

St Keverne Pre School AGM Minutes  
20<sup>th</sup> May 2021 at 8pm via Google Meet

**Apologies**

None

**Present**

Steph Pearce, Claire Smitheram, Kirsty Smith, Paula McClennon, Rhiann Foulkes, Tina James, Sophie Mitchell, Michaela Peters, Hazel Elliott, Emily Salvidge, Lauren Duck, Claire Alden

**Minutes of Previous Meeting**

Chair to sign minutes of previous meeting

**Chairs Report**

Tina read out her Chair Report

**Managers Report**

Claire read out her Managers report.

**Financial Report**

Claire presented the committee with financial figures for 2020/2021

**Registration and Re-elections of committee**

Everyone stood down from the committee.

Tina James was proposed as Vice Chair by Kirsty and Michaela seconded

Lauren Duck was proposed as Secretary by Tina and Rhiann seconded

Paula McCellan was proposed as Treasurer by Tina and Hazel seconded

Michaela Peters who stood down as Secretary and Committee member

Kirsty stood down as a committee member as she is now a paid member of staff

Rhiann and Emily will continue as committee members until the next meeting

Hazel, Paula, Sophie will remain on committee

Lauren, Claire to join committee and will need to complete DBS and EY2

<b>ST KEVERNE PRE-SCHOOL</b>					
<b>RECEIPTS AND PAYMENTS ACCOUNT FOR THE YEAR ENDED 31 AUGUST 2021</b>					
			Y/E 31 Aug 21		Y/E 31 Aug 20
Funding from CCC			23,551.52		30,818.42
Fees			2,794.00		2,410.75
			26,345.52		33,229.17
<u>Fundraising, Grants and Donations</u>					
HMRC Job Retention Scheme Grant				1,304.46	
Goonhilly Grant				500.00	
Fund Raising - Various Events (net of expenses)		632.41		1,511.99	
Bank Interest		0.78		43.12	
Amazon shopping		38.40		-	
Petty Cash Balance Banked		-		-	
			671.59		3,359.57
			27,017.11		36,588.74
<u>Expenditure:</u>					
Net Wages		23,998.01		19,686.46	
Tax/NI		42.72		143.88	
NEST Pension		440.44		335.73	
Rent		2,400.00		2,400.00	
Insurance and Membership to Pre-School Learning		814.29		806.73	
Utilities		420.00		210.00	
Telephone		463.75		366.61	
Payroll services		575.08		396.00	
Equipment - Larger Items		945.37		1,431.28	
Small Equipment and Consumables		2,660.29		1,365.52	
Stationery and Administration		312.02		234.41	
Staff Training		486.00		160.48	
Staff Uniform		119.58		53.52	
Skip hire		336.00			
Sundry - Xmas Gifts, Leavers Gifts, Other Gifts		154.05		185.03	
Refreshments		49.18		33.38	
OFSTED Registration		50.00		50.00	
DBS Checks		74.29		39.00	
Data Protection (ICO)		35.00		35.00	
Twinkl Membership		-		67.44	
Tapestry Subscription		72.00		72.00	
Cornwall Council Licence		-		20.00	
			- 34,448.07		- 28,092.47
Surplus/(Deficit)			- 7,430.96		8,496.27
Santander Bank Account Balances B/F			19,876.31		11,380.04
			12,445.35		19,876.31
<u>Santander Bank Account Balances as at 31.8.21</u>					
Deposit Account			7,695.65		7,694.87
Fund Raising Account			94.64		886.80
Current Account			4,655.06		11,294.64
			12,445.35		19,876.31
I have examined the accounts from the books, statements and invoices presented to me and confirm them to be correct.					
The accounts for the year ending 31 August 2021 have been audited by:					

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