



Pip and Jim's Preschool AGM Agenda

Date: Monday 21st October 2019
Venue: The Brizens Young People's Centre, GL51 4BB
Time: 8.15pm
Attendees: John Izamis (Chair)
Jema Lonergan (Pre-school Manager/Play-Leader)
Liz Ball (Treasurer)
Angel Flores (Fundraiser)
Lou Bryan (Secretary)
Annja MacDonald
Katherine Everest

	Items
1.	Welcome from the Chair (John)
2.	Update from the Treasurer (Liz)
3.	Fundraising update (Angel and Jema)
4.	Role of Secretary (Lou)
5.	Handover process (Liz, Angel and Lou)
6.	AOB

Treasurers Report Academic Year 2018/19

We ended the year on a loss of just under £1,700. This was lower than the £6,500 surplus reported last year predominantly due to a reduction the number of children attending the preschool being lower last year than in the previous 2 years.

Income and Expenditure

Income was down £5,000 on the previous year (£71,003 vs £76,297) due to lower children numbers throughout the year. The decrease was mainly in the under 3 fee income which was just under £4400 lower than the previous year. The position at the beginning of the year was actually a lot worse as we were forecasting a loss of over £12,000. The team have worked tirelessly to increase numbers and income actually came in £9,500 higher than we budgeted that it would at the beginning of the year which is an amazing result.

Expenditure was up year on year by nearly £3,000 (£72,687 vs 69,766). This is mainly due to increases in wages costs of nearly £3,800. This was due to the annual salary increase and having to cover staff vacancies with more expensive agency staff at times during the year. The rent also increased by around £700 this year. Control of costs in other areas and a reduction in National Insurance costs due to claiming statutory maternity pay has ensured that the increase in expenditure was limited to around £3,000.

Looking Forward

We do again face challenges in the coming year with rising costs for rent and wages. Numbers of children are slightly higher than they were this time last year however and we have still have healthy funds in the bank account which should help us manage any shortfall that should arise.

It has been a pleasure to serve Pip and Jim's as treasurer and I wish the preschool every luck in the future.

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Org 21/10/19

Ldy' 21/10/19

~~STAA~~ 21-10-19

W 21/10/19

Lem 21/10/19.

Manager Annual report Pip and Jim's Pre school
21st October 2019

This AGM signals the end of my sixth year as Manager, and although this year was set to be a challenging year, with the setting initially unsure about pupil volume at the start of the year and the effects this was going to have financially, i can gladly say it has been very rewarding year in all aspects.

I took some time away from the setting following the birth of my second child in October 2018 with Marjorie providing cover in my absence.

The admin side of the Preschool is going well and action plans continue to be updated and assessed alongside the settings improvement plans. By continuing to use these documents efficiently we are able to identify the settings strengths and weaknesses- making the relevant changes and adaptations necessary for us to pursue our vision of becoming an OFSTED outstanding setting in the future.

Following the Ofsted visit to Pip and Jim's in June 2018 rewarding us with a 'GOOD' across all areas of judgement, we have reviewed the two minor recommendation being made for improvement to reach an outstanding judgement. By adding these to the improvement plan we have reviewed practice and equipment in the garden area and are still focusing our future fundraising on enhancing the learning environment.

This year we have had a top heavy amount of children leave the setting to start their new adventure at school and other settings, however due to a local setting closing down we have started the year strong in numbers. Our average daily number will be 22.6 following the half term break which is brilliant. These numbers do not reflect the children we have on the waiting list ready to start early 2019. Lunches are still proving to be increasingly popular and we have an average of 12.25 children on all four lunch sessions. These numbers have exceeded expectation for this time of year and I am hopeful that this year we will not be as stretched financially with all the obstacles that arise with the government funding rate not being increased and the national living wage.

I am pleased to mention our newest member of staff Becky Elliot who unfortunately couldn't make this evening she brings a wealth and variety of skills to the team. Becky is currently under her probationary period but we are hopeful that she will remain as part of the team following her review. I would like to take this opportunity to thank all the staff for all their hard work this year they really are amazing and without them the Pre School would not run accordingly. They provide the children with a fun daily pre school experience which is shown through their smiles and laughter. This pre school would not be what it is without them.

Most of the current committee standing down today have been here for a number of years and I will be very sad to see them step down and leave. I am very thankful for all the time you have volunteered to this setting I know how busy you all are; I do hope you can see how much positivity you have all given and the effective changes that you have assisted to make.

Myself and the staff are looking forward to meeting our new committee and a very successful academic year ahead.

 21/10/19

CABall 21/10/19.

Lt Bryan 21/10/19

 21/10/19

 21/10/19.

 21/10/19.

From: John Izamis lakesidechippy@gmail.com
Subject: AGM
Date: 21 Oct 2019 at 19:25:15
To: pipandjims1@outlook.com

Hi all thanks for attending.

this term is well Underway and as Jemma has indicated probably the best start to a new year regarding numbers this is partly down to the closure of hill view play group. But mainly down to the hard work of Jemma and her team.

Establishing pip and Jim's as the premier pre school in the area. As it stands there is a waiting list for places.

Towards the end of last year we invested in quite a lot of new equipment to stimulate and educate the children.

I would like to personally thank the efforts of the committee over the last year liz's attention to detail with the finances. Angel and lou's hard work organising some great fundraising events.


Throughout the year. They will be missed.

But also I'd like to thank this years new committee I'm sure we'll carry on the good work from last year.


Thanks

John

Sent from my iPhone

 21/10/19

CARBAER 21/10/19.

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Charity name:

PIP and Jims Pre School

Charity number:

1062237

Receipts and payments accounts for the period

Period start date... 01-09-2018

Period end date... 31-08-2019

RECEIPTS AND PAYMENTS

RECEIPTS	Previous year		Current year	
	£	p	£	p
Nursery Education Funding (Free for 3&4)	58812	06	57189	07
Nursery Education Funding (New for 2)				
Children's fees	16370	28	11998	41
Milk refund				
Grants (specify) DEPRIVATION			506	93
Grant				
Grant				
Fundraising	6329	44	3266	08
Donations				
Interest	5	46	15	67
Other receipts	1115	39	848	00
Sub total	82632	63	73824	16
Income from the sale of equipment				
TOTAL RECEIPTS	(A)	82632-63		73824-16

PAYMENTS	Previous year		Current year	
	£	p	£	p
Employment costs (gross pay + employer's NIC)	54762	00	58544	49
Training costs	396	98	204	40
Premises (rent, heat etc)	7612	36	7700	33
Subscriptions	480	94	220	94
Insurance	532	85	532	85
Administration	317	99	1697	67
Refreshments	1061	00	1535	00
Consumables (paint, paper etc)				
Fundraising costs	6111	13	2435	98
Other	1643	67	5349	96
Sub total	72918	92	78221	42
Purchases of equipment and other assets	2948	42	1629	08
TOTAL PAYMENTS	(B)	75867-34		79850-50

NET OF RECEIPTS AND PAYMENTS (A-B=C) 6765-29 (6026-34)

Cash funds* incl. deposit a/c last year end (D) 27027-45 33792-74

Cash funds* incl. deposit a/c this year end (C+D) 33792-74 27766-40

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)	27766	40
Debtors (money owed to the charity on the period end date)	(F)	-	
Value of buildings and equipment (current or depreciated value)	(G)	2974	94
Liabilities (loans and any other money owed on the period end date)	(H)	-	
Net assets	(E-F+G-H)	30741	34

Signed on behalf of the trustees (committee):

Signed: E. Ball

Name

GAB all

Role

Treasurer

Date: 21/10/19

Independent Examiner's Report on the Accounts

Section A

Independent Examiner's Report

Report to the trustees/members of

Charity Name

Pip and Jims Pre School.

On accounts for the year ended

3 1 0 8 1 9

Charity no (if any)

1 0 6 2 2 3 7

Set out on pages

(remember to include the page numbers of additional sheets)

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act), and
- to state whether particular matters have come to my attention.

Basis of independent examiner's statement

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures 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.

Independent examiner's statement

In connection with my examination, no matter has come to my attention (other than that disclosed below*):

(1) which gives me reasonable cause to believe that in, any material respect, the requirements:

- to keep accounting records in accordance with section 130 of the Charities Act;
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act have not been met; or

(2) to which, in my opinion, attention should be drawn 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

L. Coleman.

Date

22/11/2019

Name

LAVERNE COLEMAN-PETITE ACCOUNTING

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

AAT
HMRC AML
ICO

Address

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CHELTENHAM
GL50 4SA.