

Puddleducks Pre-school Mulbarton - Annual General Meeting

Wednesday 22th November 2023

Treasurer's Report

The Puddleducks financial year runs from 1st September to 31st August annually. This allows the management of Pre-school's finances in the context of admissions and staffing for each academic year.

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

Receipts - £114k (up on previous year)
Payments & Liabilities - £124k (up on previous year)
Net Receipts - **£-10k**(compared to £8k in previous year)

The accounts are in the process of being independently verified by and ready for submission to the Charities Commission.

Comparison to previous year:

	2022/23	2021/22
Receipts	£114k	£106k
Payments & Liabilities	£124k	£114k
Net Receipts	£-10k	£-8k

Intake for September 2023 has been great, every day we are almost at capacity and also have a waiting list which is brilliant news for us.

I believe even though Puddleducks had a small fee increase in January we are able to remain competitive with similar settings in the area. Puddleducks are also proud to continue providing snacks and evening meals, sourced locally from the Paddock Farm Shop, at no additional cost.

The most significant element of expenditure relates to staffing of the setting which accounts for 84% of expenditure. The next biggest expenditure is rent amounting to 7% of total expenditure.

Fundraising during the year has generated £1400 which is lower than last year but we haven't received any donations this year and due to no Christmas fair 2022 or this year it's expected to be lower.

We raised £500 from the summer raffle which was a brilliant so thank you to everyone that donated prizes, bought tickets and helped at the end of summer gathering.

At the year end, the Charity's free reserves amounted to £49,047. It is the Trustees' aim to maintain reserves in order to:

- meet redundancy liabilities should the setting have to close (current liability circa £10k);
- maintain a general contingency reserve equal to one term's outgoings (circa £35k);
- 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.

To conclude, it was a fairly positive year for all at Puddleducks despite reporting a financial loss. Revenue was up on previous years however due to ever increasing running costs and general state of the country right now the continued support from the staff, committee, parents & carers to promote this excellent setting is even more important.

Natalie Palfrey
Treasurer

Puddleducks Budget Monitoring: Forecasts & Actuals 2022-2023
GENERAL ACCOUNT
 Opening Balance @ 1 September 2022

Income	Sep-22		Oct-22		Nov-22		Dec-22		Jan-23		Feb-23		Mar-23		Apr-23		May-23		Jun-23		Jul-23		Aug-23		To Current Mth	To Year End	
	Forecast	Actual	Forecast	Actual	Forecast	Actual	Forecast	Actual	Forecast	Actual	Forecast	Actual	Forecast	Actual	Forecast	Actual	Forecast	Actual	Forecast	Actual	Forecast	Actual	Forecast	Actual			
GAY1 Fees*	£ 1,738.10	£ 1,738.10	£ 1,585.50	£ 1,585.50	£ 2,143.42	£ 2,143.42	£ 1,070.71	£ 1,070.71	£ 1,862.15	£ 1,862.15	£ 1,796.20	£ 1,796.20	£ 3,129.52	£ 3,129.52	£ 2,074.70	£ 2,074.70	£ 3,819.24	£ 3,819.24	£ 4,519.24	£ 4,369.85	£ 3,291.93	£ 4,693.38	£ -	£ 2,223.15	£ 28,265.92	£ 27,090.71	
GAY2 NCC Funding*	£ 6,190.00	£ 6,190.00	£ -	£ -	£ 5,022.00	£ 5,022.00	£ 6,722.86	£ 6,722.86	£ 1,405.50	£ 1,405.50	£ 9,232.00	£ 9,232.00	£ 9,379.16	£ 9,379.16	£ 16,883.60	£ 16,883.60	£ 6,392.00	£ 6,392.00	£ 10,585.28	£ 7,166.00	£ 7,938.96	£ 6,704.00	£ -	£ 9,602.27	£ 90,699.39	£ 85,751.36	
GAY3 Bursaries	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
GAY4 Milk Refunds	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
GAY5 Parent Purchases	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
GAY6 Bank interest	£ -	£ -	£ 7.44	£ 7.44	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ 29.26	£ 29.26	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ 36.70	£ 36.70	
GAY7 Miscellaneous	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
GAY9 Grants	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ 9.12	£ 9.12	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ 9.12	£ 9.12	
Total	£ 7,928.10	£ 7,928.10	£ 1,592.94	£ 1,592.94	£ 7,165.42	£ 7,165.42	£ 7,793.57	£ 7,793.57	£ 9,267.65	£ 9,267.65	£ 12,508.68	£ 12,508.68	£ 18,996.68	£ 18,996.68	£ 12,508.68	£ 12,508.68	£ 18,996.68	£ 18,996.68	£ 15,104.52	£ 11,535.85	£ 11,397.38	£ -	£ -	£ 119,011.13	£ 112,887.89		

To Current Mth	To Year End
Actual	Forecast
£ 28,265.92	£ 27,090.71
£ 90,699.39	£ 85,751.36
£ -	£ -
£ -	£ -
£ 36.70	£ 36.70
£ -	£ -
£ -	£ -
£ 9.12	£ 9.12
£ -	£ -
£ -	£ -
£ 119,011.13	£ 112,887.89

Summary to Current Period	
Actual income	£124,309.75
Actual expenses	£129,821.15
Actual profit	£-5,511.40
Forecasted income to EOY	£114,506.40
Forecasted expenditure to EOY	£123,864.74
Forecasted profit to EOY	£-9,358.34

Expenditure	Sep-22		Oct-22		Nov-22		Dec-22		Jan-23		Feb-23		Mar-23		Apr-23		May-23		Jun-23		Jul-23		Aug-23		To Current Mth	To Year End	
	Forecast	Cashbook	Forecast	Cashbook	Forecast	Cashbook	Forecast	Cashbook	Forecast	Cashbook	Forecast	Cashbook	Forecast	Cashbook	Forecast	Cashbook	Forecast	Cashbook	Forecast	Cashbook	Forecast	Cashbook	Forecast	Cashbook			
GAX1 Wages	£ 7,396.06	£ 7,396.06	£ 8,101.82	£ 8,101.82	£ 7,754.74	£ 7,754.74	£ 8,158.22	£ 8,158.22	£ 8,432.22	£ 8,432.22	£ 8,432.22	£ 8,432.22	£ 17,148.81	£ 17,148.81	£ 17,915.37	£ 17,915.37	£ 19,054.71	£ 19,054.71	£ 19,054.71	£ 18,669.10	£ 19,054.71	£ 10,994.40	£ 19,054.71	£ 9,504.26	£ 101,561.93	£ 99,558.30	
GAX2 NI contributions	£ 410.62	£ 410.62	£ 601.78	£ 601.78	£ -	£ -	£ 649.84	£ 649.84	£ -	£ -	£ 421.72	£ 421.72	£ -	£ -	£ 450.00	£ 450.00	£ 1.94	£ 450.00	£ 240.75	£ 450.00	£ -	£ 450.00	£ -	£ 450.00	£ -	£ 2,326.65	£ 3,883.96
GAX3 Rent	£ 700.00	£ 700.00	£ 700.00	£ 700.00	£ 700.00	£ 700.00	£ 700.00	£ 700.00	£ 700.00	£ 700.00	£ 700.00	£ 700.00	£ 735.00	£ 735.00	£ 821.86	£ 821.86	£ 751.76	£ 828.62	£ 751.76	£ 1,224.62	£ 751.76	£ 740.62	£ 751.76	£ 872.62	£ 9,423.34	£ 8,763.90	
GAX4 Education	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ 264.00	£ -	
GAX5 Admin (equipment)	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ 50.00	£ -	£ 50.00	£ -	£ 50.00	£ 75.62	£ 50.00	£ 219.62	£ 295.24	£ 200.00	
GAX6 Admin (expendibles)	£ 36.00	£ 36.00	£ 867.44	£ 867.44	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ 541.20	£ 541.20	£ 50.00	£ 50.00	£ 301.41	£ 50.00	£ 620.29	£ 50.00	£ 725.02	£ 3,747.72	£ 1,644.64		
GAX7 Insurance	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ 499.20	£ -	£ -	£ -	£ 39.84	£ -	£ -	£ 539.04	£ 500.00		
GAX8 Subscriptions	£ 219.74	£ 219.74	£ 331.85	£ 331.85	£ 349.74	£ 349.74	£ 390.26	£ 390.26	£ 219.62	£ 219.62	£ 219.62	£ 219.62	£ 219.62	£ 219.62	£ 439.62	£ 439.62	£ 219.00	£ 241.32	£ 219.00	£ 219.62	£ 219.00	£ 144.00	£ 219.00	£ 2,995.01	£ 3,266.07		
GAX9 Staff training	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ 246.70	£ -	£ -	£ 246.70	£ -		
GAX11 Milk	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	
GAX12 Gifts	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ 22.28	£ 22.28	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ 22.28	£ 22.28	
GAX13 Miscellaneous	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ 48.00	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ 48.00	£ -	
GAX15 Premises costs	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	
GAX16 Grants	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	
GAX17 Fruit / Veg/snacks	£ -	£ -	£ -	£ -	£ -	£ -	£ 360.06	£ 360.06	£ -	£ -	£ -	£ -	£ -	£ -	£ 377.10	£ 377.10	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ 737.16	£ 1,137.16	
GAX18 Parties	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ 205.00	£ -	£ -	£ 205.00	£ -	
Total	£ 8,762.42	£ 8,762.42	£ 10,602.89	£ 10,602.89	£ 8,804.48	£ 8,804.48	£ 10,258.38	£ 10,258.38	£ 9,351.84	£ 9,351.84	£ 8,490.15	£ 8,490.15	£ 19,247.09	£ 19,247.09	£ 10,879.67	£ 10,879.67	£ 10,575.47	£ 10,575.47	£ 10,575.47	£ 12,980.80	£ 11,475.47	£ 12,952.17	£ 10,575.47	£ 122,412.07	£ 122,412.07		
Sub-Total - General Account	£ 834.32	£ 834.32	£ 9,009.95	£ 9,009.95	£ 1,639.06	£ 1,639.06	£ 2,464.81	£ 2,464.81	£ 84.19	£ 84.19	£ 2,538.05	£ 2,538.05	£ 3,261.59	£ 3,261.59	£ 8,117.01	£ 8,117.01	£ 304.23	£ 304.23	£ 4,529.05	£ 1,444.95	£ 244.58	£ 1,554.79	#VALUE!	£ 239.90	£ 3,400.94	£ 6,088.42	

To Current Mth	To Year End
Actual	Forecast
£ 101,561.93	£ 99,558.30
£ 2,326.65	£ 3,883.96
£ 9,423.34	£ 8,763.90
£ 264.00	£ -
£ 295.24	£ 200.00
£ 3,747.72	£ 1,644.64
£ 539.04	£ 500.00
£ 2,995.01	£ 3,266.07
£ 246.70	£ -
£ -	£ -
£ 22.28	£ 22.28
£ 48.00	£ -
£ -	£ -
£ -	£ -
£ -	£ -
£ 737.16	£ 1,137.16
£ 205.00	£ -
£ -	£ -
£ -	£ -
£ 122,412.07	£ 122,412.07

Account Balances to current period	
General Account	
Opening Balance	£42,545.85
Activity to current period	£(3,762.75)
Closing Balance	£38,783.10
Fundraising Account	
Opening Balance	£ 6,501.01
Activity to current period	£ 699.23
Closing Balance	£ 7,200.24
Total Closing Balance	£45,983.34

FUNDRAISING ACCOUNT

Income	Sep-22		Oct-22		Nov-22		Dec-22		Jan-23		Feb-23		Mar-23		Apr-23		May-23		Jun-23		Jul-23		Aug-23		To Current Mth	To Year End
	Forecast	Actual	Forecast	Actual	Forecast	Actual	Forecast	Actual	Forecast	Actual	Forecast	Actual	Forecast	Actual	Forecast	Actual	Forecast	Actual	Forecast	Actual	Forecast	Actual	Forecast	Actual		
FRY1 Fundraising	£ 160.00	£ 160.00	£ 314.91	£ 314.91	£ 12.77	£ 12.77	£ 528.02	£ 528.02	£ 23.31	£ 23.31	£ -	£ -	£ -	£ -	£ -	£ -	£ 53.36	£ -	£ 1,935.29	£ -	£ 552.74	£ -	£ 339.00	£ 3,919.40	£ 3,919.40	
Total	£ 160.00	£ 160.00	£ 314.91	£ 314.91	£ 12.77	£ 12.77	£ 528.02	£ 528.02	£ 23.31	£ 23.31	£ -	£ -	£ -	£ -	£ -	£ -	£ 53.36	£ -	£ 1,935.29	£ -	£ 552.74	£ -	£ 339.00	£ 3,919.40	£ 3,919.40	

To Current Mth	To Year End
Actual	Forecast
£ 3,220.17	£ 3,22

MAG ACCOUNTANCY SERVICES
 GROUND FLOOR OFFICE, VANQUISH HOUSE
 WELLSLEY ROAD, NEWWICH NR15 2PD

Address:

FMART

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

TRACEY WOODS

Name:

[Signature]
 Date: 05/08/2023

Signed:

* Please delete the words in the brackets if they do not apply.

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.

- ~~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 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:

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.

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 to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/08/2023

Independent examiner's statement

Responsibilities and basis of report

Set out on pages

On accounts for the year ended	31st AUGUST 2023	Charity no (if any)
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On accounts for the year ended

RIDDLEDOCKS COMMUNITY FLAGSHIP

Report to the trustees/ members of



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.

N/A

~~MM~~