

Minutes for Holymoorside Pre-school AGM

14/12/2020 at 20.00 - 21.30

Held at Holymoorside Village Hall, Holymoor Road, S42 7EB

Attendees:

Toby Hazel, Sandra Brocklehurst, Brenda Hawkins, Diane Baskerville, Laura Bown, Lauren Towers, Nicky Weir, Grace Colley, Kimberley Ellis

Apologies: Ellena Outram, Jade O'Donnell, Bekah Anstey

1. Full Treasurers report and accounts for year ending 31st August 2020 attached.

2. Annual report -

Toby reported there had been a number of visits from the Early Years Improvement Service. Staff found these stressful, but worked hard to incorporate the suggestions made. Supervision meetings have been carried out in addition to the annual appraisals. On 20/03/20 Pre-School closed due to government requirements relating to Covid-19. Following discussions, Pre-School opened for two sessions per week, four weeks before closing for the summer holidays. Staff reported that these sessions went well, with the children responding well to the new procedures that had been put in place. This gave an insight into how we could cope with cleaning, transporting/storing equipment for the recommended time before it could be used again. Pre-School opened again as normal in September. Caretakers and Clerks have been very supportive to enable us to run smoothly. All past and present parents/carers have been very understanding and supportive. Unfortunately our long-serving kitchen assistant Linda Searson resigned in August. Staff have worked together very well and have coped without Linda working in the kitchen. All children have arrived and entered Pre-School without their parents/carers and have fitted into the new routine. Staff report they are still trying to make Christmas special, with post box, party food and pass the parcel. Santa is attending the Christmas party, presents have been bought. No grotto this year but the stage will be decorated to make it look festive.

3. Committee Membership -

- As discussed at previous meeting, no committee member can serve longer than 10 consecutive years and therefore SB, BH and DB will have to resign as committee members. The committee request that they still continue to attend the meetings. They may re-join next year.
- Resignations - Sandra Brocklehurst, Brenda Hawkins, Diane Baskerville, Ellena Outram and Nicky Weir. Lauren Towers to resign as Secretary but will remain on Committee.
- Voting on of new members -
Grace Colley 1st BH 2nd NW
Kimberley Ellis 1st LB 2nd SB
Bekah Anstey 1st TH 2nd DB
- Expected members and start dates -
Toby Hazel (June 2019)
Laura Bown (Nov 2014)
Grace Colley (Dec 2020)
Lauren Towers (June 2018)

Kimberley Ellis (Dec 2020)
Bekah Anstey (Dec 2020)
Jade O'Donnell (Nov 2016)

4. Other Business - SB would like to thank Toby for his support this year.

5. Meeting Closed - Committee Meeting 14/12/20 to follow.

Treasurers statement 19 /20 Accounts

This year's accounts have a few things I want to make sure to point out

- We were hugely impacted by the Coronavirus pandemic. We closed 20/03/2020 and did not re-open fully until the Autumn term. Although we continued to receive funding from DCC, we did not have any other income in the months we were not operating, apart from a one off £1000 grant from North East Derbyshire District Council.
- We looked at the furlough scheme, but unfortunately due to criteria around receiving public funds, we could only furlough according to our fee paying income. The month previous to closure (Feb) was used to calculate this, and the calculation showed we were unable to furlough.
- After the appointment of another staff member last year, the committee were aware that our expenditure including staff costs would be higher, but combined with the impact of the pandemic, it has meant that our cash float in the current account has been depleted.
- A staff member has resigned (Aug 20) and this will equate to a £6500 saving on staff costs this year. At present we have no need for additional staff.
+
- The pandemic and prolonged closure has meant that we have a lower number of children enrolled this September than last year.
- Taking all this into account there are some steps we have already taken:
 1. Transferred £5000 from the reserve account to the current account. This still leaves enough in the reserve to cover redundancy costs.
 2. Autumn term funding from DCC is at 2019 levels, so although we have less children we will be paid the same as last year for this term. There was hope this would be continued further into 2020, but that does not look likely to happen.
 3. We have increased fees from Autumn 2 half term by £1 to £12 per session.
 4. I am completing a cash flow forecast for the remainder of the financial year, once I have completed it I will confer with the Early Years sufficiency team at DCC, to see if there any other areas we could improve.

Other issues:

Corporation Tax

We were given a request to complete a corporation tax return. After many conversations with HMRC, it transpired they no longer had us registered as a charity. This has now been done. I was then told we did not need to submit a corporation tax return.

Class 1 NIC Employment allowance / PAYE

We are now registered for employment allowance. This should reduce our NIC Class 1 contributions. An admin error meant we paid one of our PAYE payments twice, this was the payment at the end of 19/20 tax year. This has made PAYE complicated!

Funding payment adjustment for 19/20

There was a child who was missed off our funding payment during closure. DCC have now paid us those monies (£698.70) with the last monies being received 16/11/2020, so they will be on income for 20/21.

Treasurers statement AGM 14/12/2020

Bank Balance:

Current Acc: £12798.40

Reserve: £17292.75

Please find attached the audited accounts for this year. As you can see they show a net loss of £15311.28. We expected a loss due to increased staffing costs, but the pandemic also hit us hard.

I included the following statement in the accounts when I gave them to the auditor:

This year's accounts have a few things I want to make sure to point out

- We were hugely impacted by the Coronavirus pandemic. We closed 20/03/2020 and did not re-open fully until the Autumn term. Although we continued to receive funding from DCC, we did not have any other income in the months we were not operating, apart from a one off £1000 grant from North East Derbyshire District Council.
- We looked at the furlough scheme, but unfortunately due to criteria around receiving public funds, we could only furlough according to our fee paying income. The month previous to closure (Feb) was used to calculate this, and the calculation showed we were unable to furlough.
- After the appointment of another staff member last year, the committee were aware that our expenditure including staff costs would be higher, but combined with the impact of the pandemic, it has meant that our cash float in the current account has been depleted.
- A staff member has resigned (Aug 20) and this will equate to a £6500 saving on staff costs this year. At present we have no need for additional staff.
- The pandemic and prolonged closure has meant that we have a lower number of children enrolled this September than last year.
- Taking all this into account there are some steps we have already taken:
 5. Transferred £5000 from the reserve account to the current account. This still leaves enough in the reserve to cover redundancy costs.
 6. Autumn term funding from DCC is at 2019 levels, so although we have less children we will be paid the same as last year for this term. There was hope this would be continued further into 2021, but that does not look likely to happen.
 7. We have increased fees from Autumn 2 half term by £1 to £12 per session.
 8. I am completing a cash flow forecast for the remainder of the financial year, once I have completed it I will confer with the Early Years sufficiency team at DCC, to see if there any other areas we could improve. Other issues:

Corporation Tax

We were given a request to complete a corporation tax return. After many conversations with HMRC, it transpired they no longer had us registered as a charity. This has now been done. I was then told we did not need to submit a corporation tax return.

Class 1 NIC Employment allowance / PAYE

We are now registered for employment allowance. This should reduce our NIC Class 1 contributions. An admin error meant we paid one of our PAYE payments twice, this was the payment at the end of 19/20 tax year. This has made PAYE complicated!

Funding payment adjustment for 19/20

There was a child who was missed off our funding payment during closure. DCC have now paid us those monies (£698.70) with the last monies being received 16/11/2020, so they will be on income for 20/21.

Treasurers statement AGM cont...

CASHFLOW

Find attached a cash flow sheet I have completed. Current calculations, we have enough cashflow to run until July. I need to point out a few things:

- The cashflow figures were calculated using the projected funding figures with the expected January children on 25/11/2020. This can (and will) change hopefully in the right direction. I will continue to update this on an ongoing basis.
- The parent fees figure, is probably also going to change.
- In May I have put to transfer the remaining £1200 in the reserve acc to the current account. This leaves us with the bare minimum needed for redundancies in the reserve.

Ongoing steps:

- I am talking to Childcare sufficiency, who actually said she 'wasn't sure what funding arrangements will be in place for Jan', and that we should talk again then. She also said we were much better off than some she talks to. She seemed positive she could help, but there was no magic fix.
- Facebook etc – we need to ensure available spaces are advertised. If someone doesn't want a space for whatever reason we cannot hold it.
- Grants – I have emailed local MP, NEDDC and others to find out if any other funding is available. I have looked at some of the Covid 19 recovery funds, but a lot of these seem to exclude education. If anyone has any ideas, please do let me know.
- Furlough – We can now flexible furlough. If we have a day when not all staff are needed, we can furlough part time. This would work as it would be well below the parental fees level, so we don't have an issue with the public funding.

I suggest that we have a finance meeting to discuss further in Jan, when we definite place numbers and any funding news has been announced.

HOLYMOORSIDE PRE-SCHOOL PLAYGROUP

(Registered Charity 1034679)

ACCOUNTS FOR THE YEAR ENDING 31st AUGUST 2020

1. RECEIPTS & PAYMENTS ACCOUNT

| INCOME RECEIPTS | 2020 | 2019 |
|-----------------------------------|--------------------|--------------------|
| From Voluntary Sources: | | |
| Derbyshire County Council Funding | 30,618.17 | 26,066.54 |
| Fundraising / Grants | 1,000.00 | 755.20 |
| Other Receipts: | | |
| Trip | - | 110.00 |
| Donations | - | 2.00 |
| Book sale | - | - |
| | <u>112.00</u> | <u>112.00</u> |
| From Trading Activities: | | |
| Fees | 4,554.00 | 7,708.15 |
| From Assets: | | |
| Bank Interest | - | - |
| | <u>£ 36,172.17</u> | <u>£ 34,641.89</u> |
| TOTAL RECEIPTS | <u>£ 36,172.17</u> | <u>£ 34,641.89</u> |

HOLYMOORSIDE PRE-SCHOOL PLAYGROUP

(Registered Charity 1034679)

ACCOUNTS FOR THE YEAR ENDING 31st AUGUST 2020

1. RECEIPTS & PAYMENTS ACCOUNT

| PAYMENTS | 2020 | 2019 |
|---|---------------------------|---------------------------|
| Charitable Activity direct expenditure: | | |
| Salary costs | 42,640.99 | 30,804.92 |
| HMRC - Tax & NI | 1,902.37 | 1,268.13 |
| Equipment | 548.37 | 119.20 |
| PLA Membership and Insurance | 634.08 | 625.84 |
| Other expenditure: | | |
| Fund Raising events | - | 514.31 |
| Sundry consumables expenses | 17.50 | 240.73 |
| Administration | 334.55 | 345.00 |
| Other expenses: | | |
| Petty Cash | 900.00 | 1,400.00 |
| Parties, Childrens Gifts & Trips | 77.20 | 565.82 |
| Licences: Ofsted; ICO; Music | 191.60 | 40.00 |
| Training | 168.29 | 75.00 |
| Course: J. O'Donnell | 1,500.00 | - |
| Gifts / Thank you | 53.73 | 99.98 |
| | <u>2,890.82</u> | <u>2,180.80</u> |
| Other payments: | | |
| Holymoorside & Walton Parish Council | 2,514.77 | 3,528.41 |
| TOTAL PAYMENTS | <u>£ 51,483.45</u> | <u>£ 39,627.34</u> |
| NET RECEIPTS FOR THE YEAR | (15,311.28) | (4,985.45) |
| Bank Balances at 31st August 2019 | 20,875.97 | 25,861.42 |
| Transfers from Reserve Account | - | - |
| Transfers to Reserve Account | - | - |
| Cash and Bank Balances at 31st August 2020 | <u>£ 5,564.69</u> | <u>£ 20,875.97</u> |

HOLYMOORSIDE PRIMARY SCHOOL PLAYGROUP

(Registered Charity 1034679)

ACCOUNTS FOR THE YEAR ENDING 31st AUGUST 2020

2. RECEIPTS & PAYMENTS ACCOUNT - RESERVE FUND

| INCOME RECEIPTS | 2020 | 2019 |
|--|---------------------------|---------------------------|
| From Assets: | | |
| From Current Account | - | - |
| Bank Interest | 42.11 | 38.82 |
| | <u>£ 42.11</u> | <u>£ 38.82</u> |
| TOTAL RECEIPTS | <u>£ 42.11</u> | <u>£ 38.82</u> |
| PAYMENTS | | |
| To Current Account | - | - |
| TOTAL PAYMENTS | <u>£ -</u> | <u>£ -</u> |
| NET RECEIPTS FOR THE YEAR | 42.11 | 38.82 |
| Bank Balances at 31st August 2019 (2018) | 22,250.08 | 22,211.26 |
| Cash and Bank Balances at 31st August 2020 (2019) | <u>£ 22,292.19</u> | <u>£ 22,250.08</u> |

HOLYMOORSIDE PRE-SCHOOL PLAYGROUP

(Registered Charity 1034679)

ACCOUNTS FOR THE YEAR ENDING 31st AUGUST 2020

3. STATEMENT OF ASSETS AND LIABILITIES

| MONETARY ASSETS: | 2020 | 2019 |
|---------------------------------------|--------------------|--------------------|
| Bank Current Account | 5,564.69 | 20,875.97 |
| Bank Reserve Fund | 22,292.19 | 22,250.08 |
| Cash Float | 4.15 | 9.81 |
| | £ 27,861.03 | £ 43,135.86 |
| OTHER ASSETS: | | |
| HMRC credit due | £ 428.71 | £ - |
| Funding payment adjustment | £ 698.70 | £ - |
| Laura Bown | £ - | £ 24.99 |
| LIABILITIES: | | |
| Ofsted | £ - | £ 50.00 |
| Cheques issued but not yet presented: | | |
| 200886: D. Baskerville | £ - | £ 761.24 |
| 200981: L. Searson | £ 697.60 | £ - |

NON-MONETARY ASSETS:

Held for Functional Use by the Charity:

Toys and Equipment in hall as per Inventory. This documents the current replacement value of £19,048.
Estimate of current resale value of inventory £6,349.

- ♦ Accounts prepared by Laura Bown.
- ♦ Comparative figures for the year to 31st August 2019 are included.
- ♦ I have examined the accounts of Holymoorside Playgroup for the year end as at 31st August 2020 with the books and vouchers supplied to me. In connection with my examination, no matter has come to my attention:
 - (1) which gives me reasonable cause to believe that in any material respect the requirements
 - ♦ to keep accounting records in accordance with Section 41 of the Act; and
 - ♦ to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the Acthave 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.

Audited by Peter Hawkins ACIB, MSc LT., Dip. M.S., IOSH (Tech)
of 5 Alton Close, Walton, Chesterfield, Derbyshire. S42 7NW.

29th November 2020

HOLYMOORSIDE PRE-SCHOOL PLAYGROUP

(Registered Charity 1034679)

ACCOUNTS FOR THE YEAR ENDING 31st AUGUST 2020

1. RECEIPTS & PAYMENTS ACCOUNT

| INCOME RECEIPTS | 2020 | 2019 |
|-----------------------------------|--------------------|--------------------|
| From Voluntary Sources: | | |
| Derbyshire County Council Funding | 30,618.17 | 26,066.54 |
| Fundraising / Grants | 1,000.00 | 755.20 |
| Other Receipts: | | |
| Trip | - | 110.00 |
| Donations | - | 2.00 |
| Book sale | - | - |
| | <u>112.00</u> | <u>112.00</u> |
| From Trading Activities: | | |
| Fees | 4,554.00 | 7,708.15 |
| From Assets: | | |
| Bank Interest | - | - |
| | <u>£ 36,172.17</u> | <u>£ 34,641.89</u> |
| TOTAL RECEIPTS | <u>£ 36,172.17</u> | <u>£ 34,641.89</u> |

HOLYMOORSIDE PRE-SCHOOL PLAYGROUP

(Registered Charity 1034679)

ACCOUNTS FOR THE YEAR ENDING 31st AUGUST 2020

1. RECEIPTS & PAYMENTS ACCOUNT

| PAYMENTS | 2020 | 2019 |
|---|---------------------------|---------------------------|
| Charitable Activity direct expenditure: | | |
| Salary costs | 42,640.99 | 30,804.92 |
| HMRC - Tax & NI | 1,902.37 | 1,268.13 |
| Equipment | 548.37 | 119.20 |
| PLA Membership and Insurance | 634.08 | 625.84 |
| Other expenditure: | | |
| Fund Raising events | - | 514.31 |
| Sundry consumables expenses | 17.50 | 240.73 |
| Administration | 334.55 | 345.00 |
| Other expenses: | | |
| Petty Cash | 900.00 | 1,400.00 |
| Parties, Childrens Gifts & Trips | 77.20 | 565.82 |
| Licences: Ofsted; ICO; Music | 191.60 | 40.00 |
| Training | 168.29 | 75.00 |
| Course: J. O'Donnell | 1,500.00 | - |
| Gifts / Thank you | 53.73 | 99.98 |
| | <u>2,890.82</u> | <u>2,180.80</u> |
| Other payments: | | |
| Holymoorside & Walton Parish Council | 2,514.77 | 3,528.41 |
| TOTAL PAYMENTS | <u>£ 51,483.45</u> | <u>£ 39,627.34</u> |
| NET RECEIPTS FOR THE YEAR | (15,311.28) | (4,985.45) |
| Bank Balances at 31st August 2019 | 20,875.97 | 25,861.42 |
| Transfers from Reserve Account | - | - |
| Transfers to Reserve Account | - | - |
| Cash and Bank Balances at 31st August 2020 | <u>£ 5,564.69</u> | <u>£ 20,875.97</u> |

HOLYMOORSIDE PRIMARY SCHOOL PLAYGROUP

(Registered Charity 1034679)

ACCOUNTS FOR THE YEAR ENDING 31st AUGUST 2020

2. RECEIPTS & PAYMENTS ACCOUNT - RESERVE FUND

| INCOME RECEIPTS | 2020 | 2019 |
|--|---------------------------|---------------------------|
| From Assets: | | |
| From Current Account | - | - |
| Bank Interest | 42.11 | 38.82 |
| | <u>£ 42.11</u> | <u>£ 38.82</u> |
| TOTAL RECEIPTS | <u>£ 42.11</u> | <u>£ 38.82</u> |
| PAYMENTS | | |
| To Current Account | - | - |
| TOTAL PAYMENTS | <u>£ -</u> | <u>£ -</u> |
| NET RECEIPTS FOR THE YEAR | 42.11 | 38.82 |
| Bank Balances at 31st August 2019 (2018) | 22,250.08 | 22,211.26 |
| Cash and Bank Balances at 31st August 2020 (2019) | <u>£ 22,292.19</u> | <u>£ 22,250.08</u> |

HOLYMOORSIDE PRE-SCHOOL PLAYGROUP

(Registered Charity 1034679)

ACCOUNTS FOR THE YEAR ENDING 31st AUGUST 2020

3. STATEMENT OF ASSETS AND LIABILITIES

| MONETARY ASSETS: | 2020 | 2019 |
|---------------------------------------|--------------------|--------------------|
| Bank Current Account | 5,564.69 | 20,875.97 |
| Bank Reserve Fund | 22,292.19 | 22,250.08 |
| Cash Float | 4.15 | 9.81 |
| | £ 27,861.03 | £ 43,135.86 |
| OTHER ASSETS: | | |
| HMRC credit due | £ 428.71 | £ - |
| Funding payment adjustment | £ 698.70 | £ - |
| Laura Bown | £ - | £ 24.99 |
| LIABILITIES: | | |
| Ofsted | £ - | £ 50.00 |
| Cheques issued but not yet presented: | | |
| 200886: D. Baskerville | £ - | £ 761.24 |
| 200981: L. Searson | £ 697.60 | £ - |

NON-MONETARY ASSETS:

Held for Functional Use by the Charity:

Toys and Equipment in hall as per Inventory. This documents the current replacement value of £19,048.
Estimate of current resale value of inventory £6,349.

- ♦ Accounts prepared by Laura Bown.
- ♦ Comparative figures for the year to 31st August 2019 are included.
- ♦ I have examined the accounts of Holymoorside Playgroup for the year end as at 31st August 2020 with the books and vouchers supplied to me. In connection with my examination, no matter has come to my attention:
 - (1) which gives me reasonable cause to believe that in any material respect the requirements
 - ♦ to keep accounting records in accordance with Section 41 of the Act; and
 - ♦ to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the Acthave 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.

Audited by Peter Hawkins ACIB, MSc LT., Dip. M.S., IOSH (Tech)
of 5 Alton Close, Walton, Chesterfield, Derbyshire. S42 7NW.

29th November 2020