

Minutes of Annual General Meeting held on 6th September 2021 and Trustees Report for year ended 31st August 2021

This also incorporates covers the Extraordinary General Meeting called for the same date.

Present.

Staff members: K Clarke, K Hassell, P Mullins, Brogan Latham and H Cory.

Trustees: C Fox Chairman, R Shelton Treasurer, R Hutt.

Parents: A total of 22 parents were present.

Managers report.

The last 12 months continued to be challenging with the ongoing effects of COVID. Whilst it had been encouraging to see the children returning this had placed extra pressure on staff with additional hours being worked in order to achieve the required bubbles. Overall, the children did not seem too badly effected and readily adapted to the requirements of health and safety.

Greater emphasis had been placed on those children who were going onto school placements, as it was felt they need the extra time to get used to their forthcoming new surroundings.

Were possible we tried to have the children outside in the fresh air and undertook a number of activities which were enjoyed by all, and we hope to do this more often in future.

Regular updating of the children's progress was reported to parents by way of Tapestry system, and we have received good feedback on this.

Looking forward to the coming year we are faced with new challenges but with the number of children now on the increase we hope we can get back to some normality and offer the children and parents a sensible curriculum to help them learn and enjoy.

Treasurers report

Draft copies of the 2021 accounts were distributed.

Income from fees remained at roughly the same figure as 2020 although a shift upwards in fees paid directly by parents with funds from Bucks CC reducing. A great effort from parents with fundraising seeing £2,127 being raised. Overall income saw a reduction over 2020 of £4840 with no grants being applied for this year.

A loss of £7670 is shown for the year this predominately due to higher staff costs. This would been initially budgeted for at a level of £52,000 based on the number of children attending preschool but we had to ask staff to work substantial additional hours due to COVID protocol. In addition, two members of staff moved from being on apprenticeship pay to minimum wage.

Overall, we are well placed for the coming year.

Chairmans report

The Chairman thank all those present and passed on a huge thanks to the staff who had achived

Dear Parent,

Thank you for attending our meeting on 6 the September.

We are now in a position to talk to you about the options for the pre-school going forward and hopefully we can come together at the meeting to make a decision on how we do that.

We have had very positive discussions with Aktiva about them taking on the pre-school and we have also managed to attract some very good candidates to replace Karen and Carol. I think the possibilities for the pre-school continuing are looking much brighter than before our last meeting.

If the decision reached is to install a new pre-school leader and not going with Aktiva we will need to form a new committee at the meeting and while Roger the treasurer would remain all other committee roles would need filling on the evening. Karen sent out details of these roles in an email following our last meeting.

Please can I ask you to attend a meeting at the pre-school on Tuesday 5 the October at 7.30pm.

Buckingham Pre-School Playgroup

Income and Expenditure Statement For the Year ended 31st August 20

<u>Income</u>	<u>2021</u>
Fees	19802
Bucks CC	41313
Fundraising	2127
Milk Rebate	115
T Shirt and Uniform Sale	17
Grants	
Interest Received	
Xmas Party	
Donations	<u>469</u>
	<u>63843</u>

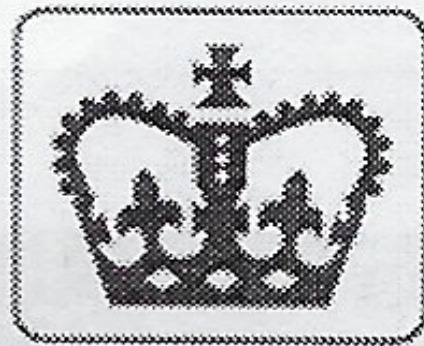
<u>Expenditure</u>		
Consumables		799
T Shirt and Uniform		183
Equipment Purchases		383
Large Equipment		
Special Equipment		
Wages	52365	
Paye	2882	
Pension	<u>1161</u>	56408
Rent		9824
Accountancy		862
Printing Postage and Stationary		120
Telephone		72
Travel Expenses		
Staff Training		647
Additional Learning items		294
Insurance		617
Licence and Subscriptions		190
Cleaning and Hygiene		173
CRB Checks		32
Snacks and Milk		408
Computerr Software		276
Entertainment		
Staff Entertainment		
Gifts		225
		<u>71513</u>

Total income less expenditure	-7670
Bank and cash balances 31 August 2020	<u>59776</u>
	<u>52106</u>

Represented by	General Fund	37183
	Reserve	14836
	Cash	<u>87</u>
		<u>52106</u>

21

		2020
		11468
		49516
		599
		67
		30
		6926
		25
		52
		68683
		802
		153
		275
48749		
1544		
1392	51685	
	7847	
	1314	
	192	
	72	
	-15	
	294	
	616	
	210	
	388	
	26	
	328	
	174	
	115	
	10	
	64486	
	4197	
	55579	
	59776	
	44897	
	14836	
	43	
	59776	



Section A Independent Examiner's Report

Report to the trustees/ members of	Buckingham Pre-School Playgroup		
On accounts for the year ended	31 st August 2021	Charity no (if any)	1021859
Set out on pages	1 – 3 <small>(remember to include the page numbers of additional sheets)</small>		

Responsibilities and basis of report

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

** Please delete the words in the brackets if they do not apply.*

Signed:		Date:	27 June 2022
Name:	Henry Cooper, on behalf of BirchCooper Accounting Services Limited		
Relevant professional qualification(s) or body (if any):	FMAAT		
Address:	Midsummer Court, 314 Midsummer Boulevard Milton Keynes, MK9 2UB		

Section B Disclosure

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.	None
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