



Trustees' Annual Report for the period

From 1/9/22 Period start date To 31/8/23

Period end date

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 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 our most vulnerable children.
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	We confirm the trustees have regard to the charities commission guidance on public benefit.

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
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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>The staff and committee organise events which help to raise funds for the preschool, along with engaging with the community and parents, for example a Christmas production (also selling christmas merchandise), selling Christmas cards made by the children and a stall at the local village family fun day.</p> <p>Puddleducks continues to have a strong presence in the local community and it has increased the number of children enrolled in the setting, improving the financial sustainability.</p> <p>Continued investment in qualifications, learning and courses of staff members to ensure engaged and skilled team of staff.</p>

Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	
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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	All accounts in positive funds at end of financial period.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	The preschool has a reserve fund as part of a contingency fund, this is to cover 3 months running cost should the preschool experience financial difficulties and is forced to close.
Amount of reserves held	Para 1.22	£29,138
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 manager 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 half-termly 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.

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, Cambs, 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	Lucy Cowley	Secretary		
3	Laura Hoare	Treasurer (joint)		
4	Harriett Ball	Treasurer (joint)		
5	Danielle Bates	Fundraising		
6	Harriet Turton	Fundraising		
7	Erik Mackie			
8	Beth Waters			
9	Emma Baker	Preschool Manager		
10	Charlie Bown	Preschool Deputy Manager		
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

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)

Full name(s)

Position (eg Secretary, Chair, etc)

Date



Receipts and payments accounts


CC16a

For the period from	Period start date	To	Period end date
	9/1/22		8/31/23

Section A Receipts and payments

	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Last year
	to the nearest £	to the nearest £	to the nearest £	to the nearest £	to the nearest £
A1 Receipts					
Parents Fees	10,338	-	-	10,338	-
Cambridge County Council Early Years Funding	79,166	-	-	79,166	-
Childcare Vouchers	5,785	-	-	5,785	-
Christmas	74	-	-	74	-
Apprenticeship Incentive	1,000	-	-	1,000	-
Other	1,700	-	-	1,700	-
Fundraising income	4,358	-	-	4,358	-
	-0	-	-	-	-
Sub total(Gross income for AR)	102,422	-	-	102,422	-
A2 Asset and investment sales, (see table).					
	-0	-0	-0	-	-0
	-0	-0	-0	-	-0
Sub total	-0	-0	-0	-	-0
Total receipts	102,422	-0	-0	102,422	-0
A3 Payments					
Accountancy	1,198	-	-	1,198	-
Courses	1,083	-	-	1,083	-
Setting Materials	2,406	-	-	2,406	-
Cleaning Materials	1,622	-	-	1,622	-
Rent	4,364	-	-	4,364	-
Uniform	192	-	-	192	-
Salaries	65,470	-	-	65,470	-
HMRC	4,114	-	-	4,114	-
Pension	2,522	-	-	2,522	-
Ofsted and DBS	50	-	-	50	-
Insurance	795	-	-	795	-
Account Transfers (to reserve/savings account)	4,000	-	-	4,000	-
Other	2,350	-	-	2,350	-
Fundraising expenditure	5,247	-	-	5,247	-
	-0	-	-	-	-
	-0	-	-	-	-
Sub total	95,413	-	-	95,413	-
A4 Asset and investment purchases, (see table)					
	-0	-0	-0	-	-0
	-0	-0	-0	-	-0
Sub total	-0	-0	-0	-	-0
Total payments	95,413	-0	-0	95,413	-0
Net of receipts/(payments)	7,008	-	-	7,008	-
A5 Transfers between funds	-0	-	-	-	-
A6 Cash funds last year end	-0	-	-	-	-
Cash funds this year end	7,008	-	-	7,008	-

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	3,494	-	-
	Main Account	21,966	-	-
	Savings/ reserve account	29,138	-	-
	Total cash funds	54,599	-	-
	(agree balances with receipts and payments account(s))			
		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
	Details			
B2 Other monetary assets		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
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 liability relates	Amount due (optional)	When due (optional)
B5 Liabilities			-	
			-	
			-	
			-	
			-	
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval	
		LUCY COWLEY	23/6/24	



Section A

Independent Examiner's Report

**Report to the trustees/
members of**

Charity Name
OVER PUDDLEDUCKS PRESCHOOL

**On accounts for the year
ended**

31st August 2023

**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 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:

J Phillips

Date:

23/6/24

Name:

MRS JAYNE PHILLIPS FCA

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

ICAEW

Address:

**28 Milton Street
Over
Cambs CB24 5PU**

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.