

<b>Minutes</b>	<b>Coleridge Pre-school AGM</b>	
<b>Date</b>	<b>Wednesday 16<sup>th</sup> October 2019 at 6pm</b>	
<b>Attendees</b>	Staff Lynda Hole (Chair) Annamarie Giles Ashleigh Bull Bethany Procter Louise Baker	Parents Heidi Vaughan Marie Holland Amy Thomas Charlotte Squance Amelia Bancroft Dan Armstrong Rachel Armstrong Rosie Barrett Ali Tomkins Jo Ingham
<b>Apologies</b>	Sharon Cake	Lydia Vanstone Trudie Windley
<b>Notes</b>		<b>Action</b>
<p><b>Chair report.</b></p> <p>The chair welcomed everyone gave apologies for parents who could not make the meeting. Covered the minutes of the last AGM 17. Then gave a report of the year ending December 2018.</p> <p>The year had started with numbers increased towards the summer but again was low in September however these did improve through the term. The pre-school continued to offer sessions between 8am and 6pm. This allowed parents flexible working times to suit their needs and we were also open for 50 weeks of the year. This year showed the numbers for before and after school sessions and pre-school sessions where more balanced. The staff had been joined by Heidi a Early Years Teacher who had done some of her training with us and we welcomed her</p> <p>The Chair asked the parents to join her in thanking staff for all their support and hard work they did over 2018 including the many hours they gave to the pre-school unpaid. The pre-school had put Gemma forward to do a level 3 in childcare. And we were sorry to see her leave at the end of the summer term this year before completing the course, but we do wish her all the best in her new role.</p> <p>Also, the chair reminded members that the pre-school has been a part of Ottery St Mary for 50 years and that we own the building and are responsible for the complete upkeep and ask if anyone can spare any time or knows anyone willing to help with maintaining the building if so please speak to Lynda. There is a list of jobs that need attention as Lynda's skills are limited to small DIY areas. There are some larger and more skilled jobs that were scheduled to be complete over the coming year, but unfortunately these had not been done yet. But Lynda also stated that we also need to do some larger fund raising to be able to complete other work.</p> <p>The chair went on to say some policies that had been updated last year were working well and there were new safeguarding policy and changes made to others that would now be adopted.</p>		

**Annamarie had the financial report.**

Annamarie had provided copies of the financial report which had been checked and signed off by an independent financial adviser. Pat Moore

The pre-school is a registered charity and we receive income from DCC for the pre-school children's fees, fee's from parents that have unfunded children or children attending over the hour's they can claim as well as and the children that attend the out of school provision, this generally covers the running cost, however it is important that we continue with fundraising as this does ensure not only the upkeep of the building but also supports advertising the pre-school. Although numbers had been low to start the new term, those rose throughout the year, we did have a small deficient £295.84. This can be put down to unpaid fee's being carried forward. So, it is very important that Parents are reminded that fee's need to be paid when due as this does help the group to ensure we budget correctly for the coming year. We have again been able to reduce many of the pre-school bills by changing users and adopting better forms of buying equipment needed

Again, parents were reminded that copies of the accounts are there for them, and more copies can be printed on request. Lynda informed the meeting that if there were any questions both Lynda and Annamarie would be happy to answer them.

The Chair expressed thanks to Annamarie for doing the accounts and for all her support and challenging work she has given over this last year, many of you may not realise that Annamarie undertakes this work for free and believe me when I say I know the number of hours and the phone calls it takes to get the job done. We'd also like to say thank you to Pat Moore for overseeing the books, again something else Annamarie arranges.

Lynda then said she would like to say a big thank you to the committee members on behalf of the parents, staff and herself who over the last twelve months had not only supported but helped keep the pre-school running.

The chair then said that the meeting would move on to the election of a new committee. Members were reminded that in joining committee they would need to register with OFSTED and complete a DBS and sign a confidential notice to enable them to be part of Committee. And until these were complete the committee could only meet to arrange offices.

Lynda also wanted to assure parents that at committee meetings no child or parent would be mentioned by name, when discussing funding and any issues concerning the pre-school all details of parents and children with Coleridge pre-school are strictly confidential and we work within our Data protection policy.

Then Lynda Hole who has been chair of the pre-school since

2010/2011 she said this would be the last year she could stand in line with the Coleridge constitution, Lynda had been ask to take over the pre-school in 2010 has the pre-school was on the brink of beginning closed, Lynda and the committee at that time decided to do their best to save the pre-school and had to restructure the running of the setting to make it sustainable. It has been a very hard road and there are only three people from that time remaining. They are Lynda, Sharon and Annamarie, it has taken its toll on us all and without the support of our families we would have given up many times. but Lynda said she would be happy to stay with committee to see a transition to a new chair and committee. There was asked for a show of hands, a full show of hand was given in support, with no objections

Lynda then said there were parents on committee who wished to remain, they were, Lydia Vanstone and Joanne Ingham there was a show of hands supporting them all by those present. There were no objections

Parents standing down from committee are Gemma Thomas and Caroline Owen.

Lynda said that parents Rosie Barrett, Ali Tomkins, Charlotte Squance, already informed her they would be interested in joining committee and ask if there were any others that would like to be nominees. Amy Thomas and Amelia Bancroft put themselves forward.

There was a show of hands for and no objections

The room was then asked if there was any other business. NO

The chair asked that new committee members talk with her after the meeting to set a date to meet to talk over the roles of committee and how they would need to register.

The meeting was closed at 6.30pm





**COLERIDGE PRE-SCHOOL PLAYGROUP**  
**FOR THE YEAR ENDED 31ST DECEMBER 2018**  
**INCOME AND EXPENDITURE ACCOUNT**

	2018		2017		2016	
	£	£	£	£	£	£
<b>INCOME</b>						
Fees funded		34,929.11		15,316.50		12358.99
Fees unfunded		14,883.95		16197.66		23829.71
Fees unfunded		0.00		450.29		0.00
Unfunded weeks		0.00		0.00		0.00
Toddlers		0.00		0.00		0.00
Hall hire		230.00		230.00		140.00
Donations		200.00		200.00		0.00
Grants/Restricted funds		0.00		0.00		0.00
Trips		0.00		0.00		0.00
<b>FUNDRAISING</b>		0.00		0.00		0.00
<b>OTHER INCOME</b>						
Special needs	2,207.71		808.65		0.00	
Milk	0.00		0.00		0.00	
Photographs	0.00		0.00		0.00	
Sweat Shirts	0.00		0.00		0.00	
Posters	0.00		0.00		0.00	
Wages return	0.00		0.00		4020.48	
Bank Interest	0.00		0.00		0.00	
Miscellaneous	0.00		0.00		0.00	
Training Course	0.00		0.00		0.00	
HM Revenue & Customs	0.00		0.00		0.00	
		2,207.71		808.65		4,020.48
<b>TOTAL INCOME</b>		52,450.77		33203.10		40,349.18
<b>LESS EXPENDITURE (Page 3)</b>		(52,746.61)		-32371.77		-40570.28
<b>EXCESS OF INCOME OVER EXPENDITURE/ EXCESS OF EXPENDITURE OVER INCOME</b>		<u>(295.84)</u>		<u>831.33</u>		<u>(221.10)</u>

**COLERIDGE PRE-SCHOOL PLAYGROUP**  
**FOR THE YEAR ENDED 31ST DECEMBER 2018**

**BALANCE SHEET**

	2018 £	2017 £	2016 £
<b>GENERAL FUND</b>			
Opening Balance	2,429.23	1,597.90	1,819.00
Excess of Income over Expenditure	(295.84)	831.33	(221.10)
Closing Balance	<u>2,133.39</u>	<u>2,429.23</u>	<u>1,597.90</u>

**REPRESENTED BY**

**Current Assets**

Bank Account	2,130.51	2,429.82	1,571.71
Deposit Account	0.00	0.00	0.00
Debtors	0.00	0.00	0.00
Income in Advance	0.00	0.00	0.00
Uncleared Cheques	0.00	0.00	0.00
Petty Cash	2.88	-.59	26.19
	<u>2,133.39</u>	<u>2,429.23</u>	<u>1,597.90</u>
	(0.00)		

I confirm that subject to the above, the accounts have been properly prepared and are in accordance with the books and records of the Coleridge Pre-School Playgroup for the year ended 31st December 2017

**COLERIDGE PRE-SCHOOL PLAYGROUP**  
**FOR THE YEAR ENDED 31ST DECEMBER 2018**

**EXPENDITURE**

	2018		2017		2016	
	£	£	£	£	£	£
<b>EXPENSES</b>						
<b>EMPLOYMENT</b>						
Staff Wages	41,666.24		25,280.70		32,175.44	
Staff Training	741.00		198.00		0.00	
		42,407.24		25,478.70		32,175.44
<b>ESTABLISHMENT</b>						
Council Tax	913.98		900.94		994.00	
Water rates	320.15		482.50		255.08	
Insurance	846.67		587.48		781.13	
Electricity	2,048.51		1,134.00		1,280.00	
Gas	787.28		560.74		1,196.67	
Repairs and Maintenance	692.37		330.26		707.18	
		5,608.96		3,995.92		5,214.06
<b>ADMINISTRATION</b>						
General Administration	604.84		411.10		0.00	
Telephone	987.47		901.23		944.19	
Stationary and Advertising	645.07		246.53		143.66	
		2,237.38		1,558.86		1,087.85
<b>TOYS AND EQUIPMENT</b>		1,153.90		539.89		559.80
<b>CONSORTIUM</b>		479.05		88.31		558.04
<b>FUNDRAISING</b>		0.00		0.00		0.00
<b>OTHER EXPENSES</b>						
Milk and snacks	436.68		334.48		533.16	
Photographs	0.00		0.00		0.00	
Sweat Shirts	0.00		0.00		0.00	
Childrens Partys	0.00		0.00		0.00	
Bank Charges	64.94		66.26		69.75	
AGM/Staff Gifts	103.46		54.35		63.34	
Petty Cash	0.00		0.00		0.00	
Ofsted	220.00		220.00		220.00	
Funding Repaid	0.00		0.00		0.00	
Fees repaid	0.00		0.00		0.00	
Summer trip	0.00		0.00		0.00	
Sundries	35.00		35.00		88.84	
Toddlers	0.00		0.00		0.00	
		860.08		710.09		975.09
Carried over to page 2		<u>52,746.61</u>		<u>32,371.77</u>		<u>40,570.28</u>



INCOME

MONTH	PETTY CASH	DEPOSIT ACCOUNT	BANK TOTAL	MORNING FUNDED	MORNING UNFUNDED	LUNCHTIME CLUB	AFTERNOON	UNFUNDED WEEKS	HALL HIRE	PHOTOS	POSTERS	SHIRT BIRTS	TOGGLERS	FUND RAISING	ONE-TO-ONE	GRANTS	DONATION	TRAINING	MILK MONEY	WAGES	WATER	TROPS	SUNDRIES	DEPOSIT TRANSACTIONS	DEPOSIT INT
JANUARY	200.00		6735.60	6134.00	541.60				60.00								200.00								
FEBRUARY	173.40		1893.39		1316.79										750.00										
MAR			3609.04	2268.80	1260.24				50.00																
APR			8373.77	7886.00	487.77																				
MAY	66.86		1863.88		1180.74										750.00										
JUNE	218.24		9356.27	6925.23	2849.28																				
JULY	122.27		943.80		1066.07																				
AUGUST	247.27		566.31		803.58																				
SEPTEMBER	164.60		10057.06	10057.06	164.60																				
OCTOBER	300.00		1697.15		1499.44										707.71										
NOVEMBER	363.04		3467.52	1628.02	2082.54				120.00																
DECEMBER	199.62		1641.68		1841.30																				
	2055.30		50365.47	34929.11	14851.90				220.00						2207.71		200.00								

OK

BANK RECONCILIATION	DEPOSIT ACCOUNT	BANK TOTAL
OPENING CASH BOOK BALANCE		2429.82
INCOME		50365.47
EXPENDITURE		50694.76
CLOSING CASH BOOK BALANCE		2130.51
BALANCE PER BANK STATEMENT		2130.51
OUTSTANDING CHEQUES - DEBITORS		Update Monthly
Income In Advance		Update Monthly
OUTSTANDING LODGEMENTS		
RECONCILED BALANCE		2130.51
DIFFERENCE		0.00

PETTY CASH

MONTH	BAL.B/F	INCOME	EXPENDITURE	BAL.C/F		WATER	INS	ELECT	PHONE	GAS	WAGES	SNACKS	CON- FORTUM	IR	STAFF/CHLDS GIFTS JACM EXPENSES	TOYS & GEN. GOODS	FLOAT	BANK CHARGES	R&R	ADMIN	PHOTOS	RATES	SWEAT SHIRTS	SUNDRIES	FUND- RAISING	STAFF TRAINING	TRIPS	STAT- CONARY	CHARITY	FUNDING	PARTY	OFSTED	
JANUARY	-6.99	205.00	474.71	-275.30					40.00			33.38			22.40	217.81									66.00			95.24					
FEBRUARY	-275.30	173.40	245.95	-347.85								20.63				89.02				136.00								4.02					
MARCH	-347.85	0.00	69.58	-417.43								40.50				2.98				19.99								6.50					
APRIL	-417.43	0.00	256.46	-673.89								26.94				169.02												23.00					
MAY	-673.89	740.76	209.17	-232.31								64.14			70.97	37.06			60.00	24.00								11.96					
JUN	-232.31	218.24	94.02	-108.09								33.64				13.23			34.99									38.96					
JUL	-108.09	122.37	63.92	-49.74								20.01				4.90				20.00								84.97					
AUGUST	-49.74	247.27	355.57	-158.04								8.14				42.46												21.95					
SEPTEMBER	-158.04	164.80	288.61	-302.05								20.01				74.92			11.93	144.00						111.00		67.52					
OCTOBER	-302.05	300.00	271.30	-273.35								24.78				12.46													47.52				220.00
NOVEMBER	-273.35	363.94	91.41	-1.72								78.95																21.95					
DECEMBER	-1.72	199.62	165.02	2.88								27.97			10.00	110.05												46.50					
TOTAL	-2880.36	2729.19	2729.72	2.88	0.00	0.00	0.00	0.00	40.00	0.00	0.00	436.65	0.00	0.00	163.46	774.16	0.00	0.00	106.92	412.79	0.00	0.00	0.00	0.00	0.00	231.00	0.00	400.63	0.00	0.00	0.00	220.00	

2000 INCOME AND EXPENDITURE

EXPENDITURE																													
MONTH	BANK TOTAL	WATER	INS	ELECT	PHONE	GAS	WAGES	SNACKS	IR	STAFF GIFTS	TOYS & GEN. EQUIP.	FLOAT	BANK CHARGES	R&R	ADMIN	PHOTOS	RATES	SWEAT SHIRTS	SUNDRIES	FUND-RAISING	STAFF TRAINING	TRIPS	STAY-DOWNS	CHARITY	FUNDING	PARTY	OFSTED	PETTY CASH	
JANUARY	4632.36	0.00	63.92	92.00	432.63	328.69	3532.73	0.00	0.00	0.00	0.00	0.00	4.61	0.00	0.00	0.00	99.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
FEBRUARY	3177.65	0.00	63.92	92.00	46.56	0.00	3462.10	0.00	0.00	0.00	0.00	0.00	5.35	0.00	94.25	0.00	0.00	0.00	0.00	0.00	210.00	0.00	244.45	0.00	0.00	0.00	0.00	0.00	
MARCH	3992.77	0.00	63.92	157.11	43.96	0.00	3466.84	0.00	0.00	0.00	0.00	0.00	5.72	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
APRIL	5189.18	102.40	0.00	123.00	47.15	214.45	3465.12	0.00	32.34	477.73	0.00	0.00	5.35	93.60	97.60	0.00	98.58	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
MAY	3296.22	0.00	0.00	123.00	46.25	0.00	3626.07	0.00	129.32	0.00	0.00	0.00	5.35	121.18	0.00	0.00	92.00	0.00	0.00	0.00	300.00	0.00	0.00	0.00	0.00	0.00	0.00	973.89	
JUNE	3099.23	61.75	64.66	123.00	47.20	0.00	3551.68	0.00	110.86	0.00	0.00	0.00	5.72	0.00	0.00	0.00	90.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
JULY	5871.19	0.00	65.03	123.00	46.56	138.46	3466.10	0.00	0.00	588.13	0.00	0.00	5.72	281.19	0.00	0.00	90.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
AUGUST	2410.34	0.00	64.66	123.00	46.87	0.00	3556.51	0.00	0.00	0.00	0.00	0.00	5.68	0.00	0.00	0.00	90.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
SEPTEMBER	3460.12	0.00	64.66	123.00	45.13	0.00	3776.59	0.00	0.00	0.00	0.00	0.00	5.72	133.20	0.00	0.00	90.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
OCTOBER	4375.64	134.94	64.66	123.00	45.13	105.68	3550.60	0.00	0.00	0.00	0.00	0.00	5.72	0.00	0.00	0.00	90.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
NOVEMBER	4040.09	0.00	64.66	123.00	52.10	0.00	3562.66	0.00	0.00	0.00	0.00	0.00	5.35	0.00	0.00	0.00	90.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
DECEMBER	4140.16	0.00	64.66	123.00	43.00	0.00	3626.76	0.00	121.91	0.00	0.00	0.00	5.35	144.08	0.00	0.00	90.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
	5594.79	102.15	146.97	586.51	347.36	197.20	40190.39	0.00	679.00	1510.86	0.00	0.00	64.94	585.40	160.00	0.00	973.66	0.00	25.00	0.00	550.00	0.00	244.45	0.00	0.00	0.00	0.00	173.89	
Petty cash	2725.72	0.00	0.00	0.00	40.09	0.00	0.00	436.68	0.00	0.00	103.45	774.16	0.00	0.00	106.92	412.79	0.00	0.00	0.00	0.00	221.00	0.00	400.62	0.00	0.00	0.00	0.00	220.00	
TOTAL	53405.50	204.15	206.97	1068.51	827.74	197.20	40190.39	0.00	679.00	1510.86	103.45	1524.36	0.00	64.94	692.37	266.99	0.00	973.66	0.00	25.00	0.00	550.00	0.00	244.45	0.00	0.00	0.00	0.00	393.89

## DECEMBER INCOME

[illegible]

[illegible]

MILK MONEY	WAGES	WATER	TRIPS	SUNDRIES	PETTY CASH	Deposit Transactions	DEPOSIT INTEREST
					0.00		
					0.00		
					0.00	0.00	
					199.62		
					0.00		
					0.00		
					0.00		
					0.00		
0.00	0.00	0.00	0.00	0.00	199.62	0.00	0.00

## DECEMBER EXPENDITURE

[illegible]

ELECT	PHONE	GAS	WAGES	SNACKS	CON-SORTIUM	IR	STAFF GIFTS /AGM EXPENSE	TOYS & G EQUIP
223.00	43.00		3506.11 19.67		131.91			
223.00	43.00	0.00	3525.78	0.00	131.91	0.00	0.00	0.00



FLOAT	BANK CHARGES	R&R	ADMIN	PHOTOS	RATES	SWEAT SHIRTS	SUNDRIES	FUND- RAISING
	5.35				92.00			
		34.08						
0.00	5.35	34.08	0.00	0.00	92.00	0.00	0.00	0.00

[illegible]

NOVEMBER  
INCOME[illegible]

MILK MONEY	WAGES	WATER	TRIPS	SUNDRIES	PETTY CASH	Deposit Transactions	DEPOSIT INTEREST
					0.00		
					0.00		
					0.00		
					0.00		
					0.00		
					0.00		
					0.00		
					363.04		
0.00	0.00	0.00	0.00	0.00	363.04	0.00	0.00

NOVEMBER  
EXPENDITURE[illegible]

[illegible]

OCTOBER  
INCOME

DATE	DETAIL	TOTAL	MORNING FUNDED	MORNING UNFUNDED	LUNCHTIME CLUB	AFTERNOON	UNFUNDED WEEKS	HALL HIRE	PHOTOS	POSTERS	SWEAT SHIRTS	TODDLER	FUND RAISING	ONE-TO- ONE	GRANTS	DON- ATION	TRAINING
1/10/18	Rossliter	252.96		252.96										707.71			
1/10/18	EYEF	707.71															
2/10/18	L Windley	306.00		306.00													
11/10/18	B Gamer	118.32		118.32													
12/10/18	Housedon	89.76		89.76													
12/10/18	Banking	422.40		422.40													
12/10/18	Fees	0.00		300.00													
		0.00															
		0.00															
		0.00															
		0.00															
		0.00															
		1897.15	0.00	1489.44	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	707.71	0.00	0.00	0.00

MILK MONEY	WAGES	WATER	TRIPS	SUNDRIES	PETTY CASH	Deposit Transactions	DEPOSIT INTEREST
					0.00 0.00 0.00 0.00 0.00 0.00 300.00		
0.00	0.00	0.00	0.00	0.00	300.00	0.00	0.00



**OCTOBER  
EXPENDITURE**

[illegible]

[illegible]

SEPTEMBER  
INCOME

[illegible]

TRAINING	MILK MONEY	WAGES	WATER	TRIPS	SUNDRIES	PETTY CASH	Deposit Transactions	DEPOSIT INTEREST
						164.60		
0.00	0.00	0.00	0.00	0.00	0.00	164.60	0.00	0.00

## SEPTEMBER EXPENDITURE

[illegible]

ELECT	PHONE	GAS	WAGES	SNACKS	CON-SORTIUM	IR	STAFF GIFTS /AGM EXPENSE	TOYS & G EQUIP
223.00	45.13		2771.22 4.87					100.00
223.00	45.13	0.00	2776.09	0.00	0.00	0.00	0.00	100.00

FLOAT	BANK CHARGES	R&R	ADMIN	PHOTOS	RATES	SWEAT SHIRTS	SUNDRIES	FUND-RAISING
	5.72	133.20			92.00			
0.00	5.72	133.20	0.00	0.00	92.00	0.00	0.00	0.00

[illegible]



[illegible]

**AUGUST  
INCOME**

[illegible]

MILK MONEY	WAGES	WATER	TRIPS	SUNDRIES	PETTY CASH	Deposit Transactions	DEPOSIT INTEREST
					0.00 140.88 106.39		
0.00	0.00	0.00	0.00	0.00	247.27	0.00	0.00

**AUGUST  
EXPENDITURE**

[illegible]

[illegible]

**JULY  
INCOME**

[illegible]

I R	TRIPS	SUNDRIES	PETTY CASH	Deposit Transactions	DEPOSIT INTEREST
			0.00 0.00 0.00 122.27 0.00		
0.00	0.00	0.00	122.27	0.00	0.00

**JULY  
EXPENDITURE**

[illegible]



[illegible]

**JUNE  
INCOME**

[illegible]

MILK MONEY	WAGES	WATER	TRIPS	SUNDRIES	PETTY CASH	Deposit Transactions	DEPOSIT INTEREST
					0.00		
					0.00		
					0.00		
					0.00		
					0.00		
					0.00		
					218.24		
0.00	0.00	0.00	0.00	0.00	218.24	0.00	0.00

**JUNE  
EXPENDITURE**

[illegible]

[illegible]

MAY  
INCOME[illegible]

MILK MONEY	WAGES	WATER	TRIPS	SUNDRIES	PETTY CASH	Deposit Transactions	DEPOSIT INTEREST
					66.86 0.00 0.00 0.00 0.00		
0.00	0.00	0.00	0.00	0.00	66.86	0.00	0.00

MAY  
EXPENDITURE[illegible]



[illegible]

APRIL  
INCOME

[illegible]

[illegible]

\_\_\_\_\_

[illegible]

[illegible]

MARCH  
INCOME

[illegible]

[illegible]

\_\_\_\_\_

[illegible]



[illegible]

FEBRUARY  
INCOME[illegible]

TRAINING	MILK MONEY	WAGES	WATER	TRIPS	SUNDRIES	PETTY CASH	Deposit Transactions	DEPOSIT INTEREST
						0.00 0.00 0.00  173.40		
0.00	0.00	0.00	0.00	0.00	0.00	173.40	0.00	0.00

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PHOTOS	RATES	SWEAT SHIRTS	SUNDRIES	FUND-RAISING	STAFF TRAINING	TRIPS	STAT-IONARY	CHARITY	FUNDING	CHRISTMA PARTY	OFSTED	PETTY CASH	
					210.00		244.45						
0.00	0.00	0.00	0.00	0.00	210.00	0.00	244.45	0.00	0.00	0.00	0.00	0.00	

JANUARY  
INCOME

DATE	DETAIL	TOTAL	MORNING FUNDED	MORNING UNFUNDED	LUNCHTIM CLUB	AFTERNOC	UNFUNDED WEEKS	HALL HIRE	PHOTOS	POSTERS	SWEAT SHIRTS	TODDLERS	FUND RAISING	ONE-TO- ONE	GRANTS	DON- ATION	TRAINING	MILK MONEY	WAGES	WATER	TRIPS
4/1/18	EYEF	6134.00	6134.00																		
26/1/18	T Brady	40.10		40.10																	
30/1/18	stephens	301.50		301.50																	
30/1/18	Banking	260.00		200.00				60.00								200.00					
		0.00																			
		0.00																			
		0.00																			
		0.00																			
		0.00																			
		0.00																			
		6735.60	6134.00	541.60	0.00	0.00	0.00	60.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	200.00	0.00	0.00	0.00	0.00	0.00

SUNDRIES	PETTY CASH	Deposit Transactions	DEPOSIT INTEREST
	0.00		
	0.00		
	200.00		
0.00	200.00	0.00	0.00

\_\_\_\_\_

[illegible]





COLERIDGE PRE-SCHOOL PLAYGROUP

FOR THE YEAR ENDED 31ST DECEMBER 2018

INCOME AND EXPENDITURE ACCOUNT

	2018		2017		2016	
	£	£	£	£	£	£
<b>INCOME</b>						
Fees funded		34,929.11		15,316.50		12358.99
Fees unfunded		14,883.95		16197.66		23829.71
Fees unfunded		0.00		450.29		0.00
Unfunded weeks		0.00		0.00		0.00
Toddlers		0.00		0.00		0.00
Hall hire		230.00		230.00		140.00
Donations		200.00		200.00		0.00
Grants/Restricted funds		0.00		0.00		0.00
Trips		0.00		0.00		0.00
<b>FUNDRAISING</b>		0.00		0.00		0.00
<b>OTHER INCOME</b>						
Special needs	2,207.71		808.65			0.00
Milk	0.00		0.00			0.00
Photographs	0.00		0.00			0.00
Sweat Shirts	0.00		0.00			0.00
Posters	0.00		0.00			0.00
Wages return	0.00		0.00			4020.48
Bank Interest	0.00		0.00			0.00
Miscellaneous	0.00		0.00			0.00
Training Course	0.00		0.00			0.00
HM Revenue & Customs	0.00		0.00			0.00
		2,207.71		808.65		4,020.48
<b>TOTAL INCOME</b>		52,450.77		33203.10		40,349.18
<b>LESS EXPENDITURE (Page 3)</b>		(52,746.61)		-32371.77		-40570.28
<b>EXCESS OF INCOME OVER EXPENDITURE/</b>		<u>(295.84)</u>		<u>831.33</u>		<u>(221.10)</u>
<b>EXCESS OF EXPENDITURE OVER INCOME</b>						

I have checked and audited these accounts -

A. Moor. 7/10/19

7, Chireway Gardens

Ottery St Mary.

EX11156.

**COLERIDGE PRE-SCHOOL PLAYGROUP**

**FOR THE YEAR ENDED 31ST DECEMBER 2018**

**EXPENDITURE**

	2018		2017		2016	
	£	£	£	£	£	£
<b>EXPENSES</b>						
<b>EMPLOYMENT</b>						
Staff Wages	41,666.24		25280.70		32,175.44	
Staff Training	741.00		198.00		0.00	
		42,407.24		25,478.70		32,175.44
<b>ESTABLISHMENT</b>						
Council Tax	913.98		900.94		994.00	
Water rates	320.15		482.50		255.08	
Insurance	846.67		587.48		781.13	
Electricity	2,048.51		1134.00		1280.00	
Gas	787.28		560.74		1196.67	
Repairs and Maintenance	692.37		330.26		707.18	
		5,608.96		3,995.92		5,214.06
<b>ADMINISTRATION</b>						
General Administration	604.84		411.10		0.00	
Telephone	987.47		901.23		944.19	
Stationary and Advertising	645.07		246.53		143.66	
		2,237.38		1,558.86		1,087.85
<b>TOYS AND EQUIPMENT</b>		1,153.90		539.89		559.80
<b>CONSORTIUM</b>		479.05		88.31		558.04
<b>FUNDRAISING</b>		0.00		0.00		0.00
<b>OTHER EXPENSES</b>						
Milk and snacks	436.68		334.48		533.16	
Photographs	0.00		0.00		0.00	
Sweat Shirts	0.00		0.00		0.00	
Childrens Partys	0.00		0.00		0.00	
Bank Charges	64.94		66.26		69.75	
AGM/Staff Gifts	103.46		54.35		63.34	
Petty Cash	0.00		0.00		0.00	
Ofsted	220.00		220.00		220.00	
Funding Repaid	0.00		0.00		0.00	
Fees repaid	0.00		0.00		0.00	
Summer trip	0.00		0.00		0.00	
Sundries	35.00		35.00		88.84	
Toddlers	0.00		0.00		0.00	
		860.08		710.09		975.09
		<u>52,746.61</u>		<u>32,371.77</u>		<u>40,570.28</u>

Carried over to page 2

*J. Moore 7/10/19*

**COLERIDGE PRE-SCHOOL PLAYGROUP**

**FOR THE YEAR ENDED 31ST DECEMBER 2018**

**BALANCE SHEET**

	2018 £	2017 £	2016 £
<b>GENERAL FUND</b>			
Opening Balance	2,429.23	1,597.90	1,819.00
Excess of Income over Expenditure	<u>(295.84)</u>	<u>831.33</u>	<u>(221.10)</u>
Closing Balance	<u><u>2,133.39</u></u>	<u><u>2,429.23</u></u>	<u><u>1,597.90</u></u>

**REPRESENTED BY**

**Current Assets**

Bank Account	2,130.51	2,429.82	1,571.71
Deposit Account	0.00	0.00	0.00
Debtors	0.00	0.00	0.00
Income in Advance	0.00	0.00	0.00
Uncleared Cheques	0.00	0.00	0.00
Petty Cash	2.88	-.59	26.19
	<u><u>2,133.39</u></u>	<u><u>2,429.23</u></u>	<u><u>1,597.90</u></u>
	(0.00)		

I confirm that subject to the above, the accounts have been properly prepared and are in accordance with the books and records of the Coleridge Pre-School Playgroup for the year ended 31st December 2017

*H. Moore. 7/10/19*