

MITTON MANOR PRE-SCHOOL & AFTER SCHOOL CLUB

England & Wales · Charity number 900034

Details

Other names MITTON MANOR PLAYGROUP

Status Registered

Legal form Other

Registered 1989-08-21

Register [View on the Charity Commission register](#)

Contact

Address Carrant Road
Mitton
Tewkesbury
Gloucestershire
GL20 8AR

Phone 01684275426

Email mittonmanorpreschool@hotmail.com

Website www.mittonmanorpreschoolandafterschoolclub.btck.co.uk

Activities

Objects: THE AIM OF THE GROUP IS TO EMBODY THE VISION OF PATA THROUGH THE ENHANCEMENT OF THE DEVELOPMENT, CARE AND EDUCATION OF CHILDREN PRIMARILY UNDER STATUTORY SCHOOL AGE AND ALSO OF CHILDREN AND YOUNG PEOPLE OF SCHOOL AGE BY ENCOURAGING PARENTS TO UNDERSTAND AND PROVIDE FOR THE NEEDS OF THEIR CHILDREN THROUGH COMMUNITY (VOLUNTARY MANAGED) GROUPS AND BY: (A) OFFERING APPROPRIATE PLAY FACILITIES AND TRAINING COURSES, TOGETHER WITH THE RIGHT OF PARENTS TO TAKE RESPONSIBILITY FOR AND TO BECOME INVOLVED IN THE ACTIVITIES OF SUCH GROUPS, ENSURING THAT SUCH GROUPS OFFER OPPORTUNITIES FOR ALL CHILDREN AND YOUNG PEOPLE, WHATEVER THEIR RACE, CULTURE, RELIGION, MEANS OR ABILITY (B) ENCOURAGING THE STUDY OF THE NEEDS OF SUCH CHILDREN AND THEIR FAMILIES AND PROMOTING PUBLIC INTEREST IN AND RECOGNITION OF SUCH NEEDS IN THE LOCAL AREA

Activities: We are a community run playgroup for 2.5 to 5 year olds. We provide caring, stimulating environment in which the children learn through play. We aim to provide a safe facility in which children can gain confidence and social skills, creating a solid foundation for entry into primary school

Classification

- **How:** Provides Services
- **What:** Education/training
- **Who:** Children/young People

Geography

- **Area of benefit:** NOT DEFINED IN PRACTICE MITTON
- Gloucestershire

Finances

Period end	Income	Expenditure	Assets	Employees
2025-07-31	£188,167	£185,805	-	-
2024-07-31	£186,182	£182,897	-	-
2023-07-31	£177,984	£181,693	-	-
2022-07-31	£173,638	£184,686	-	-
2021-07-31	£184,885	£189,625	-	-
2020-07-31	£171,357	£162,639	-	-

Trustees

Name	Role	Appointed
Alison Jones		2012-02-02
Gemma Munro		2024-09-25
Helen Harris		2024-09-25
Kimberley Lewis		2019-09-25
LOUISE THOMAS		
Pamela Redfern		2019-09-25

MITTON MANOR PRE-SCHOOL & AFTER SCHOOL CLUB

England & Wales - Charity number 900034

Accounts

Treasurer's Report: 2024-2025

Bank Accounts and Assets

The table below shows the balances of our various accounts at the end of our financial year – 31st July 2025, compared to the closing balance at the end of last year. Our financial year runs from 1st August to 31st July.

Bank and account name	Closing balance 31/7/24 (LAST YEAR)	Closing balance 31/7/25 (THIS YEAR)	
HSBC Current	44,688.12	43,793.93*	58,400.70
HSBC Contingency	44,884.58	46,306.21	
HSBC Maintenance	17,317.54	18,843.61	
HSBC 100 Club	2,828.36	2,904.96	
HSBC New Build	12,745.53	12,977.25	
Petty Cash	50	50	

This gives total cash funds across all our accounts of **£124,875.96**, as of 31.7.25. Last year's cash funds figure was **£122,514.13**, which means this year we made a profit of **£2,361.83***.

We have several different accounts:

Our **HSBC current account** is used for our day-to-day income and expenditure.

The **contingency account** is used for any sick pay or redundancy pay, and we pay £50 a month into it.

The **maintenance account** is used to save in case any significant maintenance work on the building needs to be carried out, and we pay £100 a month into it.

The **100 Club account** contains funds raised by the 100 Club; we don't use it much now as everyone pays into the current account.

The **New Build Account** contains funds that were in the Lloyds ASC account and were moved here after the ASC account was closed. It has been kept there in case we decide at any point to reopen ASC.

We have made a profit of **£2,361.83** and this is the figure that will be reported in our official accounts.

However, we actually made a profit of **£16,968.60**. The reason for the difference is that we didn't receive our final funding payment into the bank account until 1st August – so it can't be included in this financial year's figures as our year end is 31/07. The funding amount was £14,606.77

Glos CC changed to monthly payments this year, so rather than 3 payments a year (one per term), the payments are now split and paid at the end of each month. This year they released payments on the 30th of the month, and as they can take 3 days to clear, we usually don't receive them until the 1st of the following month. This isn't usually an issue most months, but the end of July payment hasn't arrived until 1st Aug and therefore we can't include it in our 24-25 figures. Glos CC are changing this coming year to releasing the payments on the 28th of the month, so hopefully it won't be an issue going forward, although it will affect the 25-26 figures.

Income and Expenditure

This section refers to the spreadsheet that we use to prepare the accounts before they are sent to PATA. The spreadsheet shows figures for last year and this year side-by-side. The top section is for receipts (money received) and the bottom section is for payments (money spent).

When talking about the figures, I'm going to talk about what they should have been if that payment had gone into the account a day earlier, as the funding payment belongs to the 24-25 year.

Receipts (income)

1. Nursery Education Funding – overall up £37,394.60

The government introduced funding for working parents of 2-year-olds in April 2024. Previously, 2-year-old funding was only for disadvantaged children.

For the whole of this past academic year we are reviewing, 2-year-old funding was 15 hours for working parents (this has increased to 30 hours this month).

I have split the funding into the 3- & 4-year-olds – which includes the universal 15 hours that all children get, and the additional 15 hours that working parents get, and the new 2-year-old funding. The 2yo funding has made a big difference to our funding income, as it is paid at a higher rate than the 3&4 yo funding (£7.47/hr compared to £5.33). We also had a much larger Majors group this year compared to the previous year (27 children this year compared to 19 children in 23-24) so the 3-year-old funding amount has also jumped significantly.

2. **LA one-off payment £905.58** – we received this as part of the expansion revenue grant, which was money given to local authorities by the government to support settings with the costs of the expansion of the working parent funding.

3. **DAF funding £910** – disability access funding – settings receive this if they have a child attending whose parents receive DLA – disability living allowance. We used the money to revamp the star room and make it into a sensory room – removal of display boards and painting/filling in of the mural, new toys and equipment.

4. Children's fees – down by £17,071.44

With the new 2-year-old funding coming in, we received less income from parents paying for their children's sessions, as these were covered by funding.

Taken together overall funding and fees income is up by £20,323.16.

Mainly due to the expansion of 2-year-old funding which is paid at a higher rate, and this was available for the whole academic year. Parents may be opting to start their children at a younger age now that the funding has come in, and we now take children from their 2nd birthday rather than the term after they turn 2. We also had a much larger Majors group than the previous year.

5. Deprivation grant – down by £92.65

This is paid to us by the Local Authority based upon the postcodes of our children – we get more money if children live in what is judged to be a more deprived area.

6. Fundraising income – down by £542.34

Although this income is down on last year, we also spent less on fundraising, so overall profit from fundraising is **£4846.84**, which is higher than the previous 2 years.

We had some successful fundraising events this year including two Bingo nights (November and March). At the November one the committee also sold Christmas crafts.

We also had two raffles – Christmas and Easter. We took part in the Big Weekend parade again this year and the committee ran a bottle tombola stall. Our Christmas and Leavers concerts were on a smaller scale and not really fundraising events – more just an occasion for the children to perform.

7. Donations – down by £2681.07

Last year we had lots of donations after Angie passed away, so that was a one-off, but we have also received a number of donations this year: £500 from Foundation Lodge, which a former committee member has links to and they chose us as their charity; £500 from Lloyds Bank, where a former parent volunteered at Bingo night and Lloyds then matched money raised up to £500; £250 from the Tewkesbury Rotary Club when it closed down; £55 from Bosch, which came via a parent who works for them nominating us; and £65 from Gemma Cox who knew Angie and wanted to donate to pre-school.

8. Interest – down by £202.96

Due to decreases in the bank interest rates through the year.

9. Other receipts – £80.61 – overpayment refund from EDF energy when we switched suppliers

10. Income from sale of equipment = £0

Overall, income was up by £16591.48

Mainly due to the new 2-year-old funding which is paid at a higher rate, and the bigger group of 3-year-olds.

Payments (outgoings)

- 1. Employment costs** – down by £343.68 – so very similar overall amount to last year. We employed a new person in October 2024, to work with some of our children with SEN. This didn't work out and she didn't pass her probation period, so left employment in February. We then employed Darcey from May, and in between we were able to manage with a few different bank staff (all of which were known to us/Hayley and came recommended). Rosanne had told us she would be returning to work in May, but she put it back to June and then handed in her notice – but in the meantime we had increased some children's sessions thinking Rosanne would be back - so we were quite stretched towards the end of the year. We recruited over the summer and have a new staff member starting in October this year.
- 2. Training Costs** – up by £711.52 – we invested in a lot of staff training this year, including sending 2 staff on an In the Moment Planning course, which is the new way we are monitoring and extending the children's learning and development; 2 staff needed first aid training, Hayley attended the SEND network meeting; other staff went on courses on dysregulated children, understanding and supporting autism, understanding weapon play, and supporting emotionally vulnerable children.
- 3. Premises costs** – up by 2321.01 – premises costs cover utilities, cleaning, and building and maintenance. The increase is mainly due to an increase in building and maintenance costs: skip hire to clear old toys and things in the garage; summer maintenance jobs; removal of the tree out the front; fixing damage to the garage roof; fixing a broken toilet. The building is now 15 years old and more maintenance is starting to be needed.

4. **Subscriptions** up by £36.90
5. **Insurance** – up by £36.16
Yearly increase.
6. **Administration** – down by £1402.59
Now that we use Tapestry to share photos and observations with parents, there is less printing and so less paper and ink use (we used to print out photos every week to put in a folder). There is less paperwork generally with In the Moment Planning.
7. **Refreshments** – up by £141.11 – we trialled offering breakfast this year, and we have also tried to offer more variety of food at snack time, so rather than just offer fruit, we would also offer a carbohydrate as well, such as rice cakes, crackers with butter, and a bigger variety of fruit.
8. **Consumables** – up by £585.13 – this includes a half term of rugby tuition and a half term of drama tuition for the Majors children, some of whom received pupil premium (extra funding due to disadvantage). We need to use the PP funding to pay for extras to support the children who receive it – it can be extra resources or equipment, but we chose to use it to pay for the rugby and drama sessions. Any/all children can take part in the activities provided, not just the children who get PP.
9. **Fundraising costs** – down by £689.57 – due to scaled back events and also events such as bingo and raffles, which don't have huge outgoings if the committee are able to get donations of prizes.
10. **Other expenditure** – up by £294.76 – all staff had their DBS checks redone in September 2024 and staff were asked to join the Update Service, which allows us to check there have been no changes since the DBS was done. These cost over £50 per person.
11. **Purchases of equipment** – up by £1217.12 – we bought an iPad to be able to use Tapestry to take photos and write observations of the children in the moment; we bought toys and equipment to turn the star room into a sensory room; we bought a trampoline, plus a few smaller items.

Overall, expenditure was up by £2907.87 – mainly due to spending on maintenance of the building and new equipment, plus increased training costs and consumables – external tuition.

This year we have made a profit of £16,968.60 (but in our reported accounts it will be £2361.83)

The real profit is obviously very large and we are aware that as a charity, we aren't meant to make large profits, and all surplus funds should be reinvested into the charity to provide resources and experiences for the children. A similar thing happened when the 30 hours funding was introduced in 2017; the following year we also made a large profit, and in the years that followed it quickly corrected itself down much closer to the break-even point. So I think this large profit is the effect of a significant change in how the funding is paid and will correct itself going forward. Having said that, the 2yo funding has been increased to 30 hours from this September, so it's possible this coming year will also see us making a large profit. Our accounts for next year will also contain the £14,000 that should be in this year's, so we could make a very large "double" profit in our official accounts.

Charity name:

Milton Manor Pre-School and After School Club

Charity number:

900034

Receipts and payments accounts for the period

Period start c 01/08/2024

Period end date..... 31/07/2025

RECEIPTS AND PAYMENTS

RECEIPTS	Previous year		Current year	
	£	p	£	p
Nursery Education Funding (3&4 year old)	111,534.79		124,647.65	
Nursery Education Funding (2 year old)	15,743.70		24,480.67	
NEF one off payments	1,928.89		905.58	
First aid reimbursement (LA)	180.00			
DAF funding			1,848.00	
Children's fees	41,846.49		24,775.05	
Grants (speci Deprivation	1,677.75		1,585.14	
Fundraising	7,585.59		7,043.25	
Donations	4,051.07		1,370	
Interest	1,633.98		1,431.02	
Other receipts			80.61	
Sub total	186,182.26		188,166.97	
Income from the sale of equipment				
TOTAL RECEIPTS (A)	£186,182.26		£188,166.97	
PAYMENTS	Previous year		Current year	
	£	p	£	p
Employment costs (gross pay + employer's NIC)	167,847.11		167,503.43	
Training costs	350.70		1,062.22	
Premises (rent, heat etc)	6,829.84		9,150.85	
Subscriptions	701.97		738.87	
Insurance	816.29		852.45	
Administration	1,845.98		443.39	
Refreshments	340.47		481.58	
Consumables (paint, paper etc)	925.49		1,510.62	
Fundraising costs	2,885.98		2,196.41	
Other	294.94		589.70	
Sub total	182,838.77		184,529.52	
Purchases of of equipment and other assets	58.50		1,275.62	
TOTAL PAYMENTS (B)	£182,897.27		£185,805.14	
NET OF RECEIPTS AND PAY (A-B=C)	£3,284.99		£2,361.83	
Cash funds* incl. deposit a/c 1 (D)	119,229.14		122,514.13	
Cash funds* incl. deposit a/c 1 (C+D)	£122,514.13		£124,875.96	

STATEMENT OF ASSETS AND LIABILITIES

*Note: cash funds include reserve/contingency/deposit accounts.

		Current value	
		£	p
Cash funds (agree with the balance of the receipts and payments a/c)	(E)	124,875.96	
Debtors (money owed to the charity on the period end date)	(F)	-	
Value of buildings and equipment (current or depreciated value)	(G)	-	
Liabilities (loans and any other money owed on the period end date)	(H)	-	
Net assets	(E-F+G-H)	£124,875.96	

Signed on behalf of the trustees (committee):

Signed  Name Kim Lewis Role Chairperson



Section A Independent Examiner's Report

Report to the trustees/ members of

Charity Name Mitton Manor Pre-School and After School Club

On accounts for the year ended

31/07/2025 Charity no (if any)

Set out on pages

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/07/2025.

Responsibilities and basis of report

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

The charity's gross income did not exceed £250,000 and I am qualified to undertake the examination

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination (other than that disclosed below *) which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
the accounts did not accord with the accounting records; or
the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

* Please delete the words in the brackets if they do not apply.

Signed: J.M. James

Date: 28/05/2026

Name: Joanne James

Relevant professional qualification(s) or body (if any):

n/a

Address:

Holberton and Co Ltd, Nortonbury House, 37 High Street, Tewkesbury,
Glos, GL20 5BB

Tel No: 01684 296875

Section B

Disclosure

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.

The July 2025 funding was not received until August 2025 and hence falls in the 2025-26 Academic year. The accounts are drawn up on the Receipts and Payments basis.

MITTON MANOR PRE-SCHOOL & AFTER SCHOOL CLUB

England & Wales - Charity number 900034

Accounts



MITTON MANOR PRE-SCHOOL & AFTER SCHOOL CLUB

CHARITY REGISTRATION NUMBER 900034

**MINUTES OF MITTON MANOR PRE-SCHOOL & AFTER SCHOOL CLUB
ANNUAL GENERAL MEETING**

Wednesday 25th September 2024

Present:		
Hayley Lanciano	Kim Lewis	Ali Jones
Jess Middlecote	Mel Hill	Georgina Packer
Beth Wilson	Helen Gore	Rachael Daly
Helen Harris	Gemma Munro	Kate Spade
Sarah Wales	Bec Allcoat	
Apologies:		
Mary Butcher	Kirsty Roberts	Pam Redfern
	Louise Thomas	
Points of Agreement / Action		Action
<p>1. Introduction – KL welcomed everyone</p> <p>2. Minutes of last year’s meeting were agreed.</p> <p align="center">Proposed – Sarah Wales; Seconded – Rachael Daly</p> <p>3. There were no matters arising.</p> <p>4. Chair’s Report – KL</p> <p>Welcome</p> <p>At our AGM you will hear from me as Chairperson, a finance report and a Play Leaders report.</p> <p>It will take a different approach to previous AGMs as Hayley has only been with us since July, but between us you will have a good feel for the last 12 months.</p>		

I'd like to start by acknowledging the death of Angela Walker who had been the Preschool Manager for 35 years. She had been sick for a long time and continued to work until her last days. She loved this preschool and everyone in it and believed as did I, that her passion for the setting was what gave her the strength to keep fighting over the years.

The last 12 months were particularly hard on her and the whole team here and I'd like to say a huge thank you to all our staff members that continued to work through what were challenging and upsetting times. The childrens safety and wellbeing is always at the centre of what happens here and even when Ange wasn't here, the staff ensured that we were always doing our best for them.

I would particularly like to thank Ali and Mel, for the additional work you both took on, without complaint. It may not have been visible to everyone the incredible amount of additional time and effort you have both given the preschool the last 12 months. You went above and beyond, I was so incredibly grateful to you both, so thank you.

As you're aware, because I go on about it all the time, this is a charity preschool which means we can fundraise for additional items that our funding may not cover.

The fundraising committee work hard throughout the year to ensure we bring the community events and activities to suit all budgets that they can get involved in to support our setting.

In the last 12 months, we have raised £7685.59

This has been through raffles, bingo, sports days, Christmas play, leavers concert, dvd sales, sponsorship, Christmas shopping and I'm probably forgetting some things...!

Each event takes time which is volunteered which I am always so grateful for. This year has been the biggest group of fundraising committee members we've had and its been great. Having a bigger group has taken pressure off individuals and has allowed more flexibility – the more the merrier!

We hosted a Bingo night in March, which saw the most amount of people attend, the most amount of raffle tickets sold and the most amount of alcohol drunk. It was the second time in my 7 years on the committee that we've had to nip out and buy more prosecco! These events are great for current and previous parents and family members to come together and have a good time, for a low cost all whilst raising money for a good cause.

We have had several members of the fundraising committee step down as their children have now started school so definitely have space for some more people to join us if you'd be interested. You will be very welcome.

We changed the way we did some of our events this year. Our sports day was on a Friday afternoon, and our leavers play was in the school hall, not Watson and was a smaller performance, although still an incredible show. We were still able to raise money, whilst applying less pressure to the staff and creating less costs.

As time goes by, we need to adapt to current situations and trends to ensure we give parents and their families memorable events, but to also find ways to make money to support the preschool. The fundraising team are always open to new ideas on how to do this, so even if you're unable to give time in the future, feel free to send through your ideas or contacts.

Recruitment

On the business side, we have a smaller committee that along with the Manager and Business Manager ensure that the business is running smoothly.

Treasurer & Secretary

Rachel Daly our Treasurer and Kirsty Roberts, Secretary have stepped down this year.

Those two roles are in name only as we employ Ali to do the day-to-day work. There may be times when she will ask you to check over things.

We are looking for two people to join us as Treasurer and Secretary, in name only. Would anyone like to do this?

Chairperson

It is with a sad heart that I have decided to step down as Chairperson. I have been in the role for 5 years and have loved it. I have gained new skills and friendships within the preschool and the wider community. Since joining the committee I have been through the process of job hunting and each interview I've done have always asked me about my role as chair. Companies are always really interested when people volunteer time and use their skillset for unpaid work.

However, it is the right time now for me to personally step down.

When I took on the role, we had the news of Angie's cancer which was quickly followed by covid. The role then changed which saw me doing what would usually have been shared out over several individual roles. It couldn't be helped.

In order to welcome a new Chairperson into the Preschool and to create a manageable role, I have recreated some additional roles that would support the chair and the fundraising team.

It might be, that as the new chair, they would like to do one of these roles as well.

I have printed some fundraising role descriptions out which you will find in the room, take a look at them, share them with a friend if you think they might be interested or feel free to speak to me about them. It would be great if people could sign up to these roles in the next week, so we can start our new fundraising plan for 2024-25.

I have also printed out the description and responsibilities of chairperson. Please take a look.

It is a requirement of a charity to have a chairperson in place.

You do not need to be a current parent of the preschool, your own parents, friends or family members may be interested in joining us. The core motivation is the preschool and wanting the best for the children that attend and the staff that work here.

If you think you may be interested in doing the role, you can speak to Hayley about how it will look with her as manager to gain an understanding of the time and responsibilities expected.

5. Manager's Report – Hayley Lanciano

I wanted to start by saying I've settled into manager role and been here since June. As you are all aware there have been many staffing changes over the last year since the last AGM

Mel was already room lead and Belle joined us in September 2023. In December Belle was given a promotion to Deputy Manager.

It was a very difficult time for all the team as Angie was getting more poorly and unable to come in and be as hands on as we know she would have loved to have been. This wasn't going to stop her as I've heard she carried on doing so much admin behind the scenes. Angie grew her angel wings in February and the staff who were struggling with the loss carried on for the children as Ang would have wanted, always putting the children, setting and families first.

Plans are underway to use some of the lovely painted stones and incorporate this into a sensory walkway in memory of Angie.

I came into role in June 24. I have been in childcare for 22years in

various roles including a previous manager role, and lots of SENCO experience.

We have started to implement a more planning in the moment style approach and have changed the way we do our tracking of children. This is in keeping with Ofsted recommendations that we don't use a tick style approach to knowing where children are. Our emphasis is on quality interactions with children, of which there are thousands daily.

We have modernized our communication with parents and really pleased to have been using Tapestry for the last few weeks. Most of parents have all signed up and are now getting regular updates on what their children have been doing at Pre-School – a much more individual and tailored approach.

Our environment has changed a little as we are decluttering and having a big sort out of toys that are individual use. We are being more creative in our approach. We have purchased a small sofa and some little chairs to enhance our reading area.

Our SEN cohort is a busy one this year with 5 children already on the graduated approach so we can support their individual needs. Some of our children have extra funding of £910 each for us to enhance the environment. We will be using this money to enhance our little star room and create a sensory room. We are having Brandon in who did our lovely mural in 2018 back to finish where their were previous boards. We are excited to be purchasing bubble tubes, sensory lights and toys and a dark den. This will provide a space for children in small groups to have calming time.

I am very much looking forward to the next year full of fun.

6. Treasurer's Report - Ali Jones

Attached separately below

Accounts were agreed – Proposed by Gemma Munro; Seconded by Bec Allcoat

7. ANY OTHER ITEMS FOR DISCUSSION

Various fundraising ideas were suggested and discussed:

- The Christmas shopping evening wasn't as well-attended this year and is a lot of hard work for the committee, so it was felt an extra bingo night would be more profitable. Some of the Christmas shop items (hot chocolate cones etc) could be sold either at a Christmas bingo or at the concert
- Sports Day was discussed and some parents expressed that although they enjoyed the Friday PM event, they would have preferred a Sunday afternoon as it feels more of a community event. They also thought not having a BBQ would have significantly impacted profits made, and

perhaps we should have prioritised having a BBQ rather than some of the other stalls

- The committee understood our decision not to take part in the Big Weekend this year, but felt it was important that we start taking part again next year onwards, both from a fundraising point of view (the bottle tombola) and also to raise the profile of the pre-school within the town.
- People asked us to change the raffle books to £1 a ticket/5 tickets per book, to make writing them out quicker
- A pub quiz as an alternative to bingo was suggested – perhaps these could alternate each term.

8. A.O.B.

Business Committee Members who are stepping down:

Kim Lewis
Kirsty Roberts
Rachael Daly

Fundraising Committee members who are stepping down:

Kathy McVicker Louise Bowers
Chris Williams Sarah Earnshaw

We would like to thank last year's committee for all their hard work for pre-school, and also those who have agreed to remain on the committee for the coming academic year. We would especially like to thank Kim, Kirsty and Rachael who have remained on the committee and offered their support, long after their children have left the group.

Joining the business committee:

- Helen Harris – secretary
- Gemma Munro – treasurer

We will continue to try and recruit a new chairperson.

**DATE OF NEXT ANNUAL GENERAL MEETING -
Wednesday 24th September 2025 in the PRE-SCHOOL
BUILDING**

Signed

Dated

Charity name:

Mitton Manor Pre-School and After School Club

**Charity
number:**

900034

Receipts and payments accounts for the period

Period start

date.....

01/08/2023

Period end

date.....

31/07/2024

RECEIPTS AND PAYMENTS

RECEIPTS	Previous year		Current year	
	£	p	£	p
Nursery Education Funding (3&4 year old)	114,078.28		111,534.79	
Nursery Education Funding (2 year old)			15,743.70	
NEF one off payments			1,928.89	
First aid reimbursement (LA)			180.00	
Children's fees	47,165.39		41846.49	
Grants (specify)				
..... Deprivation	3,504.42		1,677.75	
Grant Tesco Groundwork	500.00			
Grant.....TBC	1,000.00			
Grant...One Stop	608.96			
Fundraising	9,154.24		7585.59	
Donations	955.86		4051.07	
Interest	869.50		1633.98	
Other receipts	147.29			
Sub total	177,983.94		186,182.26	
Income from the sale of equipment				
TOTAL RECEIPTS	(A)	£177,983.94	£186,182.2	6

PAYMENTS	Previous year		Current year	
	£	p	£	p
Employment costs (gross pay + employer's NIC)	161,123.66		167,847.11	
Training costs	581.50		350.7	
Premises (rent, heat etc)	7,348.67		6,829.84	
Subscriptions	715.53		701.97	
Insurance	790.40		816.29	
Administration	2,338.64		1,845.98	
Refreshments	430.16		340.47	
Consumables (paint, paper etc)	964.13		925.49	
Fundraising costs	4,743.35		2,885.98	
Other	250.53		294.94	
Sub total	179,286.57		182,838.77	
Purchases of of equipment and other assets	2,406.62		58.50	
TOTAL PAYMENTS	(B)	£181,693.19	£182,897.2	7

NET OF RECEIPTS AND PAYMENTS	(A-B=C)	-£3,709.25	£3,284.99
Cash funds* incl. deposit a/c last year end	(D)	122,938.39	119,229.14
Cash funds* incl. deposit a/c this year end	(C+D)	£119,229.14	£122,514.1
			3

STATEMENT OF ASSETS AND LIABILITIES

*Note: cash funds include reserve/contingency/deposit accounts.

Current

		value	
		£	p
Cash funds (agree with the balance of the receipts and payments a/c)	(E)	122,514.13	
Debtors (money owed to the charity on the period end date)	(F)	-	
Value of buildings and equipment (current or depreciated value)	(G)	-	
Liabilities (loans and any other money owed on the period end date)	(H)	-	
Net assets	(E-F+G-H)	£122,514.1	3

Signed on behalf of the trustees (committee):
Signed.....Name.....
.....Role.....

Treasurer's Report: 2023-2024

Bank Accounts and Assets

The table below shows the balances of our various accounts at the end of our financial year - 31st July 2024, compared to the closing balance at the end of last year. Our financial year runs from 1st August to 31st July.

Bank and account name	Closing balance 31/7/23 (LAST YEAR)	Closing balance 31/7/24 (THIS YEAR)
HSBC Current	24,897.11	24,688.12
HSBC Contingency	63,268.71	64,884.58
HSBC Maintenance	15,797.06	17,317.54
HSBC 100 Club	2,714.43	2828.36
HSBC New Build	12,501.83	12,745.53
Petty Cash	50	50

This gives total cash funds across all our accounts of **£122,514.13**, as of 31.7.24. Last year's cash funds figure was **£119,229.14**, which means this year we made a profit of **£3,284.99**.

We have several different accounts:

Our **HSBC current account** is used for our day-to-day income and expenditure.

The **contingency account** is used for any sick pay or redundancy pay, and we pay £50 a month into it.

The **maintenance account** is used to save in case any significant maintenance work on the building needs to be carried out, and we pay £100 a month into it.

The **100 Club account** contains funds raised by the 100 Club; we don't use it much now as everyone pays into the current account.

The **New Build Account** contains funds that were in the Lloyds ASC account and were moved here after the ASC account was closed. It has been kept there in case we decide at any point to reopen ASC.

We have made a profit of **£3,284.99**.

Income and Expenditure

This section refers to the spreadsheet that we use to prepare the accounts before they are sent to PATA.

The spreadsheet shows figures for last year and this year side-by-side. The top section is for receipts (money received) and the bottom section is for payments (money spent).

Receipts (income)

1. Nursery Education Funding - overall up by £13,200.21

There was a big change in funding this year, as the government introduced funding for working parents of 2-year-olds, which came into effect in the summer term (April 2024). Previously, 2-year-old funding was only for disadvantaged children. At the moment the new 2-year-old funding is for 15 hours, but this will increase to 30 hours in September 2025.

I have split the funding into the 3- & 4-year-olds - which includes the universal 15 hours that all children get, and the additional 15 hours that working parents get, and the new 2-year-old funding. You can see that the new 2yo funding has made a big difference to our funding income, as it is paid at a much higher rate than the 3&4 yo funding (£7.14/hr compared to £5.09). We also started some very young children this year who had just turned 2 (our minor-minors) and these children received funding. We had a relatively small Majors group this year, which allowed us to take more younger children.

2. Children's fees - down by £5,318.90

With the new 2-year-old funding coming in, we received less income from parents paying for their children's sessions, as these were covered by funding.

3. LA one-off payment - we received this due to an underspend by the LA, which was distributed to settings based on their numbers of children.

4. LA first aid reimbursement - the local authority will pay £60 per person towards the cost of paediatric first aid training. The training was completed in our previous financial year but claimed back during this one.

Taken together overall funding and fees income is up by £9,810.20.
Mainly due to the new 2-year-old funding being paid at a higher rate.

5. Deprivation grant - down by £1568.65

This is paid to us by the Local Authority based upon the postcodes of our children - we get more money if children live in what is judged to be a more deprived area. So this figure varies each year. We receive 3 payments a year

but sometimes we receive 4 in our financial year and other times we receive only 2.

6. **No grants this year, we didn't apply for any.** This is a committee role where someone finds and apply for grant funding on our behalf - things like the Tesco blue token scheme. It's something that, with everything else going on last year, slightly fell off the radar, so we could really do with someone to take on that role. It isn't particularly time consuming - it's just a case of finding the grant funding provider and then completing an application form. They will usually want a project or item to fund, but we can help with that by coming up with ideas and costings for things we need or would like to buy.

7. **Fundraising income - down by £1568.65**

We scaled back our events this year, especially after Angie's death, to make it more manageable for staff when we didn't have a manager in place. We didn't take part in the Big Weekend or have a bottle tombola stall there like we usually do. We did Sports Day on a Friday afternoon rather than all afternoon on a Sunday, had fewer stalls, and didn't have a BBQ. We also did the leavers concert in the school hall rather than the Watson Hall, although the concert isn't a big fundraiser anyway. We did have some really successful events, notably the spring bingo which Kim ran, and which was our most successful ever, making £1200.

8. **Donations - up by £3095.21**

Very large increase this year, as Angie's family asked for donations to pre-school following her death. The money donated for Angie came to around £3700, and we also received donations from Cotteswold Dairy for the hire of the Watson Hall for the Christmas concert, as well as some smaller donations from parents.

9. **Interest - up by £764.48**

Due to increases in the bank interest rates through the year.

10. Other receipts - £0

11. Income from sale of equipment = £0

Overall, income was up by £8,198.32

Mainly due to the new 2-year-old funding which is paid at a higher rate, and also the donations for Angie.

Payments (outgoings)

1. **Employment costs** - up by £6723.45 - we were continuing to pay Angie full pay until she passed away at the end of February. This was agreed between Kim and I as we felt it was the right thing to do given all Angie's years of service. She still continued to work at home in the autumn term, planning topics and resources for the whole academic year. She also planned out the

Christmas Concert and came in to rehearse it when very unwell - so she was contributing as much as she could. After Christmas she was unable to work as she was admitted to hospital. After Angie's death we had a period of 3 months with no Manager, until Hayley started with us in early June. During this time, staffing was quite tight, although we always ensured we maintained the correct ratios. This meant that we required staff cover on several occasions during this time, due to things like staff illness, which added to our employment costs.

2. **Training Costs** - down by £230.80 - less mandatory training needed than previous year.
3. **Premises costs** - down by £518.83 - main reason was a drop in building and maintenance costs compared to the previous year - there had been spending on a new door and steps, alarms.
4. **Subscriptions** down by £13.56
5. **Insurance** - up by £25.89
Yearly increase.
6. **Administration** - down by £492.66
The previous year we spent a lot due to buying Microsoft Office for new laptops, big increase in costs of printer inks (and high usage of these due to new phonics scheme requiring a lot of one-off printing). Also an increase in the cost of paper. We haven't had the need to print so much this year as the phonics resources can be reused each year.
7. **Refreshments** - down by £89.69
8. **Consumables** - down by £38.64
9. **Fundraising costs** - down by £1857.37 - fewer and smaller events this year compared to last year. We also went on a trip last year for which there was a large outgoing cost, and didn't do a trip this year.
10. **Other expenditure** - £294.94 - monthly bank charge, DBS checks, a couple of milk over-orders when we were closed following Angie's death and funeral
11. **Purchases of equipment** - down by £2348.12 - last year we received grant funding and bought new equipment for outdoor areas. We didn't receive any grant funding this year.

Overall, expenditure was up by £1204.08 - mainly due to an increase in our employment costs, although this has been offset by a decrease in spending in other areas.

This year we have made a profit of £3284.99.

This is mainly due to the donations we received in memory of Angie, and without those donations we would have made a small loss of around £400. Our income increased significantly this year due to the 2-year-old funding, and although our employment costs did also increase, overall, our expenditure was only slightly up on last year, as expenditure in most other areas was down.

We have made losses for the past few years due to the effects of Covid and then the rising cost of living. We now have a new Manager in place and a strong staff team, which should allow us to maximise our numbers of children and ensure we break even going forward.

Charity name:

Milton Manor Pre-School and After School Club

Charity number:

900034

Receipts and payments accounts for the period

Period start date

8/1/2023

Period end date.....

7/31/2024

RECEIPTS AND PAYMENTS

RECEIPTS	Previous year		Current year	
	£	p	£	p
Nursery Education Funding (3&4 year old)	114,078.28		111,534.79	
Nursery Education Funding (2 year old)			15,743.70	
NEF one off payments			1,928.89	
First aid reimbursement (LA)			180.00	
Children's fees	47,165.39		41846.49	
Grants (specify) Deprivation	3,504.42		1,677.75	
Grant Tesco Groundwork	500.00			
Grant.....TBC	1,000.00			
Grant...One Stop	608.96			
Fundraising	9,154.24		7585.59	
Donations	955.86		4051.07	
Interest	869.50		1633.98	
Other receipts	147.29			
Sub total	177,983.94		186,182.26	
Income from the sale of equipment				
TOTAL RECEIPTS (A)	£177,983.94		£186,182.26	

PAYMENTS	Previous year		Current year	
	£	p	£	p
Employment costs (gross pay + employer's NIC)	161,123.66		167,847.11	
Training costs	581.50		350.7	
Premises (rent, heat etc)	7,348.67		6,829.84	
Subscriptions	715.53		701.97	
Insurance	790.40		816.29	
Administration	2,338.64		1,845.98	
Refreshments	430.16		340.47	
Consumables (paint, paper etc)	964.13		925.49	
Fundraising costs	4,743.35		2,885.98	
Other	250.53		294.94	
Sub total	179,286.57		182,838.77	
Purchases of of equipment and other assets	2,406.62		58.50	
TOTAL PAYMENTS (B)	£181,693.19		£182,897.27	

NET OF RECEIPTS AND PAYMENTS (A-B=C)	-£3,709.25	£3,284.99
Cash funds* incl. deposit a/c last year er (D)	122,938.39	119,229.14
Cash funds* incl. deposit a/c this year er (C+D)	£119,229.14	£122,514.13

STATEMENT OF ASSETS AND LIABILITIES

*Note: cash funds include reserve/contingency/deposit accounts.

Current value

		£	p
Cash funds (agree with the balance of the receipts and payments a/c)	(E)	122,514.13	
Debtors (money owed to the charity on the period end date)	(F)	-	
Value of buildings and equipment (current or depreciated value)	(G)	-	
Liabilities (loans and any other money owed on the period end date)	(H)	-	
Net assets	(E-F+G-H)	£122,514.13	

Signed.....Name.....
.....Role.....



Section A

Independent Examiner's Report

Report to the trustees/ members of

Charity Name
Milton Manor Pre-school and after school club

On accounts for the year ended

31/7/24

Charity no (if any)

900034

Set out on pages

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended DD/MM/YYYY.

Responsibilities and basis of report

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

[The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of [insert name of applicable listed body]]. Delete [] if not applicable.

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination (other than that disclosed below *) which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

* Please delete the words in the brackets if they do not apply.

Signed: S.M. James

Date: 29/5/25

Name: JOANNE MARIE JAMES

Relevant professional qualification(s) or body (if any):

AAT Book-keeping
AATQB NO 20063337

Holberton & Co Ltd
Nortonbury House
37 High Street
Tewkesbury
Glos GL20 5BB

Address:

Tel: 01684 296875
Email: lee@holbertonandco.co.uk

Section B

Disclosure

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.

MITTON MANOR PRE-SCHOOL & AFTER SCHOOL CLUB

England & Wales - Charity number 900034

Accounts



MITTON MANOR PRE-SCHOOL & AFTER SCHOOL CLUB

CHARITY REGISTRATION NUMBER 900034

MINUTES OF MITTON MANOR PRE-SCHOOL & AFTER SCHOOL CLUB ANNUAL GENERAL MEETING

Wednesday 25th October 2023

Present:		
Angela Walker (AW)	Rosanne Perry-Boulton (RPB)	Ali Jones (AJ)
Louise Thomas	Mel Hill (MH)	Georgina Packer (GP)
Kathy McVicker	Kim Lewis (KL)	Hannah Willis
Kirsty Roberts (KR)	Chris Williams	Kate Spade
Pam Redfern	Gemma Munro	Sarah Earnshaw
Vicky Hughes	Sarah Wales	
Jess Middlecote	Bel Hampton	
Apologies:	Louise Bowers	Lisa Westhorpe
Mary Butcher	Rachael Daly	Laura Wynne
	Sally Allanson	Sophie Hughes
Points of Agreement / Action		Action
<p>1. Introduction – AW welcomed everyone</p> <p>2. Minutes of last year’s meeting were agreed.</p> <p style="padding-left: 40px;">Proposed – Kirsty Roberts; Seconded – Chris Williams</p> <p>3. There were no matters arising.</p> <p>4. Chair’s Report – KL</p> <p>KL thanked the committee members who had helped with fundraising, getting raffle prizes, helping at events, setting up and running stalls. She talked through the various events we have held this year, including bingo nights, Christmas shopping evening, sports day and the concerts.</p> <p>5. Treasurer’s Report AJ</p>		

Attached separately below

Accounts were agreed – Proposed by Kirsty Roberts Seconded by Chris Williams

6. Manager's Report - AW

Well, we started another year at Mitton Manor Preschool – and what another fun packed year it was. It's actually my 34 years.....and I still love it as much today. I would love to make it here till 35 years – I have worked with the most amazing staff and committee which has made my job such a joy, I truly love this place – what we stand for – what we are able to provide for our little friends and their families.

I would like to do my thankyou – our jet set flying high chairperson – she is amazing – she has organized some fab fundraising ideas this year, and with her team or committee and friends has enabled us to keep our costs for our families as low as we can, so Thankyou Kim - I don't think people understand how important raising money for our charity group is, we are able to provide extra support for children that need that extra help to settle their child into preschool, I believe if we get it right now- then we are setting the foundation for the rest of their school education road. The raised money also provides cover for staff when we have to go to Team Around the Child meetings, also Team around the Family, and sadly to support children where there are safeguarding concerns – over the years our job roles have changed, from including health visitor's roles, speech and language roles. Sometimes it feels that we are drowning in paperwork, trying to help the children get the best for them, one thing for sure we as a team will do our best for all of our children.

But we continue to rely on fundraising to help us, many people think we get extra funding from Gloucestershire County Council/ early years team, but honesty we do not get any extra financially, we also ensure that are children each year get the extras to help them, new games, new areas, new resources to help them develop.

We are so grateful Kim for your continuing support, I would like to thank all the friends, committee, and supporters we have.

Mary and Geoff Butcher – for recording our shows / for supporting the Bingo Sessions, and of course Mary for taking over the 100 club, I would like to guess how many years that you have run the 100 club Mary.

This year after an accident our handy man has retired this term – he has been such a benefit to our group, he started helping out when his grandchildren were here the eldest was 3 years at the time – he is now 22 – we also have had help over the past months

from Edward's Dad and of course Steve, Kim's husband - so I would like to thank them both as well.

I would also like to thank past parents -that still come along and support us, they say more hands make the work lighter, and it really does. When we have events that have things that need taking and bringing back to preschool, it's just so helpful to stop and help staff put away the items, ready for the next day at preschool.

We have seen several staff move on this year - Angela Worrell and Rachel Perks. I'd like to thank Angela for working a couple of days each week, to give her children support they needed to the end of the year – Angela moved on to return to childminding to look after her grandson.

We also had a changed in the apprenticeships, Jess is nearing the end of this course, and I am very pleased with how Jess has developed through this course. We also had Helen working towards her level 2, but another opportunity arose in the beauty side that Helen is involved with, so after a lot of thought she decide to choose the nail technician side. We have been lucky to have Helen in a few sessions to support the staff.

They say every cloud has a silver lining and I feel the two staff we employed – Bel and Beth - are great with the children, and we are so so lucky to have them as part of this team – each of the ladies offer something different.

I don't like to single people out, but this year I am – as many of you are aware I am poorly. I've managed to get into preschool, at least 4/5 sessions most weeks and I continue to work from home. But I must say a special shout out to Ali and Mel, my right arm ladies, I thank you both, for supporting me, enabling me to continue.

And then my other special ladies Georgie, Rosanne, Jess
And then the past term Beth and Bel, whose heads are completely overloaded.

So, this year's Team:

Ali Jones Business Manager

Mel Room Lead

Georgie, Rosanne, Beth and Bel – level 3

Jess - working towards level 2 – which hopefully will be finished soon, I must say the tutors are slow at setting and marking assignments

Of course, as long as I feel that I am helpful and impacting the group I will continue.

The building

We have had several bigger items this year – Rosanne asked if she could develop the back garden, which still has to have a few items added, but we are so pleased with this extra area. We decided to have a doorway and step put in leading to the garden and it's a real treat to use the area.

We also had new large balance scales, and new mud kitchen; we bought a small rocket tent – and then purchased sensory balls that light up and flash, etc.

We have had the usual upkeep, e.g. fire equipment – we sent Georgie and Rosanne on a fire marshal course, thank you ladies.

We had a lot of problems with the doors this year – Steve sorted one, but the front gate had several issues – not opening, not connecting – so we had the company that supplied door out, they changed the code but after a few months it's started playing up again, which he said would/might happen.

We had to have the alarm system looked at, new batteries were needed.

We had the fences and cupboards painted this year – and have noted a few wooden panels need replacement, the guttering need lifting so it ran away better.

We continue to complete safety risks, inside and outside – trying to make sure the areas are fine for the children to be in

The children

Well last year's children moved on to their chosen Primary school, and this year we worked with the 5 receiving schools - to ensure their transition went as smoothly as possible.

The children last year took part in many activities and celebrations, and were a delight to take anywhere.

Our Minors are now our Majors- all growing up far too fast, and we are now looking at all the lovely things that we can do with them - time goes by so quickly its frightening.

Well, I am not going to sit here and talk about all that happens in these four walls – but could I ask that you look at newsletters and emails – it's part of the EYFS that we follow our learning curriculum and we do ask children to bring items in – for display, through this we also cover personal and social skills – standing up in front of their class, having the confidence to talk, answer questions and so much more.

Thank you for listening to me this evening.

7. ANY OTHER ITEMS FOR DISCUSSION

None were raised.

8. A.O.B.

Fundraising Committee members who are stepping down:
Lisa Westhorpe, Sally Allanson

We would like to thank last year's committee for all their hard work for pre-school, and also those who have agreed to remain on the committee for the coming academic year.

Joining the committee:

- Sarah Hawkins
- Gemma Munro
- Vicki Hughes
- Sarah Wales
- Rebecca Allcoat
- Sam Outhwaite
- Sarah Earnshaw

DATE OF NEXT ANNUAL GENERAL MEETING
Wednesday 25th September 2024, 6.00pm
in the PRE-SCHOOL BUILDING

Signed

Dated

Charity name:

Mitton Manor Pre-School and After School Club

Charity number:

900034

Receipts and payments accounts for the period

Period start 01/08/2022 Period end
 date..... 2 date..... 31/07/2023

RECEIPTS AND PAYMENTS

RECEIPTS	Previous year		Current year	
	£	p	£	p
Nursery Education Funding (Free for 3&4)	126,615.26		114,078.28	
Nursery Education Funding (New for 2)			-	
Children's fees	33,342.13		47165.39	
Milk refund			-	
COVID	173.43			
Grants (specify) Deprivation	1,391.49		3,504.42	
Grant CAF	1,000.00			
Grant Tesco Groundwork			500	
Grant.....TBC			1000	
Grant...One Stop			608.96	
Fundraising	9,467.19		9154.24	
Donations	1,000.00		955.86	
Interest	23.68		869.5	
Other receipts	674.71		147.29	
Sub total	173,687.89		177,983.94	
Income from the sale of equipment				
TOTAL RECEIPTS (A)	£173,687.89		£177,983.94	

PAYMENTS	Previous year		Current year	
	£	p	£	p
Employment costs (gross pay + employer's NIC)	169,151.09		161,123.66	
Training costs	228.00		581.5	
Premises (rent, heat etc)	6,822.58		7,348.67	
Subscriptions	726.88		715.53	
Insurance	702.90		790.40	
Administration	1,214.72		2,338.64	
Refreshments	329.13		430.16	
Consumables (paint, paper etc)	1,027.31		964.13	
Fundraising costs	3,689.70		4,743.35	
Other	195.70		250.53	
Sub total	184,088.01		179,286.57	
Purchases of of equipment and other assets	598.41		2,406.62	
TOTAL PAYMENTS (B)	£184,686.42		£181,693.19	

NET OF RECEIPTS AND PAYMENTS	(A- B=C)	-£10,998.53	-£3,709.25
Cash funds* incl. deposit a/c last year end	(D)	133,936.92	122,938.39
Cash funds* incl. deposit a/c this year end	(C+D)	£122,938.39	£119,229.14

STATEMENT OF ASSETS AND LIABILITIES

*Note: cash funds include reserve/contingency/deposit accounts.

		Current value	
		£	p
Cash funds (agree with the balance of the receipts and payments a/c)	(E)	119,229.14	
Debtors (money owed to the charity on the period end date)	(F)	-	
Value of buildings and equipment (current or depreciated value)	(G)	-	
Liabilities (loans and any other money owed on the period end date)	(H)	-	
Net assets	(E-F+G-H)	£119,229.14	
			4

Signed on behalf of the trustees (committee):

Signed.....Name.....

.....Role.....

Bank Accounts and Assets

The table below shows the balances of our various accounts at the end of our financial year - 31st July 2023, compared to the closing balance at the end of last year. Our financial year runs from 1st August to 31st July.

Bank and account name	Closing balance 31/7/22 (LAST YEAR)	Closing balance 31/7/23 (THIS YEAR)
HSBC Current	31,383.86	24,897.11
HSBC Contingency	62,082.04	63,268.71
HSBC Maintenance	14,453.69	15,797.06
HSBC 100 Club	2,581.26	2,714.43
HSBC New Build	12,387.54	12,501.83
ASC Petty Cash	50	50

This gives total cash funds across all our accounts of **£119,229.14**, as of 31.7.23. Last year's cash funds figure was **£122,938.39**, which means this year we made a loss of **£3709.25**.

We have several different accounts:

Our **HSBC current account** is used for our day to day income and expenditure.

The **contingency account** is used for any sick pay or redundancy pay, and we pay £50 a month into it.

The **maintenance account** is used to save for any significant maintenance work on the building needs to be carried out, and we pay £100 a month into it.

The **100 Club account** contains funds raised by the 100 Club.

The **New Build Account** contains funds that were in the Lloyds ASC account and were moved here after the ASC account was closed.

We have made a loss this year of **£3709.25**

Income and Expenditure

This section refers to the spreadsheet that we use to prepare the accounts before they are sent to PATA.

The spreadsheet shows figures for last year and this year side-by-side. The top section is for receipts (money received) and the bottom section is for payments (money spent).

Receipts (income)

1. Nursery Education Funding – down by £12,536.98
This year our Majors group was smaller compared to last year. We also didn't have any funded 2-year-olds, whereas last year we had 3-4 who were entitled to 2-year-old funding. Therefore we had less funding income this year.
2. Children's fees – up by £13,823.26
In this year's Minors group approximately half the children had summer term birthdays, which means they receive no funding in their Minors year and so parents paid for their sessions in full. We also had 3 "minor-minor" children, who weren't funded and parents paid for their sessions in full. Therefore fees income is significantly up.

Taken together overall funding and fees income is fairly similar last year - up by £1286.28.

Mainly due to smaller numbers of funded children and more fee-paying children paying our hourly rate.

3. COVID grants: £0
No Covid grants this year.
4. Deprivation grant – up by £2112.93
This is paid to us by the Local Authority based upon the postcodes of our children – we get more money if children live in what is judged to be a more deprived area. So this figure varies each year. We receive 3 payments a year but the final payment is not always in the same month in the summer – it alternates between being paid in either July or August. This year we received 4 payments, in August, December, April and July; the previous year we received 2 payments, in December and April.
5. Tesco Groundwork - £500
Tesco blue token scheme – used to develop the side garden area – spent on chalk paint, a play kitchen, pots and pans, buckets, a flower arch and flowers.
6. Tewkesbury Borough Council - £1000
Used to purchase outdoor learning equipment such as water channels and stands, and outdoor construction toys.
7. Groundwork grant – One Stop £608.96
Used to purchase a wooden mud kitchen, large balance scales, and bug-collecting equipment.

8. Fundraising income – down by £312.95
Perhaps people spending less – cost of living increases. Seemed to struggle to sell tickets for the summer raffle.
9. Donations – down by £44.14
Very slight decrease on last year. We received donations from parents/families or their businesses towards both concert costs and sports day. We also received a couple of payments from the Amazon Smile scheme, which we had only fairly recently joined, but this has now stopped.
10. Interest – up by £845.82
Due to big increases in the bank interest rates through the year.
11. Other receipts – £147.29 – this was a payment made in error to us that should have been to another childcare provider. We paid it back so it is included in other expenditure below.
12. Income from sale of equipment = £0

Overall, income was up by £4296.05

Mainly due to the 4 deprivation payments this year compared to 2 last year, and the increase in fees income due to a larger number of non-funded children.

Payments (outgoings)

1. Employment costs – down by £8027.43 – Jill retired at the end of the last academic year and we did not replace her. We used Jess and Helen more in order to meet the requirements of their apprenticeships and they are paid at a lower rate than a qualified staff member.
2. Training Costs – up by £353.50 – two members of staff needed paediatric first aid in Sept 22, and three more staff members did paediatric first aid in May 23.
3. Premises costs – increased by £526.09 – mainly due to increased cost of utilities over the winter (utilities up by £361.97).
4. Subscriptions down by £11.35
5. Insurance – up by £87.50
Yearly increase.
6. Administration – up by £1123.92
Due to buying Microsoft Office for new laptops, big increase in costs of printer inks (and high usage of these due to new phonics scheme requiring a lot of one-off printing). Also an increase in the cost of paper.

7. Refreshments - up by £101.03 - due to increased food costs
8. Consumables - down by £63.18
9. Fundraising costs - up by £1053.65 - we did a trip this year to All Things Wild for which there was a large outgoing cost - £250 for the coach and £614.95 for ATW itself (although this was offset by parents paying for these)
10. Other expenditure - up by £54.83 - had to pay back a parent who had paid us in error
11. Purchases of equipment - up by £1808.21 - buying items using grant money received - new equipment for back garden area, new outdoor equipment (balance scales, mud kitchen, water channels and stands). We also replaced a long floor-to-ceiling window with a new door to allow us to access the side garden area more easily. We spent £980.71 on this. (Also had new steps put in from the door but these were paid for in the current financial year).

Overall, expenditure was down by £2993.23 - mainly due to a fairly large decrease in our employment costs compared to the previous year (even though other costs were up - utilities, admin etc - this was offset by the decrease in employment costs).

This year we have made a loss of **£3709.25**

This year we had lower employment costs and increased fee income compared to last year, meaning we had higher income and lower spending compared to last year. However, the rising cost of living has impacted us with increases in premises costs (for utilities and insurance) as well as refreshments, consumables and administration costs (for example printer inks and paper). Overall this has led to us making a loss of £3709.25. This is in comparison to a loss of £10,998.53 last year. These losses follow several years of making small to significant profits. We do keep a close eye on the finances and hope to break even again in this financial year.

Charity name:

Mitton Manor Pre-School and After School Club

Charity number:

900034

Receipts and payments accounts for the period

Period start date

8/1/2022

Period end date.....

7/31/2023

RECEIPTS AND PAYMENTS

RECEIPTS	Previous year		Current year	
	£	p	£	p
Nursery Education Funding (Free for 3&4)	126,615.26		114,078.28	
Nursery Education Funding (New for 2)			-	
Children's fees	33,342.13		47,165.39	
Milk refund			-	
COVID	173.43			
Grants (specify) Deprivation	1,391.49		3,504.42	
GrantCAF	1,000.00			
Grant Tesco Groundwork			500	
Grant.....TBC			1000	
Grant...One Stop			608.96	
Fundraising	9,467.19		9,154.24	
Donations	1,000.00		955.86	
Interest	23.68		869.5	
Other receipts	674.71		147.29	
Sub total	173,687.89		177,983.94	
Income from the sale of equipment				
TOTAL RECEIPTS (A)	£173,687.89		£177,983.94	

PAYMENTS	Previous year		Current year	
	£	p	£	p
Employment costs (gross pay + employer's NIC)	169,151.09		161,123.66	
Training costs	228.00		581.5	
Premises (rent, heat etc)	6,822.58		7,348.67	
Subscriptions	726.88		715.53	
Insurance	702.90		790.40	
Administration	1,214.72		2,338.64	
Refreshments	329.13		430.16	
Consumables (paint, paper etc)	1,027.31		964.13	
Fundraising costs	3,689.70		4,743.35	
Other	195.70		250.53	
Sub total	184,088.01		179,286.57	
Purchases of of equipment and other assets	598.41		2,406.62	
TOTAL PAYMENTS (B)	£184,686.42		£181,693.19	

NET OF RECEIPTS AND PAYMENTS (A-B=C)	-£10,998.53		-£3,709.25	
Cash funds* incl. deposit a/c last year (D)	133,936.92		122,938.39	
Cash funds* incl. deposit a/c this year (C+D)	£122,938.39		£119,229.14	

STATEMENT OF ASSETS AND LIABILITIES

***Note: cash funds include reserve/contingency/deposit accounts.**

		Current value	
		£	p
Cash funds (agree with the balance of the receipts and payments a/c)	(E)	119,229.14	
Debtors (money owed to the charity on the period end date)	(F)	-	
Value of buildings and equipment (current or depreciated value)	(G)	-	
Liabilities (loans and any other money owed on the period end)	(H)	-	
Net assets	(E-F+G-H)	£119,229.14	

Signed.....Name.....
.....Role.....



Section A

Independent Examiner's Report

Report to the trustees/
members of

Charity Name

Milton Manor Pre-school and after school club

On accounts for the year
ended

31/7/23

Charity no
(if any)

900034

Set out on pages

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended DD / MM / YYYY.

Responsibilities and
basis of report

As the charity trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent
examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention (other than that disclosed below *) in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

* Please delete the words in the brackets if they do not apply.

Signed:

J. M. James

Date:

31/5/24

Name:

JOANNE JAMES

Relevant professional
qualification(s) or body
(if any):

AATQB - No 20063337

Address:

37 High Street

Tewkesbury

Glos

Holberton & Co Ltd
Nortonbury House
37 High Street
Tewkesbury
Glos GL20 5BB

Tel: 01684 296875

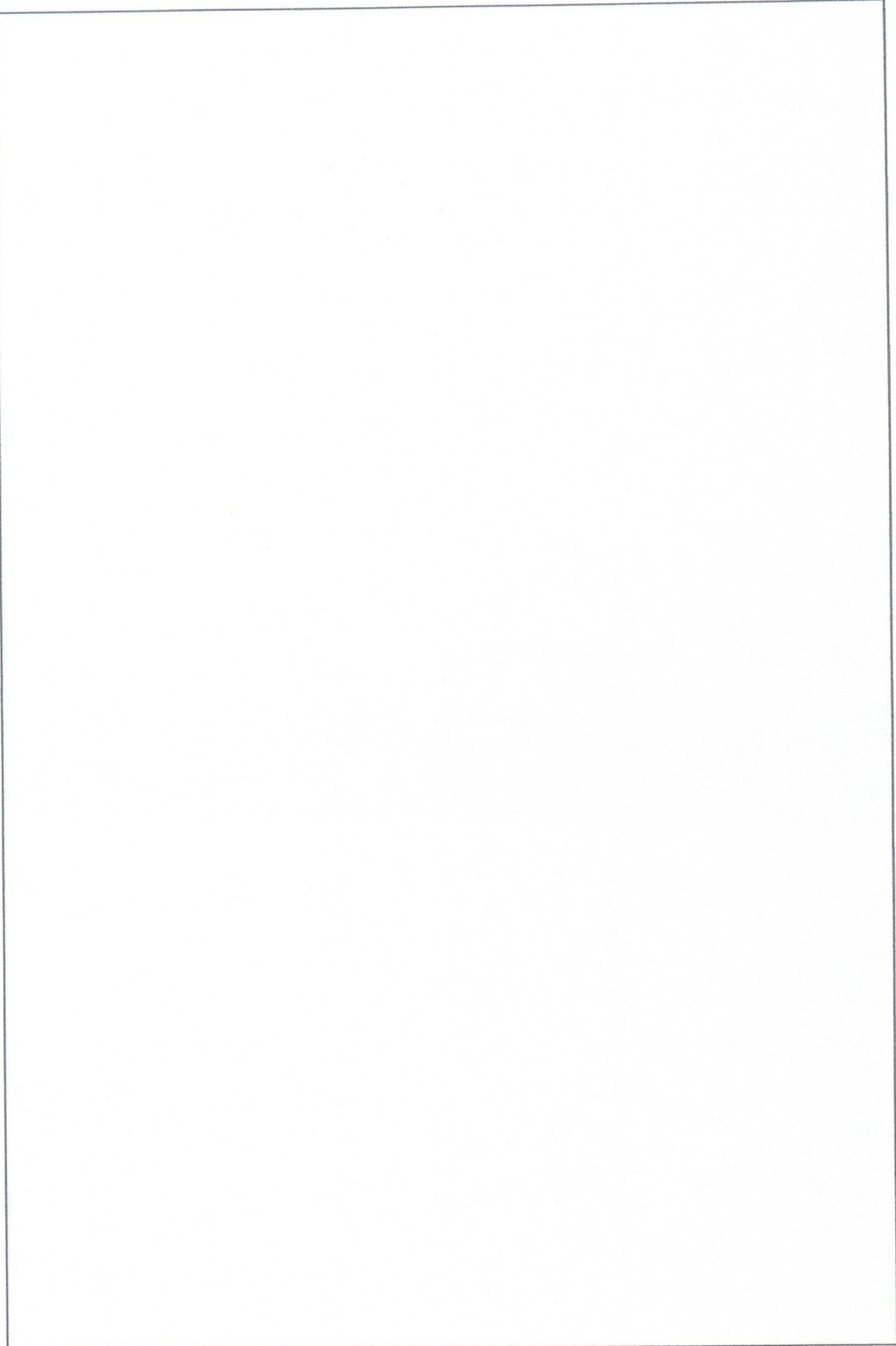
Email: lee@holbertonandco.co.uk

JOANNE

October 2018

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.



MITTON MANOR PRE-SCHOOL & AFTER SCHOOL CLUB

England & Wales - Charity number 900034

Accounts



MITTON MANOR PRE-SCHOOL & AFTER SCHOOL CLUB

CHARITY REGISTRATION NUMBER 900034

**MINUTES OF MITTON MANOR PRE-SCHOOL & AFTER SCHOOL CLUB
ANNUAL GENERAL MEETING**

28th September 2022

Present:		
Angela Walker (AW)	Rosanne Perry-Boulton (RPB)	Ali Jones (AJ)
Rachel Perks (RP)	Mel Hill (MH)	Georgina Packer (GP)
Rachael Daly (RD)	Kim Lewis (KL)	Angela Worrell (AWo)
Kirsty Roberts (KR)	Chris Williams	Lisa Westhorpe
Pam Redfern		
Apologies:	Louise Bowers	
Mary Butcher	Lisa Wright	Terry Wright
Emma Moule	Sally Allanson	Sophie Hughes
Louise Thomas	Laura Wynne	Stephanie Dawe
Points of Agreement / Action		Action

1. Introduction - AW welcomed everyone

2. Minutes of last year's meeting were agreed.

Proposed - Rachael Daly; Seconded - Kirsty Roberts

3. There were no matters arising.

4. Chair's Report - KL

KL thanked the committee members who had helped with fundraising, getting raffle prizes, helping at events, setting up and running stalls.

5. Treasurer's Report (including ASC finances)

Attached as a separate document

Accounts were agreed - Proposed by Rachael Daly
Seconded by Kirsty Roberts

6. Manager's Report

AGM REPORT 2022

Welcome to our AGM, I would like to start by saying a list of thank you's.

Kim and the committee - what a strange 6 months we had.

Fundraising - Queens Celebration- Christmas Concert - Sports Day - Big Weekend - Leavers Concert - raffles - and I must say - you all did Preschool proud.

To the staff - well we did it ladies - we managed to end the year with some fantastic shows and sessions - giving what we know are fantastic memories for our children and their families. We said good bye and happy retirement to Jill as well, and here we are looking ahead for the next year - of exciting events and here is to making more lovely memories.

As many of you are aware I have been unwell, for some time and I would like to thank the staff for carrying on, and providing this wonderful Preschool and all the lovely things we offer the children to grow and flourish in our care. I am still coming into preschool and completing all the planning- and implementing the new phonics scheme. and of

course, looking at business side with Ali and Kim. We are also at the moment looking at upskilling Jess and Helen - both have taken on the safeguarding training- and now are looking at Level 2 child care - which hopefully will start very soon. Exciting times ahead for them.

I feel we are very very lucky here at Mitton to have such committed staff who really want to be and help the children flourish, we are also very lucky that Eileen still enjoys popping in once a week to spend time with our children, such a value to have. And also, at Christmas and leavers Concert we had Jane come back and help me, I am so lucky that in my 35 years at Mitton I've been blessed with so many friends , to support this wonderful Charity Preschool

The reports will be short this evening - as we are only 6 months away from our last AGM - BECAUSE OF COVID we are now bringing the year back inline -

7. ANY OTHER ITEMS FOR DISCUSSION

None were raised.

8. A.O.B.

Committee members who are stepping down:
Terry Wright, Lisa Wright, Emma Moule

We would like to thank last year's committee for all their hard work for pre-school, and also those who have agreed to remain on the committee for the coming academic year.

Joining the committee:

- Lisa Westhorpe
- Chris Williams
- Kathy McVicker

DATE OF NEXT ANNUAL GENERAL MEETING

**Wednesday 27th September 2023, 6.30pm
in the PRE-SCHOOL BUILDING**

Signed

Dated

Treasurer's Report: 2021 - 2022

Bank Accounts and Assets

The table below shows the balances of our various accounts at the end of our financial year - 31st July 2022, compared to the closing balance at the end of last year. Our financial year runs from 1st August to 31st July.

Bank and account name	Closing balance 31/7/21 (LAST YEAR)	Closing balance 31/7/22 (THIS YEAR)
HSBC Current	20,142.22	31,383.86
HSBC Contingency	81,463.33	62,082.04
HSBC Maintenance	13,249.54	14,453.69
HSBC 100 Club	7,472.44	2581.26
Lloyds ASC	11,584.39	12,387.54
ASC Petty Cash	50	50

This gives total cash funds across all our accounts of **£122,938.39**, as of 31.7.22. Last year's cash funds figure was **£133,936.92**, which means this year we made a loss of **£10,998.53**.

We have several different accounts:

Our **HSBC current account** is used for our day to day income and expenditure (this is for pre-school only; ASC is separate). The balance has increased because we needed to transfer funds into this account when they ran low before Christmas.

The **contingency account** is used for any sick pay or redundancy pay, and we pay £50 a month into it. We withdrew £20,000 from this account and moved it to the current account before Christmas.

The **maintenance account** is used to save for any significant maintenance work on the building needs to be carried out, and we pay £100 a month into it.

The **100 Club account** contains funds raised by the 100 Club. We moved £5000 out of this account into the current account when funds ran low before Christmas.

The **Lloyds ASC account** is used for ASC income and expenditure; its finances are kept separate from pre-school. ASC was not running at all in this academic year, but some parents still paid their pre-school fees into it via childcare vouchers, which is the reason for the increase in balance. This account was closed in August and the remaining funds were transferred to the HSBC current account and then moved out to a separate HSBC account. We intend to leave those funds untouched to be used if ASC restarts.

We have made a loss this year of **£10,998.53**.

Income and Expenditure

This section refers to the spreadsheet that we use to prepare the accounts before they are sent to PATA.

The spreadsheet shows figures for last year and this year side-by-side. The top section is for receipts (money received) and the bottom section is for payments (money spent).

Receipts (income)

1. Nursery Education Funding - up by £23,033.56
As well as our Majors group, who are all funded, an unusually large proportion of our Minors children this year were receiving 2-year-old funding. This is not usually the case - it is usually just one or two.
2. Children's fees - down by £17,527.96
Many of our Minors children were funded; this meant our income from cash payers was down. We also had to refund a number of families who kept their children home when we had several staff members off with Covid before Christmas and had to keep numbers as low as possible.
Overall funding and fees income is up by £5,505.60.
Once we could see, at Christmas, that we were running at a loss, we increased our numbers of children per session, allowing children to pick up extra sessions. We also let some children start earlier than we otherwise would have - to bring in more revenue.
3. JRS Grant: £0
Covid job retention scheme not running this year.
4. COVID grants: £173.43
No Covid grants this year. We claimed back Covid-related sick pay via the government's scheme which came to £173.43.
5. Deprivation grant - down by £2664.42
This is paid to us by the Local Authority based upon the postcodes of our children - we get more money if children live in what is judged to be a more deprived area. So this figure varies each year. We receive 3 payments a year but the final payment is either made in July or August and it seems to alternate each year. This year we received only received two payments, in December and April; the previous year we received 4 payments, in August, December, April and July.
6. Community access fund - £1000
This was given to us by Cllr M Sztymiak to help cover the expenses for our Christmas experience
7. Growing Our Community fund - £0
Not received this year.

8. Fundraising income - up by £2819.85
We returned to a more normal fundraising schedule this year, although some events were still affected by Covid - our Christmas experience had to become "virtual" and our Christmas concert was moved to January with limited tickets, reducing revenue from these events. We were able to hold a bingo night, our sports day and leaver's concert as normal.
9. Donations - up by £730
We received £350 from the Big Weekend as one of their chosen charities, as well as donations from parents towards the Watson Hall hire for both concerts, and towards the Sports Day expenses.
10. Interest - up by £14.64 - change in bank interest rate
11. Other receipts - The £674.71 is a refund from Water Plus, our previous water supplier. We have now switched to Everflow.
12. Income from sale of equipment = £0

Overall, income was down by £11,196.78

This is mainly due to not receiving as many grants as we did the previous year. Last year we were bolstered by £14,000 in Covid and other grants. This year we just had the £1000 from Mike Sztymiak, as well as some very generous donations from the Big Weekend and from our parents.

Payments (outgoings)

1. Employment costs - down by £8048.34
Our employment costs last year were higher than usual, as we paid Angela Walker her full wage for the whole academic year while she was off sick having an operation and then further treatment. This year, Angela was able to return to work for the first half of the year, and then had to go off for further treatment, and we again took the decision to pay her full wage during her absence. This year we also had to cover Covid absences at the end of the autumn term.
2. Training Costs - down by £180.40 - last year all staff needed training on the new EYFS. This year not as much training was due or needed.
3. Premises costs - increased by £888.86 - but the Water Plus refund of £674.71 should really be deducted from this, so the premises increase would then be £214.15, which can be put down to the general rise in the cost of utilities.

4. Subscriptions up by £180.09 – Amazon Prime subscription; Amazon tablets; Twinkl subscription upgrade to access new phonics resources, 2x antivirus
5. Insurance – up by £90.55
Yearly increase.
6. Administration – up by £52.18
7. Refreshments – down by 131.21
8. Consumables – up by £580.92 – spent more this year on toys/resources – this had reduced during pandemic. Things like paints, sand, books, high viz vests for taking the children out on the field.
9. Fundraising costs – up by £2282.13
Back to a more normal fundraising schedule, with most of our events able to go ahead as normal.
10. Other expenditure – down by £1209.65 – last year there was an accidental CC spend in this section, and a leaving gift to member of staff.
11. Purchases of equipment – up by £556.42 – new water tray, coloured picnic benches for outdoor area – back to replacing and updating items after the pandemic.

Overall, expenditure was down by £4,938.45 – mainly due to the decrease in our employment costs compared to the previous year.

This year we have made a loss of **£10,998.53**.

Although things in the 21-22 academic year had begun to return to normal following the Covid pandemic, it was still not a completely “normal” financial year. The previous year we benefitted from several Covid-related grants that helped to boost our income, and we didn’t have these this year.

However, we were still affected by staff absence due to Covid in the two weeks before the Christmas holidays. This also led to us having to drastically cut back our Christmas experience and move our Christmas concert to January, making it a much smaller event.

We also continued to pay Angela her full wage during periods of absence for treatment, which impacted our finances.

We realised before Christmas that we were making a loss, so took steps to try and reduce this as much as possible. We increased the number of children per session up to 35, which allowed some of our children to increase their sessions, and we also started some new children early. Some members of staff dropped sessions to reduce wage costs, while still ensuring ratios were covered. This has resulted in a smaller loss than we originally feared.

Although a loss is never ideal, earlier in the year we were looking at a much higher figure, so the steps we took were effective in bringing the loss figure down. We also felt that paying Angela during her treatment was the right thing to do given the length of her service and her dedication to our group.

We are hopeful that the current academic year will see a return to more normal times in terms of fundraising and we will return to a position where we are breaking even or making small profits.

Charity name:	Charity number:
Mitton Manor Pre-School and After School Club	900034

Receipts and payments accounts for the period			
Period start date.....	01/08/20	Period end date.....	31/07/202
.....	21	2

RECEIPTS AND PAYMENTS

	Previous year £	Current year £
RECEIPTS	p	p
Nursery Education Funding (Free for 3&4)	103,581.7 0	126,615.2 6
Nursery Education Funding (New for 2)	-	-
Children's fees	50,870.09	33342.13
Milk refund	-	-
JRS Grant	5,027.13	-
COVID	10,000.00	173.43
Grants (specify) Deprivati on	4,055.91	1,391.49
Grant	-	-
.....	-	-
..... CAF	2,000.00	1,000.00
Grant Growing Our Community	2,000.00	-
Grant.....TBC	-	-
Fundraising	6,647.34	9467.19
Donations	270.00	1000
Interest	9.04	23.68
Other receipts	400.46	674.71
	184,861.6	173,687.8
Sub total	7	9
Income from the sale of equipment	23.00	-
TOTAL RECEIPTS	£184,884 .67	£173,687 .89
(A)	Previous	Current

PAYMENTS	year £ p	year £ p
Employment costs (gross pay + employer's NIC)	177,199.43	169,151.09
Training costs	408.40	228
Premises (rent, heat etc)	5,933.72	6,822.58
Subscriptions	546.79	726.88
Insurance	612.35	702.90
Administration	1,162.54	1,214.72
Refreshments	460.34	329.13
Consumables (paint, paper etc)	446.39	1,027.31
Fundraising costs	1,407.57	3,689.70
Other	1,405.35	195.70
Sub total	189,582.88	184,088.01
Purchases of of equipment and other assets	41.99	598.41
TOTAL PAYMENTS (B)	£189,624.87	£184,686.42
NET OF RECEIPTS AND PAYMENTS (A-B=C)	£4,740.20	£10,998.53
Cash funds* incl. deposit a/c last year end (D)	138,677.12	133,936.92
Cash funds* incl. deposit a/c this year end (C+D)	£133,936.92	£122,938.39

STATEMENT OF ASSETS AND LIABILITIES

***Note: cash funds include reserve/contingency/deposit accounts.**

		Current value £ p
Cash funds (agree with the balance of the receipts and payments a/c)	(E)	122,938.39
Debtors (money owed to the charity on the period end date)	(F)	-
Value of buildings and equipment (current or depreciated value)	(G)	-
Liabilities (loans and any other money owed on the period end date)	(H)	-
Net assets (E-F+G-H)		£122,938.39

Signed on behalf of the trustees (committee):
 Signed.....Name.....
Role.....

Charity name:

Milton Manor Pre-School and After School Club

Charity number:

900034

Receipts and payments accounts for the period

Period s 08/01/2021

Period end date.....

07/31/2022

RECEIPTS AND PAYMENTS

RECEIPTS	Previous year		Current year	
	£	p	£	p
Nursery Education Funding (Free for	103,581.70		126,615.26	
Nursery Education Funding (New for 2)			-	
Children's fees	50,870.09		33342.13	
Milk refund			-	
JRS Grant	5,027.13			
COVID	10,000.00		173.43	
Grants (Deprivation	4,055.91		1,391.49	
Grant ... CAF	2,000.00		1,000.00	
Grant Growing Our Community	2,000.00			
Grant.....TBC				
Fundraising	6,647.34		9467.19	
Donations	270.00		950	
Interest	9.04		23.68	
Other receipts	400.46		674.71	
Sub total	184,861.67		173,637.89	
Income from the sale of equipment	23.00			
TOTAL RECEIPTS (A)	£184,884.67		£173,637.89	

PAYMENTS	Previous year		Current year	
	£	p	£	p
Employment costs (gross pay + em	177,199.43		169,151.09	
Training costs	408.40		228	
Premises (rent, heat etc)	5,933.72		6,822.58	
Subscriptions	546.79		726.88	
Insurance	612.35		702.90	
Administration	1,162.54		1,214.72	
Refreshments	460.34		329.13	
Consumables (paint, paper etc)	446.39		1,027.31	
Fundraising costs	1,407.57		3,689.70	
Other	1,405.35		195.70	
Sub total	189,582.88		184,088.01	
Purchases of of equipment and othe	41.99		598.41	
TOTAL PAYMENTS (B)	£189,624.87		£184,686.42	

NET OF RECEIPTS AND P (A-B=C)	-£4,740.20		-£11,048.53	
Cash funds* incl. deposit a (D)	138,677.12		133,936.92	
Cash funds* incl. deposit a (C+D)	£133,936.92		£122,888.39	

STATEMENT OF ASSETS AND LIABILITIES

***Note: cash funds include reserve/contingency/deposit accounts**

	Current value	
	£	p
Cash funds (agree with the balance of the receipts and payments) (E)	122,888.39	
Debtors (money owed to the charity on the period end) (F)	-	
Value of buildings and equipment (current or depreciated) (G)	-	
Liabilities (loans and any other money owed on the period end) (H)	-	
Net assets (E-F+G-H)	£122,888.39	

Signed on behalf of the trustees (committee):

Signed.....Name.....Role.....

This is the total from the GCC column minus the deprivation grant

This is the fees column + registration fees

Covid sick pay

In the accounts spreadsheet this is within GCC

Called Events in the accounts spreadsheet

This is the £975 in donations adjustment made £25 in uncashed cheques from the pre

"Other" in accounts column minus the covid sick pay. £674.71 = water plus refund

Wages in accounts spreadsheet

Utilities, building & maintenance, kitchen & cleaning

"Other" and "Charges"

vious year that still haven't been cashed



Section A Independent Examiner's Report

Report to the trustees/ members of

MITTON MANOR PRE-SCHOOL AND AFTER SCHOOL CLUB

On accounts for the year ended

31st July 2022

Charity no (if any)

900034

Set out on pages

1 + 2 Attached

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended

Responsibilities and basis of report

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

[The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of [insert name of applicable listed body]]. Delete [] if not applicable.

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination (other than that disclosed below *) which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

* Please delete the words in the brackets if they do not apply.

Signed: S.M. James

Date: 11/5/23

Name: JOANNE JAMES

Relevant professional qualification(s) or body

AATQB 20063337

(if any):

Holberton & Co Ltd
Nortonbury House

Address:

37 High Street
Tewkesbury
Glos GL20 5BB

Tel: 01684 296875
Email: lee@holbertonandco.co.uk

Section B

Disclosure

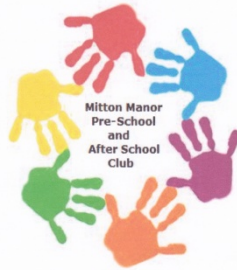
Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.

MITTON MANOR PRE-SCHOOL & AFTER SCHOOL CLUB

England & Wales - Charity number 900034

Accounts



MITTON MANOR PRE-SCHOOL & AFTER SCHOOL CLUB

CHARITY REGISTRATION NUMBER 900034

MINUTES OF MITTON MANOR PRE-SCHOOL & AFTER SCHOOL CLUB ANNUAL GENERAL MEETING

31st January 2022

Present:		
Angela Walker (AW)	Rosanne Perry-Boulton (RPB)	Jill Croker (JC)
Rachel Perks (RP)	Mel Hill (MH)	Georgina Packer (GP)
Rachael Daly (RD)	Sally Allanson (SA)	Angela Worrell (AWo)
Ali Jones (AJ)	Kim Lewis (KL)	Louise Bowers (LB)
Kirsty Roberts (KR)	Sophie Hughes (SH)	Laura Wynne (LW)
Terry Wright (TW)		
Apologies:		
Mary Butcher	Lisa Wright	Stuart Morris
Jodie Grant	Pamela Redfern	Karen Lippett
Louise Thomas		
Points of Agreement / Action		Action
<p>1. Introduction - AW welcomed everyone</p> <p>2. Minutes of last year's meeting were agreed.</p> <p>Proposed - TW; Seconded - KR</p> <p>3. There were no matters arising.</p> <p>4. Chair's Report - KL</p>		

KL thanked the committee members who had helped with fundraising over the past 18 months. It has been a very challenging time and we have had to think creatively and come up with new ideas to raise money, using Facebook to sell raffle tickets and Christmas Shop items. We are hopeful that we are returning to more normal times now and will be able to hold our usual fundraising events. We will need the support of the committee to do this.

5. Review of the year at pre-school, including pre-school and ASC finances

Attached as a separate document

Accounts were agreed - Proposed by RD; Seconded by LW

6. Manager's Report

Well it was a really strange couple of years for sure!

We saw so many firsts; the biggest thing that we have had to deal with like so many other preschools and nurseries was the lock down, then we reopened for critical workers and then all families, that wanted to use the preschool. We had staff that were considered vulnerable and had to shield, and then I was diagnosed with Pancreatic Cancer and would have to finish at the end of Term 6 2020. My operation would be in the September, with chemo starting in the December. I was not the wonder woman I thought I was and it would take me till September 2021 to return back to work.

I would like to take this opportunity to thank the staff Jane Moore, Jill Croker, Mel Hill, Rachel Perks, Ali Jones, Angela Worrell - who continued to keep preschool going through this mad time, along with Helen Gore and Jess Middlecote, who were employed to help out with the totally amazing cleaning routines that were put in place. I did keep in touch and was there to help make decisions along the way and support from a far. At this point Georgie was on maternity leave and would be returning in January 2022.

During my time off Jane and I had discussions about children, numbers and finances and the one thing that hit me the hardest was Jane deciding that she was going to retire before I returned. I

wasn't prepared for that at all, but you can't make people stay and I totally understood her decision. So I started organising leaving presents and a meal - which went off really well. But now I had to think about staffing - I was thinking yes I'll be fine, I'll be back in September - but I realised that we would need to have a named deputy and Jane and I talked what about if I was not able to commit full time, what if I wasn't given the ok to go back to work, Georgie would still be on leave. So we looked at numbers and decided to look for another level 3 practitioner - and welcomed Rosanne into the team. Also we welcome Angela as Deputy Manager from September 2021.

Well September arrived and the new children started at the group along with the new Majors - and we hoped that life would settle down, but oh no, Covid was still doing the rounds - and many decisions had to be made. We have been very fortunate to have a few committee members carry on and support the group through these very tough times. Under our chairperson Kim they managed a fantastic year of raffles, Christmas shop and the 100 club. We were not able to have a Christmas concert/fundraiser in 2021 or sports day or leaver's concert and this in itself was not only fundraising missed, but the opportunity for the children and their families to have these special memories.

We managed through another few tough weeks with staff being off due to covid, and had to rearrange the Christmas concert - and re think how we would allow parents to attend. I am pleased to say this went well with great and appreciated support from parents - staff old and new - and the show went ahead, even in January!!!

We are 6 months into the school year and things haven't really improved - the biggest thing we find our self-battling is income, we are at the moment running at a loss. This is quite worrying! But we have looked at the income and outgoings and we feel the difference in this year to last year is that the children are older so more are funded - which means we have less cash paying children which over each term has a big impact - also the costs of our utility bills like every household has seen a rise.

Children that are paying cash is 5.50 - funded has just gone up and is 4.07

I have looked at income and out goings and have started to look at ways of reducing outgoings and increasing income.

Another thing we received last year were a few good donations and grants - which helped us greatly, and we haven't this so far this year. We really need someone that could complete a few grant forms for us, see what is out there - if I look at ppe alone that bill for the year has increased so much - and not like schools we do not get extra money for this - we were given some masks, gel and aprons at the beginning and that was it.

I talk with lots of groups in the area and they are all finding the same - some have introduced different fee structures across a day, such as only allowing parents to use 5 funded hours a day - so the other hours are cash payable.

Charging more for consumables - per day - and for every day the child attends.

Having dance and music -people in and charging - extra fees.

We have always tried to be fair and help our hard working parents out - but maybe we need to rethink what and how we can sustain this group. We are going to try a few new fundraising ideas that will be done via Facebook page and will see how they run. We need to get a strong committee in place so we can get raffle prizes and donations as this is key to our fundraising.

THE BUILDING

Well in the summer we received a grant last year to help with the costs of painting the building. We had the office, toilets, kitchen painted, plus all the glossing completed - and a great job it was as well. We had some wooden struts replaced in the outside area and the wooden varnished - to help preserve it.

At the moment the shed roof is need of re-felting, and the wooden fence around preschool needs painting.

We continue to upkeep things on a regular basis -

with Roger Doughty our handyman, who comes at a drop of a hat to sort out our problems; we are very grateful to have him.

We have had all the checks required - boiler serviced, fire alarms serviced; we are awaiting the extinguishers to be done at present, trying to tie it in with fire fighter training. The lighting conductors test has been completed and we also invited local fire officer to do a walk round visit.

We continue to test the water, lights, and alarms, and practice fire drill and emergency evacuations. I suppose in all the building is now over 10 years old and I feel it's still in a very good condition.

I would once again, like to thank all the staff and committee for their continued support over what has been a very eventful time. Let's hope with the next six months so can go on from strength to strength and continue to make this preschool a wonderful place to be. Which I can with my hand on my heart say it is, the staff are truly inspiring and really want to ensure that the children grow and achieve in all areas of learning - and look after all their emotional needs --- but of course behind every good team is a group of people that ensure we can do our jobs to the best that we can: our Committee Members and trustees, so we need your help!

It's so hard to get over - as we have not been seeing parents like we used to - that this is a Charity Preschool and we only get the funding and fees from children that cross over the front door. We are not a school that receives an amount each year - for those of you who follow the news regarding early education you can see and read everywhere that we are in crisis and so many child care providers are closing -or being taken over by large companies.

7. ANY OTHER ITEMS FOR DISCUSSION

None were raised.

8. A.O.B.

Committee members who are stepping down:
Stuart Morris, Karen Lippett, Jodie Grant, Jane Moore

We would like to thank last year's committee for all their hard work for pre-school, and also those who have agreed to remain on the committee for the coming academic year. We appreciate your support in these uncertain times.

Joining the committee:

- Sally Allanson
- Sophie Hughes
- Laura Wynne
- Louise Bowers

Rachael Daly has agreed to be the named secretary this year.

**DATE OF NEXT ANNUAL GENERAL
MEETING
Wednesday 21st September, 6.30pm
in the PRE-SCHOOL BUILDING**

Signed

Dated

Treasurer's Report: 2020-2021

Bank Accounts and Assets

The table below shows the balances of our various accounts at the end of our financial year - 31st July 2021, compared to the closing balance at the end of last year.

Bank and account name	Closing balance 31/7/20	Closing balance 31/7/21
HSBC Current	72,082.86	20,142.22
HSBC Contingency	40,856.28	81,463.33
HSBC Maintenance	12,048.27	13,249.54
HSBC 100 Club	7,232.72	7,472.44
Lloyds ASC	6436.99	11,584.39
ASC Petty Cash	50	50

Uncashed cheques £25

This gives total cash funds across all our accounts of **£133,961.92**, as of 31.7.21. Last year's cash funds figure was **£138,707.12**.

We have several different accounts:

Our **HSBC current account** is used for our day to day income and expenditure (this is for pre-school only; ASC is separate). We transferred £40,000 out of it into the contingency account in November 2020 as we felt the balance was getting too high.

The **contingency account** is used for any sick pay or redundancy pay, and we pay £50 a month into it. We also made a transfer of £40,000 into it from the current account in November 2020.

The **maintenance account** is used to save for any significant maintenance work on the building needs to be carried out, and we pay £100 a month into it.

The **100 Club account** contains funds raised by the 100 Club.

The **Lloyds ASC account** is used for ASC income and expenditure; its finances are kept separate from pre-school. ASC was not running at all in this academic year, but some parents still paid their fees into it, which is the reason for the increase in balance.

We have made a loss this year of **£4740.20**

Income and Expenditure

This section refers to the spreadsheet that we use to prepare the accounts before they are sent to PATA.

The spreadsheet shows figures for last year and this year side-by-side. The top section is for receipts (money received) and the bottom section is for payments (money spent).

Receipts (income)

1. Nursery Education Funding - up by £6,065.96
We had a lot of children attending all 30 hours this year, and the previous year's Majors group was particularly small compared to usual.
2. Children's fees - up by £16,931.90
Last year fee-paying parents weren't charged during the lockdown closure. This year we stayed open throughout the year. We also had a larger Minors group than last year with lots of summer-born children who aren't funded at all in their Minors year.

Overall funding and fees income is up by £22,997.86

3. JRS Grant: down by £11,376.17 to £5027.13
This is the government's Coronavirus Job Retention Scheme. This year we only furloughed one member of staff for 2 months as she was shielding; last year we furloughed 4 staff.
4. COVID grants: £10,000
This was a national lottery grant and it has to be used for specific purposes: £6000 for staff wages and day to day running costs; £3000 for supporting parents impacted by the pandemic; £1000 for supporting after school club.
5. Deprivation grant - up by £2697.93
This is paid to us by the Local Authority based upon the postcodes of our children - we get more money if children live in what is judged to be a more deprived area. So this figure varies each year. This year we received 4 payments, in August, December, April and July. The previous year we only received two, in December and April.
6. Community access fund - £2000
This was given to us by Cllr M Sztymiak to help support pre-school during the pandemic.

7. Growing Our Community fund - £2000
This came via Cllr Cromwell and was given for a specific project - to get the inside of the building painted. This was done in August 2021 (foyer, toilets, kitchen).
8. Fundraising income - down by £1053.89
We were unable to hold our usual fundraising events, such as the Christmas and Leavers concerts and sports day. We did our best with raffles, the Christmas shop and sponsor events to raise money in ways that were covid-safe.
9. Donations - down by £3047.40
Last year we received £2000 from the Tesco blue token scheme, and also asked parents to consider donating their extra week invoice to preschool. This year we received a donation of £100 from Cotteswold Dairy, and some smaller donations from parents.
10. Interest - down by £89.26 - bank interest rate decreased.
11. Other receipts - up by £375.46
This is mainly due to an accidental spend on the pre-school credit card (using the pre-school's Amazon account instead of a personal one). So this is the money spent being paid back.
12. Income from sale of equipment (£23) - we sold some toys from the toddler group as it is no longer running.

Overall, income was up by £13,527.53

This is mainly due to the increase in fees and funding this year compared to last year.

Payments (outgoings)

1. Employment costs - up by £26,150.68
At the start of the financial year (Aug 20) we received the news that Angela Walker would be off work for a significant length of time due to an operation for cancer and then further treatment. Jane Moore (Deputy Manager) and Kim Lewis (pre-school chairperson) took the decision to pay Angela her full wage between September and Christmas. This is what had happened in the past when staff had been absent for an operation. We then reviewed the financial position at Christmas and again at Easter, and each time felt that as our finances were favourable, we would continue to pay Angela her wage for the full 20/21 academic year. At Easter we also consulted the Core committee regarding this decision and they were in favour of it.

This obviously had a significant financial impact, but we all felt it was completely appropriate given the length of service and huge personal commitment Angela has made to our group.

As well as paying Angela her usual wage, we had to cover her absence in terms of staffing. The existing staff team were able to do this between them for the autumn and spring terms, by picking up extra sessions, and by limiting the group size to 30 per session. However, in the summer term Georgie was off work shielding as she was pregnant (and was furloughed until she started maternity leave). We also had a child who required extra support. To help with this we took on two ladies, Helen and Jess, as “helping hands” and they did the all the additional cleaning, as well as running breakfast, lunch and snack times, and this freed up the other staff to focus on the children. They were a great help to the group but obviously having them also incurred a financial cost.

2. Training Costs - up by £291.40
In the previous year very little training took place due to lockdowns. This year training has resumed, mainly online. The new EYFS was due to be launched in September 2021 so all staff needed training on this.
3. Premises costs - increased by £1259.87
We were closed for part of the previous year making premises costs lower; this year we were open throughout. Our 5 year EICR electrical inspection was due, and we also needed some work on the alarm system (replacement call point and bells). The extra cleaning supplies and PPE supplies we needed to purchase also come under this heading.
4. Subscriptions up by £170.71
Needed to start paying a monthly subscription for content on the children’s Amazon tablets. Some subs were suspended last year during lockdown and were reinstated this year.
5. Insurance - up by £74.43
Yearly increase.
6. Administration - up by £83.89
Costs were reduced in the previous year due to lockdown closure.
7. Refreshments - up by £141.90
Costs were reduced in the previous year due to lockdown closure.
8. Consumables - down by £636.41 - we limited spending on consumable items as we were spending more on PPE (which comes under premises costs).
9. Fundraising costs - down by £1092.17
We were unable to hold our usual fundraising events and the ones we did hold were online with minimal costs, so fundraising costs were reduced.

10. Other expenditure - up by £1077.56 - due to accidental spend on pre-school credit card (paid back); a leaving gift for Jane Moore; refunds paid to parents for ASC (they had paid in advance for sessions and then ASC was closed); enhanced DBS checks for 3 staff (originally we were going to employ 3 helping hands so they were all checked, but one then dropped out).

11. Purchases of equipment - down by £537.46
No large items were needed this year.

Overall, expenditure was up by £26,985.40

This was mainly due to the increase in employment costs (staff wages).

This year we have made a loss of **£4740.20**. This is the first loss we have made for several years.

When looking at the figures it is obvious to see that the reason for the loss is the large increase in our employment costs. Our income was higher this year than last year because we were fully open throughout the year and this meant that we had more income from children's fees and funding than we had in the previous year. However, our income is still likely to be lower than it would have been if it hadn't been for the pandemic, as it reduced our fundraising opportunities.

Our expenditure this year was higher than the previous year due to increased staff costs (paying Angie her full wage, and also taking on the two helping hands in the summer term).

Given the challenging circumstances, with our Manager being absent, increased staff costs and the ongoing effects of the pandemic reducing our ability to fundraise, we feel this loss, although not ideal, is to be expected.

We would like to thank Jane Moore, who took on the role of Manager in Angie's absence and saw pre-school through some very difficult times due to the pandemic. Jane retired from pre-school in July 2021 and we would like to wish her all the best for her retirement and thank her for all her hard work over her many years with us, but particularly the last year.

We would also like to thank our Chairperson Kim for all the time she has given to the group over the last year, for helping with decision-making and for her innovative fundraising ideas!

Thank you to Joanne Holberton, Chartered Accountant, for giving up her time to check through the accounts and sign them off.

Charity name:

Milton Manor Pre-School and After School Club

Receipts and payments accounts for the period

Period start d

08/01/2020

Period end date.....

RECEIPTS AND PAYMENTS

RECEIPTS	Previous year	
	£	p
Nursery Education Funding (Free for 3&4)	97,515.74	
Nursery Education Funding (New for 2)	-	
Children's fees	33,938.19	
Milk refund	-	
JRS Grant	16,403.30	
COVID grants	11,000.00	
Grants (specify Deprivation	1,357.98	
Grant CAF		
Grant Growing Our Community		
Grant.....TBC		
Fundraising	7,701.23	
Donations	3,317.40	
Interest	98.30	
Other receipts	25.00	
Sub total	171,357.14	
Income from the sale of equipment	-	
TOTAL RECEIPTS	(A)	£171,357.14

PAYMENTS	Previous year	
	£	p
Employment costs (gross pay + employer's NI)	151,048.75	
Training costs	117.00	
Premises (rent, heat etc)	4,673.85	
Subscriptions	376.08	
Insurance	537.92	
Administration	1,078.65	
Refreshments	318.44	
Consumables (paint, paper etc)	1,081.80	
Fundraising costs	2,499.74	
Other	327.79	
Sub total	162,060.02	
Purchases of of equipment and other assets	579.45	
TOTAL PAYMENTS	(B)	£162,639.47

NET OF RECEIPTS AND PAYMENTS	(A-B=C)	£8,717.67
Cash funds* incl. deposit a/c last year	(D)	129,959.45
Cash funds* incl. deposit a/c this year	(C+D)	£138,677.12

STATEMENT OF ASSETS AND LIABILITIES

***Note: cash funds include reserve/contingency/deposit accounts.**

Cash funds (agree with the balance of the receipts and payments a/c)	(E)
Debtors (money owed to the charity on the period end date)	(F)
Value of buildings and equipment (current or depreciated value)	(G)
Liabilities (loans and any other money owed on the period end)	(H)
Net assets	(E-F+G-H)

.....
.....Role.....

Charity number:

900034

07/31/2021

Current year

£	p
103,581.70	
-	
50870.09	
-	
5,027.13	
10,000.00	
4,055.91	
2,000.00	
2000	

6647.34
270
9.04
400.46

184,861.67

23.00

£184,884.67

Current year

£	p
177,199.43	
408.4	
5,933.72	
546.79	
612.35	
1,162.54	
460.34	
446.39	
1,407.57	
1,405.35	

189,582.88

41.99

£189,624.87

-

-£4,740.20

138,677.12

£133,936.92

5

Current value	
£	p
	133,936.92
	-
	-
	-
£133,936.92	

.....



Section A

Independent Examiner's Report

Report to the trustees/ members of

MITTON MANOR PRE SCHOOL AND AFTERSCHOOL CLUB

On accounts for the year ended

31/7/21

Charity no (if any)

900034.

Set out on pages

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended

Responsibilities and basis of report

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

[The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of [insert name of applicable listed body]]. Delete [] if not applicable.

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination (other than that disclosed below *) which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

* Please delete the words in the brackets if they do not apply.

Signed:

J.M. James

Date:

7/2/22

Name:

J.M. JAMES

Relevant professional qualification(s) or body

AATQB

(if any):

--

Address:

HOLBERTON + CO Ltd.
37 HIGH STREET, TEWKESBURY, GLOS
GL20 5BB

Section B

Disclosure

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

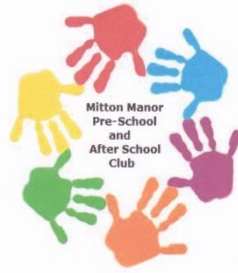
Give here brief details of any items that the examiner wishes to disclose.

--

MITTON MANOR PRE-SCHOOL & AFTER SCHOOL CLUB

England & Wales - Charity number 900034

Accounts



MITTON MANOR PRE-SCHOOL & AFTER SCHOOL CLUB

CHARITY REGISTRATION NUMBER 900034

MINUTES OF MITTON MANOR PRE-SCHOOL & AFTER SCHOOL CLUB ANNUAL GENERAL MEETING

9th November 2020

Emails sent to:		
Angela Walker (AW)	Jane Moore (JM)	Jill Croker (JC)
Rachel Perks (RP)	Mel Hill (MH)	Georgina Packer (GP)
Pamela Redfern (PR)	Mary Butcher (MB)	Angela Worrell (AWo)
Ali Jones (AJ)	Kim Lewis (KL)	Jodie Grant (JG)
Kirsty Roberts (KR)	Stuart Morris (SM)	Rachael Daly (RD)
Dina Summers (DS)	Helen Nightingale (HN)	Emma Moule (EM)
Karen Lippett (KL)	Terry Wright (TW)	Lisa Wright (LW)
Louise Thomas (LT)	Leanne Mills (LM)	
Points of Agreement / Action		Action
<p>1. Introduction AJ explained that due to Covid restrictions the AGM this year would take place via a series of emails which everyone was asked to respond to, to indicate their agreement.</p> <p>2. Minutes of last year's meeting were sent out by email and 10 committee members agreed them by return email.</p> <p>3. There were no matters arising.</p> <p>4. Review of the year at pre-school, including pre-school and ASC finances A review of the year at pre-school and ASC, including a breakdown of the finances, was emailed out to all committee members. Ten committee members responded by email to agree the reports.</p>		

5. Adoption of the updated PATA constitution.

The 2019/20 updated PATA constitution was emailed out to committee members with changes to the current constitution listed. Ten committee members responded by email to agree to Mitton Manor Pre-School and ASC adopting the updated 2019/20 PATA constitution.

6. ANY OTHER ITEMS FOR DISCUSSION

None were raised.

7. A.O.B.

Committee members who are stepping down:

- Graham Nightingale
- Gayle Chaston
- Helen Edgar

We are not currently adding any new parents to the committee. We have had a few new parents expressing an interest in joining and we will look at adding them once we are able to hold meetings again.

We would like to thank last year’s committee for all their hard work for pre-school, and also those who have agreed to remain on the committee for the coming academic year. We appreciate your support in these uncertain times.

**DATE OF NEXT ANNUAL GENERAL MEETING
Wednesday 22nd September 2021
in the PRE-SCHOOL BUILDING**

Signed ...KIMBERLEY LEWIS.....

Dated ...15/11/20.....

Treasurer's Report - 2019-2020

Bank Accounts and Assets

The table below shows the balances of our various accounts at the end of our financial year - 31st July 2020, compared to the closing balance at the end of last year.

Bank and account name	Closing balance 31/7/19	Closing balance 31/7/20
HSBC Current	61,203.02	72,082.86
HSBC Contingency	40,187.94	40,856.28
HSBC Maintenance	10,829.06	12,048.27
HSBC 100 Club	5,660.77	7,232.72
Lloyds ASC	12,078.66	6,436.99
ASC Petty Cash	50	50

Uncashed cheques £30

This gives total cash funds across all our accounts of **£138,707.12**, as of 31.7.20. Last year's cash funds figure was **£130,009.45**.

We have several different accounts:

Our **HSBC current account** is used for our day to day income and expenditure (this is for pre-school only; ASC is separate)

The **contingency account** is used for any sick pay or redundancy pay, and we pay £50 a month into it. We also made a transfer of £30,000 into it from the current account in 2018 as we felt the current account balance was getting very high.

The **maintenance account** is used to save for any significant maintenance work on the building needs to be carried out, and we pay £100 a month into it.

The **100 Club account** contains funds raised by the 100 Club.

The **Lloyds ASC account** is used for ASC income and expenditure; finances are kept separate from pre-school, and Jane will talk more about this later.

We have made a profit this year of **£8,717.67**.

Income and Expenditure

This section refers to the spreadsheet that we use to prepare the accounts before they are sent to PATA.

The spreadsheet shows figures for last year and this year side-by-side. The top section is for receipts (money received) and the bottom section is for payments (money spent).

Receipts (income)

1. Nursery Education Funding - down by £16,584.33
Our Majors group was significantly smaller than in the previous year; 25 children compared to 37 in 2018-19, so our funding payments were reduced.
2. Children's fees - down by £20,281.31
Pre-School was closed for part of Term 4, all of Term 5 and only partially open in Term 6 (and mainly for funded Majors children). ASC was also closed from 19th March. Therefore our fees from parents are much reduced.

Overall funding and fees income is down by £36,866.14.
3. JRS Grant: £16,403.30
This is the government's Coronavirus Job Retention Scheme payment for the 4 staff members who were furloughed (3 furloughed at any one time), from March to August.
4. COVID grants: £11,000
We were able to apply for an emergency COVID grant of £1,000, which was approved quickly. We were initially told that we didn't qualify for a small business grant of £10,000, but after a lot of chasing and involving local councillors, we were eventually awarded this grant.
5. Deprivation grant - down by £1,417.67
This is paid to us by the Local Authority based upon the postcodes of our children - we get more money if children live in what is judged to be a more deprived area. So this figure varies each year. Also, last year we received 4 payments, in August, December, April and July. This year we only received two, in December and April.
6. Fundraising income - down by £2,612.05
We were unable to hold our usual fundraising events in the spring and summer terms, including the Easter coffee morning, Sports Day and the Leavers Concert.
7. Donations - up by £2,476.82
We received £2000 from the Tesco blue token scheme. We also asked parents to consider donating the amount of their extra week bill to pre-school, and many did make a donation. We also received donations towards the hire of the hall for our concerts.
8. Interest - down by £6.06 - bank interest rate decreased in June.

Overall, income was down by £12,971.40

Payments (outgoings)

1. Employment costs - up by £187.02
We had a stable staff group for the 19/20 academic year. Staff received a 3% pay rise in November 2019. Staff were paid full pay for pre-school during lockdown and we claimed furlough payments for 4 members of staff (3 at any one time) from March to August. Staff were paid for after school club until the end of May and then were not paid for ASC after that.
2. Premises costs - decreased by £7,922.27
The previous year we had large expenditure on the premises, including a new boiler and the installation of sound clouds. This year we had no significant expenditure on large items, and our utilities, BT and premises costs were down due to the lockdown closure.
3. Subscriptions down by £14
Very similar to last year.
4. Administration - up by £194.48
We needed to buy a new printer and a new camera this year. The school started charging us £300 a year for photocopying.
5. Refreshments - down by £221.55
We didn't need to buy food during the lockdown closure. We continued to benefit from the Tesco Fareshare membership scheme.
6. Consumables - down by £168.54
Spending was reduced due to lockdown closure.
7. Fundraising costs - down by £1211.25
We were unable to hold our usual spring and summer term fundraising events due to the lockdown closure and restrictions, so our associated fundraising costs are reduced.
8. Purchases of equipment - down by £1373.90
We had a large expenditure on laptops during the previous year. This year we made a number of smaller value purchases, including tablets, new toys and a CD player.

Overall, expenditure was down £10,610.90

This year we have made a profit of **£8,717.67**. This is down on last year's (£11,078.17).

During the first half of the academic year we had been concerned that we would make a loss due to significantly lower numbers of children in the Majors group and also slightly lower numbers in the Minors group. We had begun to take steps to increase our revenue, including offering children who were due to start with us in September 2020 an earlier start at Easter 2020. We had 8 children who had taken up this offer and were due to start.

However, after the lockdown and closure we were really very worried about the financial impact on our group of the reduced income from parents' fees. The local authority agreed to pay our usual summer term funding payment based on the children who should have been attending which offered some reassurance, but much of our income is from parents' fees, both at preschool and after school club.

We were able to utilise the government's furlough scheme to claim back 80% of the wages of 4 staff members (3 furloughed at any one time) between March and August. We also benefitted from £11,000 in Covid grants from the government via Tewkesbury Borough Council. A number of parents also kindly made donations to our group. In the end these grants and donations helped to boost our income so that we made a small profit.

As a charity we don't aim to make large profits, as any surplus of funds should be invested back into the group. We now have significant reserves built up, but are aware that as the building ages there could be large maintenance costs in the future. We are facing increased costs for PPE and cleaning materials in the next few months due to the ongoing pandemic, and reduced income due to the closure of ASC. We are also dealing with the sad news that Angela Walker will be off work for a significant length of time due to an operation and further treatment, and this will have an impact on our finances in the coming academic year.

Thank you to Kathy Lewis, Chartered Accountant, for giving up her time to check through the accounts and sign them off.

Charity name:

Milton Manor Pre-School and After School Club

Charity number:

900034

Receipts and payments accounts for the period

Period start date.... 01/08/2019

Period end date..... 31/07/2020

RECEIPTS AND PAYMENTS

RECEIPTS	Previous year		Current year	
	£	p	£	p
Nursery Education Funding (Free for 3&4)	114,100.57		97,515.74	
Nursery Education Funding (New for 2)	-		-	
Children's fees	54,219.50		33938.19	
Milk refund	-		-	
JRS Grant			16,403.30	
COVID grants			11,000.00	
Grants (specify) Deprivation	2,775.65		1,357.98	
Grant Glos disability fund				
Grant Skipton Building Society	2,000.00			
Grant.....TBC				
Fundraising	10,723.28		7701.23	
Donations	815.18		3317.4	
Interest	104.36		98.3	
Other receipts			25	
Sub total	184,738.54		171,357.14	
Income from the sale of equipment	-		-	
TOTAL RECEIPTS (A)	£184,738.54		£171,357.14	

PAYMENTS	Previous year		Current year	
	£	p	£	p
Employment costs (gross pay + employer's N	150,861.73		151,048.75	
Training costs	304.80		117	
Premises (rent, heat etc)	12,596.12		4,673.85	
Subscriptions	390.08		376.08	
Insurance	523.96		537.92	
Administration	884.17		1,078.65	
Refreshments	539.99		318.44	
Consumables (paint, paper etc)	1,250.34		1,081.80	
Fundraising costs	4,120.99		2,499.74	
Other	234.84		327.79	
Sub total	171,707.02		162,060.02	
Purchases of of equipment and other assets	1,953.35		579.45	
TOTAL PAYMENTS (B)	£173,660.37		£162,639.47	

NET OF RECEIPTS AND PAYME (A-B=C)	£11,078.17		£8,717.67	
Cash funds* incl. deposit a/c last (D)	118,881.28		129,959.45	
Cash funds* incl. deposit a/c this (C+D)	£129,959.45		£138,677.12	

STATEMENT OF ASSETS AND LIABILITIES***Note: cash funds include reserve/contingency/deposit accounts.****Current value**

	£	p
Cash funds (agree with the balance of the receipts and payments a) (E)	138,677.12	
Debtors (money owed to the charity on the period end date) (F)	-	
Value of buildings and equipment (current or depreciated va) (G)	-	
Liabilities (loans and any other money owed on the period er) (H)	-	
Net assets (E-F+G-H)	£138,677.12	

Signed.....Name.....Role.....
Date.....



Section A

Independent Examiner's Report

Report to the trustees/ members of

MITTON MANOR PRE SCHOOL AND AFTER SCHOOL CLUB

On accounts for the year ended

31.07.2020

Charity no (if any)

900034

Set out on pages

1 - 2

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended

Responsibilities and basis of report

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

~~The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of [insert name of applicable listed body]. Delete [-] if not applicable.~~

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination (~~other than that disclosed below~~*) which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

* Please delete the words in the brackets if they do not apply.

Signed:

KLS

Date:

15.10.2020

Name:

KATHERINE LEWIS

Relevant professional qualification(s) or body

A.C.C.A.

(if any):

Address:

Section B Disclosure

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.