

Chair Report - AGM 2020

Firstly, I would like to thank the staff for their hard work and dedication during the last year in what has been a difficult year for all.

We have seen another group of children move onto 'Big School' following a successful transition, due to the positive relationships you have with the children.

Although the usual graduation ceremony wasn't allowed, I thought you did a fabulous job in making the day special and memorable.

A tremendous amount of effort went in to preparing the setting for re-opening in September to provide a safe environment for staff whilst also meeting the needs of the children and their parents.

Pre-school underwent a significant amount of maintenance over the summer from clearing unused equipment to a fresh paint job and I hope you agree it's transformed its appearance.

Credit to the pre-school staff for undertaking training and adapting the daily routine in line with the government guidelines.

Sadly this year we don't have any fundraising events to report on therefore, they'll just have to be bigger and better next year.

We will continue to monitor and manage the budget through the financial year. The accounts will be independently audited and then submitted to the Charity Commission online database.

Thank you Jenny who will be stepping down from Secretary, I have enjoyed working with you and getting to know you more. Thank you for the support over the last year.

It's fantastic that we have some new committee members and, I am sure the additional new members here tonight and the new officers who will be voted in will, continue to assist Caroline, Sharon and Helen to further improve the setting and

continue to make it welcoming, friendly and a successful preschool.

Swinderby Pre-School Playgroup

Income and Expenditure Account for the 12 months to 31st August 2020

	2019/20	2018-19	Variance
	YTD	full year	
	£	£	
INCOME			
EYE Grants	42,239.57		42,239.57
Other Grants	0.00		0.00
Fees	4,625.65		4,625.65
Bank Interest	0.00		0.00
Donations	5.47		5.47
Fund Raising	394.82		394.82
Trips	0.00		0.00
School dinners	110.40		110.40
Uniform	49.50		49.50
Petty cash to bank - contra below	400.00		400.00
	47,825.41	0.00	47,825.41
Check	- 413.53	Wages overpayment	
EXPENDITURE			
Wages	31,845.14		31,845.14
Rent	0.00		0.00
Utilities	4,451.76		4,451.76
Training	406.95		406.95
Telephone	580.46		580.46
Equipment	1,930.27		1,930.27
Stationery/Postage	873.88		873.88
Parties	46.57		46.57
School Dinners	133.19		133.19
Insurance & Professional fees	42.98		42.98
Advertising	412.04		412.04
Audit	0.00		0.00
OFSTED	746.20		746.20
Information Commissioner	0.00		0.00
Building Repairs	2,696.84		2,696.84
Fundraising	20.61		20.61
Clothing	423.85		423.85
DBS	173.34		
Petty cash - contra above	400.00		
Sundry	1,034.80		1,034.80
	46,218.89	0.00	46,218.89
Check	5,045.87		
INCOME LESS EXPENDITURE	1,606.52		
Retained funds brought forward	23,551.26		
Add surplus for current year	1,606.52		
Balance carried forward	25,157.78		
Represented by:			
Bank Account	24,967.59		
Petty Cash	68.40		
	25,036.00		

Variance check 121.79

Swinderby Pre-School Playgroup

Income and Expenditure Account for the 12 months to 31st August 2020

	2019/2020	2018/2019	
	YTD	YTD	Variance
	£	£	
<u>INCOME</u>			
EYE Grants	42,239.57	35,471.04	6,768.53
Other Grants	0.00	0.00	0.00
Fees	4,797.98	12,230.00	(7,432.02)
Bank Interest	0.00	0.00	0.00
Donations	5.47	301.17	(295.70)
Fund Raising	394.82	1,972.13	(1,577.31)
Trips	0.00	276.85	(276.85)
School dinners	110.40	705.76	(595.36)
Uniform	49.50	78.00	(28.50)
Other income	413.53	0.00	413.53
Petty cash to bank - contra below	600.00	785.00	(185.00)
	48,611.27	51,819.95	(3,208.68)
Check	0.00		
<u>EXPENDITURE</u>			
Wages	31,845.14	37,565.55	(5,720.41)
Rent	0.00	541.59	(541.59)
Utilities	4,451.76	1,819.38	2,632.38
Training	406.95	319.85	87.10
Telephone	580.46	1,892.32	(1,311.86)
Equipment	1,925.27	910.56	1,014.71
Stationery/Postage	959.66	1,258.85	(299.19)
Parties	46.57	171.50	(124.93)
School Dinners	167.91	779.70	(611.79)
Insurance & Professional fees	42.98	1,017.01	(974.03)
Advertising	412.04	336.21	75.83
Audit	0.00	0.00	0.00
OFSTED	746.20	0.00	746.20
Information Commissioner	0.00	0.00	0.00
Building Repairs	2,696.84	324.14	2,372.70
Fundraising	20.61	0.00	20.61
Clothing	423.85	0.00	423.85
DBS	173.34	0.00	173.34
Petty cash - contra above	600.00	785.00	(185.00)
Sundry	1,085.10	633.22	451.88
	46,584.69	48,354.88	(1,770.19)
Check	0.00		
<u>INCOME LESS EXPENDITURE</u>			
	2,026.58	3,465.07	
Retained funds brought forward	22,943.99	19,478.92	
Add surplus for current year	<u>2,026.58</u>	<u>3,465.07</u>	
Balance carried forward	24,970.57	22,943.99	
<u>Represented by:</u>			
Bank Account	24,710.22	22,775.49	
Petty Cash	<u>260.35</u>	<u>168.50</u>	
	24,970.58	22,943.99	
Variance check	-	0.00	-

Independent examiner's report to the trustees of Swinderby Pre-School Group

I report to the trustees on my examination of the accounts of Swinderby Pre-School Group (the Group) for the period ended 31 August 2020.

Responsibilities and basis of report

As the trustees of the Group you are responsible for the preparation of the accounts.

I report in respect of my examination of the Group's accounts carried out under normal accounting practices and principals.

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention (other than those disclosed below) in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Group as required; or
2. the accounts do not accord with those records.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Signed:

Name: Michelle Katie Allen FCA, CTA
Chartered Account and Tax Advisor

Address: Office 11, Navigation Business Centre
Mill Gate
Newark
Nottinghamshire NG24 4TS

Date: 12 / 10 / 2021



Swinderby Pre-School Group

Matters of concern for review and improvement:

- Ensure spreadsheet columns are totalled correctly
- Ensure all formulas are complete on all rows and all amounts are included
- Where formula errors are highlighted on the spreadsheet review and resolve
- Ensure bank balances agree to bank statements at the end of each month
- Count Petty cash regularly and record this