

PUDDLEDUCKS COMMUNITY PLAYGROUP

FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 AUGUST 2017

Charity number: 1027069

PUDDLEDUCKS COMMUNITY PLAYGROUP
FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2017

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PUDDLEDUCKS COMMUNITY PLAYGROUP

REPORT OF THE TRUSTEES

FOR THE YEAR ENDED 31 AUGUST 2017

The Trustees are pleased to present their report, together with the financial statements for the year ended 31 August 2017.

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:	R Cushing (Chairperson) S Haddon (Vice Chair) A Snowling (Treasurer) S Headland (Secretary/Communications Co-ordinator) E Kong (Education Co-ordinator) J Doughty (Fundraising Co-ordinator) L Gaskin A Browne K Rowlandson
Associates:	J Mark S Mark T Haddon
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:	G Hall

PUDDLEDUCKS COMMUNITY PLAYGROUP

REPORT OF THE TRUSTEES (continued)

FOR THE YEAR ENDED 31 AUGUST 2017

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.

PUDDLEDUCKS COMMUNITY PLAYGROUP

REPORT OF THE TRUSTEES (continued)

FOR THE YEAR ENDED 31 AUGUST 2017

Achievements and performance

The setting was subject to an Ofsted inspection in September 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

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:

- 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.
- To continue the review into increasing capacity, following the closure of Peacocks Preschool who were located next door.

Financial review

The Charity is funded by fee income and local authority funding. Total receipts amounted to £102,865 and after payments of 102,488, net income for the year amounted to £377.

The Trustees consider the year end financial position to be satisfactory and confirm that the Charity can meet all known obligations.

Reserves policy

At the year end, the Charity's free reserves amounted to £73,724. 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 £6,000 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

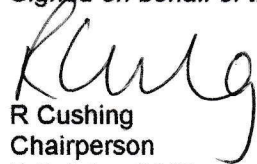
REPORT OF THE TRUSTEES (continued)

FOR THE YEAR ENDED 31 AUGUST 2017

Trustees

The current Trustees are shown on page 1. S Gent and S Watson resigned as Trustees, and K Gant resigned as an Associate in October 2016. S Mark, J Mark and T Haddon also resigned as Trustees and became Associates in October 2016. K Rowlandson, S Headland and A Browne were appointed as Trustees in October 2016. All other Trustees held office throughout the year.

Signed on behalf of the Trustees



R Cushing
Chairperson
5 October 2017

PUDDLEDUCKS COMMUNITY PLAYRGROUP

RECEIPTS AND PAYMENTS ACCOUNT

FOR THE YEAR ENDED 31 AUGUST 2017

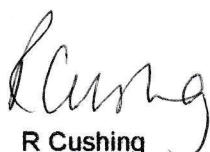
	Total 2017 £	Total 2016 £
Income receipts		
Fees	30,565	28,961
Early Years Funding	64,795	70,434
Grants	-	100
Bursaries	-	-
Ducklings	384	1,375
Monkey club	-	695
Milk refunds	55	81
Parent purchases	285	-
Sundry income	9	70
Fundraising income	6,752	5,933
Investment income	<u>20</u>	<u>43</u>
Total receipts for year	<u>102,865</u>	<u>107,692</u>
Direct charitable expenditure		
Wages	80,307	80,486
Rent	7,058	7,673
Expendables	2,184	1,425
Equipment	2,598	570
Milk and snacks	1,036	976
Yearly subscriptions	647	252
Administration expenses	720	1,365
Insurance	842	838
Ducklings	688	1,491
Monkey club	462	531
Gifts	638	746
Grants expended	-	100
Staff training	230	1,800
Parent purchases	-	-
Fundraising expenses	3,959	11,248
Parties	260	
Sundry expenses	<u>859</u>	<u>438</u>
	<u>102,488</u>	<u>109,939</u>
Other payments		
Independent Examiner's fee	<u>-</u>	<u>-</u>
Total payments for year	<u>102,488</u>	<u>109,939</u>
Net receipts for the year	377	(2,247)
Cash and bank balances at 31 August 2016	<u>73,347</u>	<u>75,600</u>
Cash and bank balances at 31 August 2017	<u>73,724</u>	<u>73,347</u>

**PUDDLEDUCKS COMMUNITY PLAYGROUP
STATEMENT OF ASSETS AND LIABILITIES**

31 AUGUST 2017

	2017	2016
	£	£
Cash funds		
Bank current account	64,548	64,175
Bank fundraising account	<u>9,176</u>	<u>9,172</u>
	<u>73,724</u>	<u>73,347</u>
 Current Assets		
Income: Autumn fees	50	46
Income: Sundry income	-	55
Income: Fundraising	<u>-</u>	<u>616</u>
	<u>50</u>	<u>717</u>
 Current Liabilities		
Rent (Scout Hut – Ducklings)	-	51
Rent (Village Hall – Monkey Club)	-	150
Wages / PAYE / NI	845	6,287
IE Fees	<u>50</u>	<u>-</u>
	<u>895</u>	<u>6,488</u>

These financial statements were approved by the Trustees on 5 October 2017 and are signed on their behalf by:


R Cushing
Chairperson


A Snowling
Treasurer


N Hall
Bookkeeper

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF
PUDDLEDUCKS COMMUNITY PLAYGROUP**

I report on the financial statements of the charity for the year ended 31 August 2017, which are set out on pages 5 to 6.

Responsibilities and basis of report

As the charity's trustees 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 charity's accounts carried out under section 145 of the Act and in carrying out my examination I have followed all 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 in connection with the examination giving me cause to believe that in any material respect account records were not kept in respect of the charity as required by section 130 of the Act.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.



Gemma M Hall FCCA
15 Gowing Road
Mulbarton
Norfolk
NR14 8AP

18 February 2018

PUDDLEDUCKS COMMUNITY PLAYGROUP

TREASURERS REPORT

31 AUGUST 2017

I am pleased to report that this year we have made a small profit of £377, compared to a loss of £2,247 for the last financial year. We are thrilled with this result, as our initial budgets for the year indicated a further and larger loss. And for much of this year, our monthly outgoings have been more than monthly receipts.

Despite a decrease in our early years funding from Norfolk County Council of £5,639 (to £64,795), thanks to an increase in income from fee paying children (up £1,604 this year) and from control on our expenses spend, we have been able to achieve this.

Our biggest expenditure is staffing costs, and at £80,307 this represents 78% of our total spend. This is normal for an educational setting and is slightly up from 73% last year. In-line with a further increase in the national living wage, we have made a staggered increase to wages and the second uplift is to take effect from Autumn 2017. We have also had the introduction of auto-enrolment, which requires employers to offer a pension provision to members of staff. A number of employees have enrolled, and this has resulted in a further monthly cost. Whilst staffing is our largest expense, without the excellent team we have, Puddleducks could not be what it is and we, the committee fully recognise and truly appreciate all their efforts.

Unfortunately, this year, we said goodbye to Monkey Club as it was no longer sustainable to run. For part of the year, we were still incurring rent and we also made a contribution of £300 to the new management committee who took over the running. On a more positive note, we were able to re-open Ducklings late Autumn 2016 which has benefitted many families in the village and provided additional income. On a stand-alone basis, this is continually loss making (-£304 this year) but we are prepared to support it due to the provision it offers as well as acting as a feeder for Puddleducks.

Our fundraising team has continued to outperform itself, raising a fantastic £6,752 this year, up from £5,933 last year! Without their dedication and hardwork we would not be able to make the extra purchases and offer trips, which the children enjoy so much, so a big thank you to the team and all of the parents who help support our fundraising events.

Looking at our total reserves, due to the small profit made for the year, these have increased to £73,724. This is a healthy figure, but the committee would like to maintain the contingency funds established in prior years. These are to fund redundancy liabilities in the unlikely event that the preschool has to close, a general reserve that is equal to one term's outgoings and the designated fund, which is accumulating over time to cover the potential cost of moving premises should the need arise.

Following the closure of Peacocks Preschool, this has meant an increase in demand for places. We have attempted to accommodate where possible, and from a financial perspective this will have a positive impact on existing sessions as we will receive additional funding where empty spaces are filled. We will continue to assess demand and whether, if needed any sessions can grow in capacity.

In summary, we have had a very good year given the circumstances. Government funding has decreased, but thanks to an increase in fees received together with fundraising and a control on spending we have managed to make a small profit. We anticipate that the year ahead will offer similar cost and inflationary pressures, but we will continue to closely monitor progress to ensure that we keep any potential losses to a low as possible.

Amy Snowling
Treasurer
23rd September 2017