



North Cave Preschool 2023 AGM

Friday 13th October 3:45pm

Attendees:

Liz Gibson
Julie Tooke
Sally Hodges
Rebecca Van Rossum
Annabell Morris
Carly Burn
Korina Hinchey

Apologises:

Amy Phillips
Katy Holmes

Agenda

1. Chair's report – given by Julie in Amy's absence
2. Treasurer's report – given by Elizabeth Gibson
3. Managers report - given by Julie Tooke
4. Fundraising
5. Christmas
6. Committee
7. AOB

1. Chair's report

Amy was not able to attend the meeting.

"I would like to resign as chair, after many great years" message passed on from Amy. (vote for new committee members to be held later on in the meeting.

No issues have been raised and the main focus at present as always is income and expenditure and the sustainability of the preschool, especially with the potential increase in minimum wage in April 23 to £11.44 ph

We will hand over to Liz to go through the details.

2. Treasurer's report

Please see the attached for 2022–2023-year end, we ended up with £575.39 in the Bank and as I have worked out ideally, we need to finish the year with approx. £4500 in the bank for the next financial year. This is due to the peaks and troughs of the numbers of children and fundraising.

Was another tough year with fundraising and achieved £1219.24 for the full year, this is £200 more than the previous year.

When looking at the total income was £56,101.14 (£4000 lower than last year) and outgoings £56062.19 (also lower than last year). An extra £38.95 more in income. Although this means we have basically broke even. This is an improvement on last year where there was an overspend of £1446.69 and year prior was and overspend of £5462.31. This shows the impact of covid and how we are steadily getting there.

The biggest concern I have going forward is the £11.44 ph minimum wage from April 24 as this will have a big impact and will require Gemma and Julie's wages to be increased. They did not receive an increase last year due to finances.

- Easyfundrasing set up.
- Amazon Smile set up
- Look in to Accounts to see if a friend of the school is authorised to sign off as this maybe a cheaper option.

3. Manager's Report

We have 13 children for September, and this is a good number for September. East Riding have increased funding to £4.90 for 3 years old and £7.26 for 2-year-olds. Although we only have 2, 2-year-olds.

From next Easter all 2-year-olds will be eligible for 15 hours funding, which may help.

From September we are looking into being able to look after children from 9-month-old. We have a visit and the setting has been confirmed that we are able to go ahead with this. The funding is £10 per hour and may help with the income.

Julie stated that she had been able to reduce the school's insurance drastically which will help. Liz also said that the Accounts bill has gone from £240pa to £600pm and will investigate seeing if we can save money on this.

Also arranged for another Quiz night to be held as they have been good fun and a good help with fundraising.

Point raised that the Preschool needs a banner in North Cave Park as other companies have this.

Village link bill increased to £45 as they have purchased a new printer. This is a small raise and is good as sent round the Village.

The Website has been re done and this will also save money long term and Katy has helped with getting this set up.

4. Fundraising

Discussion held about the following, as we need to look at fundraising from local people so we are not just relying on the few parents.

Raffle - letters to be sent to local businesses for donation of prizes.

Quiz Night - Julie has booked quiz night for end of Jan/early Feb TBC, Vicar to be the quiz master.

Local people to be invited as well.

Tombola - We agreed it would be a good idea to approach Tesco and/or Gilberdyke

Garden Centre to hold tombola in foyer.

Bingo at Newport Village Hall booked for Easter – will need help for clearing up

Christmas Party for children was aged in December and Sally has agreed to take charge of this.

Continue to advertise for parents to use easy fundraising as we have got some money from that.

Liz to order Christmas raffle tickets that can be used for future years.

5. Christmas

Julie has put the Party in the diary to be held on 9th December at the preschool, with Father Christmas visiting. If we are unable to get a Father Christmas then Julie will do snow footprints in the Hall to show he has been.

Staff have been making Christmas gifts with children to sell to parents

6. Committee

Votes held on the Committee, all nominated and agreed as required.

Amy Phillips – to retire with Carly Burn replacing once DBS check has been completed (Charities Commission will then be up dated) 2 min votes received. A note will be added to the bottom of these meeting minutes when it has been confirmed.

- Liz Gibson - to stay as Treasurer 2 votes min received
- Katy Holmes - to stay as Secretary 2 votes min received
- Julie Tooke – to remain as Trustee votes min 2 received
- Sally Hodges - Trustee min 2 votes received

Korina Hinchey and Annabell Morris – Friends of North Cave Pre School

7. AOB

Another meeting to be set up for the Christmas Party

Next committee meeting TBC

Korina Hinchey Addition: 07/03/2024

It has been confirmed that Carly Burn has now officially replaced Amy Philips as Chair of the Committee. Her details are now updated to the Charities Commission website and DBS check done and EYFS completed with Ofsted.

The Constitution adopted 10th Jan 1993, amended 10th Sep 2009 and amended 1/3/2017 will remain the same at present.



CHARITY COMMISSION
FOR ENGLAND AND WALES

North Cave Pre School

1036515

Receipts and payments accounts

CC16a

For the period
from

01-Sep-22

To

31-Aug-23

Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
Funding from Local Authority	33,663	-	-	33,663	41,017
Private Billing	20,669	-	-	20,669	19,361
Fund Raising	1,219	-	-	1,219	1,001
Loan	550	-	-	550	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	56,101	-	-	56,101	61,379
A2 Asset and investment sales, (see table).					
Cash in Bank at start of year	536	-	-	536	-
	-	-	-	-	-
Sub total	536	-	-	536	-
Total receipts	56,637	-	-	56,637	61,379
A3 Payments					
Rent	5,455	-	-	5,455	9,513
Trustees Salary	14,580	-	-	14,631	14,777
Salaries	28,992	-	-	28,941	31,524
Gym Membership	3,735	-	-	3,735	4,127
Insurance	1,028	-	-	1,028	685
Sundries	1,286	-	-	1,286	799
Advertising	40	-	-	40	185
Phone	120	-	-	120	120
Bank Charges	60	-	-	60	40
Repay Loan	550	-	-	550	-
Subscriptions	204	-	-	204	211
Training	12	-	-	12	99
Sub total	56,062	-	-	56,062	62,080
A4 Asset and investment purchases, (see table)					
Shed	-	-	-	-	749
	-	-	-	-	-
Sub total	-	-	-	-	749
Total payments	56,062	-	-	56,062	62,829
Net of receipts/(payments)	575	-	-	575	- 1,450
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	-	-	-	-	-
Cash funds this year end	575	-	-	575	- 1,450

Section B Statement of assets and liabilities at the end of the period

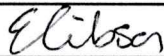
Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	Current Account	575	-	-
	Savings Account	-	-	-
		-	-	-
	Total cash funds	575	-	-
	(agree balances with receipts and payments account(s))	OK	OK	OK

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets	NA	-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets	NA		-	-
			-	-
			-	-
			-	-
			-	-

Categories	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities	NA		-	
			-	
			-	
			-	
			-	

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval
	Elizabeth Gibson	13/06/2024

Notes to the Accounts
North Cave Pre School Year Ending 31 August 2023

Table A1:

The income that the Pre School receives is set out in 4 area's

- Income funding from East Riding Local Authority
- Private Billing (includes Gym money)
- Fund Raising (LA Licence held)
- Loan (this would be a personal loan from myself or Julie Tooke the manager if there is a cashflow issue) there are no written agreements, interest or any rules set out.

Table A2:

- Assets: we only have cash in the bank at the start and end of the year. No investments or fixed assets are held. The Pre School rents the local village hall and the rent includes Gas, Electric and Water.

Table A3:

Expenditure all paid on receipt and Insurance paid at the start of the year, so no accrual required. Plus it is under £1000 so not material

- Repay Loan : if Julie Tooke or myself have lent monies then this would be the repayment which is a net nil amount

Table A4:

Assets purchased

- A shed was purchased and as this was at a minimal amount we are not working out depreciation on this. It would be unfeasible to work out a life span for the item.

No other items of a large amount will be purchased again.

Section B:

Only has the cash at the end of the financial year as we hold no other investments or liabilities. The Nature of the Pre School and the current financial climate would not allow us to invest or have any liabilities

This balances to the Bank Statement at year end.

Summary:

This year there is a profit of £39 from the income and expenditure. Although this is a minimal amount it is an improvement on the previous years -£1447.

There has been a catch up required from the 2 covid years and the impact of several years minimum wage increase without the local authority's funding increasing at the same rate. Therefore, we have been managing a pressure for some time.

The main aim of the Pre School is to deliver a great experience and set the Children up for Primary education. Whilst being able to sustain at present.

I would like to be able to see the next year ending with £1000+ in the Bank Account and this is being managed by the Committee in the meetings.

I look forward to seeing what next financial year brings

Signed..... Elizabeth Gibson Treasure Date.....

North Cave Pre School

Annual Accounts

Year Ending 2023

I have referenced accounting requirements from:


[Charity reporting and accounting: the essentials November 2016 - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/charity-reporting-and-accounting-the-essentials-november-2016)

Due to the nature of the service we are now going to be using the Cash Accounting rather than the Accruals procedure (not a company charity and below £250,000 annual income). This has been agreed in the AGM dated:

This is due to the accruals accounting procedure not being required and as we have no capital assets and only a small amount of items such as toys and materials that are under our Material amount of £1000 for an item.

The requirements state that after 1st November 2016:

- An annual report
- A set of accounts
- Submit an annual return to the Charity Commission (within 10 months of year end, as income exceeds £10,000
- Independent review of accounts undertaken by Zoe Haddon


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ZOE ANN HADDON

15/06/2024

Monthly Cash Flow Statement North Cave Pre School 2020-21 -2020

Pre-Start	Sep-22	Oct-22	Nov-22	Dec-22	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	Jul-23	Aug-23	TOTAL
1. CASH	536.44	3441.65	334.45	2810.12	628.19	6961.47	3946.28	3656.32	10516.36	6877.41	4051.92	3639.33	
2. INCOME													
(a) Funding	0.00	0.00	3917.65	252.00	7893.05	0.00	2780.23	10001.20	378.00	189.00	2142.84	0.00	33663.40
(b) Billing	0.00	386.75	1995.75	1023.75	2082.00	1446.00	2254.25	1211.25	995.00	1423.00	1173.50	943.50	17105.50
Loan	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	550.00
Fund Raising	0.00	134.00	350.00	469.00	0.00	0.00	53.00	7.36	32.88	25.00	30.00	20.00	1219.24
Gym Money	294.00	420.00	294.00	379.00	294.00	210.00	296.00	172.00	258.00	215.00	430.00	301.00	3563.00
Receipts	0.00	9258.18	1156.75	6305.40	2123.75	10269.05	1656.00	5383.48	11391.81	1663.88	1852.00	3776.34	1264.50
Available	536.44	9794.62	4598.40	6639.85	4933.87	10897.24	8617.47	9329.76	15048.13	12180.24	8729.41	7828.26	4903.83
5. OUTGOINGS													
(a) Rent	1500.00	0.00	0.00	0.00	0.00	917.50	917.50	1055.00	1065.00	0.00	0.00	0.00	5455
(b) Gross Wages (excludes new equipment	3204.72	3204.72	3040.67	3814.23	3063.01	3278.86	3631.73	3200.09	3523.68	3961.18	3727.94	3392.96	41044
Insurance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-
Gym Cave Castle	378.00	378.00	378.00	336.00	336.00	252.00	258.00	258.00	258.00	258.00	301.00	344.00	323
Petty Cash	0.00	0.00	0.00	0.00	360.00	0.00	0.00	0.00	0.00	151.88	110.00	0.00	3735
Training courses	0.00	12.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	622
Hope Education	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	12
web site/ Dan	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-
Dust Busters	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	35.00	0.00	0.00	0.00	35
East Riding Supplies	0.00	0.00	0.00	0.00	0.00	0.00	0.00	13.68	0.00	0.00	0.00	0.00	14
HMRC Tax NI	0.00	614.24	202.12	140.46	111.77	217.83	300.21	0.00	396.17	291.44	0.00	253.97	2528
Village Link	0.00	40.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	40
Ofstead	0.00	0.00	0.00	0.00	50.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	50
Gambling licence	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-
Mobile bill	9.99	9.99	9.99	9.99	9.99	9.99	19.98	0.00	19.98	9.99	9.99	9.99	120
bank charges for account	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	60
Early Years Alliance Insurance	705.26	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	705
The foundation	0.00	0.00	0.00	0.00	0.00	0.00	120.00	0.00	0.00	0.00	0.00	0.00	120
ICO Registration	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	35.00	0.00	35
Rachel Tutty	0.00	0.00	193.95	0.00	0.00	0.00	181.02	0.00	0.00	0.00	0.00	0.00	375
360 Accountants	0.00	0.00	0.00	0.00	0.00	0.00	240.00	0.00	0.00	0.00	0.00	0.00	240
repay loan	550.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	550
(r) Subtotal	0.00	6352.97	4263.95	3829.73	4305.68	3935.77	4671.19	5673.44	5302.83	4677.49	4188.93	4328.44	56062.19
6. TOTAL CASH PAID OUT	-	6352.97	4263.95	3829.73	4305.68	3935.77	4671.19	5673.44	5302.83	4677.49	4188.93	4328.44	56062.19
Cash EOM	£536.44	£3,441.65	£334.45	£2,810.12	£628.19	£3,946.28	£3,656.32	£10,516.36	£6,877.41	£4,051.92	£3,639.33	£575.39	39

North Cave Pre School

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ZOE ANN HADDON

15/06/2024