

West Street Pre-school AGM held on Monday 25th July 2023

At 6.30 in West Street Pre-school.

We awaited the Pre-school accounts to be audited before we set the AGM date.

A welcome was given to all who attended.

Those Present

Sarah Jubb; Pat Trotter; Angie Trotter; Sally Edwardes; Kate Ogle; Karen Booth; Hannah Musto

Apologies

Danielle Lane; Rowan Musto; Claire Curran; (all three were available via Telephone) Cheryl Smith.

Last Years Report.

This was read out then signed as a true record.

Chair's report

Treasurers report

Pre-school leader's report. These reports had been sent out to all staff and committee before the meeting to enable them to be read.

They were then read out again at the meeting to see if anyone had any queries.

The accounts were audited for the year 2022-2023 by Patricia Everitt for the second year. We had undertaken her suggestions/ recommendations from the previous years audit which made the audit much easier. Sincere thanks were given to her for doing this for us.

Recruitment of new committee members was processed throughout the year. We again still await two suitability letters.

Lease agreement

The lease agreement for the next two years was signed by the Chair Sarah Jubb.

First Aid Audit

We have been very grateful to Sarah Jubb, who resigned from her committee role at last years AGM, as she had been on our committee for 14 years. But had offered to continue to undertake the First Aid audit of all the accident/ incidents records if required. It was voted that we would accept her offer.

Resignation of all committee.

Resignation of all the existing committee members took place.

New committee members election March 2023 - March 2024 took place.

Role	Name	Proposed by	Seconded by
Chair	Sarah Jubb	Angie Trotter	Karen Booth
Treasurer	Pat Trotter	Sarah Jubb	Hannah Musto
Minutes Secretary	Sally Edwardes	Angie Trotter	Pat Trotter
Committee Member	Danielle Lane	Angie Trotter	Kate Ogle
Committee Member	Hannah Musto	Angie Trotter	Pat Trotter
Committee Member	Rowan Musto	Sally Edwardes	Karen Booth
Committee Link	Claire Curran	Pat Trotter	Hannah Musto

Thanks Given out

Thanks were given to retiring committee members Jane Hewitt; Mary Said; Hilary Clough; Megan Hayes; Lydia McGoldrick for all their support last year for pre--school.

Welcome to new committee members

Welcome was given to the newly elected committee members.

Information

We have had less children attending our sessions at pre-school this last year, so the staff team agreed to work less hours per week, when they were not required in ratios.

This is to be monitored on an ongoing basis to keep the pre-school sustainable. We are very lucky to have a stable staff team who work well with the children, many of the children this last year have attended with 'special needs'. Funding to support these children has been Government funded, via N.C.C..

Change Energy supplier

We have decided to change our energy supplier from EON to ECOSAVE Gas and Power in October 2023 when our contract is up for renewal.

Running Costs

It was decided not to use a website but to only put our information onto Facebook and Tapestry. To keep in touch with families and the public. To save money. We have tried to publish our services more widely this year to encourage more children to attend. We will continue to do this if numbers remain low.

Government Funding will increase in September 2023 and again in April 2024. When all working parents will be entitled to their child obtaining 2-year government funding.

We discussed whether to use WhatsApp instead of Tapestry to save money. No final decision was reached.

Financial accounts

The final figure of the accounts from April 2022 to March 2023 is £31743.70 in the bank.

Brought forward Balance £41974.90

Incoming £72610.62

Outgoing £82841.82

Carried forward figure £31743.70

Total £31743.70

Reserve Account £50337.45

Signed by date 25.07.2023.

Print Name Pat Trotter

Signed

Signed by date 25.07.2023.

Print Name Kerry Waplinton

Signed

Date of next meeting Monday 16th October at 6.30pm in West Street Pre-school building.

West Street Preschool
Analysis Breakdown
April 2022 to March 2023

Opening Balance			£ 41,974.90	
Income				
Fees		£10,978.50		
Refunds	Contra			
NCC		£60,486.20		
Milk Returns		£170.08		
Fund Raising		£364.16		
Transfer from Reserve A/c				
Refunds		£611.68		
Total Income		72,610.62		
Expenditure				
<i>Staffing Costs</i>				
wages		62910.7		
NEST		1824.55		
HMRC	(incs back payment)	4070.27		
Refund from HMRC	Contra			
Other Costs/ Training		590		
<i>Total Staffing</i>		69,395.52		
<i>Running costs</i>				
Overheads		3473.27		
Electricity		2546.23		
Water		725.82		
Subscriptions/Insurances		2108.58		
Miscellaneous		8.1		
Food/Sundries		0		
Equip/Resources		2961.59		
Stationery/Printing		509.71		
Maintenance		30		
Fundraising		143		
Pettycash		940		
Total Running Costs		13446.30		
Transfer to Reserve Account		0.00	0.00	
Total Outgoings		82,841.82	0	

West Street Preschool
 Analysis Breakdown
 April 2022 to March 2023

Balance		31,743.70		
Bank		31,743.70		
Difference		0.00		
opening balance		41974.90		
Income		72610.62		
Expenditure		82841.82		
closing balance		31743.70		
Excess Income over Expenditure		-10231.20		

Reserve Account 2022/2023

Date		Deposit	Withdrawal	Balance
	Brought Forward			50159.09
31.03.2021	Interest	0.48		50159.57
31.04.2021	Interest	3.49		50163.06
30.05.2021	Interest	4.4		50167.46
30.06.2021	Interest	4.12		50171.58
31.07.2021	Interest	3.99		50175.57
31.08.2021	Interest	4.54		50180.11
30.09.2021	Interest	9.07		50189.18
31.10.2021	Interest	16.36		50205.54
30.11.2021	Interest	28.89		50234.43
31.12.2021	Interest	33.03		50267.46
31.01.2022	Interest	35.26		50302.72
28.02.2022	Interest	34.73		50337.45
09.03.2022	Transferred to Current A/c			50337.45
				50337.45

West Street Preschool
Income and Expenditure April 2022 to March 2023

Date	Expenditure	Income	TOTAL	
opening balance			41,974.90	
April	10,876.29	7,025.12	38,123.73	
May	7,124.09	8,886.94	39,886.58	
June	7,482.61	6,545.25	38,949.22	
July	8,104.47	6,316.06	37,160.81	
August	6,619.03	21.55	30,563.33	
September	7,479.62	7,205.31	30,289.02	
October	5,842.27	6,358.91	30,805.66	
November	5,409.19	5,508.05	30,904.52	
December	6,284.85	10,266.14	34,885.81	
January	5,603.26	611.90	29,894.45	
February	5,166.71	5,644.90	30,372.64	
March	6,849.43	8,220.49	31,743.70	
Total	82,841.82	72,610.62	31,743.70	
<i>Pat's figures</i>				
opening balance	41,974.90			
Income	72,610.62			
Expenditure	82,841.82			
closing balance	31,743.70			
difference	31,743.70			
Income over Expenditure		-10,231.20		

expenditure				
Phone	Food etc	Equipmen t / Sundries	Repairs	Total
0	£ 40.49	£ 24.88		£ 66.33
£ -	£ 59.93	£ 18.77		£ 78.70
£ -	£ 72.82	£ 15.40		£ 88.22
£ -	£ 69.52	£ 22.50		£ 118.27
£ -	£ 22.44	£ -		£ 22.44
£ -	£ 40.72	£ 13.30		£ 65.02
£ -	£ 17.95	£ -		£ 60.94
£ -	£ 88.57	£ 49.33		£ 137.90
£ -	£ 22.81	£ 36.13		£ 84.84
£ -	£ 73.07	£ 9.56		£ 83.63
£ -	£ 50.36	£ -		£ 55.11
0.00	68.92	0.00		£ 73.87
£ -	£ 627.60	£ 189.87	£ -	£ 935.27

Independent examination of accounts

Checks carried out:

Expenditure by statement / spreadsheet/expenditure files / cheque stubs

Income by statement / spreadsheet / income file / paying-in book stubs

Petty cash by spreadsheet / expenditure files

Expenditure

28.04.21 - cheque 5683 £60 petty cash – no 'record of petty cash payments' sheet in expenditure file

Sept - £120 petty cash – undated 'record of petty cash payments' sheet in expenditure file

31.11.21 – Argos, 2 cameras purchased. 1 camera exchanged 3.12.21. £10 gift card issued to cover lower price of replacement. Gift card not recorded anywhere.

November – Wages. C Smith. Employer's summary £863.65. Spreadsheet and bank statement £863.71 – 4p discrepancy

Income

Spreadsheets, income folder, bank statements and paying-in books all reconcile.

Inconsistencies in what is or is not recorded in the blue books plus inconsistencies in chronology make them difficult to reconcile with other records. See following suggestions to improve income audit trail.

Patricia Everitt

20th June 2022

Recording income

In order to improve the income audit trail the following improvements could be made:

Receipt books.

The information recorded on receipts should be consistent, e.g.:

Date received

Name of child (or reason for income e.g. donation)

Reason for income e.g. lunch club / Christmas party / Pre-school fees)

Period covered by income, if applicable

£ amount

Received by

As they are triplicate books, top copy to payee, 2nd copy to income folder and attached to banking sheet, third copy remains in book

If the receipt number were also added to the spreadsheet entry e.g.

Fees – R27, R29, R30 £45 the entry could be easily matched to the banking slip

Blue books

In the same way, if the receipt number were added to the blue book entry it could be easily matched to the banking slip

If the headings in the blue books were changed to mirror the receipt books then the information could be more readily reconciled with other records: