

Leaside Under Fives Kindergarten  
AGM  
September 17th 2024 7pm

**Attendees:**

Margaret Payne (Chair), Donna Swann (Treasurer), Sian Price (Secretary)  
Clare Boustred (Parent Rep), Ali Rowbotham (Parent Rep), Joanne Cordwell (manager), Barbara Conway-Baker (Deputy Manager), Kim Woodley (staff), Amanda Wasylyczyn (staff), Niamh Spendiff (staff), Amie Brandon (parent), Thu Dinh (parent), Monika Keska (parent), Tharuni Lakshmipriya (Parent), James Kennedy (parent), Melanie Kennedy (parent)

**Apologies:** Catherine Sibthorpe (Office Manager) Katy Nicholson (staff)

Item	Discussion	Action
1	Welcome & Apologies Chair Margaret welcomed everyone and thanked everyone - parents and staff for their continued support.	
2	Minutes of the 2023 Annual General Meeting Nothing to discuss 5 members on the committee - minimum number required	
3	Chairperson's report - Margaret See attached In February 2024 we had the 30th Celebration of the Kindergarten which was enjoyed by current parents and children and alumni. We were featured in the local paper and online. Confirm who the church liaison is going forward.	Sian
4	Manager's report - Joanne See attached	
5	Treasurer's report - Donna Key notes: Fees increase to £7 in September 2024	
6	Changes to Committee  Committee roles: Chair: Margaret Payne nominated by Sian - seconded by Donna Treasurer: Donna Swann nominated by Clare - seconded by Ali Secretary: Sian Price nominated by Joanne - Seconded by Barbara  New parent Rep Amie Brandon nominated herself - seconded by Margaret  Email to parents with Committee role information and plea to join committee	Catherine/ Margaret
7	AOB - none	
8	Next Committee meeting October 15th evening	

Name	Role	Number	Email
<b>Margaret Payne</b>	Committee Chair	07841625024	<a href="mailto:mpayne0904@outlook.com">mpayne0904@outlook.com</a>
<b>Donna Swann</b>	Treasurer	07974251450	<a href="mailto:donnaswann2011@gmail.com">donnaswann2011@gmail.com</a>
<b>Sian Price</b>	Secretary	07985230807	<a href="mailto:sianamyprice@gmail.com">sianamyprice@gmail.com</a>
<b>Ali Rowbotham</b>	Parent Rep	07540063133	<a href="mailto:alisonrowbotham6@gmail.com">alisonrowbotham6@gmail.com</a>
<b>Clare Boustred</b>	Parent Rep	07834072063	<a href="mailto:clarehaugh83@hotmail.co.uk">clarehaugh83@hotmail.co.uk</a>
<b>Catherine Sibthorpe</b>	Office Manager	01920 485502	<a href="mailto:leasideunderfiveskindergarten@gmail.com">leasideunderfiveskindergarten@gmail.com</a>
<b>Joanne Cordwell</b>	Kindergarten Manager	01920 485502	<a href="mailto:leasideunderfiveskindergarten@gmail.com">leasideunderfiveskindergarten@gmail.com</a>
<b>Erica</b>	Leaside Church Liaison		<a href="mailto:k9nork@outlook.com">k9nork@outlook.com</a>
<b>Barbara Conway Baker</b>	Deputy Manager		
<b>Amie Brandon</b>	Parent Rep	07917404155	



CHARITY COMMISSION  
FOR ENGLAND AND WALES

Charity Name  
Leaside Under Fives Kindergarden

No (if any)  
1142831

CC16a

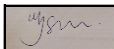
## Receipts and payments accounts

For the period from	Period start date 01.09.2023	To	Period end date 31.08.2024
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### Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
<b>A1 Receipts</b>					
Fundraising	267	-	-	267	-
HCC Funding	103,377	-	-	103,377	-
Milk Refund	90	-	-	90	-
Miscellaneous Revenue	892	-	-	892	-
Overpayment refund	- 126	-	-	- 126	-
Sales	9,906	-	-	9,906	-
Snacks Money	862	-	-	862	-
Uniform Sales	308	-	-	308	-
<b>Sub total (Gross income for AR)</b>	<b>115,576</b>	<b>-</b>	<b>-</b>	<b>115,576</b>	<b>-</b>
<b>A2 Asset and investment sales, (see table).</b>					
Investment - Interest	269	-	-	269	-
	-	-	-	-	-
<b>Sub total</b>	<b>269</b>	<b>-</b>	<b>-</b>	<b>269</b>	<b>-</b>
<b>Total receipts</b>	<b>115,845</b>	<b>-</b>	<b>-</b>	<b>115,845</b>	<b>-</b>
<b>A3 Payments</b>					
Fundraising Expenses	689	-	-	689	-
Annual Operating Costs	25,898	-	-	25,898	-
Bank charges	18	-	-	18	-
Childrens Play	265	-	-	265	-
General Expenses	3,875	-	-	3,875	-
General Expenses - Staff Welfare	173	-	-	173	-
Healthy Eating	617	-	-	617	-
Milk	88	-	-	88	-
Payroll and pension costs	86,708	-	-	86,708	-
Training & DBS	1,225	-	-	1,225	-
	-	-	-	-	-
<b>Sub total</b>	<b>119,556</b>	<b>-</b>	<b>-</b>	<b>119,556</b>	<b>-</b>
<b>A4 Asset and investment purchases, (see table)</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>119,556</b>	<b>-</b>	<b>-</b>	<b>119,556</b>	<b>-</b>
<b>Net of receipts/(payments)</b>	<b>- 3,711</b>	<b>-</b>	<b>-</b>	<b>- 3,711</b>	<b>-</b>
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	-	-	-	-	-
<b>Cash funds this year end</b>	<b>- 3,711</b>	<b>-</b>	<b>-</b>	<b>- 3,711</b>	<b>-</b>

## Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B1 Cash funds</b>	Main Account	12,795	-	-
	Reserves Account	15,389	-	-
	Fundraising Account	2,865	-	-
	<b>Total cash funds</b>	<b>31,049</b>	<b>-</b>	<b>-</b>
	(agree balances with receipts and payments account(s))	OK	OK	OK
<b>B2 Other monetary assets</b>	Accounts receivable	- 20	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
<b>B3 Investment assets</b>		Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
<b>B4 Assets retained for the charity's own use</b>		Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
<b>B5 Liabilities</b>	Accounts Payable	Fund to which liability relates	Amount due (optional)	When due (optional)
		0	-	
			-	
			-	
			-	
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval	
		Donna Swann	06/06/2025	

**Report to the trustees/  
members of**

Charity Name  
Leaside Under Fives Kindergarten

**On accounts for the year  
ended**

31.08.2024

Charity no  
(if any) 1142831

**Set out on pages**

1-2

(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 DD / MM / YYYY.

**Responsibilities and  
basis of report**

As the charity trustees of the Trust, 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 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 (other than that disclosed below \*) in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

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



**Date:**

09.06.25

**Name:**

K Eaton

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

ACMA, CGMA

**Address:**

18 Grange Gardens

Ware

SG12 9ND

Give more brief details of  
any items that the  
examiner wishes to  
disclose.

IER

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October 2018