

# ST MARY'S OSTERLEY PRE-SCHOOL PLAYGROUP

## INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 JULY 2021

	<u>£</u>	<u>£</u>	2020
<b>INCOME</b>			
Funding	84,092.26		99,329
Fees and Registration	19,080.00		16,110
Interest	1.75		21
Fund-raising (general)	0.00		0
	<hr/>	103,174.01	115,460
<b>EXPENDITURE</b>			
Wages	63,810.23		65,378
Hall hire	22,440.00		18,800
Accountancy	5,078.00		4,410
Pension Contribution	4,289.54		4,470
National Insurance	2,334.72		2,689
Materials & Stationery	2,328.42		2,558
Food	650.38		523
Professional Subscriptions	603.41		592
Insurance	543.02		518
Depreciation	479.66		533
Petty cash payments	150.00		736
Other expenses	0.00		65
Parties and Visits	0.00		0
		102,707.38	<hr/> 101,272
<b>EXCESS OF INCOME OVER EXPENDITURE</b>		<hr/> 466.63	<hr/> 14,188

**ST MARY'S OSTERLEY PRE-SCHOOL PLAYGROUP  
ASSETS & LIABILITIES  
AS AT 31 JULY 2021**

2020

	£	£	
<b>ASSETS</b>			
<b>Cash</b>			
In Hand	0.00		0
At Bank - CafCash	27,242.04		45,609
At Bank - Caf Gold	<u>34,210.96</u>	61,453.00	<u>14,209</u>
			59,818
<b>Equipment</b>			
Value at 31st July 2020	4,796.58		5,330
add Purchases during year	0.00		0
less Depreciation	<u>479.66</u>	4,316.92	<u>533</u>
			4,797
<b>Other Assets</b>			
Debtor (payment expected within year)		0.00	0
Payments made in Advance		<u>-</u>	0
<b>TOTAL ASSETS</b>		<u>65,769.92</u>	<u>64,615</u>
 <b>LIABILITIES</b>			
<b>Income and Expenditure Account</b>			
Balance at 31st July 2020	57,978.51		43,790
add Excess of Income over Expenditure	<u>466.63</u>	58,445.14	<u>14,188</u>
			57,979
<b>Accruals</b>			
Wages and Pension and NIC		5,446.36	5,574
Accountancy		1,600.00	1,000
Materials		278.42	<u>63</u>
			6,636
<b>TOTAL LIABILITIES</b>		<u>65,769.92</u>	<u>64,615</u>



# St Mary's Osterley Playgroup

## Minutes of 2021 AGM

Held on Monday 9<sup>th</sup> May 2021

### **Present and Apologies:**

Conducted face to face 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**

In April 2021 we continued to test twice a week with a lateral flow test and register results. Early Years and SEN held all meetings, forums and training virtually. The setting found this more difficult, especially SEN advisory teacher talking with parents over the phone is not ideal. 2 year checks with health visitors were also all online as were speech and language referrals. Parents were encouraged to give lateral flow tests to children showing COVID-19 symptoms and staff stayed vigilant for signs at the setting.

By the end of the year we held no end of year face to face parents evening but keyworkers had a telephone conversation with all parents. The children all came to their end of year celebration but again, parents were not allowed in. One child received an EHCP and autism diagnosis to take to the school for September.

18 children started in September increasing to 27, including 8 who stayed for a second year. Our flexibility in using our hours has paid off for lunchtimes with 14 staying 3 days, 12 one day and 17 on Wednesday to the point that we needed an extra member of staff.

SEN no longer talk directly to the parents leaving the setting responsible for this and the completion of all SEN paperwork. Ranjeet did come to the setting and help with paperwork for an EHCP for one child as this parent has been challenging in their approach to achieve the EHCP. This child had an autism diagnosis and two others are on the pathway.

The new EYFS was introduced in September 2021 and we gave a copy of all the publications to all staff. We received a Wellcom speech and language tool, for which Joanne has been on the training. It will help with assessing children for referral to Speech and Language as they use the same tool. We have already started using this with a number of children.



## St Mary's Osterley Playgroup

We now receive inclusion funding for two children. The staff have received a bonus of £200 for both Christmas and Easter and most probably the end of year as well.

Although we have fewer children, quite a number having challenging behaviour and it is increasingly difficult to run our timetable smoothly and to plan.

### **Treasurer's Report**

We made a profit of just under £500.

Our lowest paid wage (£10.07) is between the current London Living Wage (£11.05) and the national minimum wage of £9.50. We aim to keep increasing our wages when affordable.

All staff received a COVID bonus payment of £200 in July as a gesture of thanks after another difficult year. This is in addition to the now usual additional payment of £200 in December. We are very grateful to the dedication of our staff.

We currently have two signatories, myself and Ian Humphries.

### **Election of New Committee**

We decided to carry on with the current committee and seek to recruit 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 Osterley Pre-School Playgroup

On accounts for the year ended

31 07 21

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

31.11.21

Name

F J TAYLOR

Relevant professional qualification or body (if any)

ACMA CGMA

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