



# St Mary's Osterley Playgroup

**Minutes of AGM held on 23<sup>rd</sup> January 2011**

**Apologies:** Simone Afonso (but would join the committee)

**Present:**

Elizabeth Leonard, Supervisor  
Kath Richardson, Finance Manager  
Kate Horton, parent  
Chris Couch, parent  
Clair Couch, parent

**Last year's Minutes**

These were not available for approval.

**Supervisor's Report 2010/11**

A lot of older children so only half of total places were offered to new children. Three of those who stayed on had SEN.

OFSTED came in the second week of the term and the result was "good".

Noreen did her NVQ2 and Liz her NVQ4 in management. We had a work placement student who completed her NVQ2&3. Jo started her degree and will finish this July 2012. All staff got Child Protection training, CAF training and First Aid. Tej did Makaton and Singing & Signing.

We got a capital grant for garden improvements which were implemented after much discussion with the PCC.

All policies have been revised and updated and a new early intervention policy has been created.

Early Intervention came in for early communication which Liz has now learned.

Tropical Zoo came to visit.

Playgroup produced Hounslow Early Years Trackers for all children which are passed onto school. Children were presented with Learning Journals at the year end.

Eid, Diwali, Chinese New Year and Easter were celebrated.



# St Mary's Osterley Playgroup

Thanks to Ros for staying on as Treasurer for so long and thanks to Kath for financial management.

## **Treasurer's Report 2010/11**

Playgroup has made a profit this year of just over £1400 and we have ended the year with £25,000 in the bank. We are not increasing our fees as there is still no need.

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.

The staff received a 2% pay rise. Several people left with small amounts owing; we need to take better care of getting final bills paid.

Ros Clifford has been a lovely treasurer this year and she has patiently continued into the new year waiting for us to appoint a new Treasurer.

### **Election of New Committee**

Clair Couch – Chair

Chris Couch – Secretary

Kate Horton – Treasurer

Simone Afonso - Member

This committee was unanimously agreed on by all those present.

### **Motions – all passed unanimously**

All three members are to become signatories and replace the existing ones who shall be removed once new ones are in place. Proof of identity was available from Chris Couch and Kate Horton.

Playgroup shall avail itself of the newly offered bank debit card, one to be used by Liz Leonard and one by Kath Richardson.

It was agreed that the year end shall be moved 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.



## St Mary's Osterley Playgroup

### **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 YEAR ENDED 31 AUGUST 2011

	£	£	<u>Last Year</u> £
<b>INCOME</b>			
Fees and Registration	27,860.00		27,073
Funding	40,829.39		31,095
Milk Funding	165.79		351
Interest	43.18		40
Fund-raising (general)	0.00		176
	<hr/>	68,898.36	<hr/> 58,735
<b>EXPENDITURE</b>			
Wages	44,036.53		42,579
Hall hire	13,695.00		10,105
Materials & Stationery	1,006.71		1,509
National Insurance	4,543.06		1,115
Petty cash payments	1,480.00		1,433
Professional Subscriptions	918.27		437
Depreciation	844.71		1,320
Other expenses	418.55		115
Insurance	364.79		0
Milk	117.25		312
Accountancy	50.00		50
Parties and Visits	0.00		724
		67,474.87	<hr/> 59,697
<b>EXCESS OF INCOME</b>		<hr/> 1,423.49	<hr/> -963

# ST MARY'S OSTERLEY PRE-SCHOOL PLAYGROUP

## ASSETS & LIABILITIES FOR THE YEAR ENDED 31 AUGUST 2011

	£	£	<u>Last Year £</u>
<b>ASSETS</b>			
<b>Cash</b>			
In Hand	0.00		0
At Bank - CafCash	9,408.55		7,532
At Bank - Caf Gold	<u>16,085.29</u>	25,493.84	<u>16,053</u>
			23,586
<b>Equipment</b>			
Value at 31st August 2010	8,447.07		9,251
add Purchases during year	360.00		121
less Depreciation	<u>844.71</u>	7,962.36	<u>925</u>
			8,447.06
<b>Other Assets</b>			
Payments made in Advance		<u>-</u>	0
<b>TOTAL ASSETS</b>		<u>33,456.21</u>	<u>32,033</u>
 <b>LIABILITIES</b>			
<b>Income and Expenditure Account</b>			
Balance at 31st August 2010	31,982.72		32,550
add Excess of Income over Exper	<u>1,423.49</u>	33,406.20	<u>-567</u>
			31,983
<b>Deposits</b>			
Deposits held 31st August 2008	0.00		160
New less returned during year	<u>-</u>	-	<u>160</u>
			0
<b>Accruals</b>			
Accountancy	50.00	50.00	50
<b>TOTAL LIABILITIES</b>		<u>33,456.20</u>	<u>32,033</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 year ended

310811

Set out on pages

1-2 (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

15.12.11

Name

F. J. TAYLOR

Relevant professional qualification or body (if any)

ACMA

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