

## **Raysfield Preschool Playgroup AGM**

**Date: Oct 2020**

**Time: 7pm**

**Venue: Dodington Parish Hall**

### **Attendees:**

Hannah Rea- Chair/Treasurer  
Kirsty Hutchinson - Secretary  
Kayley Burden - Parent Liaison  
Nicola Blaken  
Howard Nixon  
Rob Hazelby  
Leeanne Threader - Manager

### **Staff:**

Charlotte Cann  
Rachel Earl  
Helen Fraser

### **Apologies:**

Sarah Martin  
Lian Cleeve Ovens

**Chair welcome** - Hannah welcomed everyone and thanked for giving up their time. Thanked all staff for their hard work over the year and thanked the old committee for their time over the last year too.

Advised we will need to go through treasurer report and update due to covid complications in the last year. Also ask all new committee to complete some paperwork as well as standing down old committee and nominating new members.

**Manager welcome** - Leeanne mirrored this and thanked all staff and old committee for their time and events over the year. Thanked and welcome new committee.

**Treasurer report** - Hannah gave me brief overview of finances and explained difficulties resulting from covid over the previous year.

Old committee are stood down by Hannah. Kirsty and Hannah are stepping down. Howard and Nicola are taking up new roles as head and treasurer respectively.

- New committee are then nominated and seconded into their positions:

- New committee are officially welcomed and folders are handed over.

- All paper work included - role profiles, confidentiality, availability and contact details

- Leeanne advised that DBS will need to be done and gave out guidance on which forms of ID are required.

- Anna Ball to be contacted to agree time to come in to complete forms
- Guidance on EY2 form given out
- Discussed Halloween disco and the importance of fundraising events. Suggested to Rob he try to recruit some parent helpers as is a big work load alone
- Agreed to book in next meeting shortly to check progress of DBS and to start planning Christmas fundraising events.
- Everyone thanked and meeting closed.

# Raysfield Pre-School Playgroup



## Financial Report

1st September 2019 - 31st August 2020

Prepared By  
Preschool Committee Treasurer



## **Raysfield Pre-School Playgroup Annual Financial Report 2018/2019**

Total Income  
Total Expenditure

***Loss***

### **Financial Obligations**

#### **Total funds as at 31st August 2019**

Redundancy Provision for 2018/2019  
Contingency Provision for 2018/2019  
Petty Cash  
Money owed to us

***Remaining Balance in Current Account for Working Capital***

£143,579.63  
£86,842.02

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**£56,737.61**

**£55,786.72**

£5,275.09  
£2,341.74  
£0.00  
£0.00

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**£48,169.89**



**Raysfield Pre-School Playgroup  
Statement of Affairs as of 1st September 2018**

	£	£
<b><u>Assets</u></b>		
Income Owed	£0.00	
Cash in Bank	£56,737.61	
Cash in Hand	£0.00	
	<hr/>	£56,737.61
<b><u>Less Liabilities</u></b>		
accruals	£950.89	
	<hr/>	£950.89
<b><i>Accumulated Fund</i></b>		<hr/> <b>£55,786.72</b> <hr/>



**Raysfield Pre-School Playgroup  
Statement of Affairs as at 31st August 2019**

	£	£
<b><u>Assets</u></b>		
Income Owed	£0.00	
Cash in Bank	£13,071.88	
Cash in Hand	£0.00	
	<hr/>	£13,071.88
<b><u>Less Liabilities</u></b>		
Accrual	£0.00	
	<hr/>	£0.00
<b><i>Accumulated Fund</i></b>		<hr/> <b>£13,071.88</b> <hr/>

**Raysfield Pre-School Playgroup  
Income & Expenditure Account for the  
Year Ended 31st August 2019**



<b><u>Income:</u></b>	<b>£</b>	<b>£</b>	<b>£</b>
	<b>2020</b>	<b>2019</b>	<b>2018</b>
<b>South Gloucester Council voucher fees</b>	£102,000.00	£102,929.71	£102,453.02
<b>Parent Fees</b>	£37,000.00	£35,532.17	£32,613.05
<b>Profit on Fundraising</b>	£166.43	£3,018.52	£2,088.63
<b>Rental income</b>	£100.00	£100.00	£100.00
<b>Grants</b>	£4,260.00	£4,187.70	£4,705.36
<b>Milk grant received</b>	£53.21	£53.21	£53.21
<b>Profit on Uniform Sales</b>	£0.00	£37.32	£18.95
	<b><u>£143,579.64</u></b>	<b><u>###</u></b>	<b><u>###</u></b>
 <b><u>Expenditure:</u></b>			
Payroll - Wages	£45,501.57	£103,453.66	£113,586.32
Rent	£13,735.97	£10,979.49	£10,852.28
Equipment and toys	£11,368.52	£4,074.21	£21,699.69
Training	£979.29	£836.20	£3,737.15
Consumables	£6,508.66	£1,933.24	£1,579.83
Insurance	£3,337.63	£166.00	£461.55
Accountants Fees	£0.00	£0.00	£535.40
Staff Uniforms	£467.52	£264.00	£747.32
Photocopying and Stationery	-£266.07	£0.00	£0.00
Telephone	£78.46	£178.05	£90.00
Trips/parties	£0.00	£672.93	£502.22
Refreshments	£0.00	£0.00	£0.00
Sundry	£5,120.37	£1,018.61	£1,425.73
Subscriptions/memberships	£10.10	£40.00	£20.00
<b>Total expenditure</b>	<b><u>£86,842.02</u></b>	<b><u>###</u></b>	<b><u>###</u></b>
 <b>Surplus of expenditure over income</b>	 <b><u><u>£56,737.62</u></u></b>	 <b><u><u>£22,242.24</u></u></b>	 <b><u><u>###</u></u></b>



**Raysfield Pre-School Playgroup  
Balance sheet as at 31st August 2019**

	£	£	£
<b><u>Fixed Assets:</u></b>			
None	<u>£0.00</u>		
<b><u>Current Assets:</u></b>			
Income Owed	£0.00		
Cash at Bank	£56,737.61		
Cash in Hand	<u>£0.00</u>		
		£56,737.61	
<b><u>Less Current Liabilities:</u></b>			
Accrual	<u>£0.00</u>		
		£0.00	
<b><u>Working Capital</u></b>			<u>£56,737.61</u>
<b><u>NET ASSETS</u></b>			<b><u>£56,737.61</u></b>
<b><u>Represented By:</u></b>			
Opening Accumulated Fund			£0.00
Loss for the year			<u>£86,842.02</u>
<b><u>Total Assets at year-end</u></b>			<b><u>£86,842.02</u></b>
Current A/C Balance		£56,737.61	
Reserve A/C Balance		£2,341.74	
Redundancy A/C Balance		£5,275.09	
Petty Cash Balance		£0.00	
Liabilities		£950.89	
Money Owed		£0.00	
			<u><b>£65,305.33</b></u>



## **Raysfield Pre-School Fundraising profits 2018/2019**

### ***Summary of Fund Raising activities***

<b>Event</b>	<b>Profit £</b>
Halloween Disco	£0.00
Valentines Disco	£0.00
Summer Ball	£0.00
<b>Total Profit</b>	<b>£0.00</b>



# Raysfield Preschool

## Financial Activities

September 2019 - August 2020

	TOTAL
Income	
Billable Expenditure Income	-11,478.44
Charitable activities	-176.33
Donations and legacies	-1,580.48
Sales	155,867.57
Uncategorised Income	947.31
<b>Total Income</b>	<b>£143,579.63</b>
TOTAL	<b>£143,579.63</b>
Expenditures	
Advertising/Promotional	5,120.37
Computer Costs	467.52
Insurances	3,326.63
Interest Payable	10.10
Office/General Administrative Expenses	11,368.52
Other Professional Services	2,909.90
Payroll	10.00
Phone Costs	78.46
Printing, Postage and Stationery	-266.07
Raising funds	969.19
Travel and Accommodation	3,609.86
Uncategorised Expense	13,735.97
Wages	45,501.57
<b>Total Expenditures</b>	<b>£86,842.02</b>
NET OPERATING INCOME	<b>£56,737.61</b>
Other Expenditures	
Resources	950.89
<b>Total Other Expenditures</b>	<b>£950.89</b>
NET OTHER INCOME	<b>£ -950.89</b>
NET INCOME/(EXPENDITURE)	<b>£55,786.72</b>