



Administrator's Report 2020/21 for the AGM

8pm Tuesday 19th October 2021

held at the Village Hall

The 2020/21 academic year saw the group's finances challenged again by the Covid pandemic but fortunately we have managed a small surplus thanks to donations and grants.

Throughout the year we had good numbers on roll but received £4,000 less funding than the last accounting year due to numbers of children attending. Furthermore, in April 2021, at the start of the summer term, West Berkshire reduced our hourly funding rate, to begin to meet the deficit in their budget; we lost 6p per child per hour and they plan to reduce it further each year for the next 4 years. At the same time other costs have increased including the minimum wage.

Our fees income increased this year mainly due to several children who shared their settings but used their funding elsewhere.

We remained open throughout the year and did not furlough any staff.

The hall rent did not increase – huge thanks to hall committee, Jane & John Turton in particular for their support of our group. We did not pay any hall rent for the Toddler group during the Autumn and Spring terms when we either operated outside or were closed.

The snack contribution of £1 per day continues to make a very useful contribution to the group raising £1273 which effectively covered the cost of snack and the insurance charge.

Running costs; wages

The minimum wage was increased again

- April 2018 from £7.50 to £7.83
- April 2019 from £7.83 to £8.21
- April 2020 from £8.21 to £8.75

- April 2021 from £8.75 to £8.91

Fund raising

We had some very successful fund raising, especially the Local Lottery (£620), Santa's Sleigh (£447), and the summer raffle (£236)

We have received £25 from Easy Fundraising – thank you Nadine!

We have not received any Match Funding this year.

We have not been able to fund raise again this year as we have done in the past however, we did receive 3 grants;

- £300 from the Newbury Building Society for music lessons
- £500 from The Great Shefford pub
- £1800 Sustainability grant from West Berkshire Council.

Expenses

The Insurance was less this year than last by £60.

We have kept spending to a minimum.

We continue to have very healthy bank positions, thank goodness in these uncertain times as, for various reasons, including financial, we saw our neighbouring Pre-School at Boxford, close this summer. Thank you to everyone for supporting our group and let's look forward to the next 50 years.

Denise Herrington

19/10/2021

Bank Reconciliation**as at 31 / 08 / 2021**Barclays Community Account - acc number 43367630

		<u>£</u>	<u>£</u>
	Opening balance		9,500.89
<u>Add</u>	Term 1 Bank	17,221.45	
	Term 1 Cash	446.00	
	Term 2 Bank	15,171.09	
	Term 2 Cash	-	
	Term 3 Bank	23,945.77	
	Term 3 Cash	-	
			<u>56,784.31</u>
			66,285.20
<u>Less</u>	Term 1 Payments	17,585.66	
	Term 2 Payments	14,666.34	
	Term 3 Payments	21,528.23	
	Journals	-80.00	
			<u>53,700.23</u>
			<u>12,584.97</u>
<u>Balance as at 31/08/2021</u>			12,584.97

Add

Outstanding lodgements

Cheques in hand cheque
cash

0.00

12,584.97

LESS

Outstanding BACS payments

0.00

12,584.97

0.00

<u>Deposit Account reconciliation</u>				
<u>Newbury Building Society</u>				
<u>Deposit A/C No. 2855031610</u>				
			£	£
	Opening balance @ 1/9/2020			42,934.39
	Add			
	Term 1 Acc -receipt to Dept		0.00	
	Term 2 Acc -receipt to Dept		0.00	
	Journals		391.84	
	Term 3 Acc -receipt to Dept		0.00	391.84
				43,326.23
	Less			
	Term 1 Acc -paym't to Currentt to De		0.00	
	Term 2 Acc -paym't to Currentt to De		0.00	
	Term 3 Acc -paym't to Currentt to De		0.00	0.00
				£43,326.23
Balance per pass book				42,934.39
as at 01/09/20				
ADD				
Gross Interest received 31/10/2020				391.84
LESS				
Outstanding cheques				0.00
Balance as at 31/8/2021				£43,326.23
		Difference		0.00

1	Great Shefford Under Five's - Extended Trial Balance for the year ended 31st August 2020																		
2		Opening Balance	Bank payments	Bank Receipts	Cash Payments	Cash Receipts	Journals	Profit and Loss A/C	Balance Sheet										
3	Pre School fees		0.00	3,504.60		128.00	100.00	3,732.60		Pre School fees									
4	Nursery Funding			48,234.37			-3,887.39	44,346.98		Nursery Funding									
5	Wages		45,590.85		0.00		53.46	45,644.31		Wages									
6	Wages		1,375.23					1,375.23		Wages									
7	Hall Rent		2,927.00		0.00		0.00	2,927.00		Hall Rent									
8	Toddlers fees			19.00		681.06	0.00	700.06		Toddlers fees									
9	Hall Rent		126.00				0.00	126.00		Hall Rent									
10																			
11	Building Society Interest			0.00			391.84	391.84		Building Society Interest									
12	Fund Raising Profit		15.30	846.34	0.00	444.55	0.00	1,275.59		Fund Raising Profit									
13	Grants Received			2,600.00			0.00	2,600.00		Grants Received									
14	Fund raising Parties			0.00			375.00	375.00		Fund raising Parties									
15	S/Shirt Sales			56.00		20.00	-20.00	56.00		S/Shirt Sales									
16	Trip income			0.00		0.00		0.00		Trip income									
17	Snack receipts			1,078.00		232.00	-37.00	1,273.00		Snack receipts									
18																			
19	Paper, Paint & Supplies		292.10		75.08		0.00	367.18		Paper, Paint & Supplies									
20	Juice & Biscuits		373.25		203.79		0.00	577.04		Juice & Biscuits									
21	Insurance		895.45				0.00	895.45		Insurance									
22	Social Services reg.		50.00				0.00	50.00		Social Services reg.									
23	Gratuities		291.40		0.00		0.00	291.40		Gratuities									
24	Training		235.80		12.00		0.00	247.80		Training									
25	Donations							0.00		Donations									
26	Advertising		69.00				0.00	69.00		Advertising									
27	Stamps & Stationery		70.82		14.14		0.00	84.96		Stamps & Stationery									
28	Telephone		0.00		40.00		0.00	40.00		Telephone									
29	Music Lessons		275.00				0.00	275.00		Music lessons									
30	Phonics lessons		560.00					560.00		Drama lessons									
31	Farm trip		0.00					0.00		farm trip									
32	Uniform		450.56					450.56		Uniform									
33	Miscellaneous		140.95		151.37		-81.99	210.33		Miscellaneous									
34	New Toys		41.52		32.99		0.00	74.51		New Toys									
35																			
36	Current Account	9,500.89		53,780.23	56,338.31	446.00	80.00		12,584.97	Current Account									
37	Deposit Account	42,934.39	0.00		0.00		391.84		43,326.23	Deposit Account									
38	Debtors	245.00					475.00		720.00	Debtors									
39	Provision for Bad debts	0.00						0.00		0.00	Provision for Bad debts								
40	Graduate Grant O/S	6,042.39						0.00		6,042.39	Graduate Grant O/S								
41	Creditor	106.48						3,915.86		4,022.34	Creditor								
42	Petty Cash	217.23	0.00		0.00	975.37	1,505.61	-80.00		667.47	Petty Cash								
43																			
44	Accumulated Fund B/F	46,748.64								46,748.64	Accumulated Fund B/F								
45	Profit for the year								485.30	485.30	Profit for the year								
46																			
47		52,897.51	52,897.51	###	###	###	###	975.37	975.37	###	###	838.31	838.31	54,751.07	54,751.07	###	###		
48																			
49	CHECK BALANCES		0.00		0.00		0.00		0.00		0.00			0.00		0.00			

Great Shefford Under FivesCash Account Reconciliationas at 31/08/21

Opening balance	£	217.23	
Add			
Term 1 Receipts	£	502.51	
Journals	-£	80.00	
Term 2 Receipts	£	49.00	<u>Cash</u>
Term 3 Receipts	£	954.10	£50.00
	£	<u>1,425.61</u>	£20.00
	£	1,642.84	£10.00
			£5.00
Less			£2.00
Term 1 Payments	£	164.08	£1.00
Term 2 Payments	£	58.02	£0.50
Term 3 Payments	£	307.27	£0.20
Term 1 Banked	£	446.00	£0.10
Term 2 Banked	£	-	£0.05
Term 3 Banked	£	-	£0.02
	£	975.37	£0.01
	£	<u><u>667.47</u></u>	
<i>cash in hand with Denise</i>		597.47	
<i>cash in Toddler tin</i>		20.00	<i>difference</i>
<i>cash in fundraising float</i>		<u>50.00</u>	
<i>Total cash in hand</i>		<u><u>667.47</u></u>	

Count

50.00

240.00

110.00

10.00

38.00

100.00

22.50

20.40

3.60

2.00

0.58

0.39

£597.47

0.00

Great Shefford Under 5's

Balance Sheet

08/31/2020 £		08/31/2021 £
ACCUMULATED FUND		
47,472.69	Opening balance	46,748.64
(724.05)	Profit for the Period	485.30
<u>46,748.64</u>	Closing Balance	<u>47,233.94</u>
REPRESENTED BY		
9,500.89	Current Account	12,584.97
42,934.39	Investment Account	43,326.23
245.00	Debtor	720.00
0.00	Provision for bad debts	0.00
(6,042.39)	Graduate Leader Fund	(6,042.39)
(106.48)	Creditor	(4,022.34)
217.23	Petty Cash	667.47
<u>46,748.64</u>		<u>47,233.94</u>

I have examined the above Income & Expenditure Account and Balance Sheet of Great Shefford Under Fives for the Year ended 31st August 2021 and in my opinion they are in accordance with the books and records supplied to me and the explanations given.

Penelope Lang, CA

Millbrook, Great Shefford, Hungerford. RG17 7DR

Great Shefford Under 5's

Income and Expenditure Account for the Year ending 31/08/2021

2020 £		2021 £	2021 £
	<u>Pre-School</u>		
2,106.00	Fees	3,732.60	
<u>48,615.01</u>	Nursery Education Funding	<u>44,346.98</u>	48,079.58
46,276.43	Less:- Wages	45,644.31	
<u>2,805.00</u>	Hall Rent	<u>2,927.00</u>	48,571.31
<u>1,639.58</u>	Profit/(Loss)		<u>-491.73</u>
	<u>Toddlers and Co.</u>		
668.01	Fees		700.06
1,431.40	Less:- Wages	1,375.23	
<u>378.00</u>	Hall Rent	<u>126.00</u>	1,501.23
<u>-1,141.39</u>			<u>-801.17</u>
<u>498.19</u>	Profit/(Loss)		<u>-1,292.90</u>
	<u>Other income</u>		
448.32	Newbury Building Soc. Interest	391.84	
1,192.31	Profit on Fund Raising	1,650.59	
0.00	Donations	2,600.00	
36.00	S/Shirts and book bags	56.00	
0.00	Trip Income	0.00	
<u>1,428.00</u>	Snack receipts	<u>1,273.00</u>	
<u>3,104.63</u>			<u>5,971.43</u>
<u>3,602.82</u>	<u>Operating Profit / Loss</u>		<u>4,678.53</u>

Great Shefford Under 5's

Income and Expenditure Account for the Year ending 31/08/2021

2020	EXPENDITURE	2021	2021
£		£	£
429.83	Paper Paint and Supplies	367.18	
535.24	Refreshments	577.04	
966.88	Insurance	895.45	
50.00	Ofsted Registration & West Berks Subscription.	50.00	
304.16	Gratuities	291.40	
444.95	Training	247.80	
107.50	Advertising	69.00	
51.54	Stationery	84.96	
40.00	Telephone	40.00	
300.00	Music Lessons	275.00	
260.00	Phonics lessons	560.00	
0.00	Farm trip	0.00	
0.00	Uniform	450.56	
484.73	Miscellaneous	210.33	
352.04	New Equipment	74.51	
<u>4,326.87</u>			<u>4,193.23</u>
<u>-£724.05</u>	Profit		<u>£485.30</u>

Great Shefford Under Fives
Schedule of Donations
As at 31st AUGUST 2021

£

Autumn term 2020

Newbury Building Society

Community Award for music lessons 300.00

The Great Shefford Pub donation 500.00

Spring Term 2021

West Berkshire Sustainability Grant 1,800.00

Total as per Accounts

£2,600.00

R

Bank Reconciliation**as at 31 / 08 / 2021**Barclays Community Account - acc number 43367630

		<u>£</u>	<u>£</u>
	Opening balance		9,500.89
<u>Add</u>	Term 1 Bank	17,221.45	
	Term 1 Cash	446.00	
	Term 2 Bank	15,171.09	
	Term 2 Cash	-	
	Term 3 Bank	23,945.77	
	Term 3 Cash	-	
			<u>56,784.31</u>
			66,285.20
<u>Less</u>	Term 1 Payments	17,585.66	
	Term 2 Payments	14,666.34	
	Term 3 Payments	21,528.23	
	Journals	-80.00	
			<u>53,700.23</u>
			<u>12,584.97</u>
<u>Balance as at 31/08/2021</u>			12,584.97

Add

Outstanding lodgements

Cheques in hand cheque
cash

0.00

12,584.97

LESS

Outstanding BACS payments

0.00

12,584.97

0.00

<u>Deposit Account reconciliation</u>				
<u>Newbury Building Society</u>				
<u>Deposit A/C No. 2855031610</u>				
			£	£
	Opening balance @ 1/9/2020			42,934.39
	Add			
	Term 1 Acc -receipt to Dept		0.00	
	Term 2 Acc -receipt to Dept		0.00	
	Journals		391.84	
	Term 3 Acc -receipt to Dept		0.00	391.84
				43,326.23
	Less			
	Term 1 Acc -paym't to Currentt to De		0.00	
	Term 2 Acc -paym't to Currentt to De		0.00	
	Term 3 Acc -paym't to Currentt to De		0.00	0.00
				£43,326.23
Balance per pass book				42,934.39
as at 01/09/20				
ADD				
Gross Interest received 31/10/2020				391.84
LESS				
Outstanding cheques				0.00
Balance as at 31/8/2021				£43,326.23
		Difference		0.00

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4	Nursery Funding			48,234.37			-3,887.39	44,346.98		Nursery Funding									
5	Wages		45,590.85		0.00		53.46	45,644.31		Wages									
6	Wages		1,375.23					1,375.23		Wages									
7	Hall Rent		2,927.00		0.00		0.00	2,927.00		Hall Rent									
8	Toddlers fees			19.00		681.06	0.00	700.06		Toddlers fees									
9	Hall Rent		126.00				0.00	126.00		Hall Rent									
10																			
11	Building Society Interest			0.00			391.84	391.84		Building Society Interest									
12	Fund Raising Profit		15.30	846.34	0.00	444.55	0.00	1,275.59		Fund Raising Profit									
13	Grants Received			2,600.00			0.00	2,600.00		Grants Received									
14	Fund raising Parties			0.00			375.00	375.00		Fund raising Parties									
15	S/Shirt Sales			56.00		20.00	-20.00	56.00		S/Shirt Sales									
16	Trip income			0.00		0.00		0.00		Trip income									
17	Snack receipts			1,078.00		232.00	-37.00	1,273.00		Snack receipts									
18																			
19	Paper, Paint & Supplies		292.10		75.08		0.00	367.18		Paper, Paint & Supplies									
20	Juice & Biscuits		373.25		203.79		0.00	577.04		Juice & Biscuits									
21	Insurance		895.45				0.00	895.45		Insurance									
22	Social Services reg.		50.00				0.00	50.00		Social Services reg.									
23	Gratuities		291.40		0.00		0.00	291.40		Gratuities									
24	Training		235.80		12.00		0.00	247.80		Training									
25	Donations							0.00		Donations									
26	Advertising		69.00				0.00	69.00		Advertising									
27	Stamps & Stationery		70.82		14.14		0.00	84.96		Stamps & Stationery									
28	Telephone		0.00		40.00		0.00	40.00		Telephone									
29	Music Lessons		275.00				0.00	275.00		Music lessons									
30	Phonics lessons		560.00					560.00		Drama lessons									
31	Farm trip		0.00					0.00		farm trip									
32	Uniform		450.56					450.56		Uniform									
33	Miscellaneous		140.95		151.37		-81.99	210.33		Miscellaneous									
34	New Toys		41.52		32.99		0.00	74.51		New Toys									
35																			
36	Current Account	9,500.89		53,780.23	56,338.31	446.00	80.00		12,584.97	Current Account									
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45	Profit for the year							485.30		485.30	Profit for the year								
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47		52,897.51	52,897.51	###	###	###	###	975.37	975.37	###	###	838.31	838.31	54,751.07	54,751.07	###	###		
48																			
49	CHECK BALANCES		0.00	0.00		0.00		0.00		0.00		0.00		0.00		0.00			

Great Shefford Under FivesCash Account Reconciliationas at 31/08/21

Opening balance	£	217.23	
Add			
Term 1 Receipts	£	502.51	
Journals	-£	80.00	
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	£	<u>1,425.61</u>	£20.00
	£	1,642.84	£10.00
			£5.00
Less			£2.00
Term 1 Payments	£	164.08	£1.00
Term 2 Payments	£	58.02	£0.50
Term 3 Payments	£	307.27	£0.20
Term 1 Banked	£	446.00	£0.10
Term 2 Banked	£	-	£0.05
Term 3 Banked	£	-	£0.02
	£	975.37	£0.01
	£	<u><u>667.47</u></u>	
<i>cash in hand with Denise</i>		597.47	
<i>cash in Toddler tin</i>		20.00	<i>difference</i>
<i>cash in fundraising float</i>		<u>50.00</u>	
<i>Total cash in hand</i>		<u><u>667.47</u></u>	

<i><u>Count</u></i>
50.00
240.00
110.00
10.00
38.00
100.00
22.50
20.40
3.60
2.00
0.58
0.39
<hr/>
<i>£597.47</i>
<hr/>

0.00

Great Shefford Under 5's

Balance Sheet

08/31/2020 £		08/31/2021 £
ACCUMULATED FUND		
47,472.69	Opening balance	46,748.64
(724.05)	Profit for the Period	485.30
<u>46,748.64</u>	Closing Balance	<u>47,233.94</u>
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0.00	Provision for bad debts	0.00
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(106.48)	Creditor	(4,022.34)
217.23	Petty Cash	667.47
<u>46,748.64</u>		<u>47,233.94</u>

I have examined the above Income & Expenditure Account and Balance Sheet of Great Shefford Under Fives for the Year ended 31st August 2021 and in my opinion they are in accordance with the books and records supplied to me and the explanations given.

Penelope Lang, CA

Millbrook, Great Shefford, Hungerford. RG17 7DR

Great Shefford Under 5's

Income and Expenditure Account for the Year ending 31/08/2021

2020 £		2021 £	2021 £
	<u>Pre-School</u>		
2,106.00	Fees	3,732.60	
<u>48,615.01</u>	Nursery Education Funding	<u>44,346.98</u>	48,079.58
46,276.43	Less:- Wages	45,644.31	
<u>2,805.00</u>	Hall Rent	<u>2,927.00</u>	48,571.31
<u>1,639.58</u>	Profit/(Loss)		<u>-491.73</u>
	<u>Toddlers and Co.</u>		
668.01	Fees		700.06
1,431.40	Less:- Wages	1,375.23	
<u>378.00</u>	Hall Rent	<u>126.00</u>	1,501.23
<u>-1,141.39</u>			<u>-801.17</u>
<u>498.19</u>	Profit/(Loss)		<u>-1,292.90</u>
	<u>Other income</u>		
448.32	Newbury Building Soc. Interest	391.84	
1,192.31	Profit on Fund Raising	1,650.59	
0.00	Donations	2,600.00	
36.00	S/Shirts and book bags	56.00	
0.00	Trip Income	0.00	
<u>1,428.00</u>	Snack receipts	<u>1,273.00</u>	
<u>3,104.63</u>			<u>5,971.43</u>
<u>3,602.82</u>	<u>Operating Profit / Loss</u>		<u>4,678.53</u>

Great Shefford Under 5's

Income and Expenditure Account for the Year ending 31/08/2021

2020	EXPENDITURE	2021	2021
£		£	£
429.83	Paper Paint and Supplies	367.18	
535.24	Refreshments	577.04	
966.88	Insurance	895.45	
50.00	Ofsted Registration & West Berks Subscription.	50.00	
304.16	Gratuities	291.40	
444.95	Training	247.80	
107.50	Advertising	69.00	
51.54	Stationery	84.96	
40.00	Telephone	40.00	
300.00	Music Lessons	275.00	
260.00	Phonics lessons	560.00	
0.00	Farm trip	0.00	
0.00	Uniform	450.56	
484.73	Miscellaneous	210.33	
352.04	New Equipment	74.51	
<hr/> 4,326.87			<hr/> 4,193.23
<hr/> -£724.05	Profit		<hr/> £485.30

Great Shefford Under Fives
Schedule of Donations
As at 31st AUGUST 2021

£

Autumn term 2020

Newbury Building Society

Community Award for music lessons 300.00

The Great Shefford Pub donation 500.00

Spring Term 2021

West Berkshire Sustainability Grant 1,800.00

Total as per Accounts

£2,600.00

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