



Puffins AGM Meeting 10th October 2024

Treasurers report

- This year we have changed from doing two different applications to doing QuickBooks for everything. Wages/reports/etc.
- As you can see last year, we had a lot less DCC funding and made some cutbacks to help us with managing to keep Puffins running and carry on. On a positive this year we are already doing a lot better with double the number of children and extra funding coming in to cover wages/expenses etc.
- With the changes Beth asked an accountant to look at QuickBooks over the summer and see what all the categories and things were about and explain things to her, and she will now be showing Lucy where to categorise things as per directed by the accountant, so you can see it looks a lot more organised and simpler, the accountant told Beth we had a lot of things in random places going years and years back.
- I have chats with Beth every couple of months and check some bank statements to ensure all is okay. I will continue to do this with Lucy.
- Thankyou.

Puffins Committee AGM – Thursday 10th October 2024

In Attendance – Lucy Wilkinson, Beth Comber, Chloe Lambert, Alex Baldwin, Lizzie Fontes, Rebecca Crispin,

Apologies – Abi Morris, Gemma Mackie,

Meeting Agenda

1. Welcome by Bethany
2. Managers' report by Bethany Comber
3. Chair person report by Chloe Lambert
4. Treasures report by Beth and Alex
5. Election of committee
6. A.O.B

2. Managers report by Bethany Comber

- Children have started the term learning 'vegetables' 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 Lucy who has settled in well
- Existing staff Claire and Jo and Kayleigh doing well and happy to pick up more hours
- 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 Alex and Beth

- Overview given of the Income and Expenditure Account for the year ended 31st August 2024

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- Overview given of the profit and loss comparison and the balance sheet from September 2023 – August 2024

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.

Puffins at Beer Pre School

Profit and Loss

September 2023 - August 2024

	TOTAL
Income	
Childs school dinner	871.00
Consumables	200.00
DCC Funding	43,893.65
Donations	8,763.96
Fundraising Events	2,608.56
Grant Funding	1,500.00
Parent Fees	12,591.77
School Trip	119.00
Sponsorship- Events	245.00
Unapplied Cash Payment Income	0.00
Uniform	93.00
Total Income	£70,885.94
Cost of Sales	
Employer National Insurance Expense	3,318.37
Employer Pension Expense	1,149.25
Gross Wages	0.00
Purchases - Resale Items	0.00
Wages Expense	63,815.75
Total Cost of Sales	£68,283.37
GROSS PROFIT	£2,602.57
Expenses	
Cleaning materials and Cleaner	165.69
Consumables - play materials	158.87
Dues and Subscriptions	693.13
East Devon District Council	561.34
Electricity and Gas	2,102.44
Extra Curriculum Activites	1,394.00
Fundraising Expense	408.95
Gifts	388.88
Office/General Administrative Expenses	92.71
PLA Insurance	790.02
Play equipment	15.78
Professional Fees	700.00
Repair and maintenance	10,068.89
School dinner payment	1,535.22
Snack and consumables	501.18
Staff uniforms	279.35
Telephone and Internet Expenses	1,301.62
Training	764.70
Trips	92.50
Water rates	582.50
Total Expenses	£22,597.77
NET OPERATING INCOME	£ -19,995.20

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Puffins at Beer Pre School

Profit and Loss

September 2023 - August 2024

	TOTAL
Other Income	
Bank Interest	36.22
Interest income	156.96
Total Other Income	£193.18
NET OTHER INCOME	£193.18
NET INCOME	£ -19,802.02

Puffins at Beer Pre School

Balance Sheet

As of August 31, 2024

	TOTAL
Fixed Asset	
Tangible assets	
Furniture and Equipment	602.00
Total Tangible assets	£602.00
Total Fixed Asset	£602.00
Cash at bank and in hand	
Buildings account	0.00
Contingency fund	12,410.09
Current Account	6,419.19
Fundraising	0.00
Fundraising account	10,410.45
Petty Cash	50.67
Scottish widow old contingency fund	0.00
Total Cash at bank and in hand	£29,290.40
Current Assets	
Undeposited Funds	0.00
Total Current Assets	£0.00
NET CURRENT ASSETS	£29,290.40
Creditors: amounts falling due within one year	
Current Liabilities	
Default Liability	0.00
Employer Pension Liability	183.60
PAYE Liability	0.00
Payment	0.00
Pension Liability	0.00
Total Current Liabilities	£183.60
Total Creditors: amounts falling due within one year	£183.60
NET CURRENT ASSETS (LIABILITIES)	£29,106.80
TOTAL ASSETS LESS CURRENT LIABILITIES	£29,708.80
TOTAL NET ASSETS (LIABILITIES)	£29,708.80
Capital and Reserves	
Opening Balance Equity	34,445.40
Retained Earnings	15,065.42
Profit for the year	-19,802.02
Total Capital and Reserves	£29,708.80

Puffins at Beer Pre School

Profit and Loss Comparison
September 2023 - August 2024

	TOTAL	
	SEP 2023 - AUG 2024	SEP 2022 - AUG 2023 (PY)
Income		
Childs school dinner	871.00	1,687.90
Consumables	200.00	0.00
DCC Funding	43,893.65	60,440.58
Donations	8,763.96	3,633.88
Fundraising Events	2,608.56	2,622.11
Grant Funding	1,500.00	0.00
Parent Fees	12,591.77	18,317.07
Refunds or credit	0.00	165.07
School Trip	119.00	0.00
SEND 1 - 1 Funding	0.00	125.40
Sponsorship- Events	245.00	0.00
Unapplied Cash Payment Income	0.00	0.00
Uniform	93.00	39.00
Total Income	£70,885.94	£87,031.01
Cost of Sales		
Employer National Insurance Expense	3,318.37	0.00
Employer Pension Expense	1,149.25	0.00
Gross Wages	0.00	67,530.06
Purchases - Resale Items	0.00	0.00
Wages Expense	63,815.75	0.00
Total Cost of Sales	£68,283.37	£67,530.06
GROSS PROFIT	£2,602.57	£19,500.95
Expenses		
12 pay wages software	0.00	158.40
advertising	0.00	289.49
Childrens uniform	0.00	35.94
Cleaning materials and Cleaner	165.69	176.18
Consumables - play materials	158.87	563.36
DBS checks	0.00	163.67
Dues and Subscriptions	693.13	403.25
East Devon District Council	561.34	529.95
EDF Gas	0.00	2,526.00
Electricity and Gas	2,102.44	1,012.83
Extra Curriculum Activites	1,394.00	140.00
Fundraising Expense	408.95	917.53
Gifts	388.88	541.30
Ink and Printing	0.00	9.59
Insurance - Bruce Stevenson	0.00	337.32
Inuit Ltd	0.00	184.80
Lawn mowing and maintenance	0.00	209.25
Office/General Administrative Expenses	92.71	339.12
PLA Insurance	790.02	810.11
Play equipment	15.78	586.49

Puffins at Beer Pre School

Profit and Loss Comparison
September 2023 - August 2024

	TOTAL	
	SEP 2023 - AUG 2024	SEP 2022 - AUG 2023 (PY)
Professional Fees	700.00	0.00
Pupil Premium funds	0.00	28.19
Repair and maintenance	10,068.89	2,777.24
School dinner payment	1,535.22	2,834.64
Send funding expenses	0.00	1,427.99
Small Tools and Equipment	0.00	987.84
Snack and consumables	501.18	1,268.19
South West Water	0.00	479.50
Staff Training	0.00	60.48
Staff uniforms	279.35	67.36
Telephone and Internet Expenses	1,301.62	854.34
Training	764.70	337.20
Travel for training	0.00	95.40
Trips	92.50	29.70
Water rates	582.50	0.00
website admin	0.00	191.20
Total Expenses	£22,597.77	£21,373.85
NET OPERATING INCOME	£ -19,995.20	£ -1,872.90
Other Income		
Bank Interest	36.22	0.00
Interest income	156.96	70.18
Total Other Income	£193.18	£70.18
Other Expenses		
Other Expenditure	0.00	25.00
Total Other Expenses	£0.00	£25.00
NET OTHER INCOME	£193.18	£45.18
NET INCOME	£ -19,802.02	£ -1,827.72

I have examined the attached income and expenditure account for the year ended 31st August 2024, ad report that they are in accordance with the accounting records and have been property drawn up in accordance with the requirements of the Charities (Accounts and Reporting) Regulations.

Signed.....

dated: 24/4/2025