



# LYDIARD MILLICENT PRE- SCHOOL COMMITTEE

Annual Report 2021-22

Tom Saunders

[committeechair@lydiardmillicentpreschool.org](mailto:committeechair@lydiardmillicentpreschool.org)

## Registered Address

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

Tel: 01793 772 981

[admin@lydiardmillicentpreschool.org](mailto: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](mailto:committeechair@lydiardmillicentpreschool.org)

## 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.

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 1<sup>st</sup> Jan 2023 (this may decrease to £1.40 if necessary)
- Private Fees to increase by 4% from 1<sup>st</sup> 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
<b>Income</b>				
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
<b>Total Income</b>		<b>£130,384</b>	<b>£117,354</b>	<b>(£13,030)</b>
<b>Gross Profit</b>		<b>£130,384</b>	<b>£117,354</b>	<b>(£13,030)</b>
<b>Expenses</b>				
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
db's 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 Learn	£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)
<b>Total Expenses</b>		<b>£126,842</b>	<b>£113,657</b>	<b>£13,185</b>
<b>Net Operating Income</b>		<b>£3,542</b>	<b>£3,697</b>	<b>£155</b>
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
<b>Net Other Income</b>		<b>(£1,400)</b>	<b>(£1,400)</b>	<b>£0</b>
<b>Net Income</b>		<b>£2,142</b>	<b>£2,297</b>	<b>£155</b>

#### Notes:

All Income : Attendance numbers based on actual confirmed at start of year plus 6yr average inc  
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
<b>Income</b>	
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
<b>Total Income</b>	<b>£121,493.04</b>
<b>GROSS PROFIT</b>	<b>£121,493.04</b>
<b>Expenses</b>	
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	180.92
Health and Safety	479.33
Insurance Expense	732.56
Meals and entertainment	484.40
Office Supplies	1,680.26
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
<b>Total Expenses</b>	<b>£119,526.78</b>
<b>NET OPERATING INCOME</b>	<b>£1,966.26</b>

# 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

Modell 2.12.22

LINDSEY HALL

# Lydiard Millicent Pre-school

## Balance Sheet

As of August 31, 2022

	TOTAL
<b>Fixed Asset</b>	
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
<b>Total Tangible assets</b>	<b>£4,090.80</b>
<b>Total Fixed Asset</b>	<b>£4,090.80</b>
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
<b>Total Cash at bank and in hand</b>	<b>£70,939.80</b>
Debtors	
Debtors	0.00
<b>Total Debtors</b>	<b>£0.00</b>
Current Assets	
Uncategorised Asset	0.00
<b>Total Current Assets</b>	<b>£0.00</b>
<b>NET CURRENT ASSETS</b>	<b>£70,939.80</b>
Creditors: amounts falling due within one year	
Trade Creditors	
Creditors	0.00
<b>Total Trade Creditors</b>	<b>£0.00</b>
Current Liabilities	
Accruals	17,024.84
Control Account - PAYE/NI	-116.61
Control Account - Payroll	0.00
Control Account - Pensions	800.28
<b>Total Current Liabilities</b>	<b>£17,708.51</b>
<b>Total Creditors: amounts falling due within one year</b>	<b>£17,708.51</b>
<b>NET CURRENT ASSETS (LIABILITIES)</b>	<b>£53,231.29</b>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>	<b>£57,322.09</b>
<b>TOTAL NET ASSETS (LIABILITIES)</b>	<b>£57,322.09</b>
<b>Capital and Reserves</b>	
Opening Balance Equity	56,767.10
Retained Earnings	-13.68
Profit for the year	568.67
<b>Total Capital and Reserves</b>	<b>£57,322.09</b>



## **Annual General Meeting**

### **Meeting Minutes**

**Wednesday 21<sup>st</sup> 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 12<sup>th</sup> 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 Jules 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**

### **21<sup>st</sup> 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.