

Tavistock Community Pre-School
Annual General Meeting & Trustees Report
Minutes

3.30pm Tuesday 22nd November 2016

Preschool, Alexander Centre

1. Present

Mandy Higgs (Secretary), Mary Bradford, Liz Adams, Jess Sloane, Rowan Bradford, Carol Bradford, Rob Bradford, Rachel Pallett, Venna Smith, Thomas Brogden, Tina Lawrence, Claire Smith, Krystle Minhinett, Hope Smith

2. Apologies

Craig Liversidge (Chair) Ann-Marie Jago (Treasurer)

3. Agree minutes of last Annual General Meeting

Minutes of the last AGM were agreed and signed by Mary Bradford

4. Chairpersons Report (Carol Bradford)

The committee welcomed everybody and thanked them for coming.

Well done to everybody for the Carnival, it was a great success and was supported well. We received £150 off the Lions Club.

The Halloween unfortunately was not supported and only 4 children attended, this was very disappointing and due to this the Chair and Treasurer decided to step down.

5. Treasurers Report (Carol Bradford)

Carol Bradford showed the accounts to the meeting and invited everybody to look at it and ask any questions. No questions were asked.

Accounts attached

Carol Bradford informed the meeting that numbers are down and ask if everybody could help by getting our name out there and recommend us to friends and family.

Report Attached

6. Staff Report (Mary Bradford)

See attached.

7. Dissolve current committee

Current committee dissolved

8. Elect new committee

The following committee members were elected:

Mandy Higgs: Proposed Mary Bradford
Second Tina Lawrence

Tina Lawrence: Proposed Mary Bradford
Second Liz Adams

Claire Smith: Proposed Carol Bradford
Second Mandy Higgs

Carol Bradford: Proposed Mary Bradford
Second: Liz Adams

Mary Bradford: Proposed Kirsten Wake
Second Amy Turnock

9. Any Other Business

Mary Bradford and Mandy Higgs expressed how important fund raising is and asked if we could have volunteers to become a fundraising committee. Rachel Pallett offered to help as much as she can as works. Venna Smith also offered.

10. Date of next meeting

Tuesday 29th November 2016 to complete DBS

Independent Examiners Report for the trustees of *Tavistock Community Pre-school*

Year Ending August 2016

My report on Tavistock Community Pre-school Accounts for the year ending August 31 2016 are set out on pages 1 - 4

The Trustees of Tavistock Community Pre-school are responsible for and have prepared these accounts. The Trustees consider that an audit is not required for this year under section 144 (2) of the Charities Act 2011, an independent examiner is needed.

It is my responsibility as a suitable person and independent examiner to examine these accounts, and to follow the procedures laid down in the General Direction given by the Charity Commissioners under Section 145 (b) of the 2011 Act and to state whether any particular matters have come to my attention.

I have carried out my examination of the accounts in accordance within the direction of the Charity Commissioners, including a review, and comparison of the accounting records held by and presented by Tavistock Community Pre-school. It also includes consideration of any unusual items or disclosures within the accounts and seeking explanation from the Trustees concerning any such matters. The procedure undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a "true and fair view" and the report is limited to those matters set out in the statement below.

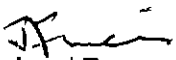
In connection with my examination no matter has come to my attention.

1. Which gives me reasonable cause to believe that any material respect the requirements

To keep accounting records in accordance with Section 130 of the 2011 Act: and

To prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act. Have not been met.

2. To which in my opinion attention should be drawn in order to enable a proper understanding of the accounts to be reached.


9, Orchard Terrace
Buckfastleigh
TQ11 0AH

8/2/07

Tavistock Community Pre-school
Income / Expenditure Statement

12 Month period ended 31 August 2016

	2016	2015
	£	£
Current Account		
(Opening Balance)	9,951.78	23,334.74
Income Received	32,515.97	56,263.71
Transfer	10,000.00	
(Fees and Grant)		
All Sources	52,467.75	79,598.45
Total Expenditure	43,650.57	69,646.67
Surplus	9560.03	9,951.78

Tavistock Community Pre-school

Income Statement

	2016	2015
	£	£
Vouchers	28,753.72	48,421.64
Fees	3,762.25	7,562.07
Fund Raising	00.00	280.00
Transfer	10,000.00	
Total	42,515.97	56,263.71

Tavistock Community Pre-school

Total Expenditure

	2016	2015
	£	£
Rent	2,379.75	75,740.75
Training	200.00	180.00
Salaries	34,991.72	43,661.97
Inland Revenue	2,687.42	3,721.10
Volunteer Costs	50.00	563.20
Petty Cash	1,337.77	1337.77
Equipment	1,132.62	1.181.26
Office	691.82	2,207.60
Advertising	215.28	203.28
Miscellaneous	00.0	318.16
Bank Charges	164.21	190.58
Outings	00.00	341.00
Total	42,902.16	59,646.67

Tavistock Community Pre-school

FREE PROJECT

ACCOUNTS

Period Ending 31 August 2016

Income / Expenditure

Income

	£
Devon County	6680.00
Parents	1320.00
Fund Raising	150.00
Total	8150.00

Expenditure

	£
Wages	6080.00
Maintenance	640.00
Snacks	120.00
Total	6840.00
Surplace	1310.00