

ST MARY'S OSTERLEY PRE-SCHOOL PLAYGROUP

INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 JULY 2020

	£	£	2019
INCOME			
Funding	99,328.77		84,159
Fees and Registration	16,110.00		16,248
Interest	21.35		18
Fund-raising (general)	0.00		224
	<hr/>	115,460.12	100,648
EXPENDITURE			
Wages	65,377.92		63,174
Hall hire	18,800.00		22,830
Pension Contribution	4,470.33		3,696
Accountancy	4,410.00		4,350
National Insurance	2,689.13		2,857
Materials & Stationery	2,558.08		1,326
Petty cash payments	736.00		300
Professional Subscriptions	592.00		555
Depreciation	532.95		547
Food	522.56		1,014
Insurance	517.95		493
Other expenses	64.85		149
Parties and Visits	0.00		400
		101,271.77	<hr/> 101,690
EXCESS OF INCOME		<hr/> 14,188.35	<hr/> -1,041

**ST MARY'S OSTERLEY PRE-SCHOOL PLAYGROUP
ASSETS & LIABILITIES
AS AT 31 JULY 2020**

	£	£	2019
ASSETS			
Cash			
In Hand	0.00		0
At Bank - CafCash	45,609.09		29,524
At Bank - Caf Gold	<u>14,209.21</u>	59,818.30	<u>14,188</u>
			43,712
Equipment			
Value at 31st July 2019	5,329.53		5,547
add Purchases during year	0.00		337
less Depreciation	<u>532.95</u>	4,796.58	<u>555</u>
			5,330
Other Assets			
Debtor (payment expected within year)		0.00	0
Payments made in Advance		<u>-</u>	0
TOTAL ASSETS		<u>64,614.88</u>	<u>49,041</u>
LIABILITIES			
Income and Expenditure Account			
Balance at 31st July 2019	43,790.16		44,831
add Excess of Income over Expenditure	<u>14,188.35</u>	57,978.51	<u>-1,041</u>
			43,790
Accruals			
Wages and Pension and NIC	5,573.69		5,216
Accountancy	1,000.00		
Materials	<u>62.68</u>	6,636.37	<u>36</u>
			5,251
TOTAL LIABILITIES		<u>64,614.88</u>	<u>49,041</u>



St Mary's Osterley Playgroup

Minutes of 2020 AGM

Tuesday 9th February 2021

Present and Apologies:

Conducted remotely with Ian Humphries (Treasurer), Liz Leonard (Chair), Joanna Walsh, Kath Richardson. Apologies from existing trustees Elena Milova, Lucy Standish and Sheila Matthews

Previous minutes were approved

Supervisor's Report

After we had locked down on 20/03/2020, I was so happy to be able to reopen playgroup on 01/06/2020. Thank you to Joanne who had lots of paperwork to complete, COVID guidance and extensive risk assessment which all had to be sorted before we could open. We then had to convince the Church to open the hall and that we could operate safely. This involved a lot of emailing (by Joanne) and the waiting for responses from the Vicar and Warden. We filled the long risk assessment which the Vicar had to be involved in and the church produced another risk assessment and both risk assessments had to be agreed on before we could reopen.

The staff needed to be convinced into coming back as well. On the 27/05/2020 Joanne and myself met with the staff in the garden at the hall. They were not happy but in the end all agreed to come in on June 1st 2020. Thank you to all the staff for their dedication to opening up for the children whose parents wanted them to come back. Joanne emailed all the parents to let them know about the reopening and the response was slow and a few did not respond at all, but in the end all the children were invited to come back. We did open with strict COVID safety measures in place and we successfully stayed open until the Summer holidays. We averaged around 11 children per day and even stayed open for lunch with around 5 children attending.

Playgroup received all the funding for the 2 year and 3 years even if they had not returned. We sadly had no end of year presentation of the journals and many of our children went onto school and we have not seen them since the March lockdown. The Staff hours were changed giving staff more time off as we did not need all the staff in every day due to the decreased number of children, but they did receive full wages and the hours of 8.30am – 2.30pm were still covered.

We started back in September 2020 with a few new children – 7 in total. With our



St Mary's Osterley Playgroup

new COVID guidance in place no parents are allowed in the hall, this even includes the new parents and this has surprisingly worked out very well! We had nearly 20 children per day before Christmas – although 10 children less than the Autumn Term 2020. We have been able to reopen in January 2021 to accept all children (unlike the Schools), and we have had not much help at all from our Early Years, only that we must open to get any funding!! All staff that have reduced hours now receive reduced wages! A lot of the children and some days at least 6 have not returned and will not until the schools return. The children who were due to start after Christmas (3 in total) did not turn up. We have roughly the same attendance of children this time, around 12 per day and 5 for lunch and we have claimed for 20 children this term for 2 and 3 year funding. A lot less than this time last year.

Treasurer's Report

This was our third year with 30 hours provision, which was then impacted by COVID. We have gone from a profit of £15,000 to a loss of £1,000 and now managed a profit of just over £14,000. Safeguarding of lost funding in the summer term was appreciated as was the suspension of hall hire whilst closed.

Our lowest paid wage (£9.15) continues to be at the rate of the London Living Wage set in November 2014. It's currently £10.85 which we cannot afford but well over the national minimum wage of £8.91 (from April 2021).

We currently have two signatories, myself and Ian Humphries.

Election of New Committee

Due to the current situation this AGM was conducted remotely for the second year and it was decided to carry on with the current committee rather than try and get new trustees.

Any Other Business None

Next Meeting to be arranged.

Independent Examiner's Report on the Accounts

Receipts and Payments Accounts

Report to the trustees/members of

Charity Name St Mary's Orlery Pr - School Playgroup

On accounts for the year ended

310720

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

[Signature]

Date

24.11.20

Name

FJ TAYLOR

Relevant professional qualification or body (if any)

ACMA CGMA

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