

**THE CRYPT PRE-SCHOOL**  
**ANNUAL GENERAL MEETING**  
**TUESDAY 10<sup>TH</sup> NOVEMBER 2020 – 7PM (ZOOM)**

**1. Present**

Kezia Black, Theresa Tuffery, Anne-Marie Jenking, Emily Blackburn, Rowenna Brock

**2. Apologies**

None recorded

**3. Managers/Chairperson's Report**

See attached report

**4. Finance Report**

See attached accounts

**5. Committee Resignations**

Janine Kent – Chairperson  
Shannah Rose – Secretary

**6. Voting of New Members**

Kezia Black – current role Treasurer. Voted in by Emily Blackburn, Anne-Marie and Rowenna Brock to step up to Chairperson.

Rowenna Brook. Voted in by Emily Blackburn, Kezia Black and Anne-Marie Jenking to take the role as Treasurer.

Jill Brock nominated to take the role Secretary. Voted by Rowenna Brock, Kezia Black and Emily Blackburn.

Emily Blackburn to continue the role as Fundraising Officer.

Other committee members – Shanay Coggin, Rachel Pottinger voted in AGM 2019. Louise Collett nominated by Theresa Tuffery to join the committee.

**7. Completing DBS/EY2**

Mrs Tuffery to send link to new members to complete DBS/EY2. Kezia Black to complete EY3 once DBS/EY2s have been completed.

## **8. Christmas Nativity/Fundraising**

Christmas Nativity planned to go ahead on the 14<sup>th</sup> and 16<sup>th</sup> December. Rowenna B to look at getting a gazebo, cover for the nativity, committee to organise along with refreshments.

Committee to arrange raffle to take place on the 16<sup>th</sup> December. Emily B to arrange prizes.

Rowenna B to look at applying for a grant through Falmouth Town Council and Kezia B to look at other grants available for the Early Years sector.

## **9. Christmas Party**

Christmas Party to take place on Friday 18<sup>th</sup> December, last day of term. Session will finish at 12 noon. Anne-Marie J to arrange video phone call from Santa and Rowenna to look at purchasing books, each child to receive a book, Emily B volunteered to wrap presents for the party.

## **10. Other Fundraising**

Committee to discuss at next Committee Meeting. Kezia to arrange meeting through Zoom.

## **11. Advertising**

Discussed various options for promoting The Crypt Pre-school, Theresa Tuffery to arrange a new banner for the railings outside the church, and to continue with Facebook at present.

## **12. Policies**

Kezia B and Rowenna B to read policies created by Theresa T and Anne-Marie J, policies to be discussed and agreed at each committee meeting.

## **13. Any other business**

Fees policy to be forward to the committee to amend/discuss at next meeting. Bookkeeper's role and monthly fee to be discussed along with holiday pay for the staff.

## **14. Date of next meeting**

To be arranged by Kezia B.

**THE CRYPT PRE-SCHOOL**

**INDEPENDENT EXAMINERS' REPORT TO THE TRUSTEES**  
**FOR THE YEAR ENDED 31 AUGUST 2020**

We report on the accounts of the Trust for the year ended 31 August 2020, which are set out on the attached pages.

**Respective responsibilities of the trustees and examiners**

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is our responsibility to:

- examine the accounts under section 145 of the Charities Act;
- follow the procedures laid down in the General Directions given by the Charity Commission (under section 145 (5) (b) of the Charities Act; and
- state whether particular matters have come to my attention.

**Basis of independent examiners' report**

Our examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

**Independent examiners' statement**

In connection with our examination, no matter has come to our attention:

(1) Which gives us reasonable cause to believe that, in any material respect, the requirements:

- To keep accounting records in accordance with section 130 of the Act; and
- To prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act

have not been met; or

(2) To which, in our opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



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Lang Bennetts  
Bickland House  
Bickland Water Road  
Falmouth  
TR11 4SB

Dated: 11/02/2021

**THE CRYPT PRE-SCHOOL PLAYGROUP  
INCOME AND EXPENDITURE ACCOUNT  
AT 31ST AUGUST 2020**

	<b>2020</b>		<b>2019</b>	
	£	£	£	£
<b>Income</b>				
Registration and attendance fees	8,045		10,327	
Childcare vouchers	-		853	
Fundraising	1,150		1,315	
Photographs	20		95	
Early Years grant	59,043		53,452	
Bank interest	-		2	
Sundry income	-		1,047	
	<hr/>		<hr/>	
		68,258		67,091
<b>Expenditure</b>				
Wages	45,758		62,746	
True Potential pension	429		427	
Rent and heating	2,816		3,800	
Milk and food	1,590		2,153	
Materials and equipment	1,982		3,763	
Advertising	256		126	
PLA subs and insurance	78		15	
Insurance	911		750	
Repairs	110		339	
Telephone	649		766	
Miscellaneous expenses	913		1,498	
Accountancy	310		315	
Professional fees	2,222		-	
Staff training	570		210	
Cleaning	1,067		-	
Depreciation	634		777	
	<hr/>		<hr/>	
		60,295		77,685
Surplus / (deficit) for the year		7,963		(10,594)
Bought forward reserves		6,131		16,725
Accumulated Surplus carried forward to next year		<hr/> <u>£14,094</u>		<hr/> <u>£6,131</u>

**THE CRYPT PRE-SCHOOL PLAYGROUP**  
**BALANCE SHEET**  
**AT 31ST AUGUST 2020**

	2020	£	2019	£
<b>Fixed Assets</b>				
Equipment		924		1,029
Improvements		976		1,302
<b>Assets</b>				
Bank Account	12,437		2,428	
Petty Cash	24		53	
Instant Access Account	-		3,149	
Prepayments	111		111	
	12,572		5,741	
<b>Liabilities</b>				
Creditors		378		1,941
Net current assets		12,194		3,800
Net assets		£14,094		£6,131
Represented by:-				
Accumulated Surplus on General Fund		£14,094		£6,131

Approved on behalf of the committee on .....2021 and signed by

.....  
Mrs S Horton - Treasurer