

Registered Charity Number :- 1037296

**PUDDLEDUCKS UNDER FIVES  
TRUSTEES' REPORT  
AND  
FINANCIAL STATEMENTS  
FOR THE YEAR END  
31 August 2022**

**PUDDLEDUCKS UNDER FIVES  
31 Monastery Close  
Lawley Village  
Telford**

**PUDDLEDUCKS UNDER FIVES  
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FOR THE YEAR ENDED 31 AUGUST 2022**

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# PUDDLEDUCKS UNDER FIVES TRUSTEES' REPORT FOR THE YEAR ENDED 31 AUGUST 2022

The Trustees present their report with the financial statements of the charity for the year ended 31 August 2022. The trustees have adopted the provisions of the Statements of Recommended Practice (SORP)' Accounting and Reporting by Charities' issued in March 2005.

## **REFERENCE AND ADMINISTRATIVE DETAILS**

### **Registered Charity number**

1037296

### **Principal Address**

31 Monastery Close  
Telford  
Shropshire  
TF4 2GP

### **Trustees**

Mr M Baker  
Mr J Smout  
Ms J Boughen  
Mr W Ahmed  
Ms C Kociak

### **Independent Examiner**

One Click Solution Ltd  
5 Redcar Croft  
Birmingham  
B36 8UU

## **STRUCTURE, GOVERNANCE AND MANAGEMENT**

### **Governing Document**

The Charity is controlled by its governing document, a deed of trust, and constitute an unincorporated charity. The charity is run under the constitution of the Pre School Learning Alliance.

### **Recruitment and appointment of new trustees**

Trustees are appointed at the annual general meeting after vote by the parents. Under the constitution 30% of the parents must attend the meeting for it to be quorate.

### **Risk Management**

The trustees have a duty to identify and review the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error.

**PUDDLEDUCKS UNDER FIVES  
TRUSTEES' REPORT  
FOR THE YEAR ENDED 31 AUGUST 2022**

**OBJECTIVES AND ACTIVITIES**

**Objectives and aims**

The objectives of the charity are to enhance the development and education of the children under statutory school age by encouraging parents to understand and provide for the needs of their children through

**FINANCIAL REVIEW**

**Reserves policy**

The main funding body of the charity insists that reserves equal to at least three months operating costs are retained. This currently equates to approximately £25,000.

As at 31 August 2022 the free reserves of the charity were £27,332 (2021: £65,052).

Approved by order of the board of trustees on 27 April 2024 and signed on its behalf by:

John Smout  
Chair of the Trustees

**PUDDLEDUCKS UNDER FIVES**  
**INDEPENDENT EXAMINER'S REPORT**  
**FOR THE YEAR ENDED 31 AUGUST 2022**

I report to the trustees on my examination of the accounts of the above charity for the year ended 31

**Respective Responsibilities of trustees and examiner**

The Charity's Trustees are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act"). The trustees consider that an audit is not required for this year (under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent

It is my responsibility to:

- 'Examine the accounts under Section 145 of the 2011 Act
- 'To follow the procedures laid down in the General Directions given by the Charity Commission (under Section 145(5)(b) of the 2011 Act); and
- To state whether particular matters have come to my attention

**Basis of the independent examiner's report**

My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is

**Independent examiner's statement**

In connection with my examination, no matter has come to my attention:

- 1- Which gives me reasonable cause to believe that, in any material respect, the requirements
  - o To keep accounting records in accordance with Section 130 of the 2011 Act; and
  - o to prepare accounts in accordance with the accounting records and to comply with the accounting requirements of the 2011 Act

have not been met; or

- 2- To which in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

One Click Solution Ltd  
5 Redcar Croft  
Birmingham  
B36 8UU

27 April 2024

**PUDDLEDUCKS UNDER FIVES**  
**STATEMENT OF FINANCIAL ACTIVITIES**  
**FOR THE YEAR ENDED 31 AUGUST 2022**

	Notes	Unrestricted Funds £	Restricted Funds £	2022 Total Funds £	2021 Total Funds £
<b>INCOMING RESOURCES</b>					
<b>Incoming resources from generated funds</b>					
Voluntary Income	2	46,906	-	46,906	105,364
Activities from generating funds	3	10,845	-	10,845	19,068
<b>Total Incoming resources</b>		<b>57,751</b>	<b>-</b>	<b>57,751</b>	<b>124,432</b>
<b>RESOURCES EXPENDED</b>					
<b>Costs of generating funds</b>					
Fundraising trading : cost of goods sold and other costs					
<b>Charitable activities</b>					
Wages	5	49,410	-	49,410	84,660
Nursery costs	6	39,699	-	39,699	28,596
Support costs	7	424	98	522	696
Governance costs	8	5,937	-	5,937	4,356
<b>Total resources expended</b>		<b>95,471</b>	<b>98</b>	<b>95,569</b>	<b>118,307</b>
Net Incoming/(outgoing) resources		(37,720)	(98)	(37,818)	6,125
<b>Reconciliation of funds</b>					
Total funds brought forward		65,052	392	65,444	59,319
<b>Total Funds Carried Forward</b>		<b>27,332</b>	<b>294</b>	<b>27,626</b>	<b>65,444</b>

**PUDDLEDUCKS UNDER FIVES  
BALANCE SHEET  
AS AT 31 AUGUST 2022**

	Notes	Unrestricted Funds £	Restricted Funds £	2022 Total Funds £	2021 Total Funds £
<b>FIXED ASSEST</b>					
Tangible assets	9	1,272	294	1,566	2,088
<b>CURRENT ASSEST</b>					
Cash at bank and in hand		30,794	-	30,794	66,690
Other debtors		-	-	-	-
<b>CREDITORS</b>					
Amount payable due within one year	10	(4,735)	-	(4,735)	(3,335)
<b>NET CURRENT ASSETS</b>		<b>27,332</b>	<b>294</b>	<b>27,626</b>	<b>65,444</b>
<b>TOTAL ASSETS LESS LIABILIATIES</b>		<b>27,332</b>	<b>294</b>	<b>27,626</b>	<b>65,444</b>
<b>NET ASSETS</b>		<b>27,332</b>	<b>294</b>	<b>27,626</b>	<b>65,444</b>
<b>FUNDS</b>					
Unrestricted funds	11	27,332		27,332	65,052
Restricted funds			294	294	392
<b>TOTAL FUNDS</b>		<b>27,332</b>	<b>294</b>	<b>27,626</b>	<b>65,444</b>

The financial statements are approved by the board of trustees and were signed on its behalf by

John Smout-Chair of the Trustees  
27 April 2024

# PUDDLEDUCKS UNDER FIVES

## NOTES TO THE FINANCIAL STATEMENTS

### AS AT 31 AUGUST 2022

#### 1. ACCOUNTING POLICIES

##### Accounting Conventions

The financial statements have been prepared under the historical cost convention, and in accordance with the Financial Reporting Standards for Small Entities (effective April 2008), The Charities Act 2011 and the requirements of the Statement of Recommended Practice, Accounting and Reporting by

##### Incoming Resources

All incoming resources are included on the Statements of Financial Activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy.

##### Resources Expended

Expenditures are accounted for on an accrual basis and have been classified under headings that aggregate all the cost related to the category. Where cost cannot be directly attributed to a particular heading, they have been allocated to activities on the basis consistent with the use of resources.

##### Tangible Fixed Assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated

Playground	25% on reducing balance
Fixture and fittings	25% on reducing balance
Computer equipment	25% on reducing balance

##### Taxation

The charity is exempt from tax on its charitable activities.

##### Fund Accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of

Restricted funds can only be used for a particular restricted purpose within the objects of the charity. Restrictions arise when specified by donor or when funds are raised for particular purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial

#### 2. VOLUNTARY INCOME

	2022	2021
	£	£
Grants	46,906	105,364
	<b>46,906</b>	<b>105,364</b>

Grants received included in the above are follows:

	2022	2021
	£	£
Telford & Wrekin Council	46,906	105,364

**PUDDLEDUCKS UNDER FIVES**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**AS AT 31 AUGUST 2022**

<b>3. ACTIVITIES FROM GENERATEING FUNDS</b>	<b>2022</b>	<b>2021</b>
	<b>£</b>	<b>£</b>
Playgroup Fees	10,197	18,500
Donation and gifts	648	500
Other	-	67
	<b>10,845</b>	<b>19,068</b>

**4. TRUSTEES' REMUNERATION AND BENEFITS**

There were no trustees' remunerations or other benefits for the year ended 31 August 2021 nor for the year ended 31 August 2020.

Trustees' Expenses

There were no trustees' expenses paid for the year ended 31 August 2021 nor for the year ended 31 August 2020.

<b>5. STAFF COSTS</b>	<b>2022</b>	<b>2021</b>
	<b>£</b>	<b>£</b>
Wages and Salaries	42,714	84,660
Bonus	6,696	-
	<b>49,410</b>	<b>84,660</b>

The average monthly number of employees during the year was as follows	<b>2022</b>	<b>2021</b>
Child care	7	7

No employee received emoluments in excess of £60,000.

<b>6. NURSERY COSTS</b>	<b>2022</b>	<b>2021</b>
	<b>£</b>	<b>£</b>
Repairs	286	160
Playground repairs	5,300	-
Rent	9,418	10,782
Bank charges	84	94
Equipment	7,782	2,522
Computer running	-	229
Insurance	-	898
Uniform	457	846
Refreshments	2,745	1,116
Telephone	307	434
Other Expenses	982	864
Sundries	426	101
Staff Training	1,189	4,415
Subscriptions	369	553
Household & Cleaning	1,025	1,251
Photocopier Costs	633	412
Printing and stationery	8,695	3,920
	<b>39,699</b>	<b>28,596</b>

**PUDDLEDUCKS UNDER FIVES**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**AS AT 31 AUGUST 2022**

<b>7. SUPPORT COSTS</b>	<b>2022</b>	<b>2021</b>
	<b>£</b>	<b>£</b>
Playground - Depreciation	331	440
Fixture & Fittings - Depreciation	17	23
Computer Equipment - Depreciation	174	233
Support Costs others	-	-
	<b>522</b>	<b>696</b>

<b>8. GOVERNANCE COSTS</b>	<b>2022</b>	<b>2021</b>
	<b>£</b>	<b>£</b>
U Check( DBS ) Fees	143	202
Professional Fees	596	-
Accountants fees	3,200	3,779
Pension Administration	1,999	375
	<b>5,937</b>	<b>4,356</b>

<b>9. TANGIBLE ASSETS</b>	<b>Playground</b>	<b>Fixtures and Fittings</b>	<b>Computer Equipment</b>	<b>Total</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>Cost</b>				
As at 01 September 2021	20,328	900	3,802	25,030
Additions	-	-	-	-
As at 31 August 2022	20,328	900	3,802	25,030
<b>Depreciation</b>				
As at 01 September 2021	19,006	832	3,105	22,942
Charge for the year	331	17	174	522
As at 31 August 2022	19,336	849	3,279	23,464
<b>Net Book Value</b>				
As at 31 August 2021	1,322	68	698	2,088
<b>As at 31 August 2022</b>	<b>992</b>	<b>51</b>	<b>523</b>	<b>1,566</b>

<b>10. CREDITOR: AMOUNT PAYABLE DUE WITHIN ONE YEAR</b>	<b>2022</b>	<b>2021</b>
	<b>£</b>	<b>£</b>
Accountants fees	2,800	1,400
Other creditors	495	495
Accrued expenses	1,440	1,440
	<b>4,735</b>	<b>3,335</b>

**PUDDLEDUCKS UNDER FIVES**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**AS AT 31 AUGUST 2022**

**11. MOVEMENT IN FUNDS**

	As at 01 September 2021	Net Movement in Funds	As at 31 August 2022
	£	£	£
<b>Unrestricted Funds</b>			
General funds	65,052	(37,720)	27,332
<b>Restricted funds</b>			
Playground	392	(98)	294
<b>TOTAL FUNDS</b>	<b>65,444</b>	<b>(37,818)</b>	<b>27,626</b>

Net movement in funds, included in the are as follows:

	Incoming Resources	Resources Expended	Movement in Funds
	£	£	£
<b>Unrestricted funds</b>			
General Fund	57,751	(95,471)	(37,720)
<b>Restricted Funds</b>			
Playground	-	(98)	(98)
<b>Total Funds</b>	<b>57,751</b>	<b>(95,569)</b>	<b>(37,818)</b>

The restricted playground fund relates to grants received from The Big Lottery and Telford and Wrekin Council to construct and outdoor play area for children. This expenditure is treated as a fixed asset of the charity and the depreciation incurred is charged against this fund.