

Middle Barton Preschool Minutes

AGM - Monday 28th September 2020

Present:

Lydia H, Kirsty N, Laura H, Katie B-G, Arista M, Kelly P, Caroline K, Lee ann O, Emma F, Karen McP, Rachel V, Liz C, Sally B, Craig M, Racheal G, Vicky W, Lauren R, Michael H, Linda H, Deborah R, Keryl M, Gill C, Wendy D, Gill T (Via Zoom)

Apologies:

Vic C, Amy H, Karen McG, Carol D

1. Chairperson annual report:

Lydia confirmed with staff and trustees they were happy to sign off last year's minutes – agreed.

Lydia went on to say that it had been an unusual year due to the Covid-19 pandemic, and thanked the staff for their commitment to the children and all their help during lockdown, keeping the preschool available to those that needed it.

Because of this unfortunately fundraising has been very difficult and this will be an area that needs to be focused on in the future, working alongside government restrictions.

There has been no change to fees.

Lydia thanked the current committee and gave thanks to the new members that have stepped forward to take over.

2. Annual safeguarding report

This has been complete.

3. Presentation and adoption of the preschool audited accounts.

Please see attached the financial summary for the year that Deborah has completed, if you have any queries please let her know.

It had been predicted in the last budget that the preschool would be in a financial deficit of £3000 in the last year, but the final figure was £1000 deficit, as the

preschool has benefited from the continuing government funding for children and staff.

The numbers for the forthcoming year are low, so it is difficult to forecast for the next year.

However, with the numbers being lower, the staff hours will be reduced, and with business rates not being charged due to current government guidelines this should help financially, with addition to the age of starting preschool changing to 2 year old, should also help with income.

The building works have been carried out, and this has come out the building funding.

Michael H confirmed the building had been treated with the original material, which should last 5-7years, and the 2 end panels of the building needed to be treated annually.

Deborah just reiterated about being mindful of fundraising but realistic with the present covid situation.

4. Adoption of the preschool policies (including updates) 2020-21

All policies are up to date and available on the website. Currently we are unable to allow people into the lobby which is where they are displayed, so please guide people to the website if they would like to look at them.

5. Election of the new committee for 2020/21

Kelly P, Vicky W, Caroline K, Karen McG, Liz C, Sally B, Craig M, Lauren R, Racheal G

Linda H - Proposed

Gill C - Seconded

6. AOB

Lydia H - Wanted to thank Michael H and Carol D for arranging, and supervising the building repairs, the committee appreciated your time and efforts put into this. Everyone is really pleased with the result, the company that was chosen did an excellent job.

Gill C - Wanted to thank the NEW committee for helping get all their paperwork and forms filled in so they are up and running for the start of the new school year - well done everyone and well done Gill.

Deborah R - John Madden has looked over the accounts for preschool, he is happy they all look correct, previously he has been given a gift for helping - discussed maybe a bottle of wine.

Arista M/Lydia H - Arista wanted to make sure the new committee had all the spread sheets that Vic had previously done for events, as a lot of time and effort has gone into them, so they should continue to benefit preschool (Please see

attached notes). Lydia confirmed that the committee need to hand over their roles to the new committee, this can either be written information or a small meeting (Social distancing aware). Arista and Vic had also purchased a card payment machine, that had been useful in many events, especially the Christmas fayre/light turn on. Kirsty has the instructions for this and will pass them on to a member of the new committee.

Michael H - The Barton Bus has raised good funds with the use of gift aid, Michael feels this should be investigated, especially if the government are giving extra support during this time. This can be claimed annually/biannually. Michael is concerned if we leave it too long, that we will miss out on potential money that we could receive back from previous years. Michael also feels that someone should take responsibility for this, as with the committee changing frequently this is something that can often get overlooked but could potentially be a good income without doing extra fundraising.

Kelly P - Mentioned the use of Amazon smile, all people need to do is sign up and then when they log an order the charity would get 0.5% of the order.

Lydia - Suggested as it is difficult to fundraise during the current situation it may be worth looking into a just giving page.

Karen McP - Would like to thank the old committee, especially for sorting the staff pay and finances during the difficult time in lockdown.

**NEXT AGM MEETING -
JUNE 16th 2021**

Middle Barton Pre-School

Budgeted Income and Expenditure for the year 01 April 2020 to 31 March 2021

Income	Budget 2019-2020	Actual 2019-2020	Variance	Full year Budget 2020-21	Notes
Fees	£ 54,912.02	£ 57,193.00	£ 2,280.98	£ 44,135.00	
Fundraising	£ 4,750.00	£ 5,475.00	£ 725.00	£ 980.00	
Donations	£ -	£ 111.00	£ 111.00	£ -	
Bank Interest	£ 840.00	£ 840.00	£ -	£ 840.00	
Contingency Surplus of Income	£ 1,196.00	£ 1,196.00	£ -	£ -	
Building fund				£ 6,325.00	pay for summer 2020 work
LWT	£ 112.00	£ 232.00	£ 120.00	£ -	
Furlough				£ 4,900.00	
TOTAL INCOME	£ 61,810.02	£ 65,047.00	£ 3,236.98	£ 57,180.00	
Expenditure					
Salaries	£ 52,733.86	£ 53,721.00	£ 987.14	£ 42,975.00	
Training	£ 300.00	£ 70.00	£ (230.00)	£ 100.00	
Subscriptions	£ 200.00	£ 510.00	£ 310.00	£ 200.00	
Land Rent	£ 500.00	£ 500.00	£ -	£ 500.00	
Rates	£ 1,108.80	£ 1,109.00	£ 0.20		Will not incur any rates this year
Repairs/ Building Maintenance	£ 1,800.00	£ 1,221.00	£ (579.00)	£ 6,825.00	
Insurance - Building & Contents	£ 2,442.08	£ 4,895.00	£ 2,452.92	£ 2,500.00	
Toys	£ 480.00	£ 112.00	£ (368.00)	£ 100.00	
Materials & Supplies	£ 1,848.70	£ 1,403.00	£ (445.70)	£ 700.00	
Outings & Parties	£ 221.00	£ 226.00	£ 5.00	£ 100.00	
Water	£ 120.00	£ 59.00	£ (61.00)	£ 60.00	
Trade Waste & Septic Tank	£ 384.00	£ 244.00	£ (140.00)	£ 384.00	
Electricity	£ 1,320.00	£ 1,450.00	£ 130.00	£ 1,400.00	
Telephone	£ 648.00	£ 744.00	£ 96.00	£ 660.00	
Building Fund	£ -	£ -	£ -	£ -	
Reserve Fund	£ 840.00	£ 840.00	£ -	£ 840.00	
Total Expenditure	£ 64,946.44	£ 67,104.00	£ 2,157.56	£ 57,344.00	
Surplus of Income over Expenditure	£ (3,136.42)	£ (2,057.00)	£ 1,079.42	£ (164.00)	

MIDDLE BARTON PRE-SCHOOL

INDEPENDENT EXAMINER'S REPORT

Independent examiner's report on the accounts

Report to the trustees for the year ended 31 March 2021 on the accounts set out on pages 2-6

Respective responsibilities of Trustees and Examiner

The Trustees are responsible for the preparation of the accounts, and they consider that an audit is not required for this year (under section 144(2) of the Charities Act 2011 (The 2011 Act)) and that an independent examination is needed. It is my responsibility to

- examine the accounts (under section 145 of the 2011 Act);
- follow the procedures laid down in the General Directions given by the Charity Commissioners (under Section 145(5)(b) of the 2011 Act; and
- state whether particular matters have come to my attention

Basis of independent examiner's statement

My examination was carried out in accordance with the General Directions given by the Charity Commissioners.

An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the Trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the accounts.

Independent examiner's statement

In connection with my examination, no matter has come to my attention

a) which gives me reasonable cause to believe that in any material respect the requirements

* to keep accounting records in accordance with section 130 of The 2011 Act; and

* to prepare accounts which accord with the accounting records and comply with the accounting requirements of The 2011 Act

have not been met; or

b) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed:



Dated: 1/12/21

John Madden
Home Farm, South Street,
Middle Barton, Oxon
OX7 7BU

MIDDLE BARTON PRE-SCHOOL

STATEMENT OF FINANCIAL ACTIVITIES (incorporating Income & Expenditure Account) for the year ending 31 March 2021

		Year ended 31 March 2021 £	Year ended 31 March 2020 £
INCOME			
Donations and similar income	1	48	111
Activities in furtherance of the Charity's objectives	2	61,483	60,440
Fundraising	3	3,582	8,840
Other income			
TOTAL INCOME		65,113	69,391
EXPENDITURE			
Costs of generating funds:			
Fundraising & Publicity	4	610	3,592
Charitable expenditure:			
Management & admin	5	60,974	65,814
Government JRS	5	-4,803	
Depreciation	6	8,866	8,866
TOTAL EXPENDITURE		65,647	78,272
MOVEMENT IN TOTAL FUNDS FOR THE YEAR			
(net Income/Expenditure for the year)		-535	-8,880
TOTAL FUNDS AT 1 APRIL 2020		224,561	233,442
TOTAL FUNDS AT 31 MARCH 2021		224,027	224,561

MIDDLE BARTON PRE-SCHOOL

BALANCE SHEET for the year ending 31 March 2021

		Year ended 31 March 2021	Year ended 31 March 2020
			£
			£
FIXED ASSETS			
Tangible Fixed Assets	7	124,207	133,073
CURRENT ASSETS			
Cash at bank and in hand		100,320	89,036
Debtors and Prepayments	8	0	2,453
Stock in hand	9	0	0
CREDITORS			
amounts falling due within one year:	10	500	0
NET CURRENT ASSETS		99,820	91,489
NET ASSETS		224,027	224,561
CHARITY FUNDS			
General Funds		224,027	224,561

MIDDLE BARTON PRE-SCHOOL

Notes to the Accounts for the year ending 31 March 2021

	Year ended 31 March 2021	Year ended 31 March 2020 £
1 DONATIONS	47.62	111.00
2 INCOME FROM ACTIVITIES IN FURTHERANCE OF THE CHARITY'S OBJECTIVES		
Fees & OCC payments	60,179.98	57,193.14
Outings	0.00	219.30
Little Wild Things	480.00	2,008.00
Interest	823.27	1,019.47
	61,483.25	60,439.91
3 FUND RAISING EVENTS		
100 Club	452.07	547.00
Bags	0.00	10.00
Advent Trail	73.84	
Christmas Bazaar		2,654.93
Christmas Light		128.20
Easter Party	126.37	412.00
Leavers' Ball	0.00	502.00
Feb Fit	135.00	183.22
Jam	104.00	
May Day	0.00	2,479.50
Monsters Ball	0.00	580.50
Potato Night	740.00	
Photos & Videos	0.00	41.85
Santa's Sleigh	1,219.17	895.20
Sponsored Run	0.00	347.90
Sweatshirts	68.00	58.00
Obstacle Course	663.50	
Income from Fund-raising:	3,581.95	8,840.30

MIDDLE BARTON PRE-SCHOOL

	Year ended 31 March 2021	Year ended 31 March 2020
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FUND RAISING & PUBLICITY EXPENDITURE		
100 Club	140.00	250.00
Christmas Bazaar		871.04
Christmas Light		£315.09
Easter Party	0.00	336.25
Leavers' Ball	£0.00	£245.65
May Day		774.98
Monsters Ball		351.16
Santa's Sleigh		447.60
Feb Fit	120.00	0.00
Supper Evenings		
Sweatshirts	296.00	0.00
Other fundraising events	53.96	
5 Fund-raising expenditure:	609.96	3,591.77
PRE-SCHOOL EXPENDITURE		
Wages & N.I.	46,347.72	53,720.72
Government JRS	-4,802.78	0.00
Training	275.00	70.00
Land Rent	500.00	500.00
Equipment, material & goods	1,259.08	1,437.41
Insurance	2,452.65	2,442.08
Repairs & maintenance	7,261.19	1,221.28
Utilities	1,371.23	1,753.01
Toys	432.81	111.62
Outings & parties	0.00	339.00
Little Wild Things	96.00	1,776.00
Telephone	562.44	743.67
Rates	0.00	1,108.80
Professional Fees	416.21	590.34
	56,171.55	65,813.93
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MISCELLANEOUS EXPENSES		
Depreciation	8,865.88	8,865.88
Trading activities	8,865.88	8,865.88

MIDDLE BARTON PRE-SCHOOL

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TANGIBLE FIXED ASSETS

	Land & Buildings	Furniture, fittings & equipment
Cost		
at 1 April 2020:	221,646.92	0.00
Additions	0.00	-
At 31 March 2021:	221,646.92	0.00
Depreciation		
at 1 April 2020:	88,574.24	0.00
Charge for the period	8,865.88	0.00
At 31 March 2021:	97,440.12	0.00
Net Book Value		
at 1 April 2020:	133,072.68	0.00
At 31 March 2021:	124,206.80	0.00

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	Year ended 31 March 2021	Year ended 31 March 2020
DEBTORS & PREPAYMENTS	£	£
Unpaid fees	-	-
Land Rent	0.00	0.00
Insurance	0.00	2,452.65
	<u>0.00</u>	<u>2,452.65</u>

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STOCK	<u>0.00</u>	<u>0.00</u>
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CREDITORS

Amounts falling due within one year

Accruals and deferred income		
Buildings costs	0.00	0.00
Land Rent	500.00	0.00