

Minutes AGM February 25th 2025

Taken by LR

Apologies: Vikki Mead

Attendees:

Dee Lee, Debbie Simmonds, Lisa Fairs, Sarah Branson, Anita Simmons, Laura Rolley, Katie Jones, Coral Whiten, Delphine Maren, Georgina Horler, Kirsty Mayes, Lucy Richardson.

Updates:

- We have taken on a new member of staff (Martin) who started on Monday
- Denise Cox has decided to leave and will no longer be bank staff
- The building extension is stuck currently while waiting for builders' quotes, numerous companies have not turned up or not sent a quote. New builders coming on Friday (25th) to give a quote.
- Welcome to Sarah Branson and Vikki Mead who have joined the committee
- Debbie had a meeting with Mrs Cheshire who would like to link up the school and the nursery more. A sign is now going to be on the fence behind the field to advertise the playgroup
- We will be doing a trip again this year, possibly to Tilgate park TBC. Will be for all the children.

Finances:

- We are looking to increase the settings fees by 5% to match increase in national insurance
- Fundraising has been boosted this year thanks to being part of Horsham Community Lottery. Cake sale also raised over £200.
- No shop and drop sessions currently due to being at capacity
- Fundraising ideas for 2025 to include: **Sponsored bounce** (17th March), **Easter cake sale** (Thursday 27th March), **Raffle** (Summer fair), **Santas grotto** (Christmas)

Laura Rolley

SEPT 23 - AUG 24

	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Cash Flow Total
INCOME													
Free Entitlement over 3		6,870.74	30.92	10,136.20		4,740.80		11,293.13		7,355.23	12,319.78		52,746.80
Free Entitlement 2 years		402.19		1,239.50		374.98		2,084.04		4,080.96	4,619.62		12,801.29
Invoiced Fees	449.70	910.26	722.10	432.30	1,278.30	1,498.20	514.80	1,265.40		284.30	871.65	1,576.60	9,803.61
Fundraising/donations			152.80	287.00	57.00	7.00	78.50	4.00	5.00	9.00	339.00	5.00	944.30
Outing													0.00
Landlord & Rocketeers	450.00	602.16	510.00	679.38	330.00	649.38	480.00	589.38	360.00	510.00			5,160.30
Other (inc trf from acc)	59.42							365.70		300.00		570.00	1,295.12
Income Subtotal	959.12	8,785.35	1,415.82	12,774.38	1,665.30	7,270.36	1,073.30	15,601.65	365.00	12,539.49	18,150.05	2,151.60	82,751.42
EXPENDITURE													
Direct Staff	4,941.93	5,948.46	6,133.20	7,509.44	5,618.86	5,455.33	6,999.79	6,627.44	6,417.66	6,632.57	5,391.78	5,168.71	72,845.17
Tax and NI			121.76	332.02	114.19	92.89	280.04	143.95	181.75	174.26		264.06	1,704.92
Pension Contributions	199.20	267.46	293.40	316.50	242.30	246.58	327.48	266.28	275.64	279.26	209.35	267.50	3,190.95
Staffing subtotal	5,141.13	6,215.92	6,548.36	8,157.96	5,975.35	5,794.80	7,607.31	7,037.67	6,875.05	7,086.09	5,601.13	5,700.27	77,741.04
Uniform												163.80	163.80
Rent & Rates & Lease	54.00	54.00	54.00	54.00	54.00			52.92	54.00	54.00	54.00	54.00	538.92
Insurance (all)	708.03							900.05					1,608.08
Equipment	4.00		337.12	12.39	620.09	72.89	65.98			742.33	617.37		2,472.17
Materials	11.24	10.47	123.91	2.98	21.74	146.91	45.00			42.72			404.97
Famly												2,145.60	2,145.60
Training inc Noodlenow	24.00	240.00										240.00	504.00
Seasonal (inc outing)			24.99	22.33			26.47	11.46		3.60	17.89		106.74
Postage & Stationery	458.66		447.71		214.55	95.34	133.07	429.20	152.81	48.13	261.15	138.96	2,379.58
Advertising/Website	12.50	12.50	12.00	12.00	60.00	12.00	710.40	31.00	12.00	12.00	12.00	12.00	910.40
Maintenance(inc build)	180.00	96.00	260.00			63.12			417.87		146.64	80.00	1,243.63
Meeting Expenses						25.49							25.49
Prof fees		125.00		130.82	20.00						35.00	50.00	360.82
Fundrasing Costs				1.00			27.90			4.00			32.90
Kitchen Ex inc paper towels	82.09	7.55	129.99	15.92	76.35	94.11	88.84	31.69	79.54	55.91	70.38	10.50	742.87
Travel, petrol, & parking													0.00
Telephone + mobile	87.73	89.23	87.73	107.56	109.07	105.96	93.67	84.09	77.29	81.03	78.65	82.15	1,084.16
Electricity+Water						923.48		406.86				321.45	1,651.79
Tfr savings a/c													0.00
Landlord & Rocketeers									99.10				99.10
Waste Management						30.60	69.30	30.60	16.40	32.80	32.80	40.60	253.10
Misc (inc fee refunds)				6.24	13.29		82.80			8.59	8.59		119.51
Non Staffing Subtotal	1,622.25	634.75	1,477.45	365.24	1,189.09	1,569.90	1,343.43	1,977.87	909.01	1,085.11	1,334.47	3,339.06	16,847.63
Expenditure Subtotal	6,763.38	6,850.67	8,025.81	8,523.20	7,164.44	7,364.70	8,950.74	9,015.54	7,784.06	8,171.20	6,935.60	9,039.33	94,588.67
PROFIT/LOSS													
Total Revenue (cashflow)	(5,804.26)	1,934.68	(6,609.99)	4,251.18	(5,499.14)	(94.34)	(7,877.44)	6,586.11	(7,419.06)	4,368.29	11,214.45	(6,887.73)	(11,837.25)
Opening Balance	33,366.76	27,562.50	29,497.18	22,887.19	27,138.37	21,639.23	21,544.89	13,667.45	20,253.56	12,834.50	17,202.79	28,417.24	
Closing Balance	27,562.50	29,497.18	22,887.19	27,138.37	21,639.23	21,544.89	13,667.45	20,253.56	12,834.50	17,202.79	28,417.24	21,529.51	

HEATHER PLAYGROUP

INCOME AND EXPENDITURE ACCOUNT : 1st September 2023 to 31st August 2024

<u>INCOME</u>	<u>2023/24</u> <u>CURRENT YEAR</u>	<u>2022/23</u> <u>PRIOR YEAR</u>	<u>EXPENDITURE</u>	<u>2023/24</u> <u>CURRENT YEAR</u>	<u>2022/23</u> <u>PRIOR YEAR</u>
Fees	75,351.70	78,077.38	Salaries / Wages	77,741.04	74,482.36
Outing	-	477.00	Uniform	163.80	-
Grant / Loan	-	-	Rent / Rates	538.92	2,233.99
Interest Accrued on savings account	663.62	265.76	Insurance	1,608.08	1,566.93
Donations / fundraising	974.04	751.84	Equipment / Materials	2,877.14	2,072.80
other	995.12	1,128.37	Advertising / Website	910.40	2,172.95
landlord /rocketeers	5,160.30	5,160.00	Seasonal (inc. Outing)	113.12	1,166.43
			Training	504.00	479.80
			family	2,145.60	3,717.60
			Telephone / Postage / Stationary	3,465.24	2,549.66
			Electricity / water	1,651.79	1,551.50
			Maintenance	1,243.63	3,328.03
			Prof Fees and Subs	360.82	210.75
			AGM Expenses	25.49	-
			Fundraising Costs	32.90	-
			Milk / Kitchen Supplies	766.98	343.26
			Travel / Motor Expenses	-	6.95
			other	119.51	400.99
			landlord / rockateers	99.10	-
			waste removal	253.10	-
TOTAL	83,144.78	85,860.35	TOTAL	94,620.66	96,284.00

BANK ACCOUNT BALANCES : As at 31st August 2024

	<u>2023/24</u> <u>CURRENT YEAR</u>	<u>2022/23</u> <u>PRIOR YEAR</u>	<u>I&E to Bank Reconciliation</u>	<u>CURRENT YEAR</u>	<u>PRIOR YEAR</u>
Current Account	21,529.51	33,366.76	Increase / (Decrease) - Bank	- 11,475.88	- 10,423.65
Deposit Account	52,765.09	52,401.47	Surplus / (Deficit) - I&E	- 11,475.88	- 10,423.65
Petty Cash	43.73	45.98			
Total	74,338.33	85,814.21			

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 2023 to 31st August 2024

Claire Green

Oct-24