



Trustees' Annual Report for the period

From 01/09/21
Period end date

Period start date To 31/08/2022

Charity name: Over Puddleducks Pre-School

Charity registration number:1027556

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	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 two years and we support their development up to primary school age.
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	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,

Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	
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Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	
Policy on social investment including program related investment	Para 1.38	
Contribution made by volunteers	Para 1.38	
Other		

Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	<p>We continue to strive to increase the number of children attending our setting to improve the financial sustainability.</p> <p>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 preschool. These include the following:;, Nativity raffle, A Casino night-charity evening, Rock and roll bingo, Cake stall at community picnic and fun day, Halloween cake stall, Open day, Social Media advertisements</p>

Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	
Performance of fundraising activities against objectives set	Para 1.41	
Investment performance against objectives	Para 1.41	
Other		

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	The Pre School has 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.
Amount of reserves held	Para 1.22	£20,000
Reasons for holding zero reserves	Para 1.22	
Details of fund materially in deficit	Para 1.24	
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	

Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	
Investment policy and objectives including any social investment policy adopted	Para 1.46	
A description of the principal risks facing the charity	Para 1.46	
Other		

Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	Constitution
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	Incorporated Charity
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	Elected by the committee (made up of existing trustees and elected at the AGM)

Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	
The charity's organisational structure and any wider network with which the charity works	Para 1.51	
Relationship with any related parties	Para 1.51	
Other		The preschool is run via a Management Committee, however the day to day running of the setting is overseen by a Manger and Deputy Manager. Puddleducks is run by an elected committee of parents in consultation with staff. Committee members are all volunteers responsible for reviewing policies, procedures, practice, and for the employment of staff. Parents and carers are encouraged to join the committee and attend the monthly meetings. 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.
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Reference and Administrative details

Charity name	Over Puddleducks Preschool
Other name the charity uses	
Registered charity number	1027556
Charity's principal address	Over Community Centre Drings Close Over, Cambridgeshire, 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	Carolyn Ward	Health and Safety		
6	Travey Reynolds	Fundraising		
7	Emma Baker	Preschool manager		
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Corporate trustees – names of the directors at the date the report was approved

Director name		

Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	

Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	

Additional information (optional)

Names and addresses of advisers (Optional information)

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

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Exemptions from disclosure

Reason for non-disclosure of key personnel details

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Other optional information

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Declarations

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

Signed on behalf of the charity's trustees

Signature(s)	<i>Laura Hoare</i>	
Full name(s)	Laura Hoare	
Position (eg Secretary, Chair, etc)	Treasurer	
Date	19/6/23	



CHARITY COMMISSION
FOR ENGLAND AND WALES

Charity Name Over Puddleducks Pre-School	No (if any)
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Receipts and payments accounts

CC16a

For the period from	Period start date 9/1/2021	To	Period end date 31/08/2022
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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)	16,613	-	-	16,613	-
Cambridge County Council	55,582	-	-	55,582	-
Christmas Party	86	-	-	86	-
childcare vouchers	10,328	-	-	10,328	-
other	186	-	-	186	-
fundraising income	577	-	-	577	-
Sub total(Gross income for AR)	83,372	-	-	83,372	-
A2 Asset and investment sales, (see table).					
Sub total	-	-	-	-	-
Total receipts	83,372	-	-	83,372	-
A3 Payments					
Staff Salaries	61,492	-	-	61,492	-
Pension contribution	3,350	-	-	3,350	-
PAYE	3,646	-	-	3,646	-
Accountancy	1,312	-	-	1,312	-
Essentials	327	-	-	327	-
Rent	4,242	-	-	4,242	-
Uniform	596	-	-	596	-
Courses	801	-	-	801	-
Ofsted and DBS	97	-	-	97	-
resources and equipment	2,768	-	-	2,768	-
transfer to fundraising acc	466	-	-	466	-
transfer (payment error)	1,036	-	-	1,036	-
other	354	-	-	354	-
insurance	863	-	-	863	-
fundraising expenditure	802	-	-	802	-
Sub total	82,152	-	-	82,152	-
A4 Asset and investment purchases, (see table) fundraising expenditure					
Sub total	-	-	-	-	-
Total payments	82,152	-	-	82,152	-
Net of receipts/(payments)	1,220	-	-	-	-
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	-	-	-	-	-
Cash funds this year end	1,220	-	-	-	-

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	4,383	-	-



Section A

Independent Examiner's Report

Report to the trustees/ members of

Charity Name

OVER PUDDLEDUCKS PRE SCHOOL

On accounts for the year ended

31/8/22

Charity no (if any)

1027556

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 DD / MM / YYYY.

Responsibilities and basis of report

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:

Jayne Clare Phillip

Date:

10/6/2023

Name:

MRS JAYNE CLARE PHILLIP FEA.

Relevant professional qualification(s) or body

ICAEW

(if any):

Address:

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.