

Minutes of the Burlington Pre-school Committee AGM & Committee Meeting  
Wednesday 29<sup>th</sup> November 2023 at 6pm

At 6pm a Parents Evening took place and members of the committee were in attendance to hand out copies of the Pre-school accounts to the parents and to give leaflets out encouraging parents to consider joining the committee.

After the Parents Evening the Annual General Meeting was held

Present        Sara Dean (Secretary), Jim Dean (Committee member)  
                  Angela Norton (Pre-school Manager), Sarah Mead (Chair) Andrew Mead (Treasurer),  
                  Louise (Deputy Manager) Debbie Sturdy (Safeguarding and Vice Chair) 5 members  
                  of staff and 22 parents and carers

Angela was welcomed back to Pre-school having been off sick – the committee expressed good wishes.

Minutes of the last meeting – these were agreed as a true record and signed by Sarah Mead.

Financial matters Questions from parents and carers regarding the previously distributed Annual accounts for the year 2022/2023 were welcomed.

The accounts had been externally verified and no issues had been brought to the attention of the committee.

The challenging financial position was highlighted to the meeting.

Change of status

The meeting was informed that the process to change our status to a Charitable Incorporated Organisation is on-going and expected to be completed in the next few months

Committee for year 2023/2024

The following members were elected.

Chair – Sarah Mead

Vice-chair/Safeguarding – Deborah Sturdy

Secretary – Sara Dean

Treasurer – Andrew Mead

Members – James Dean

Angela Norton (Pre-school Manager)

Parents and carers were asked to consider joining the committee. They should speak to any member or to the Pre-school Manager for more information

There being no other business the meeting closed at 7.15 p.m.

**Income and Expenditure for the  
Year Ended 31 August 2023**

**Burlington Pre School**

Burlington Infants School  
Marton Road  
BRIDLINGTON  
East Yorkshire  
YO16 7AQ

## **Independent Examiner's Report to the trustees of Burlington Pre School**

### **Responsibilities and basis of report**

As the charity trustees of the Trust you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 (The Act).

I report in respect of my examination of the Trust's accounts carried out under Section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of The Act.

### **Independent examiner's statement**

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. Accounting records were not kept in respect of The Trust as required by section 130 of The Act, or
2. The accounts do not accord with those records, or
3. The accounts do not comply with the applicable requirements concerning the form and content of accounts set out in The Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Signed



Helen Gilson  
Qualification Association of Accounting Technicians  
9 Main Street  
Buckton  
BRIDLINGTON  
YO15 1HU

13 November 2023

**Burlington Pre School**

**Income and Expenditure Statement for the year ended 31 August 2023**

Fees	12515
Grants	141263
Fund Raising	706
Donations	20
Interest	<u>276</u>

**GROSS INCOME** **154780**

**Expenditure:**

Wages	136976	
Electricity	1619	
Water	501	
Gas	2622	
Building Licence	3902	
Telephone	240	
Insurance	1484	
Training	88	
Photocopier	1170	
Admin/Cleaning	916	
Professional Fees	560	
Clothing	24	
Spring Water	239	
Petty Cash	30	
Equipment	3825	
Bank Charges	<u>126</u>	<u>154322</u>

**NET INCOME OVER EXPENDITURE** **458**

**Burlington Pre School**

**Summary of Balance Sheet as at 31 August 2023**

**Current Assets**

Cash in hand and bank	3116	
Money Manager	25677	
Community Account	<u>472</u>	<u>29265</u>

**Net Current Liabilities**

Trade Creditors	<u>-</u>	<u>-</u>
-----------------	----------	----------

**Net Business Assets** **29265**

**Represented By**

Balance at Start	28807	
Net Profit	458	<b><u>29265</u></b>

**Income and Expenditure for the  
Year Ended 31 August 2023**

**Burlington Pre School**

Burlington Infants School  
Marton Road  
BRIDLINGTON  
East Yorkshire  
YO16 7AQ

## **Independent Examiner's Report to the trustees of Burlington Pre School**

### **Responsibilities and basis of report**

As the charity trustees of the Trust you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 (The Act).

I report in respect of my examination of the Trust's accounts carried out under Section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of The Act.

### **Independent examiner's statement**

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. Accounting records were not kept in respect of The Trust as required by section 130 of The Act, or
2. The accounts do not accord with those records, or
3. The accounts do not comply with the applicable requirements concerning the form and content of accounts set out in The Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Signed



Helen Gilson  
Qualification Association of Accounting Technicians  
9 Main Street  
Buckton  
BRIDLINGTON  
YO15 1HU

13 November 2023

**Burlington Pre School**

**Income and Expenditure Statement for the year ended 31 August 2023**

Fees	12515
Grants	141263
Fund Raising	706
Donations	20
Interest	<u>276</u>

**GROSS INCOME** **154780**

**Expenditure:**

Wages	136976	
Electricity	1619	
Water	501	
Gas	2622	
Building Licence	3902	
Telephone	240	
Insurance	1484	
Training	88	
Photocopier	1170	
Admin/Cleaning	916	
Professional Fees	560	
Clothing	24	
Spring Water	239	
Petty Cash	30	
Equipment	3825	
Bank Charges	<u>126</u>	<u>154322</u>

**NET INCOME OVER EXPENDITURE** **458**



**Burlington Pre School**

**Summary of Balance Sheet as at 31 August 2023**

**Current Assets**

Cash in hand and bank	3116	
Money Manager	25677	
Community Account	<u>472</u>	<u>29265</u>

**Net Current Liabilities**

Trade Creditors	<u>-</u>	<u>-</u>
-----------------	----------	----------

**Net Business Assets** **29265**

**Represented By**

Balance at Start	28807	
Net Profit	458	<u><b>29265</b></u>