

# PUFFINS PRE-SCHOOL

England & Wales · Charity number 1030633

## Details

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Other names	PUFFINS PLAYSCHOOL
Status	Registered
Legal form	Other
Registered	1993-12-21
Register	<a href="#">View on the Charity Commission register</a>

## Contact

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Address 120 Southbourne Road  
Bournemouth  
BH6 3QJ

Phone 01202424994

## Activities

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**Objects:** TO ENHANCE THE DEVELOPMENT AND EDUCATION OF CHILDREN UNDER STATUTORY SCHOOL AGE BY ENCOURAGING PARENTS TO UNDERSTAND AND PROVIDE FOR THE NEEDS OF THEIR CHILDREN THROUGH COMMUNITY GROUPS

**Activities:** Pre-school for children age 6 months to school age.

## Classification

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- **How:** Provides Services
- **What:** Education/training
- **Who:** Children/young People

## Geography

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- Bournemouth
- Dorset

## Finances

Period end	Income	Expenditure	Assets	Employees
2025-07-31	£150,743	£125,295	-	-
2024-07-31	£141,464	£119,468	-	-
2023-07-31	£105,897	£112,166	-	-
2022-07-31	£97,722	£94,677	-	-
2021-07-31	£98,545	£92,652	-	-
2020-07-31	£79,248	£88,109	-	-

## Trustees

Name	Role	Appointed
Andrew Hirst	Chair	2023-02-01
Chrstine King		2025-09-15
Sonya Middlemast		2022-09-08

**PUFFINS PRE-SCHOOL**

England & Wales - Charity number 1030633

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# Accounts

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**PUFFINS PRE-SCHOOL**

Immanuel United Reformed Church  
120 Southbourne Road  
Bournemouth  
Dorset  
Phone: 0773 006 478  
Charity number: 1030633  
PSLA Membership number: 8469

**ACCOUNTS  
FOR THE YEAR ENDED 31 JULY 2025**



70 Seabourne Road  
Bournemouth  
Dorset  
BH5 2HT



**Puffins Pre-School**  
Immanuel United Reformed Church  
120 Southbourne Road  
Bournemouth  
Dorset  
Phone: 0773 006 478  
Charity number: 1030633  
PSLA Membership number: 8469

## Trustees Report Financial Year 2024/2025

**Objectives and Activities:** Puffins is a Pre-School led by a committee of local people and provides early years education for children between 6 months and 5 years at the above setting. It is run as a non-profit setting, and any surplus is used entirely within the setting and to further the charity's work.

The setting has had another successful year. The Trustees are thankful to the leadership provided by Mrs Meadows as Manager and Mrs Carrigan as Deputy Manager. The leadership has been augmented by an excellent staff team. The Baby Room continues to work well. Opening hours are still to 8am – 4pm Monday to Thursday and 8am – 1pm on Fridays in term time

There were several staff changes during the year. Miss Emma Gray joined Puffins in September 2024 along with Mrs Helen Parson. Mrs Parson was made redundant 31<sup>st</sup> March 2025.

There are high staff to pupil ratios, and an intimate setting is provided. This means we continued to have good numbers. We continue to help the staff with CDP and seek to create a happy environment for all.

The Redundancies Account remains at a sufficient level and the staff pension fund has worked in accordance with the latest Government recommendations. We have been able to keep up with statutory wage increases.

The facilities provide a good experience for the children

The number of enrolled children remains steady.

**Payment to Trustees:** No payments were made to trustees, or any persons connected with them during this financial period. No material transactions took place between the charity and any trustee, or any person connected with them.

**Public Benefit:** The charity acknowledges its requirement to demonstrate clearly that it must have charitable purpose or aims that are for the public benefit. The charity provides places for children at affordable rates for all in the community. We especially accommodate people from a wide catchment area and work with local schools to ensure children who are in need of a little more help receive it appropriately.

Andrew Hirst

Date

23-4-26

A. S. Hirst

Chair of Management Committee

**Structure, Governance and Management:** the charity was established to run a pre school facility within the area of Southbourne. It has termly meetings with parents to ensure any issue of governance or management are addressed. All parents are welcome to attend and ask questions.

**The Officers:** Andrew Hirst (Chair), Sonya Middlemast (Treasurer), John Guymer (Secretary) , Melanie Carrigan

**Bankers:** Lloyds Bank Bournemouth Dorset

**Puffins Pre-School**  
**Statement of Responsibilities to the Trustees**

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Law applicable to charities in England and Wales requires the Trustees to prepare financial statements for each financial year, which give a true and fair view of the Charity's financial activities during the year and of its financial position at the end of the year. In preparing financial statements giving a true and fair view, the Trustees should follow best practice and:

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards and statements of recommended practice have been followed, subject to any departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will not continue in the foreseeable future.

The Trustees are responsible for keeping accounting records which disclose with reasonable accuracy the financial position of the Charity and which enable them to ascertain the financial position of the charity and which enable them to ensure that the financial statements comply with applicable law and regulations. They are also responsible for safeguarding the assets of the Charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

**Puffins Pre-School  
Independent Examiners Report  
For The Year Ended 31 July 2025**

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I report on the accounts of the Charity for the year ended 31 July 2025.

It is my responsibility to:

- examine the financial statements under section 145 of the Act,
  
- to follow the procedures laid down in the General Directions given by the Charity Commission under section 145(5)(b) of the Act, and
  
- to state whether particular matters have come to my attention.

**BASIS OF 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 financial statements presented with those records. It also includes consideration of any unusual items or disclosures in the financial statements, and seeking explanations from the 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 financial statements present a 'true and fair' view and the report is limited to those matters set out in the statement below.

**INDEPENDENT EXAMINER'S STATEMENT**

In the course of my examination, no matter has come to my attention :

(1) which gives me reasonable cause to believe that, in any material respect, the requirements

- to keep accounting records in accordance with section 130 of the Act; and
  - to prepare financial statements which accord with the accounting records and comply with the accounting requirements of the 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 financial statements to be reached.



**D C SHORT FCCA**                      **Date: 01/05/2026**  
**CHARTERED CERTIFIED ACCOUNTANT**

70 Seabourne Road  
Bournemouth  
Dorset BH5 2HT

**Puffins Pre-School**  
**Detailed Income and Expenditure Account**  
**For The Year Ended 31 July 2025**

	<b>2025</b>		<b>2024</b>	
	£	£	£	£
<b>TURNOVER</b>				
Sales		150,743		141,464
<b>GROSS SURPLUS</b>		<b>150,743</b>		<b>141,464</b>
<b>Administrative Expenses</b>				
Wages and salaries	98,635		94,278	
Employers pensions - defined contributions scheme	1,296		1,093	
Travel and subsistence expenses	490		450	
Rent	12,600		12,600	
Cleaning	982		767	
Computer and IT consumables	1,580		1,214	
Insurance	496		462	
Printing, postage and stationery	354		-	
Advertising and marketing costs	170		-	
Telecommunications and data costs	160		261	
Professional fees	691		408	
Other general running costs	7,842		7,935	
Sundry expenses	( 1 )		-	
		(125,295 )		(119,468 )
<b>Other Operating Income</b>				
Other income - Donations and Fundraising	828		-	
		828		-
<b>OPERATING SURPLUS</b>		<b>26,276</b>		<b>21,996</b>
<b>Other interest receivable and similar income</b>				
Bank interest receivable	396		127	
		396		127
<b>SURPLUS FOR THE FINANCIAL YEAR</b>		<b>26,672</b>		<b>22,123</b>

**PUFFINS PRE-SCHOOL**

England & Wales - Charity number 1030633

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# Accounts

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**PUFFINS PRE-SCHOOL**

Immanuel United Reformed Church  
120 Southbourne Road  
Bournemouth  
Dorset  
Phone: 0773 006 478  
Charity number: 1030633  
PSLA Membership number: 8469

**ACCOUNTS  
FOR THE YEAR ENDED 31 JULY 2024**



70 Seabourne Road  
Bournemouth  
Dorset  
BH5 2HT



## **Trustees Report Financial Year 2023/2024**

**Objectives and Activities:** Puffins is a Pre-School led by a committee of local people and provides early years education for children between 6 months and 5 years at the above setting. It is run as a non-profit setting and any surplus is used entirely within the setting and to further the charity's work.

The setting has had another successful year. The Trustees are thankful to the leadership provided by Mrs Meadows as Manager and Mrs Carrigan (nee Gaukrodger) as Deputy Manager. The leadership has been augmented by an excellent staff team. The Baby Room continues to work well. Opening hours are still to 8am – 4pm daily in term time.

There were several staff changes during the year. Ella Brooks and Charlotte Jewell left and Angela Shaw joined.

An Ofsted inspection in February 24 downgraded the Nursery to 'inadequate' which had a huge impact on staff wellbeing and mental health. All our families supported the team through the difficult period that followed. The Nursery was reinspected in July 24 and was taken back to 'Good'

There are high staff to pupil ratios and an intimate setting is provided. This means we continued to have good numbers. We continue to help the staff with CDP and seek to create a happy environment for all.

The Redundancies Account remains at a sufficient level and the staff pension fund has worked in accordance with the latest Government recommendations. We have been able to keep up with statutory wage increases.

The facilities provide a good experience for the children

The number of enrolled children remains steady.

**Payment to Trustees:** No payments were made to trustees, or any persons connected with them during this financial period. No material transactions took place between the charity and any trustee, or any person connected with them.

**Public Benefit:** The charity acknowledges its requirement to demonstrate clearly that it must have charitable purpose or aims that are for the public benefit. The charity provides places for children at affordable rates for all in the community. We especially accommodate people from a wide catchment area and work with local schools to ensure children who are in need of a little more help receive it appropriately.

**Andrew Hirst**  
**Chair of Management Committee**  
**16 May 2025**

**Structure, Governance and Management:** the charity was established to run a pre school facility within the area of Southbourne. It has termly meetings with parents to ensure any issue of governance or management are addressed. All parents are welcome to attend and ask questions.

**The Officers:** Andrew Hirst (Chair), Sonya Middlemast (Treasurer), John Guymer (Secretary), Senga Lake, Melanie Carrigan

**Bankers:** Lloyds Bank Bournemouth Dorset

**Puffins Pre-School**  
**Statement of Responsibilities to the Trustees**

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Law applicable to charities in England and Wales requires the Trustees to prepare financial statements for each financial year, which give a true and fair view of the Charity's financial activities during the year and of its financial position at the end of the year. In preparing financial statements giving a true and fair view, the Trustees should follow best practice and:

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards and statements of recommended practice have been followed, subject to any departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will not continue in the foreseeable future.

The Trustees are responsible for keeping accounting records which disclose with reasonable accuracy the financial position of the Charity and which enable them to ascertain the financial position of the charity and which enable them to ensure that the financial statements comply with applicable law and regulations. They are also responsible for safeguarding the assets of the Charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

**Puffins Pre-School  
Independent Examiners Report  
For The Year Ended 31 July 2024**

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I report on the accounts of the Charity for the year ended 31 July 2024.

It is my responsibility to:

- examine the financial statements under section 145 of the Act,
  
- to follow the procedures laid down in the General Directions given by the Charity Commission under section 145(5)(b) of the Act, and
  
- to state whether particular matters have come to my attention.

**BASIS OF 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 financial statements presented with those records. It also includes consideration of any unusual items or disclosures in the financial statements, and seeking explanations from the 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 financial statements present a 'true and fair' view and the report is limited to those matters set out in the statement below.

**INDEPENDENT EXAMINER'S STATEMENT**

In the course of my examination, no matter has come to my attention :

(1) which gives me reasonable cause to believe that, in any material respect, the requirements

- to keep accounting records in accordance with section 130 of the Act; and
- to prepare financial statements which accord with the accounting records and comply with the accounting requirements of the 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 financial statements to be reached.



**D C SHORT FCCA**

**Date: 22/05/2025**

**CHARTERED CERTIFIED ACCOUNTANT**

70 Seabourne Road  
Bournemouth  
Dorset BH5 2HT

**Puffins Pre-School  
Balance Sheet  
As At 31 July 2024**

	Notes	2024		2023	
		£	£	£	£
<b>CURRENT ASSETS</b>					
Cash at bank and in hand		40,829		18,706	
		<u>40,829</u>		<u>18,706</u>	
<b>NET CURRENT ASSETS (LIABILITIES)</b>			<u>40,829</u>		<u>18,706</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>			<u>40,829</u>		<u>18,706</u>
<b>Funds brought forward</b>					
Income and Expenditure Account			18,706		21,930
			<u>22,123</u>		<u>-6,269</u>
<b>Cash Funds</b>			<u>40,829</u>		<u>18,706</u>

**Puffins Pre-School**  
**Detailed Income and Expenditure Account**  
**For The Year Ended 31 July 2024**

	<b>2024</b>		<b>2023</b>	
	£	£	£	£
<b>TURNOVER</b>				
Sales		141,464		105,851
<b>Administrative Expenses</b>				
Wages and salaries	94,278		85,633	
Employers pensions - defined contributions scheme	1,093		-	
Travel and subsistence expenses	450		-	
Rent	12,600		12,878	
Cleaning	767		-	
Computer and IT consumables	1,214		-	
Insurance	462		-	
Telecommunications and data costs	261		875	
Professional fees	408		2,752	
Other general running costs	7,935		10,028	
		(119,468 )		(112,166 )
<b>OPERATING SURPLUS/(DEFICIT)</b>		<b>21,996</b>		<b>(6,315)</b>
<b>Other interest receivable and similar income</b>				
Bank interest receivable	127		46	
		127		46
<b>SURPLUS/(DEFICIT) FOR THE FINANCIAL YEAR</b>		<b>22,123</b>		<b>(6,269 )</b>

**PUFFINS PRE-SCHOOL**

England & Wales - Charity number 1030633

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# Accounts

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Puffins Pre-School  
Immanuel United Reformed Church  
120 Southbourne Road  
Bournemouth  
Dorset  
Phone: 0773 006 478  
Charity number: 1030633  
PSLA Membership number: 8469

### Trustees Report Financial Year 2022/2023

**Objectives and Activities:** Puffins is a Pre-School led by a committee of local people and provides early years education for children between 6 months and 5 years at the above setting. It is run as a non-profit setting and any surplus is used entirely within the setting and to further the charity's work.

The setting has had another successful year. The Trustees are thankful to the leadership provided by Mrs Meadows as Manager and Miss Gaukrodger as Deputy Manager. The leadership has been augmented by an excellent staff team. The Baby Room continues to work well. Opening hours are still to 8am – 4pm daily in term time.

During the financial year 22/23 the only staff change was that Mrs Syrett left in July 23.

There are good staff to pupil ratios and an intimate setting is provided. This means we continued to have good numbers. We continue to help the staff with CDP and seek to create a happy environment for all.

The Redundancies Account remains at a sufficient level and the staff pension fund has worked in accordance with the latest Government recommendations. We have been able to keep up with statutory wage increases.

The facilities provide a good experience for the children

The number of enrolled children remains steady.

**Payment to Trustees:** No payments were made to trustees, or any persons connected with them during this financial period. No material transactions took place between the charity and any trustee, or any person connected with them.

**Public Benefit:** The charity acknowledges its requirement to demonstrate clearly that it must have charitable purpose or aims that are for the public benefit. The charity provides places for children at affordable rates for all in the community. We especially accommodate people from a wide catchment area and work with local schools to ensure children who are in need of a little more help receive it appropriately.

Andrew Hirst  
Chair of Management Committee  
10/05/2024

**Structure, Governance and Management:** the charity was established to run a pre school facility within the area of Southbourne. It has termly meetings with parents to ensure any issue of governance or management are addressed. All parents are welcome to attend and ask questions.

**The Officers:** Andrew Hirst (Chair), Nigel Hares (Treasurer), Sonya Middlemast (Secretary), John Guymer, Senga Lake.

**Bankers:** Lloyds Bank Bournemouth Dorset

Puffins Pre-School 1030633

CC16a

Receipts and payments accounts

For the period from 01-Aug-22 To 31-Jul-23

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 £
<b>A1 Receipts</b>					
Sales	105,851	-	-	105,851	97,719
Bank interest	46	-	-	46	3
<b>Sub total (Gross income for AR)</b>	<b>105,897</b>	<b>-</b>	<b>-</b>	<b>105,897</b>	<b>97,722</b>
<b>Total receipts</b>	<b>105,897</b>	<b>-</b>	<b>-</b>	<b>105,897</b>	<b>97,722</b>
<b>A3 Payments</b>					
Wages, salaries and other staff	85,633	-	-	85,633	72,639
Rent, rates, insurance and power	12,878	-	-	12,878	13,290
Professional services costs	2,752	-	-	2,752	905
Printing, postage, stationery, phone and computer	875	-	-	875	1,242
Other general running costs	10,028	-	-	10,028	6,601
<b>Sub total</b>	<b>112,166</b>	<b>-</b>	<b>-</b>	<b>112,166</b>	<b>94,677</b>
<b>Total payments</b>	<b>112,166</b>	<b>-</b>	<b>-</b>	<b>112,166</b>	<b>94,677</b>
<b>Net of receipts/(payments)</b>	<b>- 6,269</b>	<b>-</b>	<b>-</b>	<b>- 6,269</b>	<b>3,045</b>
<b>A5 Transfers between funds</b>					
<b>A6 Cash funds last year end</b>				24,975	21,930
<b>Cash funds this year end</b>	18,706	-	-	18,706	24,975

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 £
<b>B1 Cash funds</b>	Bank Account - Main	8,566	-	-
	Bank Account - Secondary	10,040	-	-
	Petty Cash	100	-	-
		-	-	-
	<b>Total cash funds</b>	<b>18,706</b>	<b>-</b>	<b>-</b>

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

Signature	Print Name	Date of approval
<i>Sonya Middlemore</i>	SONYA MIDDLEMORE	21/5/24
<i>A S Hirst</i>	ANDREW HIRST	2/5/24



Section A Independent Examiner's Report

Report to the trustees

Charity Name  
Puffins Pre-School

On accounts for the year ended

31 July 2023

Charity no (if any)  
1030633

Set out on pages

1-2

(Remember to include the page numbers of annex pages)

I report to the trustees on my examination of the accounts of the above charity (the Trust) for the year ended 31/07/2023.

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

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination 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.

Signed:

Date:

22 April 2024

Name:

Jonathan Adams FCA

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

Fellow of Institute of Chartered Accountants in England and Wales

**PUFFINS PRE-SCHOOL**

England & Wales - Charity number 1030633

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# Accounts

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**Puffins Pre-School**  
Immanuel United Reformed Church  
120 Southbourne Road  
Bournemouth  
Dorset  
Phone: 0773 006 478  
Charity number: 1030633  
PSLA Membership number: 8469

### Trustees Report 2022

**Objectives and Activities:** Puffins is a Pre-School led by a committee of local people and provides early years education for children between 6 months and 5 years at the above setting. It is run as a non-profit setting and any surplus is used entirely within the setting and to further the charity's work.

The setting has had another fruitful year. The Trustees are thankful to the leadership provided by Mrs Meadows as Manager, Mrs Gaukrodger as Deputy Manager and Mrs Syrett as Acting Deputy Manager covering maternity leave. The leadership has been augmented by an excellent staff team. In September 2022 we opened a Baby room for children of 6 months and over, which is working well. Opening hours were also extended to 8am – 4pm daily.

During the financial year 21/22 two members of staff joined: Ella Brookes in January 2022 and Paul Collins in June 2022. The Apprentice left.

There are good staff to pupil ratios and an intimate setting is provided. This means we continued to have good numbers. We continue to help the staff with CDP and seek to create a happy environment for all.

The Redundancies Account remains at a sufficient level and the staff pension fund has worked in accordance with the latest Government recommendations. We have been able to keep up with statutory wage increases.

The facilities provide a good experience for the children. In August 2022 we had a new door fitted from the main hall to the enclosed garden area which has been beneficial.

The number of enrolled children remains steady.

**Payment to Trustees:** No payments were made to trustees, or any persons connected with them during this financial period. No material transactions took place between the charity and any trustee, or any person connected with them.

**Public Benefit:** The charity acknowledges its requirement to demonstrate clearly that it must have charitable purpose or aims that are for the public benefit. The charity provides places for children at affordable rates for all in the community. We especially accommodate people from a wide catchment area and work with local schools to ensure children who are in need of a little more help receive it appropriately.

Andrew Hirst  
Chair of Management Committee  
19.5.2023

**Structure, Governance and Management:** the charity was established to run a pre school facility within the area of Southbourne. It has termly meetings with parents to ensure any issue of governance or management are addressed. All parents are welcome to attend and ask questions.

**The Officers:** Andrew Hirst (Chair), Nigel Hares (Treasurer), Sonya Middlemast (Secretary), John Guymer, Senga Lake.

**Bankers:** Lloyds Bank Bournemouth Dorset

**PUFFINS PRE-SCHOOL  
INCOME AND EXPENDITURE ACCOUNT  
FOR THE YEAR ENDED 31ST JULY 2022**

<u>EARLY YEARS</u>	£	31.7.22 £	£	31.7.21 £
<b>INCOME</b>				
Early Years Funding (Bournemouth)	62,890.54		66,407.95	
Parents Fees	25,319.44		23,440.64	
Beaufort Community Centre	0.00		0.00	
National Savings	9,509.45		6,048.25	
Brighter Futures	0.00		2,645.50	
Co Op Employee Benefits	0.00		0.00	
Interest Received	3.20	97,722.63	3.40	98,545.74
			<u>3.40</u>	
<b>DEPRIVATION ACCOUNT</b>				
Deprivation Funding (Kiddivouchers)	0.00		0.00	
Less Child T Shirts & Bags	0.00		0.00	
		0.00	<u>0.00</u>	0.00
<b>EXPENDITURE</b>				
Materials and Consumables	2,840.41		3,917.88	
Rent	13,000.00		12,000.00	
Wages and National Insurance	69,592.99		68,647.81	
Insurance & Health Cover	290.36		617.93	
DBS Checks	0.00		0.00	
Professional Fees (Ofsted)	50.00		50.00	
Professional Fees (Other & Payroll)	719.50		780.00	
Accountancy	135.00		161.00	
Laundry Cleaning and B'mth Waste	863.82		1,189.46	
Workwear	112.90		0.00	
Sundry, Repairs & Consumables	1,367.71		1,269.02	
Nest Pension	2,348.11		2,251.42	
Office and IT Expenses	1,242.29		860.61	
Outing and Events	460.00		0.00	
Sundries and Food	1,069.21		691.27	
Training and Conferences	585.00		215.99	
		<u>94,677.30</u>	<u>92,652.39</u>	
<b>Surplus for the Year</b>		<u><u>3,045.33</u></u>	<u><u>5,893.35</u></u>	
<b>FUNDS:</b>				
		£		£
Bank Balance as at 1st August 2021		19,478.68		3,791.33
Lloyds Redundancy Account 1st August 2021		11,180.40		16,278.79
Lloyds Schools Account 1st August 2021		1,232.92		2,434.92
Petty Cash		100.00		100.00
Less Owed Wages and PAYE and Fees		(10,062.38)		(6,568.77)
Surplus for the Year		3,045.33		5,893.35
		<u><u>24,974.95</u></u>		<u><u>21,929.62</u></u>
Bank Balance as at 31st July 2022		13,828.39		19,478.68
Lloyds Redundancy Account 31st July 2022		11,181.55		11,180.40
Lloyds Schools Account 31st July 2022		0.01		1,232.92
Petty Cash		100.00		100.00
Less Creditors Owed		(135.00)		(10,062.38)
		<u><u>24,974.95</u></u>		<u><u>21,929.62</u></u>

**PUFFINS PRE-SCHOOL  
ACCOUNTS FOR THE YEAR ENDED 31st July 2022**

In accordance with instructions given to me, I have prepared without carrying out an Audit, the above accounts from the accounting records of Puffins Pre-School and from information and explanations supplied to me.

**Signed** Jonathan Nevitt MAAT.

**Date** 24/05/23

**PUFFINS PRE-SCHOOL**

England & Wales - Charity number 1030633

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# Accounts

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## PUFFINS PRE-SCHOOL

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Immanuel United Reformed Church, 120 Southbourne Road,  
Southbourne, Bournemouth, Dorset, BH6 3QJ  
Phone 07773006478  
Charity No 1030633  
PSLA Membership No 8469

### **Trustees report 2021**

**Objectives & Activities:** Puffins is a pre school led by a committee of local people and provides early years education for children between 2 years and 5 years at the above setting. It is run as a non profit setting and any surplus is used entirely within the setting and to further the charity's work.

The setting has had another fruitful year despite facing challenging circumstances due to Covid19. The trustees are thankful to the leadership provided by Mrs Meadows as Manager and Ms Gaukrodger as Deputy Manager. The leadership has been augmented by an excellent staff team.

During the financial year on 20/21 we had one staff member leave, Mrs Jackson, who was with us for a short time.

We opened up after the initial lockdown and provided spaces especially for keyworker children. Covid affected many of our families but the setting itself did not close at all. We have managed to survive during the pandemic and have been well supported by families. The staff should be congratulated in the way that they cared for children during this time.

With good staff to pupil ratio and an intimate setting, means we continued to have reasonable numbers. We continue to help the staff with CDP and seek to create a happy environment for all.

The redundancy fund has increased slightly but remains at a satisfactory level. Our aim is to have at least the equivalent of 6 month salary held in this account.

The staff pension fund has worked well in accordance with the latest Government recommendation. We have been able to keep up with both increasing pension contributions and also statutory wage increases.

The facilities are continually upgraded and provide a wonderful experience for the children.

Our numbers level remained steady which was good ,especially as other settings experienced a drop in take up.

Thank you to all who have helped make Puffins a friendly place for children to come and learn and grow. Thank you to the staff who have been dedicated to their work during the pandemic.

**PAYMENTS TO TRUSTEES:** No payments were made to trustees or any persons connected with them during this financial period except for expenses. No material transaction took place between the charity and a trustee or any person connected with them.

**PUBLIC BENEFIT:** The charity acknowledges its requirement to demonstrate clearly that it must have charitable purposes or 'alms' that are for the public benefit. The Charity provides places for children at affordable rates for all in the community. We especially accommodate people from a wide catchment area and work with other local settings and schools to ensure children who are in need of a little more help receive it appropriately.

Revd Peter Southcombe  
Chair of Management Committee. 11.05.21

## **Structure, Governance and Management:**

The charity was established to run a pre school facility within the area of Southbourne. It has termly meetings with parents to ensure any issue of governance or management are addressed. All parents are welcome to attend and ask questions.

The Officers are:-

Chair. Revd Peter Southcombe  
Secretary Martin Bower  
Treasurer Neil Bower

Bankers:  
Llyods Bank  
Southbourne  
Dorset

**PUFFINS PRE-SCHOOL**  
**INCOME AND EXPENDITURE ACCOUNT**  
**FOR THE YEAR ENDED 31ST JULY 2021**

		31.7.21		31.7.20
<u>EARLY YEARS</u>	£	£	£	£
<b>INCOME</b>				
Early Years Funding (Bournemouth)	66,407.95		57,290.35	
Parents Fees	23,440.64		12,484.55	
Beaufort Community Centre	0.00		9,366.00	
National Savings	6,048.25		0.00	
Brighter Futures	2,645.50		0.00	
Co Op Employee Benefits	0.00		92.82	
Interest Received	3.40	98,545.74	14.95	79,248.67
		<hr/>	<hr/>	
<b>DEPRIVATION ACCOUNT</b>				
Deprivation Funding (Kiddivouchers)	0.00		0.00	
Less Child T Shirts & Bags	0.00		0.00	
		<hr/>	<hr/>	
		0.00		0.00
<b>EXPENDITURE</b>				
Materials and Consumables	3,917.88		3,182.53	
Rent	12,000.00		11,010.00	
Wages and National Insurance	68,647.81		65,196.30	
Insurance & Health Cover	617.93		260.49	
DBS Checks	0.00		277.00	
Professional Fees (Ofsted)	50.00		50.00	
Professional Fees (Other & Payroll)	780.00		715.00	
Accountancy	161.00		280.00	
Laundry Cleaning and B'mth Waste	1,189.46		721.77	
Workwear	0.00		212.71	
Sundry, Repairs & Consumables	1,269.02		1,358.85	
Nest Pension	2,251.42		2,760.11	
Office and IT Expenses	860.61		1,318.61	
Outing and Events	0.00		244.70	
Sundries and Food	691.27		0.00	
Training and Conferences	215.99		521.59	
		<hr/>	<hr/>	
		92,652.39		88,109.66
<b>Surplus/(Deficit) for the Year</b>		<b><u>5,893.35</u></b>		<b><u>(8,860.99)</u></b>
<b>FUNDS:</b>				
		<b>£</b>		<b>£</b>
Bank Balance as at 1st August 2020		3,791.33		13,698.07
Lloyds Redundancy Account 1st August 2020		16,278.79		15,270.67
Lloyds Schools Account 1st August 2020		2,434.92		2,397.29
Petty Cash		100.00		100.00
Less Owed Wages and PAYE		(6,568.77)		(6,568.77)
Surplus/(Deficit) for the Year		<u>5,893.35</u>		<u>(8,860.99)</u>
		<hr/> <u>21,929.62</u>		<hr/> <u>16,036.27</u>
Bank Balance as at 31st July 2021		19,478.68		3,791.33
Lloyds Redundancy Account 31st July 2021		11,180.40		16,278.79
Lloyds Schools Account 31st July 2021		1,232.92		2,434.92
Petty Cash		100.00		100.00
Less Owed Wages and PAYE		(10,062.38)		(6,568.77)
		<hr/> <u>21,929.62</u>		<hr/> <u>16,036.27</u>

## INDEPENDENT EXAMINER'S REPORT ON THE ACCOUNTS Puffins Pre School.

Report to the trustees Puffins Pre School on the accounts for the year ended 31st July 2021.

Respective responsibilities of trustees and examiner

The Charity's trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the financial statements. The trustees are satisfied that the audit requirement of Section 144(1) of the Charities Act 2011 (the Act) does not apply, and that there is no requirement in the governing document or constitution of the Charity for the conducting of an audit. As a consequence, the trustees have elected that the financial statements be subject to Independent examination.

Having satisfied myself that the charity is not subject to audit, and is eligible for Independent examination, it is my responsibility to:-

- a). examine the accounts under section 145 of the Act;
- b). to follow the procedures laid down in the General Directions given by the Charity Commission under section 145(5)(b) of the Act; and;
- c). to state whether particular matters have come to my attention.

Basis of Independent examiner's statement

I conducted my examination in accordance with the General Directions given by the Charity Commissioners for England & Wales in relation to the conducting of an independent examination, referred to above. An independent examination includes a review of the accounting records kept by the Charity and of the accounting systems employed by the Charity and a comparison of the financial statements presented with those records. It also includes consideration of any unusual items or disclosures in the financial statements, and seeking explanations from you as trustees concerning such matters. The purpose of the examination is to establish as far as possible that there have been no breaches of the Charities legislation and that the financial statements comply with the SORP, on a test basis, of evidence relevant to the amounts and disclosures in the financial statements.

The procedures undertaken do not provide all the evidence that would be required in an audit, and information supplied by the trustees in the course of the examination is not subjected to audit tests or enquiries, and consequently I do not express an audit opinion on the view given by the financial statements, and in particular, I express no opinion as to whether the financial statements give a true and fair view of the affairs of the charity, and my report is limited to the matters set out in the statement below.

I planned and performed my examination so as to satisfy myself that the objectives of the independent examination are achieved and before finalising the report I obtain written assurances from the trustees of all material matters.

Independent examiner's statement :In the course of my examination, no matter has come to my attention

1. which gives me reasonable cause to believe that in, any material respect, the trustees have not met the requirements to ensure that:  
proper accounting records are kept in accordance with section 386 of the Companies Act 2006; and accounts are prepared which accord with the accounting records and comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of recommended Practice: Accounting and Reporting by Charities; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached

5<sup>th</sup> May 2022 Jonathan Nevitt MAAT

**PUFFINS PRE-SCHOOL**

England & Wales - Charity number 1030633

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# Accounts

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## PUFFINS PRE-SCHOOL

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Immanuel United Reformed Church, 120 Southbourne Road,  
Southbourne, Bournemouth, Dorset, BH6 3QJ  
Phone 07773006478  
Charity No 1030633  
PSLA Membership No 8469

### **Trustees report 2020**

**Objectives & Activities:** Puffins is pre school led by a committee of local people and provides early years education for children between 2 years and 5 years at the above setting. It is run as a non profit setting and any surplus is used entirely within the setting and to further the charity's work.

It is yet another fruitful year under the leadership of Mrs Meadows as Manager and Ms Gaukrodger. The arrangement of Mrs Meadows working across 2 sites has continued and proved to be helpful for all parties and she manages the sites well although we have been given notice that she will be returning solely to Puffins.

Ms Gaukrodger continues to be very effective in the post of Manager and carries out her duties extremely well with other staff fulfilling the necessary duties too. The leadership has been augmented by an excellent staff team.

During the financial year on 19/20 we had two staff members leave. Miss Claire Holly left in February half term 2020 and then Miss Carrie Holly left in July 2020. From the end of March to the beginning of June we were closed because of COVID 19. This had a big impact on our finances as we still needed to pay staff and rent from our early years funding, as we were not allowed to furlough staff that the funding covered. Our private fees were reduced as the children were not attending, and then when they came back in June not all the children returned. So, for us to be able to pay the staff we had to take some funds from our redundancies account for one month although our reserves remain healthy and sufficient for our present needs.

With good staff to pupil ratio and intimate setting means we continued to have reasonable numbers. We continue to help the staff with CDP and seek to create a happy environment for all. Despite a few staff changes we have managed to cover within the necessary ratio.

The redundancy fund has remained at the same level but at a satisfactory level. Our aim is to have at least the equivalent of 6 month salary held in this account.

The staff pension fund has worked well in accordance with the latest Government recommendation. We have been able to keep up with both increasing pension contributions and also statutory wage increases.

The new facilities are certainly an improvement.

Our numbers level needs to be improved which is a challenge at a time where numbers generally have dropped and Covid 19 has had an impact. However the setting remained opened as much as possible catering for key workers and those children in need.

Thank you to all who have helped make Puffins a friendly place for children to come and learn and grow. Thank you to the staff who have been depicted to their work during the pandemic.

**PAYMENTS TO TRUSTEES:** No payments were made to trustees or any persons connected with them during this financial period except for expenses. No material transaction took place between the charity and a trustee or any person connected with them.

**PUBLIC BENEFIT:** The charity acknowledges its requirement to demonstrate clearly that it must have charitable purposes or 'alms' that are for the public benefit. The Charity provides places for children at affordable rates for all in the community. We especially accommodate people from a wide catchment area and work with other local settings and schools to ensure children who are in need of a little more help receive it appropriately.

Revd Peter Southcombe  
Chair of Management Committee. 20.01.2021

## **Structure, Governance and Management:**

The charity was established to run a pre school facility within the area of Southbourne. It has termly meetings with parents to ensure any issue of governance or management are addressed. All parents are welcome

The Officers are:-

Chair. Revd Peter Southcombe  
Secretary Martin Bower  
Treasurer Neil Bower

Bankers:  
Llyods Bank  
Southbourne  
Dorset

**PUFFINS PRE-SCHOOL  
INCOME AND EXPENDITURE ACCOUNT  
FOR THE YEAR ENDED 31ST JULY 2020**

		<b>31.7.20</b>		<b>31.7.19</b>
<u>EARLY YEARS</u>	£	£	£	£
<b>INCOME</b>				
Early Years Funding (Bournemouth)	57,290.35		61,145.49	
Parents Fees	12,484.55		31,720.71	
Beaufort Community Centre	9,366.00		14,049.00	
Co Op Employee Benefits	92.82		0.00	
Interest Received	14.96	79,248.68	16.57	106,931.77
		<hr/>	<hr/>	
<b>DEPRIVATION ACCOUNT</b>				
Deprivation Funding (Kiddivouchers)	0.00		0.00	
Less Child T Shirts & Bags	0.00		240.00	
		<hr/>	<hr/>	
		0.00		240.00
<b>EXPENDITURE</b>				
Materials and Consumables	3,182.53		3,642.36	
Equipment	-		777.99	
Rent	11,010.00		12,494.60	
Building Work	-		1,200.00	
Wages and National Insurance	65,196.30		78,967.00	
Insurance	260.49		257.93	
DBS Checks	277.00		-	
Professional Fees (Ofsted)	50.00		50.00	
Professional Fees (Other & Payroll)	715.00		783.80	
Accountancy	280.00		105.00	
Laundry Cleaning and B'mth Waste	721.77		671.02	
Workwear	212.71		-	
Sundry, Repairs & Consumables	1,358.85		1,949.52	
Nest Pension	2,760.11		2,229.29	
Printing Stationery & Office	1,318.61		668.50	
Outing and Events	244.70		245.00	
Sundries and Food	-		566.28	
Training and Conferences	521.60		193.00	
		<hr/>	<hr/>	
		88,109.67		104,801.29
<b>(Deficit)/Surplus for the Year</b>		<b><u>(8,860.99)</u></b>		<b><u>1,890.48</u></b>
<b>FUNDS:</b>				
		<b>£</b>		<b>£</b>
Bank Balance as at 1st August 2019		13,698.07		19,338.21
Lloyds Redundancy Account 1st August 2019		15,270.67		15,263.01
Lloyds Schools Account 1st August 2019		2,397.29		1,455.09
Petty Cash		100.00		100.00
Less Owed Wages and PAYE		(6,568.77)		(13,149.53)
(Deficit)/Surplus for the Year		<u>(8,860.99)</u>		<u>1,890.48</u>
		<u>16,036.27</u>		<u>24,897.26</u>
Bank Balance as at 31st July 2020		3,791.33		13,698.07
Lloyds Redundancy Account 31st July 2020		16,278.79		15,270.67
Lloyds Schools Account 31st July 2020		2,434.92		2,397.29
Petty Cash		100.00		100.00
Less Owed Wages and PAYE		<u>(6,568.77)</u>		<u>(6,568.77)</u>
		<u>16,036.27</u>		<u>24,897.26</u>

## INDEPENDENT EXAMINER'S REPORT ON THE ACCOUNTS Puffins Pre School.

Report to the trustees Puffins Pre School on the accounts for the year ended 31st July 2020.

Respective responsibilities of trustees and examiner

The Charity's trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the financial statements. The trustees are satisfied that the audit requirement of Section 144(1) of the Charities Act 2011 (the Act) does not apply, and that there is no requirement in the governing document or constitution of the Charity for the conducting of an audit. As a consequence, the trustees have elected that the financial statements be subject to Independent examination.

Having satisfied myself that the charity is not subject to audit, and is eligible for Independent examination, it is my responsibility to:-

- a). examine the accounts under section 145 of the Act;
- b). to follow the procedures laid down in the General Directions given by the Charity Commission under section 145(5)(b) of the Act; and;
- c). to state whether particular matters have come to my attention.

Basis of Independent examiner's statement

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The procedures undertaken do not provide all the evidence that would be required in an audit, and information supplied by the trustees in the course of the examination is not subjected to audit tests or enquiries, and consequently I do not express an audit opinion on the view given by the financial statements, and in particular, I express no opinion as to whether the financial statements give a true and fair view of the affairs of the charity, and my report is limited to the matters set out in the statement below.

I planned and performed my examination so as to satisfy myself that the objectives of the independent examination are achieved and before finalising the report I obtain written assurances from the trustees of all material matters.

Independent examiner's statement : In the course of my examination, no matter has come to my attention

1. which gives me reasonable cause to believe that in, any material respect, the trustees have not met the requirements to ensure that:  
proper accounting records are kept in accordance with section 386 of the Companies Act 2006; and accounts are prepared which accord with the accounting records and comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached

14<sup>th</sup> January 2020 Jonathan Nevitt MAAT