

AGM 2021

welcome to little acorns annual general meeting 2021.

thank you so much for attending our meeting, my name is Lisa Turner and I am the chairperson at little acorns pre school

little acorns is a registered charity and is run by an elected committee of volunteers, who dedicate time for free to help and support the staff. We are always looking for new members to join the committee because many of our current committee members leave us when their children move to primary school.

So I really do appreciate all of you for attending this meeting.

This has been my first year as chair of the committee and by no doubts it has been a busy one, we have been continuing to build on the hard work of the previous few years, educationally and financially and as ever striving to become an outstanding setting.

Last September, we saw an end to the bubbles in preschool and a bit of normality return, our numbers were good, and we were delighted to have maintained a balanced ratio of 2, 3 and 4 years old in the setting.

Due to the covid rules and procedures, social distance was in full force, which wreaked havoc on our fundraising, we was not able to run our crafty Christmas or have our Race night. Fortunately, The preschool staff were amazing at helping adapted our fundraising strategies and coming up with new ideas to raise funds for the preschool, Our Xmas photos where a great success, Thank you.

We saw a change of committee members, we said goodbye to Alison, And welcomed Ruth as treasurer, taken over from Lindsey and Lucy who took over from Allison as secretary.

We also welcomed Back Dawn from maternity leave.

In the New year, following the government's decision to close schools and leave early years open, we had to adjust our setting to accommodate not only our parents and family's needs but also those of our staff. we therefore discontinued the afternoon sessions, momentarily, in order to ensure we had adequate adult/child ratios and to allow our staff to organise their own childcare. the reduction in hours and sessions also allowed us to thoroughly clean little acorns in between each session which was necessary due to the new strain of COVID and its potential harmful effects.

We opted to Flexi furlong the staff, which meant each member of staff worked the same amount of hours in the setting. As a committee we took the decision like our predecessors before us to not charge fees (unlike many other settings) to parents for any days their children were not attending the preschool, allowing us to maintain the strong relationships with our families.

On the 8th of March following the announcement that schools would be reopening, we reverted back to our original hours/ sessions. With that our numbers of children have continued to soar.

We increased staff and welcomed two new members: Kaylee and Maxine, who have fitted in amazingly both with the children and staff.

Katie made a seamless transition within the preschool from practitioner to the role of office manager taken over from Mereka.

With the Covid numbers decreasing, all staff were given an up-to-date contract and a salary reviewed. The staff have worked exceedingly hard and I just wished this could have been reflected more in their salaries, this is something, we plan to work on and look in to in more depth.

With lockdown easing, We were able to have our Easterise and a visit from the easter bunny and Elsa for the children, which was great fun and huge success, Thank you to the staff and committee for making that happen. At the same time, we also got our new safety gates in the playground, and look forward to completing two small areas which need fencing.

In May and June we were awarded a Grant from Tandridge Council, for all the extra costs we had incurred during covid and money we couldn't raise due to the restrictions, we used this to go towards the long awaited soft, wet pour floor. I must thank Ruth, for all her hard work, finding the right contactor for the job, investigating the material and how it would be best laid, it was no easy task, and I am very thankful I had Ruth on my team. This flooring has taken the nursery to another level, not only in health and safety but in enjoyment and is aesthetically pleasing , hopefully this will encourage more parents to join us, I know our children love it.

Through research and looking at other nurseries / preschool in the area of a similar structure to ours, we discovered Little Acorns charged one of the lowest fees per session. With the increase in inflation and our out goings, we re-evaluated our fees and increased them for £16 to £17 per session. We had no complaints and received positive feedback from this decision.

In the last term, our older children were preparing to leave and it was a nice feeling to be able to open our doors to the parents for the 1st time in a long time and welcome them to watch their children perform.

On reflection I believe the preschool has gone from strength to strength, we have survived coronavirus and come out stronger than before.

In closing, I would like to thank the committee.

Thank you for all your advice and ongoing support, for all your help with fundraising and your commitment to the preschool.

I would especially like to thank Liz Armitage who has continued to work as our bookkeeper and payroll officer but has also given me so much support and advice in many other areas concerning little acorns.

Just as importantly, I would like to say thank the team of staff, Led by Our Manager Jackie Apps, for all their hard work and effort to provide the children

with a fun, safe, educational environment. we are incredibly grateful for all the amazing work they do for our children. Little acorns preschool wouldn't be the place it is without all of you.

Treasurer Report for AGM

27th September 2021

The last 18 months have been challenging for everyone with the COVID-19 pandemic and subsequent lockdowns. Despite this, Little Acorns has had a successful 2020-2021 financial year and we ended this period with an approximate profit of £726.28 and no outstanding debts.

Although this profit figure may sound small, it takes in to account some amazing achievements including paying for our new wet pour rubber floor and gates for the outside area. This has improved the outside area considerably and made it safer and more visually appealing for our children with the blue / green “river / island” design, bright shapes and hopscotch.

For the financial period ending August 2021 we had £16,249.71 in our bank account, £9,019.65 in our savings account and £27.60 in petty cash. We “borrowed” £3,000 from our savings account in June to help fund our new outside floor, but due to some amazing fundraising and being eligible for a number of grants we are now in a position where we are able to pay this money back.

Despite the challenges around Covid-19, we were able to come up with some great fundraising ideas and managed to raise over £2,500 in the last year after costs. This was from a variety of activities including Raffles, Photographs, Eastercise, Easter craft packs, our Easter Bunny visit, Summer Readathon and our Summer picnic stall. This was only made possible by the hard work, determination and creative thinking of our staff, committee, parents and carers - so a huge thank you to you all.

Little Acorns has gone from strength to strength over the past year; we have had an increase in our numbers of children and been able to increase our staff wages. In addition, we were able to fund our Leavers celebration - helped by a very generous donation from Lisa and Ian from Tatsfield Aquatics (thank you!), which meant that the children were able to wear caps and gowns to help make this a truly memorable day. We've also spent £437.62 for the year on activities for the children, including Play-Dough (could only be used once due to Covid), cooking ingredients, flower seeds to plant, story sacks, Christmas party, a birthday card for each child and the Leavers party and gifts. In addition, £492.42 was spent on consumables for the year which included toys, games and books for the nursery, a new lock for the front door, new doorbells and new wipe clean

cushions and mats. We also spent a huge amount (£1,392.21) on increased cleaning and hygiene to ensure that we were as Covid-safe as we could possibly be. This included aprons, gloves, masks, mops, wipes and net bags for holding and cleaning toys. On a lighter note, we were also able to buy ice-creams for the children and some extra bits and pieces for the baby chicks that we were given to hatch!

In summary, a very successful financial year – here's to building on our successes for the year ahead. One of my goals for this upcoming year is to look into claiming back Gift Aid from our sponsored events and donations. From my initial calculations, this could bring in an approximate amount of £526 for the nursery, which would be a great start to the new financial year.

Ruth Taylor
Treasurer 27.09.2021

Liz Armitage
Bookkeeper 27.09.2021

LITTLE ACORNS PRE - SCHOOL
MANAGEMENT COMMITTEE
ACCOUNTS FOR THE YEAR ENDED
31 AUGUST 2021

**LITTLE ACORNS PRESCHOOL
MANAGEMENT COMMITTEE
ACCOUNTANTS' REPORT**

Independent Examiner's Report to the Management Committee of Little Acorns Preschool

I have independently examined the accounting records of Little Acorns Preschool Management Committee, for the year ended 31 August 2021, and have prepared these accounts from the books, records and accounting information kept by the committee.



Leigh Wiercx (CMA)
31 Woodland Way
Bidborough
Tunbridge Wells
Kent
TN4 OUY

Sep 16, 21

Date

LITTLE ACORNS PRE-SCHOOL

BALANCE SHEET AT 31 AUGUST 2021

| | 2021 | 2020 |
|-----------------------------------|----------------------|----------------------|
| | £ | £ |
| <u>FIXED ASSETS</u> | | |
| Tangible assets | 8,246 | 0 |
| <u>CURRENT ASSETS</u> | | |
| stock | 0 | 0 |
| General Debtors | 0 | 0 |
| Cash at bank and in hand | 35,705 | 30,890 |
| | <u>43,951</u> | <u>30,890</u> |
| <u>CURRENT LIABILITIES</u> | | |
| Creditors due under one year | 0 | 2,761 |
| | <u>43,951</u> | <u>28,128</u> |
| <u>RESERVES</u> | | |
| At beginning of year | 28,128 | 19,127 |
| (Deficity)/Surplus for the year | 15,822 | 9,001 |
| | <u>43,951</u> | <u>28,128</u> |

We approve these accounts and confirm that we have made available all the records and information for their preparation

Chair

Lisa Turner

Date

14th October 2021

LITTLE ACORNS PRE-SCHOOL**DETAILED INCOME AND EXPENDITURE ACCOUNT
FOR THE YEAR ENDED 31 AUGUST 2021**

| | 2021 | | 2020 | |
|---------------------------------------|--------------|----------------|----------|---------------|
| | £ | £ | £ | £ |
| <u>TURNOVER</u> | | | | |
| Fees Receivable | | 34,320 | | 40,920 |
| Fundraising | | 2,481 | | 1,890 |
| Donation | | 343 | | 215 |
| Government nursery grants received | | 84,546 | | 48,391 |
| Other income Furlough/SMP | | <u>13,623</u> | | <u>48,391</u> |
| | | 135,312 | | 91,415 |
| <u>ADMINISTRATION EXPENSES</u> | | | | |
| Wages and salaries | 90,855 | | 58,636 | |
| staff training and uniforms | 916 | | 746 | |
| Rent | 11,605 | | 10,793 | |
| Insurance | 770 | | 769 | |
| Consumables and activities | 1,670 | | 2,005 | |
| Computer costs | 865 | | 674 | |
| Printing, postage & stationery | 959 | | 293 | |
| Subscriptions | 143 | | 0 | |
| hygiene & catering | 1,392 | | 701 | |
| Advertising | 81 | | 159 | |
| Milk | 0 | | 12 | |
| Professional fees | 5,520 | | 6,959 | |
| Sundry Expenses | 518 | | 627 | |
| Donations | 0 | | 0 | |
| Bank charges | 84 | | 60 | |
| Bad Debts | 0 | | 0 | |
| Depreciation | <u>4,123</u> | | <u>0</u> | |
| | | <u>119,501</u> | | <u>82,434</u> |
| OPERATING (DEFICITY)/SURPLUS | | 15,811 | | 8,981 |
| Bank Interest received | | 12 | | 20 |
| Net (Deficit)/Surplus for the Year | | <u>15,822</u> | | <u>9,001</u> |

LITTLE ACORNS PRE-SCHOOL

**NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 AUGUST 2021**

1 Tangible Fixed Assets

Cost

| | |
|-------------------------------|------------------|
| Balance at 1st September 2020 | 13,604.17 |
| Additions | 12,368.99 |
| Disposals | 0.00 |
| Balance at 31 August 2021 | <u>25,973.16</u> |

Depreciation

| | |
|-----------------------------------|------------------|
| Balance at 1st September 2020 | 13,604.17 |
| Depreciation charged for the year | 4,123.00 |
| Eliminated on disposal | 0.00 |
| Balance at 31 August 2021 | <u>17,727.17</u> |

Net Book Value

| | |
|-------------------|-----------------|
| At 31 August 2021 | <u>8,245.99</u> |
| At 31 August 2020 | <u>0.00</u> |

2 Bank balances

| | O/B | movement | C/B |
|---------------------------------|------------------|-----------------|------------------|
| CAF Cash account | 8,446.82 | 7,802.89 | 16,249.71 |
| CAF Deposit account | 12,018.46 | -2,998.81 | 9,019.65 |
| Treasurer's Petty Cash | 20.00 | 0.00 | 20.00 |
| Supervisor's Petty Cash | 27.00 | 0.60 | 27.60 |
| Petty cash Control (trfr a/c) | 0.00 | 0.00 | 0.00 |
| Scottish Widows Deposit account | 10,377.33 | 10.41 | 10,387.74 |
| | <u>30,889.61</u> | <u>4,815.09</u> | <u>35,704.70</u> |

3 General debtors

0.00

4 Creditors

0.00

LITTLE ACORNS PRESCHOOL

| TRIAL BALANCE | | TB per bookkeeper | adjustments | corrected TB |
|----------------------|---|-------------------|-----------------------------|------------------|
| | Name | | | |
| | 0030 Fixed Assets - Cost | 13,604.17 | 12,368.99 | 25,973.16 |
| | 0031 Fixed Assets - Depreciation | -13,604.17 | -4,123.00 | -17,727.17 |
| | 1100 Debtors Control Account | 0.00 | | 0.00 |
| | 1105 General Debtors | 0.00 | | 0.00 |
| new | 1106 General Debtors Staff | 0.00 | | 0.00 |
| | 1201 CAF Cash account | 16,249.71 | | 16,249.71 |
| | 1211 CAF Deposit account | 9,019.65 | | 9,019.65 |
| | 1220 Treasurer's Petty Cash | 20.00 | | 20.00 |
| | 1221 Petty cash control (trf a/c) | 0.00 | | 0.00 |
| | 1230 Supervisor's Petty Cash | 27.60 | | 27.60 |
| | 1240 Scottish Widows Deposit account | 10,377.33 | 10.41 | 10,387.74 |
| | 2100 Creditors Control Account | | | 0.00 |
| | 2101 Sundry Creditors | | | 0.00 |
| | 2102 Other Creditors | | | 0.00 |
| | 2202 JRGs Furlough | | | 0.00 |
| | 2210 P.A.Y.E. | | | 0.00 |
| | 2211 National Insurance | | | 0.00 |
| | 2212 SSP/SMP/SPP recovered | 0.00 | | 0.00 |
| | 2220 net wages | | | 0.00 |
| | 3100 Funds Brought Forward | -8,927.74 | | -8,927.74 |
| | 3200 Surplus / Deficit of Funds | -19,200.55 | | -19,200.55 |
| | 4000 Grants Received | -84,545.56 | | -84,545.56 |
| | 4001 Fees received from Parents | -34,319.94 | | -34,319.94 |
| | 4002 Breakfast Club | | | 0.00 |
| | 4003 nursery vouchers | | | 0.00 |
| | 4004 Fund Raising | -2,480.67 | | -2,480.67 |
| | 4005 Fundraising-Quiz Night | | | 0.00 |
| | 40050 fundraising - leavers t shirts | | | 0.00 |
| | 4007 fundraising - xmas extra session | | | 0.00 |
| | 4008 Fundraising - Xmas Arts & Crafts | | | 0.00 |
| | 4010 Fundraising - Easter | | | 0.00 |
| | 4011 fundraising - race night | | | 0.00 |
| | 4014 Fundraising - sports day | | | 0.00 |
| | 4015 photo commission | | | 0.00 |
| | 4019 fundraising - christmas stall | | | 0.00 |
| | 4021 fundraising - ladies night | | | 0.00 |
| | 4023 Fundraising - Cake Sale | | | 0.00 |
| | 4025 Fundraising - eastercise | | | 0.00 |
| | 4027 Fundraising - 80s night | | | 0.00 |
| | 4028 Band Night | | | 0.00 |
| | 4029 Fundraising - Hamper tickets | | | 0.00 |
| new | 4030 fundraising - beer festival | | | 0.00 |
| new | 4031 outing - godstone farm | | | 0.00 |
| | 4050 Donations received | -342.70 | | -342.70 |
| | 4051 Milk Refunds | | | 0.00 |
| NEW | 4052 JRGs Furlough income received | | -10,861.40 | -10,861.40 |
| NEW | 4053 SMP reclaimed | | -2,761.32 | -2,761.32 |
| | 4600 Interest Received | | -11.60 | -11.60 |
| | 4900 Miscellaneous Income | -0.01 | | -0.01 |
| | 6900 Miscellaneous Expenses | 362.22 | | 362.22 |
| new | 6901 Gifts | 84.64 | | 84.64 |
| | 7000 Preschool activities | 437.62 | | 437.62 |
| | 7003 Staff Salaries | 82,077.61 | | 82,077.61 |
| | 70030 Nursery Activities | | | 0.00 |
| | 7004 Hygiene & Cleaning | 1,392.21 | | 1,392.21 |
| | 7005 furlough | -10,861.40 | 10,861.40 | 0.00 |
| | 7006 employers NI | 3,597.32 | | 3,597.32 |
| new | 7011 SMP reclaimed | -2,761.32 | 2,761.32 | 0.00 |
| | 7100 Rent | 11,605.02 | | 11,605.02 |
| | 7400 Breakfast Club | | | 0.00 |
| | 7501 Printing, Postage and Stationery | 959.43 | | 959.43 |
| | 7506 Consumables (toys etc) | 492.42 | | 492.42 |
| | 7507 Milk expenses | | | 0.00 |
| | 7508 Groceries | 676.40 | | 676.40 |
| | 7509 Office Equipment | 63.99 | | 63.99 |
| | 7510 Advertising | | | 0.00 |
| | 7603 Professional Fees | 5,519.53 | | 5,519.53 |
| | 7900 Interest paid | -1.19 | 1.19 | 0.00 |
| | 7901 bank charges | 84.00 | | 84.00 |
| | 7906 Pensions | 5,180.18 | | 5,180.18 |
| | 8002 Depreciation | 12,368.99 | -8,245.99 | 4,123.00 |
| | 8100 Bad Debt Write Off | | | 0.00 |
| | 8110 Contested payments/prepayment creditor | | | 0.00 |
| | 8200 Donations paid | | | 0.00 |
| | 8201 Subscriptions | 142.60 | | 142.60 |
| | 8202 Staff uniforms | | | 0.00 |
| | 8203 Training Costs | 915.50 | | 915.50 |
| | 8204 Insurance | 769.92 | | 769.92 |
| new | 8205 Advertising | 81.00 | | 81.00 |
| | 8206 Computer Costs | 864.80 | | 864.80 |
| | 8207 DBS checks | 71.39 | | 71.39 |
| | 9999 Mispostings Account | | | 0.00 |
| | 9998 Suspense account | 0.00 | | 0.00 |
| | | 0.00 | 0.00 | 0.00 |
| | profit for the year | | | -15,822.40 |
| | income | TB -135,323.20 | Income statement 135,323.19 | difference -0.01 |
| | expenses | 119,500.80 | 119,500.80 | 0.00 |
| | | -15,822.40 | 15,822.39 | -0.01 |

Depreciation Schedule

write off over 3 years

Financial Year 2021

| | Cost | Add | | Depr B/f | Depr Charge | Depr c/f | NBV | |
|------------------------------------|------------------|------------------|------------------|------------------|-----------------|------------------|-----------------|----------|
| FY 2005 | 907.00 | | | 907.00 | 907.00 | 907.00 | | - |
| FY 2006 | 534.00 | | | 534.00 | 534.00 | 534.00 | | - |
| FY 2007 | 1,805.63 | | | 1,805.63 | 1,805.63 | 1,805.63 | | - |
| | - | | | - | - | - | | - |
| Laminator | 128.01 | | | 128.01 | 128.01 | 128.01 | | - |
| Laminator | 29.36 | | | 29.36 | 29.36 | 29.36 | | - |
| Sage Payroll | 99.01 | | | 99.01 | 99.01 | 99.01 | | - |
| CD Player | 56.39 | | | 56.39 | 56.39 | 56.39 | | - |
| Climbing Frame | 1,133.67 | | | 1,133.67 | 1,133.67 | 1,133.67 | | - |
| Marque | 70.49 | | | 70.49 | 70.49 | 70.49 | | - |
| Climbing Frame | 359.45 | | | 359.45 | 359.45 | 359.45 | | - |
| A to Z Carpet | 199.70 | | | 199.70 | 199.70 | 199.70 | | - |
| Big Snack Floor Cushion | 84.85 | | | 84.85 | 84.85 | 84.85 | | - |
| Activity Frame Safety Mat | 299.58 | | | 299.58 | 299.58 | 299.58 | | - |
| | 0.42 | | | 0.42 | 0.42 | 0.42 | | - |
| Shelves and Trolley | 1,439.00 | | | 1,439.00 | 1,439.00 | 1,439.00 | | - |
| Walkie Talkies | 34.99 | | | 34.99 | 34.99 | 34.99 | | - |
| Digital Camera | 79.99 | | | 79.99 | 79.99 | 79.99 | | - |
| Laptop - Acer | 419.99 | | | 419.99 | 419.99 | 419.99 | | - |
| CD Player | 88.11 | | | 88.11 | 88.11 | 88.11 | | - |
| Folding trampoline | 58.52 | | | 58.52 | 58.52 | 58.52 | | - |
| Gym bench/balance | 98.64 | | | 98.64 | 98.64 | 98.64 | | - |
| Digital Camera | 100.00 | | | 100.00 | 100.00 | 100.00 | | - |
| Metal Storage Shed | 292.19 | | | 292.19 | 292.19 | 292.19 | | - |
| Acer Touch screen computer | 1,015.97 | | | 1,015.97 | 1,015.97 | 1,015.97 | | - |
| Shed | 890.77 | | | 890.77 | 890.77 | 890.77 | | - |
| fencing | 3,378.44 | | | 3,378.44 | 3,378.44 | 3,378.44 | | - |
| fencing | | | | - | | - | | - |
| Ian haymann - supply gates | | 308.99 | | | | 103.00 | 103.00 | 205.99 |
| abacus playgroups - wet pour floor | | 12,060.00 | | | | 4,020.00 | 4,020.00 | 8,040.00 |
| | 13,604.17 | 12,368.99 | 13,604.17 | 13,604.17 | 4,123.00 | 17,727.17 | 8,245.99 | |