



### Reepham Pre-school Committee Meeting

#### Minutes from Wednesday 14<sup>th</sup> December - 7.30pm - Reepham Methodist Chapel

**Present:** Keith Atkins, Hannah Bosworth, Sian Mellor, Debbie Land, Lindsey Myers, Katie Newton, Darren Cutler, Richard Wills & Jill Singleton(Chapel link)

**Apologies:** Amanda Stoker, Sally Bates, Sarah Young, Shelly Lambert,

Point on Agenda	Minutes	Action	Date
<b>Welcome, present and apologies</b>	KA opened the meeting at 7.30pm, welcomed everyone including the new members Katie and Darren and checked on attendance to meeting		
<b>Matters arising from previous AGM minutes 09-22</b>	<ul style="list-style-type: none"><li>• Minutes from meeting have been reviewed</li><li>• HB read and proposed all happy with the minutes</li></ul>		
<b>School update</b>	<ul style="list-style-type: none"><li>• DL started with a timeline of the achievements of the school;</li><li>• Pre school continued to stay open post covid following all guidelines</li><li>• Platinum Jubilee celebrations were held inviting</li></ul>		

	<p>parents &amp; members</p> <ul style="list-style-type: none"> <li>• 1<sup>st</sup> sports day post lockdown on the school field, with parents being invited and key stage 1 came out to watch.</li> <li>• Another successful transition to primary school was completed, including all primary schools the children went to, Reephram and other schools.</li> <li>• September saw us open on a Friday with numbers growing,</li> <li>• They now have a regular volunteer Gail who comes into the setting doing baking &amp; crafts also bringing her dog along.</li> <li>• Alexa Parry, a student from BGU has completed a 2-week placement which again was very successful.</li> <li>• Fundraising activities this year included – Children in Need, Easter Trail, Autumn half term challenge, Christmas fundraising and world book day</li> <li>• Parent chats continue including supporting parents with speech &amp; language, behavioural and other strategies.</li> <li>• Parents have been supported where the child has struggled to settle which have included flexible drop offs.</li> <li>• Outside garden area is being accessed daily</li> <li>• Miss Evans has brought in preschool pets – stick insects.</li> <li>• Practitioners have completed all training needed</li> <li>• DL closed by thanking all of the staff during some difficult and challenging times and a big thank you to the committee for their unwavering support.</li> </ul>		
<b>Treasurer's Report</b>	<ul style="list-style-type: none"> <li>• Accounts were shared</li> <li>• Positive information with an opening balance of</li> </ul>		

	<ul style="list-style-type: none"> <li>£30661 and a closing balance of £41624</li> <li>Therefore, surplus of £11,000 approx. so positive for the preschool.</li> </ul>		
<b>Chairmans report</b>	<ul style="list-style-type: none"> <li>KA opened with explaining how it had been a good year for the Pre-school, numbers of children remain high despite a large number leaving last year</li> <li>Vicky is now in her final stages of the apprenticeship and Alison is still supporting the team covering staff training &amp; absences.</li> <li>Changes coming to the committee with resignations from Hannah, Amanda, Sally &amp; Sian – all the committee would like to thank them for all their considerable effort. You will all be missed.</li> <li>Interest has come from 3 parents so hoping to get them signed up – welcome Katie and Darren as 2 of the committee</li> <li>Other changes – continued work in the sensory garden, thank you to Andrew &amp; Jackie. Chapel have also been busy decorating the school area over the summer.</li> <li>KA added personal thanks to Debbie, Amanda and the team they have tackled every challenge head on and have initiated &amp; supported all the changes in a calm professional controlled way always with a positive attitude and the best interest of the children, including now opening the pre-school on a Friday.</li> <li>KA also thanked the committee for their determination to keep things moving forward. He also thanked the chapel for their ongoing support &amp; interest.</li> </ul>		
<b>Nominations for</b>	<ul style="list-style-type: none"> <li>Darren – nominated for treasurer; Keith proposed and Sian seconded.</li> </ul>	<ul style="list-style-type: none"> <li><b>LM to send all details to Darren for getting the</b></li> </ul>	<ul style="list-style-type: none"> <li><b>Jan 2023</b></li> </ul>

<b>office</b>	<ul style="list-style-type: none"> <li>• LM to stay as secretary</li> <li>• KA to stay as Chairman.</li> </ul>	<b>EY2 all set up.</b>	
<b>Website</b>	<ul style="list-style-type: none"> <li>• LM showed the basic outline of the website and what it would look like</li> <li>• All happy with the outline and agreed additional questions been sent to DL and team to finalise details</li> <li>• Once complete LM, DL, Staff and Lindsey Husband Paul will hold a zoom meeting to check they are happy before it goes live.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>LM to send questions to DL</b></li> <li>• <b>Once returned final changes to be made with expenses paid</b></li> <li>• <b>Website can then go live</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>14th Dec 2022</b></li> <li>• <b>Jan 2023</b></li> </ul>
<b>Any other business</b>	<ul style="list-style-type: none"> <li>• Chapel talked about during January they will open on a Wednesday afternoon for parents to get out of the cold</li> <li>• Hannah to hand over social media to someone - needs to be decided</li> <li>• Sian to handover fundraising - again person TBC</li> <li>• Constitution to be reviewed next meeting due to it saying about needing parents on the committee.</li> <li>• LM to send details over to new members about getting EY2 registered.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Job roles to be split between other committee members due to resignations</b></li> <li>• <b>Constitution to be reviewed.</b></li> <li>• <b>LM to send over the EY2 information</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>Apr 2023</b></li> <li>• <b>Jan 2023</b></li> </ul>
<b>Date of next meeting</b>	<ul style="list-style-type: none"> <li>• Meeting closed at 8.30pm</li> <li>• Next meeting 7:00pm 1<sup>st</sup> March 2023</li> </ul>	<ul style="list-style-type: none"> <li>• Dates for 2023 Full Committee Meetings - 1<sup>st</sup> Mar, 7<sup>th</sup> Jun, 6<sup>th</sup> Sep, AGM 6<sup>th</sup> Dec - All 7:00pm start @ the Chapel.</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>



CHARITY COMMISSION  
FOR ENGLAND AND WALES

## Independent examiner's report on the accounts

### Section A

### Independent Examiner's Report

Report to the trustees

Charity: REEPHAM PRE SCHOOL

On accounts for the year  
ended

31st AUGUST 2022

Charity no  
(if any)

1122753.

Set out on pages

3 to 7

(Remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/08/2022.

Responsibilities and  
basis of report

As the charity's trustees, 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 all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent  
examiner's statement

~~[The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of [insert name of applicable listed body]]. Delete [ ] if not applicable.~~

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination (other than that disclosed below\*) which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report 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:

Graham Harrison

Date:

30/8/2023

Name:

GRAHAM HARRISON

Relevant professional  
qualification(s) or body

MAAT ATT

(if any):

--

Address:

17 FOUR SEASONS CLOSE
DUNHOLME
LINCOLN LN2 3BT

## Section B

### Disclosure

Only complete if the examiner needs to highlight material 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.

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# Reepham Pre-School

## Statement of Financial Activities for the year ended 31st August 2022

		Unrestricted Funds	Restricted funds	Total 2022	Total 2021
<b>Incoming resources</b>	<b>Note</b>				
Voluntary income	2		1108	1108	1382
Activities for generating funds	3	1659		1659	1479
Investment income		1		1	45
Charitable activities	4	74589		74589	65906
<b>Total incoming resources</b>		<b>76249</b>	<b>1108</b>	<b>77357</b>	<b>68812</b>
<b>Resources expended</b>					
Costs of generating funds	5	202		202	402
Charitable expenditure	6	66353	528	66881	63473
Governance costs				0	0
<b>Total resources expended</b>		<b>66555</b>	<b>528</b>	<b>67083</b>	<b>63875</b>
<b>Net movement in funds</b>		<b>9694</b>	<b>580</b>	<b>10274</b>	<b>2267</b>
Total funds b/fwd 1 September 2021		39933	3183	43116	38179
<b>Total funds c/fwd 31 August 2022</b>		<b>49627</b>	<b>3763</b>	<b>53390</b>	<b>38179</b>

Reepham Pre-School

**BALANCE SHEET  
AS AT 31 AUGUST 2022**

		2022	2021
	Note		
<b>Current Assets</b>			
Cash at bank		51973	41009
Cash in hand		<u>2123</u>	<u>2711</u>
		<u>54096</u>	<u>43720</u>
<b>Liabilities (amounts falling due within one year)</b>			
	7	<u>706</u>	<u>604</u>
Net current assets		53390	43116
<b>Total assets less liabilities</b>		<u><u>53390</u></u>	<u><u>43116</u></u>

Approved .....

Date : .....



## Reephram Pre-School

### NOTES

#### 1 Accounting policies

- a) These accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated. The accounts have been prepared in accordance with the Statement of Recommended Practice :Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) and with the Charities Act 2011.
- b) Voluntary income is received by way of donations ,gifts and grants and is included in full in the Statement of Financial Activities when receivable. The value of services provided by volunteers has not been included
- c) Grants, including grants for the purchase of fixed assets are recognised in full in the Statement of Financial Activities in the year in which they are receivable.
- d) Resources expended are recognised in the period in which they are incurred. Resources expended include attributable Vat which can not be recovered.
- e) Unrestricted funds are donations and other incoming resources receivable or generated for the objects of the charity without specified purpose and are available as general funds.
- f) Restricted funds are to be used for specific purposes as laid down by the donor. Expenditure which meet these criteria is charged to the fund, however where expenditure exceeds the availability of funds the balance is charges to unrestricted funds.

2 Voluntary Income	Unrestricted	Restricted	Total	
			2022	2021
Snack Money		1108	1108	1382
	0	1108	1108	1382

## Reepham Pre-School

### NOTES

3 Activities for Generating Funds	Unrestricted	Restricted	Total	Total
				2022 2021
School Photos/DVDs	20		20	150
Christmas jumpers/wreaths and baubles	0		0	95
Red nose day	18		18	0
Sebastians funds	0		0	709
Autumn challenge	0		0	323
Collingham council trust - Gusto	500		500	0
Easter raffle etc	497		497	72
Sports day	145		145	0
Donations	0		0	16
Other	10		10	0
Christmas raffle	469		469	114
	1659	0	1659	1479

4 Charitable Activities	Unrestricted	Restricted	Total	Total
				2022 2021
Early years Funding	57433		57433	49498
Fees	15780		15780	14941
Other grants	1237		1237	1467
Breakfast Club	129		129	0
Donations	10		10	0
	74589	0	74589	65906

5 Costs of Generating Funds	Unrestricted	Restricted	Total	Total
				2022 2021
Sports day	48		48	0
Sundries	15		15	0
Christmas raffle	0		0	44
Easter raffle etc	139		139	0
Photographs	0		0	110
Sensory garden	0		0	248
	202		202	402

## Reepham Pre-School

### NOTES

6 Charitable Expenditure	Unrestricted	Restricted	Total	Total
			2022	2021
Net Wages and pension costs	53581		53581	50304
Rent	5520		5520	7986
Equipment, Toys and resources	1668		1668	162
Activities	368		368	-
Registration & Insurance	811		811	776
Coop food and household vouchers	825		825	
Snacks		410	410	330
Postage & Stationery	454		454	144
Internet	531		531	645
Training, Uniforms and mileage	361		361	860
Accountancy	650		650	465
Sundries	1584		1584	1666
Pupil premium		118	118	135
	<u>66353</u>	<u>528</u>	<u>66881</u>	<u>63473</u>

The average weekly number of employees during the year , calculated on the basis of full time equivalents was 4, carrying out activities in the furtherance of the charities objectives.

No employee received emoluments of more than £50000

No costs were reimbursed to charity trustees during the year.

7 Liabilities (due within one year)	Total	Total
	2022	2021
Other creditors	550	450
Wage and pension costs	156	154
	<u>706</u>	<u>604</u>

### 8 Fees for examination of the accounts

	2022	2021
Independent examiner's fees	<u>200</u>	<u>100</u>

Reepham Pre-School  
Summary Accounts for the year ended 31 August 2022

	2022	2021
EYFS	57433	49498
Fees	15780	14941
Other grants	1237	1467
Snack money	1108	1382
Fundraising (profit)	1457	1077
Breakfast club	129	0
Interest	1	45
Other	10	0
	<u>77155</u>	<u>68410</u>
Wages and national insurance	51613	49490
Staff pension	1968	814
Staff training/uniforms	361	860
Registration/insurance	811	776
Rent	5520	7986
Pupil premium	118	135
Coop food and household vouchers	825	-
Snacks	410	330
Postage and stationery	454	144
Toys and equipment	1668	162
Activities	368	-
Accountancy	650	465
Internet	531	645
Sundries	1584	1666
	<u>66881</u>	<u>63473</u>
Surplus for the year	<u>10274</u>	<u>4937</u>

**Balance Sheet**

Cash at bank	51973	41009
Cash in hand	2123	2711
	<u>54096</u>	<u>43720</u>
Liabilities	<u>706</u>	<u>604</u>
Net current assets	<u>53390</u>	<u>43116</u>
<b>Reserves</b>		
Surplus b/fwd	43116	38179
Surplus for year	10274	4937
Surplus c/fwd	<u>53390</u>	<u>43116</u>





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