



HARPOLE PRE-SCHOOL

"Kind Hands, Kind Hearts, Fun Learning"



Harpole Preschool AGM – Tuesday 17th September 2023

Charity Number : 1183475

Registered Address :

Old School Hall
School Lane
Harpole
Northampton
NN7 4DR

Board of Trustees :

Chairperson: Sharon Matthews

Deputy Chair: Donna Tarry

Treasurer: Nicola Farmer

Secretary: Claire Davis

Parent Trustee: Kate Gardner

Parent Trustee: Chloe Cook

Structure, Governance and Management

The Charities governing document is the Foundation Model Constitution which came into effect from 15th November 2019.

All parents are invited to stand for elections as Trustees. Nominations, elections and appointments are made at the AGM in line with Charity Commission requirements, our constitution and procedures.

Objectives and Activities

The charity works for the public benefit having as its objects the development and education of children and young people in particular by:

- Promoting their care and safety
- Promoting their education and promoting parental involvement
- Promoting their health and wellbeing
- Providing services to support them and their families and carers

Financial Review

This is a financial review for the year 1st September 2022 – 31st August 2023.

During 22-23 there were 65 children registered and the turnover for this period was £197480.85 and the expenditure was £215324.56 giving a deficit of £17843.71. We should take into consideration that after

applying for some HNF during June 2023 we were awarded £11253.00 which wasn't received until September 2023. There was also a payment to HMRC in November 2022 of £1417.41 which should have been made in the 21-22 period. If these payments had been made and received in the relevant financial year the deficit would have been £5173.30. In September 2022 a payment of £3220.69 was received that should have been paid in August 2022 which when taken into account gives an adjusted deficit of £8393.99.

We had a successful year fundraising with a total of £11095.12 being raised through a variety of events such as running a BBQ at the Scarecrow weekend, pamper evening, sponsored sleepover, Santa pull, quiz night, afternoon tea and an art exhibition. This meant we were able to spend £10445.74 on projects such as decorating the back room, replacing the roof on the covered play area over the mud kitchen and the purchase of a remarkable that just wouldn't be possible without the fundraising. We rely upon our committee to help do this so if you don't feel you have time to be a Trustee but would like to do some fundraising, we would really appreciate your support.

When I took over as BM at the beginning of June 2023 the 21-22 accounts were with the Independent Examiner. The Independent Examiner raised some queries within the Quickbooks accounts package which led me to review the financial recording systems that were being used. As a result I decided to go back to recording the finances on an Excel spreadsheet and I backdated the entries from September 2022. This should eliminate a lot of the queries that we had during the last audit. Whilst transferring the data over it needs to be noted that some paper receipts were found to be missing and these will be highlighted to the auditor, although there is no doubt that the purchases were for the purposes of the Preschool.

I reviewed the Parenta system which was used for calculating fees and funding and I decided not to use it for the 23-24 financial year so I went back to using a formulated excel spreadsheet.

The decision to stop using Quickbooks and Parenta has saved Preschool approx. £1500/year in subscription costs.

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The accounts are now ready to be passed to an Independent Examiner so they can be filed with the Charity Commission in a timely manner.

If anyone has any questions or queries please feel free to ask me now or after the meeting.

Nicola Farmer

Business Manager

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1	Income and Expenditure for the year ended 31 August 2023																
2																	
3		SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUGUST	YTD		2021/22	
4																	
5	Income																
6	Fees	3816.39	4437.77	5070.89	3060.48	5562.99	4733.01	4584.89	3556.18	5730.82	5310.70	4819.78	1319.16	52003.06			
7	Voucher Funding	10205.86	7547.40	7547.40	7737.10	11238.61	11639.58	11859.76	9300.72	10074.53	11305.12	9719.49	9780.59	117956.16			
8	Higher Needs Funding	546.00	546.00	546.00	546.00	668.80	668.80	668.80	470.40	470.40	627.20	392.00	392.00	6542.40			
9	Notional SEN	242.06	261.55	261.55	261.55	389.46	403.35	410.98	0.00	0.00	0.00	0.00	0.00	2230.50			
10	EYPP	94.50	94.50	94.50	94.50	132.70	132.63	264.63	101.97	101.97	120.46	85.04	0.00	1317.40			
11	Ad hoc fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	35.75	6.00	169.88	211.63			
12	SENCO	0.00	0.00	0.00	0.00	860.51	0.00	0.00	0.00	0.00	0.00	0.00	0.00	860.51			
13	Reg fees	0.00	0.00	0.00	210.00	70.00	0.00	0.00	0.00	0.00	716.60	80.00	40.00	1116.60			
14	Fundraising	3224.66	1275.00	546.55	0.00	1147.32	0.00	384.65	1483.77	435.67	356.00	0.00	2241.50	11095.12			
15	Forest School	160.00	440.00	240.00	0.00	40.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	880.00			
16	Old School Hall	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	394.14	0.00	347.48	741.62			
17	DAF	0.00	0.00	800.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	828.00	1628.00			
18	Misc	12.90	460.00	140.80	0.00	0.00	0.00	40.00	37.01	48.00	3.00	0.00	156.14	897.85			
19	Total Income	18302.37	15062.22	15247.69	11909.63	20110.39	17577.37	18213.71	14950.05	16861.39	18868.97	15102.31	15274.75		197480.85		0.00
20																	
21	Expenditure																
22	Wages	10266.17	9757.72	9941.58	9773.70	10234.26	10705.19	10534.06	11527.64	12211.03	13431.46	12184.61	12242.64	132810.06	132810.06		
23	HMRC	0.00	238.39	2325.85	1299.59	1454.54	1617.22	1625.31	1516.24	1213.57	1270.46	3229.50	979.85	16770.52			
24	Pension	303.46	269.08	268.42	307.23	297.31	305.15	314.72	312.11	329.62	894.17	547.66	479.39	4628.32			
25	Overtime	1557.44	972.11	848.49	1027.99	1103.94	421.67	178.78	1036.87	372.29	818.38	1453.38	418.38	10209.72			
26	2 Year Checks	31.05	31.50	0.00	0.00	0.00	20.60	0.00	0.00	60.10	14.90	49.20	0.00	207.35			
27	Keyworkers	0.00	270.45	73.50	364.75	219.00	666.95	666.95	0.00	650.70	0.00	663.80	0.00	3576.10			
28	Petty cash	0.00	0.00	0.00	0.00	0.00	40.00	0.00	0.00	0.00	60.00	0.00	0.00	100.00			
29	HNF	31.05	154.00	26.95	154.00	154.00	154.00	204.00	328.00	246.00	328.00	180.95	82.00	2042.95			
30	Notional SEN	0.00	23.37	149.57	105.84	874.41	116.10	1501.15	0.00	0.00	0.00	474.00	850.00	4094.44			
31	EYPP	0.00	0.00	0.00	0.00	325.00	75.00	0.00	100.00	200.00	150.00	175.00	0.00	1025.00			
32	Rent	1051.33	1051.33	1051.33	1051.33	1051.33	1051.33	1051.33	1051.33	1051.33	1051.33	1051.33	1081.33	12645.96			
33	OSH Broadband	0.00	0.00	0.00	0.00	0.00	0.00	0.00	48.00	0.00	0.00	0.00	98.00	146.00			
34	Sage	32.40	32.40	32.40	32.40	32.40	32.40	32.40	32.40	32.40	32.40	34.80	34.80	393.60			
35	Quickbooks	14.40	14.40	14.40	14.40	14.40	16.80	16.80	16.80	16.80	16.80	16.80	0.00	172.80			
36	OSH	0.00	0.00	0.00	33.12	91.40	0.00	0.00	179.70	89.92	48.96	298.52	0.00	741.62			
37	DBS	0.00	0.00	0.00	0.00	124.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	124.00			
38	Google Accounts	0.00	10.58	0.00	27.60	27.60	0.00	0.00	0.00	6.90	6.90	6.90	6.90	93.38			
39	Parenta	100.79	0.00	100.79	0.00	201.58	201.58	0.00	99.59	99.59	0.00	99.59	99.59	1003.10			
40	Butterfly Learning Resources	23.49	10.48	161.52	10.22	18.11	59.36	233.89	32.97	5.99	141.86	38.88	0.00	736.77			
41	Bumblebee Resources	16.00	3.58	34.31	23.60	7.75	17.47	33.47	38.47	34.35	0.00	0.00	0.00	209.00			
42	Group Consumables	15.54	11.59	15.83	18.97	41.11	17.35	40.70	0.00	33.67	208.98	270.17	0.00	673.91			
43	Intake	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	435.42	124.68	0.00	560.10			
44	Tesco mobile	15.00	16.10	30.18	27.98	27.98	27.98	27.98	27.98	27.98	27.98	27.98	27.98	313.10			
45	Broken Equipment	34.99	5.00	0.00	0.00	0.00	0.00	0.00	0.00	30.99	0.00	0.00	0.00	70.98			
46	Insurance	689.29	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	931.59	1620.88			
47	Extra Curriculum	7.00	12.99	0.00	72.41	52.05	0.00	0.00	0.00	59.97	0.00	292.47	51.96	548.85			
48	Uniform	0.00	0.00	0.00	0.00	381.55	0.00	118.13	0.00	0.00	0.00	0.00	717.66	1217.34			
49	Gifts	35.00	0.00	0.00	0.00	0.00	0.00	0.00	25.00	0.00	90.00	0.00	0.00	150.00			
50	Kitchen & Cleaning	7.98	35.00	4.45	175.15	117.77	2.50	0.00	181.65	32.00	258.01	65.67	0.00	880.18			
51	Catering & Snack	127.75	25.80	203.62	17.79	125.95	193.26	41.93	144.98	47.85	243.88	157.43	0.00	1330.24			
52	Admin	0.00	0.00	59.99	53.49	0.00	8.91	0.00	116.73	192.85	49.69	103.59	121.89	707.14			

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