

Herlington Pre-school
Herlington Community Centre
Orton Malborne
Peterborough
PE2 5PW

PE2 5PW

Telephone: 01733 390115
Charity No: 1036950
barb.herlingtonpreschool@gmail.com

**Minutes of Herlington preschool AGM
Monday 25th January 2023
9.00am**

Committee Present

Barbara Howlett (Manager)
Natasha Kennewell
Sandra Simms
Pauline Corley
Jacqui Millington
Tamsin Wright
Kirsty Sharpe

Apologies

Jodie Hadley

Present

There was a selection of parents and carers at the meeting with others completing a signed agreement for the AGM to go ahead. We were in need of 43 replies and we received 58.

Introduction

Barbara welcomed all those present, also confirmed that the AGM would go ahead and enough parents/carers were present, or in agreement to operating the AGM.
Minutes of previous meeting were read and agreed
There were no matters arising from these.

Treasure's report

Pauline Corley read her report and said where money has been spent for our children.

Managers' Report

Barbara read her report, about how the preschool dealt with the pressures of Covid and how the managers supported their staff through this difficult time.
Karen left after 28 years; Claire stepped into her role.
Three staff members currently on maternity leave.
Sandra Simms is resigning today after 20 years.

Chairpersons' Report

Sandra read her report, while reflecting on how far the preschool has come since she has been chairperson.

The present committee then all stood down, as part of the constitution rules, and then the committee were elected; some members of the old committee are standing for another year and were re-elected at this point.

The old committee were presented with flowers, for the work they have done over the year.

Standing down were Sandra Simms, Jacqu Millington, Tamsin Wright, Kirsty Sharpe, Natasha Kennewell and Pauline Corley,

Election of office

Chairperson - Tamsin Wright, Katie Whittock agreed and Peter Kukolik seconded.

Treasurer - Pauline Corley, Jacqui Millington agreed with Sandra Simms seconded.

Secretary - Kirsty Sharpe, Katie Whittock agreed and Jacqui Millington seconded.

Election of committee

Helpers - Jacqui Millington, Tamsin agreed and Peter seconded.

Katie Whittock, Jacqui agreed and Natasha seconded.

Natasha Kennewell, Kirsty agreed and Tamsin seconded.

Alisa to go home about think about joining.

Adoption of constitution

Barbara explains that as a committee run preschool, we adopt a constitution to run with, and we run alongside the preschool Learning Alliance Constitution, all present were in agreement that we would continue to run by this constitution.

Meeting was closed at 9.32am.

Acculative Accounts 22-23													
		May	June	July	August	Sept	October	November	December	January	February	March	Totals
INCOME	April												
Fees	10,454.75	12,358.25	15,171.13	15,133.85	9,951.50	15,088.43	10,227.33	12,001.84	9,140.37	7,521.96	8,667.50	13856.2	139,573.11
Funding	10,868.45	7,543.29	112,763.63	10,566.12	77,281.20	21,569.22		79,804.09	80,685.60	18,925.95	63,978.09	102213.05	565,999.69
Fundraising			577.10			695.73			1,024.00	442.50	147.62	1691.47	4,578.42
Loans/rewards													0.00
Refunds			2,271.70			89.12	1,640.49	27.99	605.67		309.94		4,944.91
Misc	1,000.00												1,000.00
Totals	22,323.20									26,890.41			736096.13
TOTALS	22,323.20	19,901.54	130,783.56	25,699.97	87,232.70	37,442.50	11,867.82	91,633.92	91,455.64	26,890.41	73,104.15	117760.72	736096.13
Saving Transfer			50,000.00		50,000.00			30,000.00					130000.00
EXPENDITURE													
Wages 01	38,041.70	34,723.28	32,603.21	43,350.29	42,597.60								
Wage costs 01	5,582.55	8,147.65	2,079.01	12,319.17	13,659.30	31,178.86	35,591.97	30,469.16	37,881.06	31,066.94	33,339.18	28586.03	420,429.28
Utilities 02	478.23	5,503.44	3,114.90	484.77	4,263.21	13,160.96	3,894.39	6,804.08	1,381.28	11,784.48	2,582.61	11511.79	92,907.27
Office 03	434.44	1,774.83	845.12	1,994.43	2,152.81	5,486.84	3,827.12	4,137.57	3,067.83	3,935.08	3,709.08	4288.76	42,296.83
Governing 04	939.60	423.60	1,008.60	423.60	423.60	1,565.43	1,317.24	2,988.67	1,096.52	1,249.40	2,931.80	1880.63	20,231.32
Stationary 05	390.38	626.96	410.13	348.75	18.42	423.60	423.60	571.60	1,049.60	678.60	1,515.60	423.60	8,305.20
Vehicles 06	550.90	554.74	1,101.80	1,324.78	506.74	993.33	891.58	45.64	43.07	405.70	2,910.42	995.50	8,079.88
Equipment 07	3,609.92	3,329.09	4,258.04	7,052.19	3,503.97	4,576.23	4,549.59	4,538.15	2,683.13	3,598.84	3,776.85	4976.28	50,452.28
Hygiene/firstaid 08	1,054.19		165.60	357.86	388.00	477.86	305.77	208.64	206.00	300.18	191.55	171.75	3,826.40
maintanance 9	2,484.50	2,844.80	1,146.02	25,256.13	244.15	1,196.18	156.50	3,234.00	1,537.00	1,267.72	3,080.65	2512.15	44,961.80
Education 10	449.32			3,017.35	54.00		870.96	354.28	589.00				5,334.91
Staff Incentives 11	69.25	99.90		1,133.19	200.00		87.45	202.46	2,673.27	52.50			4,477.02
Flowers/Rewards12	125.00	12.00	43.65	915.45		60.00		46.50	176.47	188.99	47.99	50.49	1,606.54
Uniform					2,698.50								2698.5
Fees /refunds 13			390.00	131.00	35.98		298.50						855.48
Outside charities14													70.00
Allocated funds 15			55,000.00		20,000.00			30,000.00		14,000.00			134,000.00
TOTALS	53,759.66	58,489.61	102,166.08	98,110.96	90,746.28	60,260.06	52,214.67	84,702.55	52,834.13	68,528.43	54,706.63	72496.78	849,017.86
BCFW	78,509.07	39,921.00	11,853,848.00	46,127.49	92,623.91	69,796.33	29,449.48	66,360.85	105,002.36	63,364.34	81,761.86	127023.80	

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**HERLINGTON PRE-SCHOOL
FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST MARCH 2023**

**HERLINGTON PRE-SCHOOL
INDEPENDENT EXAMINERS REPORT TO THE TRUSTEES
FOR THE YEAR ENDED 31ST MARCH 2023**

I report on the accounts of the trust for the year ended 31st March, 2023 which are set out on pages 3 to 9.

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- to state whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a true and fair view' and the report is limited to those matters set out in the statement below.

Independent examiner's statement

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 130 of the 2011 Act; and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act

have 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.

M.J. Ruffles F.C.A.
Mark J. Ruffles & Co.
Accountants
4th August, 2023

4 Baron Court
Werrington
Peterborough

**HERLINGTON PRE-SCHOOL
INCOME AND EXPENDITURE
FOR THE YEAR ENDED 31ST MARCH 2023**

	2023	2022
Notes	£	£
INCOMING RESOURCES		
	2	
Income generated from funds		
Voluntary income		
Activities for generating funds	583,010	517,548
Investment income	1,320	4,137
	327	16
Income from charitable activities	584,657	521,701
Furlough income	140,017	134,844
Other incoming resources	7,754	2,284
	732,428	659,018
RESOURCES EXPENDED		
	3	
Cost of generating funds	151	204
Charitable activities	713,611	659,152
Governance costs	3,234	2,898
	716,996	662,254
Net incoming/(outgoing) resources	15,432	(3,236)
Funds brought forward	183,023	186,259
Funds carried forward	£198,455	£183,023

There are no restricted funds

**HERLINGTON PRE-SCHOOL
BALANCE SHEET
AS AT 31ST MARCH 2023**

	Notes		2023		2022	
			£	£	£	£
FIXED ASSETS						
Tangible fixed assets	4		4,900		9,800	
CURRENT ASSETS						
Cash at bank and in hand			298,946	277,540		
CREDITORS: amounts due within one year	5		105,391	104,317	173,223	
			193,555			
NET ASSETS			£198,455	£183,023		
FINANCED BY:						
RESERVES						
Unrestricted funds			£198,455	£183,023		

We approve these accounts and confirm that we have made available all relevant records and information for their preparation.

Chairperson

Treasurer
4th August, 2023

**HERLINGTON PRE-SCHOOL
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31ST MARCH 2023**

1 ACCOUNTING POLICIES

Accounting convention

The financial statements have been prepared in accordance with the applicable accounting standards and the Charities accounting statement of recommended practice.

Grants and voluntary income

All grants and voluntary income are accounted for gross in the period to which they relate.

Expenditure

All expenditure is accounted for gross in the period to which it relates.

Direct charitable expenses

The directors consider that direct charitable expenditure includes all direct costs associated with the objects of the trust.

Fixed assets

These are capitalised if they can be used for more than one year and cost at least £500. They are valued at cost or, if gifted, at the value the charity of the receipt.

Depreciation

Depreciation of fixed assets is provided at the rates shown below so as to write off their cost over the estimated useful lives:

	Rate	Basis
Improvements to premises	10%	Straight line
Equipment and fixtures and fittings	25%	Straight line

HERLINGTON PRE-SCHOOL		NOTES TO THE ACCOUNTS		FOR THE YEAR ENDED 31 ST MARCH 2023	
	£		£	2023	2022
2 INCOMING RESOURCES					
Voluntary income	582,510	517,366	182	517,548	
PCC funding	500				
Photos					
Activities for generating funds	655	725	3,412	4,137	
Raffles	665				
Other	1,320				
Investment income	327	16			
Bank interest received					
Incoming resources from charitable activities	9,292	16,343	63,620	54,187	694
Fees received	75,692				
Direct funding	54,084				
Card receipts	949				
Trip and party money	140,017	134,844			

**HERLINGTON PRE-SCHOOL
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31ST MARCH 2023**

3 EXPENDITURE		
	2023	2022
	£	£
Cost of generating funds	151	204
Fundraising expenses		
Charitable activities		
Wages	420,819	391,269
Pension contributions	21,538	20,520
Inland Revenue	70,275	82,184
Staff training and incentives	6,742	8,045
Uniform	2,698	2,637
Rent	38,977	32,420
Educational resources	50,452	44,094
Petty cash	3,304	2,749
Vehicle expenses	8,485	8,208
Human resources	221	698
Telephone and internet	1,304	1,116
TV/Video licence	711	622
Ofsted Licence	220	220
Entertainment and gifts	3,554	3,432
Stationery and admin	19,402	20,280
Insurance	-	1,874
Photocopier	3,977	4,983
Cleaning, hygiene and first aid	3,826	5,068
Building and garden repairs	44,962	11,724
Furnishings	-	1,673
Bank charges	1,273	964
Educational visits	3,237	1,130
Early years resources	133	646
Coaches	-	1,560
PS Learning Alliance	-	1,832
Photos	-	1,868
Depreciation of fixed assets	4,900	4,900
Committee expenses	-	-
Sundry items	2,601	2,430
	<u>713,611</u>	<u>659,152</u>
Governance costs		
Book-keeping, accounts and payroll	3,234	2,898

4 TANGIBLE FIXED ASSETS

4 TANGIBLE FIXED ASSETS

8