

PUDDLEDUCKS COMMUNITY PLAYGROUP

YEAR ENDED 31 AUGUST 2021

PUDDLEDUCKS COMMUNITY PLAYGROUP

FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 AUGUST 2021

Charity number: 1027069

PUDDLEDUCKS COMMUNITY PLAYGROUP

YEAR ENDED 31 AUGUST 2021

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PUDDLEDUCKS COMMUNITY PLAYGROUP

YEAR ENDED 31 AUGUST 2021

REPORT OF THE TRUSTEES

The Trustees are pleased to present their report, together with the financial statements for the year ended 31 August 2021.

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)
H Wright - Secretary
M Frost (Safeguarding Officer)
A Browne
E Mills
P Fulcher
S Small

Associates: N/A

Lead Practitioner: S Webster

Bookkeeper: N Lee

Administrator: D Fiddeman

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

Independent Examiner: Aldous & Saunders

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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

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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 inside and outside spaces and ongoing maintenance
- Maintain 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);
- Minimise further depletion of the general reserves to ensure the financial viability of the Charity;

Financial review

The Charity is funded by fee income and local authority funding. Total receipts amounted to £94,228 and after payments of £85,110 and liabilities of £6,900, net income for the year amounted to £2,219.

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

Reserves policy

At the year end, the Charity's free reserves amounted to £54,396. It is the Trustees' aim to maintain reserves in order to:

1. meet redundancy liabilities should the setting have to close;
2. maintain a general contingency reserve equal to one term's outgoings;
3. Invest in new toys and equipment as and when required.

After providing for the estimated cost of the above, the Charity presently has no excess reserve.

Signed on behalf of the Trustees



Dr. E. Maginn
Chairperson
16/06/2022

PUDDLEDUCKS COMMUNITY PLAYGROUP

YEAR ENDED 31 AUGUST 2021

RECEIPTS AND PAYMENTS ACCOUNT

	2021	2020
Income receipts	£	£
Fees	13,215	8,202
Early Years Funding	73,006	59,349
Bursaries	-	-
Milk refunds	-	-
Parent purchases	-	-
Sundry income	-	1,850
Investment income	-	-
Grants	6,794	8,663
Ducklings	-	2,310
Fundraising income	1,214	6,339
	<u>94,228</u>	<u>86,712</u>
Charitable expenditure		
Wages	69,356	72,716
Rent	7,283	6,109
Education	-	146
Admin equipment	835	2,658
Admin expenses	1212	888
Insurance	935	827
Yearly subscriptions	2,729	371
Staff training	-	50
Milk / Fruit & Veg	644	537
Gifts	-	-
Premises expenses	-	-
Grants expended	-	-
Sundry expenses	-1,340	3,459
Ducklings		1,406
Parties		50
Fundraising expenses	3,454	1,756
	<u>85,110</u>	<u>90,973</u>
Other payments		
VH Maintenance Contribution	350	-
Independent Examiner's fees	48	48
August Salaries	6,500	5,312
	<u>6,900</u>	<u>96,333</u>
Net receipts for the year	<u>2,219</u>	<u>(9,621)</u>
Ringfenced Furlough Grant Payment	-	(8,663)
Cash and bank balances at start of year	<u>45,277</u>	<u>49,524</u>
Cash and bank balances at year end	<u>54,396</u>	<u>45,313</u>

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YEAR ENDED 31 AUGUST 2021

STATEMENT OF ASSETS AND LIABILITIES

	2021	2020
	£	£
Cash funds		
Bank Current account	49,285	37,398
Bank Fundraising account	5,111	7,915
	<u>54,396</u>	<u>45,313</u>
Current Assets		
Income: Autumn Fees	-	-
Income: Ducklings	-	-
	=	=
Current Liabilities		
Purchases	-	-
Fundraising	-	-
VH Maintenance Contribution	350	-
Wages/PAYE/NI	6,900	-
Rent (Scout hut) Duckling	-	-
IE Fee	50	-
	<u>6,900</u>	=

These financial statements were approved by the Trustees on 9th June 2021 and are signed on their behalf by:



E Maginn
Chairperson

A Watson
Treasurer

PUDDLEDUCKS COMMUNITY PLAYGROUP

YEAR ENDED 31 AUGUST 2021

INDEPENDENT EXAMINER'S REPORT



Norwich Office
First Floor, Vanquish House
Wilsley Road, Long Stratton
Norwich, Norfolk, NR15 2PD

Tel 01508 671432
Email hello@aldous-saunders.co.uk
Web www.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 2021, and can confirm that no material matters have come to my attention.

Yours Sincerely

A handwritten signature in black ink, appearing to read 'Glenn Saunders', written over a light blue horizontal line.

Glenn Saunders FMAAT
Partner
Aldous & Saunders Accountants and Business Advisors
glenn@aldous-saunders.co.uk

aat AAT Licensed
Accountant

Registered Office: First Floor, Vanquish House, Wilsley Road, Long Stratton, Norwich, Norfolk, NR15 2PD.
Registered in England No.0909988B. Tracy Aldous and Glenn Saunders are licensed and regulated by AAT
to provide services in accordance with licence number 8307 & 7096, VAT no.934 0496 97.



PUDDLEDUCKS COMMUNITY PLAYGROUP

YEAR ENDED 31 AUGUST 2021



**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	31 st AUGUST 2021	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 31st AUGUST 2021.

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: 16/5/2022

Name: GLENN SAUNDERS

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

Address: ALDOUS SAUNDERS ACCOUNTANTS
FIRST FLOOR, VANQUISH HOUSE, WALLESLAY ROAD
NORFOLK NR15 2PD

PUDDLEDUCKS COMMUNITY PLAYGROUP

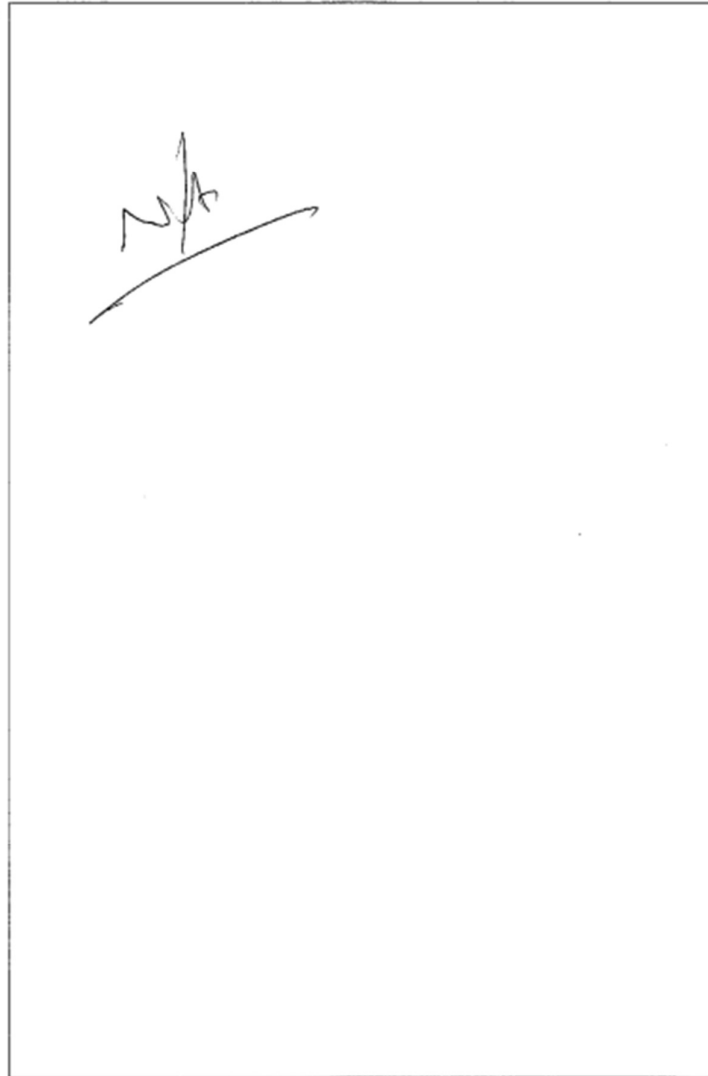
YEAR ENDED 31 AUGUST 2021

Section B

Disclosure

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 with a thin black border. Inside the box, there is a handwritten signature in the upper left quadrant. Below the signature is a long, slightly curved horizontal line that spans most of the width of the box. The rest of the box is empty.

CHAIRPERSONS REPORT

Welcome:

On behalf of the committee and staff I would like to thank all those who are here tonight for our postponed Puddleducks AGM meeting. Which is, in fact, our 2021 AGM, which was postponed due to Ongoing Covid disruptions.

Puddleducks is a registered charity run for the benefit of our children, and the wider community and is a not for profit organisation. In order to operate as a Charity, we are required to run an AGM each year, to present to our members – who are you: The current parents & carers of our attending children. We require a minimum 7 members to attend an AGM to be Quorate. This keeps us legally in line with our charitable constitution.

Thanks to Committee:

First of all, I would like thank the outgoing Committee members, Sam and Paul for their work and attendance over recent years. They have been great to work with and have always been there to help, especially with the charitable events that we have put on.

I also want to thank the current committee members who are staying on. Unfortunately due to a number of us having increased personal commitments, we've not met up as often as we have in previous years, but it's been really good to have input and specialist experience from the new members: Emma, Matt and Amy who joined following the 2020 AGM.

I also want to give personal thanks to Hayley, who has worked incredibly hard as Secretary, and Ash who has been a fantastic Treasurer.

Thanks to Staff:

I do also want to thank Sarah and all the staff on behalf of all of us. Puddleducks would be nothing without the dedication of Sarah and the Puddleducks team.

The past couple of years have been tough for everyone, especially as Covid disruptions have lingered on into 2022, and the Puddleducks staff have coped incredibly well and show amazing dedication and resilience.

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The Early Years sector has become increasingly tough. Both as a career choice and as a business. But despite this, Puddleducks (and our staff) continue to give a first-class experience for the children that attend, as we have now, for over 30 years.

So, for this, we thank them for their dedication and hard work in such challenging times.

Challenges:

As you will hear from the Treasurers report, 2020-2021 has continued to be challenging financially too. However, we do currently have 44 registered children, and a number of sessions are comfortably busy, and operating at a reasonably capacity.

We currently have 5 children of 1 & 2 years old on the waiting list.

As a committee and staff team, we obviously need to work hard at ensuring puddleducks maintains our current service levels, and actively keeps attracting new children to the setting.

We are currently advertising for a new member of staff to help replace Dannielle who left earlier in the year. Again, these hours have in part been picked up by existing staff, and it's great to see the whole team are helping out.

Committee Commitments:

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

Again, this year, we have planned for 6 committee meetings, roughly 2 months apart.

Because Puddleducks operates as a charity, we are required to be managed by committee. The Committee MUST be made up of:

- 3 officers: Chair; Treasurer & Secretary
- Between 4 & 9 General members (elected at AGM)
- And up to 3 co-opted members, if required (that can be voted in by the committee after the AGM)

At least two thirds of the committee members (including co-opted members) MUST be parents or guardians of children currently enrolled at Puddleducks.

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Unfortunately, we are at the point where we do require new committee members to join us, to maintain a minimum. Therefore, I would like to encourage any interested parents to consider joining the committee – As it stands we require at least 1 new member this year to remain constitutionally robust.

Committee meetings are used to discuss and vote on core management issues and policies that steer Puddleducks as an Early Years provider. It allows staff, committee and parents, the opportunity to voice any concerns or suggest areas of improvement. It is also the time when we officially vote in any changes to things such as fees, new policies etc.

While we do not require attendance at every meeting, and we can be flexible with dates, we do need at least 4no committee members to attend when we vote.

It should also be noted that Both Ash (Treasurer) and myself (Chair) are required to step down at the next AGM, so I would encourage anyone who may have an interest in taking up either of these positions to contact us, as Puddleducks cannot technically carry on without 3 officers in place.

It should be noted however, that the committee have voted to amend the constitutional documents, which we plan to ask for members to vote on at the next 2022 AGM.

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 has always offered 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. Unfortunately, we've not been able to offer as many trips as in previous years, but we are hopeful that these will be able to resume again soon. However, the committee has voted to use some of the funds normally used on trips, to fund new play equipment for the setting. Tanks to Sam and Hayley who have

Even if you don't want to commit to an acting committee member, you are very welcome to join in an help with organising or supporting the summer Fete. This year

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Hayley Wright will be leading the fundraising team, and planning events for the coming year.

Thanks again for attending and for your support.

An invitation for Committee Members and voting in other roles will follow later in the agenda.

Ellis

**Dr. Ellis Maginn
Chair, Puddleducks Preschool, Mulbarton**

m: 07914 758132

e: chair@puddleducksmulbarton.co.uk

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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.

Uncertainty around Covid continued to put pressure on the financial performance with an initial budget review expecting a loss in the year. Coupled with increased running costs this forced a rate review for unfunded hours which was implemented in April 2021. This was the first increase in 5 years and still remains a competitive rate for similar settings in the area. Puddleducks are also proud to continue providing snacks, sourced locally from the Paddock Farm Shop, at no additional cost.

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

Receipts	-	£94k (up 9% on previous year)
Payments & Liabilities	-	£92k (down 7% on previous year)
Net Receipts	-	£2k (compared to £-9k in previous year)

The accounts have been independently verified by Aldous & Saunders ready for submission to the Charities Commission.

Comparison to previous year:

	2020/21	2019/20
Receipts	£94k	£87k
Payments & Liabilities	£92k	£96k
Net Receipts	£2k	£-9k

The most significant element of expenditure relates to staffing of the setting which accounts for 82% of expenditure.

At the year end, the Charity's free reserves amounted to £54,396. It is the Trustees' aim to maintain reserves in order to:

- meet redundancy liabilities should the setting have to close;
- maintain a general contingency reserve equal to one term's outgoings;
- Invest in new toys and equipment as and when required.

After providing for the estimated cost of the above, the Charity presently has no excess reserve.

Fundraising during the year has generated over £1.2k which was used in part to fund an attempted purchase of some new outside play equipment. Unfortunately delivery was delayed due to Covid and a partial refund for undelivered items was received after the close of the year.

To conclude, it was another difficult year for all at Puddleducks however finished on a positive note in that previous annual losses were mitigated. We are now nearly through the 2021/22 financial year with increased pressures due to the cost of living crisis however remain positive that with the continued investment in the setting and support from the staff, committee, parents & carers we are well placed to attract new children to the playgroup.

Ashley Watson
Treasurer

LEAD PRACTITIONERS REPORT

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With Covid-19 still present we returned for a new academic year with all covid protocols still in place and covid very much still in our minds. This did not stop us from welcoming new children and their families to Puddleducks, although the settling process was different all children coped and settled into Puddleducks well, showing just how resilient children can be.

As the academic year progressed it became clear that further restrictions were to be placed on us and in January 2021, we had to put procedures in place and reduce the number of children attending as the country went into another lockdown. We continued to remain open, with reduced numbers of children we looked at how we could continue our learning for those at home. We introduced a home learning coordinator, Dani and she made contact with families weekly, reading stories, music and movement sessions and offering learning ideas.

Further into the academic year and the children return to a more normal Puddleducks we are able to continue our learning together. A topic that we all really enjoyed together was minibeasts, watching our caterpillars grow and become butterflies which were able to release into the garden. Our allotment garden continues to be a space that the children really enjoy accessing and helping with.

The children raised fund for Children in Need, and enjoyed World book day by getting dressed up as their favourite book character.

Chloe brought her rabbits in to meet us. We have really enjoyed welcoming Jet and Marshall into Puddleducks. The children enjoyed cuddles with them and spent time listening to Chloe talk about how we look after them. It was great to see the children develop their confidence around the rabbits, especially those that were less sure at the beginning.

Staff training and personal development has continued with Anna moving forward with her level 3 Early Years Educator and completing it in October 2021. Anna has been able to take on more responsibility within the setting and is now session supervisor on two days of the week.

Chloe joined the team on a permanent contract, moving from bank staff hours and has participated in training courses to update her knowledge and professional development.

We also welcomed Katherine to the team in September 2021 as a SEN support assistant for a child with an EHCP. Katherine has worked with the family and other professionals to ensure that the development and learning needs of the child are met within the setting.

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Sarah, Anna, Janice, Chloe and Katherine completed a two-day paediatric first aid course.

Staff have also completed child protection and safeguarding training and Janice has completed the safeguarding lead practitioner training so that she can support Sarah in this role.

We also continue to use Educare, an online training system for some courses.