

Sunshine Preschool AGM meeting Thursday 10th October 2023.

7.00pm Preschool

1. Members Present: Kerry Prince, Heather Roberson, Katie Dickens, Rachael Empson, Amy Hill, Zoe Isaacson, Josephine Driscoll
2. Apologies for Absence: None
3. AGM minutes from 2022 discussed, agreed and signed off. October occupancy was much the same last year.
4. Kerry explained committee roles. We need 5 members.

Chairperson role – to contact Ofsted with changes, conduct annual appraisal, act as spokesperson, annual report.

Treasurer – pays invoices, pays wages, logging of transactions in spreadsheet, work with the committee to keep financial stability.

Secretary – takes minutes for meetings, agendas, assist chairperson, letters/posters for fundraising.

Committee members standing down:

Chairperson – Heather Roberson

Committee members stepping up:

Chairperson – Zoe Isaacson

Nominated by Heather Roberson, seconded by Kerry Prince

New committee member – Amy Hill

Nominated by Kerry Prince, seconded by Heather Roberson

Secretary – Rachael Empson

Nominated by Kerry Prince, seconded by Katie Dickens

Kerry Prince will remain as a committee member

Katie Dickens will remain as treasurer.

Heather to contact Ofsted to add new committee member details and change of roles.

Please provide her with your date of birth.

Zoe to complete DBS application within 7 days

Kerry to update the Charities commission with new member details.

5. Minutes from previous committee meeting were discussed and agreed as accurate.
6. Kerry wrote to Neville at the Local Authority with a financial breakdown. We received £3000 additional funding on 20/7/23. We need to update our promotional posters, website, and family information service to include 'extended hours by arrangement'. Posters to be updated in the Coop, the village hall, the Wale Room and Tesco. Josephine and Kerry to design a banner, get 3 quotes and get one made to hang on fence of school field.
7. Chairperson's Report: Heather shared some of her experiences as secretary and chair over the previous 5 years, it has been very interesting. She thanked everyone and is proud of what we have achieved. She wished us continued success.
8. Secretary's Report: None to report
9. Treasurer's Report: Accounts for year ending March 2023 have been check by Amanda Hartley-Newton at Purple Plus Bookkeeping.

The financial year started 1/4/2022 with net assets £13520.07

The financial year ended 31/3/2022 with net assets £7802.27

10/10/2023 Current bank balance £6071.30

Estimated Income before end 31/12/23

funding £5017.70 plus fees £1849.50

9 weeks x 7 hours training 63 hrs funding £750?

Estimated Expenditure Oct wages £4200

Nov wages £3850

Dec wages £3200

Rent 660

Est income £6867.20+Maya £500

Plus training £750?

Est expenditure £11910

Kerry and Katie to meet next week to look at spreadsheet and work on a forecast.

Manager's Report

Overview of the Year 2022/2023

I would like to start by showing appreciation to the staff for working together, being flexible and rising to many challenges that have arisen this year. We were sad to lose Pippa, she has been a valued member of our team for many years. We wish her well working in school, we were unable to offer her the hours that she needed. This year our children have progressed well and those that have moved to reception appear to have had a good start. Discussions with Mrs Foster

have helped her get to know the children and their unique characters quickly. Our hard work seems to have paid off.

I would also like to thank all members of the committee who have helped and supported us with fundraising, developing our practise and sometimes just a listening ear. Thank you everyone, it is very much appreciated. We have had the privilege of being part of the Roberson boys' lives for many years. We are proud to see them both doing so well and we are sorry to say cheerio to Heather who has given years of support on our committee.

Parents have been very understanding and supportive of staff, keeping children at home when unwell, helping to keep us all safe and well. Following NHS guidance, we now ask parents not to send in children with raised temperatures as this is when infections are most likely to spread (even if they appear to be well in themselves).

Occupancy

We currently have 10 children registered. We have 2 more children registered with an upcoming start date. We have 2 more children approaching 2 years old that are on the waiting list to start in January.

September Occupancy

No of children	Mon	Tues	Wed	Thur	Fri
Am	5	6	4	5	4
Pm	4	4	4	6	4
Ratios	6	7	5	7	5
Staff	2	2	2	2	2

January Forecast

No of children	Mon	Tues	Wed	Thur	Fri
am	7	7	7	6	5
pm	4	5	6	4	4
ratios	9	10	10	8	6
Staff	2	3/2	3/2	2	2

Training

Kerry and Josephine will attend Early Years Network Meetings, safeguarding updates and SENCO forum for this term along with Early Help Update meetings when possible.

Kerry has completed Safer Recruiting, Using Liquid Logic for Early Help and food hygiene, she is booked on Safeguarding for Designated Safeguarding Leads.

Josephine has attended First Aid and Prevent training and is booked on to Safeguarding Awareness (3 yearly refresh).

Denise has attended Safeguarding Awareness (3 yearly refresh) and Prevent training. She is booked on First Aid.

Kerry and Josephine are taking part in a 9 month free training package, 3 hours per week offered by government to all practitioners as Covid recovery. This will cover communication, Personal Social Emotional and Mathematics. We have been assured by the local authority that the government will pay staff costs at the end of each term.

We look forward to supporting Ashley with a placement while she completes her training in Childcare at level 3 with Shrewsbury College. She is planning on being with us for 2 terms starting after October half term.

SEN

We have 2 children who we feel may benefit from some focused targets. We will be working with the families to draw up a Person-Centred Plan. We have used Stokes Screening to help us identify any areas of speech in which children may need help. We are in the process of doing Stokes screening for all children. Areas highlighted for attention will be included in their next steps and on learning journeys. Progress will be monitored regularly and targets updated.

Child Protection

We have one family who has agreed to a whole family assessment for Early Help. We will help them highlight areas they may benefit from some support. We have no children on child protection plans.

Accident/Incidents Reports

There has been no incidents or serious accidents to report.

Data Protection Issues

We will be working to update our Facebook parents page with our new parents. All have given permission at registration for images of their children to be used.

Health and Safety

To help with control with infectious diseases, we will continue to keep windows open for ventilation and will use the monitor to measure air quality, opening the door when necessary. Children should bring layers of clothing to keep warm. All staff are encouraged to keep up-to-date with Covid vaccinations and flu vaccinations. Visitors to the setting should consider rearranging their visit if they are unwell.

Health and Safety Check Sept 2023

Items for Reporting to School

- Outside of fire door at top of ramp - crack has formed 30cm long from bottom of glazed panel down the wood.
- 6 very old strip lights, 1 has been replaced, 1 doesn't work, Nick has tried replacing the starter.
- Pond cover now has a lock on but movement in grid with gaps around edge, school have assessed, continue to monitor.
- Outside lighting to be checked at next committee meeting. Is sensor setting working correctly.
- We have been asked by Mrs Ball and Mrs Foster to relocate the 2 small sheds outside of Pimhill class **Nick the caretaker has agreed to move the sheds over to by the green gate this week.**

Items to be dealt with by preschool

Items requiring action

- Need a hook to small world shed to secure door when open, removed when new shed was installed – **Kerry to order and fix in place, staff to be vigilant**
- Stepping stones very muddy and slippery – **Need mud scraping off and scrubbing if mouldy**
- Flooring of wooden seating area ripped at edges, potential trip hazard. **Staff to monitor, currently low risk**
- Water arch sealing has split **Kerry to replace silicone after dry weather to prolong it's life**
- 3 sheds need to be refelted **Kerry has new wood and needs help with refelting and fitting.**
- Finger guards on fire exit and on entry to classroom have become unstuck. **Kerry to restick with double sided tape**

Items to be observed by staff for safe practice

- Radiator guards are now free standing to enable cleaning. **Staff to use furniture and dolls house to hold guards in place and supervise children.**
- Dead branches in tree over the tyres, local authority have assessed, nothing above 8cm in diameter so no action required. **All staff reminded not to allow children to play under the trees in high winds.**
- Standing water in basins of mud kitchen, water play or sensory trays. **All staff reminded that outside area should be checked daily, any standing water should be tipped away before use of outdoor areas**
Water is holding in the tyres, needs checking daily, germs and drowning hazard
Holes have been drilled in walls of tyres. All staff reminded that outside area should be checked daily, if holes become blocked any standing water can be scooped away, old mop to be stored by the outdoor tap on other side of railing to prevent children from reaching it.
- Uneven and sharp pieces to bottom of ramp **low risk staff to monitor**
- Uneven sleepers around the pond. Sleepers slippery when wet. **All staff to remind children not to stand or walk on sleepers, staff to supervise.**

- Electric sockets to be covered by furniture wherever possible. **All staff reminded that last person present to turn off sockets (except fridge). Nothing to be left on charge.**
- Combustible items must not be stored within 1 metre of heaters or lights. **All staff reminded.**

Fundraising

We have had very well supported fundraising this year which is nearing a total of £?:

Parish Council
Coop community fundraising
Parish fete day

We have spent £500 on sensory resources in our outdoors. We have a wooden planter in which we have been growing herbs for the children to cut and crush in the mud kitchen. We have wind chimes, a bubble blower and a wireless weather station. We are about to receive a payment from the Co-op for us to spend on ICT resources for the children.

Thank you to Laura O’Gorman for arranging our support from Asda. We have also been raising funds with the Coop through their community support scheme. Both Asda and Coop fundraising rounds are about to end. We are grateful to everyone who have been voting for Preschool, we will be notified soon how much we raised. We want to refresh and renew our IT resources/toys with this money.

Parental Partnership

All parents have been invited again this term, to join us on their child’s snack day, or any other time they choose, if this is not well supported in consultation with parents we will have an open evening.

Any other business

Non payment of invoices, **Zoe to draft letter for parents with outstanding invoices.**

Before and after school charges. Agreed £3.50 for 8.30am start. £10 for after 3.30 to 5.30 (minimum amount to be raised £22.50)

Financial support form the Local Authority **Kerry to present financial situation to Neville at the local authority seeking support.**

10. Data processing compliance. Kerry will work through families records, keeping only relevant information as defined in the retention document.
11. **Induction for new members to be done before half term. Committee safeguarding training available from the local authority via MS Teams on 15th November. If committee members have a current certificate of safeguarding training please show Kerry. This may be adequate to meet this requirement.**

12. Next meeting to be arranged

Budget Cashflow Forecast							
Half Term:	Q1 East-Whit	Q2 Whit-Sum	Q3 Sum-Oct	Q4 Oct-Xmas	Q5 Xmas-Feb	Q6 Feb-East	Budget Total
<u>INCOME/receipts</u>	7 wks	6 wks	8 wks	7 wks	6 wks	5 wks	
Fees from parents							£0.00
Nursery Education Funding							£0.00
Milk fund							£0.00
Fundraising							£0.00
Grants							£0.00
Donations							£0.00
Bank Interest							£0.00
Other							£0.00
							£0.00
TOTAL RECEIPTS(a)	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
<u>EXPENDITURE/payments</u>							
Staff wages incl. hol pay, N.I.etc							£0.00
Payroll costs							£0.00
Rent							£0.00
Utilities							£0.00
Insurance							£0.00
Stationery/Art / Craft							£0.00
Consumables / Supplies							£0.00
Refreshments / Milk							£0.00
Stamps							£0.00
Outings / Activities							£0.00
Training costs							£0.00
Telephone							£0.00
Advertising							£0.00
Volunteer expenses							£0.00
Ofsted Registration fee							£0.00
Membership fees							£0.00
Capital Equipment							£0.00
Petty Cash							£0.00
Miscellaneous							£0.00
							£0.00
							£0.00
TOTAL PAYMENTS(b)	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00

Opening Balance		£0.00	£0.00	£0.00	£0.00	£0.00	
Income minus Expenditure	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Closing Balance	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	

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Actual Cashflow							
Half Term:	Q1 East-Whit	Q2 Whit-Sum	Q3 Sum-Oct	Q4 Oct-Xmas	Q5 Xmas-Feb	Q6 Feb-East	Actual Total
INCOME/receipts							
Fees from parents	£1,827.00	£1,794.00	£252.00	£1,211.00	£1,241.50	£1,095.00	£7,420.50
Nursery Education Funding	£10,244.05	£11,204.81	£4,527.90	£5,115.53	£3,428.35	£0.00	£34,520.64
Other	£0.00	£396.65	£0.00	£0.00	£0.00	£185.00	£581.65
Fundraising	£464.22	£51.00	£0.00	£0.00	£5.82	£0.00	£521.04
Grants for Canopy	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Donations	£0.00	£51.00	£0.00	£1,470.07	£0.00	£0.00	£1,521.07
Bank Interest	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Canopy Fundraising	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Easy Fundraising	£5.00	£0.00	£0.00	£0.00	£0.00	£0.00	£5.00
	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
TOTAL RECEIPTS(a)	£12,540.27	£13,497.46	£4,779.90	£7,796.60	£4,675.67	£1,280.00	£44,569.90
EXPENDITURE/payments							
Staff wages incl. hol pay, N.I.etc	£7,770.11	£12,061.25	£6,495.19	£5,907.01	£6,006.86	£3,965.20	£42,205.62
Payroll costs	£716.44	£1,357.84	£212.96	£247.45	£350.40	£50.40	£2,935.49
Rent	£600.00	£0.00	£0.00	£600.00	£0.00	£0.00	£1,200.00
Utilities	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Insurance	£596.56	£0.00	£0.00	£0.00	£0.00	£0.00	£596.56
Stationery/Art / Craft	£31.29	£33.82	£37.76	£16.80	£45.05	£64.89	£229.61
Consumables / Supplies	£75.12	£196.30	£0.00	£0.00	£99.44	£0.00	£370.86
Refreshments / Milk	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Stamps	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Outings / Activities	£21.00	£230.00	£0.00	£0.00	£0.00	£0.00	£251.00
Training costs	£35.00	£0.00	£0.00	£0.00	£125.00	£0.00	£160.00
Telephone	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Advertising	£0.00	£0.00	£0.00	£0.00	£60.00	£0.00	£60.00
Volunteer expenses	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Ofsted Registration fee	£0.00	£0.00	£0.00	£0.00	£50.00	£0.00	£50.00
Membership fees	£35.00	£0.00	£0.00	£0.00	£0.00	£0.00	£35.00
Capital Equipment	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Petty Cash	£221.00	£171.00	£0.00	£0.00	£0.00	£0.00	£392.00
Miscellaneous	£90.00	£198.45	£0.00	£135.00	£0.00	£0.00	£423.45
	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
TOTAL PAYMENTS(b)	£10,191.52	£14,248.66	£6,745.91	£6,906.26	£6,736.75	£4,080.49	£48,909.59
Opening Balance	£12,499.30	£14,848.05	£14,096.85	£12,130.84	£13,021.18	£10,960.10	
Income minus Expenditure	£2,348.75	-£751.20	-£1,966.01	£890.34	-£2,061.08	-£2,800.49	-£4,339.69
Closing Balance	£14,848.05	£14,096.85	£12,130.84	£13,021.18	£10,960.10	£8,159.61	

Daily Accounts
Half Termly Totals

Income/ Receipts

Half Term	Total	Parent Fees	Nursery Edn Funding	Milk Fund	Fund - raising	Grants	Donations	Bank Interest	Canopy Fund	Easy Fundraisin g
Q1	£12,540.27	£1,827.00	£10,244.05	£0.00	£464.22	£0.00	£0.00	£0.00	£0.00	£5.00
Q2	£13,497.46	£1,794.00	£11,204.81	£396.65	£51.00	£0.00	£51.00	£0.00	£0.00	£0.00
Q3	£4,779.90	£252.00	£4,527.90	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Q4	£7,796.60	£1,211.00	£5,115.53	£0.00	£0.00	£0.00	£1,470.07	£0.00	£0.00	£0.00
Q5	£4,675.67	£1,241.50	£3,428.35	£0.00	£5.82	£0.00	£0.00	£0.00	£0.00	£0.00
Q6	£1,280.00	£1,095.00	£0.00	£185.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
	£44,569.90	£7,420.50	£34,520.64	£581.65	£521.04	£0.00	£1,521.07	£0.00	£0.00	£5.00

Expenditure/ Payments

Half Term	Total	Salaries	Payroll Costs	Rent	Utilities	Ins	Stationery Art / Craft	Consumable s / Supplies	Refreshment / Milk	Stamps	Outings / Activities	Training	Tele - phone	Advert - ising	Volunteer Expenses	Ofsted Reg. Fee	Membershi p Fees/ Periodical s	Capital Eq'ment	Petty Cash	Misc
Q1	£10,191.52	£7,770.11	£716.44	£600.00	£0.00	£596.56	£31.29	£75.12	£0.00	£0.00	£21.00	£35.00	£0.00	£0.00	£0.00	£0.00	£35.00	£0.00	£221.00	£90.00
Q2	£14,248.66	£12,061.25	£1,357.84	£0.00	£0.00	£0.00	£33.82	£196.30	£0.00	£0.00	£230.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£171.00	£198.45
Q3	£6,745.91	£6,495.19	£212.96	£0.00	£0.00	£0.00	£37.76	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Q4	£6,906.26	£5,907.01	£247.45	£600.00	£0.00	£0.00	£16.80	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£135.00
Q5	£6,736.75	£6,006.86	£350.40	£0.00	£0.00	£0.00	£45.05	£99.44	£0.00	£0.00	£0.00	£125.00	£0.00	£60.00	£0.00	£50.00	£0.00	£0.00	£0.00	£0.00
Q6	£4,080.49	£3,965.20	£50.40	£0.00	£0.00	£0.00	£64.89	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
	£48,909.59	£42,205.62	£2,935.49	£1,200.00	£0.00	£596.56	£229.61	£370.86	£0.00	£0.00	£251.00	£160.00	£0.00	£60.00	£0.00	£50.00	£35.00	£0.00	£392.00	£423.45

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Petty Cash	£0.00	£392.00	-£392.00	£0.00	£221.00	£221.00	£0.00	£171.00
Miscellaneous	£0.00	£423.45	-£423.45	£0.00	£90.00	£90.00	£0.00	£198.45
	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
TOTAL PAYMENTS(b)	£0.00	£48,909.59	-£48,909.59	£0.00	£10,191.52	£10,191.52	£0.00	£14,248.66
Opening Balance		£0.00		£32,141.14			£32,141.14	£2,348.75
Surplus (a - b)	£0.00	-£4,339.69		£0.00	£2,348.75		£0.00	-£751.20
Closing Balance	£0.00	-£4,339.69		£32,141.14	£2,348.75		£32,141.14	£1,597.55

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Petty Cash	£171.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Miscellaneous	£198.45	£0.00	£0.00	£0.00	£0.00	£135.00	£135.00	£0.00
	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
TOTAL PAYMENTS(b)	£14,248.66	£0.00	£6,745.91	£6,745.91	£0.00	£6,906.26	£6,906.26	£0.00
Opening Balance		£32,141.14	£1,597.55		£32,141.14	-£368.46		£32,141.14
Surplus (a - b)		£0.00	-£1,966.01		£0.00	£890.34		£0.00
Closing Balance		£32,141.14	-£368.46		£32,141.14	£521.88		£32,141.14

Half Termly Budget					
Monitoring	January	Variance	Q6 February - Easter		Variance
	Actual	(Actual - budget)	Budget	Actual	(Actual - budget)
INCOME/receipts					
Fees from parents	£1,241.50	£1,241.50	£0.00	£1,095.00	£1,095.00
Nursery Education Funding	£3,428.35	£3,428.35	£0.00	£0.00	£0.00
Milk fund	£0.00	£0.00	£0.00	£185.00	£185.00
Fundraising	£5.82	£5.82	£0.00	£0.00	£0.00
Grants	£0.00	£0.00	£0.00	£0.00	£0.00
Donations	£0.00	£0.00	£0.00	£0.00	£0.00
Bank Interest	£0.00	£0.00	£0.00	£0.00	£0.00
Other	£0.00	£0.00	£0.00	£0.00	£0.00
	£0.00	£0.00	£0.00	£0.00	£0.00
	£0.00	£0.00	£0.00	£0.00	£0.00
TOTAL RECEIPTS(a)	£4,675.67	£4,675.67	£0.00	£1,280.00	£1,280.00
EXPENDITURE/payments					
Staff wages incl. hol pay, N.I.etc	£6,006.86	£6,006.86	£0.00	£3,965.20	£3,965.20
Payroll costs	£350.40	£350.40	£0.00	£50.40	£50.40
Rent	£0.00	£0.00	£0.00	£0.00	£0.00
Utilities	£0.00	£0.00	£0.00	£0.00	£0.00
Insurance	£0.00	£0.00	£0.00	£0.00	£0.00
Stationery/Art / Craft	£45.05	£45.05	£0.00	£64.89	£64.89
Consumables / Supplies	£99.44	£99.44	£0.00	£0.00	£0.00
Refreshments / Milk	£0.00	£0.00	£0.00	£0.00	£0.00
Stamps	£0.00	£0.00	£0.00	£0.00	£0.00
Outings / Activities	£0.00	£0.00	£0.00	£0.00	£0.00
Training costs	£125.00	£125.00	£0.00	£0.00	£0.00
Telephone	£0.00	£0.00	£0.00	£0.00	£0.00
Advertising	£60.00	£60.00	£0.00	£0.00	£0.00
Volunteer expenses	£0.00	£0.00	£0.00	£0.00	£0.00
Ofsted Registration fee	£50.00	£50.00	£0.00	£0.00	£0.00
Membership fees	£0.00	£0.00	£0.00	£0.00	£0.00
Capital Equipment	£0.00	£0.00	£0.00	£0.00	£0.00

Petty Cash	£0.00	£0.00	£0.00	£0.00	£0.00
Miscellaneous	£0.00	£0.00	£0.00	£0.00	£0.00
	£0.00	£0.00	£0.00	£0.00	£0.00
	£0.00	£0.00	£0.00	£0.00	£0.00
	£0.00	£0.00	£0.00	£0.00	£0.00
TOTAL PAYMENTS(b)	£6,736.75	£6,736.75	£0.00	£4,080.49	£4,080.49
Opening Balance	£521.88		£32,141.14	-£1,539.20	
Surplus (a - b)	-£2,061.08		£0.00	-£2,800.49	
Closing Balance	-£1,539.20		£32,141.14	-£4,339.69	

Half Term: Q1 Easter to Whitsun 2022

[illegible]

Half Term: in to Summer 2022

[illegible]

Half Term: Q3 Summer - October 2022

[illegible]

Half Term: Q4 October - Christmas 2022

[illegible]

[illegible]

Half Term:ary to Easter 2023

[illegible]

Month:[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

Monthly Totals

Income/ Receipts

Month	Total	Parent Fees	Nursery Edn Funding	Milk Fund	Fundraising	Grants	Donations	Bank Interest
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								

Expenditure/ Payments

Month	Total	Salaries	Payroll Costs	Rent	Utilities	Insurance	Stationery	Consumables
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								

Monthly Total

Income/ Receipt

Month	Total	Other						
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								

Expenditure/ Payments

Month	Total	Refreshments	Milk	Outings	Training	Telephone	Advertising	Volunteer Expenses
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								

Monthly Total				

Income/ Receipt

Month	Total				
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					

Expenditure/ Payments

Month	Total	Ofsted Registration Fee	Membership Fees/ Periodicals	Equipment	
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					

PETTY CASH - 2017/18

[illegible]

[illegible]

[illegible]

[illegible]

Other Income

[illegible]

CASH BANKED

Cash Details	Total Cash	Date Banked
Jess Quinn & Jack Foreman fess	£151.00	4/27/2017
Bradley & Freya fees	£166.00	5/17/2017
Detmar, Albie, Esme & Indi fees	£425.00	5/30/2017
?	£70.00	6/7/2017
Lyla fees, Odin reg fees	£75.00	7/3/2017
Clara reg fee, indi & esme fees	£526.00	7/14/2017
Albie, Jack, Bradley, Ollie fees, uniform	£435.00	8/3/2017
Serena & Hunter reg fees	£20.00	9/25/2017
Isaac reg fee, esme & Jack fees	£325.00	10/6/2017
LOST RECEIPT	£201.75	10/30/2017
Grotto takings, hunter fees, serena extra hour	£211.50	12/7/2017

[illegible]

[illegible]

Receipt No
1
2
3
4
5
6
7
8
9
10
11
12
13
14
15

[illegible]

[illegible]

FRIDAY 11TH JULY 2014. BOMERE HEATH VILLAGE HALL

TOTAL EXPENDITURE	£0.00
TOTAL INCOME	£0.00
EXCESS INCOME OVER EXPENDITURE	£0.00

[illegible][illegible]

[illegible]

FRIDAY 11TH JULY 2014. BOMERE HEATH VILLAGE HALL

TOTAL EXPENDITURE	£0.00
TOTAL INCOME	£0.00
EXCESS INCOME OVER EXPENDITURE	£0.00

[illegible][illegible]

BOMERE HEATH SUNSHINE PRE-SCHOOL
Registered Charity number: 1041689
Accounts for year ending 31st March 2023

Prepared by Amanda Hartley-Newton
Member of ICB
Practice Licence number: 16520





Section A

Independent Examiner's Report

**Report to the trustees/
members of**

Bomere Heath Sunshine Pre-school

**On accounts for the year
ended**

31st March 2023

**Charity no
(if any)**

1041689

Set out on pages

1-6

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/03/2023.

**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 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 (other than that disclosed below *) in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

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

** Please delete the words in the brackets if they do not apply.*

Signed:

Cathryn Amanda Hartley-Newton

Date:

22/09/2023

Name:

Cathryn Amanda Hartley-Newton

**Relevant professional
qualification(s) or body
(if any):**

**Member of Institute of Certified Bookkeepers – Licence number 16520
ICB Level 3 Diploma in Bookkeeping**

Address:

Holly Coppice, Upton Magna

SHREWSBURY, Shropshire

SY4 4TZ

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.

BOMERE HEATH SUNSHINE PRE-SCHOOL

Registered Charity Number: 1041689

STATEMENT OF ASSETS & LIABILITIES AS AT 1ST APRIL 2022

2021-22

CURRENT ASSETS

	£	
Current Account	£	12,499.30
Petty Cash	£	(4.21)
Debtors	£	360.00
Funding not received	£	780.00
HMRC Overpayment not received	£	153.96

CURRENT LIABILITIES

	£	
Nest contribution for March 2022	£	(178.98)
Free School Meal vouchers owed for Easter 2022	£	(90.00)

NET ASSETS (CURRENT ASSETS-CURRENT LIABILITIES)	£	13,520.07
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FINANCED BY:

Accumulated Fund Carried Forward	£	13,520.07
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ACCUMULATED FUND C/F	£	13,520.07
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BOMERE HEATH SUNSHINE PRE-SCHOOL

Registered Charity Number: 1041689

CURRENT ACCOUNT YEAR ENDING 31ST MARCH 2023

	2022-23		2021-22	
Opening Balance on 1st April 2022	£	12,499.30	£	22,285.79
INCOME	£		£	
Early Years Entitlement Funding for 2,3 & 4 yr olds	£	34,700.64	£	23,639.28
Childcare vouchers	£	372.00	£	9,358.88
Fees from parents	£	7,048.50	£	4,133.50
Fundraising	£	243.22	£	907.75
Grants	£	1,070.07		
Donations	£	451.00	£	134.48
Outings	£	60.00	£	-
Miscellaneous including credit notes & refunds	£	232.47		
	£	44,177.90	£	38,173.89
EXPENDITURE				
Wages including HMRC, PAYE & NIC	£	41,798.58	£	40,011.58
Payroll costs including Nest	£	3,342.53	£	2,928.86
Rent & utilities	£	1,200.00	£	1,800.00
Insurance	£	596.56	£	583.86
Stationery, postage, art & craft	£	229.61	£	11.05
Refreshments	£	-	£	397.73
Consumables including art & craft	£	370.86	£	191.14
Outings	£	251.00	£	85.48
Training costs	£	160.00	£	194.40
Advertising	£	60.00	£	55.00
Registration fees - Ofsted & ICO	£	85.00	£	85.00
Membership fees	£	-	£	79.99
Accounts	£	150.00	£	150.00
Capital Equipments	£	-	£	755.99
Petty Cash	£	-	£	630.30
Miscellaneous	£	273.45		
	£	48,517.59	£	47,960.38
Profit/(Loss)	£	(4,339.69)	£	(9,786.49)
Closing Balance c/ on 31st March 2023	£	8,159.61	£	12,499.30

BOMERE HEATH SUNSHINE PRE-SCHOOL

Registered Charity Number: 1041689

PETTY CASH ACCOUNT YEAR ENDING 31ST MARCH 2023

Opening Balance on 1st April 2022 INCOME	£	(4.21)	£	40.55
INCOME		£		£
Cash	£	130.00	£	20.00
Donations	£	-	£	5.00
Fundraising	£	368.19	£	201.00
TOTAL INCOME	£	498.19	£	226.00
EXPENDITURE				
Refreshments	£	54.38	£	17.24
Consumables	£	202.69	£	137.75
Equipment	£	55.12	£	73.92
Stationery	£	33.54	£	17.85
Training - online			£	24.00
Miscellaneous - gifts, parking etc.	£	94.97	£	-
TOTAL EXPENDITURE	£	440.70	£	270.76
Profit/(Loss) on Petty Cash	£	57.49	£	(44.76)
Closing Balance c/f on 31st March 2023	£	53.28	£	(4.21)

BOMERE HEATH SUNSHINE PRE-SCHOOL

Registered Charity Number: 1041689

PETTY CASH DETAIL YEAR ENDING 31ST MARCH 2023

INCOME						
Month				Transfer		TOTAL
Opening balance	£ (4.21)					£ (4.21)
April 2022	£ 221.00					£ 221.00
May	£ -					£ -
June	£ -					£ -
July	£ -					£ -
August/September	£ 169.05					£ 169.05
October	£ 98.14					£ 98.14
November	£ -					£ -
December	£ 10.00					£ 10.00
January 2023	£ -					£ -
February	£ -					£ -
March	£ -					£ -
TOTAL	£ 498.19	£ -	£ -	£ -	£ -	£ 498.19
EXPENDITURE						
Month	Refreshments	Consumables	Equipment	Admin	Misc	
April 2022	£ 8.72	£ 30.55	£ 10.00	£ 20.00	£ -	£ 69.27
May	£ 2.30	£ 22.17	£ -	£ 3.25	£ -	£ 27.72
June	£ 4.43	£ 41.42	£ 2.50	£ -	£ 30.00	£ 78.35
July	£ 9.60	£ -	£ 7.50	£ -	£ -	£ 17.10
August/September	£ 4.22	£ 38.03	£ 27.07	£ 7.85	£ -	£ 77.17
October	£ -	£ 25.80	£ 2.50	£ 0.79	£ 29.97	£ 59.06
November	£ 4.86	£ 15.81	£ -	£ 1.65	£ 35.00	£ 57.32
December	£ 6.31	£ 12.84	£ -	£ -	£ -	£ 19.15
January 2023	£ -	£ -	£ 5.55	£ -	£ -	£ 5.55
February	£ 5.10	£ 12.33	£ -	£ -	£ -	£ 17.43
March	£ 8.84	£ 3.74	£ -	£ -	£ -	£ 12.58
TOTAL	£ 54.38	£ 202.69	£ 55.12	£ 33.54	£ 94.97	£ 440.70

BOMERE HEATH SUNSHINE PRE-SCHOOL

Registered Charity Number: 1041689

RECEIPTS & PAYMENTS ACCOUNT YEAR ENDING 31ST MARCH 2023

	2022-23	
	£	12,499.30
Opening Balance on 1st April 2022		
INCOME	£	
Early Years Entitlement Funding for 2,3 & 4 yr olds	£ 34,700.64	
Minus EYE funding received for Spring 2022	£ (780.00)	£ 33,920.64
Childcare vouchers	£ 372.00	£ 372.00
Fees from parents	£ 7,048.50	
Minus fees paid by parents for March 2022	£ (360.00)	
Plus Fees owed by parents for March 2023	£ 337.00	£ 7,025.50
Fundraising	£ 243.22	
Plus petty cash paid in	£ 498.19	£ 741.41
Grants		£ 1,070.07
Donations		£ 451.00
Outings		£ 60.00
Miscellaneous including credit notes & refunds	£ 232.47	
Minus HMRC overpayment for 2021-2022	£ (153.96)	£ 78.51
	£	43,719.13
EXPENDITURE		
Wages including HMRC, PAYE & NIC		£ 41,798.58
Payroll costs including Nest	£ 3,342.53	
Plus accrued Nest contribution for March 2023	£ 147.62	
Minus accrued Nest contribution for March 2022	£ (178.98)	£ 3,311.17
Rent + utilities	£ 1,200.00	
Plus accrued rent owed for Spring 2023	£ 600.00	£ 1,800.00
Insurance		£ 596.56
Stationery, postage, art & craft		£ 229.61
Refreshments		£ -
Consumables including art & craft		£ 370.86
Outings		£ 251.00
Training costs		£ 160.00
Advertising		£ 60.00
Registration fees - Ofsted & ICO		£ 85.00
Membership fees		£ -
Accounts		£ 150.00
Capital Equipments		£ -
Petty Cash spending - consumables, food and cleaning		£ 440.70
Miscellaneous	£ 273.45	
Minus FSM vouchers for Easter 2022	£ (90.00)	£ 183.45
	£	49,436.93
Profit/(Loss)		£ (5,717.80)
Closing Balance c/ on 31st March 2023		£ 6,781.50

BOMERE HEATH SUNSHINE PRE-SCHOOL

Registered Charity Number: 1041689

BALANCE SHEET YEAR AS AT 31ST MARCH 2023

2022-23

£

FIXED ASSETS

None recorded

£

-

£

-

CURRENT ASSETS

Current Account

£

8,159.61

Petty Cash

£

53.28

Debtors

£

337.00

CURRENT LIABILITIES

Nest contribution for March 2023

£

(147.62)

Rent for Spring term 2023

£

(600.00)

NET ASSETS (CURRENT ASSETS-CURRENT LIABILITIES)

£

7,802.27

FINANCED BY:

Accumulated Fund brought forward from 31/03/2022

£

13,520.07

Operating loss

£

(5,717.80)

ACCUMULATED FUND c/f

£

7,802.27

These accounts were approved on:

Signed by:

Chairperson:

Treasurer:

Independently examined by Amanda Hartley-Newton

Purple Plus Bookkeeping

ICB Licence no. 16520 on 22nd September 2023

NOTES FOR ACCOUNTS	
	Comments
	Do not include cash income and expenditure on Treasurer's Accounts workbook. Instead record this information on the petty cash sheets. Keep cash and other
1	transactions separate unless you pay cash into bank account.
2	Do more fundraising to increase surplus funds
3	Create a Reserves account as a back up fund.