

East Coker Preschool

Annual General Meeting

18<sup>th</sup> October 2023, 7:30pm

Attendance – Lauren.C, Eve.D, Anne.N, Jess.H and Amber.C.

Apologies - Vicky.R, Siobhian.T, Emma.B and Philippa.E.

The minutes of last year's AGM were read out, agreed upon and signed by both Jess and Amber. Since last year Jess has taken on the role of Treasurer and Eve the Admin role, there were no other matters arising.

Both the Manager/Chairperson and Treasurer reports were presented during the meeting, if you'd like to read or have a copy, please speak with a member of staff.

Unfortunately, Sophie and Steven have resigned their role as Co-Chairperson, and we'd like to send our thanks to them for their time and dedication to the committee. Amber has expressed that she would also like to resign her position as Secretary but has agreed to stay on, as the committee needs to have at least 2 non staff members in active roles. PLEASE REMEMBER THAT THE SCHOOL LEGALLY CANNOT RUN WITHOUT AN ACTIVE COMMITTEE!

The Constitutions and Policies were readopted and signed by both Secretary and Treasurer in lieu of a Chairperson, these are also available to view on request.

The Gambling Licence signatories are Anne and Karen.

#### **WINTER FAIR 25/11/2023**

Raffle tickets have been delivered and will be handed out shortly. We currently have approx 15 stalls sold, so if you or anyone you know would like a stall on the day please speak with either Judi or Eve. This year we're asking for whole cake donations, as opposed to cupcakes, for the refreshment stall that we will be hosting.

Anne and Amber have offered to go on a donation hunt around the town for raffle prizes, again if you know of any businesses or people that are willing to help please pass on the information.

#### **Festive Songs 06/12/2023**

Come and see your children performing a range of songs and buy their seasonal artwork, there will be refreshments available on the day.

#### **Easter Coffee Morning 28/03/2024**

Weather dependent we will be hosting an egg hunt for the children, there will also be a raffle, along with refreshments and more amazing artwork.

#### **Olympic Summer Event 08/06/2024**

In line with the summer Olympics we've decided to host our own for our summer fundraiser, details will be confirmed nearer the time, so watch this space.

#### **A.O.B**

Jess and Eve are going to look into the Instant Ink to see if it is cost effective for the setting.

Easy fundraising, if you do online shopping, please look into using the easy fundraising site to do so, with every purchase money gets given to the preschool at no extra cost to you, please see the leaflet attached.

Next meeting to finalise all Winter Fair arrangements,

**15/11/2023 7:30pm @The Preschool**

## 18/10/23 Manager Report and Treasurer Report

September 22 saw big changes at the playgroup. Eve Dudden took over as manager, supported by Anne N. (Deputy Supervisor), Lorraine R., Karen R, Judi S, Sophie K (chair), Amber (secretary) and later in the year Jess H (treasurer). This is also the 50<sup>th</sup> year the playgroup has been at the Pavilion in East Coker.

In September 22 the number of children accessing the playgroup was 17 but this increased throughout the year to 26 children at the end of the Summer Term 23. The low numbers of children had an ongoing impact on the financial situation of the playgroup. This combined with the rising cost of consumerables, utilities, national living wage and an increase in staffing ratios to enable a safe and learning environment for the increased number of SEN support children created a financial situation that was monitored all year. In November 22 an ex-parent ran a craft workshop which raised £250. The Winter Fair in November raised £795 and £218 was donated by the local short mat bowls league. This league runs for 11 months of the year, Eve & Jeff make bacon butties for them and the money raised is donated to the playgroup.

The playgroup walked to East Coker Primary School to see their Nativity in December 22. We watched their show and had a play in the reception classroom, re-establishing links with the school. It was lovely to see the preschooler's who had been at the playgroup.

In February 23 the playgroup signed up to do the SASP Physical Audit. This looks at the playgroup physical provision and advises how to make any improvements. We successfully completed this in July 23. The Stay and Play integrated session moved to Friday mornings and has been used by 3-4 families each week.

Funds raised were put toward mending the vegetable planter, which Anne and Ade did in February 23. The garden has enabled the children to grow and enjoy strawberries, sweetcorn, cucumbers, runner and french beans and pumpkins! The children made Valentine cards for their families and enjoyed making and eating pancakes and tossing pancakes on Shrove Tuesday (and all week!).

In May 23 the Coronation of the King Charles and Queen Camilla was celebrated and the local scarecrow competition was entered by the playgroup. The playgroup entry came 2<sup>nd</sup>! At the end of the Spring Term the wet weather did not deter an Easter Egg Hunt (held indoors) and a week long sale of Children's Art work, raising £69.50.

Our 50<sup>th</sup> Golden Jubilee event in June raised £675. It included a Golden Trail, garden games, BBQ, trip down memory lane with photos of years gone by, cakes, raffle and the launch of the Jubilee cookbook. I must mention Sophie (who devised the trail), Jess (who did the cookbook), Amber (who ran refreshments and organised) and everyone else who helped at the event, came to the event and supported the playgroup making this a truly wonderful event.

Photos of the children were taken by Ruth, a first time doing photos this way and will hopefully be repeated. Sports Day in July was not too hot and supported by many families who cheered on their children. A party at the end of term was enjoyed by all and the playgroup ran summer sessions Monday to Thursday from 9am-3pm for 4 weeks of the summer holidays. Looking back it been a year full of learning and fun.

# East Coker Pre-School Playgroup

## Profit and Loss Report

01 September, 2023 - 31 August, 2024

### Sales

0600 - Craft Fair Income	345.42	
4100 - Child Fee Age 2	3,472.91	
4101 - Child Fee Age 3+	8,040.11	
4105 - Summer Fees	569.58	
4106 - Milk Refunds	233.55	
4107 - Preschool Fundraising	2,917.18	
4108 - Easy Fundraising	316.98	
4113 - Grants	73,541.86	
4114 - Snack Fee	717.44	
4117 - Admin Charge	40.00	
4900 - Other income	202.01	
4911 - Bank interest received	627.75	
	<b>Total Sales</b>	<b>£91,024.79</b>

### Direct Expenses

0006 - Consumables	242.89	
0009 - Gifts	20.00	
0200 - Visits	150.00	
0300 - Fundraising Costs	20.00	
0400 - Craft Fair Costs	161.49	
1234 - Petty Cash	100.00	
	<b>Total Direct Expenses</b>	<b>£694.38</b>

**GROSS PROFIT / LOSS** **£90,330.41**

### Overheads

0001 - Stationery	11.85	
0002 - Preschool Resources	467.71	
0003 - Paper Consumables	5.75	
7000 - Employee Wages and Salaries	77,284.63	
7001 - NEST pension	1,641.25	
7095 - Recruitment Expenses	35.00	
7100 - Rent	6,677.45	
7200 - Electricity	766.96	
7500 - Printing	18.49	
7530 - Telephone	154.92	
7610 - Accountancy Fees	190.00	
7630 - Business Insurance	375.60	
7800 - Repairs and Renewals	88.80	
8200 - General Expenses	468.98	
8210 - Subscriptions	230.00	
8230 - Training Costs	160.00	
	<b>Total Overheads</b>	<b>£88,577.39</b>
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	<b>NET PROFIT / LOSS</b>	<b>£1,753.02</b>
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East Coker Pre-School Playgroup  
Accounts ending 31st August 2024

SAGE code	MONEY IN	31-Aug-24	31-Aug-23	31-Aug-22	SAGE code	MONEY OUT	31-Aug-24	31-Aug-23	31-Aug-22
800	Craft Fair	345.42	1,160.89	285.00		Direct expenses			
4100	Child Fees age 2	3,472.91	9,835.68		6	Consumables	242.89		
4101	Child Fees age 3+	8,040.11	7,131.60	13,302.14	7	Fruit		12.50	
4106	Milk Refunds	233.55	218.38	107.67	9	Gifts	20.00	250.00	65.00
4105	Summer fees	669.58			200	Visits	150.00		
4107	Preschool Fundraising	2,917.18	1,328.15	1,897.16	300	Fundraising costs	20.00	160.00	
4108	Easy fundraising	316.98	43.61	0.00	400	Craft Fair costs	161.49	305.49	410.00
4113	Early Learning Grant	73,641.86	39,411.75	55,386.04	500	Courses	680.00	680.00	535.00
4114	Breakfast/Lunch/ snack fee	717.44	861.60	6.57	1234	Petty cash Consumables	100.00	1,550.00	1,566.77
4117	Admin charge	40.00	140.00	0.00			694.38		
4118	Uniform		30.00	10.00		Overheads			
4900	Other income- bowling, refunds	202.01	748.61	5.00	1	Stationery stamps	11.85	49.99	50.00
7890	Holiday club		12.50	329.10	2	Preschool resources and garden	467.71	1,913.09	1,510.91
7900	Bank interest	627.76		21.39	3	Paper consumables	5.75		
					5060	Other direct expenses		20.00	
					7000	Wages - inc HMRC and NEST pension	77,284.63	67,512.24	47,324.37
					7001	Nest pension	1,841.26		
					7015	Statutory parental bereavement pay		487.00	
					7095	Recruitment expenses	35.00		
					7100	Rent	6,877.45	5,357.00	6,621.89
					7200	Electricity	766.96	1,242.41	
					7500/20	Office stationery/ printing	18.49	550.11	982.34
					7530	Telephone	154.92	104.59	
					7610	Accountancy-sage /computer repair	190.00	118.00	221.40
					7630	Insurance and Pre-school learning alliance	375.60	354.38	602.99
					7800	Repairs and renewals	88.90		
					7900	Bank charges and interest		-382.07	
					8200	General expenses	468.98		
					8210	Subscriptions	230.00	203.00	193.00
					8220	Clothing costs		219.87	
					8230	Training costs & Ofsted	160.00	288.00	50.00
							86,577.39		
						TOTALS- direct and overheads	89,271.77	80,975.60	60,134.17

31 August 2022  
31 August 2023  
31 August 2024

10	11,215.80
10	52,235.62
700.5	
52,945.68	
41,729.88	
11,215.80	
52,945.68	

31 August 2024

10	1,753.02
33,842.02	
157.5	
635.95	
34,445.47	
32,692.45	
1,753.02	
34,445.47	

Receipts over payments for the year

RECEIPTS OVER PAYMENTS	31 AUGUST 2024	31 AUGUST 2023	31 AUGUST 2022
CURRENT ASSETS			
Northwest Current	33,842.02	32,285.13	52,235.62
Northwest Reserve	157.5	110.4	700.5
Petty cash at hand	635.95	286.92	
Trade debtors	34,445.47	32,692.45	52,945.68
REPRESENTED BY			
Balance at 31.8.23	32,692.45	52,945.68	41,729.88
Excess Receipts over Payments	1,753.02	-20,253.23	11,215.80
	34,445.47	32,692.45	52,945.68



Section A

Independent Examiner's Report

Report to the trustees/ members of

East Coker Pre-School Playgroup

On accounts for the year ended

August 31<sup>st</sup> 2024

Charity no (if any)

1027421

Set out on pages

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/08/2024.

Responsibilities and basis of report

As the charity trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

Independent examiner's statement

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

\* Please delete the words in the brackets if they do not apply.

Signed:

CH Howes

Date:

26.4.25

Name:

Craig Howes

Relevant professional qualification(s) or body (if any):

ICAEW CTA

Address:

22 Watercombe Heights

Yeovil.  
BA20 2TA

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

**Give here brief details of any items that the examiner wishes to disclose.**

