



*Happy Faces Pre-School
Blenheim Park Primary School
Sculthorpe
Fakenham
Norfolk
NR21 7PX*

Tel 07940990592

HAPPY FACES AGM to be held in the playgroup room

11th September 2018

1.00pm

Attendees

Thelma Bambridge – Playgroup Manager

Lucy Belton – Chair person

Sara Southerland - Treasurer

Sarah Pruden

Mandy Hurn

Bridie Watson-Legge- secretary

Hannah Hurn

Marie Spooner

Gemma Dodman

Jade Battrick

Anna Waterson

Katy Chamberlain

Apologies

Shaun Belton

Rebecca Bambridge

Sylvia Muzyka

1. 1.00pm Welcome
2. Minutes of last AGM
Approved
3. Presentation of Accounts for 2017/2018
4. **Approved**
5. Adopt Constitution
6. **Approved**
7. Adopt Policies and Procedures
8. **Approved**
9. Any other business

Direct debits were set up throughout the year for yearly accounts to Ofsted, Norfolk County Council and Alliance Insurance etc to maintain finances are paid.

The bank balance is relatively healthy for the commencement of the following year 2018 to 2019 at just under £44,000 this has been managed by close management and reduction in salaries out going due to a reduction in staff.

Fees remained the same in an effort to keep in line with funding amounts. This will be monitored and reviewed regularly.

10. New Committee for 2018 – 2019

Lucy Belton – Chairperson

Sara Southerland – Treasurer

Bridie Watson-Legge – Secretary

Gemma Dodman

Jade Battrick

Sylvia Muzyka

Sarah Pruden

Rebecca Bambridge

Thelma Bambridge - Playgroup Manager

HAPPY FACES PRE-SCHOOL
RECEIPTS & PAYMENTS ACCOUNTS FOR YEAR ENDING 31st AUGUST 2018

RECEIPTS	2018	2017
Parents fees/Reg/Uniform	11,150.28	3,938.09
Vouchers	37,245.31	34,637.46
Grants	0.00	0.00
Misc. Income (inc Bank transfers)	0.00	0.00
Interest Received	0.11	0.06
	<u>48,395.70</u>	<u>38,575.61</u>
PAYMENTS		
Charitable Activity Direct Expenditure		
Salaries	34,668.62	42,648.70
Consumables	1,686.40	2,284.99
	<u>36,355.02</u>	<u>44,933.69</u>
OTHER EXPENDITURE		
Rent	2,280.00	2,280.00
Equipment	0.00	581.26
Postage/Stationery/Advertising	214.67	304.35
Telephone	30.00	35.00
Training	230.00	130.00
Professional Fees/Insurance/Licence	599.85	527.23
Uniform	316.02	95.90
Accountancy	150.00	
Bank charges	80.00	
Sundries	0.00	124.00
Kitchen Utensils	0.00	168.80
New Area	0.00	825.21
Assets	159.98	344.98
	<u>4,060.52</u>	<u>5,416.73</u>
NET RECEIPTS FOR THE YEAR	<u>7,980.16</u>	<u>-11,774.81</u>
Deposit Account at 1st September 2017	282.49	282.43
National Westminster Bank at 1st September 2017	35,575.24	47,315.11
Cash in hand at 1st September 2017	44.74	79.74
	<u>35,902.47</u>	<u>47,677.28</u>
	<u>43,882.63</u>	<u>35,902.47</u>
Deposit Account at 31st August 2018	282.60	282.49
National Westminster Bank at 31st August 2018	44,434.07	35,575.24
Cash in hand at 31st August 2018	75.96	44.74
Accruals	-910.00	0.00
	<u>43,882.63</u>	<u>35,902.47</u>

HAPPY FACES PRE-SCHOOL

These accounts have been examined by an independent assessor as set out below

I have examined these accounts and based on the information given, find they comply with the Charity's Act 2011

Signature..........

Name; Mike Barnes ACA