

**BURHAM PRE - SCHOOL PLAYGROUP**

**FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31ST AUGUST 2022**

**BURHAM PRE - SCHOOL PLAYGROUP**

**RECEIPTS AND PAYMENTS ACCOUNT  
FOR THE YEAR ENDED 31ST AUGUST 2022**

	2022		2021	
	£	£	£	£
<b><u>Receipts</u></b>				
Fees		131,800		155,530
Fund raising		3,298		1,384
Interest received		1		19
Total Receipts		<u>135,099</u>		<u>156,933</u>
<b><u>Payments</u></b>				
Food and drink	108		52	
Resources	2,577		830	
Wages	113,967		89,203	
Rent	7,323		6,274	
Pension	2,409		1,372	
Cleaning	85		157	
Insurance	798		784	
Computer / phone	286		275	
Equipment	4,621		3,051	
Postage , stationery and advertising	1,283		452	
Subscriptions	547		802	
Courses / training	2,541		5,721	
Entertaining	426		250	
Sundry	1,092		367	
YMCW Nursey			279	
Total Expenditure		(138,062)		(109,869)
<b>Excess of Receipts over Payments</b>		<u>(2,963)</u>		<u>47,064</u>
Assets Brought Forward		109,553		62,489
<b>Reserves Carried Forward 31 August 2021</b>		<u><u>106,590</u></u>		<u><u>109,553</u></u>
<b>Assets</b>				
NS&I Account		9,622		9,622
Santander Account		96,767		99,529
Petty Cash		200		402
		<u><u>106,590</u></u>		<u><u>109,553</u></u>

I have examined, without carrying out an audit, the books and records of Burham Pre-school Playgroup and confirm that the above Income and Expenditure Account is in accordance therewith.



Christopher Watson MAAT ACCA  
Thompson Elphick Chartered Certified Accountants

Burham Pre-school

AGM meeting October 2022

Chair person – Carly Prentice

Firstly, I would like to thank all of our committee members for their ongoing support. This year has been slightly more settled with the relaxing of rules surrounding COVID-19 pandemic allowing more fundraising to take place.

We started the year with some really positive fund raising events such as the Quiz Night, Teddy Tombola at the church Christmas Fayre, the Nearly New Sale, Christmas Raffle, Christmas photos & Christmas Nativity all generating a good profit to kick start the year.

Moving into the new year the bags 2 schools collection was a great success as always, and the profit from this went towards some new outdoor games and equipment for the children to enjoy. We also held an easter hat competition, and a family Easter hunt which proved to be a fun event for all who took part, and the proceeds were put towards jubilee medals for all children within the setting.

We ended the year with a bingo night in May and a jubilee competition with how many items can fit into a bag which raised a nice fund for the leavers event and some additional resources. We also increased the fees this year by £1 per session for non-funded children.

We were lucky to receive a grant from Kent County Council (KCC) of over £3000 in October as well which Tracey put towards a number of great resources including a preschool laptop, language and communication resources and also put towards the purchase of an outdoor shed which was significantly delayed due to supply issues.

With regards to recruitment, following the departure of Aunty Mandy as bank staff, Myself, Tracey & Tanya recruited Aunty Gemma initially as bank staff, and we have since offered her a permanent contract as she has settled in perfectly. The remainder of the staff remain in place which was comforting following a turbulent previous year.

I would like to take this opportunity to personally thank every single member of staff for their fantastic work with, and commitment to each & every child within our setting, particularly in such challenging times.

With all COVID rules now completely relaxed, we have the opportunity for a fruitful year in terms of fundraising, we welcome any ideas anybody may have and look forward to a successful year ahead. We already have a few events planned including the Psychic Night on 11<sup>th</sup> November, Quiz night on 25<sup>th</sup> November and a few Christmas events to be announced in due course, including the Church Christmas Fayre (if anyone is able to volunteer to man the stall) and the Christmas Nativity.

## Burham Pre-school AGM – Supervisors Report

Firstly, I would like to thank this year's committee members, for their continued support, although we have only done a few fundraising events all have been very well supported and profitable.

### Staff

All staff except the supervisor and deputy received a pay rise in line with the increased minimum wage from 1/4/22. This will also be the case in 2023, which may impact start to impact our sustainability.

We welcomed Gemma to the team this year, she was a bank staff member from April to July and proved invaluable we therefore agreed to make her a permanent member of staff from September 2022, the chair of the committee was involved in this process. Gemma is looking forward to becoming a key person and has expressed an interest in starting her Early Years qualification within this academic year.

Aunty Claire is working towards her NVQ L2 and this should be completed within this academic year.

Aunty Sara should complete her NVQ L3 by the end of 2022.

Aunty Aline - although she is already a QTA meaning she is qualified to work within ratio, we both felt that she needed more experience within Early Years and therefore she started her NVQ L3.

All other staff have full early years qualifications, and safeguarding and first aid training are up to date or refresher courses booked as required.

### Children

We had a very large rising 5's group leave in July 2022 and a smaller number of new children start in September. This said spaces are filled for the remainder of the year and due to the age range of the children starting I do not feel it is appropriate to offer more spaces at this current time.

We currently now have in the setting:

- 21 Funded 3–4 year olds
- 5 Funded 2 year olds
- 19 Non funded 2-3 year olds
- 11 children due to start between now and Easter although this is changing all the time

Our number of funded children much lower than our previous year so we will need to monitor expenditure over the coming year.

We currently have four children needing additional support in the setting and no children on the at risk or in need register.

## **General**

As a setting we continue to lead the North Downs collaboration and this year we also set up a SEND collaboration group which Tracey also chairs.

We have struggled to get the government support for employing apprentices, Heidi and myself have been working on this for quite a long time and we will continue to do so over the coming months.

## **2022-2023 – Moving forward**

The supervisor will be working with the staff on developing their observation, reflection and reporting skills in line with the new 3 I's way of working and getting staff to fully embed the skills they have learnt as part of their early years training.

We will be starting parent consultations to enable parents to have more face-to-face feedback and interactions with key persons.

We have found that the lower age range of the children starting has meant we have had to review some of our routines and practices to suit this year's group of children. We will need to continue to monitor this across the year.

Finally, I would to thank everyone that has supported the pre-school over the last year, I please we have remained sustainable in these uncertain times with so many pre-schools and nurseries within the area having to close and I am proud we continue with our good reputation for the quality of our care and learning. I am sure the following year will present its own challenges with everyone facing economic hardship but I look forward to working with the committee to tackle them in a positive manner.

T Beechey  
Supervisor

15/10/22

Burham Pre-school Committee  
Annual General Meeting  
19<sup>th</sup> October 2021

Present	Absent																		
Tracey Beechey Robyn Tullett Carly Prentice Stacy Warman Bethany Cowen Rozalynn Krauspe Nicholas Krauspe Rachel Baker	Megan Thomas Tonia Plowman Catherine Philpott Jenny Martin Ellie Turner																		
1)	Supervisors Report:  T Beechey read through the supervisor's report for 2021/22. No issues or concerns raised by attendees, please see attached for full report.																		
2)	Chairpersons Report:  C Prentice read through her Chair persons report for 2021/22. No issues raised or concerns raised by attendees, please see attached for full report.																		
3)	Treasurer Report  T Beechey read through the annual financial report which had been submitted by Heidi Wood the financial administrator. No issues or concerns were raised by attendees, please see attached for full report.																		
4)	<p>Current Committee resignations and Election of new Committee Members</p> <p>Emily Vaicekauskas – resigned as member Paul Dodson – retired member</p> <p>Election of new committee, the following members have agreed to continue to be part of the pre-school committee and to remain trustees of the preschool.</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 33%;">Carly Prentice</td> <td style="width: 33%;">Tonia Plowman</td> <td style="width: 33%;">Robyn Tullett</td> </tr> <tr> <td>Catherine Philpott</td> <td>Jenny Martin</td> <td>Megan Thomas</td> </tr> <tr> <td>Tracey Beechey</td> <td></td> <td></td> </tr> </table> <p>The following new members were elected:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 33%;">Stacey Warman</td> <td style="width: 33%;">Nicholas Krauspe/Rozalynn Krauspe</td> <td></td> </tr> <tr> <td>Bethany Cowan</td> <td>Rachel Baker</td> <td></td> </tr> <tr> <td>Ellie Turner</td> <td></td> <td></td> </tr> </table> <p>The officers of the committee were agreed:</p> <p>Carly Prentice to continue as chair, all agreed. Tracey Beechey to continue as secretary, all agreed. Tonia Plowman to continue as treasurer, all agreed.</p> <p>NK/RK – are both members/trustees however in line with the constitution will only hold one family vote on committee matters.</p> <p>All members that were unable to attend the meeting have agreed in writing to continue to be members of the committee and will attend the first meeting of the new committee on 3/11/22.</p>	Carly Prentice	Tonia Plowman	Robyn Tullett	Catherine Philpott	Jenny Martin	Megan Thomas	Tracey Beechey			Stacey Warman	Nicholas Krauspe/Rozalynn Krauspe		Bethany Cowan	Rachel Baker		Ellie Turner		
Carly Prentice	Tonia Plowman	Robyn Tullett																	
Catherine Philpott	Jenny Martin	Megan Thomas																	
Tracey Beechey																			
Stacey Warman	Nicholas Krauspe/Rozalynn Krauspe																		
Bethany Cowan	Rachel Baker																		
Ellie Turner																			

5) New committee

All new members were informed that to become a trustee they will need an enhanced DBS check and to complete an EY2 form on-line for Ofsted, TB issued details of the online Ofsted site to enable all to complete the necessary forms.

The role of the committee/Trustee's was explained to all new members of the group and the committee responsibilities form was signed by all present agreeing to respect confidentiality at all times and to show all members understanding of the committee's/trustee role in the running of the pre-school.

Pre-school policies were discussed and signed by the chair.

It was agreed that the committee will continue to run under the PLA constitution and TB will inform Ofsted of all necessary changes to the members.

Meeting Closed.