

Hucknall Pre-School Playgroup and Hucknall National Out of School Club

Charity Number 1022820

Accounts for the year ended 31 August 2020

**K. Davis MAAT
Lenton House
16 Nottingham Road
Cropwell Bishop
Nottingham
NG12 3BQ**

**Hucknall Pre-School Playgroup and Hucknall National Out of School Club
Charity Number 1022820**

Accounts for the year ended 31 August 2020

I have examined the books and vouchers of Huchnall Pre-School Playgroup and
Hucknall National out of School Club
and certify the Accounts to be in accordance therewith.

Signed



K. Davis MAAT

Date

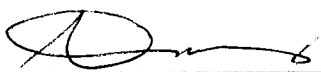
12-10-20

**Hucknall Pre-School Playgroup and Hucknall National Out of School Club
Charity Number 1022820**

Receipts and Payments Account for the year ended 31 August 2020

	2019/2020			2018/2019		
	Out of school Club £	Pre-school Playgroup £	Total £	Out of school Club £	Pre-school Playgroup £	Total £
<u>Receipts</u>						
Fees	78,774.98	12,060.12	90,835.10	96,956.52	16,960.27	113,916.79
Funding	8,035.25	123,954.14	131,989.39	1,102.66	84,414.38	85,517.04
Uniform		301.25	301.25		548.20	548.20
Fundraising	96.00	1,357.50	1,453.50		1,522.00	1,522.00
Breakfast/Lunch Club		216.75	216.75		193.80	193.80
Registration Fees		102.30	102.30		95.40	95.40
Grants			.00			.00
Milk Refunds		633.00	633.00		1,639.50	1,639.50
HNPS Cancelled Cheque			.00			.00
Interest	73.88		73.88	55.35		55.35
Miscellaneous	10.00	50.00	60.00	.20	371.43	371.63
	<u>86,990.11</u>	<u>138,675.06</u>	<u>225,665.17</u>	<u>98,114.73</u>	<u>105,744.98</u>	<u>203,859.71</u>
<u>Payments</u>						
Wages & NI	68,439.61	91,252.43	159,692.04	62,331.13	87,266.13	149,597.26
Rent	1,976.22	5,070.00	7,046.22	9,445.59	4,140.00	13,585.59
Construction Costs			.00			.00
Premises Maintenance	132.50	78.00	210.50	1,333.40		1,333.40
Uniform			.00	374.40	1,805.40	2,179.80
Committee Fees	78.31	38.56	116.87	126.53	63.75	190.28
Telephone	100.00	15.00	115.00	381.99		381.99
Postage & Stationery	393.15	353.43	746.58	590.93	434.55	1,025.48
Milk		789.00	789.00		1,227.00	1,227.00
Insurance & Membership	1,196.25	1,679.68	2,875.93	783.06	1,580.44	2,363.50
Cleaning Materials	346.32	234.22	580.54	164.06	73.47	237.53
Enrichment Activities	1,516.93	1,142.82	2,659.75	2,341.73	1,001.31	3,343.04
Materials	2,022.54	1,100.42	3,122.96	2,731.76	1,926.68	4,658.44
Catering	2,271.22	563.92	2,835.14	2,906.96	731.61	3,638.57
Training	197.20	391.10	588.30	406.94	1,246.75	1,653.69
Equipment	4,494.26	1,766.72	6,260.98	1,037.01	2,485.50	3,522.51
Fundraising		2.50	2.50		888.19	888.19
Other	761.38	708.50	1,469.88	1,243.78	1,068.91	2,312.69
	<u>83,925.89</u>	<u>105,186.30</u>	<u>189,112.19</u>	<u>86,199.27</u>	<u>105,939.69</u>	<u>192,138.96</u>
<u>Surplus/(Deficit)</u>	<u>3,064.22</u>	<u>33,488.76</u>	<u>36,552.98</u>	<u>11,915.46</u>	<u>(194.71)</u>	<u>11,720.75</u>

Signed



K. Davis MAAT


Date

12.10.20

Hucknall Pre-School Playgroup and Hucknall National Out of School Club
Charity Number 1022820

Statement of Assets and Liabilities as at 31 August 2020

		2019/2020	2018/2019
		£	£
Cash Funds	Playgroup	134,430.06	100,941.30
	Out of School Club	86,806.55	83,742.33
		<u>221,236.61</u>	<u>184,683.63</u>

Signed  _____ K. Davis MAAT

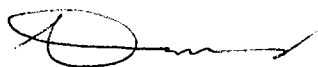
Date 12.10.20

Hucknall Pre-School Playgroup and Hucknall National Out of School Club
Charity Number 1022820

Reconciliation of Cash Flow for the year ended 31 August 2020

	2019/2020		2018/2019	
	£	£	£	£
Opening Balances				
Playgroup				
Yorkshire Bank - Savings Account	63,744.88		61,516.44	
Yorkshire Bank - Current Account	37,175.92		39,619.57	
Add outstanding credits	20.50			
Less unrepresented cheques				
		100,941.30		101,136.01
Out of School Club				
HSBC - Current Account	47,995.57		41,433.19	
HSBC - Savings Account	35,385.46		29,795.11	
Add outstanding credits	361.30		1,313.57	
Less unrepresented cheques			715.00	
		83,742.33		71,826.87
Add Receipts		225,665.17		203,859.71
Less Payments		189,112.19		192,138.96
		221,236.61		184,683.63
Closing Balances				
Playgroup				
Yorkshire Bank - Savings Account	65,819.88		63,744.88	
Yorkshire Bank - Current Account	66,171.87		37,175.92	
Add outstanding credits	2,438.31		20.50	
Less unrepresented cheques				
		134,430.06		100,941.30
Out of School Club				
HSBC - Current Account	48,114.69		47,995.57	
HSBC - Savings Account	38,788.34		35,385.46	
Add outstanding credits	39.00		361.30	
Less unrepresented DD	135.48			
		86,806.55		83,742.33
		221,236.61		184,683.63

Signed



K. Davis MAAT

Date

12.10.20

APPROVED BY
LAUREN DALBY
AT ZOOM MEETING
12/01/2021

Hucknall Pre-School Playgroup

Registered Charity Number 1022820 Telephone 07813476271

Minutes of Annual General Meeting on 10th November 2020 at 7.00pm

1. **Persons Present (via Zoom):** Lauren Dalby (Chair); Emma Ashdown (Secretary); Mark Armstrong (Vice-Chair); Gordon Rodham (Treasurer); Gemma Mitchell; Emma Walker; Tammie Jubb; Krista Hemsley (Administrator)
2. **Apologies for Absence:** None
3. **Resignations:** Charlotte Wade (resigned at the October meeting), Gordon Rodham (left after the AGM meeting)
4. **Approval of last minutes:** Minutes from the last meeting were approved by the Chair.
5. **Chair's Report:** The Chair reported an overview of the year at Playgroup and the OOSC (appendix a)
6. **Treasurer's Report:** Gordon Rodham as Treasurer and Krista Hemsley as Administrator submitted the accounts for Year ending 31st August 2020 which have been examined and certified by accountant Ken Davis (appendix b)
7. **Elections:**

Chairperson: Lauren Dalby offered to remain in this position and this was accepted.

Vice Chairperson: Mark Armstrong offered to remain in this position and this was accepted.

Treasurer: Gordon Rodham has now resigned from the Committee and a new Treasurer is to be elected. Emma Walker expressed an interest and will discuss the role with Krista Hemsley before the next meeting.

Secretary: Emma Ashdown offered to remain in this position and this was accepted.

Other Committee members:

The following committee members expressed their desire to remain on the committee and these were accepted: Tamie Jubb, Emma Walker, Gemma Mitchell
8. **Any Other Business:** Tamie Jubb felt there was a need to advertise for new committee members as 5 are needed per meeting and we only have 7 at present time.
9. **Date of next meeting:** The next AGM will be in October/November 2021.

Hucknall Pre-School Playgroup and Hucknall National Out of School Club
Annual General Meeting - 10th November 2020

Treasurers Report - Year ending 31st August 2020

The accounts have been audited and certified.

Hucknall Pre-School Playgroup

This year the Pre-School Playgroup has made a profit of £33,488.76, this figure includes funding of £22,280.74 from Nottinghamshire County Council (NCC) which, due to the current circumstances regarding the Covid 19 pandemic, was paid early in August 2020 but is actually for children attending the Autumn term. A truer representation would therefore be a profit of £11,208.02.

The cash resources held have increased to £134,430.06, with £65,819.88 of this being held in line with our reserves policy to cover 3 months running costs (13 weeks) and staff redundancy.

The number of children attending the Pre-School Playgroup in the Autumn 19 term was again very low; this has been the trend over the last few years and is also evident across the other Pre-Schools and Playgroups in the area. Numbers increased for the Spring 20 term with the Pre-School Playgroup at capacity and with many of our spaces filled by children eligible for Nursery Education Funding for which we receive an amount from NCC in excess of our session fees.

The Covid 19 pandemic meant the closure of the Pre-School Playgroup at the end of March for 2 months. When it reopened in June the number of children able to attend was capped by the Government guidelines put in place to reduce the risk of infection. During this period we received our expected level of funding from NCC for the children who, under normal circumstances, would have attended.

We were able to furlough some staff and claim 80% of their wages, of employer pension contributions and employer National Insurance through the Coronavirus Job Retention Scheme (CJRS). As we already receive Nursery Education Funding for many children, the amount we are able to claim through the CJRS was 80% of the amount we received from parents who paid for sessions for their children in February 2020. Initially the Committee agreed to pay the additional 20% to staff so they received 100% of their wages, however this ended in June, due to the financial impact on the setting and changes made to the CJRS.

Money was raised in December by holding a Christmas Hamper raffle which was drawn at the Christmas Show, and by running a coffee and cake morning at the show.

The Pre-School Playgroup continues to sponsor a child from India through World Vision and also helps to support an assistance dog for a child who has severe autism.

Wages were increased by 4% this year; this was effective from April 2020, it was felt that with the increase in the hourly working wage rate a 4% rise would enable the committee to maintain the wage structure and continue to reward qualified staff.

With effect from September 2019 the cost of a session has been increased by 15p.

We are registered for Childcare Voucher Schemes and the Government tax free childcare scheme, helping working parents to make savings on their childcare fees. Parents are also able to pay fees straight to our bank accounts; the majority of parents choose this option.

Hucknall National Out of School Club

This year the OOSC has made a profit of £3064.22.

This surplus for the Out of School Club increases our cash resources to £86806.55, with £38,788.34 of this being held in line with our reserves policy to cover 3 months running costs (13 weeks) and staff redundancy (this amount is reviewed annually).

The numbers for the club in both the Autumn 19 term and in the first half of the Spring 20 term were very good, both the breakfast and after school club places were in demand with many sessions being full.

The Covid 19 pandemic meant that from 23rd March the OOSC opened to support the school and parents by providing a breakfast and after school club for the children of key workers and to vulnerable children. When the schools partially opened, demand increased and the OOSC were able to open a holiday club in the summer, under Government guidance to reduce the risk of infection.

We were able to furlough some staff and claim 80% of their wages, of employer pension contributions and employer National Insurance through the Coronavirus Job Retention Scheme (CJRS). Initially the Committee agreed to pay the additional 20% to staff so they received 100% of their wages however this ended in June, due to the financial impact on the setting and changes made to the CJRS.

From 23rd March until 28th August the school, in which the OOSC is situated, agreed to waive the rent due in order to help the financial situation of the OOSC.

Projects such as the garden improvements and the new storage units, which were due to be purchased and installed in the practical room were cancelled

We are registered for many Childcare Voucher Schemes and the Government tax free childcare scheme, helping working parents to make savings on their childcare fees. Parents are also able to pay fees straight to our bank accounts; the majority of parents choose this option.

Money was raised in December by holding a Christmas Hamper raffle.

The OOSC continues to sponsor a child from Bangladesh through World Vision and also helps to support an assistance dog.

With effect from September 2019 fees for the Breakfast Club increased by 10p, the After School Club by 15p and the Holiday Club by 25p per day.

Wages were increased by 4% this year; this was effective from April 2020, it was felt that with the increase in the hourly working wage rate a 4% rise would enable the Committee to maintain the wage structure and continue to reward qualified staff.

Hucknall Pre-School Playgroup and Hucknall National Out of School Club

Annual General Meeting – 10th November 2020

Chairperson Report – year ending 31 August 2020

Committee update

Gordon Rodham resigned as Treasurer at the end of the year. Charlotte Wade resigned just before the October meeting.

Hucknall Pre-School Playgroup

Staff changes: 2 support staff were promoted to childcare assistants in October 2019. One member of staff on long term sick.

Updates

January saw an increase in numbers for the setting and all sessions were full.

After initially staying open during the Covid19 lockdown, the end of March brought the temporary closure of the setting. The setting did look into providing childcare for key worker children during the 'Lockdown' but numbers were low and it was deemed not financially viable. Staff did carry out a 'deep clean' prior to being furloughed. Staff also completed any courses and training that were available.

Staff returned to open the PG on the 1st of June however 2 staff remained on furlough due to being in the vulnerable category.

The Facebook page was used to communicate with families during the 'lock down' period. Wellbeing packages were delivered to all children during closure.

Hucknall National Out of School Club

Staff changes: A new supply staff member was appointed.

Fundraising

The OOSC held a Christmas Raffle.

Updates

The setting continues to be popular with parents at the school, and most sessions are at capacity.

During the 'Lock down' period, Liz and Lisa continued to run the setting for key worker and vulnerable children. They developed a good relationship with the new head 'Sarah Barratt'. Ms. Barratt organised alternative storage facilities for the OOSC and arranged for the rooms to be painted, improving the environment for the children. Liz and Lisa liaised with Ms. Barratt on a regular basis to ensure the smooth running of the setting. The OOSC received a food donation from a parent and a number of parents and supporters of the OOSC removed the decking and improved the garden area. The initial quote for the garden was expensive and due to the current climate deemed not financially viable. The committee have given vouchers to the volunteers.

Furloughed staff returned to work in August to allow for Liz and Lisa to take annual leave.

The school have allowed the OOSC to use additional areas of the school since September to accommodate students in their social bubbles. This system appears to be working well and sessions are very busy.

On behalf of the committee I would like to thank Krista for the additional work completed, which ensured that both settings were adhering to the ever-changing government guidelines regarding the pandemic. I would also like to thank the staff at both settings for their hard work in supporting families during this difficult time.

Joint Items

Ofsted

Last inspection dates

Pre-School Playgroup – 27/01/2016, judged as Good. Due to the current situation we are not certain if OFSTED will commence inspecting settings in the New Year.

OOSC – 09/08/2019, judged as Outstanding

Thank you

A thank you goes out to all committee members who volunteer, attending meeting each half term, helping with fundraising and much more besides!

Also an extra thank you to our committee members who volunteer in roles such as Vice-Chair, Treasurer and Secretary – your work is very much appreciated.