

Wednesday 13th October 2021

Birchanger Butterflies Preschool AGM

Present:

Vicky Whitbread
Ros Sykes
Carly Richards

Kimberley Flack
Holly Barrett
Joseph Farrington

Emma Lawson
Hannah Hainsby

1. Welcome & Introduction

Welcome to our AGM and thank you for coming along.

Thank you, as always, to all our staff for all your continuing support and hard work.

The Committee have agreed the Minutes of last year's AGM and our Constitution hasn't changed since last year.

Of our existing Committee Karen Reilly, Kim Flack and Holly Barrett are staying on Committee. Both Vicky Whitbread and Claire Jones would like to step down as soon as some new parents are prepared to join. So we would encourage some new parents to consider joining our Committee.

Vicky Whitbread will now provide the Treasurer's report.

2. Apologies

Karen Reilly
Claire Jones
Sarah Cox
Liz Eames
Kate Evans
Jade Macleod
Amy O'Connor

3. Outgoing Treasurer's Report

David McGurk of MCA Commercial Services Ltd has examined and prepared our accounts.

The majority of income is received from Essex County Council. This year totalled £95,688. Our fees brought in £12,339. Our total income is £23,616 lower than last year. This is due to Covid-19, however, the pre-school continues to offer 30 hours which has been a huge success and the pre-school is almost running at full occupancy. Fundraising raised £0 compared to £3685 the previous year.

Our expenditure totalled £107,172. The majority of which was staff wages £87,301 and major purchases.

The balance sheet has cash balances £68,000 plus the net book value of the building and fixtures. The building was funded mainly by Essex County Council in 2007 and that cost £150,000 is being depreciated over 25 years. The yearly depreciation this year is £6718.

The pre-school has two CAF bank accounts. One of which is a reserve account.

Going forward we hope to continue to operate at full or almost full occupancy and fundraise as much as possible this year. We also hope to increase the number of our committee members so we have more support, especially with fundraising events.

4. Managers Report

This is a summary of the highlights from the past year.

Occupancy

Occupancy, therefore numbers of children attending the Preschool continues to be very good. The projection for this academic year is that by April we will only have a few sessions not being used.

We must continue to promote to ensure we have enough children next September (2022) as we have quite a large number going to school next year.

Staffing

Again, this year has not seen many changes of staff.

Emma Lawson has returned from Maternity leave in September.

Victoria Wheeler is with us on a one year contract.

The New Normal

The preschool continues to adapt procedures and practice in line with guidance for Covid-19. Some changes have worked really well and have therefore continued like dropping children at the ramp, as we find children settle much better.

Changes

September has seen changes to the Early Years Foundation Stage and therefore we have adapted how we are using Tapestry. Feedback so far has been positive. I will be gaining/asking for more feedback from parents early December via a questionnaire.

5. Joining the committee

What is it like to be on the Committee?

The preschool is a registered charity which means we must have committee members overseeing how we operate. Two thirds must be parents of children attending preschool the other third can be any responsible adult.

Ultimately the committee/trustees are responsible for the operation of the preschool, saying this as the committee you employ Karen Reilly (Myself) to ensure the smooth running of the preschool on a day to day basis, ensuring all legal requirements are met. Therefore, if you are confident that I am doing this then that responsibility is fulfilled.

The committee is comprised of Officers; ideally a Chair, Secretary and Treasurer and then other members for fund raising.

In brief;

The Chair is responsible for organising the meetings, putting together an agenda and over seeing any decisions that are voted on. A good skill for this role is being able to delegate and organise things.

The secretary is responsible for taking minutes at the meetings and communicating with parents via email etc, about fund raising events etc. A good skill for this role is admin skills and the use of a computer/laptop.

The treasurer Vicky will now talk to you about the role of treasurer. As treasurer I liaise with the pre-school manager Karen. The treasurer approves wages monthly and other payments for equipment, resources and snack. Karen usually sends one or two payment runs a month. The accounts need to be prepared to be audited January. We have been using accountant David McGurk for the last few years. As treasurer you will need to send the accounts to the Charity Commission by the end of October each year.

The other role of the committee is fund raising. Obviously this past year this has been all but impossible. This fundraising pays for new toys and equipment as the fees and funding we get from the government does not give us enough money for the purchase of new items.

Fundraising - In the past we have held some very successful quizzes and raffles. We found it helped to map out what we were going to do over the year. When fundraising we found it is important to advertise events - letters, posters, emails to parents...etc.

6. Any Other Business

We have had some parents show an interest in joining the Committee but they would like some time to think about it.

We discussed the possibility of a noticeboard for the fence outside. Kim Flack will speak to Ms Berry the head teacher to check this is ok as it is school property.

We discussed successful fundraisers and holding a Christmas Fair this December. Next meeting agreed will be a fundraising meeting on Wednesday 10th November.

Birchanger Butterflies Pre-school

Report and Accounts

31 December 2020

Birchanger Butterflies Pre-school

Contents

Report of the Trustees	2
Income and expenditure account	4
Balance Sheet	5
Notes to the Accounts	6-7

Birchanger Butterflies Pre-school

Trustee's report

Birchanger Butterflies Pre-school

Income and expenditure account For the year ended 31 December 2020

	Notes	2020	2019
Income	2	111,393	135,009
Gain on transfer of resources from precursor charity.	3	-	-
Expenditure	4	<u>(107,172)</u>	<u>(106,945)</u>
Surplus		4,222	28,064
Reserves b/fwd		148,678	120,637
Reserves c/fwd		<u>151,900</u>	<u>148,700</u>

Birchanger Butterflies Pre-school

Balance Sheet

As at 31 December 2020

	Notes	2020	2019
Fixed assets	5	83,752	88,406
Current assets			
Cash at bank and in hand		68,148	59,251
Creditors: amounts falling due within one year		-	-
Net current assets		151,900	148,700
Net assets		<u>151,900</u>	<u>148,700</u>
Reserves		<u>151,900</u>	<u>148,700</u>

Birchanger Butterflies Pre-school

Notes to the Financial Statements for the year ended 31 December 2020.

1. Accounting policies

The accounts have been prepared under the historical cost convention and in accordance with the Charities Statement of Recommended Practice (FRS 102), "Accounting and Reporting by Charities".

Income

Turnover represents funds received for services supplied by the Charity, net of value added tax plus grants and donations.

Depreciation

Depreciation has been provided at the following rates in order to write off assets over their estimated useful lives.

Premises	25 years
Computer equipment	3 years
Furniture and equipment	5 years

2. Income

	2020	2019
Furlough grant received	1,952	-
Council funding	95,688	111,003
Fees from parents	12,339	17,187
Fundraising	0	3,685
Other	1,414	3,134
Total income	111,393	135,009

3. Gain on transfer of reserves of precursor charity

Birchanger Butterflies Pre-school is a Charitable Incorporated Organisation with registered number 1168548.

On 1st January 2019, the activities previously undertaken by a precursor organisation Birchanger Nursery Unit (registered charity number 1087372) were taken over by Birchanger Butterflies Pre-school.

The value of the net assets provided at that point were disclosed as a gain in the financial statements. These comprise fixed assets (premises, IT, and other equipment), bank and cash balances.

Birchanger Butterflies Pre-school

Notes to the Financial Statements for the year ended 31 December 2020.

4. Expenditure

	2020	2019
Staff costs	87,301	84,586
Premises costs	3,734	7,043
Other overhead costs	9,419	8,680
Depreciation	6,718	6,635
	<u>107,172</u>	<u>106,945</u>

5. Fixed assets

	Premises	IT equipment	Furniture	Total
Cost				
1 January 2020	101,676	-	-	101,676
Additions	2,064	-	-	2,064
C/fwd	<u>103,740</u>	-	-	<u>103,740</u>
Depreciation				
1 January 2020	13,270	-	-	13,270
Charge for year	6,718	-	-	6,718
C/fwd	<u>19,988</u>	-	-	<u>19,988</u>
Net book value				
31 December 2020	<u>83,752</u>	-	-	<u>83,752</u>
31 December 2019	<u>88,406</u>	-	-	<u>88,406</u>



CHARITY COMMISSION
FOR ENGLAND AND WALES

Independent examiner's report on the accounts

Section A Independent Examiner's Report

Report to the trustees/
members of

Birchanger Butterflies Pre-school

On accounts for the year
ended

31st December 2020

Charity no
(if any)

1168548

Set out on pages

4 - 7

Responsibilities and basis
of report

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31st December 2020.

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:

Date:

31 March 2021

Name:

David McGurk

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

FCA

Address:

Coach House

195 Silver Street

Stansted, CM24 8HB