

LYDIARD MILLICENT PRE-SCHOOL

England & Wales · Charity number 1029771

Details

Other names	LYDIARDS PLAYGROUP
Status	Registered
Legal form	Other
Registered	1993-12-10
Register	View on the Charity Commission register

Contact

Address	The Victorian Building The Butts Lydiard Millicent Swindon SN5 3LR
Phone	01793772981
Email	caroline.mckellar@lydiardmillicentpreschool.org
Website	www.lydiardmillicentpreschool.org

Activities

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

Activities: The aim of the pre-school is to enhance the development and education of children primarily under statutory school age.

Classification

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

Geography

- Swindon
- Wiltshire

Finances

Period end	Income	Expenditure	Assets	Employees
2025-08-31	£165,708	£166,111	-	-
2024-08-31	£141,979	£129,184	-	-
2023-08-31	£105,904	£126,193	-	-
2022-08-31	£121,493	£119,526	-	-
2021-08-31	£137,211	£131,648	-	-

Trustees

Name	Role	Appointed
Thomas Richard Saunders	Chair	2022-12-14
Ben Merth Williams		2022-09-21
Hayley Graham		2022-07-31
Jonathan Jeffery		2025-09-25
Laura Speed		2024-06-12
Lesley Parsons		2024-06-12
Richard Halladay		2025-09-10

LYDIARD MILLICENT PRE-SCHOOL

England & Wales - Charity number 1029771

Accounts



LYDIARD MILLICENT PRE- SCHOOL COMMITTEE

Annual Report 2024-25

Tom Saunders

Committee Chair
Lydiard Millicent Preschool
committeechair@lydiardmillicentpreschool.org

Registered Address

Lydiard Millicent Pre-School
The Butts
Lydiard Millicent
Swindon
Wiltshire
SN5 3LR

Tel: 01793 772 981

admin@lydiardmillicentpreschool.org

Charity Registration Number

1029771

Committee Chair

Tom Saunders
45 Tower Road
Peatmoor
Swindon
Wiltshire
SN5 5BG
Tel: 07908 225035
committeechair@lydiardmillicentpreschool.org

Existing Committee Members

Tom Saunders (Chair)
Ben Williams (Secretary)
Lesley Parsons (Treasurer)
Hayley Graham
Richard Halladay
Jonathan Jeffery
Laura Speed

Previous Committee Members

James Parsons

Signed and Audited Annual Accounts

Statement of Activity

Lydiard Millicent Pre-school

September 1, 2024-August 31, 2025

DISTRIBUTION ACCOUNT	TOTAL
Income	
Charitable Contributions	2,362.14
NEG - Income	132,980.77
NEG Special Income	947.09
Pre-school fees	29,388.14
Registration Fee	30.00
Total for Income	£165,708.14
Gross Profit	£165,708.14
Expenses	
1 Salary	119,859.38
2 Pension Contributions	4,433.52
3 Tax and NI	882.30
Advertising	3,674.28
Bank service charge	95.35
Business Rates	702.24
Charitable Cont'ns Expenditure	52.79
Cleaning Supplies	140.96
Contingency Fund Accruals	500.00
DBS Clearance	104.50
Dues and Subscriptions	2,829.70
Early Years Pupil Premium (EYPP)	479.28
Enrichment (Special Events)	761.88
Expense	-80.67
Fundraising	401.57
Health and Safety	936.48
inclusion support funding	105.71
Insurance Expense	1,069.50
Meals and entertainment	929.03
Office Supplies	2,202.94
Postage and Printing	175.04
Professional Fees (Audit)	90.00
Recruitment	315.00
Rent Expense	15,307.55
Repair and maintenance	5,442.46
Resources for Children	2,061.23
Staff Gifts	732.20
Telephone Expense	334.54
Training	535.45
Uncategorised Expense	17.57
Weekly Shop	1,019.90
Total for Expenses	£166,111.68
Net Operating Income	-£403.54

Statement of Activity
Lydiard Millicent Pre-school
September 1, 2024-August 31, 2025

DISTRIBUTION ACCOUNT	TOTAL
Other Income	
Interest income	157.42
Total for Other Income	£157.42
Other Expenses	
Reconciliation Discrepancies	3.92
Total for Other Expenses	£3.92
Net Other Income	£153.50
Net Income	-£250.04

Connect to paper provided

HLH

LINDSEY HALL 19.1.26



Annual General Meeting

Thursday 25 September '25 - 8pm
Lydiard Millicent Pre-school

In Attendance:

Committee: Tom Saunders (Chair), Lesley Parsons (Treasurer), Ben Williams (Secretary), Hayley Graham (Committee Safeguarding Officer), Richard Halladay, Laura Speed

Staff: Sophie Haworth (Manager), Nina Wilson (Assistant Manager) Becky Bryant (Administrator)

Parent / Carer / Resident: Sonia Martin, Jennifer Hemberg, Menille Paul

Apologies: Jon Jeffery, James Brown

Introduction and Welcome

The Chair opened the meeting and welcomed everyone.

Pre-School Manager Report

Sophie presented her report with the key highlights:

- Mentions of staff changes with new starter and leavers
- Improvements to the mud kitchen
- Have updated display boards
- Forward looks includes:
 - Closer alignment with the school
 - Updating the phonics program we use
 - Renewing staff DBS checks

ACTION: Add Lorna's to picture to the board.

- *Amendment. Staff member resigned shortly after AGM was held. Action no longer required*

Accounts for 23-24 / Update on 23-24 Activities

Lesley presented last year's accounts. It was noted that these are currently with the external accountant for auditing and are presented as UNAUDITED.

Key points:

- Accrued for ~£6,000 for bills we expect e.g. electricity
- Income of ~£165,000
- Expenses ~£168,000
- Biggest expense other than staffing was ~15,000 for building maintenance and utilities.

Budget for 25/26

Tom and Lesley gave an overview of next year's planned budget. A key change is that this has been built on a "worst case" bases with no assumptions e.g. increasing headcount, fundraising.

ACTION: update the budget to reflect feedback

Review of activities

Tom presented a review of the past year. Highlights included:

- Significantly increased headcount on past year.
- Caroline, previous manager, retired after almost 25 years. Her hard work and dedication were recognized.
- Welcomed a new manager, Sophie.
- Increased fundraising.
- OFSTED inspection rated as GOOD. Shame to have been downgraded from OUTSTANDING but already working to address areas for improvement.
- Secured grants totaling ~£5,500 for improvements. Mainly for outside areas being refreshed.
- We have built strong relationship with our new landlords BlueKite.

Look ahead to 25/26

Key points:

- Committee to attend staff meetings to forge better links and transparency.
- Blue Kite plan on undertaking additional maintenance to improve the site.
- As finances have improved slightly, we will be reinvesting more into e.g. resources back to historical levels.
- Changes in regulations around consumables etc. could have a significant impact over £20,000 per year.
- We will end our contract with Childcare Marketing and are considering options that may be better value for money.
- Headcount for next Sept is low given ~30 children will be starting school, so we will focus on increasing this.

Election of Trustees

Chair – Tom nominated by Ben – unanimously passed

Treasurer – Lesley nominated by Tom – unanimously passed

Secretary – Ben nominated by Tom – unanimously passed

Laura - unanimously passed

Hayley - unanimously passed

James - unanimously passed

Richard - unanimously passed

Jonathan J - unanimously passed

Questions and AOB

No AOB

ID	Action	Owner	Due Date	Status
14.25.1	undertake a budget review after first salaries paid at new rate	LP	31.5.25	Complete
14.25.2	Meet with Blue Kite to review our rates	TS	30.6.25	Complete
14.25.3	Arrange an additional meeting in April dedicated to discussing the changes to consumable costs	TS	4.4.25	Closed
05.25.1	BB to explore adding gift aid declaration for donations	BB	01.09.25	
05.25.2	Committee to agree private fees from September '25	TS	01.07.25	Complete
05.25.3	BB to update new starter pack to include acknowledgement of voluntary snack fee	BB	01.09.25	
05.25.4	BB to draft email to parents and share with committee before sending	BB	26.05.25	Complete
07.25.1	TS to check with BlueKite if cleaning carpets is included within our cleaning contract. TS confirmed not included in our rates.	TS	01.09.25	Complete
07.25.2	TS to contact Childcare marketing to discuss notice for termination	TS	01.09.25	Complete
07.25.3	TS and LP to circulate draft budget for consideration offline	TS, LP	01.08.25	Complete
07.25.4	SH to share with TS what which policies will require updating	SH	01.08.25	
09.25.01	Add Lorna's to picture to the board. Staff member has resigned, no action required	SH	01.11.25	Closed
09.25.02	update the budget to reflect feedback	LP	Next committee meeting	

Meeting closed at 9:12pm



Lydiard Millicent Pre-school

The Butts
Lydiard Millicent
Swindon
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Tel: 01793 772981

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Email: admin@lydiardmillicentpreschool.org

Registered charity no. 1029771

24 March 2026

Chair Report – 2025

Thank you to everyone for joining us for tonight's Annual General Meeting which gives us the opportunity to review last year and set out our plans and strategy for the year ahead.

Review of 2024-2025

The last academic year was a more prosperous one for the setting, and an improvement over the previous year financially. Headcount continued to grow and we finished the academic year with headcount higher than the previous year in 53 out of 60 possible sessions over the full 6 terms – a remarkable turnaround. Forecasted headcount for the year ahead is promising, which I will cover later

Some reinvestments were made into areas that had to be significantly cut the year before – including resources for children before - but we recognise that staff were still operating in a difficult environment with a less than ideal level of funding in some important areas.

We had a seismic event occur during the year with our long-serving manager deciding to take a well-deserved retirement. Caroline Mckellar had served the preschool for 25 years and we knew would be fondly missed. We also knew we had big shoes to fill. We were able to see off Caroline in style with a number of events, gatherings and gifts organised by the staff

With that we were able to hire Sophie Haworth and the committee have been extremely pleased with her appointment. Overwhelmingly we have heard good things from staff and parents alike and I am looking forward to working with Sophie this year

The staff had real successes raising funds for the preschool – a special call out for Becky who really got stuck into efforts to raise vital money for resources – we raised just under £2.5k in total – well done and thank you to Becky

Our OFSTED inspection was held in March, and we were pleased to be awarded a rating of Good. This does unfortunately mean that our Outstanding rating was lost, which I know came as some disappointment to staff, however everyone should be proud of what has been achieved under challenging circumstances. We have acknowledged the areas that were marked down and Sophie is working to address them.

The staff had a really good clear out of the preschool building and it was great to see a less cluttered space to start the new year with – well done to all involved

The committee also had great successes in securing grant funding – most notably £5,000 from Wiltshire Council and £500 from Lydiard Millicent Parish Council. My thanks to Hayley for supporting these efforts. We are committed to reinvesting all of these funds into the setting – mainly to refresh the garden and outdoor play space. Hopefully you have already noticed our fantastic new mud kitchen that was installed over the summer

I have forged good relationships with Blue Kite Academy Trust since they took over the responsibility of maintaining the building we occupy from DBAT who dissolved last year. It has been great to see Blue Kite's commitment to invest into the building to ensure it remains a safe and pleasant environment for our children.

Looking Ahead

Over the coming months Blue Kite will carry out improvement and safety works to the building including removal of unstable chimney block, replacement of double back doors, improved fire safety doors and a replacement canopy outside the back doors. They have also worked diligently to tidy up the garden area – notably cutting back hedges and shrubs and are also looking at reducing the height of the trees that surround the building to help improve the drains and gutters and damp issues present in some parts of the building

I have agreed with Sophie that a member of the committee will join staff meetings for a 30min slot each time on a rotating basis to answer questions and in a bid to be more visible and present. This is on the back of feedback received from staff who felt the committee were lacking in this area

We have had a very stable committee this year – my thanks to all involved who give up their valuable spare time on a voluntary basis to help ensure the setting remains viable and continuing to be available to the community we serve

I'm also pleased to announce that the committee is now able to reinvest further in the areas that were cut previously and the new budget reflects this, including an increase to the staff training budget, making funds available to refresh resources – back at the historical levels that staff were asking for

But I must stress that the committee must still exercise fiscal caution during the year ahead as there is the potential for significant financial hardships going forward including likely living wage increases, repercussions of a change in government and some unknowns around policy and levels of funding. Most significant concern is the change in consumables legislation which represents a potential black hole of up to £29,000 in next year's income. Steps have been taken by the committee to try and mitigate the impact of this, but we must ensure we remain vigilant and always ensure that the charity's money is spent wisely and responsibly

The committee has decided to end our relationship with Childcare Marketing from December 2025 as we believe that now headcount is back to being a strong position and the financial outlay of £400 per month is no longer required. Some consideration will be needed to fund a provider for website operation and maintenance, however, which I anticipate to be in the region of £100-£150 per month

Move to take feedback and questions on proposed budget and aim to sign off if we can

Prepared and Submitted by

**Tom Saunders
Chair of the Committee**

LYDIARD MILLICENT PRE-SCHOOL

England & Wales - Charity number 1029771

Accounts



LYDIARD MILLICENT PRE- SCHOOL COMMITTEE

Annual Report 2023-24

Tom

Saunders Committee

Chair Lydiard

Millicent Preschool

committeechair@lydiardmillicentpreschool.org

Registered Address

Lydiard Millicent Pre-School
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Hayley Graham (Secretary)
Ben Williams
Lesley Parsons (Treasurer)
James Parsons
Laura Speed

Previous Committee Members

Santina Harrison
Godswill Babalola
Xiao Liu

Signed and Audited Annual Accounts

Lydiard Millicent Pre-school

Profit and Loss

September 2023 - August 2024

	TOTAL
Income	
Charitable Contributions	420.97
Free School Meals	0.00
Fundraising Income (Committee)	488.00
NEG - Income	101,630.39
NEG Special Income	20,061.00
Pre-school fees	19,202.85
Registration Fee	90.00
Uncategorised Income	85.83
Total Income	£141,979.04
GROSS PROFIT	£141,979.04
Expenses	
1 Salary	98,401.38
2 Pension Contributions	2,980.14
Advertising	4,671.95
Bank service charge	84.00
Business Rates	888.24
Chargecard annual fee	64.00
Charitable Cont'ns Expenditure	28.00
Cleaning Supplies	93.05
DBS Clearance	62.00
Dues and Subscriptions	1,904.28
Enrichment (Special Events)	478.87
Health and Safety	1,074.51
Insurance Expense	790.02
Meals and entertainment	467.50
Office Supplies	1,132.01
Postage and Printing	268.50
Professional Fees (Audit)	90.00
Rent Expense	12,943.18
Repair and maintenance	88.34
Resources for Children	781.08
Staff Gifts	103.96
Telephone Expense	598.39
Training	194.40
Uncategorised Expense	45.80
Weekly Shop	950.81
Total Expenses	£129,184.41
NET OPERATING INCOME	£12,794.63
Other Income	
Interest income	202.68
Total Other Income	£202.68

Lydiard Millicent Pre-school

Profit and Loss

September 2023 - August 2024

	TOTAL
Other Expenses	
Reconciliation Discrepancies	-3,133.22
Total Other Expenses	£ -3,133.22
NET OTHER INCOME	£3,267.58
NET INCOME	£16,130.53

Correct to paper provided

Wally

LINDSEY HALL

31.10.24

Lydiard Millicent Pre-school

Balance Sheet

As of September 30, 2024

	TOTAL
Fixed Asset	
Tangible assets	
Build & Imp Acc Dep'n	-8,733.60
Buildings and Improvements	11,854.00
Furn & Equip Acc Dep'n	-1,750.00
Furniture and Equipment	1,320.00
Total Tangible assets	£2,690.40
Total Fixed Asset	£2,690.40
Cash at bank and in hand	
Contingency Fund	16,205.76
Lloyds Deposit Account	0.00
Lloyds TSB Main Account	34,487.27
Petty Cash	822.46
Total Cash at bank and in hand	£51,515.49
Debtors	
Debtors	0.00
Total Debtors	£0.00
Current Assets	
Uncategorised Asset	0.00
Total Current Assets	£0.00
NET CURRENT ASSETS	£51,515.49
Creditors: amounts falling due within one year	
Trade Creditors	
Creditors	0.00
Total Trade Creditors	£0.00
Current Liabilities	
Accruals	0.00
Control Account - PAYE/NI	0.00
Control Account - Payroll	0.00
Control Account - Pensions	0.00
Total Current Liabilities	£0.00
Total Creditors: amounts falling due within one year	£0.00
NET CURRENT ASSETS (LIABILITIES)	£51,515.49
TOTAL ASSETS LESS CURRENT LIABILITIES	£54,205.89
TOTAL NET ASSETS (LIABILITIES)	£54,205.89
Capital and Reserves	
Opening Balance Equity	56,767.10
Retained Earnings	-3,295.86
Profit for the year	734.65
Total Capital and Reserves	£54,205.89



Annual General Meeting

Tuesday 24th Sept '24 - 8pm
Lydiard Millicent Pre-school

In Attendance: Tom Saunders (TS - Chair), Hayley Graham (HG – Secretary and Committee Safeguarding Officer), Lesley Parsons (LP – Treasurer), Ben Williams (BW), Laura Speed (LS), James Parsons (JP), Sophie Haworth (SH), Caroline Mckellar (CM), Nina Wilson (NW), Becky Bryant (BB), Sonia Hartin (SHa)

Apologies: Rose Llewellyn (RL)

Introduction and Welcome

TS welcomed everyone to the meeting. Last year was a very challenging year to begin with. As a Committee, we are conscious that the spending cuts that were necessary to sustain the pre-school resulted in reduced opportunities for additional activities and trips for the children which we wish to reintroduce this year now the pre-school's financial health has improved.

Pre-School Manager Report

CM shared an overview of the year's activities and changes in staffing, and highlighted that the closure of a local preschool in the last few days has resulted in many new enquiries.

Accounts for 23-24 / Update on 23-24 Activities

As a result of efforts from both staff and Committee members, last year saw a profit of c. £17k although the accounts are yet to be audited. This followed a loss of c. £19.5k in 22-23 which is a tremendous turnaround in 12 months.

Look Ahead to 24-25

24-25 has started encouragingly, with a significant YOY increase in headcount for the first 4 terms so far. A number of successful Open Days were held last year, which resulted in a positive outlook at the end of last year for this year, and thanks were given to all who contributed to these.

The Committee are now in a position to be able to reinvest in areas which needed to be scaled back last year, and the budget is being built to reflect that. This includes staff training to develop their professional skills, boosting staff morale and budget for further enriching the children. The budget also allows for a modest replenishment of the pre-school's contingency

fund, which now sits at c.£16k. **Action:** TS and LS to explore investment opportunities for the contingency funds. The budget is close to being finalised and TS expects to be able to share with the Committee in the coming weeks.

There are a number of factors on the horizon that we need to be mindful of, including increases to living wage, and the change of academy coming to the primary school. Whilst not affiliated to the primary school, the new academy will be the pre-schools landlord and there is a concern that the current subsidised arrangement may change. A meeting between TS and the Operations Director at Blue Kite confirmed there will be no changes made until at least 1 January 2025, at which point the terms will be reviewed.

TS reconfirmed that all ongoing DBS applications / EY2 associations for members who have most recently joined the Committee need to be progressed with urgency.

BW highlighted that moving the pre-school to a CIO should be a focus for this year.

Election of Trustees for 24-25

Committee members stepping down this year are SH, Yasmin Bolt and Santina Harrison. TS, HG and LP would like to stay on as Chair, Secretary and Treasurer. Committee needs a minimum of 5 and maximum of 12 members, with 60% being parents at the time of election.

TS to remain as Chair – all in favour.

HG to remain as Secretary – all in favour.

LP to remain as Treasurer – all in favour.

BW, JP, LS and RL to remain as Committee Member – all in favour.

Questions and AOB

TS is aware a resolution to banking signatories is still required and will be prioritised once the budget has been finalised.

LP confirmed her employer has agreed to replace the vinyl flooring throughout the pre-school and hopes this work can start in October half term.

ID	Action	Owner	Due Date	Status
2409-01	TS and LS to explore investment opportunities for the contingency funds.	TS	19/11/24	Open

Prepared and Submitted by

**Tom Saunders
Chair of the Committee**

LYDIARD MILLICENT PRE-SCHOOL

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LYDIARD MILLICENT PRE- SCHOOL COMMITTEE

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committeechair@lydiardmillicentpreschool.org

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Hayley Graham (Secretary)
Ben Williams
Santina Harrison
Godswill Babalola
Xiao Liu

Previous Committee Members

Lucy Gilbert
Victoria Hillman

Signed and Audited Annual Accounts

Lydiard Millicent Pre-school

Balance Sheet
As of August 31, 2023

	TOTAL
Fixed Asset	
Tangible assets	
Build & Imp Acc Dep'n	-8,733.60
Buildings and Improvements	11,854.00
Furn & Equip Acc Dep'n	-1,750.00
Furniture and Equipment	1,320.00
Total Tangible assets	£2,690.40
Total Fixed Asset	£2,690.40
Cash at bank and in hand	
Contingency Fund	15,989.33
Lloyds Deposit Account	0.00
Lloyds TSB Main Account	22,356.49
Petty Cash	1,295.90
Total Cash at bank and in hand	£39,641.72
Debtors	
Debtors	0.00
Total Debtors	£0.00
Current Assets	
Uncategorised Asset	0.00
Total Current Assets	£0.00
NET CURRENT ASSETS	£39,641.72
Creditors: amounts falling due within one year	
Trade Creditors	
Creditors	0.00
Total Trade Creditors	£0.00
Current Liabilities	
Accruals	4,187.24
Control Account - PAYE/NI	804.17
Control Account - Payroll	0.00
Control Account - Pensions	0.00
Total Current Liabilities	£4,991.41
Total Creditors: amounts falling due within one year	£4,991.41
NET CURRENT ASSETS (LIABILITIES)	£34,650.31
TOTAL ASSETS LESS CURRENT LIABILITIES	£37,340.71
TOTAL NET ASSETS (LIABILITIES)	£37,340.71
Capital and Reserves	
Opening Balance Equity	56,767.10
Retained Earnings	554.99
Profit for the year	-19,981.38
Total Capital and Reserves	£37,340.71

Comeck to books + papers provided

Wheeler 28.12.23

LINSEY HALL

Accrual Basis Tuesday, 31 October 2023 10:58 am GMT+00:00

1/1

Lydiard Millicent Pre-school

Balance Sheet As of August 31, 2023

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M. Hall 28.12.23

LINDSEY HALL

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TOTAL ASSETS LESS CURRENT LIABILITIES	£37,340.71
TOTAL NET ASSETS (LIABILITIES)	£37,340.71
Capital and Reserves	
Opening Balance Equity	56,767.10
Retained Earnings	554.99
Profit for the year	-19,981.38
Total Capital and Reserves	£37,340.71

Comeck to books + papers provided

Wheeler 28.12.23

LINDSEY HALL

Accrual Basis Tuesday, 31 October 2023 10:58 am GMT+00:00

1/1



Annual General Meeting

Meeting Minutes

Wednesday 27th Sept '23 - 8pm

In Attendance: Tom Saunders (TS - Chair), Hayley Graham (HG – Secretary and Committee Safeguarding Officer), Godswill Babalola (GB – Treasurer), Ben Williams (BW), Caroline Mckellar (CM), Casey Sherwood (CS). Libby Liu (LL), Santina Harrison (SH), Yasmin Bolt (YB), Sophie Haworth (SHa)

Apologies: Tori Hillman (TH), Lucy Andrews (LA), Victoria Hamidi (VH).

Introduction and Welcome

TS welcomed everyone to the meeting. Charity Commission legislation suggests that an exception is needed to hold meetings virtually permanently which should be explored. **Action:** TS to investigate.

Accounts for 22-23 / Update on 22-23 Activities

TS explained the Pre-school has faced significant financial difficulties this year but the Committee have plans in place to try and address. Fundraising effort should be continued but the financial impact of increased headcount is the most beneficial. A loss of £19.5k was made and the main driver is low headcount, which is also being experienced by the Primary school. This situation needs turning around quickly as should this financial hardship continue, the Committee would need to make the decision that the pre-school is no longer viable.

TS thanked GB for the many hours of effort to produce the budget for 23-24. 2 options were presented to the Committee;

Option 1 – a budget based on the headcount that is needed to break even.

Option 2 – a budget based on average pre-school headcount over the last 6 years.

At the last Committee meeting, it was agreed that option 2 was most appropriate, and this forecast a loss of £36k. Some difficult decisions need to be made as to how we can reduce our expenditure so the loss is reduced in the short term whilst working on increasing headcount. TS met CM and was grateful for the willingness of staff to make sacrifices in pay they are contractually entitled for the long term benefit and a saving of just over £15k in expenses was identified. This includes having no entertainer at the Christmas Party, no annual Summer trip, and reducing non-compulsory reporting. BW suggested should any parents push back on not receiving written reports, they could be given the blank template and can make their own

notes. With the expense reductions identified, our forecast loss at this point in time is £20k. HG confirmed the forecast would be updated on a monthly basis with updated headcount figures.

TS highlighted that he feels there is more he can do to be closer to the actuals and that a monthly meeting may be beneficial. **Action:** TS to arrange a meeting at an appropriate frequency with CS and / or CM to review actuals.

After salaries, the 2nd biggest expenditure is rent at c.£14kp.a. TS has built a good rapport with DBAT and is in the process of arranging a meeting with them to discuss rent costs. CM highlighted that on 2 occasions in the last week the cleaners have only cleaned for 1h and we are paying for 2. **Action:** TS to pick up with DBAT. Other large expenditure is for Childcare Marketing at £399 per month which includes c.£200 on paid ads and the Committee agreed that we should continue investing in that for the time being as it is the single best thing we can do to have the biggest impact. **Action:** HG to share with CS the details of the service agreement with Childcare Marketing. CS shared his concerns that such a large expenditure is being committed to Marketing. Notice period with Childcare Marketing is 1 month so we can terminate whenever is appropriate with no long tie in period. **Action:** HG to add a discussion around Childcare Marketing as a recurring agenda point.

TS confirmed fundraising should still play a role but where last years funds were reinvested in equipment, this year it will be keeping the Pre-School running and so we will need to be clear that that is the case. **Action:** TS to seek advice from EYA on the use of fundraising proceeds.

CS suggested we tap into local charity schemes (Asda's charity partner scheme, for example). **Action:** CS to pursue this with contact already made.

Staff Report

Plans are underway for the Open Day on 1st October. Kirsty has moved to bank staff and Lisa has now been signed off until November but is no longer being paid SSP. A child who was due to leave last year is now staying with us until April and 1-1 funding for this is expected. **Action:** GB / CS to add expected SENCO funding to forecast. **Action:** CM to write a list of wants / needs in terms of equipment (and what needs updating / repair / replacing) to see if Committee can help with any of these.

An OFSTED inspection is possible this year given our last was in 2019. Biography and picture outstanding for SH.

Election of Trustees for 23-24 / Appointment of New Treasurer

Stepping down this year are GB, LL, LA and TH. TS and HG would both like to stay on as Chair and Secretary. Committee needs a minimum of 5 and maximum of 12 members, with 60% being parents at the time of election.

CS has applied for the Treasurer role, all those present agreed to elect.

SHa elected as a Committee Member

Action: CS,SHa and YB to begin DBS process and complete New Committee Member Forms.

TS to remain as Chair – all in favour.

HG to remain as Secretary – all in favour.

BW to remain as Committee Member – all in favour.

CM left meeting.

Pre-School Fees for 23-24

The proposal is to increase the consumables fee from £1.50 per session to £2, and increase private fees by 10%, the latter of which has been included in the budget from January 2024. Committee agreed to defer this decision due to time constraints to the meeting scheduled for 1st November with a view to communicating any changes to parents and carers by mid-November.

Action: HG to include a decision on 2024 fees to the next meeting agenda. In April we are expecting a significant increase to Living Wage. A blanket 5% increase in salaries has been included in the budget to allow for this.

In April next year, Government changes to funded childcare are being introduced which will result in children 2.5 – 3 moving from being paid for privately (with a higher income per session) to NEG.

Action: CS and GB to work with VH to agree how this should be updated in the forecast.

AOB

Action: HG to ask VH if there are any reports she can provide from Flourish for us to better understand why enquirers haven't registered.

BW would like the Committee to explore the possibility of operating as a CIO (Charitable Incorporated Organisation). **Action:** BW to take this forward and provide the Committee with further detailed information at the next Committee Meeting.

ID	Action	Owner	Due Date	Status
2709-01	Charity Commission legislation suggests that an exception is needed to hold meetings virtually permanently which should be explored. Action: TS to investigate. Emailed and called CC 23/10/23	TS	1/11/23	Open
2709-02	TS to arrange a meeting at an appropriate frequency with CS and / or CM to review actuals. TS checked with CS if handover has occurred from GB 23/10/23	TS	14/10/23	Open
2709-03	CM highlighted that on 2 occasions in the last week the cleaners have only cleaned for 1h and we are paying for 2. Action: TS to pick up with DBAT. New meeting requested with Rachel Parr, awaiting reply.	TS	14/10/23	Open

2709-04	HG to share with CS the details of the service agreement with Childcare Marketing.	HG	14/10/23	Open
2709-05	HG to add a discussion around Childcare Marketing as a recurring agenda point.	HG	01/11/23	Open
2709-06	TS to seek advice from EYA on the use of fundraising proceeds. Confirmed clarity is key – must be clear what funds are being used for. All advertising and fundraising material must contain official charity names and charity number. Charity Commission Fundraising Checklist downloaded	TS	01/11/23	Open
2709-07	CS suggested we tap into local charity schemes (Asda's charity partner scheme, for example). Action: CS to pursue this with contact already made.	CS	01/11/23	Open
2709-08	GB / CS to add expected SENCO funding to forecast.	GB CS	14/10/23	Open
2709-09	CM to write a list of wants / needs in terms of equipment (and what needs updating / repair / replacing) to see if Committee can help with any of these.	CM	31/10/23	Open
2709-10	CS, SHa and YB to begin DBS process and complete New Committee Member Form.	CS SHa YB	31/10/23	Open
2709-11	HG to include a decision on 2024 fees to the next meeting agenda.	HG	01/11/23	Open
2709-12	In April next year, Government changes to funded childcare are being introduced which will result in children 2.5 – 3 moving from being paid for privately (with a higher income per session) to NEG. Action: CS and GB to work with VH to agree how this should be updated in the forecast.	GB CS	01/11/23	Open
2709-13	HG to ask VH if there are any reports she can provide from Flourish for us to better understand why enquirers haven't registered.	HG	14/10/23	Open
2709-14	BW would like the Committee to explore the possibility of operating as a CIO (Charitable Incorporated Organisation). Action: BW to take this forward and provide the Committee with further detailed information at the next Committee Meeting.	BW	01/11/23	Open

Meeting closed at 9:45pm

Prepared and Submitted by

**Tom Saunders
Chair of the Committee**

LYDIARD MILLICENT PRE-SCHOOL

England & Wales - Charity number 1029771

Accounts



LYDIARD MILLICENT PRE- SCHOOL COMMITTEE

Annual Report 2021-22

Tom Saunders

committeechair@lydiardmillicentpreschool.org

Registered Address

Lydiard Millicent Pre-School
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Lydiard Millicent
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SN5 3LR

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Charity Registration Number

1029771

Committee Chair

Tom Saunders
45 Tower Road
Peatmoor
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Existing Committee Members

Tom Saunders (Chair)
Ben Williams
Hayley Graham
Santina Harrison
Lucy Gilbert
Godswill Babalola
Victoria Hillman
Xiao Liu

Previous Committee Members

Phil Wood
Yvonne Stubbs
Lynsey Titchener
Kayleigh Cripps
Louise Gurd

Annual Treasurer Report

Revised Budget – Sep 2022-Aug 2023

This replaces the previous budget approved at the AGM and includes the approved fee increases.

As a not-for-profit charity, the aim is breakeven. A summary follows with a full breakdown at the end of the report.

P&L Summary	Autumn				Spring				Summer				Total
	Term1		Term2		Term3		Term4		Term5		Term6		
	Sep-22	Oct-22	Nov-22	Dec-22	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	Jul-23	Aug-23	
Fundraising	£0	£250	£50	£250	£0	£100	£150	£500	£50	£100	£50	£0	£1,500
NEG Income	£4,734	£4,734	£4,734	£4,734	£8,849	£8,849	£8,849	£7,723	£7,723	£7,723	£7,723	£7,723	£84,095
Private Income	£2,563	£0	£2,624	£0	£2,234	£0	£2,355	£0	£2,326	£2,821	£0	£0	£14,922
Consumables	£850	£0	£960	£0	£1,587	£0	£1,988	£0	£2,177	£2,625	£0	£0	£10,187
SENCO	£900	£0	£0	£0	£1,850	£0	£0	£1,850	£0	£0	£1,800	£0	£6,400
Registration Fee	£20	£10	£0	£20	£10	£0	£20	£10	£0	£50	£100	£10	£250
Income	£9,067	£4,994	£8,368	£5,004	£14,530	£8,949	£13,361	£10,083	£12,275	£13,319	£9,673	£7,733	£117,354
Salaries	£8,346	£5,961	£8,346	£5,166	£7,551	£5,961	£9,141	£3,974	£7,551	£7,154	£6,359	£13,390	£88,899
Expenses	£841	£686	£1,271	£4,663	£766	£639	£1,609	£4,393	£751	£1,156	£-39	£9,420	£26,158
Net	-£120	-£1,654	-£1,249	-£4,826	£6,213	£2,348	£2,611	£1,715	£3,973	£5,009	£3,353	-£15,078	£2,297

Headcount budget

Actual T1 plus average increase per term	Mon		Tues		Wed		Thurs		Fri		Avg
	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	
Term 1 (Actual confirmed by VH)	12	9	11	10	13	10	16	16	11	10	12
Term 2	13	10	12	11	14	11	17	17	12	11	13
Term 3	19	16	18	17	20	17	23	23	18	17	19
Term 4	23	20	22	21	24	21	27	27	22	21	23
Term 5	25	24	24	24	26	24	28	28	24	23	25
Term 6	25	24	24	24	26	24	28	28	24	23	25

In addition to the notes from Treasurer Report;

- Consumable Fees increased to £1.50 from 1st Jan 2023 (this may decrease to £1.40 if necessary)
- Private Fees to increase by 4% from 1st Jan 2023
- Bank Holiday for Queen's Funeral removed from figures
- Rent unchanged awaiting confirmation from Chair

Private Fees

	Current rate per session	New rate per session from Jan 2023
3-4 Yr	£13.75	£14.30
2 yr	£16.75	£17.42

Budget Comparison to prior year – Full detail

Lydiard Millicent Pre-school P&L
Budget 2022-23

	Details	Full Year		
		Budget 2021-22	Budget 2022-23	Variance
Income				
Fundraising income		£1,500	£1,500	£0
NEG - Income		£108,353	£84,095	(£24,258)
Private Income		£20,281	£25,109	£4,828
SENCO/Other Income*			£6,400	£6,400
Registration Fee		£250	£250	£0
Total Income		£130,384	£117,354	(£13,030)
Gross Profit		£130,384	£117,354	(£13,030)
Expenses				
Salary		£92,391	£86,331	£6,060
Pension Contributions		£2,748	£2,568	£180
Tax and NI		£0	£0	£0
Advertising		£110	£110	£0
Bank service charge		£120	£120	£0
Business Licenses and Permits	Council tax	£1,000	£1,020	(£20)
Chargecard annual fee		£32	£32	£0
Charitable Cont'n's Expenditure				£0
cleaning supplies	Rentokil	£450	£450	£0
dfs clearance		£20	£20	£0
Dues and Subscriptions	Intuit, Connect &	£1,510	£1,510	£0
Early Years Pupil Premium		£0	£0	£0
Enrichment	Special Events	£2,300	£400	£1,900
Expense	Website and Ema	£250	£250	£0
General Supplies		£0	£0	£0
Health and Safety		£540	(£460)	£1,000
Insurance Expense	Pre-school Learni	£720	£733	(£13)
Leaving gift		£50	£50	£0
Meals and entertainment		£600	£540	£60
Office Supplies		£2,400	£2,000	£400
Postage and Printing		£360	£100	£260
Professional Fees		£0	£72	(£72)
Rent Expense		£11,181	£11,181	£0
Repairs and Maintenance		£500	£500	£0
Resources for Children		£3,000	£1,500	£1,500
Staff Gifts		£0	£270	(£270)
Staff Uniforms		£0	£250	(£250)
Telephone Expense		£360	£360	£0
Training		£5,000	£2,250	£2,750
Uncategorised		£0	£0	£0
Weekly Shop		£1,200	£1,500	(£300)
Total Expenses		£126,842	£113,657	£13,185
Net Operating Income		£3,542	£3,697	£155
Other income		£0	£0	£0
Total Other Income		£0	£0	£0
Depreciation Charge		(£1,400)	(£1,400)	£0
Total Other Expense		(£1,400)	(£1,400)	£0
Net Other Income		(£1,400)	(£1,400)	£0
Net Income		£2,142	£2,297	£155

Notes:

All Income : Attendance numbers based on actual confirmed at start of year plus 6yr average incr
Attendance Numbers (one 3-4 yr child funded per day = £900 per term)

* 1-1 student funding

Staff Pay rises; No payrises factored in at this stage (every 1% increase = circa £1k PA).

Have included 1% contingency in salaries

Pensions - 3% applied to gross salaries

No cost due to £4k allowance for Er's NI

For all Facebook campaigns

£102 pm for 10 months

Funds raised should result in a positive result from any expenditure incurred

Possibility to move to one software for accounts and payroll saving on Sage licence subscriptions

No cost as it is covered by Income for EYPP

Special events; no trips currently planned, 2 parties

£1k accrual from PY as addition funding received for PPE etc

Based on actual cost from prior year

Contractual. 9 staff at £30 each, twice per annum

Reduced as a cost saving measure

Reduced as most correspondence is now via electronic means

Audit

Increased based on actual costs

Possible capital outlay for building repairs

Reduced due to low headcount

To allow for a £15 voucher per member of staff at Christmas & Year end

To allow for Preschool uniform items and Book Bags

Contractual. 9 Staff at £500 per person per annum (Includes all training related salary and travel

Part of the cost saving scheme. Increased by 25% due to high cost of living increase

Signed and Audited Annual Accounts

Lydiard Millicent Pre-school

Profit and Loss

September 2021 - August 2022

	TOTAL
Income	
Charitable Contributions	1,421.62
Cotswold trip	95.00
Free School Meals	0.00
Fundraising Income (Committee)	150.50
NEG - Income	84,168.38
NEG Special Income	2,600.00
Pre-school fees	32,786.19
Pre-school fees refunded	-19.35
Registration Fee	148.50
Uncategorised Income	142.20
Total Income	£121,463.04
GROSS PROFIT	£121,463.04
Expenses	
1 Salary	91,592.03
2 Pension Contributions	2,930.80
Advertising	96.40
Bank service charge	92.95
Business Rates	584.00
Chargecard annual fee	64.00
Charitable Cont'ns Expenditure	131.00
Cleaning Supplies	265.70
Dues and Subscriptions	1,348.46
Early Years Pupil Premium (EYPP)	135.81
Enrichment (Special Events)	1,435.97
Expense	160.92
Health and Safety	479.33
Insurance Expense	732.56
Meals and entertainment	484.40
Office Supplies	1,660.26
Postage and Printing	34.19
Professional Fees (Audit)	72.00
Rent Expense	10,999.00
Repair and maintenance	175.00
Resources for Children	3,724.77
Staff Gifts	231.50
Staff Uniforms	49.68
Telephone Expense	453.25
Training	422.89
Uncategorised Expense	0.00
Weekly Shop	1,149.91
Total Expenses	£119,526.78
NET OPERATING INCOME	£1,936.26

Lydiard Millicent Pre-school

Profit and Loss

September 2021 - August 2022

	TOTAL
Other Income	
Interest Income	12.81
Total Other Income	£12.81
Other Expenses	
Depreciation Expense	1,410.40
Total Other Expenses	£1,410.40
NET OTHER INCOME	£ -1,397.59
NET INCOME	£568.67

Connect to payment + books provided

Adrian 2.12.22

LINDSEY HALL

Lydiard Millicent Pre-school

Balance Sheet

As of August 31, 2022

	TOTAL
Fixed Asset	
Tangible assets	
Build & Imp Acc Dep'n	-7,763.20
Buildings and Improvements	11,854.00
Furn & Equip Acc Dep'n	-1,320.00
Furniture and Equipment	1,320.00
Total Tangible assets	£4,090.80
Total Fixed Asset	£4,090.80
Cash at bank and in hand	
Contingency Fund	15,908.22
Lloyds Deposit Account	0.00
Lloyds TSB Main Account	54,331.19
Petty Cash	700.39
Total Cash at bank and in hand	£70,939.80
Debtors	
Debtors	0.00
Total Debtors	£0.00
Current Assets	
Uncategorised Asset	0.00
Total Current Assets	£0.00
NET CURRENT ASSETS	£70,939.80
Creditors: amounts falling due within one year	
Trade Creditors	
Creditors	0.00
Total Trade Creditors	£0.00
Current Liabilities	
Accruals	17,024.84
Control Account - PAYE/NI	-116.61
Control Account - Payroll	0.00
Control Account - Pensions	800.28
Total Current Liabilities	£17,708.51
Total Creditors: amounts falling due within one year	£17,708.51
NET CURRENT ASSETS (LIABILITIES)	£53,231.29
TOTAL ASSETS LESS CURRENT LIABILITIES	£57,322.09
TOTAL NET ASSETS (LIABILITIES)	£57,322.09
Capital and Reserves	
Opening Balance Equity	56,767.10
Retained Earnings	-13.68
Profit for the year	568.67
Total Capital and Reserves	£57,322.09



Annual General Meeting

Meeting Minutes

Wednesday 21st September 2022 8pm (via Zoom)

In Attendance: Phil Wood **PW** (Chair), Yvie Stubbs **YS** (Treasurer), Lynsey Titchener **LT** (Secretary), Caroline Mckellar **CM**, Hayley Graham **HG**, Victoria Hamidi **VH**, Kayleigh Cripps **KC**, Warren Joynson **WJ**

Apologies: None.

Chair Report

The Chair welcomed everyone to the meeting. The chair report was read and PW confirmed his wish to step down as Chair as soon as possible due to other commitments. 2 possible volunteers to join committee/as chair, but were unable to attend tonight.

PW to have conversation with potential new chair to explain role.

As new members have not yet been officiated to take over from PW and KC, EGM will have to be called with the intent to vote to close the Pre-School if no new members can be recruited to replace and fulfil the ratios of the constitution. EGM to be on 12th October 2022 at 8pm via Zoom.

PW to make LT Whats-App Admin to allow new members access to Group.

Staff Update

CM read the Staff Report. No questions were asked.

Admin/Office Report

VH read report. The child numbers are significantly down on previous years. Have 2 Part time and 1 full time starting in January.

WJ – Why is there a drop in numbers?

YS – It is not a trend. It could be because the school has been struggling. The after school is now opening up the age range which will help.

VH to email HG advert to circulate to FB groups locally.

Finance

YS read report. Treasurer report signed off by Committee. LT and YS agree to P&L bonus.

Trips and spending capped.

PW - Rent meeting with Rachel Barr from DBAT has yet to take place. Meeting is to establish a formal agreement in writing regarding fees.

It was promised at end of Aug 22 but nothing yet. Gas and Electric costs are under review.

As there is no rent agreement in place, we have no predictions or structures on any future rent increases.

PW to chase meeting to try and get formal agreement in place.

VH – Session Fees Increase. We need to notify parents in advance.

YS – We need a pricing strategy and Annual Review going forward.

Increase of 4% for private fees of 8 children as does not impact government funded attendees.

Agreed and signed off by YS, LT and HG.

HG – Consumables fee increase of *4% is not much

Because of Cost of Living Crisis, an increase of £1.50 per session was agreed, with the scope to reduce to £1.40 per session if any parents object and will be reviewed by the Committee on an individual basis.

£1.50 per session consumables costs will be notified to parents in writing as soon as possible and effective from 01 January 2023.

VH For future reference, April will be cut off for September increase.

YS – Low Pay Commission regard Minimum Wage increase to be 8.6% minimum. However, our last previous wage increase was 4% as that's all we could afford. So we need to look into Wage increase beyond NEG increase.

***Post meeting** – regarding consumables fee increase being slightly more than first discussed and predicted, budget has been adjusted to reflect this. Both copies saved to File.

AQB

KC wishing to step down from committee as member but agree to stay until EGM.

Constitution Ratio – Currently at 60% parent ratio. Chair to speak to Early Years Alliance to try and get the constitution changed.

Safe Guarding Officer – As KC stepping down and is Committee Safeguarding Officer – HG agrees to take training and replace her.

Charge Cards – Committee agree to okay cancellation of Julies Charge Card and increase limit to £2000. Copy of Meeting notes to be sent to bank as proof of change of details.

Fundraising – Pre-School staff historically arrange Christmas Cards, Easter Bounce and Photographer, however more fundraising is needed as has been lacking.

Emphasis at EGM needed on importance of Fundraising to parents and new committee members.

Social Media/Website/Advertising - to be addressed at EGM needed on importance of finding someone to push this (request even outside of parental remit if outside help could be utilised)

CM - Charities Commission is out of Date and needs to be updated

Meeting closed at 9.10pm

ACTIONS

21st September 2022 Committee AGM

PW to make LT Whats App Admin	PW
PW to chase DBAT meeting regarding formal rent agreement	PW
Constitution Ratio	PW
Charities Commission update	PW
EGM to be arranged	LT

Prepared and Submitted by

**Tom Saunders
Chair of the Committee**

A handwritten signature in black ink, appearing to read 'Tom Saunders', with a long horizontal flourish extending to the right.

LYDIARD MILLICENT PRE-SCHOOL

England & Wales - Charity number 1029771

Accounts



MINUTES

AGM

Wednesday 6th October 2021 8pm (via Zoom)

In Attendance: Phil Wood **PW** (Chair), Yvie Stubbs **YS** (Treasurer), Lynsey Titchener **LT** (Secretary), Caroline Mckeller **CM**, Victoria Hamidi **VH**, Kat Oxlade **KO**, Kayleigh Cripps **KC**, Mel Bradshaw **MB**

Apologies:

Chair Report

PW welcomed everyone to the meeting.

This is my first AGM as Chair and I think it is important at this time to reflect on the year we have just had. It has been a mixed year for everyone due to the on-going impact of COVID. We said goodbye to a number of children in July who have now gone onto Primary Schools and welcomed returning and new children to the Pre-School in September.

During tonight's meeting, we will hear from both Caroline and Victoria with reports about the staff and office work respectively. We will also hear from our treasurer Yvie on the current state of the finances at the Pre-School.

As well as these reports we will also discuss those committee members who are stepping down from their roles and to appoint new people to the committee. I would like to thank those people who have supported the Pre-School & committee in the last twelve months. As a reminder to parents who might be new to the Pre-School, we are a charity and cannot remain open without parents who volunteer to join the committee.

The current constitution states that the committee must be made up of at least 60% of parents/carers of children who currently attend the Pre-School. As it stands, we have one new volunteer joining us tonight but this leaves a combination of 50% (3 x non parents and 3 x parents) which puts us in breach of our constitution. Unless further volunteers come forward this evening to fill the trustee roles, I will have to create a further emergency general meeting on 3rd November to discuss the future of the Pre-School. At this stage, we will need just two more volunteers to prevent this from happening. Please can I ask if you can help support the Pre-School then to discuss this with me and I can explain what is required.

To finish on a more positive note I would like to thank the Pre-School staff for their continued hard work and dedication towards the Pre-School. I know that the last twelve months have presented a different set of challenges and you have risen to them on every occasion.

Staff Report

The last year has been very different to what a 'normal year' in preschool would look like.

Parents have been unable to enter the preschool and potential parents have been viewing the preschool from the outside. Alongside this, we had handovers of children outside which have impacted on the time available to talk to parents about their child's day.

I am pleased to say that at this point in time we have started to welcome potential parents back into the preschool to have a 'proper' look around and parents have been able to come inside during their child's induction.

Additionally, parents are now able to come in and collect their child at the end of the day which is supporting better information sharing between families and the preschool. We have decided to keep the dropping off in the morning at the door as this has worked so much better than confusing the children about when their parent will be leaving, especially if they disappear without saying goodbye. We are also planning on trialling our parent stay and play sessions after the October half term and will be requesting that parents take a lateral flow test before they attend.

I am pleased to say that Lisa, my deputy manager returned to work after maternity leave which has helped to re-establish the status quo. Kirsty has recently started her maternity leave and hopes to return in June 2022. I am pleased to say that we have been able to retain both Kate and Tanya as staff in the preschool for the forthcoming year and expect their hours to increase as children's attendance increases. Shannon has now left the staff team because of a job opportunity 5 minutes from her home address. As she was travelling from Tetbury each day this is understandable.

The staff are getting to grips with a new cohort tracker, a new EYFS with new requirements such as teaching about oral health and newly designed two year checks this year as well as newly adapted induction paperwork for parents. We are planning our maths and letters and sounds teaching differently this year, to incorporate into our carpet times as we have children requiring extra support during free play times.

I have updated the accounts for the year Sep 2020-Aug 2021 and will hopefully have submitted them to our accountant before the AGM takes place. I look forward to another year working at Lydiard Millicent Preschool

Admin/Office Report

The numbers are changing fairly quickly throughout the year. We have had lots of show arounds, new registrations and enquiries since September.

After October half term we will be confirming spaces for our January starters. We will have a Facebook advert going out at the end of September and again after the Oct half term to try and boost our January numbers.

All of the children who registered with us have started apart from 1 and we had a child who was due to return in September leave as they have left the area.

This terms newsletter has been sent out and all of this terms invoicing has been completed

Finance

The profit and loss for Sep 2020-Aug 2021 shows a profit of £8.6k

Will be brought back to a net breakeven position. And a very positive end to the year.

the agreed 3% pay increase was applied (backdated to April) and for 2021/22 the 2 trips to Cotswold Wildlife Park and Crocodile World have been budgeted for at £1k each, plus 3% salary increase has been included from April 2022.

the budgets for 2021/22 are showing a £2.1K net profit for the year which again, is a promising position for the year. Target is always breakeven for charities.

only outstanding issue is a £12.4k overpayment from Wiltshire Council from a previous year which simply needs to be reimbursed to them as soon as possible.

The £12.4k repayment to Wiltshire has been repaid.

£5 per person increase on staff meals Signed off by committee

P&L Signed off by committee

Bonus signed off by committee

Budget Signed off by committee

AOB

Committee agree to enrol Melissa as new fundraiser.

Members stepping down – Keeley Mills, Gemma Marsden and Kat Oxlade are no longer committee members; however, Kat Oxlade has agreed to stay until replacement has been found.

PW to gain clarification from Early Years Alliance regarding the Committee

Member Ratios and reducing from 5 to 3 trustees.

Meeting closed at 8.40pm

ACTIONS

Early Years Alliance clarification on updating the constitution	PW

Lydiard Millicent Pre-school

Profit and Loss

September 2020 - August 2021

	TOTAL
Income	
Charitable Contributions	1,166.37
Fundraising Income (Committee)	37.50
NEG - Income	112,936.41
Pre-school fees	23,266.50
Pre-school fees refunded	-265.50
Registration Fee	70.00
Total Income	£137,211.28
GROSS PROFIT	£137,211.28
Expenses	
1 Salary	103,398.04
2 Pension Contributions	3,964.78
3 Tax and NI	-677.47
Advertising	40.00
Bank service charge	82.50
Business Licenses and Permits	113.36
Chargecard annual fee	64.00
Charitable Cont'ns Expenditure	995.88
Cleaning Supplies	401.23
DBS Clearance	8.10
Dues and Subscriptions	1,324.31
Early Years Pupil Premium (EYPP)	-25.58
Enrichment (Special Events)	302.57
Expense	89.00
Fundraising	26.39
General Supplies (deleted)	183.63
Health and Safety	-9.86
Insurance Expense	719.86
Meals and entertainment	353.86
Office Supplies	1,574.02
Postage and Delivery	6.97
Professional Fees (Audit)	70.00
Rent Expense	11,182.14
Repair and maintenance	613.43
Resources for Children	3,296.47
Staff Gifts	148.50
Staff Uniforms	337.85
Telephone Expense	661.89
Training	869.48
Travel Expense (deleted)	18.00
Uncategorised Expense	30.00
Weekly Shop	1,484.97
Total Expenses	£131,648.32
NET OPERATING INCOME	£5,562.96
Other Income	
Interest income	2.81
Total Other Income	£2.81
Other Expenses	
Depreciation Expense	1,410.40
Total Other Expenses	£1,410.40
NET OTHER INCOME	£ -1,407.59
NET INCOME	£4,155.37

Lydiard Millicent Pre-school

Balance Sheet

As of August 31, 2021

	TOTAL
Fixed Asset	
Tangible assets	
Build & Imp Acc Dep'n	-6,792.80
Buildings and Improvements	9,704.00
Furn & Equip Acc Dep'n	-880.00
Furniture and Equipment	1,320.00
Total Tangible assets	£3,351.20
Total Fixed Asset	£3,351.20
Cash at bank and in hand	
Contingency Fund	15,906.22
LLoyds Deposit Account	12,000.00
Lloyds TSB Main Account	45,309.27
Petty Cash	1,021.90
Total Cash at bank and in hand	£74,237.39
Debtors	
Debtors	0.00
Total Debtors	£0.00
Current Assets	
Uncategorised Asset	0.00
Total Current Assets	£0.00
NET CURRENT ASSETS	£74,237.39
Creditors: amounts falling due within one year	
Trade Creditors	
Creditors	12,400.00
Total Trade Creditors	£12,400.00
Current Liabilities	
Accruals	8,169.58
Control Account - PAYE/NI	265.59
Control Account - Payroll	0.00
Control Account - Pensions	0.00
Total Current Liabilities	£8,435.17
Total Creditors: amounts falling due within one year	£20,835.17
NET CURRENT ASSETS (LIABILITIES)	£53,402.22
TOTAL ASSETS LESS CURRENT LIABILITIES	£56,753.42
TOTAL NET ASSETS (LIABILITIES)	£56,753.42
Capital and Reserves	
Opening Balance Equity	56,767.10
Retained Earnings	-4,169.05
Profit for the year	4,155.37
Total Capital and Reserves	£56,753.42

Correct to paper + books provided.

WJell

LINDSEY HALL

13.11.21