



## MITTON MANOR PRE-SCHOOL & AFTER SCHOOL CLUB

CHARITY REGISTRATION NUMBER 900034

### MINUTES OF MITTON MANOR PRE-SCHOOL & AFTER SCHOOL CLUB ANNUAL GENERAL MEETING

9<sup>th</sup> November 2020

<b>Emails sent to:</b>		
<b>Angela Walker (AW)</b>	<b>Jane Moore (JM)</b>	<b>Jill Croker (JC)</b>
<b>Rachel Perks (RP)</b>	<b>Mel Hill (MH)</b>	<b>Georgina Packer (GP)</b>
<b>Pamela Redfern (PR)</b>	<b>Mary Butcher (MB)</b>	<b>Angela Worrell (AWo)</b>
<b>Ali Jones (AJ)</b>	<b>Kim Lewis (KL)</b>	<b>Jodie Grant (JG)</b>
<b>Kirsty Roberts (KR)</b>	<b>Stuart Morris (SM)</b>	<b>Rachael Daly (RD)</b>
<b>Dina Summers (DS)</b>	<b>Helen Nightingale (HN)</b>	<b>Emma Moule (EM)</b>
<b>Karen Lippett (KL)</b>	<b>Terry Wright (TW)</b>	<b>Lisa Wright (LW)</b>
<b>Louise Thomas (LT)</b>	<b>Leanne Mills (LM)</b>	
<b>Points of Agreement / Action</b>		<b>Action</b>
<p><b>1. Introduction</b> AJ explained that due to Covid restrictions the AGM this year would take place via a series of emails which everyone was asked to respond to, to indicate their agreement.</p> <p><b>2. Minutes of last year's meeting were sent out by email and 10 committee members agreed them by return email.</b></p> <p><b>3. There were no matters arising.</b></p> <p><b>4. Review of the year at pre-school, including pre-school and ASC finances</b> A review of the year at pre-school and ASC, including a breakdown of the finances, was emailed out to all committee members. Ten committee members responded by email to agree the reports.</p>		

**5. Adoption of the updated PATA constitution.**

The 2019/20 updated PATA constitution was emailed out to committee members with changes to the current constitution listed. Ten committee members responded by email to agree to Mitton Manor Pre-School and ASC adopting the updated 2019/20 PATA constitution.

**6. ANY OTHER ITEMS FOR DISCUSSION**

None were raised.

**7. A.O.B.**

Committee members who are stepping down:

- Graham Nightingale
- Gayle Chaston
- Helen Edgar

We are not currently adding any new parents to the committee. We have had a few new parents expressing an interest in joining and we will look at adding them once we are able to hold meetings again.

We would like to thank last year’s committee for all their hard work for pre-school, and also those who have agreed to remain on the committee for the coming academic year. We appreciate your support in these uncertain times.

**DATE OF NEXT ANNUAL GENERAL MEETING  
Wednesday 22<sup>nd</sup> September 2021  
in the PRE-SCHOOL BUILDING**

**Signed ...KIMBERLEY LEWIS.....**

**Dated ...15/11/20.....**

## Treasurer's Report - 2019-2020

### Bank Accounts and Assets

The table below shows the balances of our various accounts at the end of our financial year - 31<sup>st</sup> July 2020, compared to the closing balance at the end of last year.

<b>Bank and account name</b>	<b>Closing balance 31/7/19</b>	<b>Closing balance 31/7/20</b>
HSBC Current	61,203.02	72,082.86
HSBC Contingency	40,187.94	40,856.28
HSBC Maintenance	10,829.06	12,048.27
HSBC 100 Club	5,660.77	7,232.72
Lloyds ASC	12,078.66	6,436.99
ASC Petty Cash	50	50

Uncashed cheques £30

This gives total cash funds across all our accounts of **£138,707.12**, as of 31.7.20. Last year's cash funds figure was **£130,009.45**.

We have several different accounts:

Our **HSBC current account** is used for our day to day income and expenditure (this is for pre-school only; ASC is separate)

The **contingency account** is used for any sick pay or redundancy pay, and we pay £50 a month into it. We also made a transfer of £30,000 into it from the current account in 2018 as we felt the current account balance was getting very high.

The **maintenance account** is used to save for any significant maintenance work on the building needs to be carried out, and we pay £100 a month into it.

The **100 Club account** contains funds raised by the 100 Club.

The **Lloyds ASC account** is used for ASC income and expenditure; finances are kept separate from pre-school, and Jane will talk more about this later.

We have made a profit this year of **£8,717.67**.

## Income and Expenditure

This section refers to the spreadsheet that we use to prepare the accounts before they are sent to PATA.

The spreadsheet shows figures for last year and this year side-by-side. The top section is for receipts (money received) and the bottom section is for payments (money spent).

### Receipts (income)

1. Nursery Education Funding - down by £16,584.33  
Our Majors group was significantly smaller than in the previous year; 25 children compared to 37 in 2018-19, so our funding payments were reduced.
2. Children's fees - down by £20,281.31  
Pre-School was closed for part of Term 4, all of Term 5 and only partially open in Term 6 (and mainly for funded Majors children). ASC was also closed from 19<sup>th</sup> March. Therefore our fees from parents are much reduced.  
  
Overall funding and fees income is down by £36,866.14.
3. JRS Grant: £16,403.30  
This is the government's Coronavirus Job Retention Scheme payment for the 4 staff members who were furloughed (3 furloughed at any one time), from March to August.
4. COVID grants: £11,000  
We were able to apply for an emergency COVID grant of £1,000, which was approved quickly. We were initially told that we didn't qualify for a small business grant of £10,000, but after a lot of chasing and involving local councillors, we were eventually awarded this grant.
5. Deprivation grant - down by £1,417.67  
This is paid to us by the Local Authority based upon the postcodes of our children - we get more money if children live in what is judged to be a more deprived area. So this figure varies each year. Also, last year we received 4 payments, in August, December, April and July. This year we only received two, in December and April.
6. Fundraising income - down by £2,612.05  
We were unable to hold our usual fundraising events in the spring and summer terms, including the Easter coffee morning, Sports Day and the Leavers Concert.
7. Donations - up by £2,476.82  
We received £2000 from the Tesco blue token scheme. We also asked parents to consider donating the amount of their extra week bill to pre-school, and many did make a donation. We also received donations towards the hire of the hall for our concerts.
8. Interest - down by £6.06 - bank interest rate decreased in June.

**Overall, income was down by £12,971.40**

## Payments (outgoings)

1. Employment costs - up by £187.02  
We had a stable staff group for the 19/20 academic year. Staff received a 3% pay rise in November 2019. Staff were paid full pay for pre-school during lockdown and we claimed furlough payments for 4 members of staff (3 at any one time) from March to August. Staff were paid for after school club until the end of May and then were not paid for ASC after that.
2. Premises costs - decreased by £7,922.27  
The previous year we had large expenditure on the premises, including a new boiler and the installation of sound clouds. This year we had no significant expenditure on large items, and our utilities, BT and premises costs were down due to the lockdown closure.
3. Subscriptions down by £14  
Very similar to last year.
4. Administration - up by £194.48  
We needed to buy a new printer and a new camera this year. The school started charging us £300 a year for photocopying.
5. Refreshments - down by £221.55  
We didn't need to buy food during the lockdown closure. We continued to benefit from the Tesco Fareshare membership scheme.
6. Consumables - down by £168.54  
Spending was reduced due to lockdown closure.
7. Fundraising costs - down by £1211.25  
We were unable to hold our usual spring and summer term fundraising events due to the lockdown closure and restrictions, so our associated fundraising costs are reduced.
8. Purchases of equipment - down by £1373.90  
We had a large expenditure on laptops during the previous year. This year we made a number of smaller value purchases, including tablets, new toys and a CD player.

### **Overall, expenditure was down £10,610.90**

This year we have made a profit of **£8,717.67**. This is down on last year's (£11,078.17).

During the first half of the academic year we had been concerned that we would make a loss due to significantly lower numbers of children in the Majors group and also slightly lower numbers in the Minors group. We had begun to take steps to increase our revenue, including offering children who were due to start with us in September 2020 an earlier start at Easter 2020. We had 8 children who had taken up this offer and were due to start.

However, after the lockdown and closure we were really very worried about the financial impact on our group of the reduced income from parents' fees. The local authority agreed to pay our usual summer term funding payment based on the children who should have been attending which offered some reassurance, but much of our income is from parents' fees, both at preschool and after school club.

We were able to utilise the government's furlough scheme to claim back 80% of the wages of 4 staff members (3 furloughed at any one time) between March and August. We also benefitted from £11,000 in Covid grants from the government via Tewkesbury Borough Council. A number of parents also kindly made donations to our group. In the end these grants and donations helped to boost our income so that we made a small profit.

As a charity we don't aim to make large profits, as any surplus of funds should be invested back into the group. We now have significant reserves built up, but are aware that as the building ages there could be large maintenance costs in the future. We are facing increased costs for PPE and cleaning materials in the next few months due to the ongoing pandemic, and reduced income due to the closure of ASC. We are also dealing with the sad news that Angela Walker will be off work for a significant length of time due to an operation and further treatment, and this will have an impact on our finances in the coming academic year.

Thank you to Kathy Lewis, Chartered Accountant, for giving up her time to check through the accounts and sign them off.

**Charity name:**

Milton Manor Pre-School and After School Club

**Charity number:**

900034

**Receipts and payments accounts for the period**

Period start date.... 01/08/2019

Period end date..... 31/07/2020

**RECEIPTS AND PAYMENTS**

RECEIPTS	Previous year		Current year	
	£	p	£	p
Nursery Education Funding (Free for 3&4)	114,100.57		97,515.74	
Nursery Education Funding (New for 2)	-		-	
Children's fees	54,219.50		33938.19	
Milk refund	-		-	
JRS Grant			16,403.30	
COVID grants			11,000.00	
Grants (specify) ..... Deprivation	2,775.65		1,357.98	
Grant ..... Glos disability fund				
Grant ..... Skipton Building Society	2,000.00			
Grant.....TBC				
Fundraising	10,723.28		7701.23	
Donations	815.18		3317.4	
Interest	104.36		98.3	
Other receipts			25	
Sub total	184,738.54		171,357.14	
Income from the sale of equipment	-		-	
<b>TOTAL RECEIPTS (A)</b>	<b>£184,738.54</b>		<b>£171,357.14</b>	

PAYMENTS	Previous year		Current year	
	£	p	£	p
Employment costs (gross pay + employer's N	150,861.73		151,048.75	
Training costs	304.80		117	
Premises (rent, heat etc)	12,596.12		4,673.85	
Subscriptions	390.08		376.08	
Insurance	523.96		537.92	
Administration	884.17		1,078.65	
Refreshments	539.99		318.44	
Consumables (paint, paper etc)	1,250.34		1,081.80	
Fundraising costs	4,120.99		2,499.74	
Other	234.84		327.79	
Sub total	171,707.02		162,060.02	
Purchases of of equipment and other assets	1,953.35		579.45	
<b>TOTAL PAYMENTS (B)</b>	<b>£173,660.37</b>		<b>£162,639.47</b>	

<b>NET OF RECEIPTS AND PAYME (A-B=C)</b>	<b>£11,078.17</b>		<b>£8,717.67</b>	
<b>Cash funds* incl. deposit a/c last (D)</b>	<b>118,881.28</b>		<b>129,959.45</b>	
<b>Cash funds* incl. deposit a/c this (C+D)</b>	<b>£129,959.45</b>		<b>£138,677.12</b>	

**STATEMENT OF ASSETS AND LIABILITIES****\*Note: cash funds include reserve/contingency/deposit accounts.****Current value**

	<b>£</b>	<b>p</b>
Cash funds (agree with the balance of the receipts and payments a) <b>(E)</b>	138,677.12	
Debtors (money owed to the charity on the period end date) <b>(F)</b>	-	
Value of buildings and equipment (current or depreciated va) <b>(G)</b>	-	
Liabilities (loans and any other money owed on the period er) <b>(H)</b>	-	
Net assets <b>(E-F+G-H)</b>	<b>£138,677.12</b>	

Signed.....Name.....Role.....  
Date.....



Section A

Independent Examiner's Report

Report to the trustees/ members of

MITTON MANOR PRE SCHOOL AND AFTER SCHOOL CLUB

On accounts for the year ended

31. 07. 2020

Charity no (if any)

900034

Set out on pages

1 - 2

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

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:

*KLS*

Date:

15.10.2020

Name:

KATHERINE LEWIS

Relevant professional qualification(s) or body

A.C.C.A.

(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.