

Minus Five Preschool AGM
Minutes of Meeting 5th June 2024

Present : Karen Webster – Chairperson
Shiobon Reed – Manager/Trustee
Gill Parry – Staff
Claire Anderson – Staff
Steph Cox – Trustee
Hannah Street – Parent
Shaun Street – Parent
Felix Mashedi - Parent

Apologies : Lisa Firth – Treasurer
Debbie Swindley – Staff
Maria Franklin – Staff
Lindsay Applegate – Parent
Cath Foster - Staff

Matters Arising from Previous Minutes

There were no matters arising.

Chairperson's report

Karen thanked the staff and parents on the committee for all their help with the running of the preschool. She explained that in September we will be looking for new trustees for the committee as we have lost Lindsay and Steph will be leaving us. Steph spoke to the other parents about the type of things she has been involved in since she joined the committee. Gill explained briefly how it works being a committee-run preschool. Karen explained that whilst the committee do get involved in decision-making, the final say regarding matters such as recruitment/staff issues lies with the Chairperson.

Financial report

The accounts for the academic year 2022/23 were agreed by Karen Webster, and seconded by Shiobon Reed. Gill reported that there is currently £49,389.97 in the current account, compared to £36,074.36 the same time last year.

Manager's report (academic year 2022/23)

Shiobon took over as Preschool Manager in September 2022, and Natalie was promoted to Deputy Manager. Claire started working at Minus Five in September 2022. We bought a projector, which has been used regularly and has been a great investment. Maria and Natalie both completed their Level 1 in Makaton during this year. Natalie left in January 2023, and Debbie took over as Deputy Manager. Shiobon completed the Level 3 qualification in Early Years SEN. Cath joined us in

April 2023 to replace Natalie. The Summer fundraiser raised just over £500, which was amazing ... this was due, in a large part, to a golf day for 4 people at Foxhills being donated by a parent, which was auctioned and raised £257.38.

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Election of Officers

Chairperson – Karen Webster was nominated by Gill Parry, and this was seconded by Felix Mashedi.

Treasurer – Lisa Firth was nominated by Karen Webster and this was seconded by Shiobon Reed.

Secretary – Gill Parry was nominated by Shiobon Reed and this was seconded by Claire Anderson.

New trustees – Hannah Street was proposed by Claire Anderson and this was seconded by Karen Webster. Shaun Street was proposed by Shiobon Reed and this was seconded by Gill Parry.

Other officers – Shiobon Reed was nominated by Gill Parry and this was seconded by Karen Webster.

Any Other Business

Fees – It was agreed to raise the consumables charge by the rate of inflation in September 2024. There will be no increase in the hourly rate for fees.

Summer Event – there won't be a Summer event this year, due to the lack of time left to arrange anything, and the fact that the putting green, where we usually hold our event, is unusable now and there is no other area within the park that can be blocked off for our sole use. We will look at having just a picnic for all current and new families one Monday afternoon ... however, for the same reason regarding the putting green, this could be difficult to find an appropriate location.

It was agreed that a committee meeting will be arranged soon after we return in September to discuss a Christmas fundraising event.

There being no other business, the meeting closed at 8.45 pm.

Financial Statements for the Year Ended 31 August 2023

for

Minus 5 Pre-School

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Minus 5 Pre-School

Income and Expenditure Account
for the Year Ended 31 August 2023

	31.8.23		31.8.22	
	£	£	£	£
Turnover				
Fees	75,048		65,086	
Grants received	16,899		12,151	
Food voucher income	<u>1,890</u>		<u>2,445</u>	
		93,837		79,682
Other income				
Fund raising	913		1,249	
Bank interest	<u>2</u>		<u>-</u>	
		915		<u>1,249</u>
		94,752		80,931
Expenditure				
Rent & electricity	2,774		2,774	
Wages & NIC	72,857		68,429	
Pensions	1,040		905	
Telephone	936		897	
Administration costs	544		664	
Provision costs	3,524		3,530	
Insurance	760		738	
Fund raising	499		613	
Staff courses	540		1,261	
Uniform	59		178	
Sundry expenses	325		806	
Food voucher purchases	<u>1,875</u>		<u>2,445</u>	
		85,733		<u>83,240</u>
		9,019		(2,309)
Finance costs				
Bank charges		<u>106</u>		<u>-</u>
		8,913		(2,309)
Depreciation				
Computer equipment		<u>139</u>		<u>-</u>
NET SURPLUS / (DEFICIT)		<u>8,774</u>		<u>(2,309)</u>

Minus 5 Pre-School

Balance Sheet
31 August 2023

	31.8.23 £	31.8.22 £
FIXED ASSETS		
Property, plant and equipment	360	-
CURRENT ASSETS		
Inventories	-	59
Cash at bank and in hand	<u>29,935</u>	<u>16,914</u>
	29,935	16,973
CREDITORS		
Amounts falling due within one year	<u>(5,101)</u>	<u>(553)</u>
NET CURRENT ASSETS	<u>24,834</u>	<u>16,420</u>
TOTAL ASSETS LESS CURRENT LIABILITIES	<u>25,194</u>	<u>16,420</u>
RESERVES		
Accumulated fund	16,420	18,729
Surplus / (Deficit)	<u>8,774</u>	<u>(2,309)</u>
	<u>25,194</u>	<u>16,420</u>

Minus 5 Pre-School

**Report of the Accountants to the Committee of
Minus 5 Pre-School**

We have examined the books, records, balance sheet and income and expenditure account for Minus 5 Pre-School for the year ended 31 August 2023.

In our opinion and to the best of our knowledge and belief, proper accounting records have been kept and the balance sheet and income and expenditure account are:

1. Properly prepared and are in agreement with the accounting records of the playgroup.
2. Consistent with information and explanations we have received.



CSL Partnership Limited
Chartered Certified Accountants
238 Station Road
Addlestone
Surrey
KT15 2PS

Date: 21st March 2024

Financial Statements for the Year Ended 31 August 2023

for

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Minus 5 Pre-School

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