

West Thorpe Pre School

2023 AGM AGENDA

Meeting to be held on 2nd October 2023

Attendees: Helen Noble (Secretary), Melissa (Chair), Helen, Nicola, Jen, Claire (Support Treasurer), Paul, Mel, Emma, Chris (Treasure), Charlotte (Site Manager), Stevie.

Apologies - NA

Emailed to Claire G to be stored in committee folder.

Agenda Items

- 1 AGM Intro
- 2 Look Back - Playgroup Update
- 3 Procedures and Compliance
- 4 Finances Review
- 5 Fundraising - plan for the year
 - a. Ward Grants
- 6 Any other business
- 7 Next meeting date.

Notes from this Meeting

Purpose of the meeting: A look back over the past 12 months and to discuss the plan for the next school year.

1. Introductions from Melissa Chair - referring back to the agenda items
2. Charlotte (Manager) gave an overview of the pre-school
 - a. 10 Staff members
 - b. 3 New staff starting in Jan 2023
 - c. Movement of 1 staff member to now working mainly as admin wfh and cover as and when required.
 - d. Reduction of a 1 Wednesday working shift from 1 staff member
 - e. SENCO update - new staff member being trained by the current lead.
 - f. 1 member of staff on Maternity Leave - When returning will start her NVQ level 3.

- g. Groupings - 3 key group broken down to 3 staff members in each group.
 - h. Staff appraisals completed in July.
 - i. Food Hygiene Training - completed by 4 members of staff.
 - j. Children numbers - a lot of new starters and numbers are looking 'good'
 - k. A programme has been introduced for delegation of cleaning and organisation duties across the pre-school staff.
3. Procedures and Compliance - Charlotte confirmed all up to date.
- a. Support offered - if required from the chair and secretary.
 - b. Support offered by the committee attendees on various items - Claire and Charlotte have details.
 - c. Lease all up to date and renewed - potential conversation in the new year for a review of the high increase.
 - d. Discussion was held on if Pre-School could attend the Church's meetings.
 - e. Feedback about the engagement with the Church has been very positive.
4. Financial
- a. 35 children on role - with a few on the waiting list.
 - b. Figures the same as last year and previous years have shown these figures increase throughout the year.
 - c. Snack charge - £1 a day. This charge was discussed with the committee on its sustainability with parents and they all agreed it was achievable. The increase has positively impacted the accounts - year to date inclme £1k.
 - d. Increases -Rent and wages circa £4000 negative impact.
 - e. 2022 we had our first loss -knock on effect due to covid.
 - f. Grant - Tesco's £500 positive impact - we discussed further for a review on any other grants available.
 - g. Additional help for families was discussed. Further details around food banks and clothes offered.
 - h. Corporation Tax - A bill has been invoiced. Further information required - HN to discuss with CG.
 - i. Lottery Grant, York Races Bucket Drop (Melissa & Mel - to pick up)
 - j. Treasurer and Assistant Treasurer - are doing a review on all outgoing spends to see if any positive impacts can be made for 2024 accounts.
5. Fundraising
- a. Table at the Christmas church stall - 25th November
 - i. Book Sale
 - ii. Toys
 - iii. Game
 - 1. Support Required for Claire
 - 2. Claire to confirm date for item drop off
 - b. Dringhouses School to advertise our services.
 - c. Fundraising Previously

- i. Cake Sale - Termly - 23rd October first cake sale
 - ii. Bags for school - twice a year
 - iii. Halloween Outfit Resale
 - iv. Easter Bunny - one a year/Chocolate Hamper
 - v. Christmas Hamper
 - vi. Bonus Ball/Sweepstake - Termly
 - vii. Breakdown into terms
 - d. Social Night?
 - i. Parent Questionnaire/Survey - Are you willing to help, what can you offer? Thoughts on the setting etc. Newsletter and being informed.
 - ii. Google Surveys
- 6. No other comments
- 7. Committee members
 - a. Melissa will join the committee members.
- 8. Next Meeting Date - TBC

Car Park

No additional points made

WEST THORPE PRE-SCHOOL

STATEMENT OF ACCOUNTS

For the year ended 31 August 2023

Charity Number 1053289

West Thorpe Pre-School

Receipts and Payments for the year ending 31 August 2023

Receipts

	31.08.23	31.08.22
	£	£
Fees	14,318	22,833
Funding	83,849	56,366
Donations & Fundraising	1,518	2,398
Bank Interest	301	21
Grants	500	0
Snack Money	1,203	249
Sale of Uniforms	174	119
Other Sundry Income	9	8
Total Incoming Receipts	101,872	81,994

Payments

Rent	15,892	15,235
Salaries and Payroll Costs	79,877	71,696
Staff Training	150	426
Fruit and Snacks	288	344
Cleaning	189	197
Insurance and Registration Fees	1,295	1,110
Costs of Fundraising	0	43
Play Materials, Equipment and Toys	1,311	491
Advertising	120	74
Outings and Visits	0	260
Stationery	380	409
Uniforms and Staff Clothing	240	48
Mobile Phone and Internet	303	347
Children and Staff Gifts	346	50
Repairs and Maintenance	20	0
Audit Fee	144	85
Sundry Expenses	15	51
Total Payments	100,570	90,866
Surplus/(Deficit) for the year	1,302	-8,872

West Thorpe Pre-School

Statement of Cash Resources as at 31 August 2023

	2023 £	2022 £
Balance as at 31 August 2022	44,880	53,752
Surplus/(Deficit) for the year	1,302	-8,872
Balance as at 31 August 2023	46,182	44,880

Respresented by:

Unrestricted Funds		
Floats	50	50
Current Account	1,201	1,169
Deposit Account	44,766	43,566
Cash in Hand - Petty Cash	165	95
Restricted Funds		
Deposit Account	0	0
	46,182	44,880

REPORT BY THE INDEPENDENT EXAMINER TO THE MEMBERS OF WEST THORPE PRE-SCHOOL

This is to confirm that I have examined the Receipts and Payments Account for the year ended 31 August 2023, together with the Statement of Cash Resources in accordance with the instructions given to me.

I confirm that these have been prepared from, and are in accordance with the underlying books and records.

Dawn Paylor

Dawn Paylor - Accountant

26 February 2024



Section A Independent Examiner's Report

Report to the trustees/ members of

Charity Name

WEST THORPE PRE-SCHOOL

On accounts for the year ended

31 AUGUST 2023

Charity no (if any)

1053289

Set out on pages

1 - 5

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/08/2023

Responsibilities and basis of report

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

~~[The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of [insert name of applicable listed body]]. Delete [] if not applicable.~~

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

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

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.

* Please delete the words in the brackets if they do not apply.

Signed:

Dawn Paylor

Date:

26/2/2024

Name:

DAWN PAYLOR

Relevant professional qualification(s) or body

Bookkeeper / Accountant

(if any):

Address:

Section B Disclosure

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.

WEST THORPE PRE-SCHOOL

STATEMENT OF ACCOUNTS

For the year ended 31 August 2023

Charity Number 1053289

West Thorpe Pre-School

Receipts and Payments for the year ending 31 August 2023

Receipts

	31.08.23	31.08.22
	£	£
Fees	14,318	22,833
Funding	83,849	56,366
Donations & Fundraising	1,518	2,398
Bank Interest	301	21
Grants	500	0
Snack Money	1,203	249
Sale of Uniforms	174	119
Other Sundry Income	9	8
Total Incoming Receipts	101,872	81,994

Payments

Rent	15,892	15,235
Salaries and Payroll Costs	79,877	71,696
Staff Training	150	426
Fruit and Snacks	288	344
Cleaning	189	197
Insurance and Registration Fees	1,295	1,110
Costs of Fundraising	0	43
Play Materials, Equipment and Toys	1,311	491
Advertising	120	74
Outings and Visits	0	260
Stationery	380	409
Uniforms and Staff Clothing	240	48
Mobile Phone and Internet	303	347
Children and Staff Gifts	346	50
Repairs and Maintenance	20	0
Audit Fee	144	85
Sundry Expenses	15	51
Total Payments	100,570	90,866
 Surplus/(Deficit) for the year	 1,302	 -8,872

West Thorpe Pre-School

Statement of Cash Resources as at 31 August 2023

	2023 £	2022 £
Balance as at 31 August 2022	44,880	53,752
Surplus/(Deficit) for the year	1,302	-8,872
Balance as at 31 August 2023	46,182	44,880

Represented by:

Unrestricted Funds		
Floats	50	50
Current Account	1,201	1,169
Deposit Account	44,766	43,566
Cash in Hand - Petty Cash	165	95
Restricted Funds		
Deposit Account	0	0
	46,182	44,880

REPORT BY THE INDEPENDENT EXAMINER TO THE MEMBERS OF WEST THORPE PRE-SCHOOL

This is to confirm that I have examined the Receipts and Payments Account for the year ended 31 August 2023, together with the Statement of Cash Resources in accordance with the instructions given to me.

I confirm that these have been prepared from, and are in accordance with the underlying books and records.

Dawn Paylor

Dawn Paylor - Accountant

26 February 2024



Section A Independent Examiner's Report

Report to the trustees/ members of

Charity Name

WEST THORPE PRE-SCHOOL

On accounts for the year ended

31 AUGUST 2023

Charity no (if any)

1053289

Set out on pages

1 - 5

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/08/2023

Responsibilities and basis of report

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

~~[The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of [insert name of applicable listed body]]. Delete [] if not applicable.~~

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

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

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.

* Please delete the words in the brackets if they do not apply.

Signed:

Dawn Paylor

Date:

26/2/2024

Name:

DAWN PAYLOR

Relevant professional qualification(s) or body

Bookkeeper / Accountant

(if any):

Address:

Section B Disclosure

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.