

Raysfield Pre School AGM Minutes 20th September 2021

Current Committee Members

Chair - Howard Nixon

Manager - Leeanne Threader

Assistant Manager - Charlotte Cann

Secretary - Laura Wakeman

Treasurer - Nicola Blaken

Fund Raising - Robert Hazelby

Parent Liaison - Kayley Burden

New Committee Members voted in during AGM

New Committee Members

Chair - Howard Nixon

Manger - Leeanne Threader

Assistant Manager - Charlotte Cann

Vice Chair - Kate Nixon

Secretary - Laura Wakeman

Treasurer - Nicola Blaken

Fund Raising - Still to be filled (Leeanne/Charlotte for now)

Parent Liaison - Kayley Burdan

Points Raised

Currently have a staff member about to go on Garden Leave - 28 weeks pregnant.

Staff reviews

Who is carrying out the reviews this year?

When do they happen?

How many times per year?

Wages Review

To be discussed at the next Trustee meeting

60+ Children currently on the books with others still making enquiries - update at the next meeting.

Taylor goes on Garden Leave in November

Emily is off on leave

Do we look at raising fees to cover new costs? To be discussed at the trustee meeting

Any other business

- School Disco
 - Last Friday of Autumn term
 - Need to look for a DJ
 - Check Availability of the hall
- Overdraft is currently being set up for the preschool to cover wages.
- All fees from last year have been collected, bar one person who is refusing to pay, currently with small claims court.
- Financially the Preschool has weathered the recent pandemic well.
- Level 3 staff to potentially be paid more. Discussion for the trustees.
- Advertisement for the Pre School.
- New room has increased the amount of external space required.
- Leeanne to approach the parish council about renting the additional space outside the Vauxhall Powell Suite.

Next meeting to be on 10th January 2022

Raysfield Pre-School Playgroup



Financial Report

1st September 2020 - 31st August 2021

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 2020

Redundancy Provision for 2020/2021
Contingency Provision for 2020/2021
Petty Cash
Money owed to us

Remaining Balance in Current Account for Working Capital

£168,511.88
£185,856.27

-£17,344.39

£25,260.86

£5,152.38
£1,192.84
£0.00
£0.00

£18,915.64



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

	£	£
<u>Assets</u>		
Income Owed	£0.00	
Cash in Bank	£25,260.86	
Cash in Hand	-£12,937.12	
	<hr/>	£12,323.74
<u>Less Liabilities</u>		
accruals	-£18,245.04	
	<hr/>	-£18,245.04
<i>Accumulated Fund</i>		<hr/> £30,568.78 <hr/>



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

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

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



<u>Income:</u>	£ 2021	£ 2020	£ 2019
South Gloucester Council voucher fees	£130,000.00	£102,000.00	£102,929.71
Parent Fees	£35,000.00	£37,000.00	£35,532.17
Profit on Fundraising	-£59.57	£166.43	£3,018.52
Rental income	£100.00	£100.00	£100.00
Grants	£3,418.24	£4,260.00	£4,187.70
Milk grant received	£53.21	£53.21	£53.21
Profit on Uniform Sales	£0.00	£0.00	£37.32
	<u>###</u>	<u>###</u>	<u>###</u>
 <u>Expenditure:</u>			
Payroll - Wages	£112,083.04	£45,501.57	£103,453.66
Rent	£9,509.01	£13,735.97	£10,979.49
Equipment and toys	£1,584.60	£11,368.52	£4,074.21
Training	£4,339.81	£979.29	£836.20
Consumables	£8,604.46	£6,508.66	£1,933.24
Insurance	£3,107.68	£3,337.63	£166.00
Accountants Fees	£2,678.05	£0.00	£0.00
Staff Expenses	£34,208.72	£467.52	£264.00
Photocopying and Stationery	£11.64	-£266.07	£0.00
Telephone	£28.16	£78.46	£178.05
Trips/parties	£0.00	£0.00	£672.93
Refreshments	£1,904.49	£0.00	£0.00
Sundry	£6,883.74	£5,120.37	£1,018.61
Subscriptions/memberships	£912.87	£10.10	£40.00
Total expenditure	<u>###</u>	<u>£86,842.02</u>	<u>###</u>
 Surplus of expenditure over income	 <u><u>-£17,344.39</u></u>	 <u><u>£56,737.62</u></u>	 <u><u>£22,242.24</u></u>



**Raysfield Pre-School
Fundraising profits 2020/2021**

Summary of Fund Raising activities

Event	Profit £
Halloween Disco	£0.00
Valentines Disco	£0.00
Summer Ball	£0.00
Total Profit	£0.00

Raysfield Pre-School Budget 2018

Income	September actual	October actual	November actual	December actual	January actual	February actual	March actual
parents fees	£3,837.25	£1,762.25	£4,417.45	£1,368.25	£4,426.35	£2,103.25	£3,711.75
South Glos	£20,122.83	£0.00	£8,102.99	£24,724.46	£990.90	£0.00	£9,197.92
Grants	£0.00	£3,750.00	£0.00	£500.00	£0.00	£0.00	£0.00
Commission on uniform sales	£0.00	£0.00	£0.00	£18.95	£0.00	£0.00	£0.00
Refunds/other	£0.00	£0.00	£0.00	£0.00	£510.14	£198.29	£455.00
Milk	£0.00	£11.69	£41.52	£0.00	£0.00	£0.00	£0.00
Fundraising	-£6.00	£52.00	£972.47	£37.82	£0.00	£580.20	£0.00
Total income	£23,954.08	£5,575.94	£13,534.43	£26,649.48	£5,927.39	£2,881.74	£13,364.67

Expenditure

Wages	£8,243.60	£7,239.58	£8,204.50	£8,549.03	£8,445.48	£9,245.05	£8,280.87
Rent	£768.25	£1,295.26	£915.79	£1,166.64	£716.96	£1,148.14	£770.18
HMRC					£894.54	£1,326.89	£1,271.50
NEST Pension					£383.35	£146.43	£217.23
Insurance	£0.00	£0.00	£0.00	£0.00	£0.00	£461.55	£0.00
payroll	£45.60	£0.00	£79.60	£40.00	£45.00	£41.40	£64.00
ofsted/southglos	£0.00	£0.00	£0.00	£120.00	£50.00	£128.70	£50.00
computer/printer	£0.00	£154.50	£247.33	£0.00	£652.84	£0.00	£395.38
Training	£683.00	£150.00	£206.00	£0.00	£459.00	£614.00	£865.15
Consumables (snack, cooking,etc)	£193.37	£145.33	£296.96	£177.67	£135.51	£101.06	£150.79
Mobile	£7.50	£7.50	£7.50	£7.50	£7.50	£7.50	£7.50
Toys and equipment	£558.24	£2,965.12	£973.72	£2,177.44	£1,603.43	£2,803.29	£1,720.18
Sundry	£113.00	£40.00	£154.85	£130.00	£21.00	£0.00	£141.24
UNIFORM	£0.00	£0.00	£268.32	£0.00	£0.00	£189.00	£0.00
Lottery permit					£20.00	£0.00	£0.00
Other					£169.20	£236.00	£32.90
partys/trips		£0.00	£73.00	£52.07	£0.00	£90.00	£0.00
Garden costs		£0.00	£5,320.00	£0.00	£473.95	£25.01	£0.00
Total expenditure	£10,612.56	£11,997.29	£16,747.57	£12,420.35	£14,077.76	£16,564.02	£13,966.92

monthly profit/loss		£13,341.52	-£6,421.35	-£3,213.14	£14,229.13	-£8,150.37	-£13,682.28	-£602.25
current a/c balance b/f	£29,546.91	£42,888.43	£36,467.08	£33,253.94	£47,483.07	£39,332.70	£25,650.42	£25,048.17

April actual	May actual	June	July	August	Totals for year
£3,625.55	£2,374.75	£2,963.95	£2,022.25	£0.00	£32,613.05
£29,094.98	£0.00	£9,795.97	£422.97	£0.00	£102,453.02
£0.00	£0.00	£0.00	£455.36	£0.00	£4,705.36
£0.00	£0.00	£0.00	£0.00	£0.00	£18.95
£264.97	£217.23	£30.00	£0.00	£10.32	£1,685.95
£0.00	£0.00	£0.00	£0.00	£0.00	£53.21
£0.00	£0.00	£0.00	£89.75	£0.00	£1,726.24
£32,985.50	£2,591.98	£12,789.92	£2,990.33	£10.32	£143,255.78

£143,255.78

Totals for year

£9,278.16	£9,263.10	£9,851.36	£9,399.92	£9,025.39	£105,026.04
£882.43	£974.12	£971.54	£1,242.97	£0.00	£10,852.28
£854.31	£607.66	£281.52	£618.85	£513.24	£6,368.51
£217.23	£227.25	£0.00	£484.02	£516.26	£2,191.77
£0.00	£0.00	£0.00	£0.00	£0.00	£461.55
£58.40	£40.00	£40.00	£40.00	£41.40	£535.40
£0.00	£0.00	£64.00	£24.50	£0.00	£437.20
£106.74	£272.44	£892.29	£76.55	£117.70	£2,915.77
£230.00	£0.00	£30.00	£500.00	£0.00	£3,737.15
£60.89	£71.41	£92.00	£154.84	£0.00	£1,579.83
£7.50	£7.50	£7.50	£7.50	£7.50	£90.00
£2,800.35	£3,177.73	£1,368.15	£1,552.04	£0.00	£21,699.69
£157.18	£300.82	£296.19	£71.45	£0.00	£1,425.73
£0.00	£0.00	£0.00	£290.00	£0.00	£747.32
£0.00	£0.00	£0.00	£0.00	£0.00	£20.00
£210.00	£81.00	£140.34	£771.82	£139.14	£1,780.40
£91.15	£0.00	£156.00	£40.00	£0.00	£502.22
£0.00	£0.00	£382.07	£0.00	£0.00	£6,201.03
£14,954.34	£15,023.03	£14,572.96	£15,274.46	£10,360.63	£166,571.89

£166,571.89

£18,031.16	-£12,431.05	-£1,783.04	-£12,284.13	-£10,350.31	-£23,316.11
£43,079.33	£30,648.28	£28,865.24	£16,581.11	£6,230.80	Total at year end