



PUFFINS PRE-SCHOOL

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 '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 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**

| <u>EARLY YEARS</u> | £ | 31.7.20 £ | £ | 31.7.19 £ |
|---|-----------|-------------------|-----------|-----------------|
| INCOME | | | | |
| 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 |
| | | | | |
| DEPRIVATION ACCOUNT | | | | |
| Deprivation Funding (Kiddivouchers) | 0.00 | | 0.00 | |
| Less Child T Shirts & Bags | 0.00 | | 240.00 | |
| | | 0.00 | | 240.00 |
| | | | | |
| EXPENDITURE | | | | |
| 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 | |
| | | 88,109.67 | | 104,801.29 |
| | | | | |
| (Deficit)/Surplus for the Year | | (8,860.99) | | 1,890.48 |
| | | | | |
| FUNDS: | | £ | | £ |
| 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 | | (8,860.99) | | 1,890.48 |
| | | 16,036.27 | | 24,897.26 |
| | | | | |
| 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 | | (6,568.77) | | (6,568.77) |
| | | 16,036.27 | | 24,897.26 |

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

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

14th January 2020 Jonathan Nevitt MAAT