

Annual General Meeting

Ditton Church Pre-School Management Committee

Held on Monday 16th October 2023

At 8.00pm

Venue: The Church Centre

Attendees:

| | |
|-------------------|------------------------|
| Ross Terranova | Chair |
| Jane Barwick | Secretary/Minute Taker |
| Wendy Caldicott | Pre-School Supervisor |
| Mike Stevens | Committee - Treasurer |
| Caroline Gibbons | Vice Chair |
| Tom Kitchen | Committee |
| Alan Warner | Committee |
| Amy Lee | Deputy Supervisor |
| Lyn Taylor | Staff |
| Megan Payne | Parent |
| Richard Payne | Parent |
| Rosie Campbell | Parent |
| Chloe Ovenden | Staff |
| Lauren Jump | Staff |
| Sandie Thomas | Staff |
| Katie Swaffer | Parent |
| Stacey Mannell | Staff |
| Lauren Parker | Parent |
| Declan Murphy | Parent |
| Becky Pepper | Parent |
| Dan Pepper | Parent |
| Catherine Kitchen | Parent |
| David Woollard | Parent |
| Kirsty Zweck | Parent |

1. **Apologies** Sean Smith, Kirsty Letham, Sheri McKeever

2. **Chair's Welcome and Report** Please see attached report.

Ross gave his thanks to Ruth Campbell, Jenny Stout and Heather Watts for their help with refreshments.

Thanks were also given to the staff, committee, friends fundraising group and parents for their continued support.

3. **Pre School Supervisor's Report** - Please see attached report.

4. **Treasurer's Report** - Please see attached report.

5. **Election/Re-Election of Committee Members**

Please see attached Nominations List.

Alan Warner will be stepping down from his position at PCC committee member. Ross thanked him for all his efforts on the committee.

6. **Comments/Questions from Parents/Guests**

Rosie Payne announced that the Friends of DCPS group will be having a meeting to set out a fundraising plan for the year ahead. They would love some more parents to join the group.

The meeting will take place on Thursday 9th November, 7.30pm at the Wealden Hall.

7. **Matters for the PCC**

None

8. **Any Other Business**

None

Ross thanked staff and parents for attending the meeting.



Chair's AGM Report October 16th 2023

It has been my privilege to chair the Management Committee of Ditton Church Pre-School since we opened in January 2001. The past twenty-two years have seen the Pre-School develop in so many ways and I pay tribute to the hard work, dedication and professionalism of the staff.

Wendy Caldicott leads the team with great skill and passion. I would also like to thank Mike Stevens our treasurer for his hard work over the past year. His attention to detail is legendary and we are truly grateful for the service he offers. We are also very grateful for all the hard work he continues to put in to the ongoing development of the garden. There is a increasing focus within early learning settings on the use of outdoors for learning and development. At Ditton Church Pre-School we are always striving to develop the setting so that the children get the best possible start at the beginning of the journey of learning.

We look forward to the challenges of the coming year knowing that with a superb staff team and strong Committee we are well equipped to face the future. It is tremendous to continually hear how the Pre-Schools reputation goes before it and that is the best testimony we have.

Ross Terranova Chair Ditton Church Pre-School



Supervisor's report for October 2023

AGM

I have been talking to some of the staff about the last year and what information would be relevant to share with everyone at tonight's meeting and we all had the same feeling, in that we aren't sure where the last year has gone. This may be in part due to last year's AGM being delayed until slightly later than usual due to the outbreak of Covid we had which resulted in many staff and children being taken ill and a brief period of closure for recovery and a deep clean.

Christmas was then upon us and despite the heavy snow on nativity day, we went ahead with our performance, but in the preschool hall rather than the church. This actually proved to be a positive experience as the children seemed more relaxed in their familiar environment where they had been practicing and sung their hearts out. After discussing this with Ross recently we have therefore agreed to do the same for nativity services, but to continue with our Harvest and Easter services in the church. The children also loved Magic Martin who came to perform at our children's Christmas party and our thanks go to Father Christmas who continues to fit in a visit to Preschool in his busy schedule.

Staff

After a period of ten years with no staff changes at all it was inevitable that at some time this would change and sadly it was the impact of Covid that forced the hand of some staff who needed to seek more financially rewarding careers. We are proud to say that these staff remain close friends who continue to show an interest in the ongoing success of our Preschool. I am a firm believer that our staff team are our most valuable resource and that without a good team the highest quality toys and equipment and environment would mean nothing. Despite having to say a few sad farewells to staff who moved on I also believe that welcoming new staff to our team, who are at the beginning of the journey that many of us have been on for a very long time is a positive step forward, bringing new enthusiasm, motivation, skills and fresh ideas. Kirsty and Stacey are working hard on their Level 3 apprenticeships, Jane has brought her calmness and efficiency to the role of Administrator and Chloe is keenly available for bank staff work. As always, the rest of my team remain hard working, supportive friends who make my job much easier.

Committee

We are grateful to have successfully recruited two new committee members over the last year and also grateful to our continuing members, but equally we always welcome new parent members if anyone is interested in joining us.

Admissions

Admissions remain high. Last year we were full and we have reached that point again this year. We did notice that this year we received a large amount of very late admissions which makes budgeting and planning staff hours difficult, so we would encourage everyone to spread the word to please register your

children early. This also helps to avoid disappointment as we are again in a position where we can no longer take on any more children this year.

Garden development project

Back in 2018 I approached our committee with some ideas for enhancing our large outdoor area. After much discussion, planning and fundraising we began the first stage of garden clearing and preparation work in Term 2 of 2020, but then the pandemic shut us down and the project was put on hold.

Since then, with continued support and dedication, work proceeded as funds were raised and grant applications were accepted. I know that every member of our staff team and committee will want me to mention that none of this would have happened without the exemplary dedication and devotion of our highly valued treasurer, Mike. Mike says his motto is 'what Wendy wants Wendy gets', but joking aside, he listens and supports my visions and does his utmost to make sure we get there. We are conscious that many parents have supported fundraising over the years and progress, for one reason or another, has not always been as quick as we would like, but we can honestly confirm that every penny of fundraising money is used directly for the benefit of the children who attend our setting.

To recap, Mike has built us an amazing covered outdoor reading area. We have an allotment where the children can grow, tend to and harvest their own produce (which tied in nicely with our Harvest celebrations and tractor visit) and we have a wooden 'beach hut' for sand play. Mike spent two weeks of the summer holidays in the preschool garden building sand troughs for the beach hut, erecting a gate, painting and mowing the lawn.

The next stage is to replace the plastic climbing frame with a sturdy, wooden climbing tower which will be sunk into the ground. The ground needs to be prepared and new turf laid prior to this happening, which we hope will be during May half term, so any offers of help with levelling and turfing would be much appreciated nearer the time. Please see the photos of the garden on display on the laptop computer and please remember to put your blue Tesco tokens into our tube in the West Malling branch between now and January. Any money received will go towards the ongoing development of the beach hut.

Friends of Ditton Church Preschool

Alongside the garden project we decided to ask for volunteers to form a fundraising group to help raise funds for the ongoing garden development as well as ongoing replacement of toys and equipment. We are immensely grateful for the work they have done and the money they have raised, as well as the enjoyment we have had from the two quiz evenings they organised. Some of our 'Friends' have now moved on as their children have moved on to Infant school, so we are always on the look out for more willing helpers. It is also a lovely way to get to know other parents. If this is something you would be interested in please let me know and I can put you in touch with our group.

Challenges and successes of the last year

I will leave Mike to answer any questions about finances, but in a nutshell, the main challenges of the last year were:

- a) Finances. Early Years remains a greatly underfunded sector. We were therefore grateful to have received a Government grant this term which has helped us enormously and we are hopefully that a more realistic funding rate will be set when it is reviewed next April.

- b) Recruitment. Having lost some of our Level 3 qualified staff we have had to work hard to utilize our qualified staff where needed to ensure we continue to meet legal ratios. There is a severe shortage countywide of qualified Early Years staff looking for work as sadly this is due to the lack of financial reward and again, probably the impact of covid and the cost of living crisis.

Successes of the last year also link closely to the challenges we faced, which shows the dedication of everyone involved in the continuing success of our Preschool.

- a) Finances – we have the support of an outstanding treasurer who works closely with me to continually review the budget so I can make changes where needed. We have had the support of amazing parents who have supported our fundraising efforts and those who have worked hard as part of our Friends of Ditton Church Preschool group. We have also successfully achieved grants towards projects.
- b) Recruitment – despite not recruiting qualified staff we successfully recruited the right people with the qualities to become exemplary practitioners, with the motivation and enthusiasm needed for ongoing training and development.
- c) Change in opening hours – as we rent the premises from the Church we are not able to open for five full days per week as the hall is needed for other activities. However, we are grateful that the PCC agreed to us changing our opening hours slightly so that we can open for four full days per week, rather than three full days and two half days, which helps to meet the needs of our working parents.

Going forward, I hope that this time next year I will be reporting on successful progress towards or completion of Level 3 apprenticeships for Kirsty and Stacey, successful completion of an eight month intensive training programme called the Early Years Professional Development Programme, by me and Amy and the final stage of our garden development project being completed.

Wendy Caldicott

Preschool Supervisor



Treasurer's Report October 2023

Overview

Pre-School reports in different ways to two separate bodies. We have to report in a prescribed manner to the Charities Commission (CC) and the enclosed financial statement (Appendix i) shows our Income and Expenditure for the year (to 31st August 2023). For the CC we are required to show how much money we receive in the year and how much we spend (Receipts and Payments). However, this means that we can receive and/or spend money in one financial year that is actually intended for the next. We also report to the pre-school membership, but here we show our performance against budget.

Income and Expenditure (Appendix i)

In terms of receipts and payments pre-school had £13,358.89 more in its accounts at the 31st August 2023 than it did on the 31st August 2022.

At 1st September 2022 our balance at bank (all accounts) was £95,881.85. Receipts for the year were £138,634.05 and expenditure amounted to £125,275.16. The balance at bank (all accounts) at 31st August 2023 was £109,240.74. There was no cash-in-hand.

Appendix I shows a more detailed breakdown of Pre-school's income and expenditure for the year ended 31st August 2023.

| Cashbook Reconciliation FY22_23 | Current | Deposit | Shopping Fund | Total |
|------------------------------------|--------------------|-------------------|-----------------|-------------------|
| | £ | £ | £ | £ |
| Opening Balance at Bank 01/09/2022 | 30,301.86 | 65,179.99 | 400.00 | 95,881.85 |
| Income for the year | <u>138,361.87</u> | <u>272.18</u> | | <u>138,634.05</u> |
| | 168,663.73 | 65,452.17 | 400.00 | 234,515.90 |
| Expenses for the year | (123,935.21) | | (1,339.95) | (125,275.16) |
| Transfers between accounts | <u>(21,339.95)</u> | <u>20,000.00</u> | <u>1,339.95</u> | <u>0.00</u> |
| Closing Balance at Bank 31/08/2023 | <u>23,388.57</u> | <u>85,452.17</u> | <u>400.00</u> | <u>109,240.74</u> |
| Change in cash position | <u>(£6,913.29)</u> | <u>£20,272.18</u> | <u>£0.00</u> | <u>£13,358.89</u> |

Appendix ii shows a Statement of Assets and Liabilities as at 31st August 2023. As can be seen from the statement pre-school holds very few assets (other than cash at bank) and has no creditors.

Performance against budget (Appendix iii)

Performance against budget shows how well Pre-School has performed financially after allowing for certain adjustments to our receipts and payments.

Pre-school's income has been adjusted so that cash received in advance of the financial year to which it relates is removed.

Pre-School originally budgeted for a deficit of £4,438 for 2022 – 23 with an additional £3,450 being required to top up contingency funds leaving a potential deficit of £7,888. As matters progressed into the start of the year this budget was revised to take account of changing child attendance and staff alterations that showed a surplus of £265 – this being devoid of the requirement for an additional £3,450 to top up contingency funds.

The actual result for the year was a surplus of £12,900. This is an excellent result which is testimony to the hard work put in by preschool staff and its 'Friends', being ever conscious of the need to grow income and keep control of expenses. However, the analysis below shows that the majority of the surplus comes from sources over which pre-school has little or no control and cannot, therefore, be relied upon going forward. Appendix iii shows a more detailed breakdown.

Income

| | |
|-------------------------|---|
| Local Authority Funding | This is £15,516 favourable. There were more funded Sessions taken up than budgeted which provided £1,223. Preschool received unbudgeted funding of £14,293 from SENIF, SENCO, DAF and FF2 |
| Fee Payers | This is £1,849 adverse. £975 came about as a consequence of fewer Sessions taken up than were originally budgeted and £916 was returned to parents for the two times that preschool had unplanned closures. |
| Fundraising | This is £1,343 favourable and was brought about by increased uniform sales and superb efforts from our 'Friends' and staff. |
| Other | This is £1,282 favourable and comes from two grants, donations from groups and the luxury of increased bank interest rates. |

Expenditure

| | |
|----------------------|--|
| Staff Costs | Staff costs were £1,598 favourable. £1,482 of this came from an under-utilised training budget. |
| Preschool Costs | Preschool costs were £2,787 adverse. However, the cost of improvement work to the garden (£613) is shown here and preschool spent £2,208 on Senif related matters which are offset by the Senif income. Actual expenditure within preschool was slightly less than budgeted. |
| Administration Costs | Admin costs were £2,105 adverse. However, £2,250 was spent replacing out of date and slow laptops. This was unbudgeted. |
| Fundraising Costs | Fundraising costs were £364 adverse. This is because more uniforms were sold than budgeted and other fundraising activities had minor expenses. |

The £13,358.89 increase in cash available for FY2022_23 will be rolled over into specific funds with the majority made available to preschool in the coming year. The table below highlights where the money will be distributed.

| Fund | Opening Balance | Input | Closing Balance | Purpose |
|-------------------------|-------------------|-------------------|--------------------|--|
| General | £10,556.41 | £7,983.07 | £18,539.48 | Day to day running costs |
| SEN | £0.00 | £1,478.22 | £1,478.22 | Unfunded SEN |
| Disability Access | £0.00 | £2,594.69 | £2,594.69 | Rear door ramp |
| Forest School | £851.11 | -£119.64 | £731.47 | Garden plants etc |
| Closure Contingency | £45,000.00 | £0.00 | £45,000.00 | Redundancy contingency |
| Other Contingency | £17,558.95 | £2,441.05 | £20,000.00 | Preschool closures etc |
| Holding Fees | £425.00 | -£150.00 | £275.00 | Returnable to parents |
| Prepaid Fees | £3,274.00 | £131.50 | £3,405.50 | Transfers to General Fund on 1st September |
| Garden | £17,216.38 | £0.00 | £17,216.38 | Garden refurbishment project |
| Fundraising contingency | £1,000.00 | -£1,000.00 | £0.00 | No longer required |
| Balance at Bank | £95,881.85 | £13,358.89 | £109,240.74 | |

Financial Year 2023 – 2024

There have been many iterations of the budget for the coming year. When the initial budget was prepared preschool were showing a deficit of £23,000 for the coming year. This was happening because the level of government funding (on which we rely) has not kept pace with inflationary costs over the past few years and there comes a point where making ends meet becomes impossible. To try and reduce the impact of a substantial deficit Wendy and her team went to work on increasing the numbers of children attending preschool and the overall numbers of sessions being taken up. At the same time we looked to reduce costs where we could and reduced staffing levels to a bare minimum. By June the deficit was down to around £4,500 and knowing that we would make a surplus in FY2022_23 we felt comfortable that preschool could continue as it has for over 20 years and the Fund pots above would not need to be raided. In July the Government announced that Early Years were to be given supplementary grants to make up for the years of underfunding and in late August the Local Authority increased funding rates significantly, allowing us to budget once again.

The revised budget now shows a surplus of £6,701 (**Appendix iv**) which is a far healthier picture. The increased funding allowed us to increase staffing levels at the start of Term 1 where we were struggling.

There is some uncertainty as to whether the increase funding will continue past April 2024 but we are hopeful that this will be the case.

Garden Refurbishment Project

Well before Covid and the Lockdowns (in fact in 2018) Wendy came to the committee with her vision for the garden. Thanks to the Parochial Church Council (PCC), preschool has exclusive use of the garden to the rear of the main building and Wendy thought it was time for a makeover. The 'Vision' was to:

- turn the grassed area into an all-weather surface
- build a climbing frame
- create an allotment
- build an outdoor covered reading area
- generally sort out the garden so it was fit for our young people to play and learn.
- create a wild planting area

The vision would require funds and a ball park figure of £20,000 was our initial estimate to complete the works and this has subsequently been raised to £25,000. We have managed to gather funds from grants, fundraising activities, donations, rebates of overpaid tax and in some years surplus income. To date we have spent in the region of £8,000 and some of the completed works include:

- the allotment
- the reading area
- wild planting area
- a Gruffalo mural
- and an indoor outdoor sandpit.

We have had to change tack slightly on the all-weather surface as the PCC has asked us not to put down an all-weather surface. Instead next March we are going to dig up the grassed area and re-turf it. We'll be calling on our parents, staff and volunteers (without whom this project would never have been where it is today) to come and help with the grass. Next May we are having our climbing frame professionally installed along with some rubber matting to protect the grass and at some point in the near future we would like to call upon willing volunteers to come and help us paint six sheds and a fence.

M T Stevens

Treasurer

DITTON CHURCH PRESCHOOL

Financial Statements



For the period from 01/09/2022 To 31/08/2023

Receipts and Payments (to the nearest pound)

Unrestricted Funds

| | General Fund | Designated Funds | Restricted Funds | Total funds | Last year Total funds |
|--|----------------|------------------|------------------|----------------|-----------------------|
| | £ | £ | £ | £ | £ |
| Receipts | | | | | |
| Local Authority Funding | 89,661 | 10,857 | - | 100,518 | 77,987 |
| Fee Payers | 30,979 | 2,468 | - | 33,447 | 27,089 |
| Fundraising Activities | 3,318 | - | - | 3,318 | 3,064 |
| Other income | 1,067 | - | 284 | 1,351 | 248 |
| Garden Project | - | - | - | - | 2,623 |
| Forest School | - | - | - | - | 1,000 |
| | - | - | - | - | - |
| | - | - | - | - | - |
| Sub total (Gross income for AR) | 125,025 | 13,325 | 284 | 138,634 | 112,011 |
| A2 Asset and investment sales | | | | | |
| | - | - | - | - | - |
| | - | - | - | - | - |
| Sub total | - | - | - | - | - |
| Total receipts | 125,025 | 13,325 | 284 | 138,634 | 112,011 |
| Payments | | | | | |
| Staff Expenses | 103,495 | 3,971 | 284 | 107,750 | 104,053 |
| Preschool Expenses | 4,002 | 2,813 | - | 6,815 | 3,565 |
| Admin Expenses | 9,663 | - | - | 9,663 | 7,502 |
| Fundraising Expenses | 927 | - | - | 927 | 438 |
| Garden Project | - | - | - | - | 5,406 |
| Forest School | - | - | 120 | 120 | 149 |
| Total payments | 118,087 | 6,784 | 404 | 125,275 | 121,113 |
| Net of receipts/(payments) | 6,938 | 6,541 | - 120 | 13,359 | - 9,103 |
| Transfers between funds | 1,045 | 1,045 | - | - | - |
| Cash funds last year end | 10,556 | 39,474 | 45,851 | 95,882 | 104,984 |
| Cash funds this year end | 18,539 | 44,970 | 45,731 | 109,241 | 95,882 |



Statement of Assets and Liabilities at 31st August 2023

Unrestricted funds

| | General Fund | Designated Funds | Restricted Funds | Total All Funds | Last year All Funds |
|-------------------------|---------------|------------------|------------------|-----------------|---------------------|
| | £ | £ | £ | £ | £ |
| Cash funds | | | | | |
| Current Account | 18,139 | 4,518 | 731 | 23,389 | 30,302 |
| Deposit Account | | 40,452 | 45,000 | 85,452 | 65,180 |
| Shopping Account | 400 | | | 400 | 400 |
| Total cash funds | 18,539 | 44,970 | 45,731 | 109,241 | 95,882 |

| | General Fund | Designated Funds | Restricted Funds | Total All Funds | Last year All Funds |
|---------------------------|--------------|------------------|------------------|-----------------|---------------------|
| | £ | £ | £ | £ | £ |
| Assets for re-sale | | | | | |
| Stock of uniforms | 648 | | | 648 | 513 |

| | Details | Fund to which asset belongs | Cost | Current value |
|--|---------|-----------------------------|-------|---------------|
| | | | £ | £ |
| Assets retained for the charity's own use | | | | |
| | Laptops | General | 2,250 | 1,508 |

| | Details | Fund to which liability relates | Amount due | When due |
|--------------------|---------|---------------------------------|------------|----------|
| | | | | |
| Liabilities | | | | |

Signed by one or two trustees on behalf of all the trustees

| Signature | Print Name | Date of approval |
|-----------|--------------|------------------|
| | M.T. STEVENS | 4/9/23 |
| | J BARWICK | 4/9/23 |

Prepared by Michael Stevens 04/09/2023

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10/10/23

Cashbook Reconciliation FY22_23

| | Current £ | Deposit £ | Shopping Fund £ | Total £ |
|------------------------------------|--------------|--------------|-----------------------|--------------|
| Opening Balance at Bank 01/09/2022 | 30,301.86 | 65,179.99 | 400.00 | 95,881.85 |
| Income for the year | 138,361.87 | 272.18 | | 138,634.05 |
| | 168,663.73 | 65,452.17 | 400.00 | 234,515.90 |
| Expenses for the year | (123,935.21) | | (1,339.95) | (125,275.16) |
| Transfers between accounts | (21,339.95) | 20,000.00 | 1,339.95 | 0.00 |
| Closing Balance at Bank 31/08/2023 | 23,388.57 | 85,452.17 | 400.00 | 109,240.74 |
| Change in cash position | (£6,913.29) | £20,272.18 | £0.00 | £13,358.89 |

M.T. Stevens 4/9/23

Bank J BARWICK 4/9/23

P. TITE TAX CONSULTANTS LTD
28B IRON MILL LANE
CRAYFORD DA1 4RW
TEL No. 01322 558220

10/10/23



Budget v Actuals (Summary)

Period Ending 31st August 2023

| | Actuals | Budget | Variance |
|---------------------------|------------------|------------------|------------------|
| | <u>Full Year</u> | <u>Full Year</u> | <u>Full Year</u> |
| <u>Income</u> | | | |
| Local Authority Funding | £100,518 | £85,002 | £15,516 |
| Fee Payer | £33,466 | £35,315 | (£1,849) |
| Fundraising | £3,318 | £1,975 | £1,343 |
| Other | £1,351 | £69 | £1,282 |
| Total Income | £138,653 | £122,361 | £16,292 |
| <u>Expenditure</u> | | | |
| Staff | £107,750 | £109,349 | £1,598 |
| PreSchool | £7,548 | £4,762 | (£2,787) |
| Admin | £9,663 | £7,558 | (£2,105) |
| Fundraising | £792 | £428 | (£364) |
| Total Expenditure | £125,753 | £122,096 | (£3,657) |
| Surplus/(Defecit) | £12,900 | £265 | £12,635 |

Appendix iv

FY2023_24 Budget

| | <u>T1&T2</u> Budget | <u>T3&T4</u> Budget | <u>T5&T6</u> Budget | <u>Full Year</u> Budget | <u>Last Year</u> Budget |
|----------------------|----------------------------|----------------------------|----------------------------|----------------------------|----------------------------|
| <u>Income</u> | | | | | |
| Funded Income | £30,633 | £28,770 | £35,939 | £95,342 | £85,002 |
| Fee Payer Income | £13,308 | £9,778 | £10,018 | £33,103 | £35,315 |
| Fundraising Income | £1,100 | £250 | £175 | £1,525 | £1,975 |
| Miscellaneous Income | £50 | £50 | £50 | £150 | £69 |
| Total Income | <u>£45,090</u> | <u>£38,848</u> | <u>£46,183</u> | <u>£130,120</u> | <u>£122,361</u> |
| <u>Expenditure</u> | | | | | |
| Staff | £36,698 | £26,088 | £46,895 | £109,681 | £109,349 |
| PreSchool | £1,754 | £1,649 | £1,597 | £5,000 | £4,762 |
| Charity Expenses | £2,226 | £3,705 | £2,380 | £8,311 | £7,558 |
| Fundraising Expenses | £315 | £90 | £23 | £428 | £428 |
| Total Expenditure | <u>£40,993</u> | <u>£31,532</u> | <u>£50,894</u> | <u>£123,419</u> | <u>£122,096</u> |
| Surplus/(Deficit) | <u>£4,097</u> | <u>£7,316</u> | <u>(£4,711)</u> | <u>£6,701</u> | <u>£265</u> |

AGM NOMINATIONS LIST - 2023

Election/Re-Election of Committee Members



| | MEMBER | NOMINATED BY | SECONDED BY | PREFERRED ROLE ? |
|----|---|------------------|----------------|---------------------|
| | Chair – The Rector (Ross Terranova) | N/A | N/A | |
| a. | Vice Chair and 2 nd Parochial Church Council Member (Caroline Gibbons) | Mike Stevens | Tom Kitchen | |
| b. | Officer: Treasurer (Mike Stevens) | Caroline Gibbons | Tom Kitchen | |
| c. | Secretary (Jane Barwick) | Mike Stevens | Tom Kitchen | |
| d. | 1 st Elected Member (Thomas Kitchen) | Rosie Campbell | Megan Payne | |
| e. | 2 nd Elected Member (Sean Smith) | Tom Kitchen | Mike Stevens | |
| f. | 3 rd Elected Member | | | |
| g. | 4 th Elected Member | | | |
| h. | 5 th Elected Member | | | |
| i. | 6 th Elected Member | | | |

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DITTON CHURCH PRE-SCHOOL MANAGEMENT GROUP

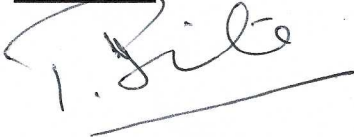
I have as requested examined the books and records for the year ended 31.08.23.

The records and petty cash ledger are full and comprehensive.

I have not carried out a full audit and do not consider one is necessary. In the areas I selected for examination and in the spot checks I made I did not find anything unsatisfactory.

In my opinion the financial statement for the year fairly represents the affairs and transactions of the year and the closing bank balances totalling £109240.74p correctly state the balances held at the end of the year and I have accordingly countersigned the statement.

Peter Tite

A handwritten signature in dark ink, appearing to read 'P. Tite', is written over a horizontal line.