

PUDDLEDUCKS COMMUNITY PLAYGROUP

YEAR ENDED 31 AUGUST 2019

PUDDLEDUCKS COMMUNITY PLAYGROUP

FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 AUGUST 2019

Charity number: 1027069

PUDDLEDUCKS COMMUNITY PLAYGROUP

YEAR ENDED 31 AUGUST 2019

Contents	Page No.
Report of the Trustees	1 - 6
Receipts and Payments Account	7
Statement of Assets and Liabilities	7
Independent Examiner's Report	8
Chairperson, Treasurer and Lead Practitioner Reports	Appendix 1

PUDDLEDUCKS COMMUNITY PLAYGROUP

YEAR ENDED 31 AUGUST 2019

REPORT OF THE TRUSTEES

The Trustees are pleased to present their report, together with the financial statements for the year ended 31 August 2019.

Reference and administration details

Charity name: Puddleducks Community Playgroup

Charity registration number: 1027069

Address of charity: Jubilee Room
Mulbarton Village Hall
The Common
Mulbarton
Norwich
NR14 8AE

Trustees: E Maginn (Chairperson)
A Watson (Treasurer)
B Holland - Secretary
N Lambert (Safeguarding Officer)
A Snowling
C Meeson
A Costa

Associates: N/A

Lead Practitioner: S Webster

Bookkeeper: N Hall

Administrator: D Fiddeman

Bankers: The Co-operative Bank
PO Box 250
Delf House
Southway
Skelmersdale
WN8 6WT

Independent Examiner: Aldous & Saunders

PUDDLEDUCKS COMMUNITY PLAYGROUP

YEAR ENDED 31 AUGUST 2019

Structure, governance and management

Governing document

Puddleducks Community Playgroup was established in 1993. Its constitution was adopted on 4 October 1993 and registered with the Charity Commission (registration number 1027069) on 13 October 1993. An amendment to the constitution was made on 16 October 2015 and submitted to the Charity Commission.

Appointment and recruitment of Trustees

The Trustees are appointed each year at the Annual General Meeting.

The committee of Trustees shall consist of:

- 3 officers (Chairperson, Secretary, Treasurer);
- Not less than 4 nor more than 9 other elected Trustees;
- Up to 3 co-options, at the discretion of the committee.

At least two-thirds of the committee members, including co-opted members, shall at the time of election or co-option be parents of guardians of Children in the setting.

Trustees' induction and training

All new Trustees will be provided with copies of:

- The Charity's constitution
- The latest accounts of the Charity

and are encouraged to read Charity Commission guidance notes CC3 - "The Essential Trustee".

In addition, Trustees are encouraged to read Charity Commission and other newsletters and to attend courses designed to keep them abreast of their duties and responsibilities.

Risk management

The Trustees actively review the major risks which the Charity faces on a regular basis and have established systems to mitigate the risks as far as possible, within practical and financial constraints.

Organisational structure

The Trustees administer the Charity and meet 11 times a year to review fee and grant income and discuss and approve forthcoming charitable expenditure.

Objectives and activities

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

Achievements and performance

The setting was subject to an Ofsted inspection in September 2016 and achieved a good rating.

Reports of the Chairperson, Treasurer and Lead Practitioner are included in the attached appendix to the financial statements.

Public benefit

PUDDLEDUCKS COMMUNITY PLAYGROUP

YEAR ENDED 31 AUGUST 2019

The Trustees have considered the Charity Commission's guidance on public benefit. They confirm that in planning and carrying out the Charity's activities they have had regards to this guidance.

Plans for future periods

The Trustees' financial plans for the coming year are:

- Continue and use existing Fundraising to:
 - Subsidise end of term trips and preschool trip
 - Subsidise play and stay sessions,
 - Fund end of term party and leavers' gifts,
 - Fund Christmas party and children gifts
 - Fund work done to improve the outside space and its ongoing maintenance
- Maintain and grow the contingency fund already established to cover the cost of statutory redundancies in the unlikely event of closure (and regularly monitor the adequacy of this fund);
- Aim to hold sufficient general reserves equal to one term's (i.e. one-third of annual) total expenditure;
- Maintain the additional designated contingency fund which is accumulating over time, to cover the estimated cost of moving premises should the current lease not be renewed; and
- Continue to support Ducklings with a small financial contribution each month, as a valuable form of publicity and feeder group for Puddleducks.

Financial review

The Charity is funded by fee income and local authority funding. Total receipts amounted to £79,603 and after payments of £104,541, net income for the year amounted to **£-24,938**.

The Trustees consider the year end financial position to be in line with budgeted expectations and confirm that the Charity can meet all known obligations.

Reserves policy

At the year end, the Charity's free reserves amounted to £49,524. It is the Trustees' aim to maintain reserves in order to:

1. meet redundancy liabilities should the preschool have to close;
2. maintain a general contingency reserve equal to one term's outgoings;
3. maintain a designated contingency fund, accumulating over time, to cover the estimated cost of moving premises; and
4. invest in new toys and equipment as and when required.

After providing for the estimated cost of the above, the Charity has excess reserves remaining of £5,227 which will be used to fund the financial plans outlined above, keep fees to a minimum and support the expected ongoing future deficits resulting from funding cuts.

PUDDLEDUCKS COMMUNITY PLAYGROUP

YEAR ENDED 31 AUGUST 2019

Signed on behalf of the Trustees

E Maginn
Chairperson
18th October 2019

PUDDLEDUCKS COMMUNITY PLAYGROUP

YEAR ENDED 31 AUGUST 2019

RECEIPTS AND PAYMENTS ACCOUNT

	2019	2018
Income receipts	£	£
Fees	18,761	22,465
Early Years Funding	55,831	78,684
Bursaries	-	-
Milk refunds	-	-
Parent purchases	67	-
Sundry income	-	-
Investment income	-	3
Grants	-	-
Ducklings	1,758	1,114
Fundraising income	3,186	6,859
	<u>79,603</u>	<u>109,125</u>
Charitable expenditure		
Wages	84,355	87,168
Rent	7,140	6,585
Education	2,702	1,329
Admin equipment	2,502	872
Admin expenses	46	407
Insurance	827	842
Yearly subscriptions	549	330
Staff training	108	488
Milk / Fruit & Veg	953	1,130
Gifts	88	-
Premises expenses	-	-
Grants expended	-	-
Sundry expenses	- 3,150	186
Ducklings	1,050	742
Parties	-	-
Fundraising expenses	7,371	8,300
	<u>104,541</u>	<u>108,379</u>
Other payments		
Independent Examiner's fees	-	-
	-	-
Net receipts for the year	<u>(24,938)</u>	<u>746</u>
Cash and bank balances at start of year	<u>74,462</u>	<u>73,724</u>
Cash and bank balances at year end	<u>49,524</u>	<u>74,470</u>

PUDDLEDUCKS COMMUNITY PLAYGROUP

YEAR ENDED 31 AUGUST 2019

STATEMENT OF ASSETS AND LIABILITIES

	2019 £	2018 £
Cash funds		
Bank Current account	44,297	65,291
Bank Fundraising account	5,228	9,179
	<u>49,524</u>	<u>74,470</u>
Current Assets		
Income: Autumn Fees	-	-
Income: Ducklings	-	176
	-	<u>176</u>
Current Liabilities		
Purchases	-	535
Fundraising – Awaiting Party invoice	-	106
Wages Ducklings	-	128
Wages/PAYE/NI	-	90
Rent (Scout hut) Duckling	-	162
IE Fee	-	<u>50</u>
	-	<u>1071</u>

These financial statements were approved by the Trustees on 18 October 2019 and are signed on their behalf by:

E Maginn
Chairperson

A Watson
Treasurer

N Hall
Bookkeeper

PUDDLEDUCKS COMMUNITY PLAYGROUP

YEAR ENDED 31 AUGUST 2019

INDEPENDENT EXAMINER'S REPORT

See separate attachment

CHAIRPERSONS REPORT

Welcome:

On behalf of the committee and staff I would like to thank all those who are here tonight for taking time out of their evening, to support our AGM.

Puddleducks is a registered charity run for the benefit of our children, and the wider community and not for profit. But in order to operate we are required to run an AGM each year, with a minimum number of parents & carers of the children that attend, to be present. (we require a minimum 15 attendees to be Quorate).

Thanks to Committee:

First of all, I would like to thank the outgoing Committee members, Audrey, Amy and Becca for their hard work and dedication this year. They have been great to work with and Becca in particular, has supported and helped me settle into the role of Chair.

I also want to thank the current Committee members who are staying on. It's been great working with this Committee and I'm glad we have a core of Trustees staying on for another year; and also to have Ash continuing as Treasurer.

Thanks to Staff:

And finally, I do also want to thank Sarah and all the staff on behalf of all of us:

I've seen first-hand how dedicated the Puddleducks team are; and the amazing job that they do and also how much extra time they put in to making Puddleducks part of the wider-Mulbarton community. We're very grateful to have recruited some fantastic new staff this year and we officially welcome Becky & Danielle to the team. As a playgroup and preschool that has been running for nearly 30 years, we are lucky to have a fantastic mix of experience, energy and enthusiasm in the team, all lead brilliantly by Sarah, and supported by Janice, Anna, Kim & Karina.

Challenges:

As you will hear from the Treasurers report, we've had a challenging year. And, we are under no illusion that this coming year will also be hard.

Unfortunately, our intake numbers last year were down by around 20% and we are forecasting similar this year. This makes it challenging to keep the setting profitable. In addition to two consecutive low birth years; we are impacted by increasing costs; reduced funding; and more competition than before. Running a business by committee, also has its own set of challenges, especially when the management committee are all volunteers.

We are implementing new ways to run the Committee more efficiently and effectively this year:

Committee Commitments:

Historically, the Committee have met one evening a month, 12 times per year. But we are aware that this is a big commitment for busy parents.

PUDDLEDUCKS COMMUNITY PLAYGROUP

YEAR ENDED 31 AUGUST 2019

So, this year, in order to reduce the minimum amount of commitment required from Committee members. We have voted to reduce the number of 'official' Committee meetings down to 3 (plus the AGM). I hope that this will encourage more parents, to step forward and join the Committee or the fundraising sub-committee.

To ensure that Sarah and the staff are supported, and things are still managed correctly; Myself, The Treasurer and Lead Practitioner, will continue to meet on a monthly basis, or more when required. General Committee members are of course welcome to get more involved via specific roles, but there is no pressure to.

We have found that we can achieve a lot collectively, via facebook groups and email. So, by working smarter, we can reduce the time commitment needed to remain constitutionally inline, and also drive Puddleducks forward effectively.

Invitation to Join the Committee:

With this in mind, we will shortly invite anyone who is interested to put their name forward for the Committee or as a fundraising helper. As a member of the Committee you have the opportunity to shape how Puddleducks is run.

Committee members are involved in all areas such as Staffing, Salaries, Policies, Budget, Events, Fundraising etc.

And in particular please consider the role of Secretary, as this is a vital 'Officer' role that does need to be filled.

Reflecting on last year:

Although, our intake numbers are down, this is not a reflection of the efforts that have been put in to create a better environment for our children. Committee members and staff, pulled off one of the best ever Christmas fairs last year; and we have refurbished the garden space; the jubilee room; and rebranded and rebuilt the website this year.

We are confident that with this new impetus, we can steer Puddleducks back to profitability.

Moving forward this year:

OFSTED Outstanding:

Puddleducks has excelled at previous OFSTED inspections, having been rated as a 'Good' provider at every inspection. This is a great achievement in itself, but this coming year we are actively target OFSTED 'Outstanding' recognition, as this will demonstrate our experience and excellence as an Early Years Educational setting rather than just another playgroup.

Safe Guarding:

Puddleducks has an excellent safeguarding and safety record, and the safety of the children in our care is our number 1 priority. All of our staff are first-aid trained, and most have specialist paediatric first aid training. To ensure that parents are aware of this, we are committing to join *Millie's Mark* this year, which is a National scheme of excellence. *Millie's Mark* is designed to provide reassurance to parents that all childcare practitioners at Puddleducks are paediatric first aid trained and competent.

Funding and Mixed sessions:

PUDDLEDUCKS COMMUNITY PLAYGROUP

YEAR ENDED 31 AUGUST 2019

- We have introduced mixed age sessions and now operate for 7.5 hours per day (from 8 until 3:30).
- We have extended our offer to include 15 and 30 hours funding to ensure that we can meet parents needs in the most effective way.
- We have also actively increased our catchment area and will be using targeted online advertising this year to appeal to a wider audience.

Parent Portal & Monthly Invoicing:

We are introducing a new Parent Portal, where parents can log on and view invoices and all registration documents. This will allow us to update the way that we invoice parents so that we can bill monthly to spread the cost; and also will take payments by direct debit, so that billing is not a chore.

All parents will be receiving login details in the next couple of weeks, and we intend to begin invoicing through the new system from 2020.

Streamlining Processes & Going Digital:

We are also conscious that as an organisation, a lot of our processes have historically been paper based. So, to reduce waste and costs, we are developing paperless internal systems, such as digital registers.

Flexibility and Supporting Parents:

The new back office system we are developing, will allow us to offer more flexibility and faster communication with parents. This will aid new parents in registering and booking show visits; and well as allowing for existing parents to add extra sessions if they need to – We are also looking at the possibility of flexible 1 hours slots to help parents who may need to visit doctors, or just to get out to the shops. This will be trailed in the coming months.

Maintaining Best Practice Care & Staff levels:

We will strive to reduce overheads and excessive costs where possible, but we still commit to maintaining best practice staffing levels, training and child care

The Role of Fundraising and Fundraisers:

Puddleducks continues to offer fantastic off-site visits and treats for our children:

We would not be able to do as much as we do, without the continue efforts of fundraising. This year the children, staff and parents have visited the Dinosaur Park; been on a Bear Hunt at the Norwich Playhouse; enjoyed Christmas and End-of-Year parties, as well as garden improvements.

Therefore, we are setting up a fundraising and events sub-committee, for those who want to get more involved, but can't commit as a committee member or to evening meetings. The idea is that the group can meet informally, during day times, or at Puddleducks, under the guidance of a Committee Fundraising Officer.

Fundraising continues to be an important part of operating Puddleducks, and the pinnacle of this is the Christmas Fair, which is coming up in December.

Thanks again for attending and for your support.

Ellis

PUDDLEDUCKS COMMUNITY PLAYGROUP

YEAR ENDED 31 AUGUST 2019

Dr. Ellis Maginn
Chair, Puddleducks Preschool, Mulbarton

m: 07914 758132

e: chair@puddleducksmulbarton.co.uk

PUDDLEDUCKS COMMUNITY PLAYGROUP

YEAR ENDED 31 AUGUST 2019

TREASURERS REPORT

The Puddleducks financial year runs from 1st September to 31st August annually. This allows the management of Playgroup's finances in the context of admissions and staffing each academic year. The annual budget was reported to return a deficit of approximately £22k which was mainly impacted by a high number of children leaving for primary school and no direct replacement in headcount.

During the 12 month accounting period, the Puddleducks totals were as follows:

Receipts - £80k
Payments - £105k
Net Receipts - **£-25k**

Comparison to previous year:

	2017/18	2018/19
Receipts	£109k	£80k
Payments	£108k	£105k
Net Receipts	£1k	£-25k

This shows that, whilst expenditure remained broadly in line with the previous year, the volume of business reduced by approx 25% since the last accounting period.

Despite facing a challenging year the Management Committee voted in favour of raising staff wages in April 2019 in excess of increases in national living wage. This was seen as a necessary step to ensure staff retention and also compete with our peers.

Within the overall figures, we were able to spend over £400 on the regeneration of the outdoor space and garden area and over £2k on significant refurbishments to the Jubilee Room including painting and improved storage. Whilst this wasn't initially budgeted for it was again seen as a necessary step to compete.

Fundraising during the year has generated over £3k in income with the majority coming from the Xmas fair. These funds were used in part for the refurbishment work along with maintaining the annual Dinosaur Park trip and Xmas party.

Ducklings continues to flourish and provides a valuable source of income to Puddleducks. We welcomed Laura Tink to the group which has brought the benefit of experience from her own business Crafty Little Tinkers. Ducklings is self funded and on this basis the Committee decided that Ducklings represents good value for money as a form of publicity and feeder group for Puddleducks, and that we should continue to invest.

To conclude, it has been a year of change for Puddleducks, and with admissions on the low side we face a challenging 12 months. We do however remain positive that with the rebranding improvements made during the year and continued support from the staff, committee, parents & carers we are well placed to attract new children to the playgroup.

Ashley Watson
Treasurer

LEAD PRACTITIONERS REPORT

During the past year we have continued to offer many different kinds of learning experiences for the children at Puddleducks. We have purchased some new equipment, to enhance learning in different areas of the EYFS, developed and regenerated the outdoor learning environment, redecorated and furnished the Jubilee room, launched our new website and logo and in the coming days we hope to launch our new management system, Nursery in a box.

The children have taken part in fundraising for Children in Need, World book day by getting dressed up as their favourite book character, we have also taken part in Comic relief and we are at present collecting for the Salvation Army tins appeal and items for our local food bank.

In December 2018, 24 preschool children, performed 'The Nativity' to a room full of parents, Grandparents, Aunts and Uncles. It was enjoyed by everyone that attended.

The children celebrated Chinese New Year, tasting noodles and prawn crackers, they even used chop sticks and enjoyed moving and dancing like the Chinese dragon. We tasted pancakes on Pancake Day. We have also enjoyed topics about people who help us, welcoming some special visitors in to see us and tell us all about their jobs. We would like to thank Audrey and Conrad Costa for coming and talking to the children about being dentists and dental health, Nicole Cursons and Charlotte Thouless for taking the time to come in and talk about being nurses and allowing the children to explore the resources they brought with them and also PC Chris for coming and talking about being a police officer and letting us sit in the police truck. Just some of the experiences that have been offered to the children at Puddleducks.

Continuing through the year have been various growing projects. With the regeneration of our Eco garden by the management committee and the weekly help of Grandma Sally the children have been able to grow peas, bean, strawberries, sweetcorn, pears, carrots, tomatoes and some huge pumpkins. All of their produce has been used for snack, in soup making and to take home and the pumpkins will be used in activities after half term.

We went on our Pre-school trip to Norwich Playhouse. 22 preschool children and the staff team travelled by coach to Norwich playhouse to see a production of We're going on a Bear Hunt. It was a great afternoon, enjoyed by all of the children and that attended. All of the extracurricular activities that we offer are made possible through the money raised at fundraising events.

Over the past year we have also held two successful open mornings for prospective parents and their children to come along and meet the staff, Committee and enjoy the activities on offer.

In April we welcomed Laura Tink to run Ducklings our parent and child group and with Laura at the helm it continues to be a popular session on a Wednesday morning, with lots of young children and their parents joining us for activities.

In July we said an emotional goodbye to the pre-school children as they started their journey through` school. We had a lovely afternoon, looking back at their time with us and seeing just how much they had grown and developed over the time they had been with us.

The end of term was celebrated with a party, 50 children attended and were entertained by Graham of FunForce and we finished with a picnic.

The new academic year has begun well, we have welcomed new children and their families to Puddleducks, as well as welcoming back the children who were already on register with us. So far this term we have enjoyed the topic 'all about me' and we have been exploring Autumn and harvest, looking at colours, pumpkins and wildlife. We have been on a visit to Paddock farm, where the children were able to explore the orchard and find apples, which they brought back to Puddleducks to use to make apple crumble. Whilst at Paddock farm they also did some shopping for vegetables to make soup.

This year has also seen changes to the staff team. We said goodbye to Vanessa, Kerry and Maria and have welcomed Becky and Danielle to the team. They have both settled well in to the Puddleducks team. We also welcomed back Kim from Maternity leave.

I would like to take this opportunity to thank the staff team for all of their hard work and commitment, the activities and learning experiences that the children have enjoyed over the past academic year would not have been possible without their hard work, commitment and love of the job.

The staff continue to attend training, completing child protection, paediatric first aid and Sarah has completed a (BA Hons) Degree in Integrated working with young children and their Families and will graduate from the university of Hertfordshire in December 2019.

The staff team and I would like to say 'Thank you' to the outgoing committee for all of their hard work behind the scenes and support that they have offered the staff team over the last year and for some of them it's the end of their Puddleducks journey.

I would also like to thank the parents and extended family members for their continued support in all we do at Puddleducks.

Thank you.

-										
RECEIPTS AND PAYMENTS ACCOUNT										
FOR THE YEAR ENDED 31 AUGUST 2019										
	Pro-rata'd					Full year				
	2019	2018		Movement		2019	2018		Movement	
	£	£				£	£			
Income receipts										
Fees	18,761	14,977		3,784		18,761	22,465		(3,704)	
Early Years Funding	55,831	52,456		3,375		55,831	78,684		(22,853)	
Bursaries	-	-		0		-	-		0	
Milk refunds	-	-		0		-	-		0	
Parent purchases	67	-		67		67	-		67	
Sundry income	-	-		0		-	-		0	
Investment income	-	2		(2)		-	3		(3)	
Grants	-	-		0		-	-		0	
Ducklings	1,758	743		1,015		1,758	1,114		644	
Fundraising income	3,186	4,573		(1,387)		3,186	6,859		(3,674)	
	79,603	72,750		6,853		79,603	109,125		(29,522)	
Charitable expenditure										
Wages	84,355	58,112		26,242		84,355	87,168		(2,814)	
Rent	7,140	4,390		2,750		7,140	6,585		555	
Education	2,702	886		1,816		2,702	1,329		1,373	
Admin equipment	2,502	582		1,921		2,502	872		1,630	
Admin expenses	46	271		(225)		46	407		(361)	
Insurance	827	561		266		827	842		(14)	
Yearly subscriptions	549	220		329		549	330		219	
Staff training	108	325		(217)		108	488		(380)	
Milk / Fruit & Veg	953	754		199		953	1,130		(178)	
Gifts	88	-		88		88	-		88	
Premises expenses	-	-		0		-	-		0	
Grants expended	-	-		0		-	-		0	
Sundry expenses	- 3,150	124		(3,274)		- 3,150	186		(3,336)	
Ducklings	1,050	494		555		1,050	742		308	
Parties	-	-				-	-		0	
Fundraising expenses	7,371	5,533		1,838		7,371	8,300		(929)	
	104,541	72,253		32,288		104,541	108,379		(3,839)	
Other payments										
Independent Examiner's fees	-	-				-	-			
	-	-				-	-			
Net receipts for the year	(24,938)	497		(25,435)		(24,938)	746		(25,683)	
	Month	8								

Ensure to note any adjustments made to Master Sheet		PASTE MASTER SHEET HERE							General Account		FR Account				
MONTH	Notes	No	Date	Budget Code	Amount Debit	Amount Credit	Income or cost category	Description of income or expense	Debit	Credit	Diff	Debit	Credit	Diff	Explanation difference
9	Cashbook input as GAX18 - Should be FRX1	1	03/09/18	GAX3	595.01		PD RENT	MULBARTON VH	595.01						
9		2	04/09/18	GAX1	201.97		SALARY	N HALL	201.97						
9		3	04/09/18	GAX1	252.37		SALARY	D FIDDEMAN	252.37						
9		4	04/09/18	GAX1	413.56		SALARY	R BENNETT	413.56						
9		5	04/09/18	GAX1	534.78		SALARY	M MILBURN	534.78						
9		6	04/09/18	GAX1	565.83		SALARY	J HOWARD	565.83						
9		7	04/09/18	GAX1	631.49		SALARY	A MAYHEW	631.49						
9		8	04/09/18	GAX1	731.65		SALARY	K CATOR	731.65						
9		9	04/09/18	GAX1	832.97		SALARY	K TURNER	832.97						
9		10	04/09/18	GAX1	954.67		SALARY	V TAYLOR	954.67						
9		11	04/09/18	GAX1	1,111.70		SALARY	S WEBSTER	1,111.70						
9		12	07/09/18	GAX1	90.94		PENSION CNTR	NEST	90.94						
9		13	11/09/18	GAX1	90.95		PAYROLL FEE	HEATHER MUNN	90.95						
9		14	11/09/18	GAX4	92.92		GROUP USE	ESPO	92.92						
9		15	12/09/18	GAX8	106		MEMBERSHIP	PRE SCHOOL ALLIANCE	106						
9		16	17/09/18	FRX1	92.5		XMAS PARTY	FUNFORCE	92.5						
9		17	19/09/18	GAX4	18.14		GROUP EXPENSES	M MILBURN	18.14						
9		18	19/09/18	GAX6	32		PRINTER CARTS	D FIDDEMAN	32						
9		19	19/09/18	GAX4	56.72		GROUP EXPENSES	J HOWARD	56.72						
9		20	19/09/18	GAX4	163.58		GROUP EXPENSES	J HOWARD	163.58						
9		21	19/09/18	GAX4	181.22		GROUP EXPENSES	S WEBSTER	181.22						
9		22	21/09/18	GAY8		176.32	DUCKLING INCOME	DUCKLINGS		176.32					
9		23	24/09/18	GAX5	66.84		PHONES/INTERNET	PLUSNET	66.84						
9		24	27/09/18	GAX5	21.83		STAFF BADGES	D FIDDEMAN	21.83						
9		25	27/09/18	FRX1	63		ROOM HIRE 10/11	MULBARTON VH				63			
9		26	27/09/18	FRX1	80		ROOM HIRE 02/12	MULBARTON VH				80			
9		27	27/09/18	GAX4	149.68		GROUP EXPENSES	S WEBSTER	149.68						
9		28	27/09/18	GAX4	176.06		GROUP EXPENSES	S WEBSTER	176.06						
9		29	27/09/18	GAY1		156	AUTUMN FEES	PHOEBE MUNN					156		
9		30	27/09/18	GAY1		234	AUTUMN FEES	K GRAY					234		
9		31	27/09/18	GAY1		288	AUTUMN FEES	A BROOKS					288		
9		32	27/09/18	GAY1		324	AUTUMN FEES	T LESTER					324		
10		33	01/10/18	GAX3	595.01		JUBILEE RENT	MULBARTON VH	595.01						
10		34	01/10/18	GAY1		216	AUTUMN FEES	B LAMBERT					216		
10		35	01/10/18	GAY1		312	AUTUMN FEES	A SHAHINYA					312		
10		36	02/10/18	GAY1		156	AUTUMN FEES	M TAKACS					156		
10		37	02/10/18	GAY1		226.35	AUTUMN FEES	T CROSS					226.35		
10		38	02/10/18	GAX13	50		AUDIT	AUDIT FEE	50						
10		39	03/10/18	GAY1		144	AUTUMN FEES	B DRAPER					144		
10		40	04/10/18	GAX1	1,045.15		SALARY	K CATOR	1,045.15						
10		41	04/10/18	GAY8		151.9	DUCKLING INCOME	DUCKLINGS					151.9		
10		42	04/10/18	GAY1		26	AUTUMN FEES	S BLANCH					26		
10		43	05/10/18	GAX1	138.25		SALARY	A MAYHEW	138.25						
10		44	05/10/18	GAX1	201.77		SALARY	N HALL	201.77						
10		45	05/10/18	GAX1	252.37		SALARY	D FIDDEMAN	252.37						
10		46	05/10/18	GAX1	364.52		SALARY	K KING	364.52						
10		47	05/10/18	GAX1	413.56		SALARY	R BENNETT	413.56						
10		48	05/10/18	GAX1	619.34		SALARY	K TURNER	619.34						
10		49	05/10/18	GAX1	631.49		SALARY	A MAYHEW	631.49						
10		50	05/10/18	GAX1	905.18		SALARY	M MILBURN	905.18						
10		51	05/10/18	GAX1	939.93		SALARY	J HOWARD	939.93						
10		52	05/10/18	GAX1	1,135.19		SALARY	V TAYLOR	1,135.19						
10		53	05/10/18	GAX1	1,213.09		SALARY	S WEBSTER	1,213.09						
10	Entry duplicated under Debit as well in Bookkeeper Spreadsheet	54	05/10/18	GAY1		111.65	AUTUMN FEES	SODEXO-CROSS					111.65		
10		55	05/10/18	GAY1		144	AUTUMN FEES	L SIDOLI					144		
10		56	05/10/18	GAY1		168	AUTUMN FEES	J HINCHLEY					168		
10		57	08/10/18	GAY1		52	AUTUMN FEES	M THOULESS					52		
10		58	08/10/18	GAY1		52	AUTUMN FEES	Z COSTA					52		
10		59	08/10/18	GAY1		144	AUTUMN FEES	E MCGRATH					144		
10		60	09/10/18	GAX1	154.82		PENSION CNTR	NEST	154.82						
10		61	09/10/18	GAY1		144	AUTUMN FEES	E VAUGHAN					144		
10		62	09/10/18	GAY1		336	AUTUMN FEES	B MEESON					336		
10		63	10/10/18	GAY1		52	AUTUMN FEES	G POWELL					52		
10	Prior year account balance transfer to balance Bank account totals against year end return. Prior year account balance transfer to balance Bank account totals against year end return.	64	10/10/18	GAY1		220	AUTUMN FEES	L SIDOLI/CARE4					220		
10		65	11/10/18	GAY1		144	AUTUMN FEES	B BARRETT					144		
10		66	12/10/18	FRY1		3.36	FUNDRAISING	E-FULFILL						3.36	
10		67	15/10/18	GAX6	14.4		DATA SHREDDING	KENNYS SHREDDING	14.4						
10		68	15/10/18	GAY1		312	AUTUMN FEES	W COLLINS					312		
10		69	16/10/18	GAY1		100	AUTUMN FEES	F JARRETT					100		
10		70	23/10/18	GAY1		13	AUTUMN FEES	KIDDIVOUGH-EASTERB					13		
10		71	23/10/18	GAY1		26	AUTUMN FEES	KIDDIVOUGH-SNOWLING					26		
10		72	23/10/18	GAY1		300	AUTUMN FEES	KIDDIVOUGH-WATSON					300		
10		73	23/10/18	GAY2		917.88	BURSERY SW	NCC FUNDING					917.88		
10	Prior year account balance transfer to balance Bank account totals against year end return.	74	24/10/18	GAX5	66.6		MOBILE/INTERNET	PLUSNET	66.6						
10		75	26/10/18	GAX13			T/F FUNDRAISING	2017/18					1,440.35		
10		76	26/10/18	GAX13		2,522.00	T/F FUNDRAISING	2016/17					2,522.00		
10		77	26/10/18	GAY8		101.8	PO CREDIT	DUCKLINGS INCOME					101.8		
10		78	26/10/18	GAY1		156	AUTUMN FEES	E FIDDY					156		
10		79	30/10/18	GAX4	49.21		GROUP EXPENSES	J HOWARD	49.21						

Ensure to note any adjustments made to Master Sheet		PASTE MASTER SHEET HERE							General Account		FR Account				
MONTH	Notes	No	Date	Budget Code	Amount Debit	Amount Credit	Income or cost category	Description of income or expense	Debit	Credit	Diff	Debit	Credit	Diff	Explanation difference
10	Cashbook input as GAX18 - Should be FRX1	80	30/10/18	GAX9		50		TRAINING (NON ATT)	50						
10		81	31/10/18	GAY1			52	AUTUMN FEES		52					
11		82	01/11/18	GAX3	595.01			JUBILEE RENT	595.01						
11		83	02/11/18	FRX1		50		DUCKLING XMAS		50					
11		84	02/11/18	GAX14		54		DUCKLING RENT		54					
11		85	02/11/18	GAX1	201.97			SALARY	201.97						
11		86	02/11/18	GAX1		252.37		SALARY		252.37					
11		87	02/11/18	GAX1	360.51			SALARY	360.51						
11		88	02/11/18	GAX1	639.58			SALARY	639.58						
11		89	02/11/18	GAX1	651.96			SALARY	651.96						
11	Cashbook input as GAX12 - Should be FRX1	90	02/11/18	GAX1	693.48			SALARY	693.48						
11		91	02/11/18	GAX1	759.08			SALARY	759.08						
11		92	02/11/18	GAX1	920.5			SALARY	920.5						
11		93	02/11/18	GAX1	941.52			SALARY	941.52						
11		94	02/11/18	GAX1	1,141.03			SALARY	1,141.03						
11		95	02/11/18	GAY1		152		AUTUMN FEES		152					
11		96	09/11/18	GAX1	119.12			PENSION CNTR	119.12						
11		97	12/11/18	GAY1		126		AUTUMN FEES		126					
11		98	14/11/18	GAY1		78		AUTUMN FEES		78					
11		99	14/11/18	GAY1		78		AUTUMN FEES		78					
11	Cashbook input as GAX12 - Should be FRX1	100	14/11/18	GAY1		96		AUTUMN FEES		96					
11		101	15/11/18	GAY1		234		AUTUMN FEES		234					
11		102	16/11/18	FRY1		35.32		DONATION					35.32		
11		103	19/11/18	GAX1	89.69			PAYROLL FEE	89.69						
11		104	19/11/18	GAY1		120		AUTUMN FEES		120					
11		105	20/11/18	GAX14	54			DUCKLING RENT	54						
11		106	20/11/18	GAY1		112		AUTUMN FEES		112					
11		107	21/11/18	GAX1	86.37			PAYROLL FEE	86.37						
11		108	22/11/18	GAY1		84		AUTUMN FEES		84					
11		109	26/11/18	GAX5	66.72			MOBILE/INTERNET	66.72						
11	Cashbook input as GAX12 - Should be FRX1	110	28/11/18	FRX1	20			STAFF PRESENT	20						
11		111	28/11/18	GAX4	47.42			GROUP EXPENSES	47.42						
11		112	28/11/18	FRX1	201.17			XMAS GIFTS	201.17						
11		113	30/11/18	FRX1	600			XMAS FLOATS				600			
12		114	04/12/18	GAX1	52.62			PAYROLL FEE	52.62						
12		115	04/12/18	GAX1	100			SALARY	100						
12		116	04/12/18	GAX1	201.97			SALARY	201.97						
12		117	04/12/18	GAX1	252.37			SALARY	252.37						
12		118	04/12/18	GAX1	374.53			SALARY	374.53						
12		119	04/12/18	GAX1	619.34			SALARY	619.34						
12	Cashbook input as GAX12 - Should be FRX1	120	04/12/18	GAX1	679.66			SALARY	679.66						
12		121	04/12/18	GAX1	708.72			SALARY	708.72						
12		122	04/12/18	GAX1	824.75			SALARY	824.75						
12		123	04/12/18	GAX1	875.92			SALARY	875.92						
12		124	04/12/18	GAX1	1,019.46			SALARY	1,019.46						
12		125	04/12/18	GAX1	1,159.13			SALARY	1,159.13						
12		126	06/12/18	FRY1		125		SPONSOR					125		
12		127	07/12/18	GAX1	125.91			PENSION CNTR	125.91						
12		128	07/12/18	GAY2		15,110.55		AUTUMN CLAIM		15,110.55					
12		129	10/12/18	GAY1		22		AUTUMN FEES		22					
12	Cashbook input as GAX12 - Should be FRX1	130	11/12/18	GAX14	72			DUCKLINGS RENT	72						
12		131	11/12/18	GAX4	169.2			GROUP EXPENSES	169.2						
12		132	11/12/18	FRX1	61			CHILD GIFTS	61						
12		133	13/12/18	GAX14	100			DUCKLING PARTY	100						
12		134	17/12/18	FRY1		1,274.00		FUNDRAISING					1,274.00		
12		135	20/12/18	GAY8		226.3		DUCKLINGS FEES		226.3					
12		135	20/12/18	GAY8		120		DUCKLING XMAS		120					
12		135	20/12/18	FRY1		82.58		CAKE STALL					82.58		
12		135	20/12/18	FRY1		31.45		FUNDRAISING					31.45		
12		135	20/12/18	FRY1		31		FUNDRAISING					31		
12		135	20/12/18	FRY1		87		FUNDRAISING					87		
12		135	20/12/18	FRY1		120.16		FUNDRAISING					120.16		
12		136	21/12/18	GAX4	16.95			GROUP EXPENSES	16.95						
12		137	21/12/18	GAX4	21			GROUP EXPENSES	21						
12		138	21/12/18	GAX4	60.31			GROUP EXPENSES	60.31						
12		139	21/12/18	GAX4	92.92			GROUP EXPENSES	92.92						
12		140	21/12/18	GAX17	368.29			FRUIT	368.29						
12		141	21/12/18	GAY2		328.5		EYP		328.5					
12		142	24/12/18	GAX5	66.72			PHONES/INTERNET	66.72						
12		143	24/12/18	GAX4	141.54			GROUP EXPENSES	141.54						
12		144	24/12/18	GAY1		48		SPRING FEES		48					
12		145	31/12/18	GAY1		115.23		SPRING FEES		115.23					
1		146	02/01/19	GAY1		78		SPRING FEES		78					
1		147	03/01/19	GAX1	849.03			SALARY	849.03						
1		148	04/01/19	GAX1	90.27			SALARY	90.27						
1		149	04/01/19	GAX1	201.77			SALARY	201.77						
1		150	04/01/19	GAX1	252.37			SALARY	252.37						
1		151	04/01/19	GAX1	414.58			SALARY	414.58						
1		152	04/01/19	GAX1	481.26			SALARY	481.26						

Ensure to note any adjustments made to Master Sheet		PASTE MASTER SHEET HERE							General Account		FR Account				
MONTH	Notes	No	Date	Budget Code	Amount Debit	Amount Credit	Income or cost category	Description of income or expense	Debit	Credit	Diff	Debit	Credit	Diff	Explanation difference
1	Cashbook input as GAX18 - Should be FRX1	153	04/01/19	GAX1	619.34		SALARY	K TURNEY	619.34						
1		154	04/01/19	GAX1	935.42		SALARY	K CATOR	935.42						
1		155	04/01/19	GAX1	999.48		SALARY	M MILBURN	999.48						
1		156	04/01/19	GAX1	1,142.58		SALARY	S WEBSTER	1,142.58						
1		157	09/01/19	GAX1	126.79		PENSION CNTR	NEST	126.79						
1		158	09/01/19	GAX8	80		WEB SUPPORT	NORFOLK WEB	80						
1		159	09/01/19	FRX1	205		XMAS ENT	TRICKY TWISTER	205						
1		160	18/01/19	GAX1	57.97		PAYROLL FEE	HEATHER NUNN	57.97						
1		161	18/01/19	FRX1	324.5		TRIP	THEATRE ROYAL	324.5						
1		162	21/01/19	GAY1		216	AUTUMN FEES	F KELF		216					
1	Cashbook input as GAX12 - Should be FRX1	163	22/01/19	FRX1	45.93		GIFTS	BOOK PEOPLE	45.93						
1		164	22/01/19	GAY1		144	AUTUMN FEES	P MUNN		144					
1		165	22/01/19	GAY1		199	AUTUMN FEES	I SAMSON		199					
1		166	22/01/19	GAY1		234	AUTUMN FEES	B LAMBERT		234					
1		167	22/01/19	GAY1		288	AUTUMN FEES	L SMALL		288					
1		168	22/01/19	GAY1		516	AUTUMN FEES	A BROOKS		516					
1		169	22/01/19	GAY1		4	AUTUMN FEES	H CRAWFORD		4					
1		170	24/01/19	GAX5	69.1		MOBILE/INTERNET	PLUSNET	69.1						
1		171	24/01/19	GAY1		286	AUTUMN FEES	TOM PRICE		286					
1		172	25/01/19	GAY1		48	SPRING FEES	G POWELL		48					
1		173	25/01/19	GAY1		72	SPRING FEES	L LATTIMORE		72					
1		174	25/01/19	GAY1		300	SPRING FEES	REWARD F WATSON		300					
1		175	25/01/19	GAY1		444	SPRING FEES	REWARD A SHAHINYA		444					
1		176	28/01/19	GAY1		572	SPRING FEES	R MARRINER		572					
1		177	29/01/19	GAX9	8.1		DBS CHECK	A WATSON	8.1						
1		178	29/01/19	GAX4	28.9		GROUP EXPENSES	R ARTHURS	28.9						
1		179	29/01/19	GAX9	50		FIRST AID	MULBERRY BUSH	50						
1		180	29/01/19	GAY1	72		REFUND	MEESON	72						
1		181	29/01/19	GAX3	1,785.03		JUBILEE RENT	MULBARTON VH	1,785.03						
1		182	29/01/19	GAY1		48	SPRING FEES	B DOWNING		48					
1		183	30/01/19	GAY1		48	SPRING FEES	Z COSTA		48					
1		184	30/01/19	GAY1		264	SPRING FEES	F GRAY		264					
1		185	30/01/19	GAY1		312	SPRING FEES	L SIDOLI		312					
1		186	31/01/19	GAY1		168	SPRING FEES	E MCGRATH		168					
1		187	31/01/19	GAY1		216	SPRING FEES	LFUL80778TFC		216					
2		188	01/02/19	GAY1	72		REFUND	BROOKES	72						
2		189	01/02/19	GAX14	108		DUCKLING RENT	SCOUTS/GUIDES	108						
2		190	04/02/19	GAY1	180		REFUND	SHAHINYAN	180						
2		191	05/02/19	GAX1	252.37		SALARY	D FIDDEMAN	252.37						
2		192	05/02/19	GAX1	345.09		SALARY	J HOWARD	345.09						
2		193	05/02/19	GAX1	412.58		SALARY	K KING	412.58						
2		194	05/02/19	GAX1	467.07		SALARY	R ARTHURS	467.07						
2		195	05/02/19	GAX1	659.82		SALARY	K TURNEY	659.82						
2		196	05/02/19	GAX1	735.73		SALARY	A MAYHEW	735.73						
2		197	05/02/19	GAX1	814.7		SALARY	M MILBURN	814.7						
2		198	05/02/19	GAX1	834.32		SALARY	K CATOR	834.32						
2		199	05/02/19	GAX1	201.97		SALARY	N HALL	201.97						
2		200	05/02/19	GAX1	173.3		SALARY	D ALVES	173.3						
2		201	05/02/19	GAX1	56.47		SALARY	H MABEE	56.47						
2		202	05/02/19	GAX1	1,144.60		SALARY	S WEBSTER	1,144.60						
2		203	05/02/19	GAY1		338	SPRING FEES	SODEXO-CROSS		338					
2		204	05/02/19	GAY1		216	SPRING FEES	COMPUTERSHARE FIDDY		216					
2		205	06/02/19	GAY1		216	SPRING FEES	S BLANCH		216					
2		206	07/02/19	GAX1	85.99		PENSION CNTR	NEST	85.99						
2		207	08/02/19	GAY1		168	SPRING FEES	S MEARS		168					
2		208	08/02/19	GAY1		250	SPRING FEES	P PAGE		250					
2		209	08/02/19	GAY1		300	SPRING FEES	CHILDCARE FKEL80870TFC		300					
2		210	12/02/19	GAY1	24		REFUND	MEARS	24						
2		211	12/02/19	GAY1	219.08		PAYROLL FEE	HEATHER NUNN	219.08						
2		212	13/02/19	GAY1		12	SPRING FEES	B MEESON		12					
2		213	15/02/19	GAY1		84	SPRING FEES	H BARRETT		84					
2		214	22/02/19	GAY1		56	SPRING FEES	E FIDDY		56					
2		215	25/02/19	GAX5	68.15		MOBILE/INTERNET	PLUSNET	68.15						
2		216	25/02/19	GAY1		288	SPRING FEES	W COLLINS		288					
2		217	28/02/19	GAY1		52	SPRING FEES	A GIRLING		52					
3		218	01/03/19	GAX4	13.51		ADMIN COSTS	D FIDDEMAN	13.51						
3		219	01/03/19	GAX13	19.2		SHREDDING	KENNYS SHREDDING	19.2						
3		220	01/03/19	GAX4	82.25		GROUP EXPENSES	S WEBSTER	82.25						
3		221	01/03/19	GAX3	595.01		JUBILEE RENT	MULBARTON VH	595.01						
3		222	01/03/19	GAY2		16,759.79	NCC FUNDING	NCC FUNDING		16,759.79					
3		223	04/03/19	GAX4	49.9		GROUP EXPENSES	ESPO	49.9						
3		224	04/03/19	GAX1	75.64		SALARY	HOLLY MABEE	75.64						
3		225	04/03/19	GAX1	160.65		SALARY	DEBBIE ALVES	160.65						
3		226	04/03/19	GAX1	201.77		SALARY	N HALL	201.77						
3		227	04/03/19	GAX1	252.37		SALARY	D FIDDEMAN	252.37						
3		228	04/03/19	GAX1	416.58		SALARY	K KING	416.58						
3		229	04/03/19	GAX1	455.29		SALARY	R ARTHURS	455.29						
3		230	04/03/19	GAX1	578.85		SALARY	K TURNEY	578.85						

Ensure to note any adjustments made to Master Sheet		PASTE MASTER SHEET HERE							General Account		FR Account				
MONTH	Notes	No	Date	Budget Code	Amount Debit	Amount Credit	Income or cost category	Description of income or expense	Debit	Credit	Diff	Debit	Credit	Diff	Explanation difference
3		231	04/03/19	GAX1		724.15	SALARY	A MAYHEW	724.15						
3		232	04/03/19	GAX1		776.23	SALARY	K CATOR	776.23						
3		233	04/03/19	GAX7		827.1	INSURANCE	MORTON MICHEL	827.1						
3		234	04/03/19	GAX1		831.46	SALARY		831.46						
3		235	04/03/19	GAX1		873.96	SALARY		873.96						
3		236	04/03/19	GAX1		1,129.60	SALARY		1,129.60						
3		237	05/03/19	GAY1			140 SPRING FEES	K BROWN		140					
3		238	05/03/19	GAY1			300 SPRING FEES	B DRAPER		300					
3		239	07/03/19	GAX13		195	TRANSPORT	DOLPHIN AUTOS	195						
3		240	07/03/19	GAX1		196.04	PAYROLL FEE	HEATHER NUNN	196.04						
3		241	08/03/19	GAX1		96.46	PENSION CNTR	NEST	96.46						
3		242	08/03/19	GAX4		98.62	GROUP EXPENSES	SOLOPRESS	98.62						
3		243	08/03/19	GAY1			100 AGED FEES	P LITTLEWOOD		100					
3	Cashbook input as GAY5 - Should be FRY1	244	11/03/19	FRY1		115	DONATION	PLAYHOUSE TRIP		115					
3		245	11/03/19	GAY8		244.6	DUCKLINGS	DUCKLINGS		244.6					
3		246	12/03/19	GAY1		6	EXTRA SESSION	E VAUGHAN		6					
3	Cashbook input as GAY5 - Should be FRY1	246	12/03/19	FRY1		5	DONATION	PLAYHOUSE TRIP		5					
3		247	13/03/19	GAY1		28	SPRING FEES	F MAGINN		28					
3		248	15/03/19	GAX14	54		DUCKLING RENT	SCOUTS/GUIDES	54						
3		249	15/03/19	GAY2		915.35	NCC FUNDING	NCC FUNDING		915.35					
3		250	21/03/19	GAY1		42	SPRING FEES	L WRIGHT		42					
3		251	25/03/19	GAX5	66.97		MOBILE/INTERNET	PLUSNET	66.97						
3		252	27/03/19	FRX1	355		GARDEN	STURGIS LANDSCAPE				355			
3		253	27/03/19	GAY1		18	EXTRA SESSION	G POWELL		18					
3		254	29/03/19	GAY1		214	SPRING FEES	A GIRLING		214					
3		255	29/03/19	GAY1		494	AGED FEES	P LITTLEWOOD		494					
4		256	01/04/19	GAX4	22.24		GROUP EXPENSES	R ARTHURS	22.24						
4		257	01/04/19	GAX4	33.01		GROUP EXPENSES	E MAGINN	33.01						
4		258	01/04/19	GAX3	595.01		JUBILEE RENT	MULBARTON VH	595.01						
4		259	04/04/19	GAY1		108	SPRING FEES	M ROYLANCE		108					
4		260	05/04/19	GAX8	220		MEMBERSHIP	OFSTED	220						
4		261	05/04/19	GAX1	31.69		BANK STAFF	KELLY	31.69						
4		262	05/04/19	GAX1	78.25		BANK STAFF	H MABEE	78.25						
4		263	05/04/19	GAX1	140.01		SALARY	D RADFORD	140.01						
4		264	05/04/19	GAX1	180.28		SALARY	D ALVES	180.28						
4		265	05/04/19	GAX1	201.97		SALARY	N HALL	201.97						
4		266	05/04/19	GAX1	252.37		SALARY	D FIDDEMAN	252.37						
4		267	05/04/19	GAX1	422.59		SALARY	K KING	422.59						
4		268	05/04/19	GAX1	451.37		SALARY	R ARTHURS	451.37						
4		269	05/04/19	GAX1	589.9		SALARY	M MILBURN	589.9						
4		270	05/04/19	GAX1	668.16		SALARY	A MAYHEW	668.16						
4		271	05/04/19	GAX1	697.24		SALARY	K CATOR	697.24						
4		272	05/04/19	GAX1	753.94		SALARY	K TURNEY	753.94						
4		273	05/04/19	GAX1	781.55		SALARY	J HOWARD	781.55						
4		274	05/04/19	GAX1	1,229.43		SALARY	S WEBSTER	1,229.43						
4		275	08/04/19	GAX1	88.17		PENSION CNTR	NEST	88.17						
4		276	09/04/19	GAX1	216.97		PAYROLL FEE	HEATHER NUNN	216.97						
4		277	10/04/19	GAY1		108	SPRING FEES	M ROYLANCE		108					
4		278	12/04/19	GAX4	134.7		GROUP EXPENSES	ESPO	134.7						
4		279	25/04/19	GAY8		146.28	DUCKINGS FEES	DUCKLINGS		146.28					
4		280	25/04/19	GAY1		26	SUMMER FEES	Z COSTA		26					
4		281	29/04/19	GAX5	67.12		MOBILE/INTERNET	PLUSNET	67.12						
5		282	01/05/19	GAX3	595.01		JUBILEE RENT	MULBARTON VH	595.01						
5		283	02/05/19	GAX1	31.36		SALARY	HOLLY MABEE	31.36						
5		284	03/05/19	GAX1	36.83		SALARY	KELLY BANK	36.83						
5		285	03/05/19	GAX1	222.21		SALARY	N HALL	222.21						
5		286	03/05/19	GAX1	277.61		SALARY	D FIDDEMAN	277.61						
5		287	03/05/19	GAX2	373.64		SALARY	HMRC	373.64						
5		288	03/05/19	GAX1	385.99		SALARY	K KING	385.99						
5		289	03/05/19	GAX1	398.37		SALARY	M MILBURN	398.37						
5		290	03/05/19	GAX1	509.75		SALARY	K CATOR	509.75						
5		291	03/05/19	GAX1	521.01		SALARY	J HOWARD	521.01						
5		292	03/05/19	GAX1	525.72		SALARY	R ARTHURS	525.72						
5		293	03/05/19	GAX1	743.23		SALARY	A MAYHEW	743.23						
5		294	03/05/19	GAX1	1,088.04		SALARY	D RADFORD	1,088.04						
5		295	03/05/19	GAX1	1,217.15		SALARY	S WEBSTER	1,217.15						
5		296	10/05/19	GAY1		26	SUMMER FEES	Z COSTA		26					
5		297	13/05/19	GAY1		26	SUMMER FEES	B MEESON		26					
5		298	13/05/19	GAY1		144	SUMMER FEES	A BROOKS		144					
5		299	13/05/19	GAY1		176	SUMMER FEES	F MONUMENT		176					
5		300	13/05/19	GAY1		276	SUMMER FEES	L SMALL		276					
5		301	14/05/19	FRX1	95.4		DINOSAUR TRIP	S WEBSTER				95.4			
5		302	15/05/19	GAX14	36		DUCKLING RENT	SCOUTS/GUIDES	36						
5		303	15/05/19	GAX1	249.07		PAYROLL FEE	HEATHER NUNN	249.07						
5		304	15/05/19	FRY1		229.9	DINOSAUR TRIP	PARENT CONTRIBUTIONS					229.9		
5		305	15/05/19	FRY1		7.95	DINOSAUR TRIP	JONES CONTRIBUTION					7.95		
5		306	15/05/19	GAY1		100	SUMMER FEES	I SAMSON		100					
5		307	16/05/19	GAY1		216	SUMMER FEES	B LAMBERT		216					
5		308	16/05/19	GAY1		312	SUMMER FEES	CHILDCARE 1100019795442		312					
5		309	17/05/19	GAY1		39.75	SUMMER FEES	CHILDCARE 4360100641880001		39.75					
5		310	17/05/19	GAY1		156	SUMMER FEES	S MEARS		156					
5		311	17/05/19	GAY1		208	SUMMER FEES	R MARRINER		208					

Ensure to note any adjustments made to Master Sheet		PASTE MASTER SHEET HERE							General Account		FR Account				
MONTH	Notes	No	Date	Budget Code	Amount Debit	Amount Credit	Income or cost category	Description of income or expense	Debit	Credit	Diff	Debit	Credit	Diff	Explanation difference
5	Input as TBA. Should be GAY1	312	17/05/19	GAY1		300	SUMMER FEES	F WATSON		300					
5		313	20/05/19	GAX4	41.65		GROUP EXPENSES	S WEBSTER	41.65						
5		314	20/05/19	GAX4	128.62		GROUP EXPENSES	S WEBSTER	128.62						
5		315	20/05/19	FRX1	500		DINOSAUR TRIP	S WEBSTER				500			
5		316	20/05/19	GAY1		414	SUMMER FEES	TFC1100018696641		414					
5		317	21/05/19	GAX1	133.66		PENSION CNTR	NEST	133.66						
5		318	21/05/19	GAX5	13.51		STAFF BADGES	D FIDDEMAN		13.51					
5		319	21/05/19	GAX4	17.42		GROUP EXPENSES	E JONES	17.42						
5		320	21/05/19	GAX4	76.53		GROUP EXPENSES	J HOWARD	76.53						
5		321	22/05/19	GAY1		120	SUMMER FEES	G POWELL		120					
5		322	22/05/19	GAY1		312	SUMMER FEES	L SIDOLI		312					
5		323	23/05/19	FRY1		17.85	DINOSAUR TRIP	PARENT CONTRIBUTIONS						17.85	
5		324	23/05/19	FRY1		71.4	DINOSAUR TRIP	PARENT CONTRIBUTIONS						71.4	
5		325	23/05/19	GAY8		222.7	DUCKLING FEE	DUCKLINGS		222.7					
5		326	23/05/19	GAY1		182	SUMMER FEES	E MCGRATH		182					
5		327	23/05/19	GAY1		234	SUMMER FEES	LFUL80778TFC		234					
5		328	24/05/19	GAX5	66.6		MOBILE/INTERNET	PLUSNET	66.6						
5		329	24/05/19	GAY1		33	SUMMER FEES	A EASTERBROOK		33					
5		330	24/05/19	GAY1		168	SUMMER FEES	EMILY DYE		168					
5		331	28/05/19	GAY1		463.95	SUMMER FEES	PIGNEY 180.00 AUSTIN 283.95		463.95					
6		332	29/05/19	GAY1		330	SUMMER FEES	K BROWN		330					
6		333	03/06/19	GAX3	595.01		JUBILEE RENT	MULBARTON VH	595.01						
6		334	04/06/19	FRX1	112		SPREE BOOKS	F/RAISING				112			
6		335	05/06/19	GAX1	125.7		SALARY	LAURA TINK	125.7						
6		336	05/06/19	GAX1	222.01		SALARY	N HALL	222.01						
6		337	05/06/19	GAX1	277.61		SALARY	D FIDDEMAN	277.61						
6		338	05/06/19	GAX1	410.22		SALARY	K KING	410.22						
6		339	05/06/19	GAX1	447.69		SALARY	M MILBURN	447.69						
6		340	05/06/19	GAX2	460.44		SALARY	HMRC	460.44						
6		341	05/06/19	GAX1	523.56		SALARY	R ARTHURS	523.56						
6		342	05/06/19	GAX1	779.73		SALARY	J HOWARD	779.73						
6		343	05/06/19	GAX1	841.93		SALARY	A MAYHEW	841.93						
6		344	05/06/19	GAX1	968.5		SALARY	K TURNEY	968.5						
6		345	05/06/19	GAX1	1,022.66		SALARY	D RADFORD	1,022.66						
6		346	05/06/19	GAX1	1,283.26		SALARY	S WEBSTER	1,283.26						
6		347	05/06/19	GAY1		14	SUMMER FEES	B MEESON		14					
6		348	05/06/19	GAY1		252	SUMMER FEES	COMPUTERSHARE		252					
6		349	05/06/19	GAX1		447.69	SALARY	M MILBURN BANK A/C CHANGE		447.69					
6		350	07/06/19	GAX1	197.59		PENSION CNTR	NEST	197.59						
6		351	07/06/19	FRY1		15.67	EASY F/R	EASY FUNDRAISING						15.67	
6		352	11/06/19	GAX1	176.06		PAYROLL FEE	HEATHER NUNN	176.06						
6		353	11/06/19	GAX1	447.67		SALARY	M MILBURN	447.67						
6		354	11/06/19	GAY1		10	SUMMER FEES	E VAUGHAN		10					
6		355	11/06/19	GAY1		22	SUMMER FEES	B DOWNING		22					
6		356	12/06/19	GAY1		14	SUMMER FEES	Z COSTA		14					
6		357	17/06/19	GAY1		144	SUMMER FEES	TFC1100010273202		144					
6		358	18/06/19	GAY1		36	SUMMER FEES	I SAMSON		36					
6		359	18/06/19	GAY1		40	SUMMER FEES	B LAMBERT		40					
6		360	19/06/19	GAY1		156	SUMMER FEES	H CRAWFORD		156					
6		361	24/06/19	GAX5	66.72		MOBILE/INTERNET	PLUSNET	66.72						
6		362	26/06/19	GAX13	48		AUDIT	ALDOUS & SAUNDERS	48						
6		363	26/06/19	GAX14	72		DUCKLING RENT	SCOUTS/GUIDES	72						
6		364	26/06/19	FRX1	208		SPREE BOOKS	F/RAISING				208			
6		365	26/06/19	GAY1		8	SUMMER FEES	E VAUGHAN		8					
6		366	26/06/19	GAY1		100	SUMMER FEES	M ROYLANCE		100					
6		367	28/06/19	GAX14	4.85		DUCKLING COSTS	LAURA TINK	4.85						
6		368	28/06/19	GAX8	37.17		NAME2NET	E MAGINN	37.17						
6		369	28/06/19	GAX17	298.83		FRUIT	F PRESTON	298.83						
6		370	28/06/19	GAX1	408.02		SALARY	K KING	408.02						
7		371	01/07/19	GAX3	595.01		JUBILEE RENT	MULBARTON VH	595.01						
7		372	02/07/19	GAY1		260	SUMMER FEES	TFC1100014364455		260					
7		373	03/07/19	GAY1		18	SUMMER FEES	Z COSTA		18					
7		374	05/07/19	GAX1	178.44		PENSION CNTR	NEST	178.44						
7		375	05/07/19	GAX1	38.63		SALARY	KELLY	38.63						
7		376	05/07/19	GAX1	43.43		SALARY	H MABEE	43.43						
7		377	05/07/19	GAX1	113.65		SALARY	E JONES	113.65						
7		378	05/07/19	GAX1	150		SALARY	LAURA TINK	150						
7		379	05/07/19	GAX1	217.11		SALARY	D ALVES	217.11						
7		380	05/07/19	GAX1	222.21		SALARY	N HALL	222.21						
7		381	05/07/19	GAX1	277.61		SALARY	D FIDDEMAN	277.61						
7		382	05/07/19	GAX1	491.16		SALARY	R ARTHURS	491.16						
7		383	05/07/19	GAX1	623.38		SALARY	M MILBURN	623.38						
7		384	05/07/19	GAX1	737.93		SALARY	A MAYHEW	737.93						
7		385	05/07/19	GAX1	763.09		SALARY	J HOWARD	763.09						
7		386	05/07/19	GAX1	837.54		SALARY	K TURNEY	837.54						
7		387	05/07/19	GAX1	956.33		SALARY	D RADFORD	956.33						
7		388	05/07/19	GAX1	1,291.84		SALARY	S WEBSTER	1,291.84						
7		389	05/07/19	GAY1		8	SUMMER FEES	C VARLE		8					
7		390	08/07/19	GAY1		26	SUMMER FEES	CHILDCARE 1100010273202		26					
7		391	12/07/19	GAX4	7.96		GROUP EXPENSES	K TURNEY	7.96						
7		392	12/07/19	GAX11	27.82		GROUP EXPENSES	COOL MILK	27.82						
7		393	12/07/19	GAX14	72		DUCKLING RENT	SCOUTS/GUIDES	72						

Ensure to note any adjustments made to Master Sheet		PASTE MASTER SHEET HERE							General Account		FR Account						
MONTH	Notes	No	Date	Budget Code	Amount Debit	Amount Credit	Income or cost category	Description of income or expense	Debit	Credit	Diff	Debit	Credit	Diff	Explanation difference		
7	AW Dummy Line for Fundraising Account Transactions to balance transfer between accounts at start of year. see item 75 AW Dummy Line for Fundraising Account Transactions to balance transfer between accounts at start of year. see item 76 AW Adjustment for Fundraising Account Transactions to balance FR account for year end.	394	12/07/19	GAX4	80.46		GROUP EXPENSES	J HOWARD	80.46								
7		395	12/07/19	GAX14	85		DUCKLING PARTY	LITTLE LAND LTD	85								
7		396	12/07/19	GAX1	369.08		SALARY	HMRC	369.08								
7		397	12/07/19	GAX12	27.97		GROUP EXPENSES	THE BOOK PEOPLE	27.97								
7		398	17/07/19	GAY1		40	SUMMER FEES	I SAMSON		40							
7		399	18/07/19	FRX1	90		HALL HIRE	MULBARTON VILLAGE	90								
7		400	18/07/19	GAX4	180.3		GROUP EXPENSES	S WEBSTER	180.3								
7		401	22/07/19	GAY1		24	SUMMER FEES	C VARLE		24							
7		402	23/07/19	GAX13	500		MARKETING	SARAH MAGINN	500								
7		403	24/07/19	GAX5	66.96		MOBILE/INTERNET	PLUSNET	66.96								
7		404	24/07/19	GAX14	92.5		DUCKS PARTY	FUNFORCE	92.5								
7		405	24/07/19	GAY5		12	PARENT PURCHASES	T WHITE		12							
7		406	26/07/19	GAX14	4.85		GROUP EXPENSES	LITTLE TINKERS EXPENSES	4.85								
7		407	26/07/19	GAX4	6.37		GROUP EXPENSES	A MAYHEW	6.37								
7		408	26/07/19	GAX14	15.81		GROUP EXPENSES	LITTLE TINKERS EXPENSES	15.81								
7		409	26/07/19	GAX4	43.33		GROUP EXPENSES	M MILBURN	43.33								
7		410	26/07/19	GAX14	152.5		GROUP EXPENSES	LITTLE TINKERS EXPENSES	152.5								
7		411	26/07/19	GAX17	257.89		FRUIT	F PRESTON	257.89								
7		412	26/07/19	FRY1		425	TEMPEST	FUNDRAISING						425			
7		413	26/07/19	FRY1		400	SPREE BOOKS	FUNDRAISING						400			
7		414	30/07/19	GAY8	368		DUCKLINGS	DUCKLINGS		368							
7		414	30/07/19	GAY5		55.35	PARENT PURCHASES	PARENTS CONTRIBUTION		55.35							
8		416	01/08/19	GAX3	595.01		PD RENT	MULBARTON VH	595.01								
8		417	02/08/19	GAX1	2.29		SALARY	E JONES	2.29								
8		418	02/08/19	GAX12	59.8		GIFTS	S WEBSTER	59.8								
8		419	02/08/19	GAX4	144.51		GROUP EXPENSES	S WEBSTER	144.51								
8		420	02/08/19	GAX1	222.01		SALARY	N HALL	222.01								
8		421	02/08/19	GAX1	274.88		SALARY	D ALVES	274.88								
8		422	02/08/19	GAX1	277.61		SALARY	D FIDDEMAN	277.61								
8		423	02/08/19	GAX1	406.92		SALARY	R ARTHURS	406.92								
8		424	02/08/19	GAX2	424.92		SALARY	HMRC	424.92								
8		425	02/08/19	GAX1	434.45		SALARY	K KING	434.45								
8		426	02/08/19	GAX1	717.92		SALARY	M MILBURN	717.92								
8		427	02/08/19	GAX1	765.38		SALARY	A MAYHEW	765.38								
8		428	02/08/19	GAX1	802.22		SALARY	J HOWARD	802.22								
8		429	02/08/19	GAX1	893.65		SALARY	K TURNERY	893.65								
8		430	02/08/19	GAX1	971.01		SALARY	D RADFORD	971.01								
8		431	02/08/19	GAX1	1,274.40		SALARY	S WEBSTER	1,274.40								
8		432	02/08/19	GAY2		21798.73	NCC FUNDING	NCC FUNDING		21798.73							
8		433	06/08/19	GAX1	195.31		PENSION CNTR	NEST	195.31								
8		434	09/08/19	GAX14	72		DUCKLING RENT	MULBARTON SC	72								
8		435	09/08/19	GAX1	334.63		PAYROLL FEE	HEATHER NUNN	334.63								
8		436	13/08/19	GAY1		24	SUMMER FEES	KIDDIVOUCH-WATSON		24							
8		437	20/08/19	GAX4	75		GROUP EXPENSES	LITTLE TINKERS	75								
8		438	20/08/19	GAX5	1,562.76		FURNITURE	E MAGINN	1,562.76								
8		439	27/08/19	GAX8	106		SUBSCRIPTION	PRE SCHOOL ALLIANCE	106								
8		440	27/08/19	GAX5	66.72		PHONES/INTERNET	PLUSNET	66.72								
8		441	28/08/19	GAX5	99		SOFTWARE	NURSERY IN A BOX	99								
8		442	28/08/19	FRY1		90	SUMMER FAIR REFUND							90			
8		443	30/08/19	FRX1	304.86		GROUP UPGRADE	E MAGINN				304.86					
10		75b	26/10/18	FRX1		1,440.35		T/F FUNDRAISING	2017/18				1,440.35				
10		76b	26/10/18	FRX1		2,522.00		T/F FUNDRAISING	2016/17				2,522.00				
8		444	30/08/19	FRY1			18.15	Account Interest Payment	Account Interest Payment					18.15			
					109,517.69	84,579.81				103,237.08	81,514.02	6,280.61	3,065.79				



CHARITY COMMISSION FOR ENGLAND AND WALES

Independent examiner's report on the accounts

Section A

Independent Examiner's Report

Report to the trustees/
members of

Charity Name

PUDDLEDUCKS COMMUNITY PLAYGROUP

On accounts for the year
ended

31st August 2019

Charity no
(if any)

Set out on pages

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended DD / MM / YYYY.

Responsibilities and
basis of report

As the charity trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent
examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention (other than that disclosed below *) in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which 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:

Date:

24/06/2020

Name:

TRACEY ALDOUS

Relevant professional
qualification(s) or body
(if any):

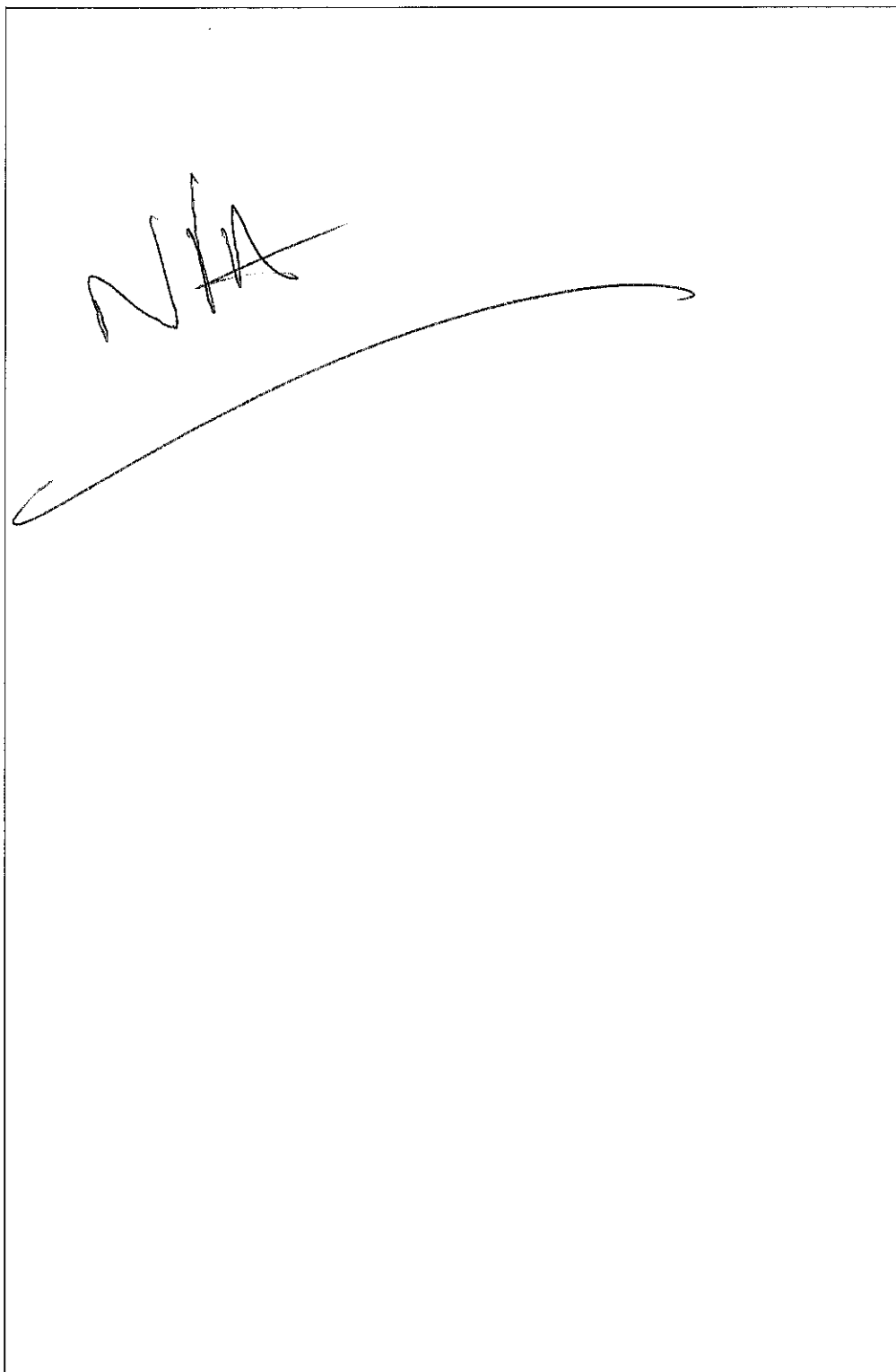
FMAAT

Address:

~~111~~ ALDOUS & SAUNDERS ACCOUNTANTS
FIRST FLOOR, VANQUISH HOUSE,
WELLESLEY ROAD, NORFOLK NR15 2PD

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.

A large rectangular box for disclosure. Inside the box, there is a handwritten signature in the upper left quadrant. A long, thin, curved line starts below the signature and extends towards the right side of the box, ending near the top right corner.