

## Committee Minutes

13<sup>th</sup> April 2022

Present – Marjo Brown, Lydia Talbot, Barbara Perry, Vicky Silk and Sue Williams

Apologies – Marlene Edwards has asked Marjo Brown to chair

1. Treasurer Report – Sue advised that things were looking good and that the first year of trading at the new premises we did very well. Accounts also look ok for this financial year. Sue commented that there had been no rent increase yet.
2. Improving the setting - Extending the outside area for use as a free flow provision. This would include a ramp and fencing to make safe for the children. Lydia is looking at the possibility of a grant to finance part of this and then us putting the rest. This may include a fundraising event.
3. Staffing - New staff include Julie Henley, Georgia Stainstreet and Megan who is work experience. Possibility in the future that Georgia may do her NVQ Level 3.
4. Working in partnership with St Thomas More – continue liaising with the Nursery Teacher to help with children's next steps.
5. Planning – Discussed that Ofsted will be looking at whether staff know the 3 I's, Intent, Implementation and Impact. All staff to be made aware of what they mean.
6. Sue will be looking at stepping down as Treasurer in the not too distant future but will remain as a named person on the committee. Marjo to look for a replacement.
7. Testament to all staff for providing quality childcare all through the second and third national lockdowns during the Coronavirus pandemic.

Any Other Business:

Vicky to update any policies and set during the summer break.

1 Appledore Close  
Great Wyrley  
Walsall  
WS6 6DQ

13th April 2022

Charities Commission

To whom it may concern

I have examined the financial documents and balance sheet for Quinton Playgroup relating to the year ended 31<sup>st</sup> August 2021. In my opinion they represent a true record of the financial position of the playgroup.

K. Kulik

Signed.....



Date.....

14. 4. 2022

## Petty Cash

### Income

Carried Forward from 31.08.2020	£18.77	
Fees	£2,699.72	
Donations	<u>£40.00</u>	
	£2,758.49	£2,758.49

### Expenditure

Food	£92.05	
Consumables/PPE	£27.00	
Paints,toys,books	£107.00	
Courses	£127.00	
Phone	£224.52	
Ink	£57.00	
Miscellaneous	£94.00	
Banked from tin	<u>£1,965.00</u>	
	£2,693.57	£2,693.57

### Balance

£64.92



# LEDGER

Summary of Income	£	
Carried forward from 31.8.2020		£11,352.66
Staffordshire Education	£23,986.32	
DWP maternity Allowance	£3,420.75	
DWP maternity Allowance	£2,137.97	
HMRC PAYE Refund	£200.00	
SDL (Fees paid by 3rd party	£834.91	
Cash from cash tin	£1,965.10	
Repayment M Brown	<u>£21.27</u>	
	£32,566.32	<u>£32,566.32</u>
		£43,918.98
Summary of Expenditure		
Wages	£23,172.87	
Income Tax/Ni	£619.31	
Rent	£2,960.00	
Insurance	£431.09	
Ofsted Registration	£35.00	
Party Entertainment	£180.00	
Food	£162.99	
Toys Books Paints Paper	£682.25	
Bikes/toy repairs	£35.00	
Courses	£18.00	
Photographs	£22.40	
Adj bank error	£0.05	
	£28,318.96	<u>£28,318.96</u>
Balane		£15,600.02

# QUINTON PLAYGROUP

## ACCOUNTS

1<sup>st</sup> SEPTEMBER 2020

TO

31<sup>st</sup> AUGUST 2021

## LEDGER

£

Carried forward from 31st August 2020

11,352.66

Income

32,566.32

43,918.98

Expenditure

28,318.96

Balance

15,600.02

Bank Statement at 31.08.2021

15,600.02

15,600.02

## PETTY CASH

Carried forward from 31 August 2020

18.77

Income

2,739.72

2,758.49

Expenditure

2,693.57

Balance

64.92

64.92

TOTAL BALANCE

15,664.94