



Reg. Charity No. 1042209

Ducklings Annual General Meeting - Monday 11th 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 13th January 2021 @7pm in the Portacabin

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

TURNOVER

CODE	NAME	TOTAL
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
Total Turnover		£123,272.74

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

LESS COST OF SALES

CODE	NAME	TOTAL
5000	Consumables After School Club	£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	£503.79
Total Cost Of Sales		£82,354.01
Gross Profit		£40,918.73

7404	Media & Entertainment	£1.38
7404	Staff refreshments	£104.47
7405	School trip expenses	£34.00
7406	Food/Drink - After School Club	£260.92
7500	Office Consumables/Supplies	£4,184.42
7505	Telephone/Internet	£102.73
7506	IT Equipment	£271.33
7508	Insurance	£22.82
7509	Professional Expenses	£4.14
7601	Bank Charge	£5.52
8001	Partnership Expenses-Misc.	£25.24
8014	Partnership Expenses-Travel	£31.48
8017	Partnership Expenses-School Fees	£21.28
8018	Partnership Expenses-Topic CP	£100.00

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

Income Statement

£1,945.39

LESS EXPENSES

CODE	NAME	TOTAL
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

Total Expenses	£22,848.59
Net Profit	£18,070.14



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.