#### **FINANCIAL REVIEW (Continued)**

##### **INCOME graph**

The expenditure for the year has increased by almost a million pounds on last year, in the main due to The Kids' Clubs Project. Staff costs of £1,484,692 equalled 42% of expenditure during the year.

Grant expenditure by Clybiau Plant Cymru Kids' Clubs gave 720 grants totalling £1,374,233 during the year. The grants ranged from £15 to £26,400 and contributed to 38% of total expenditure.

##### **Expenditure graph**

## **CLYBIAU PLANT CYMRU KIDS' CLUBS**

### **REPORT OF THE DIRECTORS AND TRUSTEES for the year ended 31 March 2008**

#### **FINANCIAL REVIEW (Continued)**

Costs for training were £217,275 (6%) Office-running costs equalled £423,922 (12%) and Depreciation £29,292, club resources £26,172 along with Governance £18,324 made up the remaining 3% (1% each)

The expenditure is further broke down into charitable activities.

#### **Charitable Activities graph**

Grants and the support costs for those grant giving activities £2,020,137 made up 57% of the organisation's expenditure.

Training and the support costs for that training during 2007-08 was £903,381 (25%) and the cost of Development and Support for clubs was £631,768 (18%)

The organisation still needs to look for diverse sources of funding away from the government and local government and seek out new funding sources such as grants and trusts. We are led to believe that the Wales European Funding Office (WEFO) are looking at larger European funding bids in the next European funding round and therefore the organisation will seek to work closely with the Welsh Assembly Government Genesis project, CWLWM and others to develop an overall childcare bid to gain European funds for the future.

We continue to be a member of the Fundraising Standards Board.

## **CLYBIAU PLANT CYMRU KIDS' CLUBS**

### **REPORT OF THE DIRECTORS AND TRUSTEES for the year ended 31 March 2008**

#### **FINANCIAL REVIEW (Continued)**

#### **INVESTMENT POLICY**

Aside from retaining a prudent amount in reserves each year, most of the income is spent in the short term. As the opening of clubs is sporadic, there is no easy way to see when the grants will be called upon, and therefore it is impossible to put these funds into long-term investment. Advice on investment is always sought through our bank. On a daily basis the current account balance is returned to zero with the monies being transferred to a liquidity manager account, which gains an overnight investment return. Funds are also deposited on the money market through the bank on a monthly or quarterly basis depending on cash flow forecasts.

#### **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.

#### **STATEMENT AS TO DISCLOSURE OF INFORMATION TO AUDITORS**

So far as the trustees are aware, there is no relevant audit information (as defined by Section 234ZA of the Companies Act 1985) of which the company's auditors are unaware, and each trustee has taken all the steps that he or she ought to have taken as a trustee in order to make himself or herself aware of any relevant audit information and to establish that the company's auditors are aware of that information.

This report has been prepared in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small companies.

#### **ON BEHALF OF THE BOARD/TRUSTEES**



Penny Mitchell

Chair of Trustees

Dated: 20.10.08

## **CLYBIAU PLANT CYMRU KIDS' CLUBS**

### **STATEMENT OF DIRECTORS' RESPONSIBILITIES**

Company law requires the directors to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the company and of the surplus or deficit of the company for that year. In preparing those financial statements, the directors are required to:-

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume the company will continue in business;

The directors are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the company and enable them to ensure that the financial statements comply with the Companies Act 1985. They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

## **CLYBIAU PLANT CYMRU KIDS' CLUBS**

### **INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF CLYBIAU PLANT CYMRU KIDS' CLUBS**

We have audited the financial statements of Clybiau Plant Cymru Kids' Clubs for the year ended 31 March 2008 which comprise the Statement of Financial Activities, the Balance Sheet and the related notes. These financial statements have been prepared in accordance with the Financial Reporting Standard for Smaller Entities (effective January 2007) and the accounting policies set out therein.

This report is made solely to the charity's members, as a body, in accordance with section 235 of the Companies Act 1985. Our audit work has been undertaken so that we might state to the charity's members 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 company and the company's members, as a body, for our audit work, for this report, or for the opinions we have formed.

#### **Respective responsibilities of the trustees and auditors**

The trustees' (who are also the directors of Clybiau Plant Cymru Kids' Clubs for the purposes of company law) responsibilities for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) are set out in the Statement of Trustees' Responsibilities.

Our responsibility is to audit the financial statements in accordance with relevant legal and regulatory requirements and International Standards on Auditing (UK and Ireland).

We report to you our opinion as to whether the financial statements give a true and fair view and are properly prepared in accordance with the Companies Act 1985. We also report to you whether in our opinion, the information given in the Trustees' Annual Report is consistent with the financial statements.

In addition we report to you if, in our opinion, the charity has not kept proper accounting records, if we have not received all the information and explanations we require for our audit, or if information specified by law regarding trustees' remuneration and other transactions is not disclosed.

We read the Trustees' Annual Report and consider the implications for our report if we become aware of any apparent misstatements within it.

#### **Basis of opinion**

We conducted our audit in accordance with International Standards on Auditing (UK and Ireland) issued by the Auditing Practices Board. An audit includes examination, on a test basis, of evidence relevant to the amounts and disclosures in the financial statements. It also includes an assessment of the significant estimates and judgements made by the trustees in the preparation of the financial statements, and of whether the accounting policies are appropriate to the charity's circumstances, consistently applied and adequately disclosed.

We planned and performed our audit so as to obtain all the information and explanations which we considered necessary in order to provide us with sufficient evidence to give reasonable assurance as to whether the financial statements are free from material misstatement, whether caused by fraud or other irregularity or error. In forming our opinion we also evaluated the overall adequacy of the presentation of information in the financial statements.

We have undertaken the audit in accordance with the requirements of APB Ethical Standards including APB Ethical Standard – Provisions Available to Small Entities, in the circumstances set out in note 22 to the financial statements.



## CLYBIAU PLANT CYMRU KIDS' CLUBS

### INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF CLYBIAU PLANT CYMRU KIDS' CLUBS (CONTINUED)

#### Opinion

In our opinion:

- the financial statements give a true and fair view, in accordance with United Kingdom Generally Accepted Accounting Practice applicable to Smaller Entities, of the state of the charity's affairs as at 31 March 2008 and of its incoming resources and application of resources, including its income and expenditure, in the year then ended;
- the financial statements have been properly prepared in accordance with the Companies Act 1985; and
- the information given in the Trustees' Annual Report is consistent with the financial statements.

*W J James & Co*

W J James & Co  
Chartered Accountants and  
Registered Auditors  
10 Wheat Street  
Brecon  
Powys

Dated: *20 October 2008*

# CLYBIAU PLANT CYMRU KIDS' CLUBS

## STATEMENT OF FINANCIAL ACTIVITIES for the year ended 31 March 2008

		Unrestricted funds	Restricted funds	Total 2008	Total 2007
	Notes	£	£	£	£
<b>INCOMING RESOURCES</b>					
<b>Incoming resources from generated funds:</b>					
<i>Voluntary income:</i>					
Grants and donations	3	438,385	-	438,385	397,754
<i>Activities for generating funds:</i>					
Other income	4	21,148	100	21,248	17,468
<i>Investment income</i>	5	90,917	-	90,917	81,694
		<u>550,450</u>	<u>100</u>	<u>550,550</u>	<u>496,916</u>
<b>Incoming resources from charitable activities:</b>					
Revenue grants	6	590	2,056,777	2,057,367	1,864,252
		<u>551,040</u>	<u>2,056,877</u>	<u>2,607,917</u>	<u>2,361,168</u>
<b>TOTAL INCOMING RESOURCES</b>					
<b>RESOURCES EXPENDED</b>					
<i>Charitable activities</i>	7	652,032	2,903,554	3,555,586	2,643,631
<i>Governance costs</i>	10	18,324	-	18,324	15,097
		<u>670,356</u>	<u>2,903,554</u>	<u>3,573,910</u>	<u>2,658,728</u>
<b>TOTAL RESOURCES EXPENDED</b>					
<b>NET OUTGOING RESOURCES BEFORE TRANSFERS</b>					
		(119,316)	(846,677)	(965,993)	(297,560)
Gross transfers between funds	11	<u>71,164</u>	<u>(71,164)</u>	<u>-</u>	<u>-</u>
<b>NET MOVEMENT IN FUNDS</b>					
<b>FOR THE YEAR</b>		(48,152)	(917,841)	(965,993)	(297,560)
<b>Reconciliation of funds:</b>					
Balances brought forward at 31 March 2007		789,217	948,615	1,737,832	2,035,392
Balances carried forward at 31 March 2008	16	<u>741,065</u>	<u>30,774</u>	<u>771,839</u>	<u>1,737,832</u>

### INCOME AND EXPENDITURE ACCOUNT

A separate income and expenditure account has not been prepared as the relevant information is given in the Statement of Financial Activities.

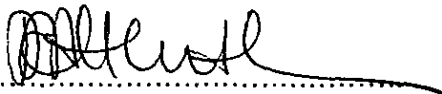
# CLYBIAU PLANT CYMRU KIDS' CLUBS

## BALANCE SHEET as at 31 March 2008


		2008	2007
		£	£
<b>FIXED ASSETS</b>	<b>Notes</b>		
Tangible assets	13	28,256	32,491
<b>CURRENT ASSETS</b>			
Stock		46,776	31,249
Debtors	14	33,965	35,474
Cash at bank and in hand		846,189	1,817,808
		926,930	1,884,531
<b>CREDITORS: Amounts falling due within one year</b>	15	183,347	179,190
<b>NET CURRENT ASSETS</b>		743,583	1,705,341
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		771,839	1,737,832
<b>FUNDS</b>			
Unrestricted	19	741,065	789,217
Restricted	20	30,774	948,615
		771,839	1,737,832

These financial statements have been prepared in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small companies and with the Financial Reporting Standard for Smaller Entities (effective January 2007).

### ON BEHALF OF THE BOARD

  
Penny Mitchell Director/Trustee

20.10.08  
Date

  
Deborah Robley Director/Trustee

20.10.08  
Date

## **CLYBIAU PLANT CYMRU KIDS' CLUBS**

### **NOTES TO THE FINANCIAL STATEMENTS for the year ended 31 March 2008**

#### **1. ACCOUNTING POLICIES**

##### **Basis of accounting**

The financial statements have been prepared under the historical cost convention, in accordance with the Charities (Accounts and Reports) Regulations 1995, the Statement of Recommended Practice "Accounting and Reporting by Charities" issued in March 2005, and with the Financial Reporting Standard for Smaller Entities (effective January 2007), and include the results of the activity described in the directors' report, which is continuing.

##### **Financial Reporting Standard Number 1**

Exemption has been taken from preparing a cash flow statement on the grounds that the company qualifies as a small company.

##### **Tangible fixed assets**

Depreciation is provided on tangible fixed assets at rates calculated to write off the cost of each asset over its useful life. The following rates are used:

Fixtures and fittings - 4 years  
Computer equipment - 3 years

##### **Stock**

Stock represents stationery and other consumable items and is valued at cost.

##### **Grants received**

Revenue grants are credited to the statement of financial activities when receivable. Capital grants are credited to the statement of financial activities as and when receivable.

##### **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.

##### **Going concern**

The company relies heavily on funding from the Welsh Assembly 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 on the basis that grants from the Welsh Assembly Government will continue to be forthcoming in the future.

##### **Pensions**

The charity has arranged a defined contribution pension scheme for some members of staff. The assets of this 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 contributions payable by the charity in the year.

# CLYBIAU PLANT CYMRU KIDS' CLUBS

## NOTES TO THE FINANCIAL STATEMENTS for the year ended 31 March 2008

### 1. ACCOUNTING POLICIES (Continued)

#### Allocation of costs

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 eg staff time spent on each activity.

#### Resources expended

Liabilities are recognised as resources expended as soon as there is a legal or constructive obligation committing the charity to the expenditure. All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category.

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.

### 2. NET OUTGOING RESOURCES FOR THE YEAR

This is stated after charging/(crediting):-

	2008 £	2007 £
Depreciation - owned assets	28,736	26,032
Auditors' remuneration	13,219	12,252
Trustees' indemnity insurance	1,752	1,516
Loss/(profit) on disposal of fixed assets	556	(5)
	<hr/>	<hr/>

### 3. GRANTS AND DONATIONS

	2008 £	2007 £
Core funding from Welsh Assembly Government	435,600	396,000
Donations	2,785	1,754
	<hr/>	<hr/>
	438,385	397,754

### 4. OTHER INCOME

	2008 £	2007 £
Training	3,040	2,572
Miscellaneous income	4,571	7,706
Membership fees	13,637	7,190
	<hr/>	<hr/>
	21,248	17,468

# CLYBIAU PLANT CYMRU KIDS' CLUBS

## NOTES TO THE FINANCIAL STATEMENTS for the year ended 31 March 2008

<b>5. INVESTMENT INCOME</b>	<b>2008</b>	<b>2007</b>
	<b>£</b>	<b>£</b>
Bank interest	90,917	81,694
	<hr/>	<hr/>
<b>6. REVENUE GRANTS</b>	<b>2008</b>	<b>2007</b>
	<b>£</b>	<b>£</b>
CWLWM (ESF – Equal)	28,162	42,073
The Kids' Clubs Project (ESF)	1,152,258	885,412
New Opportunities Fund (grants to clubs)	228,309	264,710
Anglesey County Council	21,449	22,000
Blaenau Gwent County Borough Council	10,575	19,680
Bridgend County Council	30,040	27,602
Caerphilly County Borough Council	34,153	38,314
Ceredigion County Council	20,396	19,802
Ceredigion Flying Start	-	200
City and County of Cardiff Council	20,244	17,705
Cardiff Research Project	9,911	-
Carmarthenshire County Council	45,616	52,129
Conwy County Borough Council	56,919	45,059
Denbighshire County Council	7,029	1,707
Flintshire County Borough Council	44,581	48,364
Flintshire County Council – Training	2,000	2,000
Gwynedd County Borough Council	7,920	10,907
Merthyr Tydfil County Borough Council	13,091	12,710
Monmouthshire County Council	38,687	32,873
Monmouthshire CDC	11,000	10,750
Neath Port Talbot Council	19,046	18,331
Newport City Council	23,000	22,248
Pembrokeshire County Council	45,920	35,372
Pembrokeshire Carers Grant	8,000	7,915
Powys County Council	2,000	11,004
Rhondda Cynon Taff County Borough Council	9,618	32,759
City and County of Swansea Council	8,048	7,813
Torfaen County Borough Council	34,850	54,100
The Vale of Glamorgan County Council	27,991	26,819
Wrexham County Borough Council	58,454	49,266
Welsh Assembly Government:		
Capacity Building	32,210	-
Promotional	-	400
Food and Fitness	-	9,594
Work Force Development	-	26,549
Steel Charitable Trust	5,000	-
Merthyr Voluntary Action	-	2,557
Awards for All	-	4,950
Welsh Church Acts Fund	300	-
Other	590	578
	<hr/>	<hr/>
	2,057,367	1,864,252

# CLYBIAU PLANT CYMRU KIDS' CLUBS

## NOTES TO THE FINANCIAL STATEMENTS for the year ended 31 March 2008

### 7. CHARITABLE ACTIVITIES

	Activities undertaken directly £	Grant funding of activities £	Support costs £	2008 Total £	2007 Total £
Training	217,275	-	686,406	903,681	829,164
Grants to clubs	-	1,374,233	645,904	2,020,137	1,281,986
Development and support given to clubs	26,172	-	605,596	631,768	532,481
	<u>243,447</u>	<u>1,374,233</u>	<u>1,937,906</u>	<u>3,555,586</u>	<u>2,643,631</u>

### 8. SUPPORT COSTS

	Basis of Allocation	Training £	Grants made to clubs £	Development and support given to clubs £	2008 Total £	2007 Total £
<b>Support costs allocated to activities</b>						
Salaries and National Insurance	Time	499,762	470,273	440,925	1,410,960	1,295,868
Pensions and health insurance	Time	26,116	26,116	23,041	73,732	62,265
National and Regional office running costs	Time	150,153	150,153	132,476	423,922	319,777
Depreciation	Time	10,178	10,178	8,980	28,736	26,032
Loss / (profit) on sale of fixed assets	Time	197	197	174	556	(5)
		<u>686,406</u>	<u>645,904</u>	<u>605,596</u>	<u>1,937,906</u>	<u>1,703,937</u>

# CLYBIAU PLANT CYMRU KIDS' CLUBS

## NOTES TO THE FINANCIAL STATEMENTS for the year ended 31 March 2008

<b>9. GRANTS PAYABLE</b>	<b>2008</b>	<b>2007</b>
	<b>£</b>	<b>£</b>
The Kids' Club Project (ESF)	1,008,338	85,276
New Opportunities Fund	268,482	520,828
Anglesey County Council	858	1,242
Blaenau Gwent County Borough Council	-	4,553
Conwy County Borough Council	7,700	6,000
Denbighshire County Council	2,347	-
Flintshire County Borough Council	9,198	16,372
Gwynedd County Borough Council	2,019	955
Monmouthshire County Council	20,039	10,242
Monmouthshire CDC	9,900	12,500
Pembrokeshire County Council	8,518	2,690
Pembrokeshire Carers Grant	7,273	7,195
Rhondda Cynon Taff County Borough Council	-	4,546
Torfaen County Borough Council	7,405	14,909
The Vale of Glamorgan Council	-	4,045
Wrexham County Borough Council	22,156	22,710
	<u>1,374,233</u>	<u>714,063</u>

All grants are to provide support to out of school clubs in Wales. During the course of the year, 720 (2007: 279) grants were made ranging in size from £15 to £26,400 (2007: £35 to £39,200).

<b>10. GOVERNANCE COSTS</b>	<b>2008</b>	<b>2007</b>
	<b>£</b>	<b>£</b>
Auditors' remuneration	13,219	12,252
Trustees' expenses	735	748
Costs of trustees' meetings	2,230	1,554
Costs of printing annual report	2,090	543
Other	50	-
	<u>18,324</u>	<u>15,097</u>

## 11. TRANSFERS

Transfers have been made from restricted funds to unrestricted funds to cover the administration costs incurred by the charity when submitting grant claims.



# CLYBIAU PLANT CYMRU KIDS' CLUBS

## NOTES TO THE FINANCIAL STATEMENTS for the year ended 31 March 2008

### 12. STAFF COSTS

	2008 £	2007 £
Wages and salaries	1,293,267	1,186,597
Social security costs	117,693	109,271
Pension costs	71,653	59,448
Medical insurance	2,079	2,817
	<u>1,484,692</u>	<u>1,358,133</u>

No employee earned more than £60,000 per annum (2007: nil).

The average weekly number of employees, calculated as full time equivalents, during the year was:

	Number	Number
Managers	9	10
Development officers	19	16
Training officers	6	5
Administrators	16	17
Support workers	8	8
Funding facilitators	1	1
	<u>59</u>	<u>57</u>

### 13. TANGIBLE FIXED ASSETS

	Fixtures and fittings £	Computer equipment £	Total £
<b>COST:</b>			
At 1 April 2007	92,427	123,559	215,986
Additions	3,484	21,573	25,057
Disposals	(9,868)	(40,160)	(50,028)
At 31 March 2008	<u>86,043</u>	<u>104,972</u>	<u>191,015</u>
<b>DEPRECIATION</b>			
At 1 April 2007	80,569	102,926	183,495
Charge for year	7,846	20,890	28,736
Eliminated on disposal	(9,814)	(39,658)	(49,472)
At 31 March 2008	<u>78,601</u>	<u>84,158</u>	<u>162,759</u>
<b>NET BOOK VALUE:</b>			
At 31 March 2008	<u>7,442</u>	<u>20,814</u>	<u>28,256</u>
At 31 March 2007	<u>11,858</u>	<u>20,633</u>	<u>32,491</u>

All fixed assets held are for charitable purposes.

# CLYBIAU PLANT CYMRU KIDS' CLUBS

## NOTES TO THE FINANCIAL STATEMENTS for the year ended 31 March 2008

14.	DEBTORS	2008 £	2007 £	
	Trade debtors	8,574	12,185	
	Prepayments and accrued income	24,791	23,289	
	Other debtors	600	-	
		<u>33,965</u>	<u>35,474</u>	
15.	CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR	2008 £	2007 £	
	Trade creditors	109,463	94,251	
	Other creditors	18,710	19,831	
	Other taxes and social security	35,513	34,909	
	Deferred income	-	4,164	
	Accrued expenses	19,661	26,035	
		<u>183,347</u>	<u>179,190</u>	
16.	ANALYSIS OF NET ASSETS BETWEEN FUNDS			
		Unrestricted funds £	Restricted funds £	Total funds £
	Fund balances at 31 March 2008 are represented by:			
	Tangible fixed assets	28,256	-	28,256
	Current assets	896,156	30,774	926,930
	Current liabilities	(183,347)	-	(183,347)
		<u>741,065</u>	<u>30,774</u>	<u>771,839</u>

## 17. SHARE CAPITAL

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

## 18. REMUNERATION OF TRUSTEES AND CONNECTED PERSONS

No trustees received remuneration during the year. Seven (2007: eight) trustees received reimbursed expenses for attending meetings amounting to £735 (2007: £748).

# CLYBIAU PLANT CYMRU KIDS' CLUBS

## NOTES TO THE FINANCIAL STATEMENTS for the year ended 31 March 2008

19. UNRESTRICTED FUNDS	Balance as at 1 April 2007 £	Movement in Funds		Transfers	Balance as at 31 March 2008 £
		Incoming Resources £	Outgoing Resources £	£	
<b>Designated funds:</b>					
I. Training fund	32,008	-	16,751	(15,257)	-
II. Mentoring/Quality Assurance fund	20,000	-	-	-	20,000
III. Budget contribution- for 2008/09 fund	383,828	-	205,706	210,624	388,746
IV. Trustee induction and training fund	5,000	-	730	-	4,270
V. ESF contribution fund	25,011	-	-	-	25,011
VI. Restructuring and forward planning fund	6,816	-	6,448	4,632	5,000
VII. Open College Network registration fund	3,000	-	-	-	3,000
VIII. Maternity and sickness reserve fund	20,000	-	-	-	20,000
IX. Staff development fund	5,799	-	1,408	-	4,391
X. Staff health insurance fund	2,919	-	3,064	1,462	1,317
XI. IT upgrade fund	-	-	-	15,000	15,000
	504,381	-	234,107	216,461	486,735
<b>General fund</b>	284,836	551,040	436,249	(145,297)	254,330
	789,217	551,040	670,356	71,164	741,065

- I. The training fund represents money set aside to complete courses that are currently running and to supplement the budget for the year ended 31 March 2009.
- II. The mentoring/Quality Assurance fund represents money held to allow clubs to complete the Quality Assurance scheme and access mentoring.
- III. The budget contribution fund represents money from the general reserves set aside to finance unrestricted expenditure in 2008/09.
- IV. The board of trustees fund represents money set aside for the induction and training of the new trustees.
- V. The ESF contribution fund represents the contribution from general reserves to finance the European Social Fund project.
- VI. The restructuring and forward planning fund represents the money set aside to cover legal and consultants fees associated with the formation of a strategic plan for the next 5 years.
- VII. The Open College Network registration fund represents the money set aside to cover the costs of the charity to accredit its training with Open College Network.
- VIII. 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 2008/09.

# CLYBIAU PLANT CYMRU KIDS' CLUBS

## NOTES TO THE FINANCIAL STATEMENTS for the year ended 31 March 2008

### 19. UNRESTRICTED FUNDS (Continued)

- IX. The staff development fund represents money set aside to develop and implement an appraisal system.
- X. The staff health insurance fund represents money set aside to provide health insurance for staff.
- XI. The IT upgrade fund represents money set aside to upgrade the email system, servers and software in each of our offices.

### 20. RESTRICTED FUNDS

	Balance as at 1 April 2007 £	Movement in Funds Incoming Outgoing ResourcesResources £ £		Transfers £	Balance as at 31 March 2008 £
CWLWM (ESF – Equal)	12,606	28,162	50,352	-	(9,584)
The Kids' Clubs Project (ESF)	792,205	1,152,258	1,983,690	-	(39,227)
New Opportunities Fund					
- Grants for Clubs	113,377	228,309	268,481	11,611	61,594
Anglesey County Council	789	21,449	19,495	1,954	789
Blaenau Gwent County Borough Council	773	10,575	9,614	961	773
Bridgend County Council	-	30,040	27,309	2,731	-
Caerphilly County Borough Council	-	34,153	31,048	3,105	-
Ceredigion County Council	-	20,396	18,542	1,854	-
Carmarthenshire County Council	330	45,616	41,799	4,147	-
City and County of Cardiff Council	-	20,244	18,102	2,142	-
Cardiff Research Project	-	9,911	9,010	901	-
Conwy County Borough Council	2,732	56,919	54,481	5,170	-
Denbighshire County Council	-	7,029	6,152	877	-
Flintshire County Borough Council	-	46,581	42,346	4,235	-
Gwynedd County Borough Council	2,018	7,920	9,218	720	-
Merthyr Tydfil County Borough Council	-	13,091	11,901	1,190	-
Monmouthshire County Council	-	38,687	35,170	3,517	-
Monmouthshire CDC	-	11,000	9,900	1,100	-
Neath Port Talbot Council	-	19,046	17,314	1,732	-
Newport City Council	-	23,000	20,909	2,091	-
Pembrokeshire Carers Grant	-	8,000	7,273	727	-
Pembrokeshire County Council	-	45,920	41,746	4,174	-
Powys County Council	3,580	2,000	5,398	182	-
Rhondda Cynon Taff County Borough Council	-	9,618	8,744	874	-
City and County of Swansea Council	-	8,048	7,316	732	-
Torfaen County Borough Council	-	34,850	31,682	3,168	-
Carried forward.....	928,410	1,932,822	2,786,992	59,895	14,345

## CLYBIAU PLANT CYMRU KIDS' CLUBS

### NOTES TO THE FINANCIAL STATEMENTS for the year ended 31 March 2008

20. RESTRICTED FUNDS	Balance as at 1 April 2007	Movement in Funds		Transfers	Balance as at 31 March 2008
	£	Incoming Resources	Outgoing Resources	£	£
Brought forward.....	928,410	1,932,822	2,786,992	59,895	14,345
Vale of Glamorgan					
County Council	4,198	27,991	29,643	2,546	-
Wrexham County Borough Council	-	58,554	53,240	5,314	-
Steel Charitable Trust	-	5,000	3,107	454	1,439
Welsh Assembly Government					
Capacity Building	-	32,210	14,292	2,928	14,990
Food and Fitness	4,012	-	4,012	-	-
Work Force Development	11,995	-	11,995	-	-
Welsh Church Acts Fund	-	300	273	27	-
	<u>948,615</u>	<u>2,056,877</u>	<u>2,903,554</u>	<u>71,164</u>	<u>30,774</u>

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.

### 21. RELATED PARTY TRANSACTIONS

The Clubs of which Mrs A L Jones, Ms G McDonagh, Mrs B L Blackmore, Mrs D A Robley, Ms C J Roberts, Mr B Johnson, Mrs J A Hewett, Mrs K L J Maylin, Mr P Graham and Mr S Lambert (all trustees during the year) are involved in running, received grants from the charity totalling £82,217 during the year.

### 22. APB ETHICAL STANDARD – PROVISIONS AVAILABLE FOR SMALL ENTITIES

In common with many other businesses of our size and nature we use our auditors to assist with the preparation of the financial statements.

# CLYBIAU PLANT CYMRU KIDS' CLUBS

## DETAILED INCOME AND EXPENDITURE ACCOUNT for the year ended 31 March 2008

	2008		2007	
	£	£	£	£
<b>INCOME</b>				
Donations		2,785		1,754
Revenue grants		2,492,967		2,221,439
Deposit account interest		90,917		81,694
Other income		21,248		56,279
		<u>2,607,917</u>		<u>2,361,166</u>
<b>CHARITABLE EXPENDITURE</b>				
Grants	1,374,232		714,065	
Salaries	1,293,267		1,186,597	
National Insurance	117,693		109,271	
Pensions	71,653		59,448	
Medical insurance	2,079		2,817	
Training and courses	217,275		225,631	
Club resources	26,172		-	
Recruitment expenses	13,384		26,809	
Travelling expenses	92,749		86,591	
Telephone and postage	45,598		38,155	
Printing and stationery	57,882		26,848	
Advertising and marketing	22,300		7,578	
Insurance	11,305		11,545	
Computer costs	24,537		11,954	
Repairs and maintenance	5,651		10,422	
Rent and utilities	68,379		65,002	
Subscriptions	1,551		2,051	
Meeting costs	6,624		6,086	
Database costs	4,492		-	
Sundry expenses	3,158		3,599	
Professional fees	66,228		23,083	
Bank charges	85		50	
Depreciation	28,736		26,032	
Loss/(profit) on sale of fixed assets	556		(5)	
		<u>3,555,586</u>		<u>2,643,629</u>
<b>GOVERNANCE COSTS</b>				
Auditors' remuneration	13,219		12,252	
Trustees' expenses	735		748	
Costs of Trustees' meetings	2,230		1,554	
Costs of printing Annual Report	2,090		543	
Other costs	50		-	
		<u>18,324</u>		<u>15,097</u>
<b>NET DEFICIT FOR THE YEAR</b>		<u>(965,993)</u>		<u>(297,560)</u>

This page does not form part of the statutory financial statements