

# **Sunshine Preschool AGM meeting Monday 21st October 2024 7.15pm Preschool**

1. Members Present: Kerry Prince, Katie Dickens, Rachael Empson, Amy Hill, Zoe Isaacson, Josephine Driscoll, Zoe Price, Lucy Cordey
2. Apologies for Absence: Hayley Matthews
3. AGM minutes from 2023 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:**

Treasurer – Katie Dickens

Secretary – Rachael Empson

## **Committee members stepping up:**

Treasurer – Zoe Price

*Nominated by Kerry Prince, seconded by Rachael Empson*

*Accepted by Zoe pending enhanced DBS check*

Secretary – Lucy Cordey

*Nominated by Kerry Prince, seconded by Katie Dickens*

*Accepted by Lucy pending enhanced DBS check*

Committee member – Hayley Matthews

*Nominated by Kerry Prince, seconded by Zoe Isaacson*

*Accepted by Hayley pending enhanced DBS check*

Kerry Prince will remain as a committee member

Zoe Isaacson will remain as a chairperson,

Amy Hill will remain as committee member and will assist with secretary post.

**Zoe I** to contact Ofsted to inform them who is stepping down from our committee within 7 days of the AGM. Please list names and dates of birth of new members along with the positions they will be taking. It's probably worth including existing members and their roles too, just to make it absolutely clear who will form our new committee.

**Zoe P, Lucy and Hayley** to complete DBS application within 7 days

Kerry to update the Charities commission with new member details as soon as their DBS letters are received

Katie to meet with Zoe P and explain the treasurer's role with view to hand over as soon as DBS is returned.

5. Minutes from previous committee meeting were discussed and agreed as accurate
6. New uniforms have been bought and are awaiting logos. Sunshine advertising to be discussed at next meeting. Katie has obtained a change of signatory form from Santander. Kerry to ensure all relevant parties complete their part and send off the form once a satisfactory DBS check has been received for Zoe P.
7. Chairperson's Report: Although numbers are low, the children that have started are doing well. The children are producing lots of creative work and come home happy. Ashley has become a pleasing new staff member.
8. Secretary's Report: None to report
9. Treasurer's Report:

Accounts for year ending March 2024 have been check by Amanda Hartley-Newton at Purple Plus Bookkeeping.

The financial year started 1/4/2023 with net assets £7802.27

The financial year ended 31/3/2023 with net assets £11546.72

Review of income and expenditure between year 23/24 with that of year 22/23 to be done at next meeting,

Bank balance as of 6<sup>th</sup> Sept 2024                      £8719.33

Uncleared items

NEST July - £116.35

NEST Aug - £301.53

Cash                      +£360.00                      **£8661.45**

## **Forecast to end of December 2024**

### Income

Funding estimate £8868.60 paid as follows:

25% paid Aug	£2217.15 <i>already received</i>
25% paid Sep	£2217.15
25% paid Oct	£2217.15
25% paid Nov	£2217.15
Adjustment to actual	£224.40
	£1345.50
Est spring 25% paid Dec	£2500.00

### Parent Fees

First half term	£839.00
Est Second half term	£703.00

### Expenditure estimated

Wages Sep	£4300
Oct	£3600
Nov	£3610
Dec	£2862
Pension	£500
Training	£200
Consumables	£200

Estimated bank balance end of December £8661.45+ £12263.85 - £15272.00  
= **£5653.30**

## **10. Manager's Report**

### Overview of Year 2023/2024

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 have welcomed Ashley to our team, she has already become a valued member of staff. 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 us with recruiting 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 lives of Rachael's children and Katie's Phoebe for some years. We are proud to see them all

doing so well and we are sorry to say cheerio to Rachael and Katie who have given years of support on our committee.

### **Occupancy**

We currently have 10 children registered. We have 4 more children approaching 2 years old that are on the waiting list to start in October or January.

#### Sept Occupancy

No of children	Mon	Tues	Wed	Thur	Fri
Am	6	5	6	7	4
Pm	3	4	5	7	3
Ratios	10	6	8	10	4
Staff	2	2	2	2	2

#### January Forecast

No of children	Mon	Tues	Wed	Thur	Fri
am	8	5	7	9	6
pm	7	4	6	9	6
ratios	11	6	9	14	8
Staff	2/3	2	2	3	2

### **Training**

Congratulations to Ashley who has passed her NVQ at level 3. She has just completed Paediatric First Aid training and Safeguarding Awareness.

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. Josephine is about to complete a 9 month course on Autism.

Kerry has updated Prevent Awareness and Reporting Training

Denise has updated Food Hygiene Training

#### Special Dates and Events for adult led learning

### **September**

4th-6th Welcome to a new year at Sunshine Preschool  
9th-13th Making friends and knowing the rules at preschool.  
18th National fitness day

19th Talk like a pirate day.  
22nd Autumn Equinox  
23rd-29th International week of deaf people

#### **October**

2nd Rosh Hashanah  
4th World Animal Day (Theme this year: the world is their home too)  
5th National poetry Day  
6th Grandparents Day  
Harvest festival  
7th-10th world space week  
15th Global hand washing Day  
14th-20th Recycle week. (Theme 2024 rescue me)  
31st Halloween

#### **November**

1st Diwali  
4th, 5th Bonfire night activities  
7th Climate change - Change starts with us!  
4th-10th World Science Day  
13th World Kindness Day  
11th-15th World Nursery Rhyme Week  
18th-22nd Road Safety Week  
15th Children in Need  
25th Pantosaurus Week  
**December**  
Christmas craft activities  
Christmas performance  
Christmas party

### **SEN**

We have 1 child who are working with a Person-Centred Plan devised with their family to help with speech. Another child is in the process of undergoing a paediatric assessment, we shall be supporting the referral and following recommendations.

We have used Stokes Screening to help us identify any areas of speech in which children may need help. 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 no children on child protection plans. We have no families with the Early Help Plans. Chronologies for those children that left us in July have been passed on securely to the Designated Safeguarding Lead at school.

### **Accident/Incidents Reports**

There has been no incidents or serious accidents to report.

### **Data Protection Issues**

We have 1 family who prefer that their child is not photographed for use outside of the classroom. We have written permission for that child to appear in

photographs used on learning journeys and scrapbooks that are shared with other parents.

### **Health and Safety**

In June we had 3 children with confirmed diagnoses of Scarlet Fever. Shropshire Public Health was notified as was the UK Health and Safety Executive in line with our policies. Their advice was followed. We had already removed all soft furnishings/toys/dressing up clothes and deep cleaned the room. No further cases occurred and no further action was required.

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. Visitors to the setting should consider rearranging their visit if they are unwell.

### **Health and Safety Check**

**6th<sup>th</sup> Sept 2024**

#### **Items for Reporting to School**

- Toilet flush not working, leak from cold water valve on same toilet. Boys toilet tank and flush replaced October 2024.
- Kitchen stainless steel sink overflow has a split pipe, any water that goes down the overflow comes out into the cupboard below. Overflow pipe has been replaced October 2024
- Window nearest school reception won't open, handle turns but mechanism doesn't work. Not urgent
- A linear ridge has appeared across the floor in main classroom area. It is underneath the flooring. About 2 metres long, about 0.5cm depth. School will arrange for it to be looked at.
- Another large branch has fallen and wedged in the tree that hangs over the mud kitchen (looks wider than 8cm diameter), several large branches have no leaves, hanging right over play area. The mud kitchen had been moved to a safer spot, staff reminded not to go under trees when windy. Kerry has contacted LA online to request maintenance to tree. What3words 'promise.scripsted.crusaders. Ash tree. I have made numerous attempts to call LA, on hold for more than 30 mins.
- The temperature of the hot water tap nearest boys toilet is fluctuating more than normal. It sometimes feels very hot, children and adults have pulled hands back from it a couple of times. Plumber has advised that thermostatic mixing valve is faulty under the boys basin, water in boiler is not hot enough to remove risk of legionella. Reported to Maria by email Oct 24

- Canopy guttering is dripping. Needs silicone to reseal joint when weather is dry.
- Roof of covered seating area is rotten in places. Katie Dickens contact to assess and replace rotten parts. Parent from old, Derek Tracey kindly gave up a Sunday and has replaced rotten wood and felted the roof to prevent further rot.

### **Items to be dealt with by preschool**

#### Items requiring action

- Finger guard on fire door has come unstuck. Kerry has replaced double sided tape to hold in place.
- 3 sheds need to be refelted. Lower hinge on one of the sheds needs replacing. Kerry has new wood and needs help with refelting and fitting. Derek Tracey has agreed to help when he has time.
- 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. Need to get some step edging to seal the carpet down.
- Water arch sealing has split Kerry to replace silicone after dry weather to prolong it's life

#### Items to be observed by staff for safe practice

- Radiator guards are now free standing to enable cleaning. Staff to use furniture 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.
- Pond cover now has a lock on but movement in grid with gaps around edge. Uneven sleepers around the pond. Sleepers slippery when wet. All staff to remind children not to stand or walk on sleepers, only kneeling for viewing, 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**

**Zoe, Josephine and Kerry had fun at the school summer fair, hair braiding and tattoos. We raised £20 Shall we have a stall at Village Hall Festive Food and Craft Fair Saturday 16<sup>th</sup> Nov, 2pm - 5pm , preschool presence is important. We need a big poster on our stall, letting new families know who we are.**

**Are Friends having a Xmas fair? Shall we have a grotto?**

Does anyone want to do a table top sale in KS1 garden area? Any other suggestions,

**Discuss at next meeting**

### **Parental Partnership**

All parents have been asked how they prefer communications. The majority prefers email, so we shall continue with that as our main way of communication, though only 1 response to the email was received. Other parent feedback was obtained verbally.

### **Any other business**

We discussed the increasing frequency of late payment of fees.

Discussions over offering preschool children a hot midday meal are well underway with Shire Services. The school cook and I have outlined a plan, I have a cost and a menu ready to share with parents. Parents would need to book and pay up front at the start of each half term. Pre-school would be invoiced by Shire Services. Food choices could be made on the morning for which bookings have been made. I am waiting for Shire Services to guide me on legal requirements such as staff Food Hygiene Training levels, and food Safety Inspection.

11. **Updates to the admission policy, food policy, safeguarding policy and recruitment policy to be agreed, signed off at next meeting then shared with parent/new parents, email and website.**
12. Data processing compliance. Kerry will work through families records, keeping only relevant information as defined in the retention document.
13. **Induction for new members to be done before next meeting. Committee safeguarding training available from the local authority via MS Teams on 24<sup>th</sup> October. If committee members have a**



current certificate of safeguarding training please show Kerry. This may be adequate to meet this requirement.

14. Next meeting Monday 2<sup>nd</sup> December 2024 7pm in the Red Lion

Actual Cashflow							
Half Term:	Q1 East-Whit	Q2 Whit-Sum	Q3 Sum-Oct	Q4 Oct-Xmas	Q5 Xmas-Feb	Q6 Feb-East	Actual Total
<b>INCOME/receipts</b>							
Fees from parents	£697.70	£2,548.15	£1,041.75	£1,683.25	£840.00	£561.79	£7,372.64
Nursery Education Funding	£6,927.11	£12,073.53	£0.00	£17,186.82	£0.00	£6,657.30	£42,844.76
Other	£90.00	£243.00	£0.00	£10.00	£45.00	£1,600.00	£1,988.00
Fundraising	£19.23	£0.00	£0.00	£1,559.25	£0.00	£0.00	£1,578.48
Grants	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Donations	£570.57	£0.00	£0.00	£0.00	£0.00	£0.00	£570.57
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	£0.00	£16.13	£0.00	£0.00	£0.00	£0.00	£16.13
	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
<b>TOTAL RECEIPTS(a)</b>	<b>£8,304.61</b>	<b>£14,880.81</b>	<b>£1,041.75</b>	<b>£20,439.32</b>	<b>£885.00</b>	<b>£8,819.09</b>	<b>£54,370.58</b>
<b>EXPENDITURE/payments</b>							
Staff wages incl. hol pay, N.I.etc	£5,345.45	£10,853.29	£4,457.42	£10,580.60	£3,684.90	£6,465.77	£41,387.43
Payroll costs	£417.01	£1,309.68	£516.80	£874.22	£291.68	£393.93	£3,803.32
Rent	£600.00	£649.50	£0.00	£660.00	£0.00	£660.00	£2,569.50
Utilities	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Insurance	£614.18	£0.00	£0.00	£0.00	£0.00	£0.00	£614.18
Stationery/Art / Craft	£0.00	£16.56	£0.00	£100.55	£0.00	£82.30	£199.41
Consumables / Supplies	£26.90	£421.80	£39.32	£72.08	£63.18	£0.00	£623.28
Refreshments / Milk	£25.69	£16.60	£0.00	£0.00	£0.00	£0.00	£42.29
Stamps	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Outings / Activities	£0.00	£140.00	£0.00	£0.00	£0.00	£0.00	£140.00
Training costs	£86.80	£0.00	£228.20	£70.00	£0.00	£0.00	£385.00
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	£8.15	£0.00	£0.00	£0.00	£0.00	£8.15
Ofsted Registration fee	£0.00	£79.99	£0.00	£0.00	£50.00	£0.00	£129.99
Membership fees	£35.00	£0.00	£0.00	£0.00	£0.00	£0.00	£35.00
Capital Equipment	£0.00	£88.14	£0.00	£0.00	£0.00	£0.00	£88.14
Petty Cash	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Miscellaneous	£135.00	£180.00	£0.00	£0.00	£0.00	£0.00	£315.00
	£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
<b>TOTAL PAYMENTS(b)</b>	<b>£7,286.03</b>	<b>£13,763.71</b>	<b>£5,241.74</b>	<b>£12,357.45</b>	<b>£4,149.76</b>	<b>£7,602.00</b>	<b>£50,400.69</b>
<b>Opening Balance</b>	<b>£8,159.61</b>	£9,178.19	£10,295.29	£6,095.30	£14,177.17	£10,912.41	
<b>Income minus Expenditure</b>	£1,018.58	£1,117.10	-£4,199.99	£8,081.87	-£3,264.76	£1,217.09	£3,969.89
<b>Closing Balance</b>	<b>£9,178.19</b>	<b>£10,295.29</b>	<b>£6,095.30</b>	<b>£14,177.17</b>	<b>£10,912.41</b>	<b>£12,129.50</b>	

Daily Accounts  
Half Termly Totals

Income/ Receipts

Half Term	Total	Parent Fees	Nursery Edn Funding	Other	Fund - raising	Grants	Donations	Bank Interest	Canopy Fund	Easy Fundraising
Q1	£8,304.61	£697.70	£6,927.11	£90.00	£19.23	£0.00	£570.57	£0.00	£0.00	£0.00
Q2	£14,880.81	£2,548.15	£12,073.53	£243.00	£0.00	£0.00	£0.00	£0.00	£0.00	£16.13
Q3	£1,041.75	£1,041.75	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Q4	£20,439.32	£1,683.25	£17,186.82	£10.00	£1,559.25	£0.00	£0.00	£0.00	£0.00	£0.00
Q5	£885.00	£840.00	£0.00	£45.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Q6	£8,819.09	£561.79	£6,657.30	£1,600.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
	£54,370.58	£7,372.64	£42,844.76	£1,988.00	£1,578.48	£0.00	£570.57	£0.00	£0.00	£16.13

Expenditure/ Payments

Half Term	Total	Salaries	Payroll Costs	Rent	Utilities	Ins	Stationery Art / Craft	Consumables / Supplies	Refreshment / Milk	Stamps	Outings / Activities	Training	Tele - phone	Advert - ising	Volunteer Expenses	Ofsted Reg. Fee	Membershi p Fees/ Periodicals	Capital Eq'ment	Petty Cash	Misc
Q1	£7,286.03	£5,345.45	£417.01	£600.00	£0.00	£614.18	£0.00	£26.90	£25.69	£0.00	£0.00	£86.80	£0.00	£0.00	£0.00	£0.00	£35.00	£0.00	£0.00	£135.00
Q2	£13,763.71	£10,853.29	£1,309.68	£649.50	£0.00	£0.00	£16.56	£421.80	£16.60	£0.00	£140.00	£0.00	£0.00	£0.00	£8.15	£79.99	£0.00	£88.14	£0.00	£180.00
Q3	£5,241.74	£4,457.42	£516.80	£0.00	£0.00	£0.00	£0.00	£39.32	£0.00	£0.00	£0.00	£228.20	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Q4	£12,357.45	£10,580.60	£874.22	£660.00	£0.00	£0.00	£100.55	£72.08	£0.00	£0.00	£0.00	£70.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Q5	£4,149.76	£3,684.90	£291.68	£0.00	£0.00	£0.00	£0.00	£63.18	£0.00	£0.00	£0.00	£0.00	£0.00	£60.00	£0.00	£50.00	£0.00	£0.00	£0.00	£0.00
Q6	£7,602.00	£6,465.77	£393.93	£660.00	£0.00	£0.00	£82.30	£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
	£50,400.69	£41,387.43	£3,803.32	£2,569.50	£0.00	£614.18	£199.41	£623.28	£42.29	£0.00	£140.00	£385.00	£0.00	£60.00	£8.15	£129.99	£35.00	£88.14	£0.00	£315.00

### Q1 Easter to Whitsun 2023

[illegible]



**Half Term: Q3 Summer - October 2023**

[illegible]

**Half Term:** Q4 October - Christmas 2023

Income/ Receipts			£20,439.32	£1,683.25	£17,186.82	£10.00	£1,559.25	£0.00	£0.00	£0.00	£0.00												
Date	Description	Date Banked	Total	Parent Fees	Nursery Edn Funding	Other	Fundraising	Grant	Donation	Bank Interest	Easy F'Raising												
23/10/23	verity nursery fees	bacs	£41.50	£41.50																			
31/10/23	shropshire council	bacs	£4,338.82		£4,338.82																		
31/10/23	Eliza fees	bacs	£50.00	£50.00																			
01/11/23	shropshire council extra	bacs	£5,000.00		£5,000.00																		
07/11/23	co-op funds	bacs	£1,524.10				£1,524.10																
11/11/23	laynee paterson	bacs	£63.00	£63.00																			
14/11/23	easy fundraising	bacs	£35.15				£35.15																
17/11/23	a france fees nursery	bacs	£220.50	£220.50																			
29/11/23	a france fees nursery	bacs	£31.50	£31.50																			
30/11/23	z price new starter fee	bacs	£10.00	£10.00																			
30/11/23	z price nursery fees	bacs	£105.00	£105.00																			
	eliza fees £132.25 unpaid		£0.00																				
	riley fees £87 unpaid		£0.00																				
05/12/24	A Hill fees	bacs	£210.00	£210.00																			
06/12/24	shropshire council	bacs	£486.90		£486.90																		
14/12/24	l and v campbell fees	bacs	£951.75	£951.75																			
15/12/24	shropshire council	bacs	£7,361.10		£7,361.10																		
20/12/24	l and v campbell party	bacs	£10.00			£10.00																	
			£0.00																				
Expenditure/ Payments			£12,357.45	£10,580.60	£874.22	£660.00	£0.00	£0.00	£100.55	£72.08	£0.00	£0.00	£0.00	£70.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Date	Description	Cheque No	Total	Salaries	Payroll Costs	Rent	Utilities	Ins	Stationery Art / Craft	Consumables / Supplies	Refreshments / Milk	Stamps	Outings / Activities	Training	Telephone	Advertising	Vol'tr Exp	Ofsted Reg Fee	Members hip Fees/ Periodicals	Capital Eq't	Petty Cash	Misc	
31/10/23	school rent autumn	Cheque No	£660.00			£660.00																	
30/10/23	forward products	bacs	£71.68						£71.68														
30/10/23	k prince reinburse	bacs	£28.87						£28.87														
31/10/23	k prince wages oct	bacs	£1,434.60	£1,434.60																			
31/10/23	j driscoll wages oct	bacs	£1,232.74	£1,232.74																			
31/10/23	d florian wages oct	bacs	£1,057.23	£1,057.23																			
31/10/23	hmrc oct	bacs	£310.73		£310.73																		
02/11/23	nest october	bacs	£180.49		£180.49																		
15/11/23	k prince reinburse uni chester	bacs	£35.00											£35.00									
15/11/23	k prince reinburse uni chester	bacs	£35.00											£35.00									
30/11/23	k prince wages nov	bacs	£1,364.70	£1,364.70																			
30/11/23	j driscoll wages nov	bacs	£1,155.30	£1,155.30																			
30/11/23	d florian wages nov	bacs	£953.21	£953.21																			
30/11/23	hmrc nov	bacs	£233.00		£233.00																		
05/12/23	nest november	bacs	£156.51	£156.51																			
07/12/23	k prince reimburse	bacs	£31.00							£31.00													
07/12/23	k prince reimburse	bacs	£16.94							£16.94													
07/12/23	k prince reimburse	bacs	£12.36							£12.36													
07/12/23	J Driscoll reimburse	bacs	£7.99							£7.99													
07/12/23	J Driscoll reimburse	bacs	£3.79							£3.79													
08/12/23	A /hartley-Newton accounts	bacs	£150.00		£150.00																		
29/12/23	k prince wages dec	bacs	£1,196.49	£1,196.49																			
29/12/23	j driscoll wages dec	bacs	£1,072.53	£1,072.53																			
29/12/23	d florian wages dec	bacs	£736.49	£736.49																			
29/12/23	hmrc dec	bacs	£107.55	£107.55																			
29/12/23	nest dec	bacs	£113.25	£113.25																			
			£0.00																				
			£0.00																				

[illegible]



**Half Term:**ary to Easter 2024

Income/ Receipts			£8,819.09	£561.79	£6,657.30	£1,600.00	£0.00	£0.00	£0.00	£0.00	£0.00													
Date	Description	Receipt No	Total	Parent Fees	Nursery Edn Funding	Other	Fundrais ing	Grants	Donati ons	Bank Interest	Easy Fundrais ing													
20/02/24	harry fees nursery	bacs	£120.00	£120.00																				
27/02/24	shropshire council	bacs	£6,057.30		£6,057.30																			
29/02/24	shropshire council	bacs	£1,600.00			£1,600.00																		
29/02/24	annabel france fees	bacs	£25.00	£25.00																				
29/02/24	lydia fees	bacs	£315.00	£315.00																				
21/03/24	maya nursery fees	bacs	£11.79	£11.79																				
21/03/24	harry nursery fees	bacs	£90.00	£90.00																				
22/03/24	shropshire council	bacs	£600.00		£600.00																			
			£0.00																					
			£0.00																					
			£0.00																					
			£0.00																					
			£0.00																					
			£0.00																					
			£0.00																					
			£0.00																					
			£0.00																					
			£0.00																					
Expenditure/ Payments			£7,602.00	£6,465.77	£393.93	£660.00	£0.00	£0.00	£82.30	£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	
Date	Description	Cheque No	Total	Salaries	Payroll Costs	Rent	Utilities	Insura nce	Station ery Art / Craft	Consum ables / Supplie s	Refresh ments / Milk	Stamps	Outings / Activiti es	Trainin g	Teleph one	Advert ising	Vol'tr Exp	Ofsted Reg Fee	Memb ership Fees/ Period icals	Capital Eq't	Petty Cash	Misc		
			£0.00																					
			£0.00																					
15/02/24	rent to school	1938	£660.00			660																		
28/02/24	forward products	bacs	£53.45						£53.45															
28/02/24	reinburse k prince stationary	bacs	£19.18						£19.18															
28/02/24	forward products	bacs	£9.67						£9.67															
29/02/24	wages k prince feb	bacs	£1,427.76	£1,427.76																				
29/02/24	j driscoll wages feb	bacs	£1,177.36	£1,177.36																				
29/02/24	d florian wages feb	bacs	£670.96	£670.96																				
29/02/24	hmrc feb	bacs	£250.53		£250.53																			
04/03/24	nest february	bacs	£143.40		£143.40																			
29/03/24	k prince wages march	bacs	£1,240.79	£1,240.79																				
29/03/24	j driscoll wages march	bacs	£1,112.02	£1,112.02																				
29/03/24	d florian wages march	bacs	£701.20	£701.20																				
29/03/24	hmrc march	bacs	£135.68	£135.68																				
			£0.00																					

**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/ Pa

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					

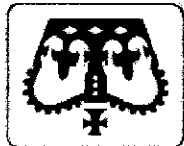
Expenditure/ Payments

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

BOMERE HEATH SUNSHINE PRE-SCHOOL  
Registered Charity number: 1041689  
Accounts for year ending 31<sup>st</sup> March 2024

Prepared by Amanda Hatley-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

31<sup>st</sup> March 2024

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.

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:

*A. Hartley-Newton*

Date:

12/10/2024

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 – October 2015  
AAT Level 3 Certificate in Bookkeeping – July 2024

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 2023

2022-2023

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 2023 term	£	(600.00)
NET ASSETS (CURRENT ASSETS-CURRENT LIABILITIES)		
	£	7,802.27
FINANCED BY:		
Accumulated Fund Carried Forward	£	13,520.07
Operating Loss		-£5,717.80
	£	7,802.27
ACCUMULATED FUND C/F		
	£	7,802.27

# BOMERE HEATH SUNSHINE PRE-SCHOOL

Registered Charity Number: 1041689

## CURRENT ACCOUNT YEAR ENDING 31ST MARCH 2024

	2023-24	2022-23
Opening Balance on 1st April 2023	£ 8,159.61	£ 12,499.30
<b>INCOME</b>		
Early Years Entitlement Funding for 2,3 & 4 yr olds	£ 44,759.76	£ 34,700.64
Childcare vouchers	£ -	£ 372.00
Fees from parents	£ 7,372.64	£ 7,048.50
Fundraising	£ 1,578.48	£ 243.22
Grants	£ -	£ 1,070.07
Donations	£ 570.57	£ 451.00
Outings	£ 73.00	£ 60.00
Miscellaneous	£ -	£ 232.47
Easy Fundraising	£ 16.13	£ -
	<b>£ 54,370.58</b>	<b>£ 44,177.90</b>
<b>EXPENDITURE</b>		
Wages including HMRC, PAYE & NIC	£ 41,387.43	£ 41,798.58
Payroll costs including Nest	£ 3,653.32	£ 3,342.53
Rent & utilities	£ 2,569.50	£ 1,200.00
Insurance	£ 614.18	£ 596.56
Stationery, postage, art & craft	£ 199.41	£ 229.61
Refreshments	£ 42.29	£ -
Consumables	£ 623.28	£ 370.86
Outings	£ 140.00	£ 251.00
Training costs	£ 385.00	£ 160.00
Advertising	£ 60.00	£ 60.00
Registration fees - Ofsted & ICO	£ 50.00	£ 85.00
Membership fees	£ 114.99	£ -
Accounts	£ 150.00	£ 150.00
Capital Equipments	£ 88.14	£ -
Volunteer Expenses	£ 8.15	£ -
Miscellaneous	£ 315.00	£ 273.45
	<b>£ 50,400.69</b>	<b>£ 48,517.59</b>
<b>Profit / (Loss) for the year</b>	<b>£ 3,969.89</b>	<b>£ (4,339.69)</b>
Closing Balance c/ on 31st March 2024	£ 12,129.50	£ 8,159.61

**BOMERE HEATH SUNSHINE PRE-SCHOOL**

Registered Charity Number: 1041689

**PETTY CASH ACCOUNT YEAR ENDING 31ST MARCH 2024**

Opening Balance on 1st April 2023 INCOME	£	53.28	£	(4.21)
INCOME	£		£	
Trips & parties payments	£	85.00	£	130.00
Donations	£	-	£	-
Fundraising	£	185.35	£	368.19
Fees	£	35.00		
<b>TOTAL INCOME</b>	<b>£</b>	<b>305.35</b>	<b>£</b>	<b>498.19</b>
<b>EXPENDITURE</b>				
Refreshments	£	35.83	£	54.38
Consumables	£	75.87	£	202.69
Equipment	£	60.08	£	55.12
Stationery	£	29.66	£	33.54
Miscellaneous	£	45.00	£	94.97
<b>TOTAL EXPENDITURE</b>	<b>£</b>	<b>246.44</b>	<b>£</b>	<b>440.70</b>
Profit/(Loss) on Petty Cash	£	58.91	£	57.49
Closing Balance c/f on 31st March 2024	£	112.19	£	53.28



# BOMERE HEATH SUNSHINE PRE-SCHOOL

Registered Charity Number: 1041689

## PETTY CASH DETAIL YEAR ENDING 31ST MARCH 2024

INCOME						
Month						TOTAL
Opening balance	£ 53.28					£ 53.28
April 2023	£ -					£ -
May	£ -					£ -
June	£ -					£ -
July	£ 37.00					£ 37.00
August/September	£ 115.05					£ 115.05
October						£ -
November	£ 35.00					£ 35.00
December	£ 65.30					£ 65.30
January 2024	£ -					£ -
February	£ -					£ -
March	£ 53.00					£ 53.00
<b>TOTAL</b>	<b>£ 358.63</b>	<b>£ -</b>	<b>£ -</b>	<b>£ -</b>	<b>£ -</b>	<b>£ 358.63</b>
EXPENDITURE						
Month	Refreshments	Consumables	Equipment	Admin	Misc	
April 2023	£ -	£ 10.00	£ -	£ -	£ -	£ 10.00
May	£ -	£ 7.90	£ -	£ -	£ -	£ 7.90
June	£ 1.25	£ -	£ -	£ -	£ -	£ 1.25
July	£ 4.46	£ 3.00	£ 2.58	£ -	£ -	£ 10.04
August/September	£ 6.78	£ 10.29	£ 6.38	£ -	£ -	£ 23.45
October	£ 4.16	£ 2.49	£ -	£ 2.37	£ -	£ 9.02
November	£ -	£ 11.49	£ 10.47	£ -	£ -	£ 21.96
December	£ 5.05	£ 17.73	£ -	£ -	£ -	£ 22.78
January 2024	£ 9.87	£ 8.69	£ 25.66	£ -	£ -	£ 44.22
February	£ -	£ -	£ -	£ -	£ -	£ -
March	£ 4.26	£ 4.28	£ 14.99	£ 27.29	£ 45.00	£ 95.82
<b>TOTAL</b>	<b>£ 35.83</b>	<b>£ 75.87</b>	<b>£ 60.08</b>	<b>£ 29.66</b>	<b>£ 45.00</b>	<b>£ 246.44</b>

## Statement of RECEIPTS &amp; PAYMENTS YEAR ENDING 31ST MARCH 2024

2023-24

Opening Balance on 1st April 2023

£	8,159.61
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## INCOME

£	44,759.76
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Early Years Entitlement Funding for 2,3 &amp; 4 yr olds

Fees from parents

Minus fees paid by parents for March 2023

Plus Fees owed by parents for March 2024

£	7,983.60
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Fundraising

Minus unspent Co-op funding

Plus petty cash paid in - fees &amp; fundraising

£	305.35
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Grants

Donations

Outings

Easy Fundraising

£	16.13
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£	53,762.79
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## EXPENDITURE

Wages including HMRC, PAYE &amp; NIC

Payroll costs including Nest

Minus accrued Nest contribution for March 2023

Plus accrued Nest contribution for March 2024

£	3,624.53
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Rent + utilities

Minus accrued rent owed for Spring 2023

£	1,969.50
---	----------

Insurance

Stationery, postage, art &amp; craft

Refreshments

Consumables

Outings

Training costs

Advertising

Registration fees - Ofsted &amp; ICO

Membership fees

Accounts

Capital Equipment

Petty Cash spending - consumables, food and cleaning

Volunteer expenses

Miscellaneous

£	50,018.34
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£	3,744.45
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Closing Balance c/ on 31st March 2024

£	11,904.06
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# BOMERE HEATH SUNSHINE PRE-SCHOOL

Registered Charity Number: 1041689

## STATEMENT OF FINANCIAL POSITION AS AT 31ST MARCH 2024

2023-24

£

FIXED ASSETS  
None recorded

CURRENT ASSETS

Current Account	£	12,129.50
Petty Cash	£	112.19
Debtors	£	947.96
CURRENT LIABILITIES		
Nest contribution for March 2024	£	(118.83)
Unspent Co-op funding	£	(1,524.10)
NET ASSETS (CURRENT ASSETS-CURRENT LIABILITIES)	£	11,546.72

FINANCED BY:

Accumulated Fund brought forward from 31/03/2023	£	7,802.27
Operating Profit	£	3,744.45
ACCUMULATED FUND c/f	£	11,546.72

These accounts were approved on:

Signed by:

Chairperson:

Treasurer:

Independently examined by Amanda Hartley-Newton  
Purple Plus Bookkeeping  
ICB Licence no. 16520 on 12th October 2024