

| <u>Perran-ar-worthal Preschool AGM</u> | |
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| Date of meeting | 05/10/20 |
| Venue | Via Zoom |
| Time | 8pm |
| Attendees | Jenie Macindoe (Chair), Kim Butler (Vice Treasurer), Sally Broughton (Treasurer), Michelle Pennington (Secretary), Claire Dark, Elaine Savage (Manager), Jan, Ella, Anna, Charo |
| Apologies | None |
| Chair update | <p>Welcome everyone, and thanks for coming. Without you the Pre School would not be able to function, so your time and interest is greatly appreciated.</p> <p>Pre-school has had a very interesting year! The first term half of the year proceeded as normal, with a new intake of children and some continuing. Curriculum enrichment included Forest School, Yoga and Sports4Tots on a weekly or biweekly basis, supported by a grant gained from Gwennap Parish council in the previous year. The children also took part in their annual Christmas Concert, it was such a brave and fantastic thing for them to perform on a stage for perhaps the first time, in front of family and the community.</p> <p>Pre-school's finances are digital and the online banking system is working well, problems with Coronavirus notwithstanding. We have continued to employ a freelance book-keeper to deal with the payroll, which lessens the administration needed by the committee and Manager.</p> <p>We welcomed Jan as a new member of staff in January, she has brought additional experience in general provision and for those with SEN. Jan also has experience of running Forest School activities and has been ensuring the garden is fit for purpose.</p> <p>We started the year on a tight budget, and with a view to increase marketing and fundraising, which we did and I'd like to give my thanks to the staff and committee for taking on these tasks. Despite some last-minute challenges in organising the Christmas fair, we held a very successful event, which raised a significant amount of money to support and sustain pre-school. We were also fortunate to obtain sponsorship of the event and</p> <p>later financial contribution from a local councillor, which boosted our fundraising efforts. No further fundraising activity has been able to take place sadly, and consideration will need to be given by the new committee to how</p> |

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| | <p>this can be achieved this term and beyond, as community fundraising and sponsorship is vital to sustaining the business.</p> <p>In terms of marketing, we continue to use our Facebook page to celebrate the pre-school and raise awareness. If you are active on Facebook, please support us by liking and sharing. Word of Mouth is our best ally – please tell other families you know about us.</p> <p>Along with other pre-schools and many businesses, we had to temporarily close the pre-school at the end of March. We were fortunate to continue to receive some of our government funding so we were able to pay staff when they were not able to work. A generous discount from our landlords was very helpful in managing the finances during that time.</p> <p>Staff returned to work in June and coped very well with the regulations and new procedures that needed to be put in place. I would like to acknowledge the loyalty and resilience of our staff during the lockdown – not only did they accept a 20% pay reduction during the closure of the pre-school, but then returned to work on reduced hours and therefore reduced income. This is not what we would like to have happened this year, but it was absolutely necessary to protect the finances of pre-school for the future and I thank the staff for their support in that.</p> <p>Going forward, the pre-school continues to deal with challenges presented by the pandemic and this will no doubt be a year of further uncertainties and some challenges. As Manager, Elaine has steered the ship incredibly well and, together with the new committee, I am confident will continue to deliver a quality provision for the community whilst coping with the demands placed upon us by the current situation.</p> <p>There are some opportunities on the horizon however – the landlords are in the very early stages of designing a new state of the art village hall and remain committed to supporting the pre-school within this design. More accommodation for families is being built in and around the village and we continue to have a strong reputation as a quality and caring provider.</p> |
| <p>Treasurer’s report</p> | <p><u>Bank Accounts</u></p> <p>Current Account: Opening balance in Sept 2019 £8067.83 Closing balance Sept 2020 £11,723.44 (this includes approx £4,000 money from the government for the children starting in Sept which was paid in at the end of August)</p> <p>Savings Account: £20,289.59</p> <p>Fundraising Christmas Fayre: £644.91 Extras include: £250 donation from the village hall £200 compensation from the bank for all the delays</p> |

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|----------------|---|
| | <p>Other funds were raised from the Christmas cards and photos, paypal etc</p> <p><u>Lockdown</u> Phone -negotiated a cheaper contract Biffa Waste: 50% reduction for 8 weeks Village hall: No rent to pay for Apr and May (£125 per month), then 50% for June, Jul, and August</p> <p>Furlough: £301.32 from the government Staff worked reduced hours/pay</p> <p>The books are with the accountants for the end of year accounts return As of today (AGM) bank accounts are: Current account£9,163.56 Savings account: £20,289.59</p> |
| Changes | <p>Jenie Macindoe has stepped down as Chair, Kim Butler has stepped down as Vice Treasurer, Sally Broughton has stepped down as Treasurer. Michelle Pennington will continue on as Secretary.</p> <p>New committee members: Ella Van Evelingen – Kim proposed and Michelle seconded. Charo Warr – Sally proposed and Jenie seconded. Anna – Kim proposed and Jenie seconded.</p> |



Perfect Sums

Bookkeeping & Accounts Ltd.

*Perran-ar-Worthal Preschool
Playgroup*

*September 2019 –
August 2020*

Prepared by:

Perfect Sums Bookkeeping & Accounts Ltd

Trevenson House

Church Road

Pool

TR15 3PT

INDEPENDENT EXAMINERS REPORT TO THE TRUSTEES OF PERRAN_AR_WORTHAL PRE-SCHOOL PLAYGROUP

I report on the accounts of the trust for the year ended 31st August 2020, which are set out on the attached pages.

Respective responsibilities of the trustees and the examiner

The Charities trustees are responsible for the preparation of the accounts. The charities trustees consider that an audit is not required for this year under section 144(2) if the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- Examine the accounts under section 145 of the 2011 Act;
- To follow the procedures laid down in the general directions given by the charity commission under section 145 (5)(b) of the 2011 Act;
- To state whether particular matters have come to my attention.

Basis of independent examiners report

My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present and 'true and fair' view and the report is limited to matters set out in the statement below.

Independent examiners statement

In connection with my examination, no matter has come to my attention:

1. Which gives me reasonable cause to believe that in any material respect the requirements
 - To keep accounting records in accordance with section 130 of the 2011 Act; and
 - To prepare account which accord with the accounting records and to comply with the accounting requirements of the 2011 Act.

Have not been met; or

2. To which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts reached.

claire martin

Claire Martin – MAAT

Date: 14.10.2020

Perran-ar-Worthal Preschool Playgroup
Income and Expenditure Account for year to 31st August 2020

| | 2020 | | 2019 |
|---|----------------------|---|----------------------|
| Income | | | |
| Fees | 3,514 | Fees | 7,758 |
| Funding | 21,447 | Funding | 21,429 |
| Fundraising | 3,142 | Fundraising | 1,185 |
| Grants - Council | 793 | Grants - Council | 1,448 |
| Interest | 0 | Interest | 31 |
| Other | 0 | Other | 0 |
| Donations | <u>450</u> | Donations | <u>36</u> |
| | 29,345 | | 31,887 |
| Expenditure | | | |
| Wages PAYE Pensions | 24,317 | Wages PAYE Pensions | 30,156 |
| Room Rent & Rates | 1,200 | Room Rent & Rates | 1,483 |
| Cleaning | 390 | Cleaning | 389 |
| Ofsted | 50 | Ofsted | 50 |
| Professional Fees | 456 | Professional Fees | 424 |
| Insurance | 726 | Insurance | 716 |
| Phone/Print/Stationery | 381 | Phone/Print/Stationery | 514 |
| Equipment/Resources | 407 | Equipment/Resources | 348 |
| Food/Drink | 59 | Food/Drink | 467 |
| Fundraising Expenses | 241 | Fundraising Expenses | 136 |
| Cirriculum Enrichmen/Outings | 1,373 | Cirriculum Enrichmen/Outings | 1,311 |
| Courses/training/uniforms | 155 | Courses/training/uniforms | 142 |
| Computer Equipment | 158 | Computer Equipment | 280 |
| Maintenance/repairs | 44 | Maintenance/repairs | 303 |
| Other | <u>0</u> | Other | <u>8</u> |
| | 29,956 | | 36,727 |
| Operating (loss)/profit 2020 | -611 | Operating (loss)/profit 2019 | -4,840 |
| Carried forward | <u>27,981</u> | Carried forward | <u>32,821</u> |
| | <u>27,370</u> | | <u>27,981</u> |
| Represened by | | Represened by | |
| Current Account | 11,723 | Current Account | 7,722 |
| Current Account | 20,289 | Current Account | 20,259 |
| Income in advance **FUNDING** | <u>-4,643</u> | Income in advance **FUNDING** | <u>0</u> |
| | <u>27,370</u> | | <u>27,981</u> |



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