



Report 2022/22

We returned to Ducklings in September 2022 with no covid restrictions in place, although we remained vigilant to the ongoing risks.

We had a thorough Ofsted inspection at the beginning of the Spring term, and we were awarded an Outstanding rating.

The Ducklings team remained in place with Deborah Ingram as Manager, Jenny Roberts as Deputy, Heather Culmer as Administrator and Nursery Practitioner, Gill Ward as Nursery Practitioner, Caroline Bram as Nursery Practitioner, Emily Crowson as Nursery Practitioner, Ashley Fensome as Nursery Assistant. Sarah Waters our SEN and Nursery Practitioner decided to take a sabbatical, and Emily Crowson took over her SEN role. In view of the staff changes we also recruited Melissa Kiff as a Nursery Practitioner. We also asked Heather Culmer and Emily Crowson to be Lead Practitioners, in the event that neither Mrs Ingram or Miss Roberts were able to attend a session.

During the period of covid restrictions we put safety measures in place, and some of these we have adopted for the long term. For example greeting the children at our gate, increased outside activities, children bringing in their own water bottles.

Ducklings introduced a new uniform that can be purchased online, including a polo shirt, sweat shirt, fleece, book bag and drawstring bag. The uniform became compulsory the following year.

We continued with our termly themes, during the Autumn term we learnt about ourselves and also went into space in our rocket, discovering the planets and meeting aliens. In the Spring term we visited the farm and learnt about the animals both there and in the wild. During the Summer term we travelled around the world, learning how to say good morning in different languages, we also enjoyed a lovely summer of picnics, tennis, gardening and much more.

Sadly, we were unable to invite parents into Ducklings to watch the Nativity, however we put together a slide show of the performance for the parents.

Ducklings celebrated the Queen's Platinum Jubilee with a party tea, and gave the children a gift of a Jubilee mug and we were able to have a graduation ceremony this year that took place outside.

As a charity, Ducklings does not aim to make a profit, but reinvests any profit into the running the nursery and funding it's activities. This year a small profit of £1006 was made and our cash assets remained the same.

Sandra McConnell-Tait, Chair of Ducklings Management Committee

23rd March 2023

SARRATT DUCKLINGS PRE-SCHOOL

Statement of Receipts and Payments for the year ended 31 August 2022

| | Unrestricted Funds 2022 £ | Restricted Funds 2022 £ | Total Funds 2022 £ | Prior period Total Funds 2021 £ |
|--|------------------------------------|----------------------------------|-----------------------------|--|
| Receipts and Payments Account | | | | |
| Donations, legacies and similar income | 0 | 0 | 0 | 0 |
| Operating activities to further charity's objectives | 90267 | 0 | 90267 | 89070 |
| Operating activities to generate funds | 22876 | 0 | 22876 | 18725 |
| Investment income | 132 | 0 | 132 | 6 |
| Other receipts | 0 | 0 | 0 | 0 |
| Gross Income | 113275 | 0 | 113275 | 107801 |
| Other receipts(not counting as gross income) | 0 | 0 | 0 | 0 |
| Total Receipts | 113275 | 0 | 113275 | 107801 |
| Payments | | | | |
| Payments for generating funds | 191 | | 191 | 350 |
| Charitable expenditure | | | | |
| Charitable activities | 105265 | 0 | 105265 | 99825 |
| Support costs | 6001 | 0 | 6001 | 7169 |
| Management and administration of the charity | 812 | 0 | 812 | 727 |
| Total Payments | 112269 | 0 | 112269 | 108071 |
| Net Receipts/(Payments) | 1006 | 0 | 1006 | -270 |
| Cash funds brought forward | 105630 | 1146 | 106776 | 107046 |
| Cash funds carried forward | 106636 | 1146 | 107782 | 106776 |

SARRATT DUCKLINGS PRE-SCHOOL

Statement of Assets and Liabilities as at 31 August 2022

| | Unrestricted Funds 2022 £ | Restricted Funds 2022 £ | Total Funds 2022 £ | Prior period Total Funds 2021 £ |
|---------------------------------|------------------------------------|----------------------------------|-----------------------------|--|
| Cash Assets | | | | |
| Lloyds TSB Bank current account | 67312 | 1146 | 68458 | 66765 |
| COIF Charity Fund | 39305 | 0 | 39305 | 39173 |
| Petty Cash | 19 | | 19 | 838 |
| Total Cash Funds | 106636 | 1146 | 107782 | 106776 |
| Other Monetary Assets | | | | |
| Debtors PAYE overpaid | 0 | 0 | 0 | 3361 |
| Total | 3361 | 0 | 3361 | 3361 |
| Liabilities | | | | |
| Independent Review | 1018.8 | 0 | 1018.8 | 328 |
| Payroll,PAYE & NI | 1255 | 0 | 1255 | 0 |
| Rent | 2667 | | 2667 | 0 |
| Total | 4940.8 | 0 | 4940.8 | 328 |

Signed on behalf of all the trustees

Sandra McConnell
Chair

2023

SARRATT DUCKLINGS PRE-SCHOOL

Schedule to the Receipts and Payments for the year ended 31 August 2022

| | Unrestricted Funds 2022 £ | Restricted Funds 2022 £ | Total Funds 2022 £ | Prior period Total Funds 2021 £ |
|---|------------------------------------|----------------------------------|-----------------------------|--|
| Receipts and Payments Account | | | | |
| Donations, legacies etc | | | | |
| Donations | 0 | 0 | 0 | 0 |
| Operating activities to further the charity's objectives | | | | |
| Local Authority Grants | 90267 | 0 | 90267 | 89070 |
| Sarratt Parish Council Grant | 0 | 0 | 0 | 0 |
| Charities Trust Grant | 0 | 0 | 0 | 0 |
| | <u>90267</u> | <u>0</u> | <u>90267</u> | <u>89070</u> |
| Operating activities to generate funds | | | | |
| Fund raising events | 446 | 0 | 446 | 466 |
| Fees charged | 22237 | 0 | 22237 | 17531 |
| Luncheon club receipts | 84 | 0 | 84 | 191 |
| Sale of goods | 109 | 0 | 109 | 537 |
| | <u>22876</u> | <u>0</u> | <u>22876</u> | <u>18725</u> |
| Investment income | | | | |
| Deposit interest | 132 | 0 | 132 | 6 |
| Other income | | | | |
| Milk refunds | 0 | 0 | 0 | 0 |
| | <u>132</u> | <u>0</u> | <u>132</u> | <u>6</u> |
| Gross Income | | | | |
| Other receipts (not counting as Gross Income) | | | | |
| Overpayments recovered | 0 | 0 | 0 | 0 |
| Total Receipts | <u>113275</u> | <u>0</u> | <u>113275</u> | <u>107801</u> |

SARRATT DUCKLINGS PRE-SCHOOL

Schedule to the Receipts and Payments for the year ended 31 August 2021

| | Unrestricted Funds 2022 £ | Restricted Funds 2022 £ | Total Funds 2022 £ | Prior period Total Funds 2021 £ |
|---|------------------------------------|----------------------------------|-----------------------------|--|
| Receipts and Payments Account | | | | |
| Fundraising publicity | 0 | 0 | 0 | 0 |
| Payments for generating funds | 191 | 0 | 191 | 350 |
| | <u>191</u> | <u>0</u> | <u>191</u> | <u>350</u> |
| Charitable payments | | | | |
| <i>Charitable activities</i> | | | | |
| Costs of goods and services | 1833 | 0 | 1833 | 316 |
| Costs of classroom activities | 1327 | 0 | 1327 | 855 |
| Jubilee expenses | 655 | 0 | 655 | 0 |
| Display boards | 0 | 0 | 0 | 304 |
| Garden boxes | 0 | 0 | 0 | 84 |
| Equipment | 92 | | 92 | 0 |
| Staff costs | 94271 | 0 | 94271 | 88055 |
| Rent payable | 5334 | 0 | 5334 | 8001 |
| Training costs | 637 | 0 | 637 | 1393 |
| Children's milk & groceries | 1116 | 0 | 1116 | 817 |
| | <u>105265</u> | <u>0</u> | <u>105265</u> | <u>99825</u> |
| <i>Support costs</i> | | | | |
| Computers | 379 | 0 | 379 | 382 |
| Insurance | 775 | 0 | 775 | 768 |
| Telephone and Fax | 1281 | 0 | 1281 | 1238 |
| Postage | 7 | 0 | 7 | 6 |
| Stationery and printing | 1859 | 0 | 1859 | 2444 |
| Subscriptions and licences | 293 | 0 | 293 | 200 |
| Maintenance | 890 | 0 | 890 | 417 |
| Advertising and PR | 20 | 0 | 20 | 7 |
| Website support | 0 | 0 | 0 | 896 |
| Sundry expenses | 497 | 0 | 497 | 533 |
| Microwave, pushchair | 0 | 0 | 0 | 278 |
| | <u>6001</u> | <u>0</u> | <u>6001</u> | <u>7169</u> |
| <i>Management and administration</i> | | | | |
| Independent Examiner's fee | 0 | 0 | 0 | 328 |
| Other accountancy fees | 576 | 0 | 576 | 360 |
| Registration fees (OFSTED, DBS) | 236 | 0 | 236 | 39 |
| | <u>812</u> | <u>0</u> | <u>812</u> | <u>727</u> |
| Total payments | <u>112269</u> | <u>0</u> | <u>112269</u> | <u>108071</u> |

Independent examiner's report on the accounts

Section A

Independent Examiner's Report

**Report to the trustees/
members of**

Sarratt Ducklings Pre-School

**On accounts for the year
ended**

31.08.2022

Charity no

1048712

Set out on pages

6 - 8

**Respective
responsibilities of
trustees and examiner**

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to:

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

**Basis of independent
examiner's statement**

My examination was carried out in accordance with 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 accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, 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 accounts 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 connection with 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 Charities Act; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities 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 accounts to be reached.

Signed:



Date:

03.03.2023

Name:

Justin Smith-Milne

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

FCCA
Association of Chartered Certified Accountants

Address:

23 Church Street,
Rickmansworth
WD3 1DE

Only complete if the examiner needs to highlight material problems.

Give here brief details of any items that the examiner wishes to disclose.

N/A