



DAYCARE ANNUAL GENERAL MEETING

Thursday 27th October 2022

MINUTES OF MEETING

In attendance: Gaynor Highcock (Chairman), Mr James Lusted (Vice Chairman), Mrs Paula Lawrenson (Daycare Manager), Michelle Parker (Secretary/Treasurer)

Apologies: Mrs Bethan Evans (Trustee)

Chairman's Report

See attached report

Actions from Last AGM

- Outdoor lighting has been fitted
- Outdoor camera has been fitted
- Daycare received the Early Years Practitioner of the Year Award

Daycare Report

See attached report

Points raised:

- Playquest equipment on order. Keith to repair the floor to the wooden outside house and cover with artificial grass.
- Training arranged for staff to help manage behavioural problems with certain children.
- Paula to cost a 10% discount or provide discount vouchers towards fees to help parents through the winter months.
- The committee decided that Daycare can use any of the junior toilets if needed.
- Gaynor to contact Woodey's to take down the crab apple trees outside Daycare.
- Paula to ask Terry to look at ordering nets for the two goal posts on the astra pitch.
- Paula to cost a cheaper alternative to IPADS eg. Amazon Fire. Looking to purchase approximately 30.
- Paula to check out the GDPR relating to the tablets and Cheqdin on line booking system.
- Michelle to contact Cheqdin to look at a start date of end Dec with the current discount.
- James suggested applying for a grant towards the tablets. James will send details to Paula.
- James suggested checking that the insurance will cover the additional tablets
- Keith to be paid for any odd jobs.
- Michelle to check if there is a limit on charitable bank balances.
- Michelle to check the constitution is still up to date.

DAYCARE ANNUAL GENERAL MEETING Cont...



Finance Report

See attached

The committee decided to stay with the HSBC following the introduction of charges. The number of deposits has decreased and therefore the costs are minimal.

Elections

- Gaynor Highcock to continue as Chairperson – nominated by Jay Lusted, seconded by Paula Lawrenson
- Jay Lusted to continue as Vice Chairperson – nominated by Gaynor Highcock, seconded by Michelle
- Michelle Parker to continue as Secretary/Treasurer – nominated by Gaynor Highcock, seconded by Jay Lusted
- Salisbury's to continue as Accountants

Constitution

- No amendments to the constitution

Any Other Business

None

Notes

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Notes Have B

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een Added to all

LLANDRILLO AFTER SCHOOL GROUP
Year End 31st March 2022

Income & Expenditure Account

	<u>2022</u>	<u>2021</u>
<u>Income</u>		
Fees Received	95,751.79	49,635.14
Grant-Clybiau Plant	5,400.00	4,932.00
Council receipts	53,095.42	46,271.10
Refund	- 28.00	395.98
Bank Interest Received	-	13.77
JRS Grant	359.96	15,013.86
	<u>###</u>	<u>###</u>
<u>Expenditure</u>		
Food	5,639.41	2,502.60
Trips & Activities	186.99	-
Purchases incl Equipment	27,952.63	6,086.46
Wages	94,250.35	99,933.43
Pensions	1,157.22	3,863.59
Pension Charges	216.00	288.00
Postage & Stationary	1,471.24	231.40
Insurance	591.53	566.21
Courses	176.49	465.00
Subscriptions	874.88	446.60
Accountancy	1,416.00	768.00
Bank charges	25.46	-
Cleaning	1,688.00	126.98
Repairs and Renewals	2,715.40	4,024.28
Sundry Expenses	353.67	39.99
	<u>###</u>	<u>###</u>
Surplus for the year	<u>15,863.90</u>	<u>- 3,062.69</u>

Balance Sheet

After School Club Account	77660.53	63102.06
Holiday Club Account	33656.80	33656.80
Cash	56.76	56.76
	<u>111374.09</u>	<u>96815.62</u>
Creditors		
Accounts	-840.00	Accounts -840.00
Pensions	-193.96	Pensions -381.98
PAYE	-1429.26	PAYE -2546.67
	<u>-2463.22</u>	<u>-3768.65</u>
	<u>108910.87</u>	<u>93046.97</u>
Accumulated funds b/f	93046.97	79193.35
Opening Adjustment	-	16916.31
Surplus for the year	15863.90	-3062.69
Accumulated Funds	<u>108910.87</u>	<u>93046.97</u>

SALISBURY & COMPANY
ST. ASAPH
January 2023

CHARTERED ACCOUNTANTS

LLANDRILLO AFTER SCHOOL GROUP

Trial Balance
3/31/2022

	Opening	Income	Expenses	Adjustment 1	Adjustment 2	Adjustment 3	Debtors	Creditors	Balance
Fees Received		-95,549.79			-202				-95751.79
Grant-Clybiau Plant		-5,400.00							-5400
Council receipts		-53,095.42							-53095.42
Refund			28.00						28
Bank Interest Received									0.00
JRS Grants		-359.96							-359.96
Food		-8.14	5647.55						5639.41
Trips & Activities			186.99						186.99
Purchases			27952.63						27952.63
Wages	-2546.67		93113.59			1429.26			91996.18
Pensions	-381.98		3599.41			193.96			3411.39
Pension Charges				216.00					216.00
Postage & Stationary			1471.24						1471.24
Insurance			591.53						591.53
Courses			176.49						176.49
Subscriptions			874.88						874.88
Accountancy	-840.00		1632.00	-216.00		840.00			1416.00
Bank charges			25.46						25.46
Cleaning			1688.00						1688.00
Equipment Purchases									0.00
Repairs and Renewals			2715.40						2715.40
Professional Fee									0.00
Misc			353.67						353.67
Animal Expenses			0.00						0.00
									-15863.90
									0.00
After School Club Account	63102.06	154413.31	-140056.84		202.00				77660.53
Holiday Club Account	33656.80								33656.80
Money Manager - 839									0.00
Cash	56.76								56.76
Creditors						-2463.22			-2463.22
									0.00
									0.00
Debtors									
Opening Adjustment									
Reserves	-93046.97								-93046.97
	0	0	2.91038E-11	0	0	0	0	0	0

Llandrillo After School Group
Year End 31/03/2022

Bank Reconcilliation

	DR	CR	
Opening Balance	63,102.06		
Receipts	154,413.31		
Payments		140,056.84	
Diff	202		Posted to income on P&L
Closing Balance		77,660.53	as at 5/4/22
	<u>217,717.37</u>	<u>217,717.37</u>	
			0.00

Date	Total Banked	Cheque	Bacs	Cash	Total Banked	DAYCARE	Council
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Date	chq	Name	Amount	Food	Trips	Purchases	Wages	Repairs & Renewals	Cleaning	Postage, Stationery	PAYE	Insurance	Courses	Subscriptions	Pensions	Accountancy	Bank Charges	Misc	Pet	Refunds
		M Parker	7.70							7.70										
		HMRC PAYE	739.64								739.64									
12/16/2021		Ms S Carnell	13.99	13.99																
12/17/2021		Amazon Co Uk	14.83			14.83														
		Home Bargains	8.38			8.38														
12/20/2021		Asda Groceries	92.93	92.93																
12/21/2021		Leanne Wilkinson	918.20				918.20													
		D Williams	328.06				328.06													
		Paula Lawrenson	1563.40				1,563.40													
		A L Daniels	224.47				224.47													
		Sion Jackson	319.12				319.12													
		Jemma Owens	913.47				913.47													
		Elizabeth Thomson	265.50				265.50													
		Becky McAndrew	706.12				706.12													
		Jayne Jones	13.37				13.37													
		Lorna Morrey	550.80				550.80													
		Elizabeth Thomson	328.88				328.88													
12/22/2021		Jenlu Limited	16.00											16.00						
		Co-op Group Food	7.50	7.50																
12/23/2021		Co-op Group Food	1.50	1.50																
12/24/2022		Go Cardless	16.00															16.00		
12/29/2022		Salisbury & Co	54.00													54.00				
12/30/2021		Co-op Group Food	4.26	4.26																
12/31/2021		Co-op Group Food	1.70	1.70																
1/4/2022		Now Pensions	24.00													24.00				
1/4/2022		Co-op Group Food	7.53	7.53																
1/5/2022		B & Q Eastleigh	137.00			137.00														
1/7/2022		Mrs L S Salisbury	25.97			25.97														
		Ynni Da Eneir Climate	180.00			180.00														
		Asda Stores Llandudno	58.15	58.15																
1/10/2022		Amazon Co Uk	29.99			29.99														
		Home Bargains	6.98			6.98														
1/11/2022		Keith	3.99					3.99												
		Alison Ferns	27.50	27.50																
		Asda	94.17	94.17																
		Charges	7.86														7.86			
1/12/2022		Home Bargains	11.53			11.53														
		Now	187.99													187.99				
1/14/2022		M Parker	4.45							4.45										
		Keith	1.29	1.29																
		Mr J Crossley LYR TV's	3250.00			3,250.00														
1/18/2022		M Parker	48.00			48.00														
		G Highcock	49.27			49.27														
		Asda Groceries	126.96	126.96																
1/19/2022		Argos	212.94			212.94														
1/20/2022		Keith Lewis	15.92					15.92												
		Denise Butterworth	112.68			112.68														
1/21/2022		Elizabeth Thomson	281.30				281.30													
		Leanne Wilkinson	646.47				646.47													
		D Williams	342.08				342.08													
		Paula Lawrenson	1563.40				1,563.40													
		A L Daniels	336.80				336.80													
		Sion Jackson	336.80				336.80													
		Jemma Owens	1,033.49				1,033.49													
		Elizabeth Thomson	229.95				229.95													
		Becky McAndrew	387.59				387.59													
		Lorna Morrey	779.34				779.34													
		Ms S A Carnell	128.38				128.38													
1/24/2022		Go Cardless	16.00															16.00		
		Jenlu Limited	16.00																	
1/25/2022		Essential Christia Assemblies	184.80			184.80														
		Asda Groceries	136.70	136.70																
1/26/2022		Booklife	532.00			532.00														
1/28/2022		Salisbury & Co	54.00													54.00				
		Mr S D Eames-Hughes	83.42			83.42														
		Currys Online	149.00			149.00														
		Argos	249.99			249.99														
2/1/2022		Now Pensions	24.00													24.00				
		Keith Lewis	2.09					2.09												
		Asda Groceries	104.75	104.75																
2/7/2022		Keith Lewis	11.25					11.25												
2/8/2022		Keith Lewis	27.23					27.23												
		Asda Groceries	124.95	124.95																
2/9/2022		GL-Assessment	87.00															87.00		
2/10/2022		Co-op Group Food	22.40	22.40																
		Sparex & Repairs	77.00					77.00												
		Sarah Francis	24.00			24.00														
2/12/2022		Total Bank Charges	9.70														9.70			
2/14/2022		Amazon Co Uk	12.99			12.99														
		Amazon Co Uk	100.33			100.33														
		TK Maxx	12.99			12.99														
		Home Bargains	8.32			8.32														
2/15/2022		Asda Groceries	134.47	134.47																
2/16/2022		Now Pensions	197.72													197.72				
2/17/2022		Elizabeth Thomson	406.65				406.65													
		Karen Hughes	42.68															42.68		
		Co-op group Food	5.20	5.20																
2/21/2022		Leanne Wilkinson	957.57				957.57													
		D Williams	327.86				327.86													
		Paula Lawrenson	1563.40				1,563.40													
		A L Daniels	342.08				342.08													
		Sion Jackson	315.47				315.47													
		Jemma Owens	1,233.75				1,233.75													
		Elizabeth Thomson	356.30				356.30													
		Becky McAndrew	723.94				723.94													
		Lorna Morrey	582.54				582.54													
		Co-op Group Food	15.00	15.00																
2/22/2022		Jenlu Limited	16.00											16.00						

Date	chq	Name	Amount		Food	Trips	Purchases	Wages	Repairs & Renewals	Cleaning	Postage- Stationery	PAYE	Insurance	Courses	Subscriptions	Pensions	Accountancy	Bank Charges	Misc	Pet	Refunds		
2/24/2022		Go Cardless	16.00																16.00			16.00	0.00
		B&M 578 Llandudno	21.80				21.80															21.80	0.00
2/25/2022		Asda Groceries	72.00		72.00																	72.00	0.00
2/28/2022		Salisbury & Co	54.00														54.00					54.00	0.00
		Amazon 'co UK	8.99				8.99															8.99	0.00
		Coast Café	48.30		48.30																	48.30	0.00
3/1/2022		Now Pensions	24.00														24.00					24.00	0.00
		Keith Lewis	101.00						101.00													101.00	0.00
		Asda Groceries	104.05		104.05																	104.05	0.00
3/2/2022		Ms Carnell	40.53		40.53																	40.53	0.00
3/3/2022		B&M 578 Llandudno	67.57				67.57															67.57	0.00
		Home Bargains	29.94				29.94															29.94	0.00
3/4/2022		Nan Roberts - Hessian	67.99				67.99															67.99	0.00
		Sarah Francis	18.00																18.00			18.00	0.00
3/8/2022		Asda Groceries	109.73		109.73																	109.73	0.00
		LadBaby Shop	27.21				27.21															27.21	0.00
3/11/2022		Sion Jackson	9.99																9.99			9.99	0.00
3/15/2022		Total Bank Charges	7.90															7.90				7.90	0.00
		Ms S Carnell	24.54		24.54																	24.54	0.00
		Asda Groceries	138.31		138.31																	138.31	0.00
3/16/2022		Now Pensions	236.03														236.03					236.03	0.00
3/17/2022		Anglessey Bouncy Castles	160.00			160.00																160.00	0.00
		MKM	134.05						134.05													134.05	0.00
		Asda Groceries	27.50		27.50																	27.50	0.00
3/21/2022		Elizabeth Thomson	313.68					313.68														313.68	0.00
		Leanne Wilkinson	475.00					475.00														475.00	0.00
		D Williams	363.61					363.61														363.61	0.00
		Paula Lawrenson	1563.40					1563.40														1563.40	0.00
		A L Daniels	294.14					294.14														294.14	0.00
		Sion Jackson	479.47					479.47														479.47	0.00
		Jemma Owens	1174.12					1174.12														1174.12	0.00
		Elizabeth Thomson	256.56					256.56														256.56	0.00
		Becky McAndrew	405.41					405.41														405.41	0.00
		Lorna Morrey	555.04					555.04														555.04	0.00
		Ms S Carnell	128.18					128.18														128.18	0.00
		Lowergate Underwriters	591.53										591.53									591.53	0.00
3/22/2022		Keith	2.09						2.09													2.09	0.00
		Jenlu Limited	16.00												16.00							16.00	0.00
		Ms S Carnell	24.52		24.52																	24.52	0.00
		Asda Groceries	127.56		127.56																	127.56	0.00
3/24/2022		Vintage Kitchen	7.40		7.40																	7.40	0.00
		Go Cardless	16.00																16.00			16.00	0.00
		Gaynor Books	67.60					67.60														67.60	0.00
		Coop Food	4.00		4.00			67.60														4.00	0.00
		Keith Lewis	45.50						45.50													45.50	0.00
		Home Bargains	8.32				8.32															8.32	0.00
3/28/2022		Salisbury & Co	54.00														54.00					54.00	0.00
		Primark	4.00																4.00			4.00	0.00
3/29/2022		Asda	115.08		115.08																	115.08	0.00
4/1/2022		Now Pensions	24.00														24.00					24.00	0.00
4/5/2022		Keith Lewis	32.96						32.96													32.96	0.00
		Asda Groceries	133.81		133.81																	133.81	0.00
		B&M 578 Llandudno	3.00					3.00														3.00	0.00
		Home Bargains	15.06					15.06														15.06	0.00
																						0.00	0.00
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Date	Total Banked	Cheque	Bacs	Cash	Total Banked	DAYCARE	Council
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Date
2021/22

Wages Control

	<u>DR</u>	<u>CR</u>
Pensions		381.98 b/f
Last Years PAYE		2546.67 b/f
Gross Wages		94,293.08
E'er NI		3,957.27
E'er NI allow	4,000.00	
Net Pay Paid	79,955.85	
PAYE Paid	13,157.74	
SMP	0.00	
Pensions	3,599.41	
Overpayment 2021		
ER's Pensions		1,157.22
Diff		
Pension c/f	193.96	
PAYE	1,429.26	
	<u>102,336.22</u>	<u>102,336.22</u>
		<u>0.00</u>

Difference in wages

Diff on Gross & Net Paid in Bank
Error of £20
Not on Payroll
Paid Twice
Paid Twice

0.00

diff on wages

Cash payments
Llandrillo After school club
Year end 31/3/19

<u>Date</u>	<u>Description</u>	<u>Total</u>
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