

## Cygnets Pre-school committee meeting

Wednesday 23<sup>rd</sup> June 2021, virtual meeting given Covid-19 social distancing/ Emailed minutes

Present- Alexia, Vicky, Annabel, Chloe, Montanna

Copied in – Hayley, Jane, Celia

1. Welcome and introduction – Alexia Welcomed everyone to the virtual meeting and explained the meeting would be kept to a minimum and just the overview of the year would be covered including signing off the accounts.
2. Invitation to declare conflicts of interest  
N/a
3. Resignation of committee members/staff – Alexia confirmed that Emily Ralph had resigned in December 2020 from her position as Admin Assistant for Cygnets. The role has been temporarily filled by Celia Jones and the role will be reviewed at the end of the financial/school year. The committee would continue their positions until the end of the school year. It was decided a drive to improve the number of parents on the committee would need to take place to keep the preschool running.
4. Vote for allocating Roles of new chair, treasurer and secretary from previously elected members  
Chair: Zane Berzina nominated & elected  
Treasurer: Victori nominated & elected  
Secretary: Annabel Parkinson nominated & elected
5. Accounts – The accounts to July 2020 have been brought up to date and presented to the accountant for completion. Jane Blake signed the accounts off and these were produced for the committee to review. There were no objections to the figures and the committee felt the staff had worked hard during the year and managed to keep the preschool working in very difficult circumstances. During the next financial year, it was agreed to review preschool fees, salaries and premises costs.
6. AOB - Celia to update charity commission,  
Ongoing discussions continue around staffing and financial planning for the setting over the next months given the current situation with Covid-19. The committee will review and make arrangements keeping staff and parents informed.

Permission granted from EYA to run committee on three members in the interim while we are waiting for Montanna's paper work to be finalised and recruiting a fifth member of the committee.

7. Date of next meeting – It was agreed to review the position of the preschool in the new school year around September/October 2021.

**CYGNETS PLAYSCHOOL LANGFORD VILLAGE**  
**ACCOUNTS FOR THE YEAR**  
**ENDED 31<sup>ST</sup> JULY 2020**

# CYGNETS PLAYSCHOOL LANGFORD VILLAGE

## Independent Examiner's Report to the Trustees of Cygnets Playschool

I report on the Accounts of the Playschool for the year ended 31<sup>st</sup> July 2020 which are set out on pages 1 and 2.

### Respective responsibilities of trustees and examiner

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

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

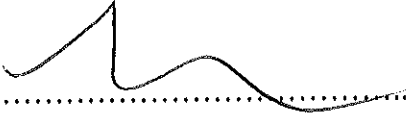
### Basis of independent examiner's statement

My examination was carried out in accordance with 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 the 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 Charities Act; and
  - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities 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.

Name.....  
Jayne Blake  
Chartered Accountant

23 Roman Way  
Thame  
Oxon OX9 2FP

Date.....7 JUNE 2021.....

# **CYGNETS PLAYSCHOOL LANGFORD VILLAGE**

## **RECEIPTS AND PAYMENTS ACCOUNT**

**Period ended 31<sup>st</sup> July 2020**

### **RECEIPTS**

	£	£
Total Fees		82,550
Fundraising		627
Bank interest		68
		<hr/>
<b>TOTAL RECEIPTS</b>		<b>83,245</b>
		<hr/>

### **PAYMENTS**

Premises	2,660	
Staff Costs	65,323	
Consumables	2,433	
Equipment	-	
Fundraising costs	315	
	<hr/>	70,731
Administration	2,398	
Membership subscriptions	398	
	<hr/>	2,796
		<hr/>
<b>TOTAL PAYMENTS</b>		<b>73,528</b>
		<hr/>
<b>NET SURPLUS FOR THE YEAR</b>		<b>9,718</b>
<b>ADD SURPLUS BOUGHT FORWARD</b>		<b>43,475</b>
		<hr/>
<b>SURPLUS CARRIED FORWARD</b>		<b>53,193</b>
		<hr/>

# **CYGNETS PLAYSCHOOL LANGFORD VILLAGE**

## **BALANCE SHEET**

**As At 31<sup>st</sup> July 2020**

### **CASH AT BANK**

	£
Current Account	16,469
Deposit Account	30,124
Deposit Account – NOF account	6,522
Petty Cash	5
Wraparound Account	73
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	53,193
	-----

### **SCHOOL FUND**

Funds bought forward	43,475
Surplus for year	9,718
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	53,193
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**CYGNETS PLAYSCHOOL LANGFORD VILLAGE**  
**ACCOUNTS FOR THE YEAR**  
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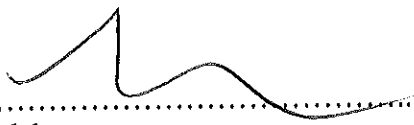
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