



Reepham Pre-school Committee AGM

Minutes from Wednesday 6th December – 7.15pm – Reepham Methodist Chapel

Present: Keith Atkins, Lindsey Myers, Darren Cutler, Shelley Burrows, Claire Evans, Vicky Whitfield, Alison Thornton & Katie Newton

Apologies: Sarah Young, Sue Craven, Richard Wills & Jill Singleton (Chapel Link) & Amanda Woods,

Point on Agenda	Minutes	Action	Date
Welcome, present and apologies	KA opened the meeting at 7.15 and welcomed everyone with apologies discussed		
Matters arising from previous AGM minutes 6/6/23	<ul style="list-style-type: none"> Previous minutes were all discussed and agreed SB agreed and KN seconded Nominations, website and committee members all have been resolved 	<ul style="list-style-type: none"> Constitution still need reviewing – in particular about amount of parents on the committee 	ASAP
Pre School Update	<ul style="list-style-type: none"> New management team been in place for 3 months now Alison gave an overview of the start to the year – full overview can be seen if required Trying to recruit another member of staff which is proving to be an issue – could be something to do with 0.3 offering. KA and CE have joined the primary school PTA to form a consistent link with them 	<ul style="list-style-type: none"> Staffing to be reviewed 	

Treasurer update	<ul style="list-style-type: none"> • Full accounts were discussed – available to view should any committee member wish. Finished last year with a £10k surplus • Xero accounting is now up and running and proving to be a huge success in managing the accounts • 1st quarter this year, sept- dec is actually showing a deficit of £1800. This is something we need to monitor as do not want it to continue for every quarter this year. • Discussion raised again about increase in fees and consumable amount • ESPO orders were discussed about linking with primary school to try and save money • We were gifted £400 from Welton Pre School so need to decide what to spend money on – staff to investigate what they want. 	<ul style="list-style-type: none"> • Fees to be reviewed • Consumables to be reviewed. • Invoices need generating to inform parents for change after Feb ½ term. • Research to take place into other ways to save money • Staff to inform committee of wish list so money can be allocated effectively. 	<ul style="list-style-type: none"> • Feb 1st 2024 • Feb 1st 2024
Chairmans report	<ul style="list-style-type: none"> • KA gave an overview; • Good year with Ofsted result being the particular highlight being awarded a Good in all areas and Amanda being commended as a stand out member of staff and EYFS practitioner. • Said goodbye to Debbie after 14 years and new management structure put in place for 3 months • Darren, Sue and Katie have been welcomed onto the committee • KA closed by thanking committee, chapel, staff and parents. 	<ul style="list-style-type: none"> • 	
Nominations for office	<ul style="list-style-type: none"> • No nomination currently so committee remains as current setup • KA did explain how he will step down as Chair December 2024. This was always his intention so committee member recruitment and retention will be vital this year. 	<ul style="list-style-type: none"> • 	

AOB	<ul style="list-style-type: none"> Fundraising reviews were discussed – it is decided a calendar of events needs compiling to allow the pre school to link with themes and potentially joint events with the primary school SB thanked KA for all of his hard work as well for making a secure committee to move the Pre School forward SB also asked if we have a plan in place for the deficit amount already seen in the 1st quarter (refer to treasurer comments for how this will be reviewed) Potential for opening hours extension was discussed and something that we feel could be investigated further, staff asked to consider and possibility of an open afternoon to gauge interest from local parents. KN also offered up ideas of summer clubs LM checked names of committee and agreed to remove Aimee from committee members and KN no longer doing HR but doing fundraising. LM brought prices of Hoody's from SY in her absence. These were discussed and staff still keen to get them 	<ul style="list-style-type: none"> KN to compile a calendar/ list of fundraising events/ themes Open afternoon to be planned for new year so open hour extension could be properly assessed Summer clubs to also be investigated LM to make changes to website Prices to be checked against accounts 	<ul style="list-style-type: none"> Jan 2024 <p>COMPLETED</p>
Date of next meeting	<ul style="list-style-type: none"> Meeting closed at 8.50pm Next meeting 20th March 2024 – 7.00pm 	<ul style="list-style-type: none"> 	<ul style="list-style-type: none">



Section A

Independent Examiner's Report

Report to the trustees

REEPHAM PRE SCHOOL

On accounts for the year
ended

31st August 2023

Charity no
(if any)

1122753

Set out on pages

3 to 7

I report to the trustees on my examination of the accounts of the above charity for the year ended 31/08/2023.

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

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination 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:

25/02/2025

Name:

GRAHAM HARRISON

Relevant professional
qualification(s) or body
(if any):

MAAT ATT

Address:

17 FOUR SEASONS CLOSE
DUNHOLME

Reepham Pre-School

Statement of Financial Activities
for the year ended 31st August 2023

		Unrestricted Funds	Restricted funds	Total 2023	Total 2022
Incoming resources	Note				
Voluntary income	2		569	569	1108
Activities for generating funds	3	1263		1263	1659
Investment income		6		6	1
Charitable activities	4	88280		88280	74589
Total incoming resources		89549	569	90118	77357
Resources expended					
Costs of generating funds	5	36		36	202
Charitable expenditure	6	106047	2549	108596	66881
Governance costs				0	0
Total resources expended		106083	2549	108632	67083
Net movement in funds		-16534	-1980	-18514	10274
Total funds b/fwd 1 September 2022		49627	3763	53390	43116
Total funds c/fwd 31 August 2023		33093	1783	34876	53390

Reephram Pre-School

BALANCE SHEET
AS AT 31 AUGUST 2023

	Note	2023	2022
Current Assets			
Cash at bank		33964	51973
Cash in hand		2239	2123
Debtors		316	-
		<u>36519</u>	<u>54096</u>
Liabilities (amounts falling due within one year)			
	7	<u>1643</u>	<u>706</u>
Net current assets		34876	53390
Total assets less liabilities		<u>34876</u>	<u>53390</u>

Approved

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Date :

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Reepham 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	Total
			2023	2022
Snack Money		569	569	1108
	0	569	569	1108

Reepham Pre-School

NOTES

3 Activities for Generating Funds	Unrestricted	Restricted	Total	Total
			2023	2022
School Photos/DVDs	0		0	20
Cake sales etc	54		54	0
Comic relief/Red nose day	55		55	18
Half term challenge	350		350	0
Collingham council trust - Gusto	0		0	500
Easter raffle etc	419		419	497
Sports day	182		182	145
Other	0		0	10
Christmas	203		203	469
	<u>1263</u>	<u>0</u>	<u>1263</u>	<u>1659</u>
4 Charitable Activities	Unrestricted	Restricted	Total	Total
			2023	2022
Early years Funding	73939		73939	57433
Fees	13272		13272	15780
Other grants	687		687	1237
Breakfast Club	382		382	129
Donations	0		0	10
	<u>88280</u>	<u>0</u>	<u>88280</u>	<u>74589</u>
5 Costs of Generating Funds	Unrestricted	Restricted	Total	Total
			2023	2022
Sports day	0		0	48
Sundries	0		0	15
Christmas raffle	24		24	0
Easter raffle etc	12		12	139
	<u>36</u>	<u></u>	<u>36</u>	<u>202</u>

Reepham Pre-School

NOTES

6 Charitable Expenditure	Unrestricted	Restricted	Total	Total
			2023	2022
Net Wages and pension costs	87673		87673	53581
Rent	12924		12924	5520
Equipment, Toys and resources	256		256	1668
Activities	731		731	368
Registration & Insurance	804		804	811
Coop vouchers, pupil premium		726	726	943
Snacks		1823	1823	410
Postage & Stationery	130		130	454
Internet	531		531	531
Training, Uniforms and mileage	75		75	361
Accountancy	750		750	650
Sundries	2173		2173	1584
	<u>106047</u>	<u>2549</u>	<u>108596</u>	<u>66881</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
	2023	2022
Other creditors	1300	550
Wage and pension costs	343	156
	<u>1643</u>	<u>706</u>

8 Fees for examination of the accounts	2023	2022
Independent examiner's fees	<u>250</u>	<u>200</u>

Reepham Pre-School
Summary Accounts for the year ended 31 August 2023

	2023	2022
EYFS	73939	57433
Fees	13272	15780
Other grants	687	1237
Snack money	569	1108
Fundraising (profit)	1227	1457
Breakfast club	382	129
Interest	6	1
Other		10
	<u>90082</u>	<u>77155</u>
Wages and national insurance	85934	51613
Staff pension	1739	1968
Staff training/uniforms	75	361
Registration/insurance	804	811
Rent	12924	5520
Pupil premium	-	118
Coop food and household vouchers	726	825
Snacks	1823	410
Postage and stationery	130	454
Toys and equipment	256	1668
Activities	731	368
Accountancy	750	650
Internet	531	531
Sundries	2173	1584
	<u>108596</u>	<u>66881</u>
(Deficit)/surplus for the year	<u>-18514</u>	<u>10274</u>

Balance Sheet

Cash at bank	33964	51973
Cash in hand	2239	7123
Debtors	316	-
	<u>36519</u>	<u>54096</u>
Liabilities	<u>1643</u>	<u>706</u>
Net current assets	<u>34876</u>	<u>53390</u>
Reserves		
Surplus b/fwd	53390	43116
Surplus for year	-18514	10274
Surplus c/fwd	<u>34876</u>	<u>53390</u>



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