

Puffins Committee Meeting - Wednesday 24th November 2021

In Attendance – Kate Boalch, Beth Comber, Marie Bower, Gemma Mackie, Xennya Petit, Chloe Lambert

Apologises – Jane Brewer

Pre meeting agenda set out by Marie

1. Welcome - Marie
2. Christmas Play & Raffle Update - Beth & Marie
3. Fundraising plan - Marie
~~ Kate & Beth exit meeting ~~
4. Pay review - Marie
5. Christmas bonus - Marie

1– Welcome

- Review of the 20/21 year figures it was a tough year on reflection some of this could be relating to items such as COVID 19 and the Beer Primary School Ofsted report
- Kate emailed out the accounts and expenditure report to all in attendance for 2020/2021
 - Income 64,352k
 - Expenditure 74,924k
- There was a £950 of historical debts that are accounted and have been written off by Annie before she left. These were disputed fees from previous years.
- During the year, we were able to finally complete several projects, the front canopy, previously fund raised for, the toilet renovation and a new access gate.
- One solution to avoid debts in the future is earlier invoicing and Kate is already doing this and the half term invoices are already out.
- Weekly reminders for invoices
- To increase revenue there is already more funding for this Autumn term but focus on getting more numbers into Puffins.
- Plans for this include an open day
- Get fundraising for 21/22 academic year in place and Marie to go through later in the meeting.

2 – Christmas Play & Raffle Update

- The raffle is a great opportunity to get some fundraising in
- Tickets will be sold on the day
- Doors to open at 09:30
- Beth can drop off the hampers to the church from Puffins and both Marie and Chloe have offered to help with this in their cars.
- Committee members to manage raffle, sell more tickets and to meet and welcome people in
- Discussion on the best way to do the raffle in the meeting from letting people choose to allocating numbers to the prizes and tickets get given that number, the latter agreed to be the best.

3 – Fundraising Plan

- Marie talked through a roadmap fundraising plan form the year that she had created as a point for discussion
- Aim to have something every couple of months spreading out the bigger fundraising events.
- Ideas range from bottle tombola outside the Mariner’s Hall craft fair, pre-loved sale at the Mariner’s Hall, regatta events to be involved with like sausage sizzle at the Sunday Funday.
- Projected fundraising targets set for events and these seem realistic.
- Whist talking through the fundraising plan it was also raised that perhaps the Puffin’s AGM should move to October earlier in the academic year. It was discussed that at present the AGM falls at the end of the second half term, which is far into a child’s year at Puffins. Feedback from parents with a 3- or 4-year-old has been that they are deterred from joining the committee as their child will have left during the time that they would stand. This to be discussed in the new year.

4 – Pay Review

- Pay review required discussion due to the increase of the minimum wage in April 2022
- Confidential discussion was had on figures and what the increase should be and who they should affect. Do increases need to be to all staff so that increments between roles of responsibility and represented.
- Committee agreed to think on what was discussed, Marie would email options, and all would review between them over emails in the coming week.

5 – Christmas Bonus

- Confidential discussion was had on figures for the staff Christmas Bonus
- Due to COVID an increased bonus was given to staff for Christmas 2020 to reflect the increased workload in a difficult time
- Was agreed the 2021 Christmas bonus would reflect more on previous bonuses rather than 2021 increase. Bonus would reflect the number of hours staff work.

Puffins at Beer Pre School

Profit and Loss

September - December, 2020

	TOTAL
Income	
Childs school dinner	206.97
DCC Funding	11,543.74
Donations	104.70
Parent Fees	6,810.57
Unapplied Cash Payment Income	2,629.91
Uniform	25.70
Total Income	£21,321.59
GROSS PROFIT	£21,321.59
Expenses	
Consumables - play materials	106.85
Dues and Subscriptions	50.00
E-On electricity	319.23
East Devon District Council	204.00
EDF Gas	152.00
Fundraising Expense	4,743.01
Gross Wages	21,149.21
Insurance - Bruce Stevenson	289.46
Inuit Ltd	57.60
Lawn mowing and maintance	163.00
Office/General Administrative Expenses	273.39
Pupil Premium funds	311.00
Repair and maintenance	287.59
Small Tools and Equipment	161.38
Snack and consumables	285.84
South West Water	166.00
Staff uniforms	348.90
Telephone and Internet Expenses	297.32
Training	6.00
Total Expenses	£29,371.78
NET OPERATING INCOME	£ -8,050.19
Other Expenses	
Reconciliation Discrepancies	-7.50
Total Other Expenses	£ -7.50
NET OTHER INCOME	£7.50
NET INCOME	£ -8,042.69

Puffins at Beer Pre School

Profit and Loss

January - March, 2021

	TOTAL
Income	
Childs school dinner	500.00 ✓
DCC Funding	17,436.35 ✓
Donations	431.55 ✓
Fundraising Events	227.88 ✓
Parent Fees	2,327.87 ✓
Unapplied Cash Payment Income	-3,125.94
Total Income	£17,797.71
GROSS PROFIT	£17,797.71
Expenses	
Childrens uniform	30.00
Cleaning materials and Cleaner	41.64
Dues and Subscriptions	161.20
E-On electricity	194.95
East Devon District Council	51.00
EDF Gas	114.00
Gross Wages	12,305.64
Insurance - Bruce Stevenson	284.46
Inuit Ltd	43.20
Office/General Administrative Expenses	10.98
Play equipment	32.59
Pupil Premium funds	75.00
Repair and maintenance	1,029.11
Small Tools and Equipment	46.47
Snack and consumables	307.94
South West Water	124.50
Telephone and Internet Expenses	222.99
Training	28.80
Total Expenses	£15,104.47
NET OPERATING INCOME	£2,693.24
NET INCOME	£2,693.24

Puffins at Beer Pre School

Profit and Loss
April - August, 2021

	TOTAL
Income	
Adult school dinner	16.90
Childs school dinner	389.50
DCC Funding	20,422.86
Donations	40.00
Parent Fees	4,355.68
PayPal Income	0.01
Uniform	7.50
Total Income	£25,232.45
GROSS PROFIT	£25,232.45
Expenses	
advertising	80.00
Bad debts	950.20
Childrens uniform	357.66
Cleaning materials and Cleaner	53.56
Consumables - play materials	395.32
Dues and Subscriptions	35.00
E-On electricity	190.02
East Devon District Council	257.00
EDF Gas	230.00
Gifts	55.30
Gross Wages	24,302.31
Insurance - Bruce Stevenson	474.10
Inuit Ltd	72.00
Lawn mowing and maintance	90.00
Office/General Administrative Expenses	60.00
PLA Insurance	719.86
Play equipment	20.98
Pupil Premium funds	535.00
Repair and maintenance	116.40
school dinner payment	360.90
Small Tools and Equipment	29.94
Snack and consumables	312.29
South West Water	192.50
Staff Training	147.00
Telephone and Internet Expenses	278.11
Training	132.40
Total Expenses	£30,447.85
NET OPERATING INCOME	£ -5,215.40
NET INCOME	£ -5,215.40

Puffins at Beer Pre-school

INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31ST August 2021

INCOME	2020/21	2019/20
Fees	13,491	8,281
External Government Funding	49,403	57,480
Donations	576	1,635
Fundraising	228	4,218
Uniform sales	33	120
	63,731	71,735
bank interest		1
Tax refund SMP		
Other Income	-490	617
dinner money	1,111	1,993
Total Income	64,352	74,346
EXPENDITURE		
Direct Expenditure		
Wages	57,757	56,167
Utilities	2,994	3,244
Insurance + buildings and mem	1,768	1,572
Play equipment	54	69
Consumables	906	439
Ofsted and data protection	246	243
Postage		
Admin	517	293
DBS checks		
Cleaning materials	95	846
Fundraising exp	4,743	455
Play materials	502	568
repair and renew	354	478
Building maintenance	1,570	122
Training	314	434
Dinner money payment	361	2,463
advertising	80	100
subscription for wages and acc prog		173
Misc	55	155
Pupil Premium expenses	921	1,439
	73,237	69,258
Bank transfer		
Uniform inc staff	737	
small tools and equip		368
Bad debt	950	
Total Expenditure	74,924	69,625
Net Movement in Funds	-10,572	4,721

*canopy
toilets*

Balance Brought Forward	52,515	47,795
Balance Carried Forward	41,943	52,515

Puffins at Beer Pre-school

STATEMENT OF ASSETS AND LIABILITIES AS AT 31st Aug 2019

Current Account	22284.56	31050.55
Fundraising Account	7612.52	9455.59
Redundancy Account	12001.98	12001.98
Petty Cash	85.2	48.5
unbanked cash	18.2	
Tangible assets	17.6	
adjustment from 2019		-41
TOTAL	42020.06	52515.62

There being no other assets or liabilities.

Signed by two trustees on behalf of all the trustees

[Signature]

C Lambert

Date of Approval *10/6/22*

INDEPENDENT EXAMINERS REPORT

I have examined the attached Income and Expenditure Account for the year ended 31st August 2020 and report that they are in accordance with the accounting records and have been properly drawn up in accordance with the requirements of the Charities (Accounts and Reporting) Regulations.

Signed *[Signature]*

Date *7/4/2022*