

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

**Charity Number 1022820**

**Accounts for the year ended 31 August 2023**

**K. Davis MAAT  
14 Einkorn Drive  
Puckeridge  
Hertfordshire  
SG11 1EY**

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

**Accounts for the year ended 31 August 2023**

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

Signed *K Davis*

K. Davis MAAT

Date **24 October 2022**

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

**Receipts and Payments Account for the year ended 31 August 2023**

	2022/2023			2021/2022		
	Out of school Club £	Pre-school Playgroup £	Total £	Out of school Club £	Pre-school Playgroup £	Total £
<b>Receipts</b>						
Fees	105,789.21	17,550.02	123,339.23	103,908.12	27,275.72	131,183.84
Funding		101,639.33	101,639.33		63,020.38	63,020.38
Uniform		142.50	142.50		393.40	393.40
Fundraising		846.30	846.30		274.80	274.80
Breakfast/Lunch Club		17.30	17.30		58.05	58.05
Registration Fees		51.60	51.60		8.10	8.10
Covid SSP rebate scheme			.00		693.72	693.72
Milk Refunds		271.50	271.50		825.00	825.00
Grants			.00		1,500.00	1,500.00
Interest	341.45		341.45		8.80	8.80
Miscellaneous		696.41	696.41	29.42	345.87	375.29
	<u>106,130.66</u>	<u>121,214.96</u>	<u>227,345.62</u>	<u>103,937.54</u>	<u>94,403.84</u>	<u>198,341.38</u>
<b>Payments</b>						
Wages & NI	85,296.45	91,883.93	177,180.38	79,811.47	81,987.18	161,798.65
Rent	3,985.16	7,656.00	11,641.16	2,441.43	6,100.00	8,541.43
Premises Maintenance	1,260.05	708.26	1,968.31	1,608.92		1,608.92
Uniform	80.22	655.86	736.08	30.00	1,265.60	1,295.60
Committee Fees	79.91	79.75	159.66	129.26	35.21	164.47
DBS	515.00	463.00	978.00	77.00	150.10	227.10
Telephone	130.00	150.00	280.00	90.00		90.00
Postage & Stationery	287.00	740.43	1,027.43	339.76	646.57	986.33
Milk		1,112.84	1,112.84		933.21	933.21
Insurance & Membership	1,216.10	1,452.13	2,668.23	1,372.88	1,365.41	2,738.29
Cleaning Materials	207.73	155.48	363.21	151.97	134.17	286.14
Enrichment Activities	2,241.35	1,487.42	3,728.77	885.69	829.59	1,715.28
Materials	2,255.74	2,237.97	4,493.71	4,217.15	1,364.93	5,582.08
Catering	2,842.47	772.83	3,615.30	3,019.54	582.22	3,601.76
Training	322.22	992.75	1,314.97	346.20	886.80	1,233.00
Bank Fees	981.74		981.74			.00
Advertising		210.00	210.00		5.00	5.00
Equipment	853.95	1,292.31	2,146.26	1,375.68	959.50	2,335.18
Fundraising		462.61	462.61		202.80	202.80
Other	687.90	790.89	1,478.79	654.94	1,161.72	1,816.66
	<u>103,242.99</u>	<u>113,304.46</u>	<u>216,547.45</u>	<u>96,551.89</u>	<u>98,610.01</u>	<u>195,161.90</u>
<b>Surplus/(Deficit)</b>	<u>2,887.67</u>	<u>7,910.50</u>	<u>10,798.17</u>	<u>7,385.65</u>	<u>(4,206.17)</u>	<u>3,179.48</u>

Signed *K Davis*

K. Davis MAAT

Date **24 October 2022**

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

Statement of Assets and Liabilities as at 31 August 2023

		2022/2023 £	2021/2022 £
Cash Funds	Playgroup	121,575.02	113,664.52
	Out of School Club	97,189.95	94,302.28
		<u>218,764.97</u>	<u>207,966.80</u>

Signed *K Davis*

K. Davis MAAT

Date 24 October 2022

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

**Reconciliation of Cash Flow for the year ended 31 August 2023**

	2022/2023		2021/2022	
	£	£	£	£
<b>Opening Balances</b>				
<b>Playgroup</b>				
Yorkshire Bank - Savings Account	70,174.88		70,074.88	
Yorkshire Bank - Current Account	52,320.81		53,984.69	
Add outstanding credits	8,831.17		5,701.88	
Less unrepresented cheques			478.20	
		113,664.52		117,879.49
<b>Out of School Club</b>				
HSBC - Current Account	49,223.82		46,583.34	
HSBC - Savings Account	45,053.13		40,670.33	
Add outstanding credits	25.33		313.56	
Less unrepresented cheques			659.40	
		94,302.28		86,907.83
Add Receipts		227,345.62		198,341.38
Less Payments		216,547.45		195,161.90
		<u>218,764.97</u>		<u>207,966.80</u>
<b>Closing Balances</b>				
<b>Playgroup</b>				
Yorkshire Bank - Savings Account	51,300.14		70,174.88	
Yorkshire Bank - Current Account	70,274.88		52,320.81	
2022/23 credits received in advance			8,831.17	
Outstanding debits				
		121,575.02		113,664.52
<b>Out of School Club</b>				
HSBC - Current Account	47,498.47		49,223.82	
HSBC - Savings Account	49,768.58		45,053.13	
Add outstanding credits	22.90		25.33	
Less unrepresented DD	100.00			
		97,189.95		94,302.28
		<u>218,764.97</u>		<u>207,966.80</u>

Signed *K Davis*

K. Davis MAAT

Date **20 October 2023**

Hucknall Pre School Playgroup & Hucknall National Out of School Club

AGM Meeting 14<sup>th</sup> November 2023

Persons present: Emma Walker (Chair) Mark Armstrong (Vice Chair) Emma Lane Layla Reviles Krista Hemsley (Administration) Hayley Simpson	Apologies received: Beth Szolin-Jones (Secretary) Gemma Mitchell Helen Wasilewski Jessica Rowe
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**Resignations**

Mark Armstrong with immediate effect - Emma Walker thanked Mark for his time on the committee (7 years) and wished him all the best for the future

**Chairs Report**

Read to committee members by Emma

**Treasurers Report**

Read to committee members by Emma

**Election of:**

Chairperson - Emma Walker

Treasurer - Gemma Mitchell

Secretary - Beth Szolin-Jones

- Post meeting note 1 - With Mark's resignation there were insufficient members at the meeting to agree the election of these positions, an email has been sent to absent committee members requesting agreement and/or comment.
- Agreement received - Meeting attendees: Emma W, Emma L, Layla and Hayley  
Email agreement received - Gemma and Beth

Vice Chairperson - Layla Reviles

- Post meeting note 2 - Layla volunteered to fill the position of Vice Chairperson during the Committee Meeting after the AGM. There were insufficient members at the meeting to agree the election to this position, an email has been sent to absent committee members requesting agreement and/or comment.
- Agreement received - Meeting attendees: Emma W, Emma L, Layla and Hayley  
Email agreement received - Gemma and Beth

**AOB**

Gift for Mark as a thank you for his time on the Committee (Emma W to organise)

- Post meeting note 3 - as there were insufficient committee members at the meeting to agree this an email has been sent to absent committee members requesting agreement and/or comment.
- Agreement received - Meeting attendees: Emma W, Emma L, Layla and Hayley  
Email agreement received - Gemma and Beth

emma walker  
23/10/2024

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

Annual General Meeting – 14<sup>th</sup> November 2023

## **Chairperson Report – year ending 31 August 2023**

### **Committee update**

Two new members have joined the committee. Four resignations were received at the last AGM and one resignation was received during the year.

### **Hucknall Pre-School Playgroup**

**Staff changes** - There have been a few changes in staffing at the Pre-School Playgroup this year; Claire and Sarah both left in December, Jayne in April and Lisa in August. One new staff member, Megan was recruited and started in October (she was a student and has since left upon completion of her degree), Two staff members started in January, Kirsty and Stef (Stef left in June due to personal circumstances). Two new staff members were recruited in June; Rachel and Nicola.

**Fundraising** - The Christmas Coasters were a successful fundraiser in December 2022 along with the Christmas hamper raffle and coffee mornings at both the Christmas and Summer shows. Committee supported the staff in organising and delivering the Easter Fair, this was well attended with both current and past parents coming along.

**Updates** - All staff appraisals were completed during the Summer term with supervisions taking place in the Autumn and Spring term.

All staff have attended training and development courses this year with an in house Safeguarding Course taking place in the Spring.

Staff have also attended networks, both face to face and via Teams to ensure that they are kept up to date on changes within the sector.

The Playgroup Facebook page is maintained by a member of staff and is used as an information page for all Pre-School Playgroup event days and messages. It is also used to show parents some of the activities taking place within the Pre-School on a weekly basis. The page is only open to parents of children who attend the setting and the majority of parents are 'friends' of the page.

**Enrichment** - There have been several enrichment activities arranged for the children during the year including a Christmas party, party to celebrate the King's coronation and trips to the cinema, role play centre and soft play centre.

### **Hucknall National Out of School Club**

**Staffing** – There have been a couple of changes in staffing this year; Helen resigned in February and Sam was recruited to fill this position. Two supply staff members were recruited to cover sickness and holidays, one of these, Elisa, has since resigned.

**Fundraising** - Funds were raised during the Christmas period via a raffle and an open evening, both were very successful and well attended with the money raised being put towards the cost of the Christmas party.

**Updates** - All staff appraisals were completed during the Summer term with supervisions taking place in both the Autumn and Spring term.

All staff have attended training and development courses this year with an in Safeguarding course taking place in the Spring. In addition time has been taken to evaluate, improve and strengthen both practice and knowledge within the setting during staff training sessions.

A Facebook page is maintained by a member of staff and committee member. It is used as an information page for OOSC parents giving details of event days and also shows parents some of the activities taking place within the OOSC.

**Enrichment** – Many enrichment activities were arranged at the Out of School Club including visits to the setting by the members of the ambulance and fire service, including a first aid session, a visit from a dentist, a leavers celebration for the Year 6 children, Christmas Party, and trips to the local cinema. Two trips were arranged for the Summer holiday club – White Post Farm and Yorkshire Wildlife Park.

### **Joint Items**

#### **Ofsted**

Last inspection dates

Pre-School Playgroup – 22/11/2021, judged as Good.

OOSC – 09/08/2018, judged as Outstanding.

#### **Thank you**

A thank you goes out to all committee members who volunteer, attend meetings, help 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 appreciated.

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

Annual General Meeting - 14<sup>th</sup> November 2023

## Treasurers Report - Year ending 31<sup>st</sup> August 2023

The accounts have been audited and certified.

### Hucknall Pre-School Playgroup

This year the Pre-School Playgroup has made a profit of £7,910.50.

The cash resources have increased to £121,575.02, with £70,274.88 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 number of children attending the Pre-School Playgroup this academic year has been high, all sessions have been full for the majority of the year. Many places are filled by children claiming Nursery Education Funding for which we receive an amount from the council in excess of the price of our session fees, we have had several children attending this year who have been able to claim 2 year funding and we also have several families qualifying for 30 hours funding, although not all of these take the full 30 hour entitlement. This year we received £101639.33 in funding. We received £17,550.02 in fees from fee paying parents, either with children who do are too young to qualify for NEF and do not qualify for 2 year funding or from families who pay for extra sessions in addition to their entitlement and do not qualify for 30 hours funding.

During the year money has been raised through the sale of personalised Christmas coasters, through the Christmas Hamper raffle and via coffee and cake mornings at the Christmas and Summer shows. An Easter Fair was also held which was very well attended and supported by parents and the community.

The Pre-School Playgroup sponsors 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 9.7% this year; this is in line with the percentage increase to the National Living wage and was effective from April 2023. Fees were also increased to reflect the current level of inflation and therefore the extra cost of running the Pre-School Playgroup.

Several of our parents pay through the Government tax free childcare scheme helping working parents to make savings on their childcare fees, we encourage parents to look into this and information is given upon registration. Parents are also able to pay fees straight to our bank accounts; many parents choose this option.

### Hucknall National Out of School Club

A successful year for the Out of School Club has seen the Club make a profit of £2,887.67.

This surplus for the Out of School Club increases our cash resources to £97,189.95, with £49,768.58 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 have been very good, both the breakfast and after school club places are in demand with the majority of sessions being full and a waiting list being held. Numbers for the Holiday Club have also been very good with some children attending who do not attend the Hucknall National Primary School.

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.

The main fundraising at the OOSC takes place during the Christmas period, this is well supported by the parents and the money raised is used to pay for Christmas activities and the Christmas party.

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

Wages were increased by 9.7% this year; this is in line with the percentage increase to the National Living wage and was effective from April 2023. Fees were also increased to reflect the current level of inflation and therefore the extra cost of running the Out of School Club.

The number of children attending the Pre-School Playgroup this academic year has been high all sessions have been full for the majority of the year. Many places are filled by children claiming Nursery Education Funding for which we receive an amount from the council in excess of the price of our session fees. We have had several children attending this year who have been able to claim 5 year funding and we also have several families qualifying for 30 hours funding although not all of these take the full 30 hour entitlement. This year we received £101,193.33 in funding. We received £17,550.02 in fees from fee paying parents, either with children who do not qualify for NCF and do not qualify for 5 year funding or from families who pay for extra sessions in addition to their entitlement and do not qualify for 30 hours funding.

During the year money has been raised through the sale of personalised Christmas coasters through the Christmas Market table and an coffee and cake morning at the Christmas and Summer show. An Easter fair was also held which was very well attended and supported by parents and the community.

The Pre-School Playgroup sponsors 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 9.7% this year; this is in line with the percentage increase to the National Living wage and was effective from April 2023. Fees were also increased to reflect the current level of inflation and therefore the extra cost of running the Pre-School Playgroup.

Several of our parents pay through the Government tax free childcare scheme helping working parents to make savings on their childcare fees, we encourage parents to look into this and information is given on a registration form. Parents are also able to pay fees straight to our bank accounts; many parents choose this option.

### Hucknall National Out of School Club

A successful year for the Out of School Club has seen the Club make a profit of £3,887.67.

This surplus for the Out of School Club increases our cash resources to £37,189.95 with £48,788.58 of this being held in line with our reserves policy to cover 3 months running costs (13 weeks) and staff redundancy (the amount is reviewed annually).

The numbers for the club have been very good, both the breakfast and after school club places are in demand with the majority of sessions being full and a waiting list being held. Numbers for the Holiday Club have also been very good with some children attending who do not attend the Hucknall National Primary School.