

Bassingham Pre-School and Treetops Club

England & Wales · Charity number 1180773

Details

Other names	BASSINGHAM PRESCHOOL & TREETOPS, BASSINGHAM PRESCHOOL AND TREETOPS
Status	Registered
Legal form	CIO
Registered	2018-11-21
Register	View on the Charity Commission register

Contact

Address	Bassingham Preschool and Tree Tops Lincoln Road Bassingham Lincoln LN5 9HQ
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Activities

Objects: THE OBJECTS OF THE CIO ARE TO PROMOTE THE DEVELOPMENT AND EDUCATION OF CHILDREN AND YOUNG PEOPLE IN PARTICULAR BY:(1) PROMOTING THEIR CARE AND SAFETY;(2) PROMOTING THEIR EDUCATION AND PROMOTING PARENTAL INVOLVEMENT;(3) PROMOTING THEIR HEALTH AND WELLBEING;(4) PROVIDING SERVICES TO SUPPORT THEM AND THEIR FAMILIES AND CARERS;(5) PROVIDING SERVICES TO INDIVIDUALS HOLDING MEMBERSHIP OF THE CIO.

Activities: Bassingham Preschool and Treetops club provide early years educational services for children from the age of 2 up to school starting age and wrap around care for children who attend Bassingham school. We operate on the same site as the School in Bassingham.

Classification

- **How:** Provides Services, Provides Advocacy/advice/information
- **What:** General Charitable Purposes, Education/training
- **Who:** Children/young People

Geography

- Lincolnshire

Finances

Period end	Income	Expenditure	Assets	Employees
2024-08-31	£216,438	£200,269	-	-
2023-08-31	£199,704	£123,704	-	-
2022-08-31	£130,712	£136,948	-	-
2021-08-31	£142,342	£140,090	-	-
2020-08-31	£170,403	£135,941	-	-

Trustees

Name	Role	Appointed
Hayley Ann Curtis	Chair	2023-01-31
Philip Watt		2021-09-23
Sarah Adamson		2021-09-23

Bassingham Pre-School and Treetops Club

England & Wales - Charity number 1180773

Accounts

Chair's Report - Bassingham Preschool & Treetops 2024

It has been another successful year for the setting with numbers of children remaining high and a sense of calm normality settling in following the disruption of Covid in the early part of the decade and the stress of last year's Ofsted inspection.

Although we have seen staff arrivals and departures this has not been a concern this year and we have maintained a consistent staffing base. We welcome those new arrivals over the past year and thank those that have departed for their hard work.

Numbers of children in setting remains high with a waiting list existing for some sessions and ongoing enquiries for availability. This shows no sign of slowing and we should continue to anticipate high demand for the foreseeable future. With no space for expansion, it is likely we have reached our peak capacity, especially in preschool.

Numbers for holiday club sessions are in the most flux with some days having limited attendees. Over the coming year I would urge the committee to continue monitoring the situation and assess what may improve the number for the holiday club and considering the opening hours.

The setting is showing an operating profit of £16,000 this year - demonstrating the financial strength of Preschool/Treetops. The committee and management should be proud of the security we have been able to provide for the setting. However, whilst we should ensure funds for a 'rainy day' are maintained we should also ensure that we spend money to provide the best experience for our children. I would encourage the committee, staff and parents to consider what our setting needs to take our offer to the next level for our children and spend accordingly.

Outstanding fees have been chased and are in the process of being recovered, providing a further financial boost.

The setting has made strides in getting our financial affairs on a more sustainable footing. We have now engaged the services of Saul Fairholm accountants which is providing us with the expertise needed to manage the growing budget and provide us with the assistance needed with financial affairs. The setting has grown from a small playgroup to the size it is today, with a turnover in the 6 digits. Accessing this financial support is crucial and we should continue with it.

The ongoing issues with the bank account remain outstanding, although steps continue to be made to rectify this. We are currently amending the bank details to include myself and Hayley Curtis as trustees and I will work with the committee to examine options for our future banking needs.

I wish to close this report by stating that I will not be seeking re-election as Chair this year. It has been a difficult year personally and I have not been able to offer the setting and staff the attention it deserves and needs. I will continue to offer my assistance as a trustee and will serve the committee in the way it best deems fit. I have enjoyed my time as Chair, it is a worthwhile role and makes a difference to our setting and our children. I wish the new Chair the very best of luck and offer my ongoing support in taking the setting forward. I especially would like to thank Allison and staff for all their hard work in providing a rich and fulfilling environment for our children.

P Watt

28th October 2024

Bassingham Preschool and Treetops

2023-24 Year end Treasurers report

The accounts for this AGM represent the 12-month period covering 1st September 2023 to 31st August 2024.

The income for the period was £216,438.

This constitutes income from Grants, Preschool fees, Treetops fees, holiday club fees. Income is up vs 2022/23 due to an increase in all of the above. Although holiday club numbers are still lower than pre-covid.

The expenditure for the period was £200,269.

Expenditure is up vs 2022/23, mainly due to increased staffing costs (including April payrise) and increased running costs e.g. utility and food bills.

The net income for the year is £16,169.

This figure includes Treetops income, preschool grants and savings carried forward from previous years and the accounts receivable. In summary, 2022/23 has seen a return to 'business as usual' following the turbulence of the global pandemic in 2020/21. Our continued sound financial footing should enable us to see us through any challenges that may arise.

Profit and Loss

Bassingham Preschool and Treetops For the year ended 31 August 2024

2024

Turnover

Holiday Club Income	15,740
Hot lunches	748
Interest	212
Other Revenue	641
Preschool Grants	107,473
Preschool Income	36,365
Sale of uniform and book bags	278
Treetops Income	54,982
Total Turnover	216,438

Gross Profit

216,438

Administrative Costs

Administration costs	4,525
Bad Debts	810
Christmas and other gifts	735
Cleaning	789
Electricity / Oil / Water	4,078
Employers National Insurance	3,546
Equipment	784
Fees - ofsted	220
Insurance	959
IT Software and Consumables	333
Legal Expenses	725
Pensions Costs	4,074
Photocopier	2,105
Printing & Stationery	283
Professional Fees	938
Rates	659
Refreshments	7,846
Rent	2,000
Repairs & Maintenance	1,980
Resources - admin	242
Resources - cleaning	1,127
Resources - crafts	1,794
Resources- teaching aids	226
Sage	276
Salaries	155,119
School trips	712
Staff Training	990
Telephone & Internet	1,427

	2024
Uniform costs	541
Xero accounting software	427
Total Administrative Costs	200,269
Operating Profit	16,170
Profit on Ordinary Activities Before Taxation	16,170
Profit after Taxation	16,170

Bassingham Pre-School and Treetops Club

England & Wales - Charity number 1180773

Accounts

Bassingham Preschool and Treetops

2022-23 Year end Treasurers report

The accounts for this AGM represent the 12-month period covering **1st September 2022 to 31st August 2023**.

This financial year has been a challenge for the setting with the role of Finance Manager becoming vacant halfway through the year, and the replacement Finance Manager appointed unfortunately left the role unexpectedly. This has meant the normal financial running of the setting has been, and continues to be, a challenge with some financial controls remaining with the exiting Financial Manager.

The committee, and in particular our manager Allison, have worked hard to ensure that the setting has not been compromised. We have prioritised ensuring the staff and our suppliers are paid, families are invoiced correctly, and our income is reconciled to those invoices.

We have enlisted the expertise of accountants Saul Fairholm to support in the payroll function and we are actively seeking a replacement Financial Manager to take over the day-to-day financial administration.

Going forward we will ensure that the Financial Manager role has clear accountabilities and separation of both responsibilities and controls, to avoid the challenges we have faced in 2023 occurring in the future.

Saul Fairholm have worked with us to update the accounts but unfortunately have been unable to finalise the exact detail in time for this AGM, but once we are able to reconcile fully all the income and expenditure for the financial year, will be shared with the committee as soon as possible.

As such, we are unable to report the detail of income and expenditure for the financial year. However, we are closely monitoring our income and expenditure weekly, to ensure we continue with our sound financial footing, and we close the year continuing our strong cash position with over £100,000 in our accounts.

In summary, 2022/23 has been a challenging year from a financial basis, and we are hopeful that the coming academic year will enable us to return to “business as usual”. Our continued sound financial footing should enable us to see us through any challenges that may arise.

Sarah Adamson – Treasurer – 30/10/23

Bassingham Preschool and Treetops

2022-23 Follow Up Treasurers report

Following the above reporting at our end of year AGM, Saul Fairholm have updated the accounting reporting to enable the financial reporting.

The income for the period was £199,704.32.

This constitutes income from Grants and Fees; Preschool, Treetops and Holiday Club.

Income is up versus 2021/22 due to an increase in all of the income streams received by the setting, with a return to in particular the Preschool grants and Fees, but also Treetops and Holiday club. The Preschool income has been driven by an increase versus last year in children attending the setting.

The expenditure for the period was £123,704.47.

Expenditure was down versus 2021/22 by circa 9.7%, in the inflationary climate of the UK economy [RPI 9.1% in August 2023] this demonstrates a concerted effort by the team to keep spend under control.

The largest cost decrease was in Staffing across Salaries, National Insurance and Pensions, and remains around 80% of all setting costs.

The net income for the year is £75,999.85 and the net assets are £90,844 an increase from last year of 9.1%.

Sarah Adamson – Treasurer – 18/12/22

Bassingham Preschool
Income and Expenditure Account for the period ending 31st August 2023

	2021/22	2021/22
Total Income	£130,712.08	£199,704.32
Total Expenditure	-£136,968.56	-£123,704.47
Net Surplus	<u>-£6,256.48</u>	<u>£75,999.85</u>
Additional income from fundraising	£368.53	-
Net Income	<u><u>-£5,887.95</u></u>	<u><u>£75,999.85</u></u>

Bassingham Pre-School and Treetops Club

England & Wales - Charity number 1180773

Accounts

Agenda

- Welcome and quorum
- Approve last year's minutes
- Managers' report
- Financial report
- Chairs report
- Election of vacant positions
 - Vice-chair

Chair's report

- The preschool and treetops club have survived the pandemic in great shape. The lifting of restrictions this year have enabled us to get back to full strength and start thinking about the future again. Our deep thanks to all the supportive parents, our stoic staff team and our manager, Allison.
- Careful planning and government support during the pandemic has enabled us to maintain healthy reserves. This is important because child numbers fluctuation whilst high staffing costs are a constant so this reserve gives us stability and peace of mind. It's also important as it gives us options when unforeseen problems, like the pandemic, come up. That said, the last two years of restraint can come to an end and it's time to invest in the setting for the future. The staff have ideas to improve the outside space with a stage and performance area for the children.
- Some 'housekeeping' now needs to be done. One such thing is a new bank account which is required due to the change to a charitable incorporated organisation. Another is to re-implement a budget. Prior to the pandemic we approved a budget within which the manager had some discretion on approving spend. I think it's now time to review and reintroduce this with the agreed limits on spending prior to approval from the committee.
- The main challenges this year have been around staffing. We had recruited a new finance manager but that person didn't work out and Kay stepped back in to keep things going. Again, our huge thanks to Kay. On a positive note we now have XX who is doing a handover with Kay and will be a great addition to the team.
- Now that we're looking to the future again some past ideas could be picked up again. We've made great strides in moving to an online accounting system which includes invoicing. This has greatly streamlined invoicing and there is one further thing we could look at to improve. Gocardless gives us the functionality to take direct debits and could help to reduce arrears. The school uses a similar system and this could also be examined and a decision made as to which one to adopt.
- Finally, given the relatively new nature of the committee, the council have training available for trustees of settings which we should look to take as a refresher. This should be taken alongside the on boarding information new members get and will greatly aid in a preparation for ofsted.

Bassingham Preschool and Treetops 2021-22 Year end Treasurers report

The accounts for this AGM represent the 12-month period covering **1st September 2021 to 31st August 2022**.

The income for the period was £130,712.38.

This constitutes income from Grants, Preschool fees, Treetops fees, holiday club fees.

Income is down vs 2020/21 due to a decrease in the Preschool grants, which has not been offset by an increase in the fee income and holiday club income, as we returned to more 'normal' times post COVID.

However, more recently we have seen a decrease versus last year in holiday club income in August, which may be a result of the cost-of-living crisis impacting the choices our parents are making and one for us to watch in the next academic year.

Preschool numbers were challenging at the start of the year, we believe from a low birth rate, however are significantly up at the start of the academic year of 2022/23.

The expenditure for the period was £136,948.56.

Expenditure is down vs 2020/21 largely attributed to staffing costs, which account for 80% of all setting costs, with recruitment for vacant roles a challenge. However, it should be noted that wage costs have increased in the 4th quarter following the salary review.

A concerted effort by the team has kept refreshment and sundry spend in line with previous years.

Fundraising for the year is significantly down this year at £368, which has been impacted by our Christmas event cancellation due to COVID and we suspect people wishing to stay away from groups.

The net income for the year is -£5,887.95 and the total current assets are £83,303.

This figure includes COVID grants, fundraising income, savings carried forward from previous years and the accounts receivable.

In summary, 2021/22 has been a 'recovery year' following the turbulence of 2020/21 and we are hopeful that the coming academic year will enable us to return to "business as usual". Our continued sound financial footing should enable us to see us through any challenges that may arise.

Sarah Adamson - Treasurer - 20/09/21

Bassingham Preschool
Income and Expenditure Account for the period ending 31st August 2022

	2020/21	2021/22
Total Income	£142,342.38	£130,712.08
Total Expenditure	-£140,090.66	-£136,968.56
Net Surplus	<u>£2,251.72</u>	<u>-£6,256.48</u>
Additional income from fundraising	£962.29	£368.53
Net Income	<u><u>£3,214.01</u></u>	<u><u>-£5,887.95</u></u>

Profit and Loss

Bassingham Preschool and Treetops For the month ended 31 October 2022

	OCT 2022	SEP 2022	AUG 2022	JUL 2022	JUN 2022	YEAR TO DATE
Turnover						
Holiday Club Income	1,105.00	284.05	4,807.40	1,629.35	-	1,389.05
Hot lunches	-	-	-	27.60	287.50	-
Interest	-	-	-	-	4.92	-
Other Revenue	-	-	20.00	-	110.00	-
Preschool Grants	6,692.04	6,730.16	-	5,995.41	7,742.46	13,422.20
Preschool Income	3,356.25	3,028.50	-	1,591.80	1,996.05	6,384.75
Sale of uniform and book bags	52.00	35.00	13.00	-	26.00	87.00
Treetops Income	4,059.60	5,091.40	63.40	3,567.40	4,548.00	9,151.00
Total Turnover	15,264.89	15,169.11	4,903.80	12,811.56	14,714.93	30,434.00
Gross Profit	15,264.89	15,169.11	4,903.80	12,811.56	14,714.93	30,434.00
Administrative Costs						
Salaries	9,622.39	8,973.00	9,786.80	9,819.95	9,151.74	18,595.39
Pensions Costs	241.57	245.65	264.44	278.29	252.65	487.22
Administration costs	-	-	102.23	7.99	59.67	-
Christmas and other gifts	50.00	-	-	-	-	50.00
Cleaning	-	-	198.00	-	-	-
School trips	-	-	(74.10)	93.60	-	-
IT Software and Consumables	21.20	113.76	-	-	-	134.96
Legal Expenses	-	52.00	-	52.00	-	52.00
Light, Power, Heating	227.46	-	992.02	735.12	-	227.46
Equipment	-	-	162.70	-	-	-
Photocopier	-	513.72	-	-	447.99	513.72
Refreshments	398.50	403.78	278.18	385.07	445.76	802.28
Rent	500.00	-	1,000.00	1,000.00	-	500.00
Repairs & Maintenance	-	-	295.62	718.98	80.00	-
Resources - admin	133.62	25.98	1.14	60.78	-	159.60
Resources - cleaning	120.59	11.52	219.32	89.50	10.00	132.11
Resources - crafts	60.21	25.00	89.94	-	62.90	85.21
Resources- teaching aids	178.80	-	33.00	-	72.00	178.80
Sage	20.40	20.40	20.40	20.40	20.40	40.80
Telephone & Internet	75.69	70.17	70.17	70.17	70.47	145.86
Uniform costs	-	294.45	(93.00)	-	-	294.45
Xero accounting software	33.60	33.60	31.20	31.20	31.20	67.20
Total Administrative Costs	11,684.03	10,783.03	13,378.06	13,363.05	10,704.78	22,467.06
Operating Profit	3,580.86	4,386.08	(8,474.26)	(551.49)	4,010.15	7,966.94
Other Income						
Fundraising events	-	-	-	-	104.50	-
Total Other Income	-	-	-	-	104.50	-

Profit and Loss

	OCT 2022	SEP 2022	AUG 2022	JUL 2022	JUN 2022	YEAR TO DATE
Profit on Ordinary Activities Before Taxation	3,580.86	4,386.08	(8,474.26)	(551.49)	4,114.65	7,966.94
Profit after Taxation	3,580.86	4,386.08	(8,474.26)	(551.49)	4,114.65	7,966.94

Profit and Loss

OCT 2022 SEP 2022 AUG 2022 JUL 2022 JUN 2022 YEAR TO DATE

Bassingham Pre-School and Treetops Club

England & Wales - Charity number 1180773

Accounts



Minutes

Present: Polly White, Alex Moyes, Allison Hatfield, Oli Husemeyer, Phil Watt, Amy Green and Sarah Adamson

Apologies: Hannah Henderson

2. Minutes of previous AGM

Approved. No amendments. Available for anyone to view after the meeting if wanted.

3. Chairs Report

See attached

4. Managers Report

See attached

5. Financial Report

See attached

6. Election of vacant positions

a. Vice Chair

Agreed that Vice chair will be voted for in 4-6 months

b. Treasurer

Sarah Adamson Nominated by AM and seconded by PW.

Close of meeting



Minutes

Chairs Report – Alex Moyes

- Lockdowns in November 2020 and January 2021 made for a great deal of uncertainty this year. Families have been so supportive and extra effort has been made to maintain a clean and safe environment for our children and staff.
- Two cases of Covid in the setting did not spread to anyone else, a testament to the policies and efforts the staff team have put in place.
- Covid bubbles made it a challenging year with a limit on the number of families we could have in the setting, limiting Treetops numbers, which has had a particularly big impact on our finances. And we had been unable to take people from outside the village who have been so supportive in the past, although we're pleased that now we can open as normal.
- Welcome back to Laura, who took some time off to start a family; it's great to have Laura back and it's like she never left.
- Goodbye and thank you to Polly. Polly joined the committee in 2018 and has given us four years of great help and support. Her role as Treasurer has seen her bring more structure and data to our financial reports and helped give us clear tools to track our progress.
- First fundraiser – we raised £300 at our recent Open Day. Thank you to all the staff and volunteers who helped.
- Welcome to new committee members: Amy, Phil, Hannah and Sarah.



Minutes

Managers report – Allison Hatfield

- The academic year 2020 – July 2021 has been a difficult and eventful year due to Covid 19, with the changing restrictions and the child absences due to lockdowns. We saw all our lovely wooden resources shut away because of their intricate pieces and were replaced with plastic resources that can be easily cleaned with disinfectant to keep children and staff members as safe as possible.
- Despite the whole team being very aware of Covid we adopted the policy right at the start that Covid didn't exist within the building and we carried on the same with the children despite having additional hand washing and extensive cleaning programme and good ventilation.
- Despite our very best efforts we were closed 3 times due to single isolated cases. We cannot thank the parents enough for their support and well wishes at that stressful time, it showed tremendous support for the Preschool and Treetops club.
- Borre Wickstrom made a fantastic virtual video of the setting, allowing us to sign post new parents to view the setting virtually which was posted on our facebook page as we had to shut the doors to all visitors entering the premises.
- The staff team throughout have been united and have taken the additional cleaning schedules in their stride which we are continuing to do, and we plan to continue well into 2022!
- Staff training: We are pleased to be supporting Ben on the NVQ level 3 in childcare apprenticeship which will take 2 years. Staff appraisals were based on staff wellbeing and our Covid Recovery Plan and how we could best support our team and all our families during these unprecedented times. It was pleasing to hear the dedication and commitment from the team to support wherever needed and to take the extra time to welcome children back into setting after being away for perhaps a term or just a few days, and showing great empathy and warmth, making the transition back smoother and calmer for the children. We hope that staff training will soon return to face to face sessions rather than everything being via teams to enable staff to enhance their learning and development portfolios in person.
- As soon as restrictions allowed, we planned a fabulous day trip to Rand Farm Park with all our children that were starting Reception Class 2021. It was light relief and such an exciting adventure. Despite the hardship of the past year, we transitioned 26 happy children to reception classes to three local schools.
- I very much looked forward to this new academic year where we welcomed back our whole staff team, together at last, Helen back from furlough and Laura back from maternity leave. Jo has taken a permanent contract with us. We are hoping for a full transitional programme with Bassingham Primary over this year. Our Afterschool children are already enjoying the school playground once more at the end of the school day before we sit down for tea.
- Our Open Day on the 5th September was a huge success. It was the first time in 18 months that we opened our doors to welcome our existing and new parents to have a look around. It was lovely to hear laughter in the



Minutes

setting once
more: Seeing

being relaxed was a welcome sight and the children, as always, occupied themselves beautifully.

- Our registers for term 1 are quieter than usual, in the Preschool but we have already had 3 new families start since the beginning of term so I hope as confidence grows this will be reflected in our numbers.
- We have many exciting activities planned throughout this academic year!



Minutes

Treasurers report – Polly White

- The accounts for this AGM represent the 12-month period covering 1 st September 2020 to 31st August 2021.
- The income for the period is £142 342.38.
- This constitutes income from Grants (including COVID grants and furlough scheme), Preschool fees, Treetops fees, holiday club fees.
- Income is down vs 2019/20 due to a decrease in Preschool numbers affecting both the grant and fee income.
- After School Club Treetops income is also down vs previous year due to COVID restrictions on session numbers however holiday club income is up, bolstered by high numbers during the Summer holiday club.
- During 2020/21 we received £19 214 from COVID grants and the furlough scheme. (2019/20 = £16 070).
- The expenditure for the period is £140 090.66.
- Expenditure is up vs 2019/20 largely attributed to staffing costs. A concerted effort by the team has kept refreshment and sundry spend in line with previous years.
- Fundraising for the year has been greatly affected by COVID with several events unable to go ahead. The total for the year £962.29.
- The net income for the year is £3 214.01 and the balance carried forward is just over £87 000. This figure includes COVID grants, fundraising income and savings carried forward from previous years. In summary 2020/21 has been another turbulent year but we are hopeful that the coming academic year will enable us to return to a more “business as usual” provision but with a sound financial footing to see us through any challenges that may arise.

AGM Minutes

DATE: 23rd Sept 2021
Bassingham Preschool



Accounts

**Bassingham Preschool
Income and Expenditure Account for the period ending 31st August 2021**

	2021	2020
Income		
Preschool Grants	£76,368.03	£95,643.50
Preschool Fees	£7,387.30	£15,915.88
Treetops Fees	£24,842.18	£29,076.00
Holiday Club Fees	£13,798.66	£7,468.15
Covid 19 grant	£11,171.61	£10,000.00
Covid 19 furlough scheme	£8,042.63	£6,070.23
Interest	£14.07	£123.50
Uniforms	£312.00	£164.00
Hot lunches	£377.20	£513.50
Witham Staple	£0.00	£0.00
Carlton le moorland	£0.00	£0.00
Lost Venture	£0.00	£1,000.00
Total Income	£142,342.38	£186,874.78
Expenditure		
Wages	£118,807.48	£113,858.14
Hot dinners	£0.00	£0.00
Sage	£868.80	£834.00
Windows and cleaning	£326.00	£260.00
Photocopier	£1,882.82	£1,617.55
BT	£1,102.87	£1,080.56
Chubb fire	£67.82	£131.72
Insurance	£748.38	£657.06
Guardian	£34.60	£400.28
Water, heat and light	£1,103.27	£1,967.51
Pat testing	£132.00	£132.00
FRS	£0.00	£0.00
Plumbing	£170.00	£0.00
Electrical	£8.00	£385.00
Rates	£866.38	£655.36
IT Work	£223.78	£398.86
Nursery Genie	£0.00	£0.00
Legal and court fees	£0.00	£273.00
Refreshments	£3,881.68	£3,852.59
Resources - crafts	£488.04	£653.63
Resources - admin	£178.08	£184.58
Resources - cleaning	£908.83	£780.13
Resources - teaching aids	£482.16	£820.76
Administration	£58.80	£266.03
Equipment	£3,120.73	£3,453.09
Training	£613.86	£352.40
Membership Fees	£682.40	£380.40
Christmas and Other Gifts	£717.86	£509.97
Uniforms	£783.30	£537.06
Shelving and sundry repairs	£186.00	£0.00
Storage	£0.00	£0.00
Rent	£1,000.00	£1,500.00
Yoga	£0.00	£0.00
Tree felling and gardening	£84.00	£0.00
Special equipment	£62.60	£0.00
Job adverts	£182.66	£0.00
New building works	£0.00	£0.00
Total Expenditure	£140,080.88	£135,941.68
Net Surplus	£2,261.72	£30,033.08
Additional Income from Fundraising		
Easyfundraising	£0.00	£19.83
Donations	£380.00	£2,849.00
Quiz	£430.84	£419.97
Open day	£17.48	£0.00
Sweets in jar	£0.00	£0.00
Ladies evening	£0.00	£0.00
Recycling	£0.00	£0.00
Photographs, raffles and glass hire	£76.00	£75.00

Bassingham Pre-School and Treetops Club

England & Wales - Charity number 1180773

Accounts



AGM

Minutes

DATE: 24th Sept 2020
Bassingham
Preschool

Present: Polly White, Alex Moyes, Emma Lowe, Lucy Dine, Allison Hatfield, Oli Husemeyer, Kay Young

2. Minutes of previous AGM

Approved. No amendments. Available for anyone to view after the meeting if wanted.

3. Chairs Report

See attached

4. Managers Report

See attached

5. Financial Report

See attached

6. Election of vacant positions

a. Vice-Chair – No applicants

Close of meeting

Annual Review from the Chair (Alex Moyes)

Chair's Report

- It's been a year of two halves.
- Great start to academic year with numbers increasing, stable staff team and increasing dialogue with the school. We had a full calendar of fundraising events planned.
- Implemented pay rise and staff pay banding – staff missed out on one in 2018 due to difficult financial situation
- Implemented a budget for the manager – possible because of improved financial situation and closer monitoring.
- First fee increase since 2017 – agreed to be annual from now on.
- Investment in the setting – new room divider, safe space, camera, outdoor storage to complement garden.
- We sadly accepted the resignation of co-chair Lynsey Ward for personal reasons in January.
- Then lock down happened and quickly things changed to ensuring we looked after our staff, children and the financial health of the setting during an uncertain time. Made key decisions to reduce all non-essential spend and reduce staff hours by 10%. We set clear priorities and closely monitored the financial situation.
- Our thanks to parents for continuing to support us through using the setting where possible, making donations and coming back!
- Thanks to our amazing staff team who saw it as their duty to provide our service to the local area and especially key workers. They pulled together to make the setting a happy escape from the strange lock down provisions. Parent's response to us during lockdown is testament to the team's efforts and strong ethos of doing what's best for the children.
- Thanks to the committee who had more regular meetings and to everyone for contributing to the discussions, helping us make thought through and timely decisions.
- First digital fundraiser – quiz, thank you Oli, raised £420.
- I would also like to thank Emma Lowe who is stepping down from the committee after three years. Emma was instrumental in moving the setting to a CIO and in being co-chair with Lynsey for a year in 2018. – Thank you Emma.
- We have also welcomed Ben and Jo (covering Laura's maternity leave) to the staff team and said goodbye to Chloe and Yvonne.

AGM

Minutes

Update from PreSchool Manager (Allison Hatfield)

- The academic year 2019 – 2020 has been very eventful
- We started the year with strong numbers within Preschool, before and afterschool. Our numbers grew positively and at the beginning of March 2020 our numbers were 42 families in preschool, 53 families using before/after school clubs.
- Then Lockdown occurred and our numbers were taken right down to 6 families accessing Preschool and 4 families at before/afterschool club – so quite a change. We also faced big changes within the staff team 3 staff members were furloughed as we operated on a small skeleton team.
- Sadly, as lockdown continued, we were unable to do all our lovely family events including sports day, leaver's concert and our annual trip to Woodside.
- As a team we were concerned how the children would transition to reception as our transitioning program was halted so quickly but we were able to invite our oldest children who were transitioning to reception 2020 back to preschool for the last 6 weeks of the term which gave us the opportunity to work with the children building as many self-help skills as possible in a short period of time to get them school ready.
- The new term started on the 3rd September whilst still working alongside the government guidelines we are operating on far fewer numbers for before/afterschool club and our preschool numbers are quieter although, we are having many enquiries and several families are requesting information for January.
- The staff team have been exceptional over lock down and they continue to be so, as we are working set hours to stop the crossing of bubbles it is putting tremendous strain on key staff members. We have a very positive team that are working together as a team to safeguard each other against Covid our cleaning schedule is our only defence from this virus, and it continues to keep us safe.
- Lastly we have to say a big thank you to our parents both old and new ones who have put so much trust and faith in the setting allowing their children to attend during this ongoing pandemic. The children are presenting happy and have accepted our extra handwashing and personal care routines as part of our daily routine.
- Looking ahead the team have a challenging year to face delivering the Early Years Curriculum under difficult circumstances but I have no doubt that the positivity of the team and our close partnership with our parents, that together we will ensure that every child develops and grows to the very best of their personal ability.



AGM Minutes

DATE: 24th Sept 2020
Bassingham
Preschool

Financial review

- The accounts for this AGM represent the 12-month period covering 1 st September 2019 to 31 st August 2020.
- The income for the period is £165 974.76.
- This constitutes income from Grants (including COVID grants and furlough scheme), Preschool fees, Treetops fees, holiday club fees.
- Income from Grants are up vs 2018/19 due to increase in Preschool numbers and COVID related grants that were received towards the end of the financial year. Treetops and holiday club income is down vs previous year due to
- COVID restrictions on session numbers. Looking forward to 2020/21 we have strong Class P numbers and recruitment for new children for Preschool is looking positive, however, we anticipate ongoing uncertainty with Treetops and Holiday club income for the rest of the year.
- The expenditure for the period is £135 941.68.
- Expenditure is down vs 2018/19 largely due staffing adjustments and the completion of both the build and garden project in the last financial year, but also through concerted efforts by the team to control sundry spend.
- Fundraising for the year has been greatly affected by COVID with a number of events having to be cancelled, however, very generous donations from parents since March along with the income from last year's Big Bash has resulted in a very healthy annual total (£4428.41).
- Reserve figure as at year end is just over £83 800. This figure includes COVID grants, fundraising income and savings carried forward from previous years.
- In summary 2019/20 has been a turbulent year and, although the next academic year holds much uncertainty in terms of our level of provision and subsequent income, we should be positive that we have in place a sound financial footing to see us through.

AGM Minutes

DATE: 24th Sept 2020
Bassingham
Preschool

Bassingham Preschool
Income and Expenditure Account for the period ending 31st August 2020

	2020	2019
Income		
Preschool Grants	£30,643.00	£75,591.24
Preschool Fees	£15,946.00	£19,999.25
Treatage Fees	£29,076.00	£48,088.25
Holiday Club Fees	£7,466.15	£12,934.00
Covid 19 grant	£10,000.00	£0.00
Covid 19 burlough scheme	£0.00	£0.00
Interest	£8,070.23	£226.70
Uniforms	£123.50	£310.50
Hot lunches	£194.00	£403.00
William Staps	£813.00	£4,000.00
Carlton le moortland	£0.00	£1,000.00
Lost Venture	£0.00	£0.00
Total Income	£166,974.79	£162,626.64
Expenditure		
Wages	£113,898.14	£138,412.44
Hot dinners	£0.00	£0.00
Sage	£824.00	£729.60
Windows and cleaning	£260.00	£50.00
Photocopier	£1,617.66	£1,735.40
BT	£1,080.66	£1,175.69
Chubb fire	£131.72	£0.00
Insurance	£867.06	£666.40
Guardian	£400.28	£590.15
Water, heat and light	£1,967.81	£1,888.96
Pat heating	£132.00	£132.00
PRS	£0.00	£0.00
Plumbing	£0.00	£0.00
Electrical	£385.00	£24.99
Rates	£666.36	£902.95
IT Work	£398.86	£401.66
Nursery Costs	£0.00	£465.00
Legal and court fees	£273.00	£31.00
Refreshments	£3,882.09	£5,193.38
Resources - crafts	£663.83	£334.55
Resources - admin	£184.58	£273.45
Resources - cleaning	£780.13	£521.58
Resources - teaching aids	£626.76	£298.84
Administration	£288.03	£299.22
Equipment	£3,463.09	£2,298.48
Training	£362.46	£965.76
Membership Fees	£398.40	£693.40
Christmas and Other Gifts	£609.87	£689.20
Uniforms	£537.06	£389.58
Shelving and sundry repairs	£0.00	£1,048.16
Storage	£0.00	£180.00
Rent	£1,600.00	£2,100.00
Yoga	£0.00	£0.00
Tree lopping and gardening	£0.00	£4,940.00
Special equipment	£0.00	£157.81
Job adverts	£0.00	£0.00
New building works	£0.00	£8,000.00
Total Expenditure	£136,941.88	£173,302.62
Net Surplus	£30,033.08	-£10,776.06
Additional Income from Fundraising		
Easyfundraising	£19.83	£17.48
Donations	£2,889.60	£0.00
Quiz	£419.87	£0.00
Co-operative Grant	£0.00	£23.40
Sweets in jar	£0.00	£20.30
Ladies evening	£0.00	£1,039.20
Recycling	£0.00	£18.80
Photographs, raffia and glass hire	£76.00	£362.08
Bounceabout	£0.00	£32.48
Big Bash	£1,130.61	£120.00
Mini bash	£0.00	£0.00
Easter fair	£0.00	£358.75
Race night	£69.00	£0.00
lots bags	£49.00	£49.00
Spring pots and mothers day	£60.00	£66.00
Christmas Cards	£12.99	£32.50
School trip	£0.00	£139.70
	£4,428.41	£1,931.33



AGM Minutes

DATE: 24th Sept 2020
Bassingham
Preschool

		<u>£34,481.48</u>	<u>£8,844.75</u>
Net Income			
Balance b/w/d	1.9.19	£30,910.17	£37,960.91
Current account		£20,550.62	£45,321.92
Deposit account		£301.89	£0.00
Cash on hand		-£2,400.00	-£25,075.40
accruals			£58,207.43
Net Income		£34,481.49	-£8,844.75
		<u>£68,962.17</u>	<u>£49,362.68</u>
Balance C/w/d	31.8.20	£415.08	£301.89
Cash on hand		£62,734.07	£30,910.17
Current account		£20,674.12	£20,550.62
Deposit account		£0.00	-£2,400.00
less accruals		<u>£83,824.17</u>	<u>£49,362.68</u>

I certify that these accounts
are a true & accurate
reflection.

Phost