

Puddleducks Pre-school Mulbarton

Annual General Meeting 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 - £183k (up on previous year)
Payments & Liabilities - £156k (up on previous year)
Net Receipts - £27k profit (compared to a £10k loss 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:

	2023/24	2022/23	2021/22
Receipts	£183k	£114k	£106k
Payments & Liabilities	£156k	£124k	£114k
Net Receipts	£27k	£-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.

Although Puddleducks had a small fee increase in January last year that has proven to be the turning point where now the preschool is becoming self-sufficient. 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 which accounts for 74% down from the previous year of 84% of expenditure. The next biggest expenditure is rent amounting to 6% down 1% on last year.

Fundraising during the year has generated £1.3k which is lower than last year by £1k but due to the intake of children and income generated this hasn't proven needed this year.

At the year end, the Charity's free reserves amounted to £67k. It is the Trustees' aim to maintain reserves in order to:

- meet redundancy liabilities should the setting have to close (current liability circa £12k);
- maintain a general contingency reserve equal to one term's outgoings (circa £35k);
- Invest in new toys and equipment as and when required.

With the above estimated taken into consideration, the Charity presently has £20k excess reserve.

To conclude, it was a really good year for all at Puddleducks having now turned everything around and turned a profit. The whole team should be proud of themselves. Revenue was up on previous year once again and although the running costs have also increased the team have still managed to make a profit. I believe it should not go unnoticed we would like to thank the continued support from the staff, committee, parents & carers to promote this excellent setting is even more important.

Natalie Palfrey

RECEIPTS AND PAYMENTS ACCOUNT FOR THE YEAR ENDED 31 AUGUST 2024						
	Month	3				
	Pro-rata'd			Full Year		
	2024	2023	Movement	2024	2023	Movement
	£	£		£	£	
Income receipts						
Fees	10,500	6,773	3,727	42,000	27,091	14,909
Early Years Funding	28,955	21,438	7,518	###	85,751	30,071
Bursaries	-	-	0	-	-	0
Milk refunds	-	-	0	-	-	0
Parent purchases	-	-	0	-	-	0
Bank Interest	31	9	22	125	37	88
Misc	-	-	0	-	-	0
Grants	-	2	(2)	-	9	(9)
Ducklings	277	145	132	1,109	580	529
Fundraising income	334	260	74	1,336	1,039	297
	40,098	28,627	11,471	###	###	45,885
Charitable expenditure						
Wages	32,114	26,016	6,098	###	###	24,390
Rent	1,976	2,191	(215)	7,902	8,764	(862)
Education	55	-	55	220	-	220
Admin equipment	316	50	266	1,265	200	1,065
Admin expenses	418	411	6	1,670	1,645	25
Insurance	181	125	56	724	500	224
Yearly subscriptions	349	817	(467)	1,396	3,266	(1,870)
Staff training	33	-	33	131	-	131
Milk / Fruit & Veg	136	284	(148)	545	1,137	(592)
Gifts	-	-	0	-	-	0
Premises expenses	55	6	50	220	22	198
Grants expended	-	-	0	-	-	0
Sundry expenses	152	-	152	608	-	608
Ducklings	-	262	(262)	-	1,046	(1,046)
Parties	53	-	53	210	-	210
Fundraising expenses	112	805	(693)	449	3,220	(2,771)
	35,949	30,966	4,930	###	###	19,931
Other Payments / Accruals						
Independent Examiner's fees	-	13	(13)	-	50	(50)
August Salaries	-	151	(151)	-	604	(604)
	-	164	- 164	-	654	- 654
Net receipts for the year	4,149	(2,503)	6,705	16,596	(10,012)	26,608
For internal use only						
Reserve on Furlough Payments	-	2	- 2	-	9	- 9
Adjusted position to year end	4,147	(2,505)	6,652	16,587	(10,021)	26,608
Cash at start of period						
Cash at end of period						

GENERAL ACCOUNT

Opening Balance @ 1 September 2023

Income		Sep-23		Oct-23		Nov-23		Dec-23		Jan-24		Feb-24		Mar-24		Apr-24		May-24		Jun-24		Jul-24		Aug-24		To Current Mth	To Year End				
Code		Forecast	Actual	Forecast	Actual	Forecast	Actual	Forecast	Actual	Forecast	Actual	Forecast	Actual	Forecast	Actual	Forecast	Actual	Forecast	Actual	Forecast	Actual	Forecast	Actual	Forecast	Actual	Actual	Forecast				
GAY1	Fees*	£ 4,000.00	£ 3,630.48	£ 4,000.00	£ 4,904.31	£ 4,000.00	£ 4,556.52	£ 4,000.00	£ 4,026.09	£ 4,000.00	£ 4,296.25	£ 4,000.00	£ 3,687.51	£ 4,188.75	£ 2,900.00	£ 2,812.84	£ 2,500.00	£ 2,384.73	£ 4,000.00	£ 3,837.00	£ 4,405.47	£ 2,500.00	£ 510.00	£ 41,439.95	£ 42,000.00						
GAY2	NCC Funding*	£ 7,205.91	£ 7,205.91	£ 15,923.00	£ -	£ -	£ -	£ 7,693.19	£ 7,693.19	£ -	£ -	£ -	£ -	£ 15,037.51	£ 14,283.40	£ -	£ -	£ -	£ -	£ 7,000.00	£ 11,453.84	£ 7,000.00	£ 4,000.00	£ 139,071.78	£ 115,821.72						
GAY3	Bursaries	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -		
GAY4	Milk Refunds	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	
GAY5	Parent Purchases	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
GAY6	Bank interest	£ -	£ 56.09	£ 56.09	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ 68.93	£ 68.93	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ 125.02	£ 125.02				
GAY7	Miscellaneous	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
GAY9	Grants	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
	Total	£ 11,205.91	£ 10,836.39	£ 19,979.09	£ 20,883.40	£ 4,000.00	£ 4,556.52	£ 11,693.19	£ 11,719.28	£ -	£ -	£ -	£ -	£ 19,037.51	£ 19,226.26	£ 16,852.33	£ 17,165.17	£ -	£ -	£ 11,000.00	£ 15,290.84	£ 9,500.00	£ 16,092.47	£ 6,500.00	£ 180,636.75	£ 157,946.74					

Summary to Current Period	
Actual	Forecast
Actual income	###
Actual expenses	###
Actual profit	£ 26,720.73
Forecasted income to EOY	###
Forecasted expenditure to EOY	###
Forecasted profit to EOY	£ 16,596.32

Expenditure		Sep-23		Oct-23		Nov-23		Dec-23		Jan-24		Feb-24		Mar-24		Apr-24		May-24		Jun-24		Jul-24		Aug-24		To Current Mth	To Year End				
Code		Forecast	Cashbook	Forecast	Cashbook	Forecast	Cashbook	Forecast	Cashbook	Forecast	Cashbook	Forecast	Cashbook	Forecast	Cashbook	Forecast	Cashbook	Forecast	Cashbook	Forecast	Cashbook	Forecast	Cashbook	Forecast	Actual	Forecast					
GAX1	Wages	£ 12,552.12	£ 12,552.12	£ 9,848.39	£ 9,848.39	£ 8,505.45	£ 8,505.45	£ 9,786.09	£ 9,786.09	£ 8,032.90	£ 8,032.90	£ 9,529.35	£ 9,529.35	£ 10,106.40	£ 10,106.40	£ 9,537.46	£ 9,537.46	£ 10,000.00	£ 11,907.45	£ 11,061.14	£ 10,000.00	£ 11,061.14	£ 10,000.00	£ 126,648.12	£ 119,653.10						
GAX2	Ni contributions	£ 82.96	£ 82.96	£ -	£ -	£ -	£ -	£ 737.30	£ 737.30	£ 546.21	£ 546.21	£ 1,371.33	£ 630.71	£ 1,188.48	£ 1,188.48	£ 1,134.61	£ 1,134.61	£ 941.48	£ 941.48	£ 1,000.00	£ 874.16	£ 800.00	£ 3,351.21	£ 9,487.12	£ 8,802.37						
GAX3	Rent	£ 740.62	£ 740.62	£ 740.62	£ 740.62	£ 1,520.62	£ 1,520.62	£ 1,000.62	£ 1,000.62	£ 896.62	£ 896.62	£ 208.00	£ 948.62	£ 896.62	£ 948.62	£ 948.62	£ 948.62	£ -	£ -	£ 950.00	£ 1,052.62	£ 948.62	£ 896.62	£ 10,590.82	£ 7,902.34						
GAX4	Education	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ 12.48	£ 12.48	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ 220.00	£ 220.00					
GAX5	Admin (equipment)	£ 219.62	£ 219.62	£ 219.62	£ 219.62	£ 219.50	£ 219.50	£ 75.74	£ 75.74	£ 75.74	£ 75.74	£ 75.50	£ 75.50	£ 273.27	£ 273.27	£ 75.62	£ 75.62	£ 30.17	£ 30.17	£ -	£ 487.07	£ 204.29	£ -	£ 1,956.14	£ 1,264.78						
GAX6	Admin (expenses)	£ -	£ -	£ 13.57	£ 13.57	£ 423.95	£ 423.95	£ 375.85	£ 375.85	£ 55.83	£ 55.83	£ 112.11	£ 112.11	£ 634.19	£ 634.19	£ 3.75	£ 3.75	£ 25.49	£ 25.49	£ -	£ 25.49	£ 25.49	£ -	£ 2,032.47	£ 1,670.23						
GAX7	Insurance	£ -	£ -	£ -	£ -	£ -	£ -	£ 192.00	£ 192.00	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ 531.69	£ 531.69	£ -	£ -	£ -	£ -	£ -	£ 761.74	£ 723.69					
GAX8	Subscriptions	£ -	£ -	£ -	£ -	£ -	£ -	£ 283.99	£ 283.99	£ 144.00	£ 144.00	£ 442.80	£ 442.80	£ -	£ -	£ 346.79	£ 346.79	£ 178.80	£ 178.80	£ -	£ -	£ -	£ -	£ 1,575.18	£ 1,396.38						
GAX9	Staff training	£ -	£ 115.91	£ 115.91	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ 15.00	£ 15.00	£ -	£ -	£ 264.00	£ -	£ -	£ -	£ -	£ 394.91	£ 130.91					
GAX11	Milk	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ 12.48	£ 12.48					
GAX12	Gifts	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	
GAX13	Miscellaneous	£ -	£ 20.00	£ 20.00	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ 588.08	£ 588.08	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ 648.03	£ 608.08					
GAX15	Premises costs	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ 220.00	£ 220.00				
GAX16	Grants	£ -	£ 220.00	£ 220.00	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
GAX17	Fruit / Veg/snacks	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ 66.25	£ 66.25	£ 68.82	£ 68.82	£ -	£ -	£ -	£ -	£ -	£ 1,245.73	£ 532.16					
GAX18	Parties	£ -	£ -	£ -	£ -	£ -	£ -	£ 210.00	£ 210.00	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ 210.00	£ 210.00					
	Total	£ 13,595.32	£ 13,595.32	£ 11,176.11	£ 11,176.11	£ 10,669.52	£ 10,669.52	£ 12,469.59	£ 12,469.59	£ -	£ -	£ -	£ -	£ 13,111.44	£ 13,111.44	£ 12,936.18	£ 12,936.18	£ -	£ -	£ 11,975.49	£ 13,736.63	£ -	£ 14,131.52	£ 10,800.00	£ 156,002.74	£ 143,346.52					
	Sub-Total - General Account	£ 2,389.41	£ 2,758.93	£ 8,800.98	£ 9,705.29	£ 6,669.52	£ 6,613.00	£ 776.40	£ 750.31	£ 5,298.40	£ 3,794.65	£ 4,340.91	£ 4,028.42	£ 5,926.07	£ 6,114.82	£ 3,916.15	£ 4,228.99	£ 2,928.53	£ 2,813.26	£ 975.49	£ 1,554.21	£ 1,500.00	£ 3,960.95	£ 4,300.00	£ 24,634.01	£ 14,600.22					

FUNDRAISING ACCOUNT

Income		Sep-23		Oct-23		Nov-23		Dec-23		Jan-24		Feb-24		Mar-24		Apr-24		May-24		Jun-24		Jul-24		Aug-24		To Current Mth	To Year End	
Code		Forecast	Actual	Forecast	Actual	Forecast	Actual	Forecast	Actual	Forecast	Actual	Forecast	Actual	Forecast	Actual	Forecast	Actual	Forecast	Actual	Forecast	Actual	Forecast	Actual	Forecast	Actual	Actual	Forecast	
FRY1	Fundraising	£ -	£ -	£ 544.97	£ 544.97	£ -	£ -	£ -	£ -	£ 227.00	£ 227.00	£ -	£ -	£ 270.00	£ 270.00	£ 267.00	£ 267.00	£ 27.43	£ 617.50	£ -	£ -	£ -	£ -	£ -	£ 1,927.37	£ 1,336.40		
	Total	£ -	£ -	£ 544.97	£ 544.97	£ -	£ -	£ -	£ -	£ 227.00	£ 227.00	£ -	£ -	£ 270.00	£ 270.00	£ 267.00	£ 267.00	£ 27.43	£ 617.50	£ -	£ -	£ -	£ -	£ -	£ 1,927.37	£ 1,336.40		
	Sub-Total - Fundraising Account	£ -	£ -	£ 95.97	£ 95.17	£ -	£ -	£ -	£ -	£ 227.00	£ 227.00	£ -	£ -	£ 270.00	£ 270.00	£ 267.00	£ 267.00	£ 27.43	£ 617.50	£ -	£ -	£ -	£ -	£ -	£ 1,477.57	£ 887.40		

Ducklings

Income		Sep-23		Oct-23		Nov-23		Dec-23		Jan-24		Feb-24		Mar-24		Apr-24		May-24		Jun-24		Jul-24		Aug-24		To Current Mth	To Year End	
Code		Forecast	Actual	Forecast	Actual	Forecast	Actual	Forecast	Actual	Forecast	Actual	Forecast	Actual	Forecast	Actual	Forecast	Actual	Forecast	Actual	Forecast	Actual	Forecast	Actual	Forecast	Actual	Actual	Forecast	
GAY8	Ducklings	£ -	£ -	£ 159.90	£ 159.90	£ -	£ -	£ -	£ -	£ 175.00	£ 175.45	£ -	£ -	£ -	£ -	£ 273.80	£ 273.80	£ -	£ -	£ 250.00	£ -	£ -	£ -	£ -	£ 609.15	£ 1,108.70		
	Total	£ -	£ -	£ 159.90	£ 159.90																							

FRY1	Fundraising
GAY1	GAY1 - Fees*
GAY2	NCC Funding*
GAY3	Bursaries
GAY4	Milk Refunds
GAY5	Parent Purchases
GAY6	Bank interest
GAY7	Miscellaneous
GAY8	Ducklings
GAY9	Grants
FRX1	Fundraising
GAX1	Wages
GAX2	NI contributions
GAX3	Rent
GAX4	Education
GAX5	Admin (equipment)
GAX6	Admin (expendibles)
GAX7	Insurance
GAX8	Subscriptions
GAX9	Staff training
GAX11	Milk
GAX12	Gifts
GAX13	Miscellaneous
GAX14	Ducklings
GAX15	Premises costs
GAX16	Grants
GAX17	Fruit / Veg/snacks
GAX18	Parties

Debits	£ 158,458.59
Credits	£ 184,589.25
Total Mastersheet	£ 67,850.83
General Acc as at 31.08.24	
F/R Acc as at 31.08.24	
Total Bank A/C	£ -

£

617.50

1787.1



Section A Independent Examiner's Report

Report to the trustees/ members of

Charity Name Puddleducks Pre-school Mulbarton

On accounts for the year ended

31st August 2024

Charity no (if any)

1027069

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 31/08/2024 YY.

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: Christopher Lodge

Date: 20/10/2025

Name: Christopher Lodge

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

MAAT

Address:

Logical Bookkeeping Services Ltd
3 Forge Orchards, Mulbarton
Norwich, NR14 8JH

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