

# TEYNHAM COMMUNITY PRE-SCHOOL

England & Wales · Charity number 1025917

## Details

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Other names	TEYNHAM COMMUNITY PLAYGROUP
Status	Registered
Legal form	Other
Registered	1993-09-16
Register	<a href="#">View on the Charity Commission register</a>

## Contact

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**Address** Teynham Community Pre School  
Station Road  
Teynham  
Sittingbourne  
Kent  
ME9 9BQ

**Phone** 01795522004

**Email** [info@teynham-preschool.co.uk](mailto:info@teynham-preschool.co.uk)

**Website** [TeynhamCommunitypre-school.l](http://TeynhamCommunitypre-school.l)

## Activities

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**Objects:** TO ENHANCE THE DEVELOPMENT AND EDUCATION OF CHILDREN PRIMARILY UNDER STATUTORY SCHOOL AGE BY ENCOURAGING PARENTS TO UNDERSTAND AND PROVIDE FOR THE NEEDS OF THEIR CHILDREN THROUGH COMMUNITY GROUPS

**Activities:** PROVIDING CARE AND EDUCATION FOR CHILDREN FROM THE AGE OF 2 - SCHOOL ENTRY.

## Classification

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- **How:** Provides Services
- **What:** Education/training
- **Who:** Children/young People

## Geography

- Kent

## Finances

Period end	Income	Expenditure	Assets	Employees
2025-12-31	£168,959	£140,918	-	-
2024-12-31	£146,351	£129,436	-	-
2023-12-31	£129,511	£117,509	-	-
2022-12-31	£120,559	£118,495	-	-
2021-12-31	£100,685	£104,344	-	-
2020-12-31	£124,306	£106,106	-	-

## Trustees

Name	Role	Appointed
<b>Victoria Bilton</b>	Chair	2021-03-25
Jessica Jane Daniels		2026-03-27
Katherine Brown		2023-03-29
Kirsty Stevens		2024-03-27
Lisa Owens		2022-03-23
Miranda Stratton		2025-04-02
Samantha Meader		2025-04-02
Shannon Beers		2026-03-27
Torrin Murphy		2024-03-27

**TEYNHAM COMMUNITY PRE-SCHOOL**

England & Wales - Charity number 1025917

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# Accounts

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### Report for AGM Wednesday 27<sup>th</sup> March 2026

Thank you all for attending the AGM today and its lovely to see everyone.

This academic year we started off in our new building. This has taken some getting used to and I personally would like to thank staff for their hard work and support with their continuity with providing the best that they can for the children in our care. We have had a few staff changes since the last AGM with Rachel, Louise and Amanda leaving us who have all taken early retirement. We have welcomed Vicky and Charmaine to the team and we also look forward to another member of staff joining the team after Easter.

This academic year we have continued to have 'Boogie Tots' come into the setting to do some dancing and action songs with the children. The children have really enjoyed this and we hope to continue with this every other term. This helps children with their co-ordination, physical activity and can also help to support their listening and attention. The children are really benefitting from these sessions. We have also had Little Music Stars visit the setting to do some singing with the children. This really helps with the children's listening and focusing skills as well as improving their communication skills.

I would like to say a very special thank you the committee members who are stepping down after being on the committee for a good few years on committee. Your commitment and support is very much appreciated.

I would also like to thank the parents of the children at the setting. You have been very generous with fundraising and it all goes back into the setting to benefit the children. This year we have brought some new equipment for the MUGA as well as new table chairs and other furniture for the setting

Thank you to the committee for giving up your time to help with the setting. Without you the setting wouldn't be able to open and also a big thankyou to the staff. Every year is different, some years more harder than others, and the staff do an amazing job year in year out.



## **Independent Examiner's Report**

### **Teynham Community Pre-School**

Registered Charity No: 1025917

I report on the accounts and financial statements of the Teynham Community Pre-School (Pre-School) for the year ended 31 December 2025.

#### **Respective responsibilities of Trustees and Examiner**

The Pre-School's trustees are responsible for the preparation of the accounts. The Pre-School's Trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

1. Examine the accounts under section 145 of the 2011 Act;
2. To follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
3. To state whether particular matters have come to my attention.

#### **Basis of independent examiner's report**

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the Pre-School and a comparison of the accounts presented with these records. It also includes consideration of an unusual items or disclosures in the accounts and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair@ view and the report is limited to those matters set out in the statement below.

#### **Independent examiner's statement**

In connection with my examination, no matter has come to my attention:

- (1) Which gives me reasonable cause to believe that in any material respect the requirements:
  - To keep accounting records in accordance with section 130 of the 2011 Act and
  - To prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act have not been met, or
- (2) To which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Kevin Funnell  
10 Nutberry Close  
Teynham  
Sittingbourne  
Kent ME9 9SP  
6<sup>th</sup> February 2026



**TEYNHAM COMMUNITY PRE-SCHOOL**

England & Wales - Charity number 1025917

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# Accounts

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Station Road  
Teynham  
Nr. Sittingbourne  
Kent  
ME9 9BQ

**Teynham Community**  
**Pre-School**



Registered Charity:  
102591

Telephone:  
01795 522004

## Committee Meeting Minutes

Friday 16<sup>th</sup> May 2025 1:45 pm

### Attendees

Miranda Stratton, Victoria Bilton, Marta Parker, Poppy Fossey, Kirsty Stevens, Torrin Murphy

**Apologies** - Lisa Owens, Lauren Samworth, Kath Brown, Sam Meader

### Setting Update

- 44 children on roll (3 started at Easter). No more new starters this academic year, waiting list for September 2025.
- 2 children SEN. 1 EHCP funding in place, leaving in July.
- Alison is now back full time since Easter.
- New deputy (Vicky) appointed, checks carried out in line with Safer Recruiting. DBS completed. Handover with Rachel for key children carried out Thursday.

### Finance

- Kath emailed update which was shared at meeting. 9 months of outgoings in account. Finances healthy and able to support any payments needed as part of move to new build. Removals already paid.
- Miranda reported that bank card access working well.
- Payment detail on preschool mobile. Miranda is unable to do so Victoria will need to follow this up. Broadband is going to be included through the school. Miranda is not going to set up a new landline for new build. The mobile will be used so that there is one contact number.
- Not yet been notified of a rental increase.

### Committee

- Kirsty has volunteered to be secretary. Roles: Victoria (chair), Kath (treasurer), Kirsty (secretary), Marta (safeguarding lead)
- New member paperwork is in progress
- Policies to be reviewed and updated
  - o Food hygiene (in line with new guidance)
  - o Those relevant to new build (evacuation, fire safety, risk assessments)

## Future plans

- New build
  - o Ofsted have been notified of move
  - o Removals to deliver boxes on Thursday 5<sup>th</sup> June for staff to pack. Move and unpack Friday 6<sup>th</sup> and Monday 9<sup>th</sup>
  - o Photocopier to be moved by company it is leased from.
  - o Miranda to contact Jason and Railway Yard Household clearances as preschool rooms need to be completely empty and/or skip.
  - o 1<sup>st</sup> day in new building (balloon arch and ribbon cutting)
- Sports Day
  - o School are not holding a sports day this year. There will be no access to field for preschool this year. Discussed potential for using park again. Teddy Bears picnic final Friday afternoon so preschool community can come together. Sammie from Boogietots to be contacted.
- Graduation
  - o No Snow White performance this year but there will be graduation in school hall.

## AOB

- None

Date	Action	Owner	Status
21.3.25.	Carry out interviews to appoint new deputy	VB & MS	Complete
2.4.25.	Vacancy for secretary role	Committee	Complete
2.4.25.	Easter raffle prizes to organise	PF	Complete
2.4.25.	Gerry to upload end of year finance summary to Charity Commission website	GH	
	Payment detail on mobile phone to preschool account	MS & VB	
2.4.25.	Complete registration for new committee member	MS	Ongoing
	Policies to be updated and ratified	All	
	Contact about balloon arch	Kirsty	Complete

**TEYNHAM COMMUNITY PRE-SCHOOL**  
**Receipts and Payments for 2024**

As at: 31st December 2024

**RECEIPTS:**

Fees	£	11,525.50 ✓	£	14,505.25
Milk Refund	£	205.32 ✓	£	305.93
Donations	£	260.00 ✓	£	-
Fund Raising	£	846.50 ✓	£	1,695.96
Funding KCC	£	133,511.35 ✓	£	112,981.90
Grants	£	-	£	-
Resources	£	-	£	-
Bank Interest	£	2.35 ✓	£	1.95
Tax Credit Funding	£	-	£	-
KCC Training Funding	£	-	£	-
Uniform		0.00 ✓	£	20.00
Miscellaneous	£	-	£	-
Courses	£	-	£	-
		<b>£ 146,351.02 ✓</b>		<b>£ 129,510.99 ✓</b>

**PAYMENTS:**

Wages	£	101,367.76 ✓	£	91,652.01
PAYE/NI	£	6,454.83 ✓	£	4,731.16
Courses	£	396.60 ✓	£	390.20
Milk	£	318.95 ✓	£	321.95
Snack & Refreshments	£	1,634.66 ✓	£	1,270.09
Equipment	£	2,286.61 ✓	£	4,085.59
Expendable Materials	£	867.94 ✓	£	1,063.10
Rent	£	3,575.00 ✓	£	3,025.00
Telephone	£	812.20 ✓	£	666.93
Stationery	£	436.27 ✓	£	188.87
Insurance	£	1,102.29 ✓	£	1,043.08
Cleaning Materials	£	177.75 ✓	£	180.42
Photocopier	£	650.38 ✓	£	370.88
Repairs/ Maintenance	£	396.29 ✓	£	453.20
Miscellaneous	£	857.72 ✓	£	1,632.80
Uniform	£	209.56 ✓	£	-
Resources	£	2,744.25 ✓	£	1,592.81
DBS Checks	£	134.90 ✓	£	139.30
Memberships/Subscriptions	£	510.76 ✓	£	186.82
PC	£	243.14 ✓	£	529.44
Fund Raising	£	82.49 ✓	£	200.81
Pension	£	4,175.42 ✓	£	3,784.16
		<b>129,435.77 ✓</b>		<b>117,508.62 ✓</b>

Summary:

Total Receipts	146,351.02 ✓	<u>129,510.99 ✓</u>
Total Payments	129,435.77 ✓	<u>117,508.62 ✓</u>
Surplus/(Deficit):	<b>£16,915.25 ✓</b>	<b>12,002.37 ✓</b>

Total Funds:

Balance Brought Forward:	59,725.55 ✓	47,723.18 ✓
+ Surplus/ - Deficit from above:	16,915.25 ✓	12,002.37 ✓
Total c/fwd	<b>76,640.80 ✓</b>	<b>59,725.55 ✓</b>

*S*  
3/2/25.

# INDEPENDENT EXAMINER'S REPORT

## Teynham Community Pre-School Registered Charity No: 1025917

I report on the accounts and financial statements of the Teynham Community Pre-School (Pre-School) for the year ended 31 December 2024.

### Respective responsibilities of Trustees and Examiner

The Pre-School's trustees are responsible for the preparation of the accounts. The Pre-School's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

1. examine the accounts under section 145 of the 2011 Act;
2. to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
3. to state whether particular matters have come to my attention.

### Basis of independent examiner's report

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the Pre-School and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

### Independent examiner's statement

In connection with my examination, no matter has come to my attention:

(1) which gives me reasonable cause to believe that in any material respect the requirements:

- to keep accounting records in accordance with section 130 of the 2011 Act; and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act have not been met; or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



**Kevin Funnell**  
10 Nutberry Close  
Teynham  
Sittingbourne  
Kent ME9 9SP  
3 February 2025

**TEYNHAM COMMUNITY PRE-SCHOOL**

England & Wales - Charity number 1025917

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# Accounts

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### Report for AGM Wednesday 27<sup>th</sup> March 2024

Thank you all for attending the AGM today and its lovely to see everyone.

This academic year we started off with very low numbers. We decided to take children from aged 2 as this would help our numbers and would prepare us for when the government brings in the 15 hours free childcare for working parents of 2-year-olds. We also made the decision to open on a Wednesday afternoon so we could accommodate the 30 hours funding for working parents of 3- & 4-year-olds. This has taken some getting used to and has been a fairly big change for the staff and I personally would like to thank them for their hard work and support with these changes and for their continuity with providing the best that they can for the children in our care.

For the past academic year, we have had 'Boogie Tots' come into the setting to do some dancing and action songs with the children. The children have really enjoyed this and we hope to continue with this every other term. This helps children with their co-ordination, physical activity and can also help to support their listening and attention. The children are really benefitting from these sessions. We have also had Little Music Stars visit the setting to do some singing with the children. This really helps with the children's listening and focusing skills as well as improving their communication skills.

I would like to say a very special thank you to Fran who is stepping down after a few years of being on the committee, so Fran, thank you for all your commitment and support. It is very much appreciated.

I would also like to thank the parents of the children at the setting. You have been very generous with fundraising and it all goes back into the setting to benefit the children.

Thankyou to the committee for giving up your time to help with the setting. Without you the setting wouldn't be able to open and also a big thankyou to the staff. Every year is different and the staff do an amazing job year in year out.

PaymentsReceipts

**TEYNHAM COMMUNITY PRE-SCHOOL**

Receipts and Payments for 2023

As at: 31st December 2023

	2023	2022
<b>RECEIPTS:</b>		
Fees	£ 14,505.25	£ 14,869.98
Milk Refund	£ 305.93	£ 247.05
Donations	£ -	£ -
Fund Raising	£ 1,695.96	£ 1,695.52
Funding KCC	£ 112,981.90	£ 103,553.20
Grants	£ -	£ -
Resources	£ -	£ -
Bank Interest	£ 1.95	£ 0.34
Tax Credit Funding	£ -	£ -
KCC Training Funding	£ -	£ -
Uniform	£ 20.00	£ 193.00
Miscellaneous	£ -	£ -
Courses	£ -	£ -
	<b>£ 129,510.99</b>	<b>£ 120,559.09</b>
<b>PAYMENTS:</b>		
Wages	£ 91,652.01	£ 85,457.33
PAYE/NI	£ 4,731.16	£ 6,402.83
Courses	£ 390.20	£ 1,358.40
Milk	£ 321.95	£ 302.39
Snack & Refreshments	£ 1,270.09	£ 1,564.62
Equipment	£ 4,085.59	£ 4,816.79
Expendable Materials	£ 1,063.10	£ 1,162.39
Rent	£ 3,025.00	£ 3,100.00
Telephone	£ 666.93	£ 708.50
Stationery	£ 188.87	£ 270.48
Insurance	£ 1,043.08	£ 1,895.24
Cleaning Materials	£ 180.42	£ 277.23
Photocopier	£ 370.88	£ 2,265.16
Repairs/ Maintenance	£ 453.20	£ 406.90
Miscellaneous	£ 1,632.80	£ 1,848.73
Uniform	£ -	£ 465.15
Resources	£ 1,592.81	£ 524.71
DBS Checks	£ 139.30	£ 266.60
Memberships/Subscriptions	£ 186.82	£ 441.31
PC	£ 529.44	£ 90.33
Fund Raising	£ 200.81	£ 85.36
Pension	£ 3,784.16	£ 4,784.71
	<b>£ 117,508.62</b>	<b>£ 118,495.16</b>
<b>Summary:</b>		
Total Receipts	£ 129,510.99	£ 120,559.09
Total Payments	£ 117,508.62	£ 118,495.16
Surplus/(Deficit):	<b>£ 12,002.37</b>	<b>£ 2,063.93</b>
<b>Total Funds:</b>		
Balance Brought Forward:	£ 47,723.18	£ 45,659.25
+ Surplus/ - Deficit from above:	£ 12,002.37	£ 2,063.93
Total c/fwd:	<b>£ 59,725.55</b>	<b>£ 47,723.18</b>

# INDEPENDENT EXAMINER'S REPORT

## Teynham Community Pre-School

Registered Charity No: 1025917

I report on the accounts and financial statements of the Teynham Community Pre-School (Pre-School) for the year ended 31 December 2023.

### Respective responsibilities of Trustees and Examiner

The Village Hall's trustees are responsible for the preparation of the accounts. The Pre-School's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

1. examine the accounts under section 145 of the 2011 Act;
2. to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
3. to state whether particular matters have come to my attention.

### Basis of independent examiner's report

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the Pre-School and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

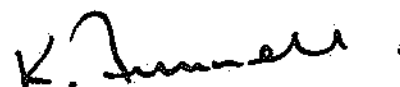
### Independent examiner's statement

In connection with my examination, no matter has come to my attention:

(1) which gives me reasonable cause to believe that in any material respect the requirements:

- to keep accounting records in accordance with section 130 of the 2011 Act; and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act have not been met; or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



**Kevin Funnell**  
10 Nutberry Close  
Teynham  
Sittingbourne  
Kent ME9 9SP  
28 February 2024

**TEYNHAM COMMUNITY PRE-SCHOOL**

England & Wales - Charity number 1025917

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# Accounts

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## Chair Report 2023

First of all, thank you all for attending; it's lovely to all be gathered together.

We have welcomed new staff to the setting within the last year and a manager new to role. We are fortunate to have a strong, experienced and committed team who work incredibly hard to maintain high quality provision, educational opportunities and a breadth of experiences for our children. Thank you to all staff for your continued support, resilience and enthusiasm for the setting, but mostly to the children and families in your care.

To parents and carers, thank you for all the support for the preschool, its staff and events. It was such a wonderful atmosphere at the Nativity play with everyone coming together for such a special event. Family time (previously story time) was reintroduced in September and there is always a great turn out. Thank you for the fundraising that you support: your generous support at last summer's Teddy Bears' Picnic; the sponsored Pedal Power event and the Christmas raffle. These enable the purchase of resources which support the play opportunities, education and experiences for the preschool children. Your support has bought new cosy coupes, a water tray and tablets, as just some examples. Alongside fundraising, the resource fees are used to provide the children with art supplies, batteries for toys, sand for the sand pit and much more.

To the committee, thank you. Without a full committee, the preschool would not legally be able to open so volunteering your time, ideas and expertise is greatly appreciated.

Finally, if you're interested in joining the committee to further show your support for the preschool, whether that is now or in the future, please speak to Miranda or any member of the committee.

**TEYNHAM COMMUNITY PRE-SCHOOL**  
**Receipts and Payments for 2022**

As at:	<u>31 December 2022</u>	<u>2021</u>
<b>RECEIPTS:</b>		
Fees	14,869.98	9,219.00
Milk Refund	247.05	147.03
Donations	0.00	142.50
Fund Raising	1,695.52	2,559.86
Funding KCC	103,553.20	88,473.08
Grants	0.00	0.00
Resources	0.00	0.00
Bank Interest	0.34	0.03
Tax Credit Funding	0.00	0.00
KCC Training Funding	0.00	0.00
Uniform	193.00	143.00
Miscellaneous	0.00	0.00
Courses	0.00	0.00
	<b>120,559.09</b>	<b>100,684.50</b>
<b>PAYMENTS:</b>		
Wages	£ 85,457.33	£ 80,783.60
PAYE/NI	£ 6,402.83	£ 2,224.99
Courses	£ 1,358.40	£ 108.00
Milk	£ 302.39	£ 213.46
Snack & Refreshments	£ 1,564.62	£ 981.70
Equipment	£ 4,816.79	£ 2,193.97
Expendable Materials	£ 1,162.39	£ 1,132.17
Rent	£ 3,100.00	£ 3,000.00
Telephone	£ 708.50	£ 612.00
Stationery	£ 270.48	£ 1,053.88
Insurance (incl 2021)	£1,895.24	£ -
Cleaning Materials	£ 277.23	£ 272.35
Photocopier	£ 2,265.16	£ 1,208.24
Repairs/ Maintenance	£ 406.90	£ 255.01
Miscellaneous	£ 1,848.73	£ 822.08
Uniform	£ 465.15	£ 572.01
Resources	£ 524.71	£ 1,078.84
DBS Checks	£ 266.60	£ 163.40
Memberships/Subscriptions	£ 441.31	£ 964.94
PC	£ 90.33	£ 546.23
Fund Raising	£ 85.36	£ 1,180.85
Pension	£ 4,784.71	£ 4,976.67
	<b>118,495.16</b>	<b>104,344.39</b>
Summary:		
Total Receipts	120,559.09	100,684.50
Total Payments	118,495.16	104,344.39
Surplus/(Deficit):	<b>£2,063.93</b>	<b>-£3,659.89</b>
<b>Total Funds:</b>		
Balance Brought Forward:	45,659.25	49,319.14
+ Surplus/ - Deficit from above:	2,063.93	-3,659.89
Total c/fwd	<b>47,723.18</b>	<b>45,659.25</b>

# INDEPENDENT EXAMINER'S REPORT

## Teynham Community Pre-School

Registered Charity No: 1025917

I report on the accounts and financial statements of the Teynham Community Pre-School (Pre-School) for the year ended 31 December 2022.

### Respective responsibilities of Trustees and Examiner

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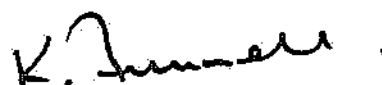
### Independent examiner's statement

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**Kevin Funnell**  
10 Nutberry Close  
Teynham  
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Kent ME9 9SP  
8 March 2023

**TEYNHAM COMMUNITY PRE-SCHOOL**

England & Wales - Charity number 1025917

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# Accounts

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AGM meeting Wednesday 30<sup>th</sup> March 2022

Meeting opened: 11:55am

Parents signed in on arrival

Kelly welcomed parents and extended family to the AGM,

Kelly asked parents if last year's meeting minutes could be signed off – everyone was in agreement with this.

Kelly confirmed that the pre-school will continue to operate under the 2011 constitution a copy of which can be found the pre-school website.

Kelly referred to the managers report a copy of which is attached .

Nadine referred to the chairs report a copy of which is attached .

Kelly read the finance report (copy attached) and outlined to parents that the books for the past year have been independently checked and verified by an outside source. Kelly referred parents to the website where a full outline of the incomings and outgoings are listed as well as the what is currently in the bank account. As always staffing is the biggest outlay, government funding was lower at the start of this year due to lower numbers however this has increased as the academic year has progressed.

Kelly thanked Nadine, Nathan and Gemma – who this year are stepping down from the committee – Nadine had special thanks as chair for the past seven years for her hard work and commitment to the setting and supporting the manager in her role.

All the remaining committee members were asked to step down in order to be re-elected onto the committee.

Committee members stepping forward this year: all parents agreed to the new members stepping forward there were no questions or disputes about who the committee would be:

Victoria Bilton

Daniel Parker

Myfanwy Perkins

Kirsty Taylor

Leah Trent

Lauren Samworth

Lisa Owens

Stefanie Holmes

Kelly asked parents if there were any questions that they wanted to raise as a result of the AGM – no parents had any questions or concerns.

Kelly made everyone aware if they wanted to ask any questions then they could approach me at a later time to discuss.

Meeting closed at: 12:30pm

**Committee meeting afterwards:**

It was unanimously agreed that Victoria Bilton would be taking over the role of committee chair.

It was unanimously agreed that Kirsty Taylor would be vice chair to support Victoria,

It was unanimously agreed that Leah Trent would be the treasurer

It was unanimously agreed that Stephanie would be the secretary

All other members would be committee officers

Kelly spoke about the steps needed for the new parents to sign on as the committee and paperwork was discussed – See attached email outlining the process

Kelly discussed that she would get the paperwork started over the Easter break.

Nadine the old chair handed over the WhatsApp group to Victoria who will now add the new members.

New members to agree their first meeting date for after the Easter half term break.

**TEYNHAM COMMUNITY PRE-SCHOOL**  
**Receipts and Payments for 2021**

As at:	<u>31st December 2021</u>		<u>2020</u>	
	<u>2021</u>		<u>2020</u>	
<b>RECEIPTS:</b>				
Fees / Registration	£	9,219.00		5,392.63
Milk Refund	£	147.03		128.08
Donations	£	142.50		0.00
Fund Raising	£	2,559.86		1,917.77
Funding KCC	£	88,473.08		104,360.61
Grants	£	-		12,356.81
Resources	£	-		0.00
Bank Interest	£	0.03		0.16
Tax Credit Funding	£	-		0.00
KCC Training Funding	£	-		0.00
Uniform	£	143.00		149.50
Miscellaneous	£	-		
Courses	£	-		
		<b>100,684.50</b>		<b>124,305.56</b>
<b>PAYMENTS:</b>				
Wages	£	80,783.60	£	82,721.85
PAYE/Ni	£	2,224.99	£	3,133.62
Courses	£	108.00	£	1,269.33
Milk	£	213.46	£	181.79
Snack & Refreshments	£	981.70	£	961.30
Equipment	£	2,193.97	£	1,124.64
Expendable Materials	£	1,132.17	£	1,300.78
Rent	£	3,000.00	£	3,000.00
Telephone	£	612.00	£	951.99
Stationery	£	1,053.88	£	602.82
Insurance	£	-	£	764.19
Cleaning Materials	£	272.35	£	206.85
Photocopier	£	1,208.24	£	1,022.69
Repairs/ Maintenance	£	255.01	£	63.00
Miscellaneous	£	822.08	£	771.46
Uniform	£	572.01	£	523.79
Resources	£	1,078.84	£	1,056.22
CRB Checks	£	163.40	£	91.00
Memberships/Subscriptions	£	964.94	£	512.51
PC	£	546.23	£	337.98
Fund Raising	£	1,180.85	£	337.77
Pension	£	4,976.67	£	5,170.34
		<b>104,344.39</b>		<b>106,105.92</b>
<b>Summary:</b>				
Total Receipts		100,684.50		124,305.56
Total Payments		104,344.39		106,105.92
Surplus/(Deficit):		<b>-£3,659.89</b>		<b>£18,199.64</b>
<b>Total Funds:</b>				
Balance Brought Forward:		49,319.14		31,119.50
+ Surplus/ - Deficit from above:		-3,659.89		18,199.64
Total c/fwd		<b>45,659.25</b>		<b>49,319.14</b>

# INDEPENDENT EXAMINER'S REPORT

## Teynham Community Pre-School

Registered Charity No: 1025917

I report on the accounts and financial statements of the Teynham Community Pre-School (Pre-School) for the year ended 31 December 2021.

### Respective responsibilities of Trustees and Examiner

The Pre-School's trustees are responsible for the preparation of the accounts. The Pre-School's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

1. examine the accounts under section 145 of the 2011 Act;
2. to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
3. to state whether particular matters have come to my attention.

### Basis of independent examiner's report

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the Pre-School and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

### Independent examiner's statement

In connection with my examination, no matter has come to my attention:

(1) which gives me reasonable cause to believe that in any material respect the requirements:

- to keep accounting records in accordance with section 130 of the 2011 Act; and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act have not been met; or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



**Kevin Funnell**  
10 Nutberry Close  
Teynham  
Sittingbourne  
Kent ME9 9SP  
9 March 2022

**TEYNHAM COMMUNITY PRE-SCHOOL**

England & Wales - Charity number 1025917

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# Accounts

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## AGM March 2021

The AGM last year was postponed due to COVID -19 however although it has not been a year, we have reverted back to March for our AGM to keep inline with how we have always worked it.

Prior to the meeting the following was uploaded to the website, with the link shared on the closed Facebook group as well as the online journal system for parents:

- Manager's report
- Chair's report
- Financial figures and report
- Minutes from the last meeting
- The 2011 constitution which we follow

The meeting opened with Kelly directing parents to the website and online journals so they could access the relevant paperwork, ([www.info@teynham-preschool.co.uk](mailto:www.info@teynham-preschool.co.uk)) .

The minutes of the 2020 AGM were agreed and signed by the committee chair, Kelly then directed the parents to the constitution, which is what we follow as committee lead pre school, no queries were raised so this will be signed and used for another year withing the Pre -School.

Kelly then turned to the manager report which is available online for reference. Kelly then moved to the financial report last year we were in a deficit this year we have turned that around and managed to end the year with a healthy bank account. This is partly due to the 10K grant we got due to loss of paying parents and fundraising due to COVID restrictions. We managed to continue to pay the staff when the setting was closed, so they could continue to support their families etc this has had no financial impact on the setting as we continued to receive full funding from the government for the funded children which is well over 90% of the children on role.

What has impacted the setting again this year is the pension contribution as this keeps rising each year, the staff contribution is 3% with the setting having to contribute 5% the last financial year this equated to just over 5 grand.

Kelly thanked the committee for their hard work, and was sad to see Gary Wade leave the committee after 10 years, Gary has impacted the setting in a great way and has been a very pro-active member, setting up the website, and the phone system we have, he will be missed but we wish Gary well with his new job. We will also be losing Lyndsey, Lindsay, and Annabelle who have been fantastic members of the committee and stepped up for us when we needed them the most.

If anyone has any questions to raise after the meeting then please contact Kelly, Rachel or Nadine who will be able to discuss this with you, if anyone has any concerns or questions about the financial report then please again raise these with us, we will be happy to answer any questions.

If there is anyone else that would like to approach me after the meeting to talk about becoming a member then please do we would be happy to have you. Kelly will now complete DBS checks for the new members and sign them up with Ofsted, a EY3 form will also be completed online to remove the other members of the committee who have stepped down.

Signed committee Chair:

Date:

Manager:

Date:



The committee were asked to stand down and if they wanted to be re-elected then express an interest in this, Nadine Kemp, Myfanwy Perkins, Kirsty Taylor, and Gemma Robbins have asked to be re-elected, Nathan Southern, Daniel Parker, and Victoria Bilton have asked to become members.

Kelly then started a poll on Facebook to allow parents of the children within the setting to vote if they agree, we had 28 parents vote via the poll and one who emailed in to confirm their agreement these are attached to these minutes.

The following is a list of the committee members and who they were voted by to be part of the committee:

Nadine Kemp – Pauline Geffroy + Tina Brewer

Kirsty Taylor – Emma Cummings + Zoe Coppin’s

Gemma Robins – Lauren Brett + Kirsty Taylor

Myfanwy Perkins – Georgina Gooda + Danielle Brown

Kelly Southern – Lauren Brett + Toni Finch

Nathan Southern –Kerry Summers + Poppy Fossey

Daniel Parker – Kirsty Bigwood + Lauren Brett

Victoria Bilton – Tina Brewer + Emma Rogers




**Kelly Southern** created a poll.  
Admin · 23 hrs · 🌐



Today we say goodbye to Gary, Lynsey, Lindsay, and Annabell from the committee and looking to join is :

Daniel Parker  
Nathan Southern  
And Victoria Bilton

Can you please complete the poll to agree to the new committee , this is VERY IMPORTANT WE NEED YOU TO AGREE SO WE CAN CONTINUE TO OPEN !!!

<input checked="" type="checkbox"/>	Added by you Yes	 28 votes	×
<input type="checkbox"/>	Added by you No		×
Add an option			

Seen by 36

 Like

 Comment



Write a comment...



## Chair Report AGM 2021

Thanks for attending. This last year has been an unusual one and thank you for all you have done during this trying time to keep the pre-school staff, children and families safe during this time. On that note thank you to all staff for their excellent work for the past year and for continuing to do so, they really do work tirelessly for the benefit of all the children that attend.

Thank you all for your support throughout the school year, especially in areas of fundraising and resource fees, although the bigger events could not take place due to the Covid restrictions, we really appreciate the support for everything we have done in the meantime. All the money we raise is put back into the setting and things like the resource fee help us to provide a supply of new art materials, replace old items and to make sure there are new batteries in toys, without your support we would not be able to do this. Hopefully once some normality ensues, we can hold some of the outdoor events, but we will assess this as time and restrictions move and let you know so watch those newsletters.

Thank you to all the Committee members for all your hard work and support this last year, without our committee we could not run the Pre-school as would result in us closing the setting until a committee could be found, so if you would like to join us please do (we are quite a friendly bunch).

Finally THANK YOU all for doing your utmost to keep everyone safe during this time and THANK YOU to all our key workers who keep everything going and looking after us during this pandemic.

## Managers' report – March 2021

Wow what an academic year that has been, so much has changed and happened but we are still here and still doing our best to provide outstanding childcare for your children.

This past year has been a plethora of mixed emotions, shock at the sudden need to close last March along with concern with how the pre school would survive and when we would see you all again. June meant we could open again with smaller groups of riser children and Christmas this year then sparked another closure. I really want to THANK all of you for your continued support and kind words as we have all adapted to the new normal.

It has been sad for children with us this year that we have not been able to do things we usually do, we love having parents in the setting, to drop off and pick up, but to also come and join us for story times and Easter bonnet parades which have been cancelled for the second year in a row, fingers crossed for next year.

Within the setting Miranda has gone on maternity leave and has since returned, it felt like we were off with her in the end!!! The setting is full and we have a healthy waiting list for September and moving forward into the new year which is fantastic.

This September we are losing 32 children to school, end of year leavers arrangements are still up in the air but we will find a covid safe way of celebrating their time with us.

Home learning packs have been a huge success during periods that we couldn't open or opened to limited numbers, we hope that you found these useful and the children enjoyed being able to do something linked to Pre -School.

Since opening our doors on the 8<sup>th</sup> March all children have returned to us and credit to you, they have come back settled well and continued with routines as if they have never been away.

If you do have siblings that you would like placed on the waiting list then please let us know so I can get them down on our new starters list, with new housing in our village we are finding we are filling up quicker.

To all the other parents who are key workers, to parents that have had to be furloughed as work places have shut, know that we are here for you to and can offer support or a listening ear whenever it is needed. But mostly well done and thank you for getting through 2020 and so far 2021.

Regards

Kelly Southern – Manager Teynham Community Pre -School

<b>TEYNHAM COMMUNITY PRE-SCHOOL</b>			
<b>Receipts and Payments for 2020</b>			
<b>As at:</b>	<b>31st December 2020</b>		
	<b>2020</b>		<b>2019</b>
<b>RECEIPTS:</b>			
Fees / Registration	£	5,392.63	9,145.85
Milk Refund	£	128.08	215.56
Donations	£	-	-
Fund Raising	£	1,917.77	3,467.47
Funding KCC	£	104,360.61	98,957.74
Grants	£	12,356.81	472.00
Resources	£	-	-
Bank Interest	£	0.16	0.34
Tax Credit Funding	£	-	-
KCC Training Funding	£	-	-
Uniform	£	149.50	285.77
Miscellaneous	£	-	-
Courses	£	-	-
		<b>124,305.56</b>	<b>112,544.73</b>
<b>PAYMENTS:</b>			
Wages	£	82,721.85	£ 82,601.42
PAYE/NI	£	3,133.62	£ 6,608.82
Courses	£	1,269.33	£ 3,861.98
Milk	£	181.79	£ 293.04
Snack & Refreshments	£	961.30	£ 1,310.54
Equipment	£	1,124.64	£ 4,118.95
Expendable Materials	£	1,300.78	£ 822.96
Rent	£	3,000.00	£ 3,000.00
Telephone	£	951.99	£ 882.00
Stationery	£	602.82	£ 810.29
Insurance	£	764.19	£ 756.41
Cleaning Materials	£	206.85	£ 246.21
Photocopier	£	1,022.69	£ 1,473.03
Repairs/ Maintenance	£	63.00	£ 253.42
Miscellaneous	£	771.46	£ 1,254.78
Uniform	£	523.79	£ 548.18
Resources	£	1,056.22	£ 2,396.03
DBS Checks	£	91.00	£ 272.70
Memberships/Subscriptions	£	512.51	£ 426.22
PC	£	337.98	£ 1,120.88
Fund Raising	£	337.77	£ 411.57
Pension	£	5,170.34	£ 4,442.56
	£	<b>106,105.92</b>	<b>£ 117,911.99</b>

<b>Summary:</b>		
Total Receipts	124,305.56	112,544.73
Total Payments	106,105.92	117,911.99
Surplus/(Deficit):	<b>£18,199.64</b>	<b>-£5,367.26</b>
Total Funds:		
Balance Brought Forward:	31,119.50	36,486.76
+ Surplus / - Deficit from above:	18,199.64	-5,367.26
Total c/fwd	<b>49,319.14</b>	<b>31,119.50</b>

# TEYNHAM COMMUNITY PRE-SCHOOL

## Bank Reconciliation

### Total Funds:

Balance Brought Forward:		31,119.50
+ Surplus/ - Deficit:		<u>18,199.64</u>
		<u><b>49,319.14</b></u>

### Being held as:

#### Bank balances:

Current Account	52	49,071.70
Business Reserve Account	192	<u>160.13</u>
Total at bank:		49,231.83

#### Petty Cash:

Fees Float	40.00	
General Float	47.17	
Petty Cash Tin	0.14	87.31

#### Less unrepresented cheques:

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#### Plus items unbanked:

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<b>Total:</b>	<u><b>49,319.14</b></u>
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# INDEPENDENT EXAMINER'S REPORT

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Registered Charity No: 1025917

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### Basis of independent examiner's report

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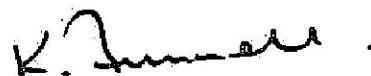
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- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act have not been met; or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Kevin Funnell  
10 Nutberry Close  
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25 February 2021