



# St Mary's Osterley Playgroup

**Minutes of AGM held on 30<sup>th</sup> August 2012**

**Apologies:**

**Present:**

Elizabeth Leonard, Supervisor  
Kath Richardson, Finance Manager  
Kate Horton, Treasurer  
Chris Couch, Committee Member  
Others unrecorded

**Last year's Minutes were approved**

## **Supervisor's Report 2011/12**

Playgroup is close to having existed for 40 years. This year just ended has seen children of parents who attended playgroup as children themselves.

Clair Couch was chair of the playgroup committee last year but has now joined the staff.

We have a new curriculum, EYFS or Early Years Foundation Stage for which we are fully prepared.

We have had visits from the Tropical Zoo, the fire engine, Singing Hands and others.

OFSTED rules regarding the number of children we are allowed has changed. We are now allowed more than our previous maximum of 26. We must allow staff in a 1:5 for 2 yr olds and 1:8 ratio for 3 yr olds. We shall keep to a practical limit of 30 children maximum, with 6 staff every day. We currently have 42 children on roll.

We'd like to congratulate Joanne on completing her degree. Noreen is starting her NVQ3 this September.

We also had to say goodbye to Nimmi.

We have had lots of children stay on for a second year with 14 of them not getting their school of choice.

## **Treasurer's Report 2011/12**

Playgroup has made a loss this year of about £4,500 and we have ended the year with £25,000 in the bank. We are not increasing our fees as there is still no need as we have excess funds but it may be necessary next year.



## St Mary's Osterley Playgroup

We need over £5,000 to fulfil our Reserves Policy which states " The trustees have reviewed the charity's needs for reserves in line with the guidance issued by the Charity Commission and have set aside of designated £2,000 for new equipment and £3,000 to cover cashflow. We have also promised Under 3's £500 for purchases and a budget of £50 per year. The trustees believe that reserves should be at least at this level to ensure the charity can run efficiently and meet the needs of the beneficiaries." This is a mandatory statement revised annually.

After several years of just receiving a 2% rise, the staff received a more substantial pay rise this year with an increase of over £1 per hour each.

Kate Horton has been an excellent Treasurer this year and we ended the year with no outstanding fees, a rare event.

We have moved the year end from 31<sup>st</sup> August to 31<sup>st</sup> July to coincide with the academic year so that the AGM can be held earlier in the year, with preference on the same evening as the New Parents Evening so that more parents and carers can be encouraged to attend and participate. This means that the accounts are for an eleven month period.

**Election of New Committee** – postponed until next meeting

### **Any Other Business**

It was noted that all committee members would have to undergo a CRB check. A date for the next meeting was not set.

# ST MARY'S OSTERLEY PRE-SCHOOL PLAYGROUP

## INCOME AND EXPENDITURE ACCOUNT FOR THE PERIOD ENDED 31 JULY 2012 (11 months)

	£	£	<u>Last Year</u> £
<b>INCOME</b>			
Fees and Registration	33,725.00		27,860
Funding	30,301.88		40,829
Interest	41.77		43
Milk Funding	0.00		166
	<hr/>	64,068.65	<hr/> 68,898
<b>EXPENDITURE</b>			
Wages	42,045.35		44,037
Hall hire	13,617.50		13,695
National Insurance	4,974.33		4,543
Professional Subscriptions	1,881.71		918
Petty cash payments	1,665.00		1,480
Accountancy	2,050.00		50
Depreciation	796.24		845
Materials & Stationery	774.70		1,007
Parties and Visits	549.35		0
Other expenses	315.27		419
Insurance	0.00		365
Milk	0.00		117
		68,669.44	<hr/> 67,475
<b>EXCESS OF EXPENDITURE</b>		<hr/> <b>-4,600.79</b>	<hr/> 1,423

# ST MARY'S OSTERLEY PRE-SCHOOL PLAYGROUP

## ASSETS & LIABILITIES FOR THE PERIOD ENDED 31 JULY 2012 (11 months)

	£	£	<u>Last Year</u> £
<b>ASSETS</b>			
<b>Cash</b>			
In Hand	0.00		0
At Bank - CafCash	11,713.75		9,409
At Bank - Caf Gold	<u>14,025.76</u>	25,739.52	<u>16,085</u>
			25,494
<b>Equipment</b>			
Value at 31st August 2011	7,962.36		8,447
add Purchases during year	359.99		360
less Depreciation	<u>796.24</u>	7,526.12	<u>845</u>
			7,962.36
<b>Other Assets</b>			
Payments made in Advance		<u>-</u>	0
<b>TOTAL ASSETS</b>		<u>33,265.64</u>	<u>33,456</u>
 <b>LIABILITIES</b>			
<b>Income and Expenditure Account</b>			
Balance at 31st August 2011	33,406.20		31,983
less Excess of Expenditure over Income	<u>-4,600.79</u>	28,805.40	<u>1,423</u>
			<u>33,406</u>
			0
<b>Accruals</b>			
Accountancy & Wages	4,460.24	4,460.24	50
<b>TOTAL LIABILITIES</b>		<u>33,265.64</u>	<u>33,456</u>

# Independent Examiner's Report on the Accounts

## Receipts and Payments Accounts

Report to the trustees/members of

Charity Name St Mary's Osterley Pre-school Playgroup

On accounts for the <sup>period</sup> year ended

310712

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 43(2) of the Charities Act 1993 (the Act)) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts (under section 43(3)(a) of the Act);
- follow the procedures laid down in the General Directions given by the Charity Commissioners (under section 43(7)(b) of the Act); and
- 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 Commissioners. 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 I do not express an audit opinion on the accounts.

### Independent examiner's statement

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

- (1) which gives me reasonable cause to believe that in any material respect the requirements:
  - to keep accounting records in accordance with section 41 of the 1993 Act; and
  - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 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

F Taylor

Date

30.8.12

Name

F J. TAYLOR

Relevant professional qualification or body (if any)

ACMA CGMA

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