



## Kiddiwinks Pre-school

Kiddiwinks Pre-school is a Registered Charity number 1023536

The Annual Report covers the financial year to 31st August 2022

The Pre-school rents the premises and operates from Gillingham Methodist Church

## Object of the Charity

The object of the Pre-school is to advance education of young children between the age of two and compulsory school age, by providing stimulating and creative play by qualified friendly staff in a fun safe and stimulating environment

## Mission Statement

Working together to provide quality care and a foundation for lifelong learning

Kiddiwinks pre-school  
Annual General Meeting Report  
25th November 2022

## Meeting Agenda

AGM 25th November 2022

1. Minutes of last meeting- vote are correct and true
2. Reports read (Chair, Supervisor, Treasurer, and Finance)
3. Nomination of Officers of the Committee
4. Updated policies to be voted in
5. Other business
6. Meeting close

Minutes -Kiddiwinks annual general meeting 8th November 2021

In attendance Roy, Belinda, Emma, El, Helen,Lauren Grice, Carly, Sadiq, Huma,

Minutes of meeting 8th November 9.15am 2021

Helen opened meeting

Last years meeting voted in as true as per minutes

Helen read through her report. Apprentices are doing well. Tapestry is working effectively,  
Training update

Roy read chairs report, gave thanks for her time as chair.

Belinda read treasurers report.

See AGM report for full details..

Vote took place for committee members

Roy voted in as Chair, El voted in as treasurer, Emma voted in as secretary.

Meeting closes at 9.35am

Thanks given to attendees for their ongoing support

## Supervisor's Report

Myself and Debbie would like to record a very sincere Thank You to all Staff, Parents and Committee for their support this year, 2021/22 has been another year operating safely with COVID 19 at Kiddiwinks.

The academic year started well in September 2021, Hannah completed her apprentice in October 2021. Fifi who was midway through her apprenticeship began her maternity leave in October 2021, therefore took a break in learning. Hannah left April 2022, moving on to a position Primary Education. Fifi returned from maternity leave earlier this month and is on track to complete her apprenticeship in the near future. We welcomed May to our team as our new apprentice in April. We are very proud of them all and appreciate their commitment to both the training program and to Kiddiwinks pre-school.

As a team we all continue our ongoing commitment for professional development and safeguarding has been our focus alongside promoting good mental health. We have joined the 'Kent and Medway Healthy Workplace Wellbeing Award Program' and which supports business of all sizes and sectors in addressing their workplace health needs. Other training we have attended includes promoting positive behaviour, infection control, food hygiene, renewal of first aid qualifications, continuous provision, oral health and various other mini training programmes. Charlotte and Carrie are currently completing online courses these are Neuro Science and self regulation and understanding Children and young people's mental health we wish them every success as they work towards these qualifications. Carrie is soon to begin a Level 3 SENCo qualification

This year will be continuing to support children and families to stay healthy, and this year a full steam ahead supporting our families as we work towards achieving the Healthy Early Year (HEY) Gold award. We have introduced lots of initiatives in support of this including weekly cooking with the children, workshops for cooking on a budget with parents

We continue to carefully consider health and safety procedures to minimize the risk infection spreading not only for Covid but also other contagious illness. We are very pleased to be building our parent partnership by inviting them back into the setting along with other professionals and visitors. We continue to build effective communication via email and telephone conversations.

The children's Christmas and Easter celebrations at Kiddiwinks were recorded on the tapestry app so all parents to be part of this and sports day was organized at our local park which was enjoyed by all. We were also thrilled to celebrate the Queen's Platinum Jubilee inviting the 'Queen' along with parents to an afternoon tea party.

In July we were able to say goodbye to our school leavers and their families by arranging a garden party on the big grass. This was a teddy bears picnic It was lovely to be able to do this and wish them well as they move onto Year R.

As we opened in September to new families we were pleased to be able to invite them into the setting to complete settling in forms and to settle children, we also organized an open evening when the pre-school was closed giving new parents and their children opportunity to experience and become familiar with our environment.

We continue to organise welcome and home times each day during a 15 minute time period, to ease transition times and give time to for daily feedback and casual exchanges of information. It goes without saying that the safety of children and our staff are our top priority and we continue to monitor, evaluate and adapt our health and safety practice as necessary. We would like to take this opportunity to thank you as parents, the Committee and staff team for your understanding and cooperation.

Finally, 'Thank You' to all Committee Members and Friends of Kiddiwinks who so willing give their spare time to Kiddiwinks, their commitment is very much appreciated. A special thank you also to Roy our Chair, El who is Treasurer and Emma our Secretary. Roy, Emma and El willingly give much time (which is voluntary to Kiddiwinks) El keeps a check on the fundraising account and Emma records minutes of meetings. A special thank you to Roy also who fixes and mends. We would like to extend to them and all our parents our special thanks for their commitment to the setting, help and support. Sadly we say goodbye to Emma, if you would like to be nominated for this role or as Chair or Treasurer or secretary please let us know or in you would like information about these roles. Thank you for taking the time to attend this meeting and we look forward to working with you throughout this year

## Chairperson's Report – Roy Adams

Thank you for your support this morning attending our AGM.

Officers of the Committee for 2021/2022

Chair	Roy Adams
Treasurer	Eleanna Kalogirou
Secretary	Emma Darvill

Myself and El have expressed an interest to be re-elected for our current positions on the Committee. We thank Emma for her support and now need to nominate members for the Officers of the Committee

A big thank you to all families who generously donated money for equipment to the pre-school through the past year.

A big thank you to Helen and Belinda for all their support and encouragement over the past years, I have enjoyed being involved with Kiddiwinks over the years and look forward to another exciting year supporting our Pre-school

Are there any other nominees for the posts highlighted above?

We now need to nominate and vote Officers of the Committee for the year 2022/23

## **TREASURERS REPORT 2022**

**BELINDA / EL**

The role of the appointed treasurer is to oversee the fundraising account. Belinda and El are managing the petty cash where there must be two signatures regarding all transactions. At no time will the petty cash be allowed to be the responsibility of one person.

The closing balance on 31<sup>st</sup> August 2021 was £1933.94.

Money paid into this account since this date includes fundraising from our sponsored events and donations. These additional funds help towards the purchase of food for snack times, equipment and other important resources need for the Pre-school.

We were overwhelmed with money raised this year – our Christmas fundraiser including the Christmas Raffle and party tickets raised £478.80. Our Easter raffle raised £150.00

The closing balance on 31<sup>st</sup> August 2022 was £1830.23

The Nationwide Fundraising account was closed in July as this building society ceased offering this account, we are now looking into opening a new fundraising account. The money at the moment is in the deposit account with Lloyd's Bank waiting to be transferred

Kiddiwinks Pre-school AGM  
Held on Friday 25<sup>th</sup> October 2022

Financial Report 2022

The financial year is from September 2021 to August 2022.

The opening balance was £33,637.54 the closing balance is £36,553.88. This account is utilized for wages, rent, insurance, staff development, funding, Inland Revenue, Sundry expenses and equipment.

We did not use the deposit account this year, but we have put the fundraising money from the closed fundraising account into this deposit account.

The deposit account opened at £30,578.83 closed at £31,884.99 this account is for emergencies, staff wages if funding problems arise, or low intake of children at any time.

All bills are paid and we have received all the autumn funding payments. The accounts are monitored very closely by Helen, Roy the Chairman and myself.

I would like to thank Helen, all the staff, the committee, everyone who has helped over the past year. It is very much appreciated.

Regards  
Belinda Jee  
Finance /Payroll Manager

Kiddiwinks Pre-school AGM

Held on Friday 25<sup>th</sup> October 2022

Financial Report 2022

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Regards

Belinda Jee

Finance /Payroll Manager

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**KIDDIWINKS**

**PRE - SCHOOL**

**INCOME & EXPENDITURE ACCOUNTS**

**FOR THE YEAR ENDED 31 AUGUST 2022**

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- 3 Income & Expenditure Deposit Account
- 4 Income & Expenditure Fundraising Account



**Atina Accounts**  
Chartered Accountants

Jubilee House, Dunkirk, Faversham, Kent, ME13 9TJ  
Email: [info@atinaaccounts.co.uk](mailto:info@atinaaccounts.co.uk) Tel: 07792 958792

**KIDDIWINKS PRE-SCHOOL**

**REPORT TO THE COMMITTEE**

**FOR THE YEAR ENDED 31 AUGUST 2022**

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**Address:** Gillingham Methodist Church  
100 Third Avenue  
Gillingham  
Kent  
ME7 2LU

In accordance with instructions provided these statements have been prepared, without carrying out an audit, from the accounting records of Kiddiwinks Pre-School from the information and explanations supplied.

The Committee is responsible for the preparation of the statements , it is my responsibility to form an independent opinion from these statements for the period to 31st August 2022.

In my opinion, these statements give a true & fair view of the state of affairs of Kiddiwinks Pre-school as at 31st August 2022.

Signed: Mrs A L Ellis

**Approval**

I approve the statements herein enclosed and confirm that I have made available all relevant books, records and information required for the completion.

Signed: Mr Roy Adams

Date: 25th November 2022

KIDDIWINKS PRE-SCHOOL

INCOME & EXPENDITURE ACCOUNTS

FOR THE YEAR ENDED 31 AUGUST 2022

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Current Account (00091162 Lloyds TSB)

<u>Income</u>	£	<u>Expenditure</u>	£
<b>Opening balance 1st Sept 2021</b>	<b>33,637.54</b>		
<u>Income in year</u>		<u>Expenditure in year</u>	
Fees (incl. B club)	20,038.28	Wages	112,255.98
Medway Council	126,761.39	Rent	19,251.20
SEN / High Needs	5,231.08	Bank Charges	92.87
Other	190.46	Pension	8,582.41
Donations	-	Insurance	1,105.75
		Phone / Internet	514.03
		Stationery / Training	921.52
		Toys/Equipment	753.53
		Registrations	2,777.79
		Professional Fees	707.94
		Snack Bar	688.13
		Cleaning	425.88
		Other	1,227.84
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	152,221.21		149,304.87
		<b>Closing balance 31st August 2021</b>	<b>36,553.88</b>
	<hr/>		<hr/>
	185,858.75		185,858.75
			-

Current Account Bank Reconciliation:

<b>Closing balance 31st August 2022</b>	<b>36,553.88</b>
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<b>Balance per Bank Statement as at 31st August 2022</b>	<b>36,553.88</b>
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KIDDIWINKS PRE-SCHOOL

INCOME & EXPENDITURE ACCOUNTS

FOR THE YEAR ENDED 31 AUGUST 2022

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**Deposit Account (06116817 Lloyds TSB)**

<u>Income</u>	£	<u>Expenditure</u>	£
Opening balance 1st Sept 2021	30,578.83		
<u>Income in year</u>		<u>Expenditure in year</u>	
Bank Interest	3.86		
Fundraising Account (See Page 3 for breakdown)	1,302.30		
		Closing balance 31st August 2022	31,884.99
	<u>31,884.99</u>		<u>31,884.99</u>

**Deposit Account Bank Reconciliation:**

Balance per Bank Statement as at 31st August 2022	31,884.99
	<u>31,884.99</u>

KIDDIWINKS PRE-SCHOOL

INCOME & EXPENDITURE ACCOUNTS

FOR THE YEAR ENDED 31 AUGUST 2022

Fundraising Account

<u>Income</u>	£	<u>Expenditure</u>	£
<b>Opening balance 1st Sept 2021</b>			
Building Society	1,300.90		
Petty Cash	633.04		
<u>Income in year</u>		<u>Expenditure in year</u>	
Fundraising	645.80	Office inc Postage	51.32
Snack Bar	-	Snack Bar	110.85
Photo Commission	-	Resources / Equipment	470.98
Donations	-	Fundraising	92.28
Bank Interest	1.40	Photos	-
Other	-	Other	19.99
Sponsor Money	-	Cooking	5.49
	<u>647.20</u>		<u>750.91</u>
		*Transfer to SavingsA/c	1,302.30
		<b>Closing balance 31st August 2022</b>	<b>527.93</b>
	<u>2,581.14</u>		<u>2,581.14</u>

Fundraising Account Bank Reconciliation:

Balance per Bank Statement as at 31st August 2022

Building Society	-
Petty Cash	527.93
	<u>527.93</u>

\*Note: The Nationwide Fundraising account was closed on 18/07/22 by the bank.  
As such the balance was transferred to the Savings Account until a new Account can be set up.