

# THE HUNSDON DUCKLINGS PRE-SCHOOL

England & Wales · Charity number 1042209

## Details

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**Other names** HUNSDON PLAYGROUP, THE HUNSDON DUCKLINGS PRE-SCHOOL

**Status** Registered

**Legal form** Other

**Registered** 1994-11-18

**Register** [View on the Charity Commission register](#)

## Contact

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**Address** Hunsdon Ducklings Pre School  
High Street  
Ware  
SG12 8NT

**Phone** 01279841044

**Email** [info@hunsdonducklings.co.uk](mailto:info@hunsdonducklings.co.uk)

**Website** [www.hunsdonducklings.co.uk](http://www.hunsdonducklings.co.uk)

## 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 in Hunsdon that provides pre-school care as well as a breakfast and lunch club for both pre-schoolers and children from our parent school

## Classification

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- **How:** Provides Human Resources, Provides Buildings/facilities/open Space, Provides Services
- **What:** Education/training
- **Who:** Children/young People

## Geography

- **Area of benefit:** NOT DEFINED - IN PRACTICE HUNSDON AND SURROUNDING VILLAGES
- Hertfordshire

## Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£121,564	£129,924	-	-
2024-03-31	£141,079	£122,231	-	-
2023-03-31	£132,662	£110,128	-	-
2022-03-31	£123,273	£105,203	-	-
2021-03-31	£85,729	£71,993	-	-

## Trustees

Name	Role	Appointed
<b>KELLY AYRES</b>	Chair	2012-01-30
John Barnett		2022-11-03
Matthew James Simpson		2015-04-30

**THE HUNSDON DUCKLINGS PRE-SCHOOL**

England & Wales - Charity number 1042209

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# Accounts

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Reg. Charity No. 1042209

**Ducklings Committee AGM**  
**Monday 20<sup>th</sup> January 2025 at 7pm**

**Present**

Kelly Ayres (KA), Lynn Barnett (LB), Sarah Carter (SC), Karly Lundy (KL), Kelly Foskett (KF), Jo Hunt (JH), Nyree Bowling (NB), Abbey Sanfelix (AS), Lauren Lee (LL), Nayomi Corcaran (NC), Christella Lynch (CL)

**Apologies**

Jen Simpson, Kathryn Crofts, John Carter, Gill Lewis, Joanna Mazanowska

**Minutes**

Lynn Barnett

**Meeting**

KA opened the meeting by welcoming everybody and proceeded to read aloud the chairs report (please see the enclosed chairs report). Committee had no questions on this report.

LB thanked KA for all her hard work and input throughout the year.

KA read through the finance report in lieu of JS who was unable to attend the meeting (please see the enclosed finance report). Committee had no questions on this report.

**Election of members**

**Chair - Kelly Ayres** agreed to continue as chair, nominated by SC and seconded by CL

**Treasurer - Lauren Lee** agreed to become treasurer, nominated by KA and seconded by KF

**Secretary - Kathryn Crofts** agreed to continue as secretary, nominated by CL and seconded by AS

**Committee Members**

**John Carter** - has agreed to continue on the committee - nominated by KF and seconded by SC

**Katie Harvey** - has stepped down from the committee

**Jen Simpson** - has stepped down from the committee

**Christella Lynch** - has agreed to continue on the committee - nominated by AS and seconded by JH

**Nicola Miller** - has stepped down from the committee

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**Gill Lewis** - has agreed to continue as a committee member - nominated by KA and seconded by SC

The trustees are to remain the same.

### **Fundraising**

KA, SC & LB thanked the committee for taking the lead on the cinema night which is scheduled for 24<sup>th</sup> January 2025 and presently have sold 70 tickets. Discussions were had to whether charge for popcorn, drinks etc or do a donation. It was agreed to ask for a donation. CL advised that they will be providing tea and coffee. LB said we have an urn, tea and coffee they will just need milk. KA to provide a small float for the evening. LB to bring sum up machine. KL asked how they were setting up the hall. CL informed that mats will be used for the children at the front and chairs for parents at the back.

Future fundraising events - Village summer Fayre will be held on the 22<sup>nd</sup> June - this is the inset long weekend and LB explained that we are unable to ask staff to attend as many will be away. Staff are happy to do the prep. LB asked the committee if they are willing to lead on the day. It was agreed that committee will see who is available as to whether this is feasible. SC discussed options for the next band night in Sept/Oct after much discussion committee members were going to reach out to their contacts to see if we can get a band for cheaper than £350.00. Soul Man is booked for 2026.

### **Next Meeting**

The date of the next meeting is Monday 28<sup>th</sup> April at 7pm.

### **AOB**

LB explained that we have a number of business matters that need their approval

#### **1. Date of last day of term**

LB asked committee's opinion on moving the last day of the academic year from 23<sup>rd</sup> July to 18<sup>th</sup> July in line with the school. However, we would like them to attend Monday 21<sup>st</sup> July to clear the cabin/toy cupboard.

[Committee agreed to an end date of 18<sup>th</sup> July but with a 'Tidy-up day' on Monday 21<sup>st</sup> July.](#)

## **2. Wages**

KA informed committee that the wages were now being out-sourced to a small company in Welwyn Garden City – Morewood Payroll Services, due to staff not wanting to take on this role any longer. The monthly charges are £37.00 which is more cost effective than paying a member of staff.

## **3. Pensions**

KA had recently noticed a discrepancy in the pensions and after an investigation it found that although staff had been deducted the correct amount from their wages this hadn't been paid into their individual pension pots via NEST. This was due to the pensions being set up incorrectly by the last treasurer. Therefore, a total of £5,400.00 split across all staff enrolled on the pensions will need to be paid to staff.

KA requested approval to a) payback the amounts owed and b) would the committee prefer to pay the monies into their NEST pension or ask staff what they would prefer. [The committee agreed to a\) Yes, Ok to pay this amount back and b\) monies to be paid into their NEST pension, other than the two leavers who will receive a direct payment.](#)

KA informed committee that now the payroll is outsourced this error is unlikely to happen again. All staff will receive a letter and have a meeting to ask any questions.

## **4. Lease**

LB advised that the lease is up for renewal and have been contacted by HCC's solicitors to renew the licence. The proposal is for a rent increase to £2,500.00pa for the next 7 years which is an increase of £1,477.00pa. LB asked for the committee's opinion on the increase. [Committee agreed](#) that this increase is unacceptable and agreed to LB to relay this to HCC via Carter Jonas.

## **5. Bank Accounts - Santander**

KA asked approval for the following old committee members to be removed from the Santander bank account: Lynn Herbet, Rita Matanda, Nicola Wayman.

[Committee Agreed](#)

KA asked approval for John Barnett (Trustee) to be added to the Santander Bank Account.

[Committee Agreed](#)

## **Ducklings AGM Finance Report - 20<sup>th</sup> January 2025**

### **YE March 24 Performance**

I am pleased to report that the accounts for the year ending March 2024 have now been completed. I have put the headline numbers into the table below and have compared them to the year ending March 2023 as a comparison:

	Y/E Mar 24	Y/E Mar 23	Variance
Turnover	£141,079.63	£132,662.05	£8,435.58
Cost of Sales	£97,390.31	£88,140.34	£9,249.97
Gross Profit	£43,689.32	£44,521.71	<b>-£832.39</b>
Overheads	£24,840.82	£21,987.53	£2,853.29
Net Profit	£18,848.50	£22,534.18	<b>-£3,685.68</b>

This year has seen a loss for Ducklings in terms of financial performance. We had a Loss of preschool sessions of **£114.50** but last year we had an increase of over £3000 so knew that this would've settled. We had an increase on breakfast club of £934 and an increase in after-school club of £5,163.50. We are quieter this year for after-school club so would expect for next year that would go down.

I am also pleased to say that fundraising for year ending Mar24' was £4149.06 but this is only £354.36 increase on last year, so we really need to organise more fundraising. As you can see this has such an impact on the profit of Ducklings, which we aim to reinvest into the surrounding for your children so on behalf of the committee we would like to thank the parents for their effort this year. Let's keep this level of participation up and increase it even more this year!

### **Cash Position/Credit Control/Banking**

I can also report that the Ducklings cash position continues to remain healthy within its two bank accounts with a balance of £95,081.20 with £37k in our reserve account in line with recommendations for the Charity commission having at least 3 month's salary for each staff member in case of closer/offer redundancies.

Credit Control is now being done regularly to help collect outstanding monies. Everyone involved are now proactive with Credit Control which is closely monitored. We unfortunately have a few outstanding accounts that haven't been paid and we are looking into how we can take this further or whether these need to be written off as we are now unable to get in contact with past parents.

## **Other Matters**

We have found that doing all the accounts in house has really worked again this year and we now understand the financial side of the charity much better. We can keep on top of missed payments and then re send statements out each month, so this helps parents keep on top of payments. We also now have some parents pay their invoices over the term so we can also keep up to date on sending them reminders on this too. We also have a Sum-up machine, and this has been amazing on our fundraising events.

We really need to update our carpet in the cabin and hopefully be able to re decorate. We will also need a new fridge and freezer this year as ours are on their way out and we hope to be able to buy a dishwasher to make life easier but this will mean we will need to rearrange kitchen so it might be out of our price range, we hope to be able to price this all up in the next couple of weeks to be able to be done over the summer if needed.



Section A

Independent Examiner's Report

Report to the trustees

Charity Name

HUNSDON DUCKLINGS Pre-School

On accounts for the year ended

MARCH 2025

Charity no (if any)

1042209

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'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

[The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of [insert name of applicable listed body]]. Delete [ ] if not applicable.

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination (other than that disclosed below \*) 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.

\* Please delete the words in the brackets if they do not apply.

Signed:

[Signature]

Date:

16/01/2025

Name:

EMMA HODSON

Relevant professional qualification(s) or body

CIMA

(if any):

Address:

**Section B**

**Disclosure**

Only complete if the examiner needs to highlight material 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.

**THE HUNSDON DUCKLINGS PRE-SCHOOL**

England & Wales - Charity number 1042209

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[Committee Agreed](#)

**Hunsdon Ducklings Pre-School  
Balance Sheet  
As at 31/03/2024**

**FIXED ASSETS**

<b>CODE</b>	<b>NAME</b>	<b>TOTAL</b>
<b>Total Fixed Assets</b>		<b>£0.00</b>

**CURRENT ASSETS**

<b>CODE</b>	<b>NAME</b>	<b>TOTAL</b>
1100	Debtors Control Account	£2,024.52
1201	Savings/Reserve Account	£37,294.75
1203	Red Petty Cash Tin	£2,205.57
1204	HSBC Business Account	£95,081.20
<b>Total Current Assets</b>		<b>£136,606.04</b>

**CURRENT LIABILITIES**

<b>CODE</b>	<b>NAME</b>	<b>TOTAL</b>
2100	Creditors Control Account	£475.81
<b>Total Current Liabilities</b>		<b>£475.81</b>
<b>Net Current Assets</b>		<b>£136,130.23</b>
<b>Total Assets Less Current Liabilities</b>		<b>£136,130.23</b>

**CAPITAL & RESERVES**

<b>CODE</b>	<b>NAME</b>	<b>TOTAL</b>
3000	Opening Balance	£13,741.69
3001	Retained Earnings	-£6,498.30
10004	P&L Account	£128,886.84
<b>Total Capital &amp; Reserves</b>		<b>£136,130.23</b>



Section A Independent Examiner's Report

Report to the trustees/directors/members of

Charity Name HUNSDON DUCKLING'S PRE-SCHOOL

On accounts for the year ended

31-MAR-2024

Charity no.: 1042209 Company no.:

Set out on pages

(remember to include the page numbers of additional sheets)

I report to the charity trustees on my examination of the accounts of the Company for the year ended DD / MM / YYYY.

Responsibilities and basis of report

As the charity's trustees of the Company (who are also the directors of the company for the purposes of company law), you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ("the 2006 Act").

Having satisfied myself that the accounts of the Company are not required to be audited for this year under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ("the 2011 Act"). In carrying out my examination, I have followed the Directions given by the Charity Commission (under section 145(5)(b) of the 2011 Act.

Independent examiner's statement


[The company's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of [insert name of applicable listed body]]. Delete [ ] if not applicable.

I have completed my examination. I confirm that no material matters have come to my attention (other than that disclosed below \*) which gives me cause to believe that:

- accounting records were not kept in accordance with section 386 of the Companies Act 2006; or
• the accounts do not accord with such records; or
• the accounts do not comply with relevant accounting requirements under section 396 of the Companies Act 2006 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; or
• the accounts have not been prepared in accordance with the Charities SORP (FRS102).

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.

\* Please delete the words in the brackets if they do not apply.

Signed:  Date: 17-1-25

Name: Lee Hodges

Relevant professional qualification(s) or body (if any): CIMA / AAT

Address: 1 The Homesteads, HUNSDON, HERTS,  
SG12 8QJ.

**Section B Disclosure**

Only complete if the examiner needs to highlight material 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.

**THE HUNSDON DUCKLINGS PRE-SCHOOL**

England & Wales - Charity number 1042209

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# Accounts

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Chair

Hello and good evening, explorers! It's my pleasure to welcome you to this year's Annual General Meeting. One year on from the return from lock-down and I am pleased to say that BEC has continued to grow and evolve. I've been blessed to have seen a year with such a committed, supportive and hard-working committee along with section leaders, deputies and members who have all worked so hard to make it a truly memorable year. So, to start, big thank you to everyone that helps out, be it on a regular basis or just when you can, it all adds up to making BEC the great club we all enjoy being a part of.

Over the past year various sections organised successful trips to places like North Wales, South Wales, Devon, Cornwall, Dartmoor, France, Portugal and even further afield! The diary has been full of local mountain biking, indoor & outdoor climbing, water-sports, walking, running and social events at the club.

The (still quite new) website continues to operate well and a massive thanks to Chetan who continues to add features and patiently work through each new teething issue as they crop up. Thanks also to those on the committee who have helped (and continue to help) get the surprisingly large and disorganised BEC archive sorted through so we can make relevant parts available on the website.

BEC's relationship with the Sailing Club continues to strengthen with many members regularly socialising together & joint parties happening over the year with iSwim and beach tennis also getting involved. The Sailing Club have recently said goodbye to the Surf Lifesavers who have moved to a new home at the Sea Lanes and while it is sad to see them go this does mean that all clubs can now freely use the facilities on a Saturday and opens up the possibility of regular Saturday events at the club which I'm sure we will all take advantage of over the year.

The clubhouse has always played a big role in BEC and is often where trip ideas are conceived and realised. Many members, often including myself can be found here on a Wednesday evening throughout the year planning trips, greeting new members and generally socialising.

New Members meetings have proven consistently popular throughout the year, even in the colder months. Thanks to Val and Leah for running them so well and to all the members that socialise with the prospective members afterwards. It all helps to make them a friendly and welcoming introduction to the club.

Our charitable aims are to encourage people of all ages and young people in particular to participate in outdoor activities. BEC continues to meet these aims and we have made progress raising our visibility to a younger demographic.

Paddle-sports continue to be very popular and with the arch refreshed ahead of the start of the season we are in a great position to continue to grow this very popular arm of the club. This year saw 45 people signing up for Kayak induction and 43 for SUP induction raising £450 and £430 respectively. Thanks to all the leads, deputies and experienced club members who work together to make BEC water-sports happen and special mentions for Pat, Colin & Stef who have worked particularly hard in their sections running inductions. Many club members have come forward to assist in running the ever-expanding SUP section and with their help we can look forward to a busy year of BEC SUP. Kayaking trips were again popular and we have begun to build collaborative relations with other kayaking clubs to expand our range of paddlesport opportunities including a recent sea-kayaking trial at the Martlet Kayak Club. Swimming pool based training sessions helped the section stay busy through the winter and saw many improve their kayak skills and learn to roll.

This year we hope to be able to grow this opportunity and extend it to include SUP section too. Stef continues to be our representative and liaison to British Canoeing and has put great effort into organising and sometimes even running training courses for our water sections so thank you Stef!

Surf Section has seen a busy year with many trips including Cornwall, South Wales, Devon, the Bristol indoor wave and even Ericera in Portugal! Tim and Cat continue to do a great job making the trips happen and already have many in the works for this season. The Portugal trip also deserves a second mention as this was the highlight of several people's year and a big thanks to Judy for organising. BEC members also did a great job supporting the Surfers Against Sewage paddle-out protest last weekend with some members acting as martial's and even getting the club mentioned in news reports about the event. Thanks go to everyone who took part and Katie Wootton especially for her work organising the volunteers.

Climbing had an excellent season for top-roped sandstone climbing last summer, thanks to the bone-dry weather, and ran club sessions on most Friday evenings from June to August using the BEC sandstone kits. Many members were very helpful in sharing experience and lifts, including Colin Sandry, Colin Glenny, Susie Browning, Sue Haseltine and Alasdair McGregor.

We had enjoyable lead-climbing weekend trips to Gilwern in Wales and Portland in Dorset. Alasdair McGregor and Chetan Padia organised a long weekend of bouldering in Fontainebleau which proved very popular and may be repeated this year. There was also some climbing on the BEC multi-activity trip to the Gower peninsula last July. Over the February half-term week Alan Gornall and Colin Sandry even organised a trip to Costa Blanca in Spain. I couldn't make it but it sounded like a lot of fun.

Throughout the winter there was an active group of BEC members climbing at High Sports on a Monday evening. These evenings have proved an effective forum for BEC climbers to keep in touch and welcome new members to the club.

Turning to the new financial year, BEC's first sandstone session of 2023 ran last Friday, thanks to Susie Browning for taking the lead on organisation. We hope to continue them as long as the weather and light permit, likely until mid August. This year, despite the wet spring, we have also already had a lead-climbing weekend in Portland, and a day trip to the easier sport-climbing crags near Swanage.

There will be more to follow, we have a "BEC climbing organisers" WhatsApp group to throw trip ideas around in and will try to keep the trips coming. Thanks to Stephen Wilmot for his report.

Caving has had a slow restart after shaking off the shackles of lockdown and has had a relatively quiet year but they have recently run one beginner friendly trip, have another planned for June and hope to run more in the near future. Thanks to Antonio and Matt for their continued support.

Cycling has continued to run several sessions each week over the year. Thanks go to Susie Llewelyn, Rachel & Maisie Pettiger, Martin Packer, Judy Eaton and to everyone else who leads these regular local rides. I'm sure there is always scope for more people to lead rides so please volunteer if you can.

Running section has enjoyed its first year and was particularly active during the summer with Leah and Wairimu organising seafront and trail runs from 5km to 15km.

Walking has continued to organise regular walks locally and some further afield including a very well received trip to Madeira that also featured in this year's Explorers Tales! Thank you Bea and Elizabeth for all your hard work and I'm sure that there is always scope for more people to lead walks so please volunteer if you can.

Tennis and Badminton took place this year as usual. Thanks to Henna and David for organising and I would like to offer particular thanks to David who is stepping down as tennis section leader this year for a great job facilitating the role. If anyone could step up to lead tennis section this year that would be greatly appreciated!

Social – Angus and Felix have shared the position of Social Secretary this past year and have worked brilliantly together delivering some memorable and well attended parties. More will be coming soon with the Summer Party on the 12<sup>th</sup> August and Christmas party on the 16<sup>th</sup> December so get those dates in your diary. BEC is now responsible for running the bar on the second and fourth Wednesdays of every month and helpers are always greatly appreciated so please reach out to Angus or Felix to get bar trained and come and get involved. Also any ideas for more parties/events are appreciated so please pitch those at them too.

Matt, Stephen and Wairimu are stepping down from their positions on the committee this year from the positions of Vice-Chair, Treasurer and PR Secretary respectively. Stephen and Matt have both played pivotal roles over their 3 years on the committee and their commitment and dedication will be fondly remembered as they move on to new roles within the club and a well deserved rest from committee business. I hope you both enjoy all the extra free time and I hope I can still rely on you for the odd piece of advice. Wairimu has been fantastic as PR secretary and has successfully juggled starting up a running section alongside her committee duties. You have all been a pleasure to work alongside and I'd like to thank you on behalf of myself, the committee and the club.

Committee Monitor Damian has been a great help in his role as monitor and I am very grateful to him for agreeing to be nominated for a further year so that we can continue to rely on his advice and experience. He also ran a very successful series of Explorers Tales over the winter and if you have any tales of adventure you would like to share it's never too soon to get them lined up so please contact Damien if you're interested.

I would also like to thank Sumitra for her work updating and streamlining BEC spreadsheets and other online procedures.

Arch management has been a particularly busy area this year with the implementation of the planned arch refurbishment. This has taken a great deal of time and effort over the year from meeting with suppliers and external contractors over the summer, planning and carrying out their foundational works around activities through the autumn and into the herculean effort by BEC members in finally realising the new arch design. A process that has dominated the winter months to make sure it was complete in time for the start of the water season. To celebrate the completion of these works I'd like to invite everyone to join me in thanking all those involved in making this project happen. Particular credits go to Alex Robins for his excellent design, everyone who volunteered within the build crew, and an honourable mention for Dan Richards for putting the work in every session over the months of work and, of course, the one, the only, Brian Orsola! He organised, project managed, haggled, motivated, put more physical work in than any one else, adapted to the many speedbumps that came up, led by example and remained positive and upbeat throughout! Truly inspiring and we are all indebted to your efforts so thank you Brian! We now intend to have a few months using it in its current configuration while collecting feedback from members and water leaders. We will then meet with all the relevant section leaders to discuss any potential tweaks or alterations.

Now, I would like to comment briefly on the matter of how we communicate with each other within the club. Communication in BEC can be tricky with so many messages flying around by email, Whatsapp and Signal. It hasn't escaped my attention as Chair that there have been some negative

experiences related to club communications. Please be mindful of how your messages may affect others and do reach out if you're having a tough time. The committee will do our best to support you where we can, and if necessary, enforce the code of conduct which is designed to protect our members. There is never an acceptable reason for treating any club member in a manner not befitting the code of conduct. I am sure that you all, like I do, aspire to a club that looks for constructive, collaborative solutions to any hurdles we may encounter.

Please remember that those on the Committee, the Section Leaders & Deputies, the trip organisers and everyone else who contributes to BEC give of their time freely and we all do our best to keep BEC running smoothly despite other commitments in our lives. BEC is a members club and as such each and every member should try to help in some way in the running of this fabulous club. This could be something as simple as helping behind the bar, helping tidy the arch, organising a BBQ on a Wednesday, helping to run a trip alongside someone else etc.

As I'm sure many of you know this has been my first year as Chair. Much of it has been enjoyable and those times it has been difficult I am grateful to have such a supportive & constructive group of people around me to help put in the time and mental energy to resolve those hiccups and keep BEC looking forward with positivity. I look forward to another year working with members old and new to keep BEC inclusive, exciting and fun.

## **Ducklings AGM Finance Report**

### **YE March 23 Performance**

I am pleased to report that the accounts for the year ending March 23 have now been completed. I have put the headline numbers into the table below and have compared them to the year ending March 22 as a comparison:

	Y/E Mar 23	Y/E Mar 22	Variance
Turnover	£132,662.05	£123,272.74	£9,389.31
Cost of Sales	£88,140.34	£82,354.01	£5,786.33
Gross Profit	£44,521.71	£40,918.73	£3,602.98
Overheads	£21,987.53	£22,898.84	-£911.31
Net Profit	£22,534.18	£18,019.89	£4,514.29

This year has seen a return to profit for Ducklings in terms of financial performance. There isn't a great deal of difference between this year and last as we have been full for the last 2 years so there is only a difference of just under £10k. We had an increase of £3,360.75 for pre-school sessions, £2,666.92 increase on Breakfast club and **£361.50** decrease for after school club sessions. But we did have a huge increase last year for after school club so we knew this would settle down.

I am also pleased to say that fundraising for year ending Mar 23' was £2898.23. This has been spent on resources, the roof covering the two porta cabins and the outside classroom.

### **Cash Position/Credit Control/Banking**

I can also report that the Ducklings cash position continues to remain healthy within its two bank accounts with a balance of £82,297.72 with £25k in reserve.

Credit Control is now being done regularly to help collect outstanding monies. Everyone involved are now proactive with Credit Control which is closely monitored. We are currently owed just over £3K but we still have a month for further payments to be made as some are paying monthly.

### **Other Matters**

We have found that doing all the accounts in house has really worked again this year and we now understand the financial side of the charity much better. We can keep on top of missed payments and then re send statements out each month, so this helps parents keep on top of payments. We also now have some parents pay their invoices over the term so we can also keep up to date on sending them reminders on this too. We also now have a Sum-up machine and this has been amazing on our fundraising events. We are looking to add to our reserve account so that we are in line with recommendations for the Charity commission having at least 3 months salary for each staff member in case of closer/offer redundancies. This term we have also put some monies by for repairs to the building as the property isn't getting any younger!



Section A

Independent Examiner's Report

Report to the trustees

Hunsdon Ducklings Pre School

On accounts for the year ended

31/03/2023

Charity no (if any)

1042209

Set out on pages

2-5

(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'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

[The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of [insert name of applicable listed body]]. Delete [ ] if not applicable.

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination (other than that disclosed below \*) 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.

\* Please delete the words in the brackets if they do not apply.

Signed:

[Signature]

Date:

24-11-23

Name:

LEE HODGES

Relevant professional qualification(s) or body

CIMA

**Hunsdon Ducklings Pre-School  
Profit & Loss  
01/04/2022 to 31/03/2023**

**TURNOVER**

<b>CODE</b>	<b>NAME</b>	<b>TOTAL</b>
4001	Pre-School Fees	£15,950.25
4002	Fruit Money	£890.67
4003	Lunch Club	£444.00
4004	Breakfast Club	£7,317.00
4005	Breakfast Club-special theme	£172.92
4009	Breakfast Club - Drop Off	£28.00
4010	Breakfast Club 7.30am start	£6,979.50
4011	After School Club - To 4.30	£7,201.50
4012	After School Club - To 5.30	£16,617.00
4020	Government Funding 30 hours	£16,365.25
4100	Government Funding-Pathfinder	£47,894.73
4102	Government Funding-Support	£5,409.70
4202	Funds for staff training	£3,000.00
4300	Fundraising-Misc	£1,006.24
4303	Fundraising-Santa Letters	£42.00
4304	Fundraising-Xmas Cards	£96.00
4307	Fundraising-Xmas School Fayre	£244.50
4309	Fundraising - Band Night	£2,373.29
4310	Fundraising-SumUp Payments	£22.67
4400	Donations	£551.00
7903	Interest Received	£45.83
8101	Fundraising-Tipple Off	£10.00
<b>Total Turnover</b>		<b>£132,662.05</b>



**Hunsdon Ducklings Pre-School**  
**Profit & Loss**  
**01/04/2022 to 31/03/2023**

**LESS COST OF SALES**

CODE	NAME	TOTAL
5000	Consumables Cooking	£69.74
5002	Consumables:Portacabin	£454.54
7003	Staff Salaries	£80,504.97
7006	Employers NI	£5,471.77
7401	Food/Drink - Breakfast Club	£470.29
7402	Food/Drink - Pre-School	£474.03
7403	Milk	£695.00
<b>Total Cost Of Sales</b>		<b>£88,140.34</b>
<b>Gross Profit</b>		<b>£44,521.71</b>

**Hunsdon Ducklings Pre-School  
Profit & Loss  
01/04/2022 to 31/03/2023**

**LESS EXPENSES**

CODE	NAME	TOTAL
		£34.09
5003	Consumables:After School Club	
		£7,570.63
5101	Maintenance and Repairs	
		£705.31
5201	Staff Training	
		£4,146.48
5202	Staff Pensions	
		£1,521.21
7103	Electricity	
		£742.88
7200	Insurance	
		£744.58
7201	Subscriptions	
		£2,280.95
7300	Toys/Equipment-Pre-School	
		£7.83
7301	Toys/Equipment-Breakfast Club	
		£313.95
7404	Staff refreshments	
		£92.20
7405	School trip expense	
		£248.26
7406	Food/Drink - After School Club	
		£342.76
7500	Office Expense/Stationery	
		£775.60
7502	Telephone-Landline	
		£634.40
7504	IT Equipment	
		£5.95
7505	Postage	
		£83.90
7506	Licences	
		£70.00
7600	Professional Fees	
		£80.70
7901	Bank Charge	
		£462.70
8000	Fundraising Expenses-Misc	
		£13.99
8003	Fundraising Exps-Xmas School Fayre	
		£88.51
8004	Fundraising Exps-Xmas Cards	
		£782.27
8009	Fundraising Exps - Band Night	
		£138.38
8010	Toddler Group	

**Hunsdon Ducklings Pre-School**  
**Profit & Loss**  
**01/04/2022 to 31/03/2023**

<b>CODE</b>	<b>NAME</b>	<b>TOTAL</b>
8011	Fundraising Exps-Tipple Off	£100.00
<b>Total Expenses</b>		<b>£21,987.53</b>
<b>Net Profit</b>		<b>£22,534.18</b>

**THE HUNSDON DUCKLINGS PRE-SCHOOL**

England & Wales - Charity number 1042209

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# Accounts

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Reg. Charity No. 1042209

## **Ducklings Annual General Meeting - Monday 11<sup>th</sup> November 2021 @ 7pm**

**Present** - Kelly Ayres (KA), Lynn Barnett (LB), Sarah Carter (SC), Karly Lundy (KL), Jo Hunt, Joanna M, Kelly Foskett (KF), Lucy Roberts, Nikki Miller, Kathryn Crofts, Katie Harvey, Jen Simpson (JS), Gill Lewis (GL).

**Apologies** - Roxanne Stewart and Anne Moore

**Minutes** - Lynn Barnett

KA opened the meeting by welcoming everyone and thanking them for coming.

KA discussed the Chairs Report (see enclosed report).

JS - Discussed the Treasurers report (see enclosed report) and thanked KA for all her hard work. LB informed the committee how the accounts has changed over the last few years and the importance of a paid role. It was explained that all fees (except Afterschool Club) had been increased in September 2021 but the need may arise to increase Afterschool Club fees in April due to increase in costs and the minimum wage.

GL asked about how much money had been raised so far. LB reported

Bags for Schools - still awaiting cheque

Hunsdon Celebrates - Just over £300.00

Clothes Swap Bar - £100

**Election of Members**

Chair - Kelly Ayres - agreed to continue as chair - nominated by JS, second by LB.

Treasurer - Jen Simpson agreed to continue as treasurer - nominated by LB, second by KA

Secretary - Nikki Miller nominated by JS second by SC

### **Committee Members:-**

Kathryn Crofts - Nominated by JS second by KL

Katie Harvey - Nominated by LB, second by KF

Roxanne Stewart - Nominated by SC, second by KL

John Carter - agreed to continue on the committee, nominated by LB second by KA.

### **Building Trustees**

Matt Simpson - Agreed to continue

Lynn Herbert - Clarification needed on continuation (LB & KA to contact).

### **Fundraising**

KA/SC explained the importance of fundraising and how the setting relies on this to purchase new equipment and to keep the Hunsdon Ducklings going. For the future we would like to extend the building to create more space.

SC - welcomed any fundraising ideas as new blood was needed within the committee to generate new ideas.

A brief discussion arose about fundraising ideas e.g. bingo and fish and chip night; wheel barrow races (decorate a wheelbarrow and have a race); sponsored run a mile; outdoor cinema night

SC explained the fundraising we have coming up which includes, Christmas raffle, Louise Photographer, Breakfast with Santa and the Tipple off. Last year we raised approximately £1,100.00 on the Christmas raffle. Tickets have been sent to all parents that use the setting.

KA - Explained what happens at the tipple off. Tipple off is on the 5/2/2022.

KA- discussed that the committee would work as one going forward with no separate fundraising committee.

JH - Wanted to thank staff for making her feel so welcome and said what lovely people we all were. JM and LR also agreed.

KA & LB thanked everybody for coming.

**Next Meeting** - Thursday 13<sup>th</sup> January 2021 @7pm in the Portacabin

**Hunsdon Ducklings Pre-School  
Profit & Loss  
01/04/2021 to 31/03/2022**

**TURNOVER**

<b>CODE</b>	<b>NAME</b>	<b>TOTAL</b>
4001	Pre-School Fees	£12,589.50
4002	Fruit Money	£580.64
4003	Lunch Club	£168.00
4004	Breakfast Club	£6,259.50
4005	Breakfast Club-special theme	£219.50
4009	Breakfast Club - Drop Off	£100.00
4010	Breakfast Club 7.30am start	£5,251.50
4011	After School Club - To 4.30	£6,924.00
4012	After School Club - To 5.30	£17,256.00
4020	Government Funding 30 hours	£19,246.52
4100	Government Funding-Pathfinder	£40,321.80
4102	Government Funding-Support	£2,931.84
4300	Fundraising-Misc	£329.80
4301	Fundraising-School Fete	£316.00
4303	Fundraising-Santa Letters	£35.00
4304	Fundraising-Xmas Cards	£53.00
4307	Fundraising-Xmas School Fayre	£631.00
4310	Fundraising-SumUp Payments	£461.04
4400	Donations	£158.01
4500	Miscellaneous Income	£8,238.00
7903	Interest Received	£1.51
8101	Fundraising-Tipple Off	£1,200.58
<b>Total Turnover</b>		<b>£123,272.74</b>

**Hunsdon Ducklings Pre-School**  
**Profit & Loss**  
**01/04/2021 to 31/03/2022**

**LESS COST OF SALES**

CODE	NAME	TOTAL
5000	Consumables <i>After School Club</i>	£103.10
5001	Consumables:Children	£33.50
5002	Consumables:Portacabin	£391.50
7003	Staff Salaries	£76,025.39
7006	Employers NI	£4,196.95
7401	Food/Drink - Breakfast Club	£421.68
7402	Food/Drink - Pre-School	£678.10
7403	Milk <i>trains</i>	£503.79
<b>Total Cost Of Sales</b> <i>Subscriptions</i>		<b>£82,354.01</b>
<b>Gross Profit</b> <i>Toyall Equipment Pre-School</i>		<b>£40,918.73</b>
7404	Media & Entertainment	£1.38
7404	Staff refreshments	£104.47
7405	School trip expenses	£11.00
7406	Food/Drink - After School Club	£280.92
7500	Office Expenses/Printing	£1,194.42
7500	Telephone/Printing	£702.73
7501	IT Equipment	£271.38
7502	Insurance	£72.62
7700	Administrative Expenses	£14.14
7901	Bank Charge	£10.52
8000	Purchasing Equipment-Misc.	£201.24
8014	Purchasing Equipment-Office	£91.02
8017	Purchasing Equip-School Prem	£21.28
8017	Purchasing Equip-Tools GP	£100.28

**Hunsdon Ducklings Pre-School**  
**Profit & Loss**  
**01/04/2021 to 31/03/2022**

**LESS EXPENSES**

<b>CODE</b>	<b>NAME</b>	<b>TOTAL</b>
5003	Consumables:After School Club	£14.95
5101	Maintenance and Repairs	£1,082.38
5201	Staff Training	£1,236.83
5202	Staff Pensions	£10,822.87
7100	Rent	£162.30
7102	Water Rates	£71.60
7103	Electricity	£1,428.23
7200	Insurance	£315.02
7201	Subscriptions	£861.08
7300	Toys/Equipment-Pre-School	£1,974.50
7400	Meals & Entertainment	£5.36
7404	Staff refreshments	£358.42
7405	School trip expense	£17.00
7406	Food/Drink - After School Club	£260.92
7500	Office Expense/Stationery	£1,144.42
7502	Telephone-Landline	£762.72
7504	IT Equipment	£971.39
7506	Licences	£82.60
7700	Miscellaneous Expense	£14.14
7901	Bank Charge	£35.58
8000	Fundraising Expenses-Misc	£553.24
8004	Fundraising Exps-Xmas Cards	£25.00
8007	Fundraising Exps-School Fete	£21.55
8011	Fundraising Exps-Tipple Off	£626.49

**Hunsdon Ducklings Pre-School**  
**Profit & Loss**  
**01/04/2021 to 31/03/2022**

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<b>Total Expenses</b>	<b>£22,848.59</b>
<b>Net Profit</b>	<b>£18,070.14</b>

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**Section A**

**Independent Examiner's Report**

**Report to the trustees/  
members of**

Charity Name

HUNSDON DUCKLINGS P&E SCHOOL

**On accounts for the year  
ended**

Mar 22

**Charity no  
(if any)**

1042209.

**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:**

**Date:**

21-10-22

**Name:**

LEE HODGES

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

CIMA.

**Address:**

1 THE HOMESTEADS, HUNSDON, HERTS,  
SG12 8QJ

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.

**THE HUNSDON DUCKLINGS PRE-SCHOOL**

England & Wales - Charity number 1042209

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# Accounts

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Chair



Reg. Charity No. 1042209

## Hunsdon Ducklings AGM 2021

- Introduction (Management Committee)
- Chairs report (Chair)
- Accounts and Reports (Treasurer)
- Election of Committee 2021-2022
- Date of next meeting 13<sup>th</sup> January - Thursday @ 7pm
- Close

## **Ducklings AGM Finance Report**

### **YE March 21 Performance**

I am pleased to report that the accounts for the year ending Mar 21 have now been completed. I have put the headline numbers into the table below and have compared them to the year ending Mar 20 as a comparison:

	Y/E Mar 21	Y/E Mar 20	Variance
Turnover	£85,728.59	£92,989.77	-£7,261.18
Cost of Sales	£61,599.00	£78,324.98	-£16,725.98
Gross Profit	£24,129.59	£14,664.79	£9,464.80
Overheads	£10,393.82	£15,206.84	-£4,813.02
Net Profit	£13,735.77	-£542.05	£13,193.72

This year has seen a marked improvement in Ducklings financial performance. Although we have a decrease in turnover and cost of sales, we must remember that we had covid restrictions in place this meant only 4 members of staff were being fully paid during some months of this year, we also had another member of staff on Maternity leave. Our overheads were a lot less due to a decrease in our amenity bills, resources and food for Breakfast and After school club due to not being open. We were unable to hold any fundraising other than the Christmas Raffle which raised an amazing amount of £1,133.00 and we would like to say a big thank you

A detailed breakdown of this years and last year's performance are attached for your review and any questions.

### **Cash Position/Credit Control/Banking**

I can also report that the Ducklings cash position continues to remain healthy within its two bank accounts with a total balance of £53,969.56 with a further £15k in reserve. This is partly down to continued profits within Ducklings, fundraising, and people now paying on time.

Credit Control is now being done regularly to help collect outstanding monies. I can report that at the end of March the overdue balances were £596.40. This is a marked improvement on last year where the overdue balances were £3,389.40 so may we all thank you for your prompt payments.

### **Other Matters**

We have found that doing all the accounts in house has worked well and we now can understand the financial side of the charity really well as well as keeping on top of debtors, bills and subscriptions. We are looking into getting a debit card and sum up machine in the near future to help even more with purchases, payments and hoping it will help for future fundraisers.

I'd like to thank Kelly Ayres for all her hard work and continued support over the last few years.

CODE	NAME	TOTAL
5002	Consumables:Portacabin	£437.41
5001	Consumables:Children	£64.98
5000	Consumables	£327.47

LESS COST OF SALES

CODE	NAME	Total Turnover
8101	Fundraising-Tipple Off	£330.50
7903	Interest Received	£19.36
4400	Donations	£41.00
4307	Fundraising-Xmas School Fayre	£1,133.00
4306	Fundraising-100 lucky ducks	£16.00
4304	Fundraising-Xmas Cards	£74.00
4303	Fundraising-Santa Letters	£27.00
4300	Fundraising-Misc	£465.59
4102	Government Funding-Support	£3,902.94
4100	Government Funding-Pathfinder	£46,048.25
4020	Government Funding 30 hours	£14,452.20
4012	After School Club - To 5.30	£6,552.00
4011	After School Club - To 4.30	£1,584.00
4010	Breakfast Club 7.30am start	£2,301.00
4004	Breakfast Club	£1,520.00
4002	Fruit Money	£237.00
4001	Pre-School Fees	£7,024.75
<b>TOTAL</b>		<b>£85,728.59</b>

TURNOVER

Hunsdon Ducklings Pre-School  
 Profit & Loss  
 01/04/2020 to 31/03/2021

Hunsdon Ducklings Pre-School  
 Profit & Loss  
 01/04/2020 to 31/03/2021

CODE	NAME	TOTAL
7003	Staff Salaries	£56,285.77
7006	Employers NI	£3,888.92
7401	Food/Drink - Breakfast Club	£148.79
7402	Food/Drink - Pre-School	£253.66
7403	Milk	£192.00
<b>Total Cost Of Sales</b>		<b>£61,599.00</b>
<b>Gross Profit</b>		<b>£24,129.59</b>

Hunsdon Ducklings Pre-School  
 Profit & Loss  
 01/04/2020 to 31/03/2021

LESS EXPENSES

CODE	NAME	TOTAL
5101	Maintenance and Repairs	£1,731.33
5201	Staff Training	£310.47
5202	Staff Pensions	£2,623.30
6201	Advertising	£350.00
7100	Rent	£60.00
7102	Water Rates	£50.25
7103	Electricity	£1,132.20
7200	Insurance	£1,006.36
7201	Subscriptions	£626.43
7300	Toys/Equipment-Pre-School	£343.81
7400	Meals & Entertainment	£135.00
7404	Staff refreshments	£99.00
7406	Food/Drink - After School Club	£81.18
7500	Office Expense/Stationery	£226.24
7502	Telephone-Landline	£981.00
7504	IT Equipment	£475.80
7505	Postage	£17.92
7506	Licences	£49.84
8003	Fundraising Exps-Xmas School Fayre	£23.72
8004	Fundraising Exps-Xmas Cards	£66.97
8006	Fundraising Exps-100 Lucky Ducks	£195.00
8010	Toddler Group	-£192.00
<b>Total Expenses</b>		<b>£10,393.82</b>
<b>Net Profit</b>		<b>£13,735.77</b>



Section A

Independent Examiner's Report

Report to the trustees/  
members of

HUNSDON DUCKINGS PRE SCHOOL

On accounts for the year  
ended

MARCH 21

Charity no  
(if any)

1042209

Set out on pages

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31 03 2021.

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

[The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of [insert name of applicable listed body]]. Delete [ ] if not applicable.

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination (other than that disclosed below \*) 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.

\* Please delete the words in the brackets if they do not apply.

Signed:

Date:

2-12-21

Name:

LEE HODGES

Relevant professional  
qualification(s) or body

C.I.M.A

(if any):

Address:

**Section B**

**Disclosure**

Only complete if the examiner needs to highlight material 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.