

**BURHAM PRE - SCHOOL PLAYGROUP**

**FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31ST AUGUST 2024**

**BURHAM PRE - SCHOOL PLAYGROUP**

**RECEIPTS AND PAYMENTS ACCOUNT  
FOR THE YEAR ENDED 31ST AUGUST 2023**

	2024		2023	
	£	£	£	£
<b><u>Receipts</u></b>				
Fees		167,088		138,049
Fund raising		6,001		8,250
Interest received		(22)		-
Total Receipts		<u>173,068</u>		<u>146,300</u>
<b><u>Payments</u></b>				
Food and drink		277		47
Resources		1,047		1,622
Wages	136,488		117,615	
Rent		8,040		8,110
Pension		4,130		3,085
Cleaning		28		160
Insurance		861		822
Computer / phone		457		375
Equipment		193		762
Postage , stationery and advertising		1,386		1,231
Subscriptions		941		730
Courses / training		5,668		5,475
Entertaining		744		400
Sundry		527		264
Total Expenditure		(160,787)		(140,696)
<b>Excess of Receipts over Payments</b>		<u>12,281</u>		<u>5,604</u>
Assets Brought Forward		112,194		106,590
<b>Reserves Carried Forward 31 August 2024</b>		<u><u>124,475</u></u>		<u><u>112,194</u></u>
<b><u>Assets</u></b>				
NS&I Account		9,706		9,728
Santander Account		114,571		102,183
Petty Cash		198		283
		<u><u>124,475</u></u>		<u><u>112,194</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 PLAYGROUP  
 RECEIPTS AND PAYMENTS ACCOUNT  
 FOR THE YEAR ENDED 31ST AUGUST 2023

	2024	2023	2022	2021	2020	2019	2018	2017
	£	£	£	£	£	£	£	£
<b>Receipts</b>								
Fees	167,088	138,049	131,800	155,530	100,360	112,873	84,329	100,949
Fund raising	6,001	8,250	3,298	1,384	2,053	5,777	2,607	5,023
Donations								
Interest received	(22)	-	1	19			-	15
Insurance claim							1,532	
<b>Total Receipts</b>	<b>173,068</b>	<b>146,300</b>	<b>135,099</b>	<b>156,933</b>	<b>102,413</b>	<b>118,650</b>	<b>88,463</b>	<b>105,987</b>
<b>Payments</b>								
Food and drink	277	47	108	52	239	302	251	415
Resources	1,047	1,622	2,577	830	448	863	706	1,184
Wages	136,488	117,615	113,967	89,203	73,128	80,828	82,289	83,323
Rent	8,040	8,110	7,323	6,274	4,250	7,600	8,433	7,658
Pension	4,130	3,085	2,409	1,372	1,121	879	436	218
Cleaning	28	160	85	157	130	28	41	
Insurance	861	822	798	784	763	774	769	750
Computer / phone	457	375	286	275	112	144	170	425
Equipment	193	762	4,621	3,051	1,941	1,395	2,306	663
Postage, stationery and advertising	1,386	1,231	1,283	452	587	883	957	201
Subscriptions	941	730	547	802	456	527	722	706
Courses / training	5,668	5,475	2,541	5,721	3,375	370	835	909
Entertaining	744	400	426	250	459	264	793	300
Sundry	527	264	1,092	367	246	315	203	(50)
YMCW Nursery				279				
<b>Total Expenditure</b>	<b>(160,787)</b>	<b>(140,696)</b>	<b>(138,062)</b>	<b>(105,869)</b>	<b>(87,275)</b>	<b>(95,372)</b>	<b>(98,921)</b>	<b>(96,702)</b>
<b>Excess of Receipts over Payments</b>	<b>12,281</b>	<b>5,604</b>	<b>(2,963)</b>	<b>47,064</b>	<b>15,139</b>	<b>23,278</b>	<b>(10,458)</b>	<b>9,285</b>
Assets Brought Forward	112,194	106,590	109,553	62,489	47,351	24,073	34,511	25,226
<b>Reserves Carried Forward 31 August 2024</b>	<b>124,475</b>	<b>112,194</b>	<b>106,590</b>	<b>109,553</b>	<b>62,489</b>	<b>47,351</b>	<b>24,073</b>	<b>34,511</b>
<b>Assets</b>								
NS&I Account	9,706	9,728	9,622	9,622	2,603	2,544	2,564	2,551
Santander Account	114,571	102,183	96,767	98,529	59,477	44,578	21,309	31,457
Petty Cash	198	289	200	402	409	229	200	503
	<b>124,475</b>	<b>112,194</b>	<b>106,590</b>	<b>109,553</b>	<b>62,489</b>	<b>47,351</b>	<b>24,073</b>	<b>34,511</b>

Burham Pre-school Committee  
Annual General Meeting  
17<sup>th</sup> October 2024

Present	Absent								
Tracey Beechey Robyn Tullett Bethany Doyle Tonia Plowman Candice Webster Jenny Martin	Nicholas Krauspe Treasur Jarvis								
1)	<p><b>Supervisors Report:</b></p> <p>T Beechey read through the supervisor's report for 2023/24. Committee members agreed they were happy to support the supervisors recommendations moving forward into 2024.</p>								
2)	<p><b>Chairpersons Report:</b></p> <p>J Martin (chair) presented her report to the group.</p>								
3)	<p><b>Treasurer Report</b></p> <p>T Beechey read through the annual financial report, submitted by Heidi Wood the financial administrator. Committee members were able to view full annual figures and no issues or concerns were raised by attendees.</p>								
4)	<p><b>Current Committee resignations and Election of new Committee Members</b></p> <p>Rachel Baker – resigned as member Stacey Warman – resigned member Megan Thomas – resigned member Rozalyn Krauspe – resigned member Catherine Philpot – resigned 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: 50%;">Tonia Plowman</td> <td style="width: 50%;">Robyn Tullett</td> </tr> <tr> <td>Jenny Martin</td> <td>Nicholas Krauspe</td> </tr> <tr> <td>Tracey Beechey</td> <td>Bethany Doyle</td> </tr> <tr> <td>Treasur Jarvis</td> <td>Candice Webster</td> </tr> </table> <p>One new members were elected this year.</p> <p>Grace Cooke</p> <p>The officers of the committee were agreed:</p> <p>Jenny Martin to continue as chair Tracey Beechey to continue as secretary, all agreed. Tonia Plowman to continue as treasurer, all agreed.</p> <p>All members that were unable to attend the meeting have agreed in writing to become a trustee or to continue to be members of the committee and are will attend the next meeting of the new committee on Thursday 14/11/24</p>	Tonia Plowman	Robyn Tullett	Jenny Martin	Nicholas Krauspe	Tracey Beechey	Bethany Doyle	Treasur Jarvis	Candice Webster
Tonia Plowman	Robyn Tullett								
Jenny Martin	Nicholas Krauspe								
Tracey Beechey	Bethany Doyle								
Treasur Jarvis	Candice Webster								

5) New committee

A meeting will be held with our new member so she can discuss the process and requirements of becoming a trustee member and to ensure they have the correct paperwork to complete their enhanced DBS check and to complete an EY2 form on-line for Ofsted.

The role of the committee/Trustee's was explained 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.

## Burham Pre-school AGM – Supervisors Report

I would like to thank this year's committee members, for their continued support, we have done a few fundraising events this year, which has required a lot of commitment from some of our members. The hard work has truly been appreciated and we raised a good amount of money.

### Staff

We have had a busy year of recruitment and now have a solid bank of 10 staff with varying levels of experience.

Aunty Sara has successfully completed her 6-month probation, Aunty Esme's probation has been extended to December 2024 to enable her to become a key person covering all aspects of the role before her final probation review.

Aunty Claire completed her NVQ L2 this, Aunty Aline will finish her NVQ L3 by the end of 2024. Aunty Gemma has started her NVQ L3, and our new recruits are also keen to begin training in 2025.

Staff's contracted working hours were also amended this year requiring all staff to be in setting by 8.45am for a morning meeting each day to help with our reflective practice. Regular supervisions continue to take place to make sure our staff's well-being and mental health is monitored continuously.

### Children

We have continued to offer up to 28 spaces per session this year and currently have a total of 47 children on roll:

- 28 Funded 3–4 year olds
- 16 Funded 2 year olds
- 3 Non funded 2-3 year olds
- 6 children due to start between now and Easter.

Our current SEN register is for 3 children and there no children on the at risk or in need on our register.

### General

As a setting we continue to lead the North Downs collaboration, however another one of our local settings has had to close due to lack of funding. This is sadly the case for a lot of pre-schools due to rising wages, increased running costs and the fact that government funding is inadequate and does not cover these outgoings. The financial administrator and I are very aware of this and will monitor expenditure closely across the year.

We had our Ofsted inspection in July 2024 which went well and we received a lovely positive report with a 'GOOD' grading which means unless there is a complaint's made against the setting we are unlikely to be inspected again for 6 years.

We are now accepting 2 and 3 year working parent government funding, this will have an effect on our total income for the year as our fees are higher than the funding we receive per session therefore without fundraising we may struggle to continue to remain financially viable.

## **2024-2025 – Moving forward**

Although we have now been inspected the Supervisor is very keen to make sure that staff do not let our standards slip, she is therefore going to be working hard across the coming year at supporting staff's well-being and personal development.

We will need to be vigilant in monitoring budgets again this year, it is becoming hard to keep committed staff and pay suitable wages. There will again be a minimum wage increase in April 2025 which will put even more pressure on smaller settings like ours. This again needs to be taken into consideration with SEND children as we may not be able to accommodate children that need 1:1 support moving forward as funding does not cover these costs.

Moving forward into the next academic year I am also very conscious of the number of staff, we will have, undertaking training and although this is subsidised by the government we still have to pay some of the costs and for the staff's additional time out of ratio which again puts pressure on our sustainability.

Finally, I would like to thank everyone that has supported the pre-school over the last year, I am pleased we have remained sustainable however I do feel this is purely down to the people who have helped and organised fundraising events across the year, without this we would, like many other pre-schools sadly be starting to face financial difficulty. I believe we continue to have a good reputation for the quality of our care and learning within our area and I am therefore hopeful that our numbers will remain high. I am sure the following year will present its own challenges but I look forward to working with the committee to tackle them in a positive manner.

T Beechey  
Supervisor  
6<sup>th</sup> October 2024

## Burham Preschool Chair Report 2024

Chair Person – Jenny Martin

The first terms of the academic year saw an amazing start to fundraising. A combined effort from Race Night, a Pumpkin Competition within Preschool and a Psychic Fair raised a total of £780, some of which was used to cover the expenses of the Christmas festivities for the children.

Our funds were boosted with a further £300 grant from KCC which Tracey successfully applied for and an additional generous parent donation was received. Decembers fund raising ended with 'bags to school', Christmas Fair, raffle and photos saw a healthy amount of money being raised.

January fundraising efforts continued with great momentum with a much loved night of bingo which saw nearly £500 being raised. A donation from our Heidi's employer was also gratefully received.

Moving into spring, a Book Day dress up, quiz night and a some fantastic creations in the bake off competition all contributed to the year's efforts, which covered the cost of Easter Egg treats!

Throughout the year a great deal of planning and preparation for Preschools Family Fun Day was being carried out, in tandem to a second 'bags to school' being organised and a Frosts charity collection box saw an extra £200 contributed.

The Preschool Fun Day in July was an all-round success. A huge hit with the local community and with the support from parents, stall holders and local council. Preschool managed to raise approximately £1700 after expenses. Which concluded a very successful year in fundraising all of which could not happen without all the committee members.

At the start of the year a possible holiday club was discussed to assist funds and allow the team an opportunity for more hours if required, after thought and research, this was decided against for a number of reasons.

Future plans for a change in opening hours / government funding plans was discussed with staff and future changes were implemented to come in effect from September 2024. A competitive increase in session fees and lunch club will also start at the beginning of the next academic year.

There were some staff changes unfortunately. Auntie Sara decided to leave the setting in November. The existing team covered shortages where necessary and the vacancy was advertised. The recruitment process saw Sara Jones join the team. A further member of staff, Esme Jones, who was initially offered a bank staff position was appointed in February.

Finally and by no means least, this year Preschool had an inspection from Ofsted and were awarded a GOOD rating in all areas. A testament to all the hard work and dedication so, congratulations to Tracey and her team for this great achievement in the final weeks of the year.

Personally looking forward to new plans and events in the coming year. Thank you to all committee members and a special mention to Catherine, who has decided to step down after 17years, all your assistance is gratefully appreciated.