



MITTON MANOR PRE-SCHOOL & AFTER SCHOOL CLUB

CHARITY REGISTRATION NUMBER 900034

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

Wednesday 25th September 2024

| | | |
|---|-----------------------|------------------------|
| Present: | | |
| Hayley Lanciano | Kim Lewis | Ali Jones |
| Jess Middlecote | Mel Hill | Georgina Packer |
| Beth Wilson | Helen Gore | Rachael Daly |
| Helen Harris | Gemma Munro | Kate Spade |
| Sarah Wales | Bec Allcoat | |
| | | |
| | | |
| Apologies: | | |
| Mary Butcher | Kirsty Roberts | Pam Redfern |
| | Louise Thomas | |
| | | |
| Points of Agreement / Action | | Action |
| <p>1. Introduction – KL welcomed everyone</p> <p>2. Minutes of last year’s meeting were agreed.</p> <p align="center">Proposed – Sarah Wales; Seconded – Rachael Daly</p> <p>3. There were no matters arising.</p> <p>4. Chair’s Report – KL</p> <p>Welcome</p> <p>At our AGM you will hear from me as Chairperson, a finance report and a Play Leaders report.</p> <p>It will take a different approach to previous AGMs as Hayley has only been with us since July, but between us you will have a good feel for the last 12 months.</p> | | |

I'd like to start by acknowledging the death of Angela Walker who had been the Preschool Manager for 35 years. She had been sick for a long time and continued to work until her last days. She loved this preschool and everyone in it and believed as did I, that her passion for the setting was what gave her the strength to keep fighting over the years.

The last 12 months were particularly hard on her and the whole team here and I'd like to say a huge thank you to all our staff members that continued to work through what were challenging and upsetting times. The childrens safety and wellbeing is always at the centre of what happens here and even when Ange wasn't here, the staff ensured that we were always doing our best for them.

I would particularly like to thank Ali and Mel, for the additional work you both took on, without complaint. It may not have been visible to everyone the incredible amount of additional time and effort you have both given the preschool the last 12 months. You went above and beyond, I was so incredibly grateful to you both, so thank you.

As you're aware, because I go on about it all the time, this is a charity preschool which means we can fundraise for additional items that our funding may not cover.

The fundraising committee work hard throughout the year to ensure we bring the community events and activities to suit all budgets that they can get involved in to support our setting.

In the last 12 months, we have raised £7685.59

This has been through raffles, bingo, sports days, Christmas play, leavers concert, dvd sales, sponsorship, Christmas shopping and I'm probably forgetting some things...!

Each event takes time which is volunteered which I am always so grateful for. This year has been the biggest group of fundraising committee members we've had and its been great. Having a bigger group has taken pressure off individuals and has allowed more flexibility – the more the merrier!

We hosted a Bingo night in March, which saw the most amount of people attend, the most amount of raffle tickets sold and the most amount of alcohol drunk. It was the second time in my 7 years on the committee that we've had to nip out and buy more prosecco! These events are great for current and previous parents and family members to come together and have a good time, for a low cost all whilst raising money for a good cause.

We have had several members of the fundraising committee step down as their children have now started school so definitely have space for some more people to join us if you'd be interested. You will be very welcome.

We changed the way we did some of our events this year. Our sports day was on a Friday afternoon, and our leavers play was in the school hall, not Watson and was a smaller performance, although still an incredible show. We were still able to raise money, whilst applying less pressure to the staff and creating less costs.

As time goes by, we need to adapt to current situations and trends to ensure we give parents and their families memorable events, but to also find ways to make money to support the preschool. The fundraising team are always open to new ideas on how to do this, so even if you're unable to give time in the future, feel free to send through your ideas or contacts.

Recruitment

On the business side, we have a smaller committee that along with the Manager and Business Manager ensure that the business is running smoothly.

Treasurer & Secretary

Rachel Daly our Treasurer and Kirsty Roberts, Secretary have stepped down this year.

Those two roles are in name only as we employ Ali to do the day-to-day work. There may be times when she will ask you to check over things.

We are looking for two people to join us as Treasurer and Secretary, in name only. Would anyone like to do this?

Chairperson

It is with a sad heart that I have decided to step down as Chairperson. I have been in the role for 5 years and have loved it. I have gained new skills and friendships within the preschool and the wider community. Since joining the committee I have been through the process of job hunting and each interview I've done have always asked me about my role as chair. Companies are always really interested when people volunteer time and use their skillset for unpaid work.

However, it is the right time now for me to personally step down.

When I took on the role, we had the news of Angie's cancer which was quickly followed by covid. The role then changed which saw me doing what would usually have been shared out over several individual roles. It couldn't be helped.

In order to welcome a new Chairperson into the Preschool and to create a manageable role, I have recreated some additional roles that would support the chair and the fundraising team.

It might be, that as the new chair, they would like to do one of these roles as well.

I have printed some fundraising role descriptions out which you will find in the room, take a look at them, share them with a friend if you think they might be interested or feel free to speak to me about them. It would be great if people could sign up to these roles in the next week, so we can start our new fundraising plan for 2024-25.

I have also printed out the description and responsibilities of chairperson. Please take a look.

It is a requirement of a charity to have a chairperson in place.

You do not need to be a current parent of the preschool, your own parents, friends or family members may be interested in joining us. The core motivation is the preschool and wanting the best for the children that attend and the staff that work here.

If you think you may be interested in doing the role, you can speak to Hayley about how it will look with her as manager to gain an understanding of the time and responsibilities expected.

5. Manager's Report – Hayley Lanciano

I wanted to start by saying I've settled into manager role and been here since June. As you are all aware there have been many staffing changes over the last year since the last AGM

Mel was already room lead and Belle joined us in September 2023. In December Belle was given a promotion to Deputy Manager.

It was a very difficult time for all the team as Angie was getting more poorly and unable to come in and be as hands on as we know she would have loved to have been. This wasn't going to stop her as I've heard she carried on doing so much admin behind the scenes. Angie grew her angel wings in February and the staff who were struggling with the loss carried on for the children as Ang would have wanted, always putting the children, setting and families first.

Plans are underway to use some of the lovely painted stones and incorporate this into a sensory walkway in memory of Angie.

I came into role in June 24. I have been in childcare for 22years in

various roles including a previous manager role, and lots of SENCO experience.

We have started to implement a more planning in the moment style approach and have changed the way we do our tracking of children. This is in keeping with Ofsted recommendations that we don't use a tick style approach to knowing where children are. Our emphasis is on quality interactions with children, of which there are thousands daily.

We have modernized our communication with parents and really pleased to have been using Tapestry for the last few weeks. Most of parents have all signed up and are now getting regular updates on what their children have been doing at Pre-School – a much more individual and tailored approach.

Our environment has changed a little as we are decluttering and having a big sort out of toys that are individual use. We are being more creative in our approach. We have purchased a small sofa and some little chairs to enhance our reading area.

Our SEN cohort is a busy one this year with 5 children already on the graduated approach so we can support their individual needs. Some of our children have extra funding of £910 each for us to enhance the environment. We will be using this money to enhance our little star room and create a sensory room. We are having Brandon in who did our lovely mural in 2018 back to finish where their were previous boards. We are excited to be purchasing bubble tubes, sensory lights and toys and a dark den. This will provide a space for children in small groups to have calming time.

I am very much looking forward to the next year full of fun.

6. Treasurer's Report - Ali Jones

Attached separately below

Accounts were agreed – Proposed by Gemma Munro; Seconded by Bec Allcoat

7. ANY OTHER ITEMS FOR DISCUSSION

Various fundraising ideas were suggested and discussed:

- The Christmas shopping evening wasn't as well-attended this year and is a lot of hard work for the committee, so it was felt an extra bingo night would be more profitable. Some of the Christmas shop items (hot chocolate cones etc) could be sold either at a Christmas bingo or at the concert
- Sports Day was discussed and some parents expressed that although they enjoyed the Friday PM event, they would have preferred a Sunday afternoon as it feels more of a community event. They also thought not having a BBQ would have significantly impacted profits made, and

perhaps we should have prioritised having a BBQ rather than some of the other stalls

- The committee understood our decision not to take part in the Big Weekend this year, but felt it was important that we start taking part again next year onwards, both from a fundraising point of view (the bottle tombola) and also to raise the profile of the pre-school within the town.
- People asked us to change the raffle books to £1 a ticket/5 tickets per book, to make writing them out quicker
- A pub quiz as an alternative to bingo was suggested – perhaps these could alternate each term.

8. A.O.B.

Business Committee Members who are stepping down:

Kim Lewis
Kirsty Roberts
Rachael Daly

Fundraising Committee members who are stepping down:

Kathy McVicker Louise Bowers
Chris Williams Sarah Earnshaw

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 would especially like to thank Kim, Kirsty and Rachael who have remained on the committee and offered their support, long after their children have left the group.

Joining the business committee:

- Helen Harris – secretary
- Gemma Munro – treasurer

We will continue to try and recruit a new chairperson.

**DATE OF NEXT ANNUAL GENERAL MEETING -
Wednesday 24th September 2025 in the PRE-SCHOOL
BUILDING**

Signed

Dated

Charity name:

Mitton Manor Pre-School and After School Club

**Charity
number:**

900034

Receipts and payments accounts for the period

Period start

date.....

01/08/2023

Period end

date.....

31/07/2024

RECEIPTS AND PAYMENTS

| RECEIPTS | Previous year | | Current year | |
|--|---------------|--------------------|-------------------|----------|
| | £ | p | £ | p |
| Nursery Education Funding (3&4 year old) | 114,078.28 | | 111,534.79 | |
| Nursery Education Funding (2 year old) | | | 15,743.70 | |
| NEF one off payments | | | 1,928.89 | |
| First aid reimbursement (LA) | | | 180.00 | |
| Children's fees | 47,165.39 | | 41846.49 | |
| Grants (specify) | | | | |
| Deprivation | 3,504.42 | | 1,677.75 | |
| Grant Tesco Groundwork | 500.00 | | | |
| Grant.....TBC | 1,000.00 | | | |
| Grant...One Stop | 608.96 | | | |
| Fundraising | 9,154.24 | | 7585.59 | |
| Donations | 955.86 | | 4051.07 | |
| Interest | 869.50 | | 1633.98 | |
| Other receipts | 147.29 | | | |
| Sub total | 177,983.94 | | 186,182.26 | |
| Income from the sale of equipment | | | | |
| TOTAL RECEIPTS | (A) | £177,983.94 | £186,182.2 | 6 |

| PAYMENTS | Previous year | | Current year | |
|---|---------------|--------------------|-------------------|----------|
| | £ | p | £ | p |
| Employment costs (gross pay + employer's NIC) | 161,123.66 | | 167,847.11 | |
| Training costs | 581.50 | | 350.7 | |
| Premises (rent, heat etc) | 7,348.67 | | 6,829.84 | |
| Subscriptions | 715.53 | | 701.97 | |
| Insurance | 790.40 | | 816.29 | |
| Administration | 2,338.64 | | 1,845.98 | |
| Refreshments | 430.16 | | 340.47 | |
| Consumables (paint, paper etc) | 964.13 | | 925.49 | |
| Fundraising costs | 4,743.35 | | 2,885.98 | |
| Other | 250.53 | | 294.94 | |
| Sub total | 179,286.57 | | 182,838.77 | |
| Purchases of of equipment and other assets | 2,406.62 | | 58.50 | |
| TOTAL PAYMENTS | (B) | £181,693.19 | £182,897.2 | 7 |

| | | | |
|--|----------------|--------------------|-------------------|
| NET OF RECEIPTS AND PAYMENTS | (A-B=C) | -£3,709.25 | £3,284.99 |
| Cash funds* incl. deposit a/c last year end | (D) | 122,938.39 | 119,229.14 |
| Cash funds* incl. deposit a/c this year end | (C+D) | £119,229.14 | £122,514.1 |
| | | | 3 |

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) | 122,514.13 | |
| 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) | - | |
| Net assets | (E-F+G-H) | £122,514.13 | 3 |

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

Treasurer's Report: 2023-2024

Bank Accounts and Assets

The table below shows the balances of our various accounts at the end of our financial year - 31st July 2024, compared to the closing balance at the end of last year. Our financial year runs from 1st August to 31st July.

| Bank and account name | Closing balance 31/7/23 (LAST YEAR) | Closing balance 31/7/24 (THIS YEAR) |
|-----------------------|---|---|
| HSBC Current | 24,897.11 | 24,688.12 |
| HSBC Contingency | 63,268.71 | 64,884.58 |
| HSBC Maintenance | 15,797.06 | 17,317.54 |
| HSBC 100 Club | 2,714.43 | 2828.36 |
| HSBC New Build | 12,501.83 | 12,745.53 |
| Petty Cash | 50 | 50 |

This gives total cash funds across all our accounts of **£122,514.13**, as of 31.7.24. Last year's cash funds figure was **£119,229.14**, which means this year we made a profit of **£3,284.99**.

We have several different accounts:

Our **HSBC current account** is used for our day-to-day income and expenditure.

The **contingency account** is used for any sick pay or redundancy pay, and we pay £50 a month into it.

The **maintenance account** is used to save in case 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 don't use it much now as everyone pays into the current account.

The **New Build Account** contains funds that were in the Lloyds ASC account and were moved here after the ASC account was closed. It has been kept there in case we decide at any point to reopen ASC.

We have made a profit of **£3,284.99**.

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 - overall up by £13,200.21

There was a big change in funding this year, as the government introduced funding for working parents of 2-year-olds, which came into effect in the summer term (April 2024). Previously, 2-year-old funding was only for disadvantaged children. At the moment the new 2-year-old funding is for 15 hours, but this will increase to 30 hours in September 2025.

I have split the funding into the 3- & 4-year-olds - which includes the universal 15 hours that all children get, and the additional 15 hours that working parents get, and the new 2-year-old funding. You can see that the new 2yo funding has made a big difference to our funding income, as it is paid at a much higher rate than the 3&4 yo funding (£7.14/hr compared to £5.09). We also started some very young children this year who had just turned 2 (our minor-minors) and these children received funding. We had a relatively small Majors group this year, which allowed us to take more younger children.

2. Children's fees - down by £5,318.90

With the new 2-year-old funding coming in, we received less income from parents paying for their children's sessions, as these were covered by funding.

3. LA one-off payment - we received this due to an underspend by the LA, which was distributed to settings based on their numbers of children.

4. LA first aid reimbursement - the local authority will pay £60 per person towards the cost of paediatric first aid training. The training was completed in our previous financial year but claimed back during this one.

Taken together overall funding and fees income is up by £9,810.20.
Mainly due to the new 2-year-old funding being paid at a higher rate.

5. Deprivation grant - down by £1568.65

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 sometimes we receive 4 in our financial year and other times we receive only 2.

6. **No grants this year, we didn't apply for any.** This is a committee role where someone finds and apply for grant funding on our behalf - things like the Tesco blue token scheme. It's something that, with everything else going on last year, slightly fell off the radar, so we could really do with someone to take on that role. It isn't particularly time consuming - it's just a case of finding the grant funding provider and then completing an application form. They will usually want a project or item to fund, but we can help with that by coming up with ideas and costings for things we need or would like to buy.

7. **Fundraising income - down by £1568.65**

We scaled back our events this year, especially after Angie's death, to make it more manageable for staff when we didn't have a manager in place. We didn't take part in the Big Weekend or have a bottle tombola stall there like we usually do. We did Sports Day on a Friday afternoon rather than all afternoon on a Sunday, had fewer stalls, and didn't have a BBQ. We also did the leavers concert in the school hall rather than the Watson Hall, although the concert isn't a big fundraiser anyway. We did have some really successful events, notably the spring bingo which Kim ran, and which was our most successful ever, making £1200.

8. **Donations - up by £3095.21**

Very large increase this year, as Angie's family asked for donations to pre-school following her death. The money donated for Angie came to around £3700, and we also received donations from Cotteswold Dairy for the hire of the Watson Hall for the Christmas concert, as well as some smaller donations from parents.

9. **Interest - up by £764.48**

Due to increases in the bank interest rates through the year.

10. Other receipts - £0

11. Income from sale of equipment = £0

Overall, income was up by £8,198.32

Mainly due to the new 2-year-old funding which is paid at a higher rate, and also the donations for Angie.

Payments (outgoings)

1. **Employment costs** - up by £6723.45 - we were continuing to pay Angie full pay until she passed away at the end of February. This was agreed between Kim and I as we felt it was the right thing to do given all Angie's years of service. She still continued to work at home in the autumn term, planning topics and resources for the whole academic year. She also planned out the

Christmas Concert and came in to rehearse it when very unwell - so she was contributing as much as she could. After Christmas she was unable to work as she was admitted to hospital. After Angie's death we had a period of 3 months with no Manager, until Hayley started with us in early June. During this time, staffing was quite tight, although we always ensured we maintained the correct ratios. This meant that we required staff cover on several occasions during this time, due to things like staff illness, which added to our employment costs.

2. **Training Costs** - down by £230.80 - less mandatory training needed than previous year.
3. **Premises costs** - down by £518.83 - main reason was a drop in building and maintenance costs compared to the previous year - there had been spending on a new door and steps, alarms.
4. **Subscriptions** down by £13.56
5. **Insurance** - up by £25.89
Yearly increase.
6. **Administration** - down by £492.66
The previous year we spent a lot due to buying Microsoft Office for new laptops, big increase in costs of printer inks (and high usage of these due to new phonics scheme requiring a lot of one-off printing). Also an increase in the cost of paper. We haven't had the need to print so much this year as the phonics resources can be reused each year.
7. **Refreshments** - down by £89.69
8. **Consumables** - down by £38.64
9. **Fundraising costs** - down by £1857.37 - fewer and smaller events this year compared to last year. We also went on a trip last year for which there was a large outgoing cost, and didn't do a trip this year.
10. **Other expenditure** - £294.94 - monthly bank charge, DBS checks, a couple of milk over-orders when we were closed following Angie's death and funeral
11. **Purchases of equipment** - down by £2348.12 - last year we received grant funding and bought new equipment for outdoor areas. We didn't receive any grant funding this year.

Overall, expenditure was up by £1204.08 - mainly due to an increase in our employment costs, although this has been offset by a decrease in spending in other areas.

This year we have made a profit of £3284.99.

This is mainly due to the donations we received in memory of Angie, and without those donations we would have made a small loss of around £400. Our income increased significantly this year due to the 2-year-old funding, and although our employment costs did also increase, overall, our expenditure was only slightly up on last year, as expenditure in most other areas was down.

We have made losses for the past few years due to the effects of Covid and then the rising cost of living. We now have a new Manager in place and a strong staff team, which should allow us to maximise our numbers of children and ensure we break even going forward.

Charity name:

Milton Manor Pre-School and After School Club

Charity number:

900034

Receipts and payments accounts for the period

Period start date

8/1/2023

Period end date.....

7/31/2024

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| Liabilities (loans and any other money owed on the period end date) | (H) | - | |
| Net assets | (E-F+G-H) | £122,514.13 | |

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



Section A

Independent Examiner's Report

Report to the trustees/ members of

Charity Name
Milton Manor Pre-school and after school club

On accounts for the year ended

31/7/24

Charity no (if any)

900034

Set out on pages

(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 DD/MM/YYYY.

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: 29/5/25

Name: JOANNE MARIE JAMES

Relevant professional qualification(s) or body (if any):

AAT Book-keeping
AATQB No 20063337

Holberton & Co Ltd
Nortonbury House

Address:

37 High Street

Tewkesbury

Glos GL20 5BB

Tel: 01684 296875

Email: lee@holbertonandco.co.uk

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.