



Pilton Pre-School AGM - Thursday 14th November 2024 7:30pm


Present: Sophie Kenny-Levick (Chairperson), Teresa England (minutes), Hannah Johnson, Emma Davies-Fallon, Ken Cleaver (via video), Lucy Clark, Flora Palmer

1.	Welcome, Introductions & Apologies Sophie Kenny-Levick opened the meeting at 7:30pm with a welcome to all present and introductions. <u>Apologies:</u> Jason Turner (standing down as Treasurer).
2.	Minutes of the previous AGM The minutes from the 2023 AGM were shared at the meeting and approved by all.
3.	Chairperson's Report Sophie Kenny-Levick read the Chairperson's Report, attached as an Appendix to these minutes.
4.	Manager's Report Hannah Johnson gave the Manager's Report, attached as an Appendix to these minutes.
5.	Accounts & Treasurer's Report Teresa England read the Treasurer's Report and Accounts, attached as an Appendix to these minutes. <u>Bank account mandate & signatories</u> We resolve that: <ul style="list-style-type: none">• if we add or remove Authorised Signatories in the "Add or Remove Authorised Signatories" section on the "About your request" page of this form, the Bank will update our mandate accordingly for the accounts we specify in this form's "About your business" section• if we change the Signing Rules in the "Change the Signing Rules on the Mandate" section on the "About your request" page of this form, the Bank will update our mandate accordingly for the accounts we specify in this form's "About your business" section• and the current mandate will continue as amended. Signatories to be removed: Joy James, Jason Turner Signatories to be added: Sophie Kenny-Levick, Lucy Clark <u>Independent Examination for Charity Commission</u> Nicola Hooper was appointed to undertake the Independent Examination of the 2023-2024 accounts. This review was completed on 30/10/2024 and the report was circulated to the outgoing committee prior to the meeting.

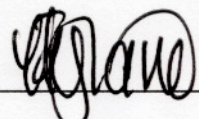
6.	Appointment of Officers and Committee Members		
	A brief explanation of the election process and the Officer's roles was given.		
	ROLE	NOMINEE	PROPOSED BY
	Chairperson	Sophie Kenny-Levick	Hannah Johnson, Teresa England seconded
	Vice Chairperson (parent)	Ken Cleaver	Sophie Kenny-Levick, Hannah Johnson seconded
	Secretary (parent)	Emma Davies-Fallon	Sophie Kenny-Levick, Hannah Johnson seconded
	Treasurer (parent)	Lucy Clark	Hannah Johnson, Sophie Kenny-Levick seconded
	Member	Flora Palmer	Teresa England, Emma Davies-Fallon
	Affiliate Members	Hannah Johnson	(n/a – continuing in role)
		Teresa England	(n/a – continuing in role)
	Nominated person for Ofsted	Hannah Johnson	(n/a – continuing in role)
	Safeguarding Representative	Sophie Kenny-Levick	
7.	Signing of the Constitution		
	The Constitution was signed by the Chair and Secretary.		
8.	Any other Business		
	All committee members were asked to sign Confidentiality and Medical Declaration Consent forms at the end of the meeting. New committee members will need to have a photo taken for our noticeboard/website.		
	Hannah Johnson informed the new committee members that a 'WhatsApp' messaging group is usually used for the purposes of quick communication where urgent decisions or notifications were needed. The old group will be archived and a new one set up for the new committee. Everyone agreed to be part of the messaging group.		
	There being no further business the Chairperson thanked all for attending and declared the meeting closed at 8:30pm.		

Appendices


1. Chairperson's Report
2. Treasurer's Report
3. Manager's Report

Signed:  Date: 18/11/2024 (Existing Authorised Signatory 1)

Hannah Johnson, Manager & Trustee

Signed:  Date: 18/11/2024 (Existing Authorised Signatory 2)

Teresa England, Business Manager & Trustee

Signed:  Date: 12/12/24 (New Authorised Signatory)

Sophie Kenny-Levick, Chairperson

Profit and Loss

Pilton Pre-school

For the year ended 31 August 2024

2024

Turnover

Donations	209.72
Fees	26,921.69
Funding EYES	82,846.24
Fundraising	13,091.00
Grants	6,630.84
Interest Income	1,221.41
Other Revenue	1,584.16
Total Turnover	132,505.06

Gross Profit

132,505.06

Administrative Costs

Advertising & Marketing	397.42
Audit & Accountancy fees	1,289.49
Bank Fees	68.81
Enrichment Courses	1,482.35
Entertainment-100% business	49.05
Fundraising Expenses	(57.64)
Grant Expenditure	1,294.81
Insurance	866.89
IT Software and Consumables	198.38
Legal Expenses	80.96
Ofsted	50.00
Pensions Costs	3,135.72
Postage, Freight & Courier	11.00
Printing & Stationery	94.76
Rent	3,900.00
Repairs & Maintenance	3,206.89
Resource consumables	4,114.04
Salaries	95,045.68
Staff Training	878.00
Staff Uniform	68.86
Staff Welfare + Travel	1,439.00
Subscriptions	234.56
Telephone & Internet	359.87
Waste	899.02
Total Administrative Costs	119,107.92

Operating Profit

13,397.14

Profit on Ordinary Activities Before Taxation

13,397.14

Profit after Taxation

13,397.14

Balance Sheet

Pilton Pre-school

As at 31 August 2024

31 AUG 2024

Fixed Assets

Tangible Assets

Computer Equipment	3,704.80
Office Equipment	5,650.45
Total Tangible Assets	9,355.25

Total Fixed Assets	9,355.25
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Current Assets

Cash at bank and in hand

Petty Cash	51.18
Pilton Preschool	3,160.28
Pilton Preschool Reserve a/c	76,188.22
Total Cash at bank and in hand	79,399.68

Accounts Receivable	10.20
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Less Provision for Doubtful Debts	66.90
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Total Current Assets	79,476.78
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Creditors: amounts falling due within one year

Accounts Payable	3,136.66
Income in Advance	390.00
Rounding	0.02
Total Creditors: amounts falling due within one year	3,526.68

Net Current Assets (Liabilities)	75,950.10
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Total Assets less Current Liabilities	85,305.35
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Net Assets	85,305.35
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Capital and Reserves

Current Year Earnings	13,397.14
Retained Earnings	71,908.21
Total Capital and Reserves	85,305.35

Independent examiner's report on the accounts



CHARITY COMMISSION
FOR ENGLAND AND WALES

Section A

Independent Examiner's Report

Report to the trustees/
members of

Pilton Preschool

On accounts for the year
ended

31st August 2024

Charity no
(if any)

1028845

Set out on pages

2

²
(remember to include the page numbers of additional sheets)

Respective
responsibilities of
trustees and examiner

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

It is my responsibility to:

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

Basis of independent
examiner's statement

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity 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 the 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 (other than that disclosed below *)

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 Charities Act; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities 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.

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

Signed:

Nicola Hooper

Date:

30/10/2024

Name:

NICOLA HOOPER

Relevant professional qualification(s) or body (if any):	FMAAT
Address:	21 CHERRY TREE CLOSE
	EXETER
	DEVON EX4 5AT

Section B	Disclosure
	<p>Only complete if the examiner needs to highlight material problems.(E.g. accounting records have not been kept in accordance with s132 of the Charities' Act 2011 and those accounts do not comply with the requirements of the 2008 Regulations setting out the form and content of charity accounts; any material expenditure or action which appears not to be in accordance with the trusts of the charity; any failure to be provided with information and explanations by any past or present trustee, officer or employee; and any material consistency between the accounts and the trustees' annual report.)</p>

Give here brief details of any items that the examiner wishes to disclose.