

Attendees

Mrs. Reeves

Mrs Fairs

Mrs Whitten

Mrs Todman

Mrs Lee

Mrs Cherubini

Katie

Kirsty

Sam

Georgina

Roksana Anning

Reviewing previously agreed actions

The meeting started by reviewing previously agreed actions from the last AGM.

Location for a playdate

Staff are on a lookout for a suitable place to hold a playdate for children and for parents to drop in, meet other parents and talk to staff. Previously the playdates were held in Holmbush farm which is not longer available.

Katie suggested Happy Scamps as a good alternative and Heather Playgroup staff will look into it.

Changes to committee members

Helen checked if everyone present is still happy to stand for another year and everyone agreed.

Sasha Manning resigned from committee and Georgina has joined to take Sasha's place. Georgina was nominated and seconded by Katie and Roxy. Welcome on board Georgina!

Manger's report

Helen read out manager's report. Please see attached for more information.

Finance report

Dee read out finance report. Please see attached for more information.

AOB - Recruitment process

2 suitable candidates have been selected and invited for an interview. Mrs. Whitten, Mrs. Reeves and Roxy will be interviewing candidates. The dates agreed are Tuesday 28th at 1 pm and Friday 3rd at 1 pm.

Kirsty will email interviewees the dates and will confirm their attendance.

Kirsty suggested to create a document outlining how the Playgroup is run and any information that can't be found on the website, but the candidates may appreciate to know before the interview.

Mrs. Whitten, Mrs. Reeves and Roxy are to meet on Friday 24th February to discuss and agree the interview questions that will be asked during the interview.

AOB – Nominated person for OFSTED

Since Helen is leaving and she a nominated person for Ofsted, someone else needs to take on that duty. Sam is the person who will be the next nominated person for Ofsted. Helen will help Sam with the application process.

SEPT 21 - AUG 22

	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Cash Flow Total
INCOME													
Free Entitlement (plus Inc)		9,108.37		14,670.43		8,664.77		17,086.44		8,737.56	13,908.19		72,175.76
Invoiced Fees	2,198.38	903.80	2,281.88	837.00	2,295.60	2,576.60	380.10	2,502.80	405.60	187.20	827.82	38.50	15,435.28
Other (inc trf from acc)	58.00	5.00		300.00		15.00			150.00			150.00	678.00
Fundraising/donations			5.00	170.83		7.58			5.48	45.00			233.89
Outing									202.50	346.50			549.00
Landlord & Rocketeers		475.00	425.00		875.00	500.00	350.00	600.00	275.00		950.00	350.00	4,800.00
Grant/Loan													0.00
Income Subtotal	2,256.38	10,492.17	2,711.88	15,978.26	3,170.60	11,763.95	730.10	20,189.24	1,038.58	9,316.26	15,686.01	538.50	93,871.93
EXPENDITURE													
Direct Staff	3,445.97	5,859.84	5,835.06	6,486.09	5,586.62	4,579.27	6,249.00	6,822.19	6,317.24	5,576.92	6,819.94	3,212.61	66,790.75
Tax and NI		122.13	158.40	276.37	105.72		211.58	501.16	313.68	97.09	327.79		2,113.92
Pension Contributions	146.75	279.16	238.14	281.27	232.44	186.14	268.74	308.98	281.58	255.42	311.12	126.62	2,916.36
Staffing subtotal	3,592.72	6,261.13	6,231.60	7,043.73	5,924.78	4,765.41	6,729.32	7,632.33	6,912.50	5,929.43	7,458.85	3,339.23	71,821.03
Uniform						201.12			147.00	32.58			380.70
Rent & Rates & Lease								175.93		42.07	42.00	54.93	314.93
Insurance (all)			708.03					834.30					1,542.33
Equipment	53.02	13.19	3.50	10.48		29.99	619.20	227.96	82.99	4.00	606.67		1,651.00
Materials			5.99	6.00	7.19	19.39	41.85	2.00	148.80	14.97			246.19
Petty Cash													0.00
Training	30.00		35.90		30.00	140.90			20.90	64.00		20.90	342.60
Seasonal (inc outing)				8.60	13.61			712.08	13.00	5.00	288.00		1,040.29
Postage & Stationery	132.10	173.99	146.88	86.81	315.08	65.38	56.90	115.82	61.90	374.39	67.32		1,596.57
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)			131.00		960.00		102.29		290.84		141.78		1,625.91
Prof Fees &subs		101.25		20.00							35.00	50.00	206.25
Meeting Expenses													0.00
Fundrasing Costs													0.00
Kitchen Expenses		45.38		38.21	28.68		18.43	21.82	24.25	24.54	29.44		230.75
Travel, petrol, & parking													0.00
Telephone	57.92	50.86	65.53	73.44	76.82	71.08	69.16	70.03	77.26	80.92	76.21	81.45	850.68
Electricity+Water					466.26					456.13			922.39
Tfr savings a/c			5,000.00						5,000.00				10,000.00
Landlord & Rocketeers													0.00
Grant/Loan													0.00
Misc (inc fee refunds)	58.16					383.04	78.00			20.80	22.50		562.50
Non Staffing Subtotal	341.20	394.67	6,106.83	253.54	1,907.64	920.90	995.83	2,169.94	5,876.94	1,129.40	1,318.92	217.28	21,633.09
Expenditure Subtotal	3,933.92	6,655.80	12,338.43	7,297.27	7,832.42	5,686.31	7,725.15	9,802.27	12,789.44	7,058.83	8,777.77	3,556.51	93,454.12
PROFIT/LOSS													
Total Revenue (cashflow)	(1,677.54)	3,836.37	(9,626.55)	8,680.99	(4,661.82)	6,077.64	(6,995.05)	10,386.97	(11,750.86)	2,257.43	6,908.24	(3,018.01)	417.81
Opening Balance	43,650.09	41,972.55	45,808.92	36,182.37	44,863.36	40,201.54	46,279.18	39,284.13	49,671.10	37,920.24	40,177.67	47,085.91	
Closing Balance	41,972.55	45,808.92	36,182.37	44,863.36	40,201.54	46,279.18	39,284.13	49,671.10	37,920.24	40,177.67	47,085.91	44,067.90	

HEATHER PLAYGROUP

INCOME AND EXPENDITURE ACCOUNT : 1st September 2021 to 31st August 2022

<u>INCOME</u>	<u>2021/22</u> <u>CURRENT YEAR</u>	<u>2021/21</u> <u>PRIOR YEAR</u>	<u>EXPENDITURE</u>	<u>2021/22</u> <u>CURRENT YEAR</u>	<u>2020/21</u> <u>PRIOR YEAR</u>
Fees	87,611.04	94,094.93	Salaries / Wages	71,821.03	65,601.71
Outing	549.00	-	Uniform	380.70	-
Grant / Loan	-	-	Rent / Rates	314.93	-
Interest Accrued on savings account	6.05	3.58	Insurance	1,542.33	1,577.53
Donations / fundraising	259.04	376.91	Equipment / Materials	1,901.62	2,760.25
other (including fee deposit / trf from savings)	1,075.80	689.58	Advertising / Website	120.00	120.00
landlord /rocketeers	4,800.00	3,940.00	Seasonal (inc. Outing)	1,059.18	124.27
			Training	342.60	180.00
			Telephone / Postage / Stationary	2,448.25	2,543.03
			Electricity / water	922.39	1,324.37
			Maintenance	1,625.91	3,950.69
			Prof Fees and Subs	206.25	285.25
			AGM Expenses	-	-
			Fundraising Costs	1.00	-
			Milk / Kitchen Supplies	250.48	386.03
			Travel / Motor Expenses	0.75	-
			other	562.50	266.90
			landlord / rockateers	-	-
TOTAL	94,300.93	99,105.00	TOTAL	83,499.92	79,120.03

BANK ACCOUNT BALANCES : As at 31st August 2022

	<u>2021/22</u> <u>CURRENT YEAR</u>	<u>2020/21</u> <u>PRIOR YEAR</u>	<u>I&E to Bank Reconciliation</u>	<u>CURRENT YEAR</u>	<u>PRIOR YEAR</u>
Current Account	44,447.90	43,650.09	Increase / (Decrease) - Bank	10,801.01	19,984.97
Deposit Account	52,135.71	42,129.66	Surplus / (Deficit) - I&E	10,801.01	19,984.97
Petty Cash	34.25	37.10			
Total	96,617.86	85,816.85			

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 2021 to 31st August 2022

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Claire Green

Oct-22