

The importance of completing end of year accounts

Out of School Childcare Clubs are a business and all businesses have to have up to date accounts. When applying for funding the majority of funders will ask about your accounts.

We understand that the thought of doing end of year accounts is daunting but it is really important that they are done.

There are a few simple things to remember when completing your end of year accounts

Income (money in):

Who/where did you get your income from fees, grants, fundraising?

Income is split into two columns 'restricted' and 'unrestricted' this can be decided by knowing how are you allowed to spend that money?

'Unrestricted' - Fees are 'unrestricted income'; this means you can spend the money on the things that keep your club open and operating.

'Restricted' - Grant money tends to be 'restricted income'; this means that you can only spend it on what your grant application stated.

Sometimes fundraising can be restricted income if you are fundraising for a specific item.

Pwysigrwydd cwblhau eich cyfrifon diwedd y flwyddyn

Busnesau yw Clybiau Gofal Plant Allysgol ac mae'n rhaid i bob busnes bod â chyfrifon cyfamserol. Wrth wneud cais am ariannu bydd yn rhaid i'r mwyafrif o arianwyr ofyn ynghylch eich cyfrifon.

Rydym yn deall y gall meddwl am wneud eich cyfrifon godi tipyn o ofn arnoch ond y mae'n wirioneddol bwysig eu bod yn cael eu gwneud.

Mae ychydig o bethau syml i'w cofio wrth gwblhau eich cyfrifon diwedd y flwyddyn.

Incwm (arian sy'n dod i mewn):

Gan bwy/o ble y cawsoch eich incwm, ffioedd, grantiau, codi arian? Rhennir incwm yn ddwy golofn 'cyfyngedig' ac 'anghyfyngedig'. Penderfynir hyn ar sail y ffordd y gallwch wario'r incwm hwnnw.

'Anghyfyngedig' – Mae ffioedd yn 'incwm anghyfyngedig'; golyga hyn y gallwch wario'r arian ar y pethau sy'n cadw'ch clwb ar agor ac yn weithredol.

'Cyfyngedig' – Tuedda arian grantiau i fod yn 'incwm cyfyngedig'; golyga hyn y gallwch ei wario yn unig ar yr hyn sydd ar eich cais am grant. Weithiau gall codi arian fod yn incwm cyfyngedig os ydych yn codi arian am eitem benodol.

	Unrestricted Income Incwm Anghyfyngedig	Restricted Income Incwm Cyfyngedig
Opening Balance Balans Agoriadol	£	£
Income Incwm		
Fees Ffioedd	£ xxx.xxx	
Grants - ? name of funder Grantiau - ? enw'r ariannwr		£ xxx.xx
Grants - ? name of funder Grantiau- ? enw'r ariannwr		£ xxx.xx
Fundraising Codi arian		
Total Income Cyfanswm incwm	£	£



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Expenditure (money out):

This section explains how you spent the money. If you have received grant funding it is important that you know how the money needs to be spent (staffing, resources, equipment). All grant money spending needs to be recorded in the restricted column.

Gwariant (arian allan):

Mae'r adran hon yn esbonio sut y gwnaethoch wario'r arian. Os ydych wedi derbyn ariannu trwy gyfrwng grant mae'n bwysig eich bod yn gwybod sut y mae angen i chi wario'r arian (staffio, adnoddau, cyfarpar). Mae angen cofnodi pob arian a dderbynnir trwy grant yn y golofn 'Cyfyngedig'.

Expenditure Gwariant	Unrestricted Anghyfyngedig	Restricted Cyfyngedig
Staff Costs Costau Staff		
Insurance Yswiriant		
Rent Rhent		
Payroll costs Costau cyflogres		
Membership Aelodaeth		
Activities and materials Gweithgareddau a defnyddiau		
DBS checks Gwiriadau'r GDG		
Workshops Gweithdai		
Food Bwyd		
Total Expenditure Cyfanswm Gwariant	£ -	£ -

You can then show if you made a profit or loss and your carry forward balance

Yna gallwch ddangos pa un ai elw neu golled a wnaethoch, a'ch balans i'w gario ymlaen.

SURPLUS/(DEFICIT) GWARGED/(DIFFYG)	£0.00	£0.00
Carry forward balance Balans i'w gario ymlaen	£0.00	£0.00

Once this is complete it can be signed as correct by two members of your committee and then independently verified as correct by someone who is not connected to your Out of School Childcare Club.

Unwaith y bydd hwn yn gyflawn gellir ei lofnodi fel arwydd o'i gywirdeb gan ddau aelod o'ch pwyllgor, ac yna ei wirio'n annibynnol gan rywun nad yw'n gysylltiedig â'ch Clwb Gofal Plant Allysgol.

If you need support please contact your Childcare Business Development Officer
Cardiff office: 029 20741000.

Os oes angen help arnoch, cysylltwch â'ch Swyddog Datblygu Busnesau Gofal Plant.
Swyddfa Caerdydd: 029 20741000,



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Cross Hands office: 01269 831010.
Colwyn Bay office: 01492 536318

Swyddfa Cross Hands: 01269 831010
Swyddfa Bae Colwyn: 01492 536318
