

INDEPENDENT EXAMINERS REPORT TO THE TRUSTEES OF PUDDLEDUCKS NURSERY AND PRESCHOOL

I report on the accounts of the charity, number 1147559, for the year ended 31st August 2018 which are attached.

RESPECTIVE RESPONSIBILITIES OF TRUSTEES AND EXAMINER

The charity's trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The 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 needed.

Having satisfied myself that the Charity is not subject to audit under company law and is eligible for independent examination it is my responsibility to examine the accounts as required under section 145 of the 2011 Act and to state whether particular matters have come to my attention.

BASIS OF INDEPENDENT EXAMINER'S STATEMENT

My examination is 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 unusual items or disclosures in the accounts, and seeks 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 view given by the accounts.

INDEPENDENT EXAMINER'S STATEMENT

In the course of 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 396 of the Companies Act 2006
To prepare accounts in accordance with the accounting records and comply with the accounting requirements of Section 396 of the Companies Act 2006
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.



MRS DIANA J HUGHES, FCCA

6th December 2018

CHARLTON BAKER LTD, 1 FORDBROOK HOUSE, FORDBROOK BUSINESS CENTRE, MARLBOROUGH ROAD, PEWSEY, WILTSHIRE, SN9 5NU.

Puddleducks end of year accounts for period 1/9/17-31/8/18

Income

Fees from parents	£95,136.61
Out of school fees	£12,516.27
application to join fee	£595.00
3&4 yr funding	£106,285.12
2yr funding	£13,108.48
Petty cash banked	£7.47
Children's uniform	£756.23
4Children/Spurgeons contributions	£0.00
Donations	£0.00
Deposits/refunds	£34.50
interest	£29.85
Fundraising	£483.26
Total income	£228,952.79

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Expenses

wages	£173,701.57
NIC Tax small business	£18,999.15
Workplace pension contributions	£2,911.28
bank services	£164.04
accountant (standing order)	£347.00
payroll & pensions	£1,329.04
Amazon Prime	£95.88
staff training	£338.00
Staff uniform	£344.30
Staff DBS update checks	£339.60
Annual memberships	£1,447.88
Utilities - Telephone	£1,244.44
Utilities - Rates	£1,125.42
Utilities - cleaning	£5,563.20
Utilities - general waste	£0.00
Utilities - recycling	£217.55
Utilities - Electric	£7,471.07
General repairs/Maintenance	£127.67
Food & Drink	£4,170.82
Pewsey Radiovision - wash mach/tumble	£300.00
Incidentals - paints & glues	£1,870.41
Incidentals - Stamps/postage	£30.42
Incidentals - ink carts/s'ware	£1,722.86
Garden	£141.38
Petty cash	£490.00
New equipment	£6,387.88
New resources	£758.44
Curriculum activities	£3,506.40
Fundraising expences	£238.20
refunds	£330.82
Gratuities	£68.00
Returned Cheques	£541.31
Total Expenses	£236,324.03

£236,324.03

Deficit for the year

(£7,371.24)

Balance as at 31.08.2017

£86,981.18

Total income

£79,609.94

Reserves

Current account

£26,558.53

Deposit account

£59,706.62

Less Accruals 2017/18

£86,265.15

Balance 2017/18

£6,655.21

£79,609.94

Accruals 2017/18

HM Revenue & Customs £3,064.60

Moorepay payroll services £97.31

Spurgeons (Electric) £2,719.79

Pension Jul and Aug £773.51

Total

£6,655.21

Chairs report for AGM 18th December 2018 for year 2017/18

Once again we had a busy and very full year. We welcomed lots of visitors into the setting to help with the topics covered. Regulars such as Moo Music, Magical Music, Zoolab, Living eggs and Caterpillars to Butterflies life cycle, as well as Professionals/Parents who gave their time to either came to read or talk to the children. Thank you to everyone. This really helps and enthuses the children.

Staffing - We said goodbye to Ali Perry. In addition on a very sad note, Sharon's son lost his long battle with Cancer in July. Sharon has been on extended sick leave for the whole of 2018.

Staff Training - continued throughout the year. A number of staff updated their first aid training. In addition, training for safeguarding, Special Educational Needs & GDPR was accessed and then disseminated across all staff.

General Data Protection Regulations (GDPR) - During April/May all policies and procedures were updated to comply with this new legislation. Privacy notices were also adopted and our file retention timescales changed to reflect these changes. Staff training disseminated to advise all staff of new obligations.

Fabric of the building - We invested in an all-weather outside play surface. Astro turf was laid which has kept maintenance to a minimum and play area in all weathers has improved significantly. We noticed a complete re-think in the way children accessed toys and outside play resulting in an enhanced experience.

School Leavers - We had 27 school leavers across 4 primary schools in Wiltshire. Their year-end performance was a success too. New transition books were given to children to help over the summer holidays.

Fundraising / Grants / Donations

Nativity DVD raised £139.61

Photo commission £119.65

Tea Towels £224.00

Bookings for Autumn Term 1 - bookings for the new academic year is very low (due to a national low birth rate). We need to be financially vigilant moving forwards.

Many thanks to all the staff, who tirelessly give their time and more to helping this Nursery/Pre-School run successfully.

Beverley