

Trustees' Annual Report for the period

	Period start date		Period end date
From	1/9/2019	To	31/8/2020

Section A Reference and administration details

Charity name Over Puddleducks Pre-School

Other names charity is known by

Registered charity number (if any) 1027556

Charity's principal address Over Community Centre

Drings Close

Over, Cambridgeshire

Postcode

CB24 5NZ

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Claire Wilkins	Chair		
2	Joel Summerfield	Secretary		
3	Charlie Bown	Joint Treasurer		
4	Laura Hoare	Joint Treasurer		
5	Jo Tippet	Health & Safety		
6	Tracey Reynolds	Fundraising		
7	Emma Baker	Pre-School Manager		
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

Name of chief executive or names of senior staff members (Optional information)

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Section B Structure, governance and management

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Constitution
How the charity is constituted (eg. trust, association, company)	Incorporated Charity
Trustee selection methods (eg. appointed by, elected by)	Elected by the committee (made up of existing trustees and elected at the AGM)

Additional governance issues (Optional information)

<p>You may choose to include additional information, where relevant, about:</p> <ul style="list-style-type: none">• policies and procedures adopted for the induction and training of trustees;• the charity's organisational structure and any wider network with which the charity works;• relationship with any related parties;• trustees' consideration of major risks and the system and procedures to manage them.	<p>The pre school is run via a Management Committee, however the day to day running of the setting is overseen by a Manger and Deputy Manager.</p> <p>Puddleducks is run by an elected committee of parents and members of the local community in consultation with staff. Committee members are all volunteers responsible for reviewing policies, procedures, practice, and for the employment of staff.</p> <p>Parents and carers are encouraged to join the committee and attend the monthly meetings.</p> <p>Every September the committee holds its AGM which parents and carers are also encouraged to attend. This is when new members are elected to the committee.</p>
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Section C Objectives and activities

Summary of the objects of the charity set out in its governing document

<p>Puddleducks is a committee-run charity organisation that provides pre-school education to the children of Over and the surrounding areas. Children can start Puddleducks from 2 years and we support their development up to primary school age.</p>

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

Puddleducks is a member of the Early Years Alliance (EYA). As such, we have adopted the constitution of the EYA and encourage all aspects of development to give each child a secure foundation on which to build future learning, as well as to contribute to the enjoyment of their early childhood.

Our aims at Puddleducks are to provide:

- high quality care and learning opportunities by experienced and qualified staff
- a balanced curriculum
- a safe, stimulating and welcoming environment
- equal opportunities for all children
- clear policies and procedures
- the opportunity for parents and carers to be involved

The benefit is to provide early year's provision to the local community, this includes children who have SEND and are most vulnerable children.

we confirm the trustees have regard to the charities commission guidance on public benefit,

Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

Summary of the main achievements of the charity during the year

We continue to strive to increase the number of children attending our setting to improve the financial sustainability.

We have completed a number of fundraising events, open day's advertisements in local magazines and social media during the year to ensure we are raising the profile of the pre-school. These include the following

- Christmas Fayre and raffle
- Nativity raffle
- Casino Night – Charity Evening
- Sports Day
- Open Day
- Updated Website
- Expanded Social Media presence

Since March 2020 – fundraising events have been limited due to COVID restrictions. Puddleducks entered into a joint virtual fundraising event with another local pre school and school.

As for all businesses, COVID has had a negative financial impact on Puddleducks income.

Section E Financial review

Brief statement of the charity's policy on reserves

The Pre School holds a £20,000 reserve fund as part of a contingency fund, this is to cover 3 months running cost should the pre-school experience financial difficulties and is forced to close.

Details of any funds materially in deficit

Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

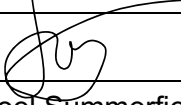
- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

Section F Other optional information

Section G Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)	<i>Claire Wilkins</i>	
Full name(s)	Claire Wilkins	Joel Summerfield
Position (eg Secretary, Chair, etc)	Chair	Secretary
Date	9/07/2021	



Receipts and payments accounts

For the period from	Period start date 01/09/2019	To	Period end date 31/08/2020
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Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
Fees (parents)	7,247	-	-	7,247	-
Cambridge County Council	43,761	-	-	43,761	-
SEN funding	23,076	-	-	23,076	-
Grants	3,864	-	-	3,864	-
Fundraising	2,324	-	-	2,324	-
Sweatshirt income	121	-	-	121	-
national insurance re-payment	184	-	-	184	-
bank interest	10	-	-	10	-
Sub total (Gross income for AR)	80,587	-	-	80,587	-
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	80,587	-	-	80,587	-
A3 Payments					
Staff Salaries	53,302	-	-	53,302	-
Pension contribution	500	-	-	500	-
Expenses	2,592	-	-	2,592	-
Rent (Over Town Council)	5,558	-	-	5,558	-
Telephone charges	20	-	-	20	-
Business Insurance	757	-	-	757	-
Resources	2,799	-	-	2,799	-
Activities	69	-	-	69	-
Bookkeeping and Payroll	1,706	-	-	1,706	-
Uniform	50	-	-	50	-
Training costs	661	-	-	661	-
Sub total	68,015	-	-	68,015	-
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	68,015	-	-	68,015	-
Net of receipts/(payments)	12,572	-	-	-	-
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	-	-	-	-	-
Cash funds this year end	12,572	-	-	12,572	-

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds				
	Fundraising Account	2,018	-	-
	Current Account	16,702	-	-
	Savings Account	20,005	-	-
	Total cash funds	38,725	-	-

(agree balances with receipts and payments account(s))

Agreement Error	OK	OK
Unrestricted funds	Restricted funds	Endowment funds
to nearest £	to nearest £	to nearest £

B2 Other monetary assets

Details			
	-	-	-
	-	-	-
	-	-	-
	-	-	-
	-	-	-
	-	-	-

B3 Investment assets

Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
		-	-
		-	-
		-	-
		-	-
		-	-

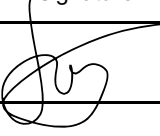
B4 Assets retained for the charity's own use

Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
		-	-
		-	-
		-	-
		-	-
		-	-
		-	-
		-	-
		-	-
		-	-

B5 Liabilities

Details	Fund to which	Amount due	When due
		-	
		-	
		-	
		-	
		-	

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval
	JOEL SUMMERFIELD	30/06/2021



Independent examiner's report on the accounts

Report to the trustees/ members of

Charity Name: OVER PUDDLEBUCKS PRE SCHOOL

On accounts for the year ended

31/8/2020 Charity no (if any)

Set out on pages

1-4 (remember to include the page numbers of additional sheets)

Responsibilities and basis of report

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/08/2020

As the charity's trustees, 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 all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

~~[The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of [insert name of applicable listed body]]. Delete [] if not applicable.~~

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination (other than that disclosed below *) which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
• the accounts did not accord with the accounting records; or
• the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report 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: JCPH UPS Date: 20/6/2021

Name: MRS JAYNE PHILLIPS

Relevant professional qualification(s) or body: ICAEW / FCA

(if any):

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Address:

28 HILTON STREET

OVER

CAMBRIDGEHAIRE CB24 5PU.

Section B

Disclosure

Only complete if the examiner needs to highlight material 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.

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