

PUDDLEDUCKS COMMUNITY PLAYGROUP

FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 AUGUST 2018

Charity number: 1027069

PUDDLEDUCKS COMMUNITY PLAYGROUP
FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2018

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PUDDLEDUCKS COMMUNITY PLAYGROUP

REPORT OF THE TRUSTEES

FOR THE YEAR ENDED 31 AUGUST 2018

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)
J Lattimore (Vice Chair)
S Haddon (Treasurer)
B Holland - Secretary
E Kong (Education Co-ordinator)
J Doughty (Fundraising Co-ordinator)
K Rowlandson
L Gaskin
J Woods
R Kerry
K Farrow
C Oxbury

Associates: S Mark
S Headland

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: TBC

PUDDLEDUCKS COMMUNITY PLAYGROUP

REPORT OF THE TRUSTEES (continued)

FOR THE YEAR ENDED 31 AUGUST 2018

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 2018

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

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 £109,122 and after payments of £108,379, net income for the year amounted to £746.

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 £73,575. 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 £9,575 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 2018**

Trustees

The current Trustees are shown on page 1. A Snowling, A Browne resigned as Trustees, and K Gant resigned as an Associate in October 2017. S Headland also resigned as Trustee and joined as an Associate in October 2017 but later resigned February 2018.

J Lattimore, J Woods, R Kerry, K Farrow, C Oxbury were appointed as Trustees in October 2017. All other Trustees held office throughout the year.

Signed on behalf of the Trustees

R Cushing
Chairperson
15 October 2018

PUDDLEDUCKS COMMUNITY PLAYRGROUP

RECEIPTS AND PAYMENTS ACCOUNT

FOR THE YEAR ENDED 31 AUGUST 2018

	Total 2018 £	Total 2017 £
Income receipts		
Fees	22,465	30,565
Early Years Funding	78,684	64,795
Grants	-	-
Bursaries	-	-
Ducklings	1,114	384
Milk refunds	-	55
Parent purchases	-	285
Sundry income	-	9
Fundraising income	6,859	6,752
Investment income	3	20
Total receipts for year	<u>£109,125</u>	<u>£102,865</u>
Direct charitable expenditure		
Wages	87,168	80,307
Rent	6,585	7,058
Expendables	1,329	2,184
Equipment	872	2,598
Milk and snacks	1,130	1,036
Yearly subscriptions	330	647
Administration expenses	407	720
Insurance	842	842
Ducklings	742	688
Gifts	-	638
Grants expended	-	-
Staff training	488	230
Parent purchases	-	-
Fundraising expenses	8,300	3,959
Parties	-	260
Sundry expenses	186	859
	<u>£108,379</u>	<u>102,488</u>
Other payments		
Independent Examiner's fee	-	-
Total payments for year	<u>£108,379</u>	<u>£102,488</u>
Net receipts for the year	£746	£377
 Cash and bank balances at 31 August 2017	 <u>£73,724</u>	 <u>£73,347</u>
 Cash and bank balances at 31 August 2018	 <u>£74,470</u>	 <u>£73,724</u>

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

31 AUGUST 2018

	2018 £	2017 £
Cash funds		
Bank Current account	65,291	64,548
Bank Fundraising account	9,179	9,176
	<u>74,470</u>	<u>73,724</u>
Current Assets		
Income: Autumn Fees	-	50
Income: Ducklings	176	-
	<u>176</u>	<u>50</u>
Current Liabilities		
Purchases	535	-
Fundraising – Awaiting Party invoice	106	-
Wages Ducklings	128	-
Wages/PAYE/NI	90	845
Rent (Scout hut) Duckling	162	
IE Fee	<u>50</u>	<u>50</u>
	<u>1,071</u>	<u>895</u>

These financial statements were approved by the Trustees on 15 October 2018 and are signed on their behalf by:

R Cushing
Chairperson

S Haddon
Treasurer

N Hall
Bookkeeper

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

PUDDLEDUCKS COMMUNITY PLAYGROUP

TREASURERS REPORT

31 AUGUST 2018

Norwich Office

The Attic, 45a Birchfield Lane
Mulbarton, Norwich, NR14 8AA

Lowestoft Office

Riverside Business Centre, Riverside
Road, Lowestoft, Suffolk, NR33 0TQ

- **Norwich** 01508 571432
- **Lowestoft** 01502 541990
- **Web** www.aldous-saunders.co.uk
- **Email** hello@aldous-saunders.co.uk

Puddleducks Community Playgroup
Jubilee Hall
Mulbarton Village Hall
The Common
Mulbarton
Norfolk
NR14 8AE

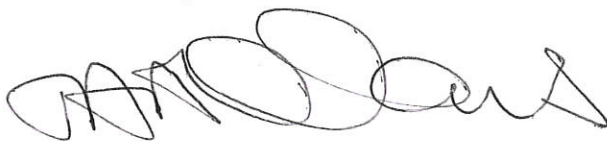
Ref: Examination of Puddleducks Community Playgroup Accounts

To the Trustees,

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

I have completed my examination of the accounts, for year ended 31st August 2018, and can confirm that no material matters have come to my attention.

Yours Sincerely



Tracey Aldous MIP FMAAT
Partner
Aldous & Saunders Accountants and Business Advisors
tracey@aldous-saunders.co.uk



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 2018

Charity no
(if any)

1027069

Set out on pages

1 - 10

(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 ~~31/08/2018~~

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:

06/06/2019

Name:

TRACEY ALDOUS

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

FMAAT

Address:

ALDOUS & SAUNDERS ACCOUNTANTS
THE ATTIC, 45A BIRCHFIELD LANE
MOLBARTON, NORFOLK NR14 8AA

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.