

## **Puffins Committee AGM – Friday 21<sup>st</sup> September 2023**

**In Attendance** – Hollie Webster, Beth Comber, Chloe Lambert, Gemma Mackie, Alex Baldwin, Kate Boalch, Lucy Wilkinson, Lizzie Fontes, Rebecca Crispin

**Apologises** – Abi Morris

Meeting Agenda

1. Welcome by Bethany & Hollie
2. Mangers report by Bethany Comber
3. Chair person report by Chloe Lambert
4. Treasures report by Hollie Webster
5. Election of committee
6. A.O.B

### **2. Mangers report by Bethany Comber**

- Children have started the term learning ‘All about me’ had the opportunity to do a few trips on the bus to Seaton and bought fruit from the shop, also down to the beach.
- Breakfast club working well and seems to be meeting the parents needs
- Welcome to Hollie who has settled in well and thanks to Kate who has been an amazing support
- Also Puffins as welcomed Kayleigh and she is settling in well
- Existing staff Claire and Jo very happy and Jo happy with her extra hours. Charlotte a great support as deputy and still happy in her role
- Thank-you to Chloe our Chair and all committee members for their fundraising efforts and to all of the supporting parents.
- No current new members for the committee have come forward.
- Due to the ‘Outstanding’ puffins Ofsted Beth has been asking to talk with two other local pre-schools about the inspection – well done Beth

### **3. Chair person report by Chloe Lambert**

- Great year fundraising, well done everyone.
- Really good to welcome new families
- Ofsted result just amazing, very proud, huge thank-you to Kath and Kate for their hard work and all of the Puffins staff.
- Huge thank-you to Kate for her great work as Office Administrator and supporting Beth we are sad to say goodbye, we welcome Hollie to the team in that role and she is settling in well.
- Biggest thanks to the whole Puffins team, but the biggest thank-you goes to Beth Puffins best asset.

### **4. Treasures Report by Hollie Webster**

- Overview given of the Income and Expenditure Account for the year ended 31<sup>st</sup> August 2023

- Overview given of the profit and loss comparison and the balance sheet from September 2022 – August 2023
- Change name of 'Pupil Premium Funds' item in Expenses
- Overview given of the Puffins Summer Fundraisers which details the event, what was spent and then raised. Note for the future to talk through the fundraising events for next Summer

#### **5. Election of committee**

- Existing Treasurer Alex Baldwin happy to nominate herself again for the role, supported by a show of hand from Beth Comber and Gemma Mackie
- Existing Secretary Gemma Mackie happy to nominate herself again for the role, supported by a show of hand from Alex Baldwin and Lizzie Fontes
- Chairman, Chloe Lambert had wanted to step down, but no others have put themselves forward or been nominated. Chloe agreed to stand again and nominate herself supported by a show of hand from Hollie Webster and Rebecca Crispin.

#### **6. AOB**

- Beth and Hollie discussed plans for a fundraising event 'Puffins Christmas Fair' to be held at Puffins on Thursday 7<sup>th</sup> December. More details to be discussed at the next committee meeting, but involves meeting father Christmas, pre-booked slots, free Christmas crafts, stall holders selling Christmas treats, cake slae etc. Beth and Hollie to organise, but would require support from committee members on the night.
- Beth level 5 qualification – committee asked if this can be financially supported by the committee. There is a chance that it could be government funded. The committee to discuss and confirm this and if there are any conditions for Beth if the committee does financially support the training for the qualification. Hollie to put something together that Beth would sign once the committee confirms.
- Date confirmed for next meeting via Zoom Wednesday 11<sup>th</sup> October.

# Puffins at Beer Pre School

## Profit and Loss

September 2022 - August 2023

	TOTAL
Income	
Childs school dinner	1,687.90
DCC Funding	60,440.58
Donations	3,633.88
Fundraising Events	2,622.11
Parent Fees	18,317.07
Refunds or credit	165.07
SEND 1 - 1 Funding	125.40
Unapplied Cash Payment Income	0.00
Uniform	39.00
<b>Total Income</b>	<b>£87,031.01</b>
GROSS PROFIT	<b>£87,031.01</b>
Expenses	
12 pay wages software	158.40
advertising	289.49
Childrens uniform	35.94
Cleaning materials and Cleaner	176.18
Consumables - play materials	563.36
Dues and Subscriptions	403.25
E-On electricty	1,012.83
East Devon District Council	529.95
EDF Gas	2,526.00
Extra Curriculum Activites	140.00
Fundraising Expense	917.53
Gifts	541.30
Gross Wages	67,530.06
Ink and Printing	9.59
Insurance - Bruce Stevenson	337.32
Inuit Ltd	184.80
Lawn mowing and maintenance	209.25
Office/General Administrative Expenses	339.12
PLA Insurance	810.11
Play equipment	586.49
Pupil Premium funds	28.19
Repair and maintenance	2,777.24
school dinner payment	2,834.64
Send funding expenses	1,427.99
Small Tools and Equipment	987.84
Snack and consumables	1,268.19
South West Water	479.50
Staff Training	60.48
Staff uniforms	67.36
Telephone and Internet Expenses	854.34
Training	337.20
Travel for Puffins Trips	29.70
Travel for training	95.40

# Puffins at Beer Pre School

## Profit and Loss

September 2022 - August 2023

	TOTAL
website admin	191.20
<b>Total Expenses</b>	<b>£88,740.24</b>
NET OPERATING INCOME	<b>£ -1,709.23</b>
Other Income	
Interest income	70.18
<b>Total Other Income</b>	<b>£70.18</b>
Other Expenses	
DBS checks	163.67
Other Expenditure	25.00
<b>Total Other Expenses</b>	<b>£188.67</b>
NET OTHER INCOME	<b>£ -118.49</b>
NET INCOME	<b>£ -1,827.72</b>

**Puffins at Beer Pre School**  
**Income and Expenditure**  
September 2022 - August 2023


	Total	
	Sep 2022 - Aug 2023	Sep 2021 - Aug 2022 (PY)
<b>Income</b>		
Childs school dinner	1,687.90	2,469.00
DCC Funding	60,440.58	52,208.69
Donations	3,633.88	3,397.03
Fundraising Events	2,622.11	2,886.44
Parent Fees	18,317.07	25,755.41
Refunds or credit	165.07	3,602.45
SEND 1 - 1 Funding	125.40	2,962.50
Unapplied Cash Payment Income	0.00	0.00
Uniform	39.00	97.20
<b>Total Income</b>	<b>£ 87,031.01</b>	<b>£ 93,378.72</b>
<b>Gross Profit</b>	<b>£ 87,031.01</b>	<b>£ 93,378.72</b>
<b>Expenses</b>		
12 pay wages software	158.40	0.00
advertising	289.49	55.00
Childrens uniform	35.94	25.73
Cleaning materials and Cleaner	176.18	466.33
Consumables - play materials	563.36	368.72
Dues and Subscriptions	403.25	426.17
E-On electricy	1,012.83	702.57
East Devon District Council	529.95	512.00
EDF Gas	2,526.00	1,046.00
Equipment rental	0.00	60.00
Extra Curriculum Activites	140.00	0.00
Fundraising Expense	917.53	668.39
Gifts	541.30	131.20
Gross Wages	67,530.06	66,827.54
Ink and Printing	9.59	49.78
Insurance - Bruce Stevenson	337.32	1,003.23
Inuit Ltd	184.80	172.80
Lawn mowing and maintenance	209.25	525.00
Office/General Administrative Expenses	339.12	387.65
Ofsted registration	0.00	98.10
PLA Insurance	810.11	788.56
Play equipment	586.49	2,371.95
Postage and Delivery	0.00	7.60
Professional Fees	0.00	2,000.00

Pupil Premium funds	28.19	0.00
Repair and maintenance	2,777.24	271.10
school dinner payment	2,834.64	386.40
Send funding expenses	1,427.99	1,633.26
Small Tools and Equipment	987.84	561.99
Snack and consumables	1,268.19	1,063.28
South West Water	479.50	330.50
Staff Training	60.48	304.91
Staff uniforms	67.36	0.00
Telephone and Internet Expenses	854.34	604.64
Training	337.20	9.60
Travel for Puffins Trips	29.70	19.44
Travel for training	95.40	50.20
website admin	191.20	80.00
<b>Total Expenses</b>	<b>£ 88,740.24</b>	<b>£ 84,009.64</b>
<b>Net Operating Income</b>	<b>-£ 1,709.23</b>	<b>£ 9,369.08</b>
<b>Other Income</b>		
Interest income	70.18	2.40
<b>Total Other Income</b>	<b>£ 70.18</b>	<b>£ 2.40</b>
<b>Other Expenses</b>		
DBS checks	163.67	0.00
Other Expenditure	25.00	0.00
<b>Total Other Expenses</b>	<b>£ 188.67</b>	<b>£ 0.00</b>
<b>Net Other Income</b>	<b>-£ 118.49</b>	<b>£ 2.40</b>
<b>Net Income</b>	<b>-£ 1,827.72</b>	<b>£ 9,371.48</b>

#### STATEMENT OF ASSETS AND LIABILITIES AS AT 31st Aug 2023

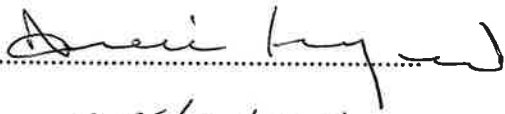
Current Account	28227.54	31426.36
Fundraising Account	9130.05	8114.14
Redundancy Account	12074.56	12001.98
Petty Cash	42.87	85.2
unbanked cash	18.2	18.2
Tangible assets	17.6	17.6
<b>TOTAL</b>	<b>49510.82</b>	<b>51663.48</b>

Signed by two trustees on behalf of all the trustees

  
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I have examined the attached Income and Expenditure Account for the year ended 31st August 2023 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.....

Date..... 28/6/24 .....