



# St Mary's Osterley Playgroup

Minutes of AGM held on 12<sup>th</sup> November  
2013

## Apologies:

### Present:

Elizabeth Leonard, Supervisor  
Joanne Walsh, Assistant Supervisor  
Tejveer Dooa, Assistant  
Kath Richardson, Finance Manager  
Kate Horton, Treasurer  
Marium Khan  
Alison Perkins  
Ian Humphries  
Veena Rao  
Lisa Qureshi  
Geetika Jain  
Manjusha Kelkar  
Others unrecorded

### Last year's Minutes were approved

### Supervisor's Report 2012/13

We currently (this term) have 45 children registered, with 30 children a day. We're not taking any new children for this year. We have 6 members of staff attending each session.

Last year Clair started her NVQ3, Noreen finished her NVQ3 and Asia finished her Children and Young People's Workforce Certificate 2.

We had a Christmas party, visits from Amanda's Action Kds, Bollywood, singing and signing ladies (twice), police, fire engine, Tropical Zoo and magic man. Thanks to the outgoing committee for organizing.

Two children left with statements and another 4 had Early Intervention Plans. Early Intervention were so pleased with our inclusivity that they gave us £2000 in recognition. Twelve children carried on this year, most because they chose to rather than not getting their school of choice.

Learning Journals were given to all leavers, with playplans and Hounslow tracker sent to their next setting.

We started two year checks and hope they go more smoothly this year.



## St Mary's Osterley Playgroup

Thank you to Kate Horton for being a marvelous Treasurer for two years running and for offering to continue for a third year.

Thanks to Kath Richardson for looking after finances.

Most of all thank you to all the staff for all their support and hard work.

### **Treasurer's Report 2012/2013**

Playgroup has made a profit this year of just over £9,000, and we have ended the year with £35,000 in the bank. We are not increasing our fees as there is still no need as we have excess funds. The committee is to be encouraged to look at ways of spending this, including arranging visits.

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.

Under 3's needed some financial support this year for the first time. They stopped in November and will hopefully start again in the spring.

Kate Horton has been an excellent Treasurer this year again and we are very grateful for her continued support as she will now be Treasurer for a third year.

### **Election of New Committee**

The new committee was voted on by those present and elected as follows:

#### Affiliate Members:

Elizabeth Leonard, Supervisor

Joanne Walsh, Assistant Supervisor

#### Family Members:

Marium Khan, Chair

Kate Horton, Treasurer

Alison Perkins, Secretary

Ian Humphries

Veena Rao

Lisa Qureshi

Geetika Jain

Manjusha Kelkar



## St Mary's Osterley Playgroup

Contact details for the committee are listed separately.

### Any Other Business

The new committee ratified decision made in June 2012 by an inquorate committee to adopt the latest PLA model constitution (2011), in part so that staff members could be part of the committee.

Forms were signed to change the bank signatories to Kate Horton, Mariam Khan, Alison Perkins and Ian Humphries.

It was noted that all committee members would have to undergo a [Disclosure and Barring Service](#) check (DBS), previously known as CRB check.

Minutes will be sent out with the following attachments:

- Minutes of previous year 2012 AGM
- Accounts
- New constitution
- List of suggested visits

# ST MARY'S OSTERLEY PRE-SCHOOL PLAYGROUP

## INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 JULY 2013

	£	£	2,012
<b>INCOME</b>			
Fees and Registration	66,614.58		33,725
Funding	23,276.45		30,302
Interest	36.75		42
	<hr/>	89,927.78	64,069
<b>EXPENDITURE</b>			
Wages	54,824.83		42,045
Hall hire	14,015.00		13,618
National Insurance	4,201.34		4,974
Professional Subscriptions	812.00		1,882
Petty cash payments	115.00		1,665
Accountancy	2,100.00		2,050
Depreciation	752.61		796
Materials & Stationery	2,429.23		775
Parties and Visits	889.09		549
Other expenses	181.28		315
Insurance	367.48		<hr/> 0
		80,687.86	68,669
EXCESS OF INCOME		<hr/> 9,239.92	<hr/> -4,601

# ST MARY'S OSTERLEY PRE-SCHOOL PLAYGROUP

## ASSETS & LIABILITIES FOR THE YEAR ENDED 31 JULY 2013

	£	£	2,012
<b>ASSETS</b>			
<b>Cash</b>			
In Hand	0.00		0
At Bank - CafCash	11,310.77		11,714
At Bank - Caf Gold	<u>24,048.85</u>	35,359.62	14,026
			25,740
<b>Equipment</b>			
Value at 31st July 2012	7,526.12		7,962
add Purchases during year	0.00		360
less Depreciation	<u>752.61</u>	6,773.51	796
			7,526
<b>Other Assets</b>			
Payments made in Advance		<u>-</u>	0
TOTAL ASSETS		<u>42,133.13</u>	<u>33,266</u>
<b>LIABILITIES</b>			
<b>Income and Expenditure Account</b>			
Balance at 31st July 2012	28,805.40		33,406
add Excess of Income over Expenditure	<u>9,239.92</u>	38,045.32	<u>-4,601</u>
			28,805
			0
<b>Accruals</b>			
Accountancy, Wages, Fees,	4,087.81	4,087.81	4,460
TOTAL LIABILITIES		<u>42,133.13</u>	<u>33,266</u>

# 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

310713

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

2.10.13

Name

F J TAYLOR

Relevant professional qualification or body (if any)

ACMA CGMA

Address

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