

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

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Charity No: 1036950  
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**Minutes of Herlington preschool AGM  
Wednesday 28th February 2024  
9.30am**

**Committee Present**

Barbara Howlett (Manager)  
Natasha Kennewell  
Pauline Corley  
Jacqui Millington  
Tamsin Wright  
Kirsty Sharpe  
Katie Whittock

**Present**

There was a selection of parents and carers (17) at the meeting with others completing a signed agreement for the AGM to go ahead. We were in need of 52 agreements to proceed with the AGM and we received 63.

**Introduction**

Barbara welcomed all those present, also confirmed that the AGM would go ahead and enough parents/carers were present, and combined with those that had signed to give permission for the AGM to take place without them being present. Minutes of previous meeting were agreed by all. 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. Also explaining we have been careful where money has been spent with all the price increases. With copies of the accounts out for all who attended to read.

**Managers' Report**

Barbara read her report, about how the preschool has had new resources and also revamping the outdoor area. With more training on offer to staff improving their knowledge which reflects how they work, while being supported by management. Very proud of her team.

### **Chairpersons' Report**

Tamsin Wright read her report, explaining how she came to be the chairperson and her journey along the way.

Also giving an insight into what the committee does behind the scenes of the preschool, helping out however and whenever they can.

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 Jacqui Millingtoni, Tamsin Wright, Kirsty Sharpe, Natasha Kennewell, Katie Whittock and Pauline Corley,

### **Election of office**

Chairperson - Tamsin Wright, Katie Whittock agreed and Megan Randall seconds.

Treasure - Pauline Corley, Jacqui Millington agreed and Michelle Daily seconds.

Secretary - Kirsty Sharpe, Titilayo Adams agreed and Lesley anne Swann seconds.

### **Election of committee**

**Helpers** - Jacqui Millington, Michelle Daily agreed and Lesley anne Swann seconds.

Katie Whittock, Michelle Daily agreed and Lesley anne Swann seconds.

Natasha Kennewell, Michelle Daily agreed and Lesley anne Swann seconds.

Lesley Anne Swann is wanting to join the committee

Lauren French is wanting to join the committee.

Jennifer Obende wants to join the committee.

Megan Randall wants to join the committee.

All new committee were set a date to complete their DBS through Ofsted.

### **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 9.59am.

Opening balance 127023-80

[illegible]

## HERLINGTON PRESCHOOL ACCOUNTS 2023-24

	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	TOTALS
<b>INCOME</b>													
Opening balance,	127023.80												
<b>Fees</b>													
Fees catchch		1184.00	1251.50		1406.00		1067.25		1024.50	188.00	250.00		6352.25
Fees Direct	8088.00	5587.00	7889.08	7159.00	10531.50	10434.50	5454.00	8710.80	5553.99	5867.94	6981.41	7983.97	90020.97
Fees Card	4753.80	3439.00	6058.50	3780.25	5995.50	5793.50	4020.00	5654.65	4412.50	2047.50	4399.50	5123.85	58438.35
PCC Funding	9542.67	20151.17	114282.83	12636.00	75433.80	24252.17	4477.84	85884.46	88452.4	20801.97	69832.00	135018.24	660995.55
Fundraising													
Treasure hunt ect		263.00			752.50				483.7				1498.20
Parties/activity													
Raffles										631.85			631.85
photo's									101.24	35.82			137.16
Milk returns													
Trailing fund										500.00			500.00
Insurance claims													
Bank refunds													
Refunds/Wages	45.00				2000.00					1687.31			3732.31
Totals	22429.47	30604.17	129481.88	23575.25	96119.30	40480.17	15019.09	100249.71	100028.33	31641.49	81522.91	148125.86	819277.64
Savings Transfer								40000.00					
<b>EXPENDITURE</b>													
<b>Wage Costs 01</b>													
Bac's	38846.71	32773.39	32353.47	38170.88	46309.08	36957.76	34808.33	33016.62	38822.71	33001.28	34275.62	32082.52	430319.53
Bank staff			672.00		2387.51	68.00			1637.18	1287.54			6052.23
Pension	1317.72	2137.11	1650.59	1884.50	2235.35	2704.14	1616.22	1650.56	1546.48	2117.06	1700.96	1757.55	22129.24
Inland rev		3172.53	2817.38	5521.21	11186.22	15103.39	6868.80	8157.48	7109.90	11257.25	7179.58	7790.14	86183.88
PH11D			1775.32										1775.32
<b>Utilities 02</b>													
HCA	2565.52	3130.90	3464.23	2360.58	3060.22	3300.71	3377.27	3445.53	2419.51	2865.88	3226.11		33206.47
Portercabin	416.01	416.01	416.01	416.01	416.01	416.01	416.01	416.01	416.01	416.01	416.01	416.01	4892.12
Connect childcare	168.82	168.82	177.26	177.26	177.26	177.26	177.26	177.26	177.26	177.26	177.26	177.26	2110.24
Internet			78.88					175.88	142.56	252.55	507.55	78.99	1238.62
Tapestry	570.00												570.00
Phone	87.47	100.19	92.81	93.76	93.54	117.56	118.39	117.82	118.25	130.20	117.56	117.99	1306.54
Office 03													
Tandem	411.25		500.00			750.00				512.50			2173.75
Backlaycard	105.46	84.28	82.77	106.46	83.15	102.97	74.77	82.67	93.45	60.55	57.94	66.60	1001.07
Bank charges	14.23	13.86	13.86	13.86	13.48	12.75	13.86	14.60	14.23	14.23	14.23	13.86	167.06
Puttycash	500.00	500.00	500.00	1000.00	1000.00	250.00	500.00	500.00	500.00	250.00	250.00	500.00	6250.00
M Ruffie					360.00								360.00
Lotto Licence													
copier finance	971.84		758.38			711.36				914.49		711.36	4068.41
TV/Video Licence	13.25	13.25	13.25	13.25	13.25	13.25	620.65	13.25	18.24	18.24	13.25	58.24	821.37
AG Copier	154.96		178.12	178.12	1076.88	366.24	178.12	1080.04	1067.60		1298.16	366.24	5884.28
<b>Governing 04</b>													
PSLA Insurance		1818.53											1818.53
OFSTED										220.00			220.00
Aversure	423.60	423.60	423.60	423.60	423.60	423.60	423.60	423.60	423.60	423.60	150.00	24.30	4236.00
Barring/Disclosure			150.00	100.00				26.00		35.00			485.30
Staff Training		90.00	45.00	100.00				720.00	150.00	36.75	75.00	79.00	1291.75
Stationery 05													
Misc office Materials		2.50	7.99				202.87	91.97	9.88	154.98	605.98	195.90	1272.20
Advertising													
Postage								42.00					42.00
School direct	1884.78	1818.57				486.28	738.02						5048.66
Freepark web		18.42			18.42			18.44			18.42		73.70
Early yrs Resources	382.27											131.89	514.16
<b>Vehicles 06</b>													
Finance		550.90	1101.80		1101.80	550.90		1101.80	550.90	550.90		550.90	6059.90
MOT													
Insurance				887.80									887.80
Repairs													
Petrol											107.01	75.18	182.19
<b>Equipment 7</b>													
Misc shops	1139.86	549.71		224.85	163.30	406.39	291.70	131.48	1003.99		575.80	280.75	4747.83
Bonza Balloons	9.95	408.56	9.95	9.95		18.90	9.95	9.95	19.80	408.55	78.00	9.95	986.60
Amazon/Paypal	1182.65	1173.11	1882.90	1020.69	830.21	1108.79	1193.52	1323.55	1038.39	1404.33	938.78	1132.49	14237.41
Hope				170.94		408.88					63.36		643.18
Baker Ross	500.00	1248.22	2780.81		194.64		2546.86	172.09				1186.79	8434.77
ESPO			358.88			57.96							612.48
Bookers			348.88	57.70			318.98					148.55	875.22
Sundries Tesco/lesde	1446.67	1280.02	1707.44	1283.88	1583.12	1629.94	1088.06	1444.48	1861.73	878.71	1562.46	1437.28	17333.8
Hygiene/first aid 8													
Gompels	185.27	158.88	633.88	144.86	229.44	305.30	463.44		128.81		969.52	115.22	3344.43
Direct Hygiene	953.83									418.14			1371.97
Furniture/Maint 9									777.21				777.21
buildings / shelves	148.98			1353.38		489.51	412.54				5819.29	289.88	8524.68
gardens	286.28	2053.90		3837.00			1498.50	1483.42					8139.08
<b>Education 10</b>													
Sports coach							200.00	450.00		150.00		400.00	1200.00
zoo/lab													
coaches				1575.00	64.30		65.90						1705.20
Parks/ Museum			1229.60	867.94									2097.54
Entertainment				368.69		250.00	455.38	860.00	400.00		100.00	400.00	3895.35
Child gifts	515.36							300.00	63.98			363.60	1242.95
Staff incentives 11	327.64							465.00	2117.52	45.90		298.75	3252.81
Flowers/awards 12	44.59	38.89		2052.87	50.00		94.78	41.99	1624.78	72.49		87.80	4108.69
<b>Outside charities 13</b>													
Refunded Fees 14		123.00					500.00			117.62			117.62
<b>Uniform 15</b>				2870.85									2870.85
<b>Allocated funds 16</b>		15000.00	15000.00					45000.00					75000.00
<b>Total</b>	56196.36	68479.24	71248.06	67077.19	73070.59	86139.89	59172.72	103097.60	64474.19	58183.00	80276.06	51310.10	798735.00
<b>Balance carried fwd</b>	93256.91	54381.84	112615.67	68114.23	92162.94	68503.22	22349.69	58501.70	95055.84	68504.33	88751.81	188568.94	

**HERLINGTON PRE-SCHOOL  
FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2024**

**HERLINGTON PRE-SCHOOL  
INDEPENDENT EXAMINERS REPORT TO THE TRUSTEES  
FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2024**

I report on the accounts of the trust for the year ended 31<sup>st</sup> March, 2024 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  
6<sup>th</sup> August, 2024

4 Baron Court  
Werrington  
Peterborough

**HERLINGTON PRE-SCHOOL  
INCOME AND EXPENDITURE  
FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2024**

	Notes	2024 £	2023 £
<b>INCOMING RESOURCES</b>	<b>2</b>		
Incoming resources from generated funds			
Voluntary income		628,036	583,010
Activities for generating funds		1,132	1,320
Investment income		2,375	327
		<u>631,543</u>	<u>584,657</u>
Incoming resources from charitable activities		152,687	140,017
Other incoming resources		3,732	7,754
		<u>787,962</u>	<u>732,428</u>
<b>RESOURCES EXPENDED</b>	<b>3</b>		
Cost of generating funds		-	151
Charitable activities		727,101	713,611
Governance costs		2,534	3,234
		<u>729,635</u>	<u>716,996</u>
Net incoming/(outgoing) resources		58,327	15,432
Funds brought forward		198,455	183,023
Funds carried forward		<u>£256,782</u>	<u>£198,455</u>

There are no restricted funds


**HERLINGTON PRE-SCHOOL  
BALANCE SHEET  
AS AT 31<sup>ST</sup> MARCH 2024**

	Notes	2024 £	2023 £
<b>FIXED ASSETS</b>			
Tangible fixed assets	4	-	4,900
<b>CURRENT ASSETS</b>			
Cash at bank and in hand		395,864	298,946
<b>CREDITORS: amounts due within one year</b>	5	139,082	105,391
		<u>256,782</u>	<u>193,555</u>
<b>NET ASSETS</b>		<u>£256,782</u>	<u>£198,455</u>
<b>FINANCED BY:</b>			
<b>RESERVES</b>			
Unrestricted funds		<u>£256,782</u>	<u>£198,455</u>

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



Treasurer  
6<sup>th</sup> August, 2024



Chairperson



**HERLINGTON PRE-SCHOOL  
NOTES TO THE ACCOUNTS  
FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2024**

**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<sup>ST</sup> MARCH 2024**

	<b>2024</b>	<b>2023</b>
	<b>£</b>	<b>£</b>
<b>2 INCOMING RESOURCES</b>		
Voluntary income		
PCC funding	627,899	582,510
Photos	137	500
	<u>628,036</u>	<u>583,010</u>
 Activities for generating funds		
Raffles	632	655
Other	4,232	665
	<u>4,864</u>	<u>1,320</u>
 Investment income		
Bank interest received	<u>2,375</u>	<u>327</u>
 Incoming resources from charitable activities		
Fees received	5,729	9,292
Direct funding	90,021	75,692
Card receipts	55,438	54,084
Trip and party money	1,499	949
	<u>152,687</u>	<u>140,017</u>

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

	<b>2024</b>	<b>2023</b>
	<b>£</b>	<b>£</b>
<b>3 EXPENDITURE</b>		
Cost of generating funds		
Fundraising expenses	-	151
	-----	-----
Charitable activities		
Wages	436,372	420,819
Pension contributions	22,368	21,538
Inland Revenue	88,323	70,275
Staff training and incentives	4,545	6,742
Uniform	2,871	2,698
Rent	38,199	38,977
Educational resources	47,881	50,452
Petty cash	6,250	3,304
Vehicle expenses	7,130	8,485
Human resources	485	221
Telephone and internet	3,116	1,304
TV/Video licence	821	711
Ofsted Licence	220	220
Entertainment and gifts	9,008	3,554
Stationery and admin	17,071	19,402
Insurance	1,919	-
Photocopier	4,068	3,977
Cleaning, hygiene and first aid	4,716	3,826
Building and garden repairs	17,664	44,962
Furnishings	777	-
Bank charges	1,168	1,273
Educational visits	3,298	3,237
Early years resources	1,705	133
Depreciation of fixed assets	4,900	4,900
Sundry items	2,226	2,601
	-----	-----
	727,101	713,611
	-----	-----
Governance costs		
Book-keeping, accounts and payroll	2,534	3,234
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**HERLINGTON PRE-SCHOOL  
NOTES TO THE ACCOUNTS  
FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2024**

**4 TANGIBLE FIXED ASSETS**

	Improvements to premises £	Fixtures and Equipment £	Total
<b>COST</b>			
At 1 <sup>st</sup> April, 2023	71,950	75,247	147,197
Disposal	-	-	-
Additions	-	-	-
	<u>71,950</u>	<u>75,247</u>	<u>147,197</u>
At 31 <sup>st</sup> March, 2024	71,950	75,247	147,197
<b>DEPRECIATION</b>			
At 1 <sup>st</sup> April, 2023	71,950	70,347	142,297
Disposal	-	-	-
Charge for the year	-	4,900	4,900
	<u>71,950</u>	<u>75,247</u>	<u>147,197</u>
At 31 <sup>st</sup> March, 2024	71,950	75,247	147,197
<b>NET BOOK VALUE</b>			
At 31 <sup>st</sup> March, 2024	£- =	£- =	£- =
At 31 <sup>st</sup> March, 2023	£- =	£4,900 =====	£4,900 =====

**2024**  
**£**

**2023**  
**£**

**5 CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

Accruals	360	360
Other taxes and social security costs	5,222	4,837
Other creditors	1,557	1,318
Deferred income	131,943	98,876
	<u>£139,082</u>	<u>£105,391</u>
	=====	=====