

## MEETING MINUTES

Aim/Purpose AGM 2022

Date 21/03/22 8.30pm to 9pm

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Persons Present Sam Knight, Katie Jones, Helen Wood, Dee Lee, Anita Reeves, Coral Whiten, Pip Cherubini, Lisa Fairs, Emma Todman, Peter Yea

Apologies from Roxi Anning and Sasha Manning

Description of items discussed	Action (initials)
<ol style="list-style-type: none"> <li>1. Helen welcomed everyone and thanked them for coming. She read through her managers report – report is attached and forms part of the minutes.</li> <li>2. Dee covered the finance report – copy is attached and forms part of the minutes</li> <li>3. Mr Yea asked whether the playgroup looks for second hand items when looking for new resources etc. Helen advised that we do but we prefer ended open play items, eg crates and wooden planks to encourage imaginative play, rather than actual toys</li> <li>4. Ways to re-engage with the parents – now that the pandemic is becoming part of everyday life and restrictions have been lifted, we need to look at how we can start to re-engage with parents. Dropping children at the gate in the morning is much better for the children to settle but not so good when a parent would like to talk to staff etc. Helen is looking at booking an outing in the Summer term after a positive response to the parent survey. Replies were split on the transport options of a coach or finding their own way there. A survey would be a good idea to get parents views on how they would like to engage and be involved with playgroup. As well as the option of a general stay and play morning once a term, another option mentioned was maybe to have a stay and play session at the end of the day – for the last hour of the session before pick up.</li> <li>5. It was suggested that maybe at collection time, it was possible for the parents to wait in the playground, rather than in a queue at the gate, this would provide more opportunity for parents to mingle.</li> <li>6. A social event like the ones we used to do at Holmbush Farm might be another option, where parents are free to turn up if they would like to – a picnic in the park in the summer was one suggestion, something that is easy to get to for those parents who do not drive and is also free of charge.</li> <li>7. Minutes from the last AGM were read and signed. Meeting closed at 9pm</li> </ol>	

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# SEPT 20 - AUG 21

	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Cash Flow Total
<b>INCOME</b>													
Free Entitlement (plus Inc)		6,167.87	6,047.72	14,439.60		7,310.40	3,394.27	17,687.37		9,614.07	13,897.91		78,559.21
Invoiced Fees	1,643.40	846.60	1,613.20	389.32	1,382.40	1,843.60	1,405.40	1,474.00	1,794.40	843.60	1,988.40	311.40	15,535.72
Other (inc trf from acc)			4.75			134.19	117.40				429.73	3.51	689.58
Fundraising/donations			5.00	40.00		105.00	45.00	65.00				75.04	335.04
Outing													0.00
Landlord & Rocketeers	1,200.00	360.00	360.00	420.00	280.00			360.00	220.00	380.00	360.00		3,940.00
Grant/Loan													0.00
<b>Income Subtotal</b>	<b>2,843.40</b>	<b>7,374.47</b>	<b>8,030.67</b>	<b>15,288.92</b>	<b>1,662.40</b>	<b>9,393.19</b>	<b>4,962.07</b>	<b>19,586.37</b>	<b>2,014.40</b>	<b>10,837.67</b>	<b>16,676.04</b>	<b>389.95</b>	<b>99,059.55</b>
<b>EXPENDITURE</b>													
Direct Staff	4,105.46	5,277.57	5,306.72	6,038.24	4,763.98	4,746.32	5,191.23	4,354.59	6,644.00	5,021.31	7,092.86	2,966.25	61,508.53
Tax and NI		83.26	112.29	277.41		74.45	63.68	37.40	316.13	79.77	445.54		1,489.93
Pension Contributions	188.97	215.40	229.85	270.88	205.93	207.68	215.59	191.09	280.54	211.78	267.51	118.03	2,603.25
<b>Staffing subtotal</b>	<b>4,294.43</b>	<b>5,576.23</b>	<b>5,648.86</b>	<b>6,586.53</b>	<b>4,969.91</b>	<b>5,028.45</b>	<b>5,470.50</b>	<b>4,583.08</b>	<b>7,240.67</b>	<b>5,312.86</b>	<b>7,805.91</b>	<b>3,084.28</b>	<b>65,601.71</b>
Uniform													0.00
Rent & Rates & Lease													0.00
Insurance (all)	50.40		708.03							819.10			1,577.53
Equipment	27.95	228.54	75.54	27.59		29.99	146.94	13.50	274.22	648.35	735.99	12.95	2,221.56
Materials		126.35	50.82		9.90				250.90	87.30	1.50		526.77
Petty Cash													0.00
Training		30.00	48.20			45.00		15.00	20.90			20.90	180.00
Seasonal (inc outing)		30.00					74.52				7.70		112.22
Postage & Stationary	326.78	35.96	246.65	106.18	213.95	94.51	387.14		270.66	194.93	26.81		1,903.57
Advertising/Website	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	120.00
Maintenance(inc build)			138.00	162.00		728.99	2,370.21	390.00			161.49		3,950.69
Prof Fees &subs	50.00		121.25	8.10		20.90					35.00	50.00	285.25
Meeting Expenses													0.00
Fundrasing Costs													0.00
Kitchen Expenses	51.54	12.80	67.27	29.80	4.87	31.47	59.75		38.80		62.77		359.07
Travel, petrol, & parking													0.00
Telephone	50.68	51.98	58.52	55.52	50.70	51.56	56.43	51.48	47.98	49.45	60.10	55.06	639.46
Electricity+Water					550.68						773.69		1,324.37
Tfr savings a/c				6,000.00					6,000.00				12,000.00
Landlord & Rocketeers													0.00
Grant/Loan													0.00
Misc (inc fee refunds)			164.50		0.10		102.30						266.90
<b>Non Staffing Subtotal</b>	<b>567.35</b>	<b>525.63</b>	<b>1,688.78</b>	<b>6,399.19</b>	<b>840.20</b>	<b>1,012.42</b>	<b>3,207.29</b>	<b>479.98</b>	<b>6,913.46</b>	<b>1,809.13</b>	<b>1,875.05</b>	<b>148.91</b>	<b>25,467.39</b>
<b>Expenditure Subtotal</b>	<b>4,861.78</b>	<b>6,101.86</b>	<b>7,337.64</b>	<b>12,985.72</b>	<b>5,810.11</b>	<b>6,040.87</b>	<b>8,677.79</b>	<b>5,063.06</b>	<b>14,154.13</b>	<b>7,121.99</b>	<b>9,680.96</b>	<b>3,233.19</b>	<b>91,069.10</b>
<b>PROFIT/LOSS</b>													
<b>Total Revenue (cashflow)</b>	<b>(2,018.38)</b>	<b>1,272.61</b>	<b>693.03</b>	<b>2,303.20</b>	<b>(4,147.71)</b>	<b>3,352.32</b>	<b>(3,715.72)</b>	<b>14,523.31</b>	<b>(12,139.73)</b>	<b>3,715.68</b>	<b>6,995.08</b>	<b>(2,843.24)</b>	<b>7,990.45</b>
<b>Opening Balance</b>	<b>35,659.64</b>	<b>33,641.26</b>	<b>34,913.87</b>	<b>35,606.90</b>	<b>37,910.10</b>	<b>33,762.39</b>	<b>37,114.71</b>	<b>33,398.99</b>	<b>47,922.30</b>	<b>35,782.57</b>	<b>39,498.25</b>	<b>46,493.33</b>	
<b>Closing Balance</b>	<b>33,641.26</b>	<b>34,913.87</b>	<b>35,606.90</b>	<b>37,910.10</b>	<b>33,762.39</b>	<b>37,114.71</b>	<b>33,398.99</b>	<b>47,922.30</b>	<b>35,782.57</b>	<b>39,498.25</b>	<b>46,493.33</b>	<b>43,650.09</b>	

# HEATHER PLAYGROUP

## INCOME AND EXPENDITURE ACCOUNT : 1st September 2020 to 31st August 2021

<u>INCOME</u>	<u>2020/21</u> <u>CURRENT YEAR</u>	<u>2019/20</u> <u>PRIOR YEAR</u>	<u>EXPENDITURE</u>	<u>2020/21</u> <u>CURRENT YEAR</u>	<u>2019/20</u> <u>PRIOR YEAR</u>
Fees	94,094.93	85,632.57	Salaries / Wages	65,601.71	62,781.00
Outing	-	-	Uniform	-	-
Grant / Loan	-	-	Rent / Rates	-	104.00
Interest Accrued on savings account	3.58	12.26	Insurance	1,577.53	1,460.75
Donations / fundraising	376.91	454.34	Equipment / Materials	2,760.25	1,050.22
other (including fee deposit / trf from savings)	689.58	33.60	Advertising / Website	120.00	153.00
landlord /rocketeers	3,940.00	-	Seasonal (inc. Outing)	124.27	101.65
			Training	180.00	466.80
			Telephone / Postage / Stationary	2,543.03	2,086.14
			Electricity / water	1,324.37	757.14
			Maintenance	3,950.69	1,098.51
			Prof Fees and Subs	285.25	248.05
			AGM Expenses	-	25.84
			Fundraising Costs	-	1.00
			Milk / Kitchen Supplies	386.03	397.14
			Travel / Motor Expenses	-	18.40
<b>TOTAL</b>	<b>99,105.00</b>	<b>86,132.77</b>	other	266.90	1,461.17
			landlord / rockateers	-	1,450.00
			<b>TOTAL</b>	<b>79,120.03</b>	<b>73,660.81</b>

## BANK ACCOUNT BALANCES : As at 31st August 2021

	<u>2020/21</u> <u>CURRENT YEAR</u>	<u>2019/20</u> <u>PRIOR YEAR</u>	<u>I&amp;E to Bank Reconciliation</u>	<u>CURRENT YEAR</u>	<u>PRIOR YEAR</u>
Current Account	43,650.09	35,659.64	Increase / (Decrease) - Bank	19,984.97	12,471.96
Deposit Account	42,129.66	30,126.08	Surplus / (Deficit) - I&E	19,984.97	12,471.96
Petty Cash	37.10	46.16			
<b>Total</b>	<b>85,816.85</b>	<b>65,831.88</b>			

I have examined the financial records of Heather Playgroup and verify that the statements above accurately represents the financial activity of the Playgroup for the year 1st September 2020 to 31st August 2021

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Claire Green

Oct-21