



Bolton Le Sands Pre-School  
Off Packet Lane  
Bolton Le Sands  
Carnforth  
LA5 8DW

**Telephone:** 01524 824907

**Ofsted Registration No:** 309240

**Registered Charity No:** 1048428

**Email:** [b-l-s-preschool@outlook.com](mailto:b-l-s-preschool@outlook.com)

**Annual General Meeting**  
**Monday 4<sup>th</sup> November 2024**



The Bolton-Le-Sands Pre-school Annual General Meeting was held on Monday 4<sup>th</sup> November 2024, in the Pre-school building.

**Pre-school Staff and Committee Members present were:** Sarah Rix, Clare Park, Gemma Weed, Louise Mapp, Kate Rapley and Donna Jackson.

**Others present:** Judith Knowles and Carol Stephenson.

**Apologies:** No apologies.

**The existing Committee Members who will remain in their roles are:**

- Sarah Rix – Chairman
- Donna Jackson
- Clare Park
- Gemma Weed
- Louise Mapp

**New Committee Members are:**

- No new Committee Members.

### **Treasurer's Report**

The accounts have been audited. A copy of the report was distributed to all those present, and discussion followed regarding the balances of the accounts. Clare thanked everyone for their support during the year, for both the Pre-school and the Out of School Clubs. We are still at full capacity for all sessions, with great demand for Out of School Club sessions, so at this point the waiting list remains significant. We continue to move forward with our plans for upgrading the building, but priority must be given to replacing the perimeter railings. The section causing particular concern faces the Community Centre, so this length will be replaced first. An estimate for this section is around £4500.00. We have conversed with the Parish Council with the aim of seeking their support, both in practical and financial ways.

The Savings Account has now been closed by Virgin Money, and all monies have now been transferred to Account No: 20477729.

## **Meeting Opened**

Sarah opened the meeting by thanking all those present for joining us.

She proceeded to thank Staff, Committee Members, Trustees and all others for their continued hard work, help and support over the past year. Once again we have not always been able to meet in person but everyone has liaised and supported each other through the WhatsApp group. This group has become an invaluable method of communication for both Committee Members and Staff. Sarah thanked the whole staff team for their continued hard work.

Donna reported that Anne Bleeks left the setting in December 2023, followed by Johanna Collins in July 2024. Therefore, we hope to have two new Apprentices joining us in the next academic year. The process to recruit these new Apprentices has already begun and we are liaising with Lancaster and Morecambe College.

## **Fundraising Year 2023 - 2024**

We have raised funds this year with a Sponsored Walk £556.18. We have also tried a different approach to fundraising. We supplied every family with a brown paper bag, attractively labeled with a list of suggested donations which we would love to receive. This approach worked very well and we received a huge amount of useful, practical donations as a result – items like glue sticks, batteries, tubs of Play Dough, craft materials, pens and so on.

## **Any Other Business**

We continue to work closely with the Primary School. We have had lots of Transition Days which included attending for school lunches, story times and general classroom activities. The teaching staff also visit us on a very regular basis – sometimes several times each week. We also met our own 'New Starter' children on the field for a play, at the end of the Summer Holidays. This always works well and we intend to continue it in the future.

Sarah closed the meeting, thanked everyone for attending and congratulated the staff once again on their commitment and hard work to ensure that we have a village Pre-school to be proud of.

I certify this Annual Report to be a true account of the AGM, held on Monday 4<sup>th</sup> November 2024.

## **Signed:**

**Chairperson** – Sarah Rix

**Treasurer** – Clare Park

**Secretary** – Gemma Weed

**Date:** 12<sup>th</sup> November 2024

***Income and Expenditure Account for the year ended 26/7/24***

Balance from Ledger Sheets, Invoices / Receipts / Bank Statements .

| <b>Credits</b>      | <b>2023</b>     | <b>2024</b>     |
|---------------------|-----------------|-----------------|
| Fees                | 196038.7        | 206287.8        |
| Fundraising /Grants | 1345.98         | 556.18          |
| Other Income        | 160             | 219.35          |
| <b>TOTAL INCOME</b> | <b>197544.7</b> | <b>207063.4</b> |

**Debits**

|                          |                 |                 |
|--------------------------|-----------------|-----------------|
| Staff Wages              | 160937.5        | 177421.7        |
| Utilities                | 3525.12         | 4380.17         |
| Telephone                | 1831.32         | 1279.44         |
| Insurance                | 3417.48         | 3579.12         |
| Shopping                 | 1623.21         | 1968.54         |
| Maintenance              | 4103.53         | 4435.5          |
| Fundraising              | 0               | 0               |
| TV                       | 158.79          | 159             |
| Water / Waste            | 2616.18         | 3426.4          |
| Accounting               | 0               | 0               |
| Advertising              | 0               | 0               |
| Security                 | 130             | 120             |
| Legal Costs              | 0               | 0               |
| Stationary               | 1224.48         | 2001.96         |
| Activities / Materials   | 3280.06         | 698.03          |
| Quality Award            | 0               | 300             |
| Registration             | 782.51          | 1572.9          |
| Staff Training           | 667             | 375.25          |
| Photocopier              | 1042.08         | 1042.08         |
| Cleaner                  | 2652            | 2800            |
| Other                    | 64              | 892.54          |
| <b>TOTAL EXPENDITURE</b> | <b>188055.3</b> | <b>206452.6</b> |

**Current Accounts Balance as of 27th July 2021**

| <b>Assets and Liabilities</b> | <b>2023</b> | <b>2024</b> |
|-------------------------------|-------------|-------------|
|-------------------------------|-------------|-------------|

**Cash Funds**

|  |          |          |
|--|----------|----------|
| <b>Yorkshire Bank Current Account 20477729</b>     | 31756.45 | 31692.55 |
| <b>Yorkshire Bank Maintenance Account 20478773</b> | 7072.48  | 7966.33  |
| <b>Yorkshire Bank 214459 Account</b>               | 219.35   | 0        |
| <b>Cash in hand</b>                                | 0        | 0        |

|              |                 |                 |
|--------------|-----------------|-----------------|
| <b>TOTAL</b> | <b>39048.28</b> | <b>39658.88</b> |
|--------------|-----------------|-----------------|

**Other Assets**

|                    |         |         |
|--------------------|---------|---------|
| Building           | 138,144 | 171,645 |
| Contents           | 15,552  | 19,803  |
| Computer Equipment | 725     | 923     |

**Liabilities**

|                  |     |    |
|------------------|-----|----|
| Outstanding fees | 235 | 40 |
|------------------|-----|----|

Accounts Audited by Simon J Clarke

Approved by

Chairperson

Treasurer

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