



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

# Receipts and payments accounts

CC16a

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>	105,897	-	-	105,897	97,722
<b>Total receipts</b>	105,897	-	-	105,897	97,722
<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>	112,166	-	-	112,166	94,677
<b>Total payments</b>	112,166	-	-	112,166	94,677
<b>Net of receipts/(payments)</b>	6,269	-	-	6,269	3,045
<b>A5 Transfers between funds</b>	-	-	-	-	-
<b>A6 Cash funds last year end</b>	24,975	-	-	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>	18,706	-	-

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

Signature

Print Name

Date of approval

Sonyia Middleton  
AS HSL

SONYIA MIDDLETON

ANDREW HIRST

21/5/24

2/5/24





CHARITY COMMISSION  
FOR ENGLAND AND WALES

Independent examiner's report on  
the accounts

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 additional 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