

REGISTERED CHARITY NUMBER: 1037296

REPORT OF THE TRUSTEES AND UNAUDITED FINANCIAL
STATEMENTS FOR THE YEAR ENDED 31 AUGUST 2018
FOR
PUDDLEDUCKS UNDER FIVES

PUDDLEDUCKS UNDER FIVES

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FOR THE YEAR ENDED 31 AUGUST 2018**

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PUDDLEDUCKS UNDER FIVES

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 AUGUST 2018

The trustees present their report with the financial statements of the charity for the year ended 31 August 2018. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) 'Accounting and Reporting by Charities' issued in March 2005.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Charity number

1037296

Principal address

Lawley Community Centre
Arleston Lane
Lawley
Telford
Shropshire
TF4 2PR

Trustees

Ms L Wells	Secretary
Ms S Morley	Chairperson
Mrs S Perry	
Mrs L Bates	
Ms E Noyce	Treasurer
Ms Z Litherland	

Independent examiner

TaxAssist Accountants
58 High Street
Madeley
Telford
Shropshire
TF7 5AT

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The charity is controlled by its governing document, a deed of trust, and constitutes an unincorporated charity. The charity is run under the constitution of the Pre School Learning Alliance.

Recruitment and appointment of new trustees

Trustees are appointed at the annual general meeting after a vote by the parents. Under the constitution 30% of parents must attend the meeting for it to be quorate.

Risk management

The trustees have a duty to identify and review the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error.

PUDDLEDUCKS UNDER FIVES

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 AGUST 2018

OBJECTIVES AND ACTIVITIES

Objectives and aims

The objectives of the charity are to enhance the development and education of the children under statutory school age by encouraging parents to understand and provide for the needs of their children through community groups.

FINANCIAL REVIEW

Reserves policy

The main funding body of the charity insists that reserves equal to at least three months operating costs are retained. This currently equates to approximately £25,000.

As at 31 August 2018 the free reserves of the charity were £31,748 (2017: £36,971).

Approved by order of the board of trustees on 21st February 2020 and signed on its behalf by:

Ms K Goffe - Trustee

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF PUDDLEDUCKS UNDER FIVES

I report on the accounts for the year ended 31 August 2018 set out on pages four to nine.

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 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is required.

It is my responsibility to:

- Examine the accounts under Section 145 of the 2011 Act
- To follow the procedures laid down in the General Directions given by the Charity Commission (under Section 145(5)(b) of the 2011 Act); and
- To state whether particular matters have come to my attention

Basis of the independent examiner's report

My examination was carried out in accordance with the General Directions given by the Charity Commission. 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 you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statements below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

- (1) Which gives me reasonable cause to believe that, in any material respect, the requirements
 - To keep accounting records in accordance with Section 130 of the 2011 Act; and
 - to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the 2011 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.

TaxAssist Accountants
58 High Street
Madeley
Telford
Shropshire
TF7 5AT

21st February 2020

PUDDLEDUCKS UNDER FIVES

**STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 AUGUST 2018**

		Unrestricted Fund	Restricted Funds	2018 Total Funds	2017 Total Funds
	Notes	£	£	£	£
INCOMING RESOURCES					
Incoming resources from generated funds					
Voluntary Income	2	85,058	-	85,058	71,731
Activities for generating funds	3	16,535	-	16,535	28,800
Total incoming resources		101,593		101,593	100,531
RESOURCES EXPENDED					
Costs of generating funds					
Fundraising trading: cost of goods sold and other costs	157		-	157	101
Charitable activities					
Wages		82,287	-	82,287	81,778
Nursery costs		21,840	-	21,840	29,137
Support costs		1,939	309	2,248	2,905
Governance costs		1,353	-	1,353	1,814
Total resources expended		107,576	309	107,885	115,735
Net Incoming/(Outgoing) Resources		(5,983)	(309)	(6,292)	(15,204)
Reconciliation of funds					
Total funds brought forward		40,012	1,238	41,250	56,454
Total Funds Carried Forward		34,029	929	34,958	41,250

PUDDLEDUCKS UNDER FIVES

Balance Sheet

At 31 August 2018

	Unrestricted Fund Notes	£	Restricted Funds £	2018 Total Funds £	2017 Total Funds £
FIXED ASSETS					
Tangible assets	6	2,281	929	3,210	4,279
CURRENT ASSETS					
Cash at bank and in hand		35,261	-	35,261	60,612
Other debtors		5,495	-	5,495	-
CREDITORS					
Amounts falling due within one year	7	(9,008)	-	(9,008)	(23,641)
NET CURRENT ASSETS		31,748	-	31,748	36,971
Total assets less current liabilities		34,029	929	34,958	41,250
NET ASSETS		34,029	929	34,958	41,250
FUNDS					
	8				
Unrestricted funds				34,029	40,012
Restricted funds				929	1,238

TOTAL Funds

34,958 41,250

The financial statements were approved by the board of trustees and were signed on its behalf by:

Ms K Goffe – Trustee

21st February 2020

PUDDLEDUCKS UNDER FIVES
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR END 31st AUGUST 2018

1. ACCOUNTING POLICIES

Accounting Convention

The financial statements have been prepared under the historical cost convention, and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008), the Charities Act 2011 and the requirements of the Statement of Recommended Practice, Accounting and Reporting by Charities.

Incoming Resources

All incoming resources are included on the Statement of Financial Activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy.

Resources expended

Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings, they have been allocated to activities on a basis consistent with the use of resources.

Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life:

Playground	- 25% on reducing balance
Fixtures and fittings	- 25% on reducing balance
Computer equipment	- 25% on reducing balance

Taxation

The charity is exempt from tax on its charitable activities.

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of trustees

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

2. VOLUNTARY INCOME

	2018	2017
	£	£
Grants	85,058	71,731
	85,058	71,731
Grants received included in the above are as follows:	2018	2017
	£	£
Telford & Wrekin Council	85,058	71,731

PUDDLEDUCKS UNDER FIVES
NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31ST AUGUST 2018

3. ACTIVITIES FOR GENERATING FUNDS

	2018	2017
	£	£
Playgroup fees	16,170	28,095
Fundraising	365	705
	16,535	28,800

4. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31st August 2018 nor for the year ended 31 August 2017

Trustees' expenses

There were no trustees' expenses paid for the year ended 31st August 2018 nor for the year ended 31st August 2017.

5. STAFF COSTS

	2018	2017
	£	£
Wages and salaries	82,287	81,778
The average monthly number of employees during the year was as follows		
Child care	2018	2017
	8	7

No employees received emoluments in excess of £60,000

PUDDLEDUCKS UNDER FIVES
NOTES TO THE FINANCIAL STATEMENTS – CONTINUED
FOR THE YEAR ENDED 31st AUGUST 2018

6. TANGIBLE FIXED ASSETS

	Playground £	Fixtures and Fittings £	Computer Equipment £	Totals £
COST				
At 1 September 2017 and 31 August 2018	18,589	900	3,802	23,291
DEPRECIATION				
At 1 st September 2017	16,728	686	1,598	19,012
Charge for year	465	53	551	1,069
At 31 st August 2018	17,193	739	2,149	20,081
NET BOOK VALUE				
At 31 st August 2018	1,396	161	1,653	3,210
At 31 st August 2017	1,861	214	2,204	4,279

7. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2018 £	2017 £
Deferred income	7,159	22,477
Other creditors	140	174
Accrued expenses	1,709	990
	9,008	23,641

8. MOVEMENT IN FUNDS

	At 01/09/17 £	Net movement In funds £	At 31/08/2018 £
Unrestricted funds			
General fund	40,012	(5,528)	34,484
Restricted funds			
Playground	1,238	(309)	929
TOTAL FUNDS	41,250	(5,837)	35,413

Net movement in funds, included in the above are as follows:

	Incoming Resources £	Resources Expended £	Movement In Funds £
Unrestricted funds			
General fund	101,593	(107,121)	(5,528)
Restricted funds			
Playground	-	(309)	(309)
Total Funds	(101,593)	(107,430)	(5,837)

PUDDLEDUCKS UNDER FIVES

NOTES TO THE FINANCIAL STATEMENTS – CONTINUED FOR THE YEAR END 31st AUGUST 2018

9. MOVEMENT IN FUNDS – Continued

The restricted playground fund relates to grants received from The Big Lottery and Telford & Wrekin Council to construct an outdoor play area for the children. This expenditure is treated as a fixed asset of the charity and the depreciation incurred is charged against this fund.

**PUDDLEDUCKS UNDER FIVES
DETAILED STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31st AUGUST 2018**

	2018	2017
	£	£
INCOMING RESOURCES		
Voluntary Income		
Grants	85,058	71,731
	85,058	71,731
Activities for generating funds		
Playgroup fees	16,170	28,095
Fundraising	365	705
	16,535	28,800
RESOURCES EXPENDED		
Fundraising trading: cost of goods sold and other costs		
Fundraising	157	101
Charitable activities		
Wages	82,287	81,778
Postage, stationery and consumables	1,065	1,724
Sundries	12	367
Equipment	2,339	5,243
Uniforms	-	709
Photographs	-	650
Rent	9,810	9,642
Insurance	881	860
Refreshments	913	1,070
Household and cleaning	1,370	1,055
Subscriptions	85	85
Training costs	1,489	2,369
Photocopier costs	2,564	3,922
Computer running	629	773
Telephone	491	466
PAT testing	192	202
	104,127	110,915
Governance costs		
U Check (DBS) fees	210	421
Accountancy	990	914
Pension administration	153	479
	1,353	1,814

This page does not form part of the financial statements

PUDDLEDUCKS UNDER FIVES

**DETAILED STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR END AUGUST 31st 2018**

	2018 £	2017 £
Finance		
Peninsula	-	211
Payroll administration	736	588
Bank charges	134	267
	870	1,066
Other		
Depn of playground	465	621
Fixtures and fittings	53	71
Depn computer equipment	551	735
	1,069	1,427
Total resources expended	107,576	115,323
Net expenditure	5,983	14,792

This page does not form part of the financial statements

