



## **MITTON MANOR PRE-SCHOOL & AFTER SCHOOL CLUB**

**CHARITY REGISTRATION NUMBER 900034**

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

**28<sup>th</sup> September 2022**

<b>Present:</b>		
<b>Angela Walker (AW)</b>	<b>Rosanne Perry-Boulton (RPB)</b>	<b>Ali Jones (AJ)</b>
<b>Rachel Perks (RP)</b>	<b>Mel Hill (MH)</b>	<b>Georgina Packer (GP)</b>
<b>Rachael Daly (RD)</b>	<b>Kim Lewis (KL)</b>	<b>Angela Worrell (AWo)</b>
<b>Kirsty Roberts (KR)</b>	<b>Chris Williams</b>	<b>Lisa Westhorpe</b>
<b>Pam Redfern</b>		
<b>Apologies:</b>	<b>Louise Bowers</b>	
<b>Mary Butcher</b>	<b>Lisa Wright</b>	<b>Terry Wright</b>
<b>Emma Moule</b>	<b>Sally Allanson</b>	<b>Sophie Hughes</b>
<b>Louise Thomas</b>	<b>Laura Wynne</b>	<b>Stephanie Dawe</b>
<b>Points of Agreement / Action</b>		<b>Action</b>

**1. Introduction - AW welcomed everyone**

**2. Minutes of last year's meeting were agreed.**

**Proposed - Rachael Daly; Seconded - Kirsty Roberts**

**3. There were no matters arising.**

**4. Chair's Report - KL**

KL thanked the committee members who had helped with fundraising, getting raffle prizes, helping at events, setting up and running stalls.

**5. Treasurer's Report (including ASC finances)**

Attached as a separate document

Accounts were agreed - Proposed by Rachael Daly  
Seconded by Kirsty Roberts

**6. Manager's Report**

AGM REPORT 2022

Welcome to our AGM, I would like to start by saying a list of thank you's.

Kim and the committee - what a strange 6 months we had.

Fundraising - Queens Celebration- Christmas Concert - Sports Day - Big Weekend - Leavers Concert - raffles - and I must say - you all did Preschool proud.

To the staff - well we did it ladies - we managed to end the year with some fantastic shows and sessions - giving what we know are fantastic memories for our children and their families. We said good bye and happy retirement to Jill as well, and here we are looking ahead for the next year - of exciting events and here is to making more lovely memories.

As many of you are aware I have been unwell, for some time and I would like to thank the staff for carrying on, and providing this wonderful Preschool and all the lovely things we offer the children to grow and flourish in our care. I am still coming into preschool and completing all the planning- and implementing the new phonics scheme. and of

course, looking at business side with Ali and Kim. We are also at the moment looking at upskilling Jess and Helen - both have taken on the safeguarding training- and now are looking at Level 2 child care - which hopefully will start very soon. Exciting times ahead for them.

I feel we are very very lucky here at Mitton to have such committed staff who really want to be and help the children flourish, we are also very lucky that Eileen still enjoys popping in once a week to spend time with our children, such a value to have. And also, at Christmas and leavers Concert we had Jane come back and help me, I am so lucky that in my 35 years at Mitton I've been blessed with so many friends , to support this wonderful Charity Preschool

The reports will be short this evening - as we are only 6 months away from our last AGM - BECAUSE OF COVID we are now bringing the year back inline -

#### **7. ANY OTHER ITEMS FOR DISCUSSION**

None were raised.

#### **8. A.O.B.**

Committee members who are stepping down:  
Terry Wright, Lisa Wright, Emma Moule

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.

Joining the committee:

- Lisa Westhorpe
- Chris Williams
- Kathy McVicker

#### **DATE OF NEXT ANNUAL GENERAL MEETING**

**Wednesday 27<sup>th</sup> September 2023, 6.30pm  
in the PRE-SCHOOL BUILDING**

**Signed** .....

**Dated** .....

## Treasurer's Report: 2021 - 2022

### 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 2022, compared to the closing balance at the end of last year. Our financial year runs from 1<sup>st</sup> August to 31<sup>st</sup> July.

<b>Bank and account name</b>	<b>Closing balance 31/7/21 (LAST YEAR)</b>	<b>Closing balance 31/7/22 (THIS YEAR)</b>
HSBC Current	20,142.22	31,383.86
HSBC Contingency	81,463.33	62,082.04
HSBC Maintenance	13,249.54	14,453.69
HSBC 100 Club	7,472.44	2581.26
Lloyds ASC	11,584.39	12,387.54
ASC Petty Cash	50	50

This gives total cash funds across all our accounts of **£122,938.39**, as of 31.7.22. Last year's cash funds figure was **£133,936.92**, which means this year we made a loss of **£10,998.53**.

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 balance has increased because we needed to transfer funds into this account when they ran low before Christmas.

The **contingency account** is used for any sick pay or redundancy pay, and we pay £50 a month into it. We withdrew £20,000 from this account and moved it to the current account before Christmas.

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. We moved £5000 out of this account into the current account when funds ran low before Christmas.

The **Lloyds ASC account** is used for ASC income and expenditure; its finances are kept separate from pre-school. ASC was not running at all in this academic year, but some parents still paid their pre-school fees into it via childcare vouchers, which is the reason for the increase in balance. This account was closed in August and the remaining funds were transferred to the HSBC current account and then moved out to a separate HSBC account. We intend to leave those funds untouched to be used if ASC restarts.

We have made a loss this year of **£10,998.53**.

### 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 - up by £23,033.56  
As well as our Majors group, who are all funded, an unusually large proportion of our Minors children this year were receiving 2-year-old funding. This is not usually the case - it is usually just one or two.
2. Children's fees - down by £17,527.96  
Many of our Minors children were funded; this meant our income from cash payers was down. We also had to refund a number of families who kept their children home when we had several staff members off with Covid before Christmas and had to keep numbers as low as possible.  
**Overall funding and fees income is up by £5,505.60.**  
Once we could see, at Christmas, that we were running at a loss, we increased our numbers of children per session, allowing children to pick up extra sessions. We also let some children start earlier than we otherwise would have - to bring in more revenue.
3. JRS Grant: £0  
Covid job retention scheme not running this year.
4. COVID grants: £173.43  
No Covid grants this year. We claimed back Covid-related sick pay via the government's scheme which came to £173.43.
5. Deprivation grant - down by £2664.42  
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. We receive 3 payments a year but the final payment is either made in July or August and it seems to alternate each year. This year we received only received two payments, in December and April; the previous year we received 4 payments, in August, December, April and July.
6. Community access fund - £1000  
This was given to us by Cllr M Sztymiak to help cover the expenses for our Christmas experience
7. Growing Our Community fund - £0  
Not received this year.

8. Fundraising income - up by £2819.85  
We returned to a more normal fundraising schedule this year, although some events were still affected by Covid - our Christmas experience had to become "virtual" and our Christmas concert was moved to January with limited tickets, reducing revenue from these events. We were able to hold a bingo night, our sports day and leaver's concert as normal.
9. Donations - up by £730  
We received £350 from the Big Weekend as one of their chosen charities, as well as donations from parents towards the Watson Hall hire for both concerts, and towards the Sports Day expenses.
10. Interest - up by £14.64 - change in bank interest rate
11. Other receipts - The £674.71 is a refund from Water Plus, our previous water supplier. We have now switched to Everflow.
12. Income from sale of equipment = £0

**Overall, income was down by £11,196.78**

This is mainly due to not receiving as many grants as we did the previous year. Last year we were bolstered by £14,000 in Covid and other grants. This year we just had the £1000 from Mike Sztymiak, as well as some very generous donations from the Big Weekend and from our parents.

Payments (outgoings)

1. Employment costs - down by £8048.34  
Our employment costs last year were higher than usual, as we paid Angela Walker her full wage for the whole academic year while she was off sick having an operation and then further treatment. This year, Angela was able to return to work for the first half of the year, and then had to go off for further treatment, and we again took the decision to pay her full wage during her absence. This year we also had to cover Covid absences at the end of the autumn term.
2. Training Costs - down by £180.40 - last year all staff needed training on the new EYFS. This year not as much training was due or needed.
3. Premises costs - increased by £888.86 - but the Water Plus refund of £674.71 should really be deducted from this, so the premises increase would then be £214.15, which can be put down to the general rise in the cost of utilities.

4. Subscriptions up by £180.09 – Amazon Prime subscription; Amazon tablets; Twinkl subscription upgrade to access new phonics resources, 2x antivirus
5. Insurance – up by £90.55  
Yearly increase.
6. Administration – up by £52.18
7. Refreshments – down by 131.21
8. Consumables – up by £580.92 – spent more this year on toys/resources – this had reduced during pandemic. Things like paints, sand, books, high viz vests for taking the children out on the field.
9. Fundraising costs – up by £2282.13  
Back to a more normal fundraising schedule, with most of our events able to go ahead as normal.
10. Other expenditure – down by £1209.65 – last year there was an accidental CC spend in this section, and a leaving gift to member of staff.
11. Purchases of equipment – up by £556.42 – new water tray, coloured picnic benches for outdoor area – back to replacing and updating items after the pandemic.

**Overall, expenditure was down by £4,938.45** – mainly due to the decrease in our employment costs compared to the previous year.

This year we have made a loss of **£10,998.53**.

Although things in the 21-22 academic year had begun to return to normal following the Covid pandemic, it was still not a completely “normal” financial year. The previous year we benefitted from several Covid-related grants that helped to boost our income, and we didn’t have these this year.

However, we were still affected by staff absence due to Covid in the two weeks before the Christmas holidays. This also led to us having to drastically cut back our Christmas experience and move our Christmas concert to January, making it a much smaller event.

We also continued to pay Angela her full wage during periods of absence for treatment, which impacted our finances.

We realised before Christmas that we were making a loss, so took steps to try and reduce this as much as possible. We increased the number of children per session up to 35, which allowed some of our children to increase their sessions, and we also started some new children early. Some members of staff dropped sessions to reduce wage costs, while still ensuring ratios were covered. This has resulted in a smaller loss than we originally feared.

Although a loss is never ideal, earlier in the year we were looking at a much higher figure, so the steps we took were effective in bringing the loss figure down. We also felt that paying Angela during her treatment was the right thing to do given the length of her service and her dedication to our group.

We are hopeful that the current academic year will see a return to more normal times in terms of fundraising and we will return to a position where we are breaking even or making small profits.

<b>Charity name:</b>		<b>Charity number:</b>	
Mitton Manor Pre-School and After School Club		900034	
<b>Receipts and payments accounts for the period</b>			
Period start date.....	01/08/20	Period end date.....	31/07/202
.....	21	.....	2

**RECEIPTS AND PAYMENTS**

	Previous year £	Current year £
<b>RECEIPTS</b>	<b>p</b>	<b>p</b>
Nursery Education Funding (Free for 3&4)	103,581.7 0	126,615.2 6
Nursery Education Funding (New for 2)	-	-
Children's fees	50,870.09	33342.13
Milk refund	-	-
JRS Grant	5,027.13	-
COVID	10,000.00	173.43
Grants (specify) Deprivati ..... on	4,055.91	1,391.49
Grant .....	-	-
..... CAF	2,000.00	1,000.00
Grant ..... Growing Our Community	2,000.00	-
Grant.....TBC	-	-
Fundraising	6,647.34	9467.19
Donations	270.00	1000
Interest	9.04	23.68
Other receipts	400.46	674.71
	184,861.6	173,687.8
Sub total	7	9
Income from the sale of equipment	23.00	-
<b>TOTAL RECEIPTS (A)</b>	<b>£184,884 .67</b>	<b>£173,687 .89</b>
	<b>Previous</b>	<b>Current</b>

<b>PAYMENTS</b>	year £ p	year £ p
Employment costs (gross pay + employer's NIC)	177,199.43	169,151.09
Training costs	408.40	228
Premises (rent, heat etc)	5,933.72	6,822.58
Subscriptions	546.79	726.88
Insurance	612.35	702.90
Administration	1,162.54	1,214.72
Refreshments	460.34	329.13
Consumables (paint, paper etc)	446.39	1,027.31
Fundraising costs	1,407.57	3,689.70
Other	1,405.35	195.70
Sub total	189,582.88	184,088.01
Purchases of of equipment and other assets	41.99	598.41
<b>TOTAL PAYMENTS (B)</b>	<b>£189,624.87</b>	<b>£184,686.42</b>
<b>NET OF RECEIPTS AND PAYMENTS (A-B=C)</b>	<b>£4,740.20</b>	<b>£10,998.53</b>
<b>Cash funds* incl. deposit a/c last year end (D)</b>	138,677.12	133,936.92
<b>Cash funds* incl. deposit a/c this year end (C+D)</b>	<b>£133,936.92</b>	<b>£122,938.39</b>

### STATEMENT OF ASSETS AND LIABILITIES

**\*Note: cash funds include reserve/contingency/deposit accounts.**

		Current value £ p
Cash funds (agree with the balance of the receipts and payments a/c)	(E)	122,938.39
Debtors (money owed to the charity on the period end date)	(F)	-
Value of buildings and equipment (current or depreciated value)	(G)	-
Liabilities (loans and any other money owed on the period end date)	(H)	-
<b>Net assets (E-F+G-H)</b>		<b>£122,938.39</b>

Signed on behalf of the trustees (committee):  
 Signed.....Name.....  
 .....Role.....

**Charity name:**

Milton Manor Pre-School and After School Club

**Charity number:**

900034

**Receipts and payments accounts for the period**

Period starts 08/01/2021

Period end date.....

07/31/2022

**RECEIPTS AND PAYMENTS**

RECEIPTS	Previous year		Current year	
	£	p	£	p
Nursery Education Funding (Free for	103,581.70		126,615.26	
Nursery Education Funding (New for 2)			-	
Children's fees	50,870.09		33342.13	
Milk refund			-	
JRS Grant	5,027.13			
COVID	10,000.00		173.43	
Grants ( Deprivation	4,055.91		1,391.49	
Grant ... CAF	2,000.00		1,000.00	
Grant ..... Growing Our Community	2,000.00			
Grant.....TBC				
Fundraising	6,647.34		9467.19	
Donations	270.00		950	
Interest	9.04		23.68	
Other receipts	400.46		674.71	
Sub total	184,861.67		173,637.89	
Income from the sale of equipment	23.00			
<b>TOTAL RECEIPTS (A)</b>	<b>£184,884.67</b>		<b>£173,637.89</b>	

PAYMENTS	Previous year		Current year	
	£	p	£	p
Employment costs (gross pay + em	177,199.43		169,151.09	
Training costs	408.40		228	
Premises (rent, heat etc)	5,933.72		6,822.58	
Subscriptions	546.79		726.88	
Insurance	612.35		702.90	
Administration	1,162.54		1,214.72	
Refreshments	460.34		329.13	
Consumables (paint, paper etc)	446.39		1,027.31	
Fundraising costs	1,407.57		3,689.70	
Other	1,405.35		195.70	
Sub total	189,582.88		184,088.01	
Purchases of of equipment and othe	41.99		598.41	
<b>TOTAL PAYMENTS (B)</b>	<b>£189,624.87</b>		<b>£184,686.42</b>	

<b>NET OF RECEIPTS AND P (A-B=C)</b>	<b>-£4,740.20</b>		<b>-£11,048.53</b>	
<b>Cash funds* incl. deposit a (D)</b>	138,677.12		133,936.92	
<b>Cash funds* incl. deposit a (C+D)</b>	<b>£133,936.92</b>		<b>£122,888.39</b>	

## STATEMENT OF ASSETS AND LIABILITIES

**\*Note: cash funds include reserve/contingency/deposit accounts**

	Current value	
	£	p
Cash funds (agree with the balance of the receipts and payments) <b>(E)</b>	122,888.39	
Debtors (money owed to the charity on the period end) <b>(F)</b>	-	
Value of buildings and equipment (current or depreciated) <b>(G)</b>	-	
Liabilities (loans and any other money owed on the period end) <b>(H)</b>	-	
Net assets <b>(E-F+G-H)</b>	<b>£122,888.39</b>	

Signed on behalf of the trustees (committee):

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

This is the total from the GCC column minus the deprivation grant

This is the fees column + registration fees

Covid sick pay

In the accounts spreadsheet this is within GCC

Called Events in the accounts spreadsheet

This is the £975 in donations adjustment made £25 in uncashed cheques from the pre

"Other" in accounts column minus the covid sick pay. £674.71 = water plus refund

Wages in accounts spreadsheet

Utilities, building & maintenance, kitchen & cleaning

"Other" and "Charges"

vious year that still haven't been cashed



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

31st July 2022

Charity no (if any)

900034

Set out on pages

1 + 2 Attached

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:

S.M. James

Date:

11/5/23

Name:

JOANNE JAMES

Relevant professional qualification(s) or body

AATQB 20063337

(if any):

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Glos GL20 5BB

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**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.