


CLYBIAU PLANT CYMRU KIDS' CLUBS
(A Company limited by guarantee – 4296436)

Charity Registration Number – 1093260

**TRUSTEES ANNUAL REPORT
AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2009**

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Broomfield & Alexander Limited
Chartered Accountants & Registered Auditors
Waters Lane Chambers
Waters Lane
NEWPORT
NP20 1LA

**Clybiau Plant Cymru Kids' Clubs
Report Of The Trustees And
Financial Statements**

Year Ended 31 March 2009

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**Clybiau Plant Cymru Kids' Clubs
Year Ended 31 March 2009
Reference and Administrative Details**

LEGAL AND ADMINISTRATIVE INFORMATION

Clybiau Plant Cymru Kids' Clubs is an incorporated association registered number 4296436, registered Charity No.10932060.

Directors/Trustees

Mrs Alison L Jones
Ms Grainne McDonagh
Ms Caroline J Roberts
Mrs Karen L J Maylin
Mr Steven Lambert (Chair)
Mr Ron Davies (appointed 23rd October 2008)
Mrs Sue Driscoll (appointed 23rd October 2008)
Mrs Isobel Yacomán (appointed 23rd October 2008)
Mrs Diane Daniel (appointed 11th March 2009)
Mr B Johnson (resigned 23rd October 2008)
Mr P Graham (resigned 23rd October 2008)
Mrs B C Irwin (resigned 23rd October 2008)
Mrs B L Blackmore (resigned 23rd October 2008)
Mrs D A Robley (resigned 23rd October 2008)
Mrs P A H Mitchell (Chair resigned 23rd Oct 2008)
Mrs J A Hewett (resigned 14th August 2008)
Mrs V J Neale (resigned 23rd October 2008)

Secretary

Mrs OW Hawkins

Chief Executive Officer

Mrs OW Hawkins

Registered Office

Bridge House
Station Road
Llanishen
Cardiff
CF14 5UW
Tel: 02920 741000
Fax: 02920 741047

Bankers

National Westminster Bank
1 Taff Street
Pontypridd
Rhondda Cynon Taff
CF37 4UU

Auditors

Broomfield & Alexander Ltd
Waters Lane Chambers
Waters Lane
Newport
South Wales
NP20 1LA

Clybiau Plant Cymru Kids' Clubs
Year Ended 31 March 2009
Reference and Administrative Details - Continued

Solicitors

Leo Abse & Cohen
40 Churchill Way
Cardiff
CF10 2SS

And

New Law Solicitors LLP
Ross House
Scott Harbour
Cardiff Bay
CF10 4PJ

**Clybiau Plant Cymru Kids' Clubs
Year Ended 31 March 2009
Annual Report of the Trustees**

REPORT OF THE DIRECTORS AND TRUSTEES

The directors present their annual report with the financial statements of the company for the year ended 31 March 2009. This is the eighth annual report of the company and covers the year to 31 March 2009.

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 in 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 the charity trustees for the purpose 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.

**Clybiau Plant Cymru Kids' Clubs
Year Ended 31 March 2009
Annual Report of the Trustees – Continued**

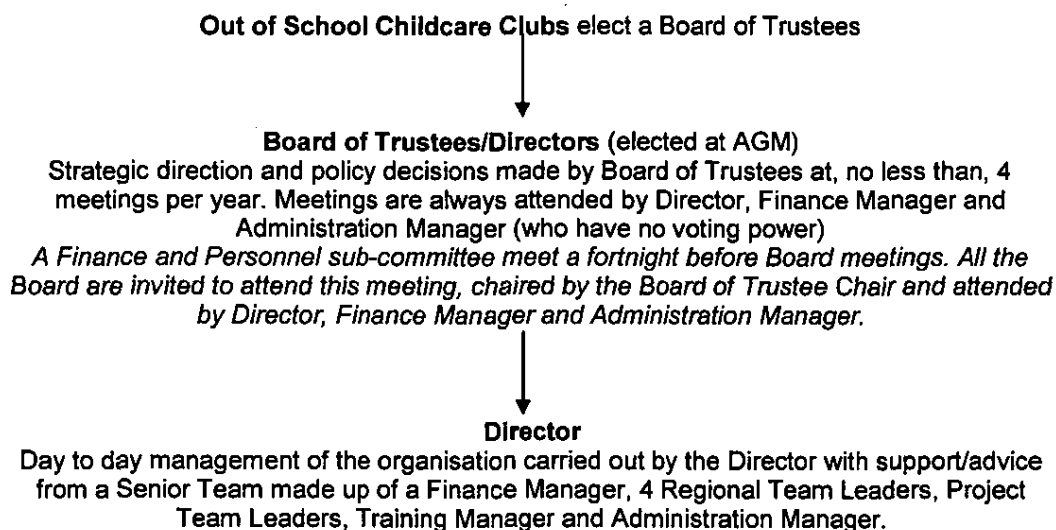
TRUSTEES INDUCTION AND TRAINING

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.

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 products 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" magazines delivered to their home addresses.

ORGANISATIONAL STRUCTURE



RELATED PARTIES

The out of school childcare clubs of which Peter Graham, Deb Robley, Alison Jones, Grainne McDonagh, Caroline Roberts, Judith Hewett, Karen Maylin, Steve Lambert, Barry Johnson, Isobel Yacomen and Sue Driscoll are involved in running, received grants from the charity totalling £45,649 during the year. All those listed served on the Board of Trustees during the financial year.

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.

Clybiau Plant Cymru Kids' Clubs
Year Ended 31 March 2009
Annual Report of the Trustees – Continued

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.

These objects clearly identify the **public benefit** of our work.

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.

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 inform a 3 year strategic plan which is agreed by the Board of Trustees and this in turn forms the basis of applications to the Welsh Assembly Government for 3 year core funding. 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 Trustee meetings progress against targets are 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.**

Beneficiaries of the service Clybiau Plant Cymru Kids' Clubs provides are the children in the clubs that have been helped 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 CSSIW and WAG.

Clybiau Plant Cymru Kids' Clubs
Year Ended 31 March 2009
Annual Report of the Trustees – Continued

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
- weekend 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**.

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 – 14 and enable parents to go to work or attend training. (16 years of age if they have specific needs)

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 maximize 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 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 a range of different partners to develop and open another **184 new out of school childcare clubs** across Wales in the year.

At the end of March 2009 a total of **1,578 out of school childcare clubs** had been supported providing **41,436 childcare places**. Since the formation of the organisation in October 2001 there has been a 168% growth in out of school childcare clubs across Wales due to the work of the organisation and clearly a public benefit.

Of the **1,576 childcare clubs across Wales** **1,111** were paid up members during the year. Support is given to anyone interested in developing out of school childcare clubs within Wales. Extra support is given to members but information is available for the **public benefit** within leaflets, newsletters and on the website.

Clybiau Plant Cymru Kids' Clubs
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Annual Report of the Trustees – Continued

The clubs reflect the communities which they serve and are a benefit to the public in the community they serve but it is interesting to note that 1,087 childcare clubs considered themselves to be **English Medium Clubs**, 266 considered themselves to be **Welsh speaking**, and 223 regarded themselves as **bilingual**. 31% (489 clubs) of out of school childcare clubs made use of the Welsh language during their activities.

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) that are needed to support the growth and development of clubs. The setting up of new clubs is clearly for the public benefit.

The **Community Focused Schools Initiative** had a new childcare element added in April 2008, worth **£4.3M** over 3 years. The Welsh Assembly Government recommended Clybiau Plant Cymru Kids' Clubs as an organisation that could support Local Authorities in setting up out of school childcare clubs. During this first year of the 3 year initiative £13,636 was allocated to each LA to use for planning and attempts were made to gain some of this funding to pay for development time. Meetings were requested with every LA and ideas for the future funding created. 10 counties are taking their county plans forward with Clybiau Plant Cymru Kids' Clubs.

The **Kids' Clubs Project**, funded from the European Social Fund (ESF) has made a significant contribution to staff costs during the past 3 years and was due to come to an end in **June 2008**. We were particularly grateful for an extension of the project to the end of September. This allowed us to continue to develop and support clubs using European money for half the financial year.

Clybiau Plant Cymru Kids' Clubs
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Annual Report of the Trustees – Continued

Breakdown of Clybiau Plant Cymru Kids' Clubs Members at March 2009

	Free Breakfast Initiative	Breakfast Club	After School Club	Holiday Club	Other Organisations	County Totals
Anglesey	0	3	19	6	0	28
Blaenau Gwent	0	3	9	9	0	21
Bridgend	1	9	21	10	0	41
Caerphilly	0	11	29	13	1	54
Cardiff	0	8	36	10	1	55
Carmarthenshire	2	13	67	23	1	106
Ceredigion	0	3	20	12	1	36
Conwy	0	15	35	28	0	78
Denbighshire	0	21	40	23	0	84
Flintshire	0	26	43	14	0	83
Gwynedd	0	4	24	13	0	41
Merthyr Tydfil	0	3	14	9	0	26
Monmouthshire	0	5	20	5	0	30
Neath Port Talbot	0	5	15	9	0	29
Newport	0	8	14	10	0	32
Pembrokeshire	0	9	28	19	1	57
Powys	0	5	19	12	0	36
Rhondda Cynon Taff	0	9	33	11	0	53
Swansea	0	2	25	9	0	36
Torfaen	2	10	25	9	2	48
Vale of Glamorgan	0	10	25	14	0	49
Wrexham	0	23	42	23	0	88
Total Membership = 1111						

Fig 2 – Breakdown of Clybiau Plant Cymru Kids' Clubs Members as at 31.03.09 – Source
Clybiau Plant Cymru Kids' Clubs Membership Database

The **£5.7 million Kids' Clubs Project** started in **September 2005** and finished in **September 2008** 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.

The Kids' Clubs Project, had two main objectives directed at supporting the Welsh Assembly Government strategic goal to **increase good quality, affordable childcare places**:

- to **improve the skills** of new and existing childcare workers in out of school childcare clubs, and
- to provide both **development support and a key fund grant programme** for out of school childcare clubs.

**Clybiau Plant Cymru Kids' Clubs
Year Ended 31 March 2009
Annual Report of the Trustees – Continued**

As a result of the project, childcare clubs are better prepared for the future – a more qualified and better skilled workforce, new clubs, and new places all of which worked to the benefit of the public.

Grants totalling **£1,409,032** were awarded during the project:

- **116 new clubs** were opened, creating **2016 new childcare places**.
- **1645 places** were sustained in 76 vulnerable clubs.
- **239 Assisted Places grants** were awarded for parents unable to afford childcare.
- **502 Extra Hands grants** for one-to-one workers for **children with special needs** were awarded.
- **717 playworker jobs** were created.

By looking for grants to help clubs set up, working with communities to set up the clubs, giving grants to help children attend by paying assisted places and providing grants for clubs to employ extra hands are all ways that Clybiau Plant Cymru Kids' Clubs meets the public benefit requirement of charities. This means communities in poverty or disadvantaged areas are not excluded from the opportunity of benefiting from the work of Clybiau Plant Cymru Kids' Clubs.

In addition to these grants, **3,138 new childcare places** and **at least 390 new playworker jobs** were created in new clubs with The Big Lottery (New Opportunities Fund) funding that was used as match funding for The Kids' Clubs Project.

An important role of development staff is supporting out of school childcare clubs with funding applications. A very detailed database is kept of every grant supported. During the year staff helped clubs raise **£694,477**. The applications applied for amounted to **£1,490,416** and the success rate was an amazing **46.6%**.

This work supports clubs in disadvantaged areas to provide local out of school clubs in their community. The funding received from counties enables the work to continue developing and supporting clubs but as always the funding is limited. By helping clubs apply for money for grants and sustainability we try to even out the available funding so that people in poverty are not excluded from the benefit of having an out of school childcare club.

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 seek their views

Extra hands grants are important to children, parents and clubs. Everyone recognises the entitlement of special needs children to support as well 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.**

There were **87 children** who received funding for one-to-one help (Extra Hands grant) in all Objective 1 counties in the Kids' Clubs Project between 01/04/08 and 30/09/08. (This was out of a total of **132 children** helped during the lifetime of the project).

6 counties also funded Extra Hands schemes: Anglesey, Flintshire, Monmouthshire, Pembrokeshire, Torfaen, and Wrexham. A total of **£40,576** was awarded for **61 children**.

15% of the children funded in Kids' Clubs project were aged 5 or under.

**Clybiau Plant Cymru Kids' Clubs
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Annual Report of the Trustees – Continued**

The grants provide **full or part funding for one-to-one workers** for children with special needs. Clybiau Plant Cymru Kids' Clubs manages the application, assessment, payment, and monitoring processes for the award. The organisation's Development Officers support clubs by advertising the grants, helping with applications, conducting monitoring and providing whatever other assistance is required.

Participation has become a buzz word! This year we have developed a **Children's Participation training course for Playworkers** which introduces them to the National Children and Young People's Participation Standards – a tool that will enable our own staff and club staff to facilitate children and young people's participation.

ettings

One of the steps in the development of the All Wales Quality Assurance Scheme (more details on the next page) included a consultation exercise with children in settings across Wales on what was **important to them when attending play settings**. The findings shown below were used in the development of the Quality Assurance scheme.

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

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

Quality Assurance contract. In July 2008, Clybiau Plant Cymru Kids' Clubs were awarded the tender to develop an **All Wales Quality Assurance Scheme for Out of School Childcare and Open Access Play**. Quality Assurance for the childcare sector has long been acknowledged as an important tool for providers to be able to illustrate that they provide services that **exceed National Minimum Standards** and that they are continually striving to reflect on and improve their services to children and their families.

Clybiau Plant Cymru Kids' Clubs
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Annual Report of the Trustees – Continued

Consultants worked in liaison with all the stakeholders to develop this long awaited scheme. It was piloted across 12 out of school childcare and open access settings. At the end of the contract in April 2009, the scheme and recommendations for implementation were submitted to the Welsh Assembly Government.

Training Courses.

Course Title	Number Attended	Number of Courses
A Taste of Play	57	7
Active Club Pack Training	45	5
Business Skills	495	333
CACHE Level 2 Certificate in Playwork	87	7
CACHE Level 2 Fast Track	23	3
CACHE Level 3 Diploma in Playwork	8	1
Child Protection	241	26
Culture Zone	10	1
First Aid	182	25
First Aid 4 Kids	323	16
Focus on Food	721	49
Food Hygiene	122	15
Health & Safety	129	15
Hop, Skip & Jump	18	3
Introduction to Play	86	6
Marketing Zone (one-to-one session)	1	1
Nature Zone	199	3
Network Event	616	68
Playing Fair	258	29
Playing Fair Part II: Celebrating Cultures Workshop	10	1
Promoting Positive Behaviour	167	19
QA Assessor Training - Pilot	10	1
Quality Assurance All Wales Focus Group	117	6
Quality Assurance Local Focus Group	107	12
Ready Steady Go: Partnership Training	32	3
Staff Training / Train the Trainer	159	15
Training with Partners	22	1
Grand Total	4245	671

Fig 4 – Number People Trained by Courses 01.04.2008-31.03.2009– Source Clybiau Plant Cymru Kids' Clubs Training Database

During 2008-09 a total of **4,245 people** were trained through **671 courses**. A high proportion of those trained accessed the Kids' Clubs Project training. In addition funding was secured for some Objective 3 counties from the continuation of the Welsh Assembly Government's Capacity Building funding and a **Health and Well Being Grant** in the Vale of Glamorgan.

Some funders have encouraged us to **share training with other partner organisations** and training has been offered to other childcare and play workers outside the out of school sector. This works especially well with business skills and playwork which can extend opportunities for Early Years and Open Access workers. This is a progression of the work started last year with the WAG Capacity Building Fund when we successfully offered training to the other 6

**Clybiau Plant Cymru Kids' Clubs
Year Ended 31 March 2009
Annual Report of the Trustees – Continued**

childcare and play organisations. This is probably the way forward in the future where more generic training will need to be offered as training money is less available.

During the 3 years of the Kids' Clubs Project in the 15 counties concerned:

- **4,801 people received training** and mentoring during the 3 years of the project.
- On average, each received **15 hours of training**.
- **1,926 qualifications** were achieved – many students achieving more than one qualification.
- In total there were 8,760 course attendances on underpinning knowledge and introductory courses, equal opportunities, playground supervision, business skills, and continuing professional development courses as well as Level 2 Certificate in Playwork and Level 3 Diploma in Playwork.
- We delivered **2,112 courses**.

AND playworkers rated the quality of the training highly.

- The evaluations of courses throughout the project **averaged 4.7 out of 5**.
- At the end of the project, **96%** of those surveyed told us that the training they received **helped with their work**, and
- **93%** said the training had made them more confident about future job prospects.

Since the end of the Kids' Clubs Project in September, the number of training courses offered has declined but we have been able to offer a limited number of county funded courses in **18 counties**.

New courses developed over the year were Focus on Food, Zone pack training, Staff Appraisal and Marketing.

Training Quality. We continue to maintain our status as an approved **CACHE accreditation centre** with the latest annual review gaining a **level 1 exemplary** grading. As an all Wales organisation, standardisation of marking and moderation is vital and CACHE have graded a sample of our marking and moderation at grade 1 indicating the high standard of consistency of our tutors' work. CACHE courses delivered during the year were the **LEVEL 2 Certificate in Playwork**, the **CACHE Level 3 Diploma in Playwork** and its replacement, the **CACHE Award Certificate and Diploma**, the new **Level 3 in Playwork**. A new qualification was also introduced, the **Level 3 Award in Playwork for Early Years and Childcare Workers (transitional)**, which enables professional development for those wishing to work with older children in a play setting.

Our **CACHE database** came in to operation in June 2008. **The qualification records for 1177 students** are held at the moment for playworkers who are studying for or have achieved **CACHE playwork qualifications**.

We continue to be approved with **Open College Network** and currently offer three courses that have **OCN accreditation**.

Quality resources/information. All literature is produced **bilingually** and is also used as marketing material for different occasions.

Ready Steady Go, (the childcare business toolkit) the resource developed through the **CWLWM project** is now used as an every day tool by development staff that support clubs with business mentoring. It is also used in training courses for club staff and management and even partners from other childcare organisations. It is planned to incorporate material developed through the Kids' Clubs project with **Ready Steady Go** and launch a new updated pack in the coming year.

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Annual Report of the Trustees – Continued

During the last year more Zone packs were developed through the Kids' Clubs Project. The **Youth Zone, Play Zone and Marketing Zone packs joined the already popular Nature and Culture Zone packs**. These packs are available for members to download and proved to be exceptional value and usefulness to clubs.

The **Kids' Clubs Solutions** book demonstrating innovation and good practice in out of school childcare clubs was made available for anyone to download from the website and was circulated far and wide across policy makers in Government and in Local Authorities. The publication contains case studies and keys points to consider when developing a particular type of club.

Another innovation was the DVD called **Kids' Clubs at Play**. This 11 minute bilingual DVD concentrated on the clubs set up through the Kids' Clubs Project and the role of the organisation staff in developing clubs. The success of the DVD led to the development of another DVD, **Kids' Clubs Solutions for Older Children** which was launched at the ContinYou conference in November

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. Some 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.

The usefulness of our website www.clyblauplantcymru.org grows month by month both for our members and for the public benefit. The sections are continually being upgraded and new resources added. The membership fee brings with it access to membership resources including monthly emailed e-news which contains funding information. We strive to gather more and more email addresses for clubs as this reduces our overheads dramatically. However, the public can access much of the standard information about out of school clubs.

The average hits per day on the website was 4,659. The average number of visitors was 289 per day. 14% of visitors search for out of school childcare clubs pages.

At the end of the year we introduced a **customer satisfaction survey** for clubs to let us know what they feel about our services so that we can improve our support in the future. The results will also be used in the future for county reports.

We have been working closely with the **Children's University** to accredit our 5 activity 'Zone Packs' developed specifically for out of school childcare clubs and work will continue on this during the coming year.

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

Trustee/Board volunteers. The challenge of bringing together Trustees from all over Wales is overcome using the **video conferencing equipment**, which we have, in each regional office, Cardiff, Colwyn Bay and Swansea. It cuts down the time of travelling to meetings and therefore the time Trustees need to make available for the quarterly meetings. It also helps our carbon footprint. The amount of time the Board of Trustees give to the organisation should not be underestimated, there is the reading of papers for meetings as well as attendance at the actual meetings themselves.

This year at the AGM in Llandrindod Wells we had to lose, due to the time limits in our memorandum and articles of association, a number of people who joined us at the beginning of our new structure in 2005. This was the first year when we were truly a membership organisation. They had been very loyal and hard working Trustees and it was sad to see

Clybiau Plant Cymru Kids' Clubs
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Annual Report of the Trustees – Continued

them go. **Barry Johnson, Peter Graham, Barbara Irwin, Beryl Blakemore** and our **Chair, Penny Mitchell** had all served us well through 3 years and it was quite a wrench to see them leave. **Vicki Neale** also finished as a trustee due to new work commitments and **Judith Hewett** had left during the year.

Luckily 5 Trustees remained to serve for another year and we were able to add another 4 to boost the numbers. It is always healthy to have a change of Trustees and is even better when you have some with experience of Board meetings to be joined by new Trustees. All the present Trustees either work in out of school childcare clubs or are part of the management committees for their clubs. They have a wealth of experience between them. Luckily in the New Year they were joined by **Diane Daniel** who, before her retirement, worked for Newport County Council as Framework Co-ordinator. Diane therefore brings to the Board her vast experience of Local Authorities in Wales.

With Penny leaving this time around we were very grateful when **Steven Lambert** agreed to stand as **Chair**. Steven runs 2 out of school childcare clubs in the Vale of Glamorgan and in Bridgend so has his feet firmly at grass roots level. We are hoping not to lose touch with Penny and will probably use her expertise, if she can be persuaded, when we enter the Wales Quality Awards next year.

Our records show that 47% of out of school childcare clubs are run by **voluntary management committees**.

Staff. Fifteen 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.

The All Wales Quality Assurance contract provided an opportunity for staff to participate in the development of the scheme; all staff attended an All Wales Focus Event in Mid Wales and were consulted on their views. In addition 10 staff trained as Quality Assurance assessors and participated in the pilot of the scheme.

The number of full time equivalent staff employed throughout the year averaged 48.

The video conferencing equipment is used for numerous staff meetings as well as the Board meetings. Travel time and work life balance for employees spending large amounts of time travelling and the improvement of air quality by less travelling have all been discussed and encouraged. Staff are asked to make as few car journeys as possible and to cluster visits and share transport whenever possible to decrease costs.

Due to the end of the Kids' Clubs Project we needed to turn to our redundancy procedures for some support staff, training and administrative staff. Redundancy is never a very nice process to go through but numerous meetings were put in place and all the necessary procedures put in place over a number of months. Even though everyone knew that the Kids' Clubs project was only for 3 years it still caused unrest when staff had to lose hours or lose their jobs entirely.

There are plans to update the **Staff Handbook** in the next financial year in line with changes of legislation.

The overall **benefit of the organisation has to be balanced against the harm or detriment** caused by the use of paper and the use of transport visiting clubs. We have a policy of limiting the printing of emails and documents and we are planning to monitor all utility and consumables to improve our carbon footprint.

Clybiau Plant Cymru Kids' Clubs
Year Ended 31 March 2009
Annual Report of the Trustees – Continued

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

During the year, 15 staff training courses were delivered giving staff the skills for delivering business mentoring and club activities. Staff also attended an All Wales events focusing on **staff appraisals and safeguarding children** and also Kids' Clubs Project information sharing events.

Staff are also encouraged to attend external training events, workshops and conferences and there were more than 75 attendances at events covering a range of subjects including playwork, child protection, funding, and train the trainer. The **CACHE approved tutors** all attended training on updated qualifications. Staff are encouraged to feed back information from events and this is an important element of continuing professional development.

The organisation continues to offer the **HealthSure package** to all staff after they are confirmed in post, 6% pension contribution to all staff and a mobile phone breakdown cover to staff who travel away from their office base.

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 (MYM), Wales Pre-school Playgroups Association (Wales PPA), National Day Nurseries Association Cymru and National Childminding Association), Family 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. This past year we have worked with Community Focused Schools Co-ordinators and their teams.

We work closely with **Play Wales** by supporting them on various committees and groupings namely:

Playwork and Education Training Council Wales (PETC Wales) and through the **National Training Manager Playwork and Education Training Council UK (PETC UK); Play Policy Implementation Plan Advisory Group 2008 ; Playwork Wales National Centre Committee 2008** ongoing ; **Play Wales Information Advisory Service Group 2007** and ongoing.

Clybiau Plant Cymru Kids' Clubs supported MYM in staff responding to the re-write of **Health and Safety Guide** for Playgroups Nurseries and Nursery Schools.

We have been meeting with **ContinYou** once or twice a year but due to the **Community Focused Schools (CFS)** childcare work there have been having more regular meetings. We also sent all staff involved with CFS to the **ContinYou Welsh conference** where we showed our new DVD about **Out of school childcare for older children**.

We co-delivered a workshop on **"Developing training and qualifications strategies locally"** at the **Take the Credit** conference to launch the **Playwork Wales** in December 2008.

We also work closely with **Children In Wales**. We are members of their **Early Years Advisory group** and the Director is a member of the **Children in Wales Policy Council**.

Clybiau Plant Cymru Kids' Clubs
Year Ended 31 March 2009
Annual Report of the Trustees – Continued

The Kids' Clubs Project, which covered the 15 Objective 1 counties, complemented the Genesis Wales project and then the ensuing Genesis 2. 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. We also work with Communities First, Working Links, Adult Education Centres around Wales, Caia park and Dee Valley partnerships, The Venture, Menter Iaith, Dyfydol,

County Voluntary organisations, Cymru Cooks, Dragon Sports, Play Development Officers, Wales Co-operative Centre, ACAS, Flying Start teams and Physical and Nutritional groups.

We were delighted to learn that we had been successful with an application to the BIG Lottery under the Way of Life Programme for a 3-year research project beginning in November 2008. The Play, Learn and Grow Healthy Project works closely with organisations based in Carmarthenshire and with Wales PPA and MYM with a £425,798 grant.

The Carmarthenshire-based project aims to raise awareness of the value of physical activity and healthy eating through a range of new resources delivered in a fun way within out of school childcare clubs, childminders, playgroups and cylchoedd.

The project will be working primarily with children aged 7/8 years and 10/11 years, through a 'buddying' scheme and extending the resources to younger children from age 2 upwards along with their families.

Staff have been employed for this project, which was launched on 13th January 2009, and a number of steering groups have been established that now meet regularly.

Towards the end of the financial year WAG Health Promotion unit asked the 6 national childcare and play organisations to make applications to run 4 events across Wales to deliver the training to support the Food and Health Guidelines for Early Years and Childcare Settings. We won 2 of the applications and will organise events in Newport and in St Asaph, in conjunction with NDNA, in the next financial year.

Objective: Communicate the benefits of quality out of school childcare to schools, parents (working and otherwise) the Government and the public at large.

Meetings Clybiau Plant Cymru Kids' Clubs Director attends a number of meetings involving the Welsh Assembly government and others such as: Under 8's Providers Group meetings with CCSIW, Under 8's Providers and Regulation meetings with WAG, Early Years Childcare Workforce Network Meetings with Care Council, Early Years/ Child Care Marketing and Communications Group Meetings. And the Healthy Eating Pre School and Out of School Meeting November 2008 to advise on Food and Health Guidelines for Early Years and Childcare Settings. Other staff have attended Early Years Childcare for Disabled Children - Sub Group. Development Officers/ Training Officers attend their county Children's Partnership groups.

Clybiau Plant Cymru Kids' Clubs
Year Ended 31 March 2009
Annual Report of the Trustees – Continued

Consultations. During the year we have responded to numerous consultations to ensure the views of out of school clubs are borne in mind when decisions and policies are set namely: Children and Young People's Workforce Development Strategy for Wales, and on the Common Core of Skills Knowledge and Understanding for the Children and Young People Workforce; Review of Regulations and National Minimum Standards. Skills that work for Wales; Induction Framework of Early Years and Childcare qualifications; Dormant Accounts consultation; HM Treasury: Tax Credits: Improving delivery and choice; Taking Action on Child Poverty Consultation Paper and Communities Next consultation.

Awards for All. In October 2008, Clybiau Plant Cymru Kids' Clubs were successful in securing £4,996 From the BIG Lottery Awards for All grant scheme. We used this funding to take 160 children and 41 adults attending clubs in West Wales to the National Botanic Garden of Wales in Llanarthne, Carmarthenshire.

The activities, primarily based on Clybiau Plant Cymru Kids' Clubs' Nature Zone Pack, included making Indian map sticks and discovering the tree spirits in the beautiful gardens and woodland. The project was supported by the Garden Rangers within the park, who each looked after a group of 30 children, along with playworkers from their clubs. Topics also included seed planting and a competition was held to see which group was able to recycle the most of the waste from their packed lunches. Clybiau Plant Cymru Kids' Clubs staff from all the counties involved, Swansea, Neath & Port Talbot and Pembrokeshire all accompanied the children on the coaches and supported the whole event. Carmarthenshire and Ceredigion clubs will hold their events during April 2009.

The children's evaluations said "Smashing fun!" and the playworkers, "The visit to the National Botanic Gardens was a wonderful day out and the children had a great learning experience outdoors of the environment around them".

In the summer term all participating clubs will receive sunflower seed pots, with our corporate identity, to continue the activities in their out of school childcare club.

Much time is spent communicating the benefits of out of school clubs on every conceivable opportunity at county childcare events and to the public at large.

FINANCIAL REVIEW

The total income for the year was slightly down on the previous year as the Kids' Clubs Project closed in September 2009 half way through the financial year. As we were approaching the end of the project we had started to look for alternative avenues of funding.

Our work overall could not happen without the core funding from the WAG Children and Families Organisation Grant. This amounted to 19% of our income at £448,668.

The Kids' Clubs Project remained our largest funder bringing in 40% of our income.

The funding from the Local Authorities increased to 31% of our income. This was mainly due to the increased funding brought in from the Community Focused Schools childcare initiative and funding for training and assisted places and extra hands grants. Between the Kids' Clubs Project combined with the CFS funding we were able to keep on average 17 full time Development Officers.

The income from the Big Lottery Fund (formerly the New Opportunities Fund) which is for grants to open clubs falls year on year as the programme draws towards an end. This programme started for Clybiau Plant Cymru Kids' Clubs in 2002 and it will finally close in June 2009. This will have a significant affect on our overall income as the money over the years

Clyblau Plant Cymru Kids' Clubs
Year Ended 31 March 2009
Annual Report of the Trustees – Continued

has been steady income; even though it was paid out to clubs it paid a 5% management charge. The income this year made up just 4% of our income.

The **CWLWM** project ended in December 2007 but the final payment from the Wales European Office via the Welsh Assembly Government was eventually paid by WAG over the past year and amounted to £9,586.

A new funding stream this year was from the Big Lottery and its **Way of Life** project. Clyblau Plant Cymru Kids' Clubs are the lead partner on this project. Working with a myriad of organisations in Carmarthenshire and in partnership with Wales PPA and Mudiad Ysgolion Meithrin the total 3 year funding amounts to **£425,798**. The project started slowly in November but will gather force in the next financial year. The £82,481 brought in during this financial year amounted to 3 % of our income.

Our investment income fell during the year as the money from the NOF grants and the Kids' Clubs Project lessened and therefore we had less money to invest. Investment money contributed just 1% of our income this year.

Expenditure

The expenditure during the year has reduced due to the Kids' Clubs Project coming to an end and the gradual slowing down of the NOF childcare programme. The largest cost to the organisation is the staffing at 55% of the expenditure.

Grants to clubs ranged from £24 to £7,353 (2008: £15 to £26,400) and amounted to 563 grants in total (2008: 720) and this expenditure amounted to 21%.

**Clybiau Plant Cymru Kids' Clubs
Year Ended 31 March 2009
Annual Report of the Trustees – Continued**

Office-running costs equalled £481,134 or 17% and Depreciation £22,087, Resources for clubs £96,093 (4%) along with Governance £11,622.

The governance costs have been reduced this year due in the main to the organisation tendering for new auditors. W E James our previous auditors continued to audit our European project through to the end of the project. Six organisations were invited to tender, 4 organisations were invited for interview and Broomfield & Alexander were appointed.

The expenditure is broken down further into charitable activities.

Grants to clubs and the support costs for these activities was £1,222,529 or 50% of the organisations expenditure on charitable activities.

Training and the support costs for that training during 2008-09 was £469,276 (19%) and the cost of Development and Support for clubs was £758,349 (31%)

**Clybiau Plant Cymru Kids' Clubs
Year Ended 31 March 2009
Annual Report of the Trustees – Continued**

There were great hopes at the beginning of this financial year that Clybiau Plant Cymru Kids' Clubs would join with WAG, the other childcare/play organisations and Local Authorities to deliver a European training project. However, the European rules changed and the project seems to have disappeared under a cloud of procurement difficulties and the changes in staffing at WAG.

It is hugely disappointing that after the great success of the Kids' Clubs Project and CWLWM that Clybiau Plant Cymru Kids' Clubs does not appear to have much hope of being involved in a European project in the future. Many smaller bids will need to be considered which sometimes involve as much work for a few thousand pounds as for a million pound project.

Hopefully there will be more funding next year coming from the Community Focused Schools budget but this will be for development staff time only. The future of 'free' training for the out of school childcare sector remains an ongoing problem and this is probably true for the childcare sector as a whole.

New sources of funding may be found from the new procurement possibilities from European funding by tendering for supplying services for other organisations. We have already tendered successfully for a service contract in one county to deliver out of school childcare services and this does seem to be the way for the future.

If more funding is not forthcoming then more redundancies will have to be made.

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

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 Global Treasury through the bank on a weekly or daily basis depending on cash flow forecasts. The Global Treasury invests with on average 75 different companies to ensure increased security of investment.

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.

Clybiau Plant Cymru Kids' Clubs
Year Ended 31 March 2009
Annual Report of the Trustees – Continued


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.

ON BEHALF OF THE BOARD/TRUSTEES


.....
Steven Lambert
Chair of Trustees

Dated: 25TH September 2009

**Clybiau Plant Cymru Kids' Clubs
Year Ended 31 March 2009
Independent Auditor's Report**

We have audited the financial statements of Clybiau Plant Cymru Kids' Clubs for the year ended 31 March 2009 which comprise the Statement of Financial Activities, the Balance Sheet and the related notes. The financial statements have been prepared under the accounting policies set out therein.

Respective responsibilities of trustees and auditors

The trustees (who are also the directors of the company 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.

The trustees have elected for the financial statements not to be audited in accordance with the Companies Act 1985. Accordingly, we have been appointed as auditors under section 43 of the Charities Act 1993 and report in accordance with regulations made under section 44 of that Act.

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 if, in our opinion, the information given in the Trustees Annual Report is not consistent with those financial statements, if the charity has not kept proper accounting records, if the charity's financial statements are not in agreement with these accounting records or if we have not received all the information and explanations we require for our audit.

We read other information contained in the Annual Report and consider whether it is consistent with the audited financial statements. The other information comprises only the Chairman's Statement and the Trustees' Annual Report. We consider the implications for our report if we become aware of any apparent misstatements or material inconsistencies with the financial statements. Our responsibilities do not extend to other information.

Basis of audit 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 that 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.

Clyblau Plant Cymru Kids' Clubs
Year Ended 31 March 2009
Independent Auditor's Report (continued)

Opinion

In our opinion:

- The financial statements give a true and fair view, in accordance with United Kingdom Generally Accepted Accounting Practice, of the state of affairs of the charity as at 31 March 2009, and of its incoming resources and application of resources, including its income and expenditure, for the year then ended; and
- The financial statements have been properly prepared in accordance with the Companies Act 1985.

Broomfield & Alexander Ltd

Broomfield & Alexander Limited
Chartered Accountants & Registered Auditors
Waters Lane Chambers
Waters Lane
Newport
NP20 1LA

Date: *25th September 2009*

**Clybiau Plant Cymru Kids' Clubs
Statement of Financial Activities**

(Incorporating Income and Expenditure Account)

For The Year Ended 31st March 2009

	Note	Unrestricted Funds £	Restricted Funds £	2009 Total Funds £	2008 Total Funds £
Incoming resources					
<i>Incoming resources from generated funds</i>					
<i>Voluntary Income:</i>					
Grants & Donations	3	453,626	-	453,626	438,385
Other Income	4	60,332	-	60,332	21,248
Investment income	5	27,821	-	27,821	90,917
<i>Incoming resources from charitable activities:</i>					
Revenue Grants	6	-	1,884,965	1,884,965	2,057,367
Total incoming resources		541,779	1,884,965	2,426,744	2,607,917
Resources expended					
Charitable activities	7	591,350	1,858,804	2,450,154	3,555,586
Governance costs	10	11,622	-	11,622	18,324
Total resources expended		602,972	1,858,804	2,461,776	3,573,910
Net movement in funds before transfers		(61,193)	26,161	(35,032)	(965,993)
Transfers		(24,039)	24,039	-	-
Net movement in funds		(85,232)	50,200	(35,032)	(965,993)
Funds brought forward at 1 st April 2008		741,065	30,774	771,839	1,737,832
Funds carried forward at 31 st March 2009	15	655,833	80,974	736,807	771,839

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

The notes on pages 26 to 36 form part of these financial statements

**Clybiau Plant Cymru Kids' Clubs
Balance Sheet**

Year Ended 31 March 2009

	Note	£	2009	£	2008	£
FIXED ASSETS						
Tangible Assets	12			19,127		28,256
CURRENT ASSETS						
Stock		63,576			46,776	
Debtors	13	37,552			33,965	
Cash at bank and in hand		<u>732,543</u>			<u>846,189</u>	
		833,671			926,930	
CREDITORS: Amounts falling due within one year	14	<u>(115,991)</u>			<u>(183,347)</u>	
NET CURRENT ASSETS				717,680		743,583
NET ASSETS	15			<u>736,807</u>		<u>771,839</u>
FUNDS						
Unrestricted	17			655,833		741,065
Restricted	18			<u>80,974</u>		<u>30,774</u>
				<u>736,807</u>		<u>771,839</u>

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).

These financial statements were approved by the Trustees on the 25th September 2009 and are signed on their behalf by:

Chairperson

Date 25th September 2009

Trustee

Date 25th September 2009

The notes on pages 26 to 36 form part of these financial statements

Clybiau Plant Cymru Kids' Clubs
Notes To The Financial Statements
Year Ended 31 March 2009

1. ACCOUNTING POLICIES

Basis of Accounting

The financial statements have been prepared under the historical cost convention and 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.

Cash Flow

The accounts do not include a cash flow statement because the Charity, as a small reporting entity, is exempt from the requirement to prepare such a statement under FRS 1 "Cash Flow Statements".

Fixed Assets

Fixed assets are recorded at cost, or in cases where fixed assets have been donated to the Charity, at valuation at time of acquisition.

Depreciation is calculated so as to write off the cost of an asset, less its estimated residual value, over the useful economic life of that asset, as follows:

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

Stock

Stock represents stationary and other consumables and is valued at cost.

Grants

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.

Pension Costs

The charity has arranged a defined contribution pension scheme for some 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.

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 e.g. staff time spent on each activity.

Clybiau Plant Cymru Kids' Clubs
Notes To The Financial Statements (Continued)
Year Ended 31st March 2009

1. ACCOUNTING POLICIES (continued)

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) : -

	2009 £	2008 £
Depreciation – owned assets	54,834	28,736
Depreciation adjustment relating to prior years	(33,482)	-
Auditors remuneration	8,200	13,219
Trustees' indemnity insurance	1,616	1,752
Loss on disposal of fixed assets	<u>734</u>	<u>556</u>

3. GRANTS AND DONATIONS

	Unrestricted	Total 2009 £	Total 2008 £
Core funding from Welsh Assembly Government	448,668	448,668	435,600
Donations	<u>4,958</u>	<u>4,958</u>	<u>2,785</u>
	<u>453,626</u>	<u>453,626</u>	<u>438,385</u>
		£	£

4. OTHER INCOME

	Unrestricted £	Total 2009 £	Total 2008 £
Training	9,413	9,413	3,040
Miscellaneous income	2,202	2,202	4,571
Membership fees	16,945	16,945	13,637
Contract Income – WAG – Quality Assurance	<u>31,772</u>	<u>31,772</u>	-
	<u>60,332</u>	<u>60,332</u>	<u>21,248</u>

5. INVESTMENT INCOME

	Unrestricted	Total 2009 £	Total 2008 £
Bank Interest	<u>27,821</u>	<u>27,821</u>	<u>90,917</u>

Clybiau Plant Cymru Kids' Clubs
Notes To The Financial Statements (Continued)
Year Ended 31st March 2009

6. REVENUE GRANTS

	Restricted £	Total 2009 £	Total 2008 £
CWLWM (ESF – Equal)	9,586	9,586	28,162
The Kids' Clubs Project (ESF)	940,070	940,070	1,152,258
New Opportunities Fund (grants to club)	91,443	91,443	228,309
Anglesey County Council	23,500	23,500	21,449
Anglesey Community Focused School (CFS)	7,000	7,000	-
Anglesey Training	5,229	5,229	-
Blaenau Gwent County Borough Council	14,644	14,644	10,575
Blaenau Gwent CFS	13,636	13,636	-
Bridgend County Council	33,197	33,197	30,040
Bridgend Community Focused School	5,126	5,126	-
Caerphilly County Borough Council	34,153	34,153	34,153
Ceredigion County Council	18,495	18,495	20,396
Ceredigion CFS	13,636	13,636	-
Ceredigion Well being	2,860	2,860	-
City and County of Cardiff Council	38,100	38,100	20,244
Cardiff Research Project	-	-	9,911
Cardiff Training	5,034	5,034	-
Carmarthenshire County Council	46,408	46,408	45,616
Conwy County Borough Council	49,448	49,448	56,919
Conwy CFS	13,636	13,636	-
Denbighshire County Council	3,100	3,100	7,029
Flintshire County Borough Council	44,869	44,869	44,581
Flintshire County Council – Training	2,000	2,000	2,000
Gwynedd County Borough Council	11,952	11,952	7,920
Merthyr Tydfil County Borough Council	23,345	23,345	13,091
Merthyr CFS	13,636	13,636	-
Monmouthshire County Council	38,088	38,088	38,687
Monmouthshire CDC	-	-	11,000
Neath Port Talbot Council	16,129	16,129	19,046
Neath CFS	13,637	13,637	-
Newport City Council	36,636	36,636	23,000
Newport Training	5,805	5,805	-
Pembrokeshire County Council	44,709	44,709	45,920
Pembrokeshire Carers Grant	8,000	8,000	8,000
Powys County Council	-	-	2,000
Rhondda Cynon Taff County Borough Council	8,368	8,368	9,618
City and County of Swansea Council	24,335	24,335	8,048
Torfaen County Borough Council	40,721	40,721	34,850
The Vale of Glamorgan County Council	25,934	25,934	27,991
Wrexham County Borough Council	56,753	56,753	58,454
Wrexham CFS	12,270	12,270	-
Welsh Assembly Government:			
Capacity Building	-	-	32,210
Food & Health	2,000	2,000	-
Steel Charitable Trust	-	-	5,000
Welsh Church Acts Fund	-	-	300
Awards for All	4,996	4,996	-
The Big Lottery Way of Life	82,481	82,481	-
Other	-	-	590
	<u>1,884,965</u>	<u>1,884,965</u>	<u>2,057,367</u>

Clybiau Plant Cymru Kids' Clubs
Notes To The Financial Statements (Continued)
Year Ended 31st March 2009

7. CHARITABLE ACTIVITIES

	Activities undertaken directly	Grant funding of activities	Charitable Activities & Support Costs	2009 Total	2008 Total
	£	£	£	£	£
Training	48,653	-	420,623	469,276	903,681
Grants to clubs – Note 9	-	515,526	707,003	1,222,529	2,020,137
Development and support given to clubs	27,171	-	731,178	758,349	631,768
	<u>75,824</u>	<u>515,526</u>	<u>1,858,804</u>	<u>2,450,154</u>	<u>3,555,586</u>

8. CHARITABLE ACTIVITIES AND SUPPORT COSTS

	Basis of Allocation	Training	Grants made to clubs	Development and support given to clubs	2009 Total	2008 Total
		£	£	£	£	£
Support costs allocated to activities						
Salaries and National Insurance	Time	305,856	514,099	481,562	1,301,517	1,410,960
Pensions and health insurance	Time	12,706	21,356	20,004	54,066	73,732
National and Regional office running costs	Time	96,870	162,824	221,440	481,134	423,922
Depreciation	Time	12,887	21,659	20,288	54,834	28,736
Depreciation adjustment relating to prior years	Time	(7,869)	(13,225)	(12,388)	(33,482)	-
Loss on sale of fixed assets	Time	173	290	272	735	556
		<u>420,623</u>	<u>707,003</u>	<u>731,178</u>	<u>1,858,804</u>	<u>1,937,906</u>

Clybiau Plant Cymru Kids' Clubs
Notes To The Financial Statements (Continued)
Year Ended 31st March 2009

9. GRANTS PAYABLE

	Restricted	Total	Total
	£	2009	2008
	£	£	£
The Kids' Club Project (ESF)	315,417	315,417	1,008,338
New Opportunities Fund	132,929	132,929	268,482
Anglesey County Council	3,453	3,453	858
Conwy County Borough Council	2,800	2,800	7,700
Denbighshire County Council	-	-	2,347
Flintshire County Council	9,440	9,440	9,198
Gwynedd County Borough Council	-	-	2,019
Merthyr Tydfil County Borough Council	3,440	3,440	-
Monmouthshire County Council	10,127	10,127	20,039
Monmouthshire CDC	-	-	9,900
Pembrokeshire County Council	6,212	6,212	8,518
Pembrokeshire Carers Grant	7,111	7,111	7,273
Torfaen County Borough Council	4,444	4,444	7,405
Wrexham County Borough Council	20,153	20,153	22,156
	<u>515,526</u>	<u>515,526</u>	<u>1,374,233</u>

All grants are to provide support to out of school clubs in Wales. During the course of the year 563 (2008: 720) grants were made, ranging in size from £24 to £7,353 (2008: £15 to £26,400).

10. GOVERNANCE COSTS

	Unrestricted	Total 2009	Total 2008
	£	£	£
Auditors' remuneration	8,200	8,200	13,219
Trustees' expenses	1,146	1,146	735
Costs of trustees' meeting	1,776	1,776	2,230
Costs of printing annual report	501	501	2,090
Other	-	-	50
	<u>11,622</u>	<u>11,622</u>	<u>18,324</u>

Clybiau Plant Cymru Kids' Clubs
Notes To The Financial Statements
For The Year Ended 31st March 2009 (Continued)

11. STAFF COSTS

	2009 £	2008 £
Wages and salaries	1,221,672	1,293,267
Social Security costs	79,846	117,693
Pension costs	48,891	71,653
Medical insurance	<u>5,176</u>	<u>2,079</u>
	<u>1,355,583</u>	<u>1,484,692</u>

No employee was paid £60,000 or more during the year (2008: Nil).

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

	2009 No	2008 No
Managers	9	9
Development Officers	17	19
Training officers	6	6
Administrators	12	16
Support Workers	4	8
Funding facilitators	<u>-</u>	<u>1</u>
	<u>48</u>	<u>59</u>

No trustees received remuneration during the year. Nine trustees (2008: seven) received reimbursed expenses for attending meetings amounting to £1,146 (2008: £735).

12. TANGIBLE FIXED ASSETS

	Furniture and fittings £	Computer Equipment £	Total £
COST			
At 1 st April 2008	86,043	104,972	191,015
Additions	90	48,561	48,651
Disposals	<u>(6,007)</u>	<u>(3,118)</u>	<u>(9,125)</u>
At 31 st March 2009	<u>80,126</u>	<u>150,415</u>	<u>230,541</u>
DEPRECIATION			
At 1 st April 2008	78,601	84,158	162,759
Charge for year	1,388	53,446	54,834
Eliminated on disposal	<u>(3,130)</u>	<u>(3,049)</u>	<u>(6,179)</u>
At 31 st March 2009	<u>76,859</u>	<u>134,555</u>	<u>211,414</u>
NET BOOK VALUE			
At 31 st March 2009	<u>3,267</u>	<u>15,860</u>	<u>19,127</u>
At 31 st March 2008	<u>7,442</u>	<u>20,814</u>	<u>28,256</u>

All assets held are for charitable purposes.

Clybiau Plant Cymru Kids' Clubs
Notes To The Financial Statements
For The Year Ended 31st March 2009 (Continued)

13. DEBTORS

	2009 £	2008 £
Amounts due within one year:		
Trade debtors	9,353	8,574
Other debtors	2,397	24,791
Prepayments and accrued income	<u>25,802</u>	<u>600</u>
	<u>37,552</u>	<u>33,965</u>

14. CREDITORS: Amounts falling due within one year

	2009 £	2008 £
Trade creditors	47,569	109,463
Other creditors	21,497	18,710
Social Security and other taxes	29,385	35,513
Membership subscriptions received in advance	6,345	-
Accrued expenses	<u>11,195</u>	<u>19,661</u>
	<u>115,991</u>	<u>183,347</u>

15. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Unrestricted Funds £	Restricted Funds £	Total funds £
Fund balances as at 31 March 2009 are represented by:			
Tangible Fixed Assets	19,127	-	19,127
Current Assets	752,697	80,974	833,671
Current Liabilities	<u>(115,991)</u>	<u>-</u>	<u>(115,991)</u>
	<u>655,833</u>	<u>80,974</u>	<u>736,807</u>

16. SHARE CAPITAL

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

Clybiau Plant Cymru Kids' Clubs
Notes To The Financial Statements
For The Year Ended 31st March 2009 (Continued)

17. UNRESTRICTED FUNDS

	Balance at 1 st April 2008 £	Incoming resources £	Outgoing resources £	Transfers £	Balance at 31 st March 2009 £
Designated Funds					
I. Mentoring/Quality Assurance Fund	20,000	-	(20,000)	-	-
II. Budget Contribution – for 2008-10 fund	388,746	-	(211,441)	136,163	313,468
III. Trustee Induction and training fund	4,270	-	-	-	4,270
IV. ESF Contribution Fund	25,011	-	-	(25,011)	-
V. Restructuring and forward planning fund	5,000	-	-	-	5,000
VI. Open College Network registration fund	3,000	-	(275)	(2,325)	400
VII. Maternity and sickness reserve fund	20,000	-	-	-	20,000
VIII. Staff Development fund	4,391	-	(1,295)	(1,880)	1,216
IX. Staff health insurance fund	1,317	-	(1,317)	1,143	1,143
X. IT Upgrade fund	15,000	-	(13,318)	2,085	3,767
XI. Staff remuneration benefits package	-	-	-	5,000	5,000
	<u>486,735</u>	<u>-</u>	<u>(247,646)</u>	<u>115,175</u>	<u>354,264</u>
General Fund	<u>254,330</u>	<u>541,779</u>	<u>(355,326)</u>	<u>(139,214)</u>	<u>301,569</u>
	<u>741,065</u>	<u>541,779</u>	<u>(602,972)</u>	<u>(24,039)</u>	<u>655,833</u>

- I. The mentoring/Quality Assurance fund represents money held to allow clubs to complete the Quality Assurance scheme and access mentoring.
- II. The budget contribution fund represents money from the general reserve set aside to finance unrestricted expenditure in 2008/09 and 2009/10.
- III. The board of trustees fund represents money set aside for the induction and training of the new trustees.
- IV. The ESF contribution fund represents the contribution from general reserves to finance the European Social Fund project and is no longer required as the project has ceased.
- V. 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 over the next 5 years.
- VI. 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.
- VII. 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.
- VIII. The staff development fund represents money set aside to develop and implement an appraisal system.
- IX. The staff health insurance fund represents money set aside to provide health insurance for staff.
- X. The IT upgrade fund represents money set aside to upgrade the email system, servers and software in each of our offices.
- XI. The Staff remuneration benefits package represents money set aside to provide a staff with employee benefits.

Clyblau Plant Cymru Kids' Clubs
Notes To The Financial Statements
For The Year Ended 31st March 2009 (Continued)

18. RESTRICTED FUNDS

	Sub- Note	Balance as at 1 April 2008 £	Incoming Resources £	Outgoing resources £	Transfers £	Balance as at 31 March 2009 £
CWLWM (ESF – Equal)		(9,584)	9,586	(2)	-	-
The Kids' Clubs Project (ESF)		(39,227)	940,070	(904,713)	3,870	-
New Opportunities Fund (grants to club)		61,594	91,443	(145,725)	20,169	27,481
Anglesey County Council	1,2	789	23,500	(24,289)	-	-
Anglesey Community Focused School (CFS)	1	-	7,000	(7,000)	-	-
Anglesey Training	4	-	5,229	(5,229)	-	-
Blaenau Gwent County Borough Council	1,5	773	14,644	(11,644)	-	3,773
Blaenau Gwent CFS	3	-	13,636	(13,636)	-	-
Bridgend County Council	1	-	33,197	(33,197)	-	-
Bridgend Community Focused School	3,4	-	5,126	(4,815)	-	311
Caerphilly County Borough Council	1	-	34,153	(34,153)	-	-
Ceredigion County Council	1	-	18,495	(18,495)	-	-
Ceredigion CFS	1	-	13,636	(13,636)	-	-
Ceredigion Well Being	4	-	2,860	(318)	-	2,542
City and County of Cardiff Council	1	-	38,100	(38,100)	-	-
Cardiff Training	1	-	5,034	(4,218)	-	816
Carmarthenshire County Council	1	-	46,408	(46,408)	-	-
Conwy County Borough Council	1,2,4	-	49,448	(49,448)	-	-
Conwy CFS	3,5	-	13,636	(13,636)	-	-
Denbighshire County Council	4	-	3,100	(3,100)	-	-
Flintshire County Borough Council	1,2,3	-	44,869	(44,869)	-	-
Flintshire County Council – Training	4	-	2,000	(2,000)	-	-
Gwynedd County Borough Council	1	-	11,952	(11,952)	-	-
Merthyr Tydfil County Borough Council	1	-	23,345	(23,345)	-	-
Merthyr CFS	3,5	-	13,636	(13,636)	-	-
Monmouthshire County Council	1,2,4	-	38,088	(38,088)	-	-
Neath Port Talbot Council	1	-	16,129	(16,129)	-	-
Neath CFS	2	-	13,637	(13,637)	-	-
Newport City Council	1,3	-	36,636	(36,636)	-	-
Newport Training	4	-	5,805	(659)	-	5,146
Pembrokeshire County Council	1,2	-	44,709	(44,709)	-	-
Pembrokeshire Carers Grant	2	-	8,000	(8,000)	-	-
Rhondda Cynon Taff County Borough Council	1	-	8,368	(8,368)	-	-
City and County of Swansea Council	1	-	24,335	(24,335)	-	-
Torfaen County Borough Council	1,2	-	40,721	(40,721)	-	-
The Vale of Glamorgan County Council	1	-	25,934	(25,934)	-	-
Wrexham County Borough Council	1,2	-	56,753	(56,753)	-	-
Wrexham CFS	3	-	12,270	(12,270)	-	-
Welsh Assembly Government:						
Capacity Building		14,990	-	(14,990)	-	-
Food & Health			2,000	-	-	2,000
Steel Charitable Trust		1,439	-	(1,439)	-	-
Awards for All			4,996	(2,365)	-	2,631
The Big Lottery Way of Life			82,481	(46,207)	-	36,274
		<u>30,774</u>	<u>1,884,965</u>	<u>(1,858,804)</u>	<u>24,039</u>	<u>80,974</u>

**Clybiau Plant Cymru Kids' Clubs
Notes To The Financial Statements
For The Year Ended 31st March 2009 (Continued)**

Note 18 Continued ...

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 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 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 Community Focused Schools

Funding to employ staff to support the development of the new childcare element of the Welsh Assembly Governments Community Focused Schools project.

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.

Note 5 Development Grants

Development and sustainability grants to provide both development support and a key fund grant programme for out of school childcare clubs. Setting up new out of school childcare clubs, extending existing clubs.

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.

19. RELATED PARTY TRANSACTIONS

The Clubs of which P Graham, DA Robley, AL Jones, G McDonagh, CJ Roberts, JA Hewett, KLJ Maylin, S Lambert, B Johnson, I Yacomen and S Driscoll (all trustees during the year) are involved in running, received grants from the charity totalling £45,649 during the year.

20. 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.

**Clyblau Plant Cymru Kids' Clubs
Financial Statements**

Detailed Income and Expenditure Account

For The Year Ended 31st March 2009

	2009		2008
	£	£	£
INCOME		4,958	2,785
Donations		2,333,633	2,492,967
Revenue Grants		27,821	90,917
Deposit account interest		60,332	21,248
Other Income		<u>2,426,744</u>	<u>2,607,917</u>
 Charitable Expenditure			
Grants	515,526		1,374,232
Salaries	1,221,672		1,293,267
National Insurance	79,845		117,693
Pensions	48,891		71,653
Medical Insurance	5,175		2,079
Training and courses	48,653		217,275
Club resources	96,083		26,172
Recruitment expenses	13,477		13,384
Travelling expenses	78,928		92,749
Telephone and postage	46,253		45,598
Printing and stationary	28,196		57,882
Advertising and marketing	42,312		22,300
Insurance	13,049		11,305
Computer costs	18,397		24,537
Repairs and maintenance	14,141		5,651
Rent and utilities	72,058		68,379
Subscriptions	1,281		1,551
Meeting costs	2,906		6,624
Database costs	3,187		4,492
Sundry expenses	3,565		3,158
Professional fees	74,504		66,228
Bank charges	(41)		85
Depreciation charge for year	54,834		28,736
Depreciation adjustment relating to prior years	(33,482)		-
Loss/(profit) on sale of fixed assets	734		556
		<u>2,450,154</u>	<u>3,555,586</u>
 GOVERNANCE COSTS			
Auditors' remuneration	8,200		13,219
Trustees' expenses	1,146		735
Costs of Trustees' meetings	1,775		2,230
Costs of printing Annual Report	501		2,090
Other Costs	-		50
		<u>11,622</u>	<u>18,324</u>
 (DEFICIT) FOR THE YEAR		<u>(35,032)</u>	<u>(965,993)</u>

This page does not form part of the statutory financial statements