



Kiddiwinks Pre-school

Kiddiwinks Pre-school is a Registered Charity number 1023536

The Annual Report covers the financial year to 31st August 2023

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
20th November 2023

Meeting Agenda

AGM 20th November 2023

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 Report 25th November 2022

In attendance Roy Adams, Eleanna Kaogirou, Belinda Jee, Helen Ellis-Adams, Maria Pieri, Carly Servante, Helen Burford, Bianca Powell, Ingrida Petrosiene, Maggie Servante And Emma Kemp

Helen opened the meeting introducing herself and the other committee members

Last years meeting voted in as true as per minutes

Meeting stopped 9.08am for other children to be let in.

Meeting adjourned where left off with Helen going through her report.

Helens Report: Letting everyone (staff, parents and volunteers) know how grateful Kiddiwinks are for their support 2021/22 and that it has been another year operating safely with COVID 19. Apprentices done well. Hannah qualified in October 2021 and left October 2022, Fifi is still completing her apprenticeship and we have now welcomed May to the team as a new apprentice April 2022.

Charlotte and Carrie are completing online courses for neuro science and mental health. Carrie will soon begin Level 3 SENCO qualification. We have now joined Kent and Medway Healthy Workplace Wellbeing Program.

We are also continuing with Healthy Early Year (HEY) Gold Award. Health and safety procedures are still in place. Staff, parents and families are informed via email, tapestry app and telephone conversations. Events for Christmas and Easter was recorded on tapestry app.

Sports day was held at the local park. We celebrated The Queens Platinum Jubilee with a tea party. July we said our goodbyes to the school leavers and parents who were going into Year R.

September we opened our doors to new families. Still using the 15 minute time period to help with the congestion of children in the morning and at the end of the day.

Lastly she would like to thank the committee and friends for sparing their time. Especially Roy the Chair, El the Treasurer and Emma the Secretary who volunteered their time to help. We are sadly saying goodbye to Emma.

9.15am Roy then read out his Chair persons report

He thanks everyone who attended the AGM this morning. He thanks all families who donated money for equipment through the last year. He states he would love to continue his role as Chair of the committee. El is unfortunately unable to continue her role as treasure and Emma leaving means the Secretary role is available as well. Vote will be held at the end of meeting. Belinda read out the Treasury Report for 2022 Belinda and El are in-charge of petty cash. The closing balance on 31st August 2022 was £527.93.

Supervisor's Report

First of all a big thank you to all Staff, Parents and Committee for their support this year, 2022/23 has been another fantastic year at Kiddiwinks, we are a great team

The academic year started well in September 2022, Fifi returned from maternity leave in November 2022 and is on track to complete her apprenticeship at the end of this year. May has also been working towards her level 3 qualification and hopes to complete her apprenticeship early December. Carrie has recently completed a Cache level 3 Special Educational Needs Coordinator qualification in Early Years Settings. We are very proud of them all and appreciate their commitment to both the training programmes and to Kiddiwinks pre-school.

As a team we all continue our ongoing commitment for professional development and safeguarding has been a huge focus alongside promoting good mental health. Carrie and Belinda are our well being ambassadors, providing help and advice to the staff team and parents. Promoting and support the well being of all our staff and that of the children is a continuing priority for Kiddiwinks.

Other training we have attended includes promotion of positive behaviour, renewal of first aid qualifications, continuous provision, oral health and various other mini training programmes.

We have also been engaged with Government initiatives to support settings in Covid recovery we have been apart of an Expert and Mentors programme and I have also been engaged in a Department of Education Early Years Professional Development Programme (EYPDP). The objective of the EYPDP is to help support the children in our setting who have been most affected by COVID-19, by developing knowledge and skills in the key areas of communication and language, early mathematics and personal, social and emotional development.

This year will be continuing to support children and families to stay healthy, and we are proud to say that we have now achieved the Healthy Early Year (HEY) God award. In fact we are attending an award event tomorrow evening where we are all looking forward to celebrating our achievements. During our Healthy Early Years journey we have introduced lots of initiatives including weekly experiences cooking with the children, workshops for cooking on a budget with parents, alongside promoting good oral health. We thank Trudy for her cooking expertise and May for being our Oral Health Expert, May is part of a group working in collaboration with the other setting and professionals in the promotion of good oral health for our families. Trudy attends many training initiatives that support promoting healthy early years.

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 Kings coronation inviting 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 continue to organise welcome and home times each day during a 15 minute period. To ease transition times and give time to for daily feedback and incidental 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. I would like to take this opportunity to thank you as parents, the Committee and staff team for your understanding and cooperation. Also I would like to acknowledge and say thankyou to Hazel and Maggie who are our valued volunteers supporting the staff team in our everyday practice

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, Maria who is Treasurer and Carly our Secretary. Roy, Maria and Carly willingly give much time (which is voluntary to Kiddiwinks) Maria keeps a check on the fundraising account and Carly records minutes of meetings.

A special thank you to Roy for his continued support to Kiddiwinks, he has unfortunately been very poorly this year but we wish him a full and speedy recovery.

We are very pleased that Roy, Maria and Carly have expressed a desire to continue in their role. If you would like to be nominated for any of these roles please come forward. We would like to extend to them and all our parents our special thanks for their commitment to the setting, help and support.

Thank you for taking the time to attend this meeting and we look forward to working in partnership with you throughout this year to provide the best possible experiences for your child and you whilst at the setting

Chairperson's Report – Roy Adams

Thank you for your support this morning attending our AGM.

Officers of the Committee for 2022/2023

| | |
|-----------|----------------|
| Chair | Roy Adams |
| Treasurer | Maria Pieri |
| Secretary | Carly Servante |

We have all expressed an interest to be re-elected for our current positions on the Committee.

Are there any other nominees for the posts highlighted above?

We now need to nominate and vote Officers of the Committee for the year 2023/24

A big thank you to all families who generously donated equipment and money 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

TREASURERS REPORT 2023

BELINDA / MARIA

The role of the appointed treasurer is to oversee the fundraising account. Belinda and Maria 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.

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

We were overwhelmed with money raised from our Christmas and Easter events where in total we raised £625.00. With these funds we were able to renovate the outside area and introduce cooking experiences for the children and their families.

Held on Monday 20th November 2023
Financial Report 2023

The financial year is from September 2022 to August 2023.

The Business account balance opened with £36,553.88 and the closing balance is £32,422.92.

This account is utilized for wages, rent, insurance, staff development, funding, Inland Revenue, Sundry expenses and equipment. We opened a new Current account during the year, as advised to do so by Lloyds bank. This is now open and the old account has been closed.

The deposit account opened at £31884.99 closed with added interest at £32047.53.

We did not use the deposit account this year. This account includes the fundraising money from the old closed nationwide account.

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 and everyone who has helped over the past year. It is very much appreciated.

Regards Belinda Jee
Finance /Payroll Manage

KIDDIWINKS

PRE - SCHOOL

INCOME & EXPENDITURE ACCOUNTS

FOR THE YEAR ENDED 31 AUGUST 2023

Contents

- 1 Report to the Committee
- 2 Income & Expenditure Current Account
- 3 Income & Expenditure Deposit Account
- 4 Income & Expenditure NEW Current Account
- 5 Income & Expenditure Petty Cash Account



Atina Accounts
Chartered Accountants

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

KIDDIWINKS PRE-SCHOOL

REPORT TO THE COMMITTEE

FOR THE YEAR ENDED 31 AUGUST 2023

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 2023.

In my opinion, these statements give a true & fair view of the state of affairs of Kiddiwinks Pre-school as at 31st August 2023.

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: 31st October 2023

KIDDIWINKS PRE-SCHOOL

INCOME & EXPENDITURE ACCOUNTS

FOR THE YEAR ENDED 31 AUGUST 2023

Current Account (00091162 Lloyds TSB)

| <u>Income</u> | £ | <u>Expenditure</u> | £ |
|--------------------------------------|------------------|---|------------------|
| Opening balance 1st Sept 2022 | 36,553.88 | | |
| <u>Income in year</u> | | <u>Expenditure in year</u> | |
| Fees (incl. B club) | 28,184.37 | Wages | 95,622.54 |
| Medway Council | 93,225.72 | Rent | 15,274.71 |
| SEN / High Needs | 3,944.60 | Bank Charges | 103.87 |
| Other | 135.19 | Pension | 6,127.29 |
| Donations | 200.00 | Insurance | 1,144.39 |
| | | Phone / Internet | 380.68 |
| | | Stationery / Training | 607.03 |
| | | Toys/Equipment | 2,425.92 |
| | | Registrations | 2,212.23 |
| | | Professional Fees | 499.20 |
| | | Snack Bar | 1,013.85 |
| | | Cleaning | 283.66 |
| | | Other | 2,290.76 |
| | | **Transfer to New account | 15,000.00 |
| | <hr/> | | <hr/> |
| | 125,689.88 | | 142,986.13 |
| | | Closing balance 31st August 2023 | 19,257.63 |
| | <hr/> | | <hr/> |
| | 162,243.76 | | 162,243.76 |
| | <hr/> | | <hr/> |

Current Account Bank Reconciliation:

Closing balance 31st August 2023 19,257.63

Balance per Bank Statement as at 31st August 2023 19,257.63

KIDDIWINKS PRE-SCHOOL

INCOME & EXPENDITURE ACCOUNTS

FOR THE YEAR ENDED 31 AUGUST 2023

Deposit Account (06116817 Lloyds TSB)

** Incl Fundraising

| <u>Income</u> | £ | <u>Expenditure</u> | £ |
|-------------------------------|------------------|----------------------------------|------------------|
| Opening balance 1st Sept 2022 | 31,884.99 | | |
| <u>Income in year</u> | | <u>Expenditure in year</u> | |
| Bank Interest | 162.54 | | |
| | | Closing balance 31st August 2023 | 32,047.53 |
| | <u>32,047.53</u> | | <u>32,047.53</u> |

Deposit Account Bank Reconciliation:

| | |
|---|------------------|
| Balance per Bank Statement as at 31st August 2023 | 32,047.53 |
| | <u>32,047.53</u> |

KIDDIWINKS PRE-SCHOOL

INCOME & EXPENDITURE ACCOUNTS

FOR THE YEAR ENDED 31 AUGUST 2023

NEW Account (41111160 Lloyds TSB)

| <u>Income</u> | £ | <u>Expenditure</u> | £ |
|--|------------------|---|------------------|
| Opening balance 21st April 2023 | - | | |
| <u>Income in year</u> | | <u>Expenditure in year</u> | |
| Fees | 4.50 | Wages | 24,102.17 |
| Medway Council | 33,543.64 | Rent | 7,570.20 |
| SEN / High Needs | 2,988.06 | Bank Charges | |
| Other | 157.00 | Pension | 4,581.70 |
| Bank Interest | - | Insurance | - |
| **Transfer from Current A/c | 15,000.00 | Phone / Internet | 188.02 |
| | | Stationery / Training | 122.91 |
| | | Toys/Equipment | 55.97 |
| | | Registrations | 648.00 |
| | | Professional Fees | 264.00 |
| | | Garden | 994.94 |
| | | Cleaning | - |
| | | Other | - |
| | <u>51,693.20</u> | | <u>38,527.91</u> |
| | | Closing balance 31st August 2023 | 13,165.29 |
| | <u>51,693.20</u> | | <u>51,693.20</u> |
| | | | - |

NEW Account Bank Reconciliation:

| | |
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| Balance per Bank Statement as at 31st August 2023 | 13,165.29 |
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KIDDIWINKS PRE-SCHOOL

INCOME & EXPENDITURE ACCOUNTS

FOR THE YEAR ENDED 31 AUGUST 2023

Petty Cash Account

| <u>Income</u> | £ | <u>Expenditure</u> | £ |
|--------------------------------------|---------------|---|---------------|
| Opening balance 1st Sept 2022 | | | |
| Petty Cash | 527.93 | | |
| <u>Income in year</u> | | <u>Expenditure in year</u> | |
| Fundraising | 625.00 | Office inc Postage | 41.48 |
| Snack Bar | - | Snack Bar | 186.27 |
| Photo Commission | - | Resources / Equipment | 241.08 |
| Donations | - | Fundraising | |
| Bank Interest | - | Garden | 281.00 |
| Other | 37.00 | Other | 2.60 |
| Sponsor Money | - | Cooking | 90.60 |
| | <hr/> | | <hr/> |
| | 662.00 | | 843.03 |
| | | Closing balance 31st August 2023 | 346.90 |
| | <hr/> | | <hr/> |
| | 1,189.93 | | 1,189.93 |
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Petty Cash Account Bank Reconciliation:

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