

PUDDLEDUCKS PRE-SCHOOL (WORKSOP)

England & Wales · Charity number 1090438

Details

Other names	GATEFORD EARLY YEARS, PUDDLEDUCKS PRE-SCHOOL
Status	Registered
Legal form	Other
Registered	2002-02-05
Register	View on the Charity Commission register

Contact

Address	c/o Bassetlaw Family Hub Raymoth Lane Worksop S81 7LU
Phone	01909 738707
Email	puddleducks.preschool@sky.com
Website	www.puddleduckspre-sch.co.uk

Activities

Objects: The aims of the Pre-school are to enhance the development and education of children primarily under statutory school age by encouraging parents to understand and provide for the needs of their children through community groups and by:(a) offering appropriate play, education and care facilities, family learning and extended hours groups, together with the right of parents to take responsibility for and to become involved in the activities of such groups, ensuring that such groups offer opportunities for all children whatever their race, culture, religion, means or ability;(b) encouraging the study of the needs of such children and their families and promoting public interest in and recognition of such needs in the local areas;(c) Instigating and adhering to and furthering the aims and objects of the Pre-school Learning Alliance.

Activities: We are an early years education provider for childre aged 2 to 5 years.

Classification

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

Geography

- Nottinghamshire

Finances

Period end	Income	Expenditure	Assets	Employees
2025-07-31	£139,280	£139,672	-	-
2024-07-31	£138,210	£128,468	-	-
2023-07-31	£115,604	£118,009	-	-
2022-07-31	£128,573	£119,661	-	-
2021-07-31	£120,012	£113,463	-	-
2020-07-31	£67,308	£70,501	-	-

Trustees

Name	Role	Appointed
Amanda Jane Marrison		2024-11-25
Amie Bowler Ms		2025-04-25
Charlotte Bramford		2025-09-05
Danielle Rodgers		2024-11-25
Jessica Marrison		2024-11-25
Rachel Taylor		2024-11-25
SUSAN RICHARDSON		2013-01-29
Sophie Gee		2024-11-25

Accounts



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	1	August	2024		31	July	2025

Section A Reference and administration details

Charity name

Puddleducks Pre-School

Other names charity is known by

Registered charity number (if any)

1090438

Charity's principal address

c/o Bassetlaw Family Hub

Raymoth Lane

Worksop

Postcode

S81 7LU

Names of the charity trustees who manage the charity

1	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
2	Rachel Taylor	Chairperson	From 29/11/24	
3	Aimee Bowler	Secretary	From 25/04/25	
4	Susan Richardson	Nominated Person	From	
5	Amanda Marrison	Committee Member	From 29/11/24	
6	Jessica Marrison	Committee Member	From 29/11/24	
7	Sophie Gee	Committee Member	From 29/11/24	
8	Charlotte Bramford	Committee Member	From 05/09/25	
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Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

Name of chief executive or names of senior staff members (Optional information)

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Section B Structure, governance, and management

Description of the charity's trusts

Type of governing document (e.g. trust deed, constitution)	Constitution
How the charity is constituted (e.g. trust, association, company)	Trust
Trustee selection methods (e.g. appointed by, elected by)	Elected by Committee

Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

Puddleducks is registered with Ofsted and was last inspected in May 2022 and was rated as Good.

All committee members follow a strict induction process including a DBS check as required by Ofsted.

The setting has exceptionally good links with the local authority and meets with the Early Years Specialist Teacher once a term.

Policies and Procedures are reviewed annually to ensure they reflect any changes in legislation.

Section C Objectives and activities

Summary of the objects of the charity set out in its governing document

The main objective is to offer a safe and nurturing pre-school for children where their learning and development is supported and enhanced through play.

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

Puddleducks offers funded sessions for eligible 2-, 3- and 4-year-olds along with fee paying sessions to families not eligible for Early Years funding.

Families can also access the 30 hours entitlement where eligible. The setting is flexible with sessions and works with families to try and meet their needs.

The setting follows the Early Years Statutory Framework ensuring good quality learning and play are offered to all children.

Staff offer a warm welcome to the setting and are good role models for the children. Staff work well together, have respect for each other, and take on board each other's views and ideas.

Puddleducks try to keep childcare fees affordable for families accessing the pre-school until their child becomes eligible for Early Years funding.

The setting is fully inclusive in meeting the needs of all children and has disabled access to the main room and outside play area.

We acknowledge and recognise that children and their families come from diverse backgrounds.

Provide support to children with Special Education Needs where government funding has failed to completely meet the child's needs whilst attending Puddleducks.

Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- policy on grant making;
- policy programme related investment;
- contribution made by volunteers.

Summary of the main achievements of the charity during the year

The setting continues to provide a safe and happy play-based learning environment to enhance the development and education of children aged 2-4 years old.

Staff are experienced and skilful are given the opportunity to access both online and face to face training on a regular basis.

The setting has a training budget to support staff with their learning and skills by offering a training plan which is overseen by the Pre-school Manager.

Staff continue to attend meetings and trainings held by the local authorities.

Puddleducks has a wide range of resources and equipment for all children to enjoy.

The setting is currently working to enhance the outside area making it accessible in all weather.

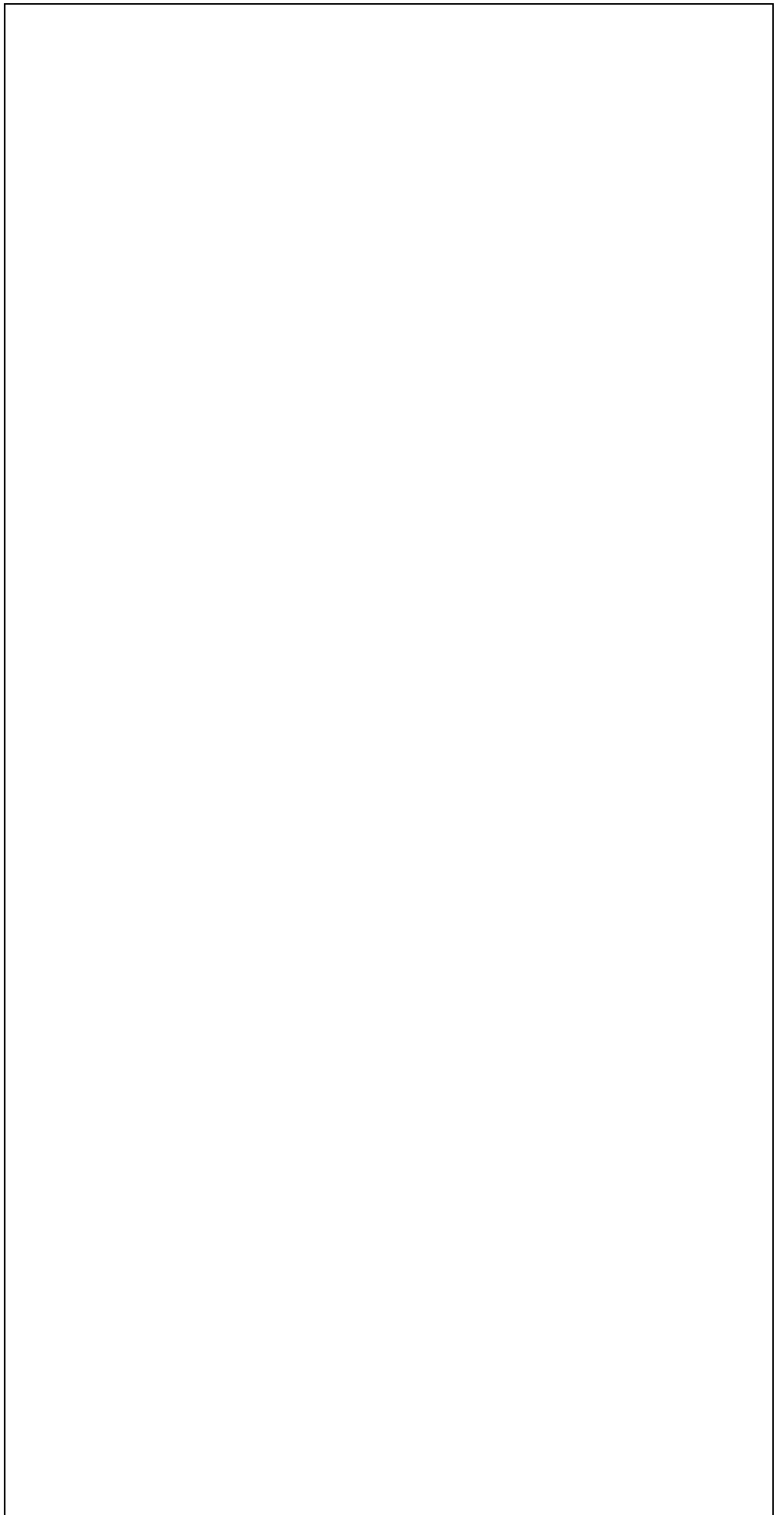
During the academic year we hold various fundraising events and invite parents/carers into the setting on special occasions.

We hold a leavers picnic at the end of the summer term for our school leavers and their families. All school leavers receive a leaving present and children returning to the setting are given a goodie bag to enjoy over the summer holidays.

We hold an Open Day for our new starters in the summer holidays. This gives our new families the opportunity to meet the staff team, explore the setting and see what activities we offer to children. All new starters receive a book bag containing welcome gifts. Parents receive a little care goodie bag on their child's first day.

The setting works with local colleges offering placements for students who are working towards a childcare qualification.

Puddleducks is based in a Family Hub in the Gateford and works closely with the Healthy Families team. This means we are able to signpost any families who may need a little bit of extra support with children's behaviour, potty training etc.



Brief statement of the charity's policy on reserves

The setting holds reserves at a level to cover any unforeseen circumstance that may arise. These reserves are topped up yearly to reflect rising costs.

Details of any funds materially in deficit**Further financial review details (Optional information)**

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

The settings main source of income is:

- Early Years funding from the local authority
- Fees from non-funded sessions
- Fundraising

The setting uses NMJN Accountants Limited which is based in Worksop for its monthly payroll and the yearly audit of the yearly accounts.

Section F Other optional information

Puddleducks continues to be a thriving pre-school with high numbers of children attending and a waiting list for places.

Section G Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s) *S Richardson*

Full name(s) Sue Richardson

Position (e.g. Secretary, Chair, etc) Pre-school Admin
Committee Member

Date 30/05/26

Puddleducks Pre-school July 2025
Profit & Loss Account
Year Ended July 2025

2025

	Cash	Bank	Total
Income	0.00	135,231.57	135,231.57
Fund Raising	514.66	276.88	791.54
Trips	470.00	200.00	670.00
Donations		735.00	735.00
Interest Received	0.00	0.00	0.00
Other	107.66	651.00	758.66
Savings interest	0.00	0.00	1,092.84
Gross Profit	1,092.32	137,094.45	139,279.61

Expenses	Cash	Bank	Total
Salaries		98,118.25	98,118.25
Pensions		3,870.40	3,870.40
Accs		1,020.00	1,020.00
Professional Fees		-	-
Supply		822.50	822.50
Training		528.60	528.60
Premise		9,297.63	9,297.63
Snack	42.18	657.19	699.37
Planning	86.18	146.24	232.42
Consumables	33.05	2,950.16	2,983.21
Equipment	196.93	7,620.07	7,817.00
Office expenses	300.00	319.05	619.05
Phones	84.35	974.71	1,059.06
Publications		167.00	167.00
Hygiene	130.00	1,019.97	1,149.97
Other	140.38	2,164.88	2,305.26
Donations		993.79	993.79
Fund Raising	52.47	229.39	281.86
Staff Sundries	21.90	1,215.42	1,237.32
Staff Uniforms		1,245.81	1,245.81
Child's Uniform		764.00	764.00
Promotional Materials		716.20	716.20
Bank Fees		55.00	55.00
EYPP/ Sen	11.99	2,490.39	2,502.38
Family		835.20	835.20
Trips	200.00	150.00	350.00
	1,299.43	138,371.85	139,671.28
	-207.11	-1,277.40	
Net Profit/loss			-391.67

<u>Movements on the bank accounts</u>	Opening Bal	Closing Bal	Movement
HSBC Puddleducks Pre-School Account	31,514.88	30,237.48	(1,277.40)
Account 31475207- Fundraising Account	3,172.61	3,230.49	57.88
Account 21440047- Reserve Account	53,104.41	54,073.16	968.75
Account 31505912- SEN Account	3,630.21	3,696.42	66.21
Petty Cash	331.02	123.91	(207.11)
Matches net gain on accounts			(391.67)

Puddleducks Pre-school July 2025
Profit & Loss Account
Year Ended July 2025

2025

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Matches net gain on accounts			(391.67)

Accounts



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	1	August	2023		31	July	2024

Section A

Reference and administration details

Charity name

Puddleducks Pre-School

Other names charity is known by

Registered charity number (if any)

1090438

Charity's principal address

Bassetlaw Family Hub

Raymoth Lane

Worksop

Postcode

S81 7LU

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1				
2	Debbie Reading	Chairperson		
3	Katie Pemberton	Treasurer		
4	Sue Richardson	Nominated Person		
5	Nicky Hull	Committee Member		
6	Richard Reading	Committee Member		
7	Charlotte Hull	Committee Member		
8	Gemma Hough	Committee Member		
9	Katrina Wilson	Committee Member		
10	Laura Beardsley	Committee Member		
11	Lindsay Matthews	Committee Member		
12	Lisa Nelson	Committee Member		
13				
14				
15				
16				
17				
18				
19				
20				

Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

Name of chief executive or names of senior staff members (Optional information)

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Section B Structure, governance, and management

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Constitution
How the charity is constituted (eg. trust, association, company)	Trust
Trustee selection methods (eg. appointed by, elected by)	Elected by Committee

Additional governance issues (Optional information)

You may choose to include additional information, where relevant, about: • policies and procedures adopted for the induction and training of trustees; • the charity's organisational structure and any wider network with which the charity works; • relationship with any related parties; • trustees' consideration of major risks and the system and procedures to manage them.	Puddleducks Pre-school continues to be a popular pre-school based in the heart of the Gateford community and was rated as 'Good' by Ofsted in May 2022. Puddleducks staff team are working hard to further improve the quality of early years education at the pre-school. The settings policies and procedures are reviewed and updated regularly, and a list of all policies is available to all parents/carers. Staff read and revisit at least one policy at each staff meeting held. Puddleducks is a member of the Early Years Alliance. The setting has good links with the local authority and the Early Years Specialist Team along with other outside agencies. Puddleducks are extremely fortunate to occupy the same building as the Healthy Families Team along with the NHS team and have formed good working relationships with their staff. The staff team values parents' opinions and their feedback is vital to improving the pre-school.
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Section C Objectives and activities

Summary of the objects of the charity set out in its governing document

Our staff work hard together to ensure a diverse range of activities are available to promote children's play-based learning.

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

Puddleducks offers funded sessions for eligible 2-, 3- and 4-year-olds along with fee paying sessions to families not eligible for Early Years funding.

Families can also access the 30 hours entitlement where eligible. Puddleducks is a sessional pre-school, with flexible sessions and works with families to try and meet their needs.

The setting follows the Early Years Statutory Framework ensuring excellent quality learning and play are offered to all children.

Staff offer a warm and friendly welcome to the setting and are good role models for the children. The staff team have respect for each other and value each other's views and ideas.

Puddleducks try to keep childcare fees affordable for families accessing the pre-school until a child becomes eligible for Early Years funding.

The setting is extremely lucky to be able to fund a part-time SEN Practitioner who currently supports 2 children with additional needs.

Puddleducks is a fully inclusive setting with disabled access to both the indoor room and the garden area.

Staff acknowledge and recognise that children and their families come from diverse backgrounds. The setting has a variety of resources to support diversity and equality.

Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

Puddleducks committee is made up of volunteer parents/carers of the children who currently attend the pre-school. They volunteer their time for committee meetings and support the staff team with fundraising activities.

The setting works closely with local colleges to continue offering placements for students who are working towards a childcare qualification.

Summary of the main achievements of the charity during the year

The setting continues to provide a safe and happy play-based learning environment to enhance the development and education of children aged 2-4 years old.

Staff are experienced and skilful are given the opportunity to access both online and face to face training on a regular basis.

The setting has a training budget to support staff with their learning and skills by offering a training plan which is overseen by the Pre-school Manager.

Staff continue to attend meetings and trainings held by the local authorities along with other outside trainer providers. All childcare staff are Paediatric First Aid trained, and 3 members of the staff team are trained in Gastrostomy Awareness (including blended diet).

The setting is well equipped with a wide range of resources and equipment for all children to enjoy. New resources are purchased each term following the interests of the children.

Various fundraising efforts are held throughout the year with all money raised to help with the purchase of new resources. We invite parents/carers into the setting to special events. The setting operates an open door policy for parents and carers.

We say goodbye to our school leavers in July with an outdoor picnic to which their parents/carers are invited. All school leavers receive a leaving present to enjoy over the summer holidays. Children returning to Puddleducks in September receive a goodie bag.

The setting holds an Open Day for the new starters each August. This gives our new families the opportunity to meet the staff team, explore the setting and see what activities we offer to children. All new starters receive a book bag containing welcome gifts. Parents receive a little care goodie bag on their child's first day.

Section E

Financial review

Brief statement of the charity's policy on reserves

The setting holds reserves at a level to cover any unforeseen circumstance that may arise. These reserves are topped up yearly to reflect rising costs.

Details of any funds materially in deficit

Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

The settings main source of income is:

- Early Years funding from the local authority
- Fees from non-funded sessions
- Fundraising

As a not-for-profit organisation the money we raised is used to purchase new equipment and resources for all the children to enjoy.

Section F

Other optional information

Puddleducks continues to be a thriving pre-school with high numbers of children attending with a waiting list for places.

Section G

Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s) *S Richardson*

Full name(s) Sue Richardson

Position (eg Secretary, Chair, etc) Pre-school Administrator and Committee Member

27th May 2025

Puddleducks Pre-school July 2024

Profit & Loss Account

Year Ended July 2024

2024

2023

	Cash	Bank	Total	
Income	0.00	130,792.54	136,907.45	115,603.90
Fund Raising	584.50	106.15	690.65	
Trips	204.00	407.60	611.60	
Interest Received	0.00		0.00	
Cost of goods	0.00	0.00	0.00	-
Gross Profit	788.50	131,306.29	138,209.70	115,603.90

Expenses	Cash	Bank	Total	
Salaries		92,511.46	92,511.46	87,178.13
Pensions	-	3,119.05	3,119.05	2,078.55
Accs	-	964.20	964.20	913.40
Professional Fees			-	180.00
Supply	-	-	-	306.00
Training	9.90	816.00	825.90	470.93
Premise	-	9,695.35	9,695.35	8,058.13
Snack	37.77	475.17	512.94	841.16
Planning	83.23	284.26	367.49	296.46
Consumables	71.58	2,406.67	2,478.25	2,059.83
Equipment	157.41	5,789.66	5,947.07	6,051.04
Office expenses	-	83.15	83.15	238.68
Phones	68.64	681.61	750.25	800.93
Bank Fees		90.00	90.00	611.00
Publications	-	-	-	147.22
Hygiene	44.62	810.12	854.74	1,112.37
Other	49.54	6,547.60	6,597.14	1,671.66
Family		749.35	749.35	-
Fund Raising		203.05	203.05	431.84
Staff Sundries		1,109.15	1,109.15	1,367.32
Staff Uniforms	-	546.76	546.76	758.60
Promotional Materials	-	314.12	314.12	122.27
EYPP/ Sen	52.93	695.56	748.49	2,113.99
CT				200.00
	575.62	127,892.29	128,467.91	118,009.51

Net Profit/loss	9,741.79	-2405.61
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Income from HMRC

Interest Received

0.00 netted off salaries

6,114.91 added to sales

<u>Movements on the bank accounts</u>	Opening Bal	Closing Bal	Movement
HSBC Puddleducks Pre-School Account	28,100.88	31,514.88	3,414.00
Account 31475207- Fundraising Account	3,112.08	3,172.61	60.53
Account 21440047- Reserve Account	47,119.30	53,104.41	5,985.11
Account 31505912- SEN Account	3,560.94	3,630.21	69.27
Petty Cash	118.14	331.02	212.88
Matches net gain on accounts			9,741.79



Section A

Independent Examiner's Report

**Report to the trustees/
members of**

Puddleducks Pre School

**On accounts for the year
ended**

31 July 2024

**Charity no
(if any)**

Set out on pages

1 to 2

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/07/2024.

**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 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:

23/05/2025

Name:

Michelle D Howe

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

Association Member of Institute of Financial Accountants and Associate of the Federation of Tax Advisers

Address:

Office 16 Middletons Yard

Potter Street

Worksop S80 2FT

Section B

Disclosure

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.

Accounts



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	1	August	2022		31	July	2023

Section A Reference and administration details

Charity name

Puddleducks Pre-School

Other names charity is known by

Registered charity number (if any)

1090438

Charity's principal address

c/o Gateford Children's Centre

Raymoth Lane

Worksop

Postcode

S81 7LU

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1				
2	Debbie Reading	Chairperson		
3	Katie Pemberton	Treasurer		
4	Sue Richardson	Nominated Person		
5	Nicky Hull	Committee Member		
6	Richard Reading	Committee Member		
7	Charlotte Hull	Committee Member		
8	Gemma Hough	Committee Member		
9	Katrina Wilson	Committee Member		
10	Laura Beardsley	Committee Member		
11	Lindsay Matthews	Committee Member		
12	Lisa Nelson	Committee Member		
13				
14				
15				
16				
17				
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19				
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Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

Name of chief executive or names of senior staff members (Optional information)

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Section B Structure, governance and management

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Constitution
How the charity is constituted (eg. trust, association, company)	Trust
Trustee selection methods (eg. appointed by, elected by)	Elected by Committee

Additional governance issues (Optional information)

You may choose to include additional information, where relevant, about: • policies and procedures adopted for the induction and training of trustees; • the charity's organisational structure and any wider network with which the charity works; • relationship with any related parties; • trustees' consideration of major risks and the system and procedures to manage them.	Puddleducks first inspection since relocating to Gateford Children's Centre was in May 2022 and was graded as 'Good'. Staff are working hard to further improve the quality of the pre-school. Puddleducks is a very popular pre-school in the heart of the Gateford community. Puddleducks policies are reviewed and updated regularly, and a list of all policies is available to all parents/carers. We operate a policy of the month for all staff to read and revisit. Puddleducks is a member of the Early Years Alliance. Staff have good links with the Early Years Specialist Team and other outside agencies. Puddleducks are very fortunate to be based in the same building as the Healthy Families Team and have formed good working relationships with their staff. Parents opinions are respected, and their feedback is vital to improve the Pre-school.
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Section C Objectives and activities

Summary of the objects of the charity set out in its governing document

Puddleducks aims are to provide a safe and stimulating environment for child to learn and play.
Staff work together to ensure a diverse range of activities are available to promote children's play-based learning.

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

Puddleducks offers funded sessions for eligible 2, 3 and 4 year olds along with fee paying sessions to families not eligible for Early Years funding.

Families can also access the 30 hours entitlement where eligible. The setting is flexible with sessions and works with families to try and meet their needs.

The setting follows the Early Years Statutory Framework ensuring good quality learning and play are offered to all children.

Staff offer a warm welcome to the setting and are good role models for the children. Staff work well together, have respect for each other and take on board each other's views and ideas.

Puddleducks try to keep childcare fees affordable for families accessing the pre-school until their child becomes eligible for Early Years funding.

The setting is very lucky to be in a position to fund a SEN Practitioner who is currently supporting 2 children with additional needs.

The setting is fully inclusive in meeting the needs of all children and has disabled access to the room and outside play area.

We acknowledge and recognise that children and their families come from diverse backgrounds.

Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

Puddleducks committee is made up of volunteer parents/carers of the children who currently attend the pre-school. They volunteer their time for committee meetings and support the staff team with fundraising activities.

Work with local colleges to continue offering placements for students who are working towards a childcare qualification.

Summary of the main achievements of the charity during the year

The setting continues to provide a safe and happy play based learning environment to enhance the development and education of children aged 2-4 years old.

Staff are experienced and skilful and are given the opportunity to access both online and face to face training on a regular basis.

The setting has a training budget to support staff with their learning and skills by offering a training plan which is overseen by the Pre-school Manager.

Staff continue to attend meetings and trainings held by the local authorities.

Puddleducks has a wide range of resources and equipment for all children to enjoy.

With the help of the local authority, we have been able to revamp the outside area making it accessible to children to enjoy all year round.

During the academic year we hold various fundraising events and invite parents./carers into the setting on special occasions.

We said goodbye to our school leavers in July 2023 with an outdoor picnic which was enjoyed by children, parents and staff. All school leavers received a leaving present and children returning to the setting were given a goodie bag to enjoy over the summer holidays.

We hold an Open Day for our new starters each August. This gives our new families the opportunity to meet the staff team, explore the setting and see what activities we offer to children. All new starters receive a book bag containing welcome gifts. Parents receive a little care goodie bag on their child's first day.

Section E

Financial review

Brief statement of the charity's policy on reserves

The setting holds reserves at a level to cover any unforeseen circumstance that may arise. These reserves are topped up yearly to reflect rising costs.

Details of any funds materially in deficit

Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

The settings main source of income is:

- Early Years funding from the local authority
- Fees from non-funded sessions
- Fundraising

Section F

Other optional information

Puddleducks continues to be a thriving pre-school with high numbers of children attending and a waiting list for places.

Section G

Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s) *S Richardson*

Full name(s) Sue Richardson

Position (eg Secretary, Chair, etc) Pre-school Admin Committee Member

Date 31/05/2024

Puddleducks Pre-school July 2023**Profit & Loss Account
Year Ended July 2023****2023**

	Cash	Bank	Interest	Total
Income	452.00	114,663.08	488.82	115,603.90
Expenses	Cash	Bank		Total
Salaries		87,178.13		87,178.13
Pensions		2,078.55		2,078.55
Accs		913.40		913.40
Professional Fees		180.00		180.00
Bank Charges		60.00		60.00
Supply		306.00		306.00
Training		470.93		470.93
Fees		551.00		551.00
Premise		8,058.13		8,058.13
Snack	48.13	793.03		841.16
Planning	31.77	264.69		296.46
Consumables	105.66	1,954.17		2,059.83
Equipment	103.03	5,948.01		6,051.04
Office expenses		238.68		238.68
Phones	90.00	710.93		800.93
Publications		147.22		147.22
Hygiene	7.48	1,104.89		1,112.37
Other	36.39	905.27		941.66
Staff Uniforms		758.60		758.60
Staff Sundries		1,367.32		1,367.32
Promotional Materials		122.27		122.27
Fund raising		431.84		431.84
EYPP/SEN	66.50	2,047.49		2,113.99
Donations		500.00		500.00
Trips		230.00		230.00
Corporation Tax		200.00		200.00
Transfer		-		-
	488.96	117,520.55		118,009.51

Net Profit/loss	-2,405.61
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<u>Movements on the bank accounts</u>	Opening Bal	Closing Bal	Movement
HSBC Puddleducks Pre-School Account	30,958.35	28100.88 -	2,857.47 decrease
Account 31475207- Fundraising Account	3084.07	3116.82	32.75 increase
Account 21440047- Reserve Account	46,695.27	47119.3	424.03 increase
Account 31505912- SEN Account	3,528.90	3560.94	32.04 increase
Petty Cash	155.10	118.14 -	36.96 decrease
Matches net loss on accounts		-	2,405.61



Section A

Independent Examiner's Report

Report to the trustees

Charity Name

Puddleducks Pre School

On accounts for the year
ended

31 July 2022

Charity no
(if any)

Set out on pages

1 to 2

Responsibilities and
basis of report

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/07/2023

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:

31/05/2024

Name:

Michelle Howe

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

Associate Member of Institute of Financial Accountants and Associate of the Federation of Tax Advisers

Address:

Office 16 Middletons Yard

Potter Street

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.

Accounts



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	01	August	2021		31	July	2022

Section A Reference and administration details

Charity name	Puddleducks Pre-School
Other names charity is known by	
Registered charity number (if any)	1090438
Charity's principal address	c/o Gateford Children's Centre
	Raymoth Lane
	Worksop
Postcode	S81 7LU

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Debbie Reading	Chairperson		
2	Katie Pemberton	Treasurer		
3	Sue Richardson	Nominated Person		
4	Nicky Hull	Committee Member		
5	Richard Reading	Committee Member		
6	Charlotte Hull	Committee Member		
7	Gemma Hough	Committee Member		
9	Katrina Wilson	Committee Member	From April 2022	
10	Laura Beardsley	Committee Member	From April 2022	
11	Lindsay Matthews	Committee Member	From April 2022	
12	Lisa Nelson	Committee Member	From April 2022	
13				
14				
15				
16				
17				
18				
19				
20				

Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

Name of chief executive or names of senior staff members (Optional information)

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Section B Structure, governance and management

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Constitution
How the charity is constituted (eg. trust, association, company)	Trust
Trustee selection methods (eg. appointed by, elected by)	Elected by Committee

Additional governance issues (Optional information)

You may choose to include additional information, where relevant, about: • policies and procedures adopted for the induction and training of trustees; • the charity's organisational structure and any wider network with which the charity works; • relationship with any related parties; • trustees' consideration of major risks and the system and procedures to manage them.	Puddleducks first inspection since relocating into the Children's Centre in September 2019 took place on 5th May 2022 and were graded as 'Good'. Staff are working hard to further improve the quality of the pre-school. A list of all the settings policies is available to all staff/parents/carers. Puddleducks policies are reviewed and updated regularly. The setting is a member of the Early Years Alliance who provide specialist support and services to the Early Years sector. Staff liaise with the Local Authority via the Early Years Specialist Team. Puddleducks work closely with the Healthy Families Team who are based in the same building in supporting families who attend the setting. The staff are constantly looking for ways to involve parents in their child's learning journey. Parents opinions are respected, and their feedback is vital to improving the Pre-school.
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Section C Objectives and activities

Summary of the objects of the charity set out in its governing document

The staff team work hard to provide a safe and stimulating environment for child to learn and play.
Staff work together to ensure a diverse range of activities are available to promote children's play-based learning.

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

The setting welcomes all families and their children from the local community. Puddleducks offers funded sessions for eligible 2, 3, and 4 years. The setting also offers affordable childcare to all families until children are eligible to access their nursery funding. Families can also access the 30 hours entitlement where eligible. The staff team offer a wide range of challenging age appropriate activities for all the children. The Early Years Statutory Framework is followed therefore offering good quality learning and play. Staff offer a warm welcome to the setting and act as good positive role models for the children. Endeavor to keep our childcare fees affordable for families accessing the pre-school until their child becomes eligible for nursery education funding. Provide additional support to children with Special Education Needs who attend the setting. Puddleducks currently funds a SEN Practitioner who is currently supporting a child on a one-to one basis for 15 hours a week. We ensure that our service is fully inclusive in meeting the needs of all children. Puddleducks recognises that children and their families come from diverse backgrounds.
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Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

Puddleducks committee is made up of volunteer parents/carers of the children who currently attend the pre-school. They volunteer their time for committee meetings and support the staff team with fundraising activities. Work with local colleges to continue offering placements for students who are working towards a childcare qualification.

Summary of the main achievements of the charity during the year

The setting continues to provide a safe and happy play based learning environment to enhance the development and education of children aged 2-4 years old.

Staff are experienced and skilful, and the manager continues to provide support to develop staffs individual skills through a range of different development and training opportunities. Staff pass on what they learn to other staff through staff meetings and in day to day practise.

Puddleducks welcomes parents into the setting and hold events such as 'Special Person' breakfasts or afternoon teas.

We were lucky enough to be visited by local fire brigade. Children spent the morning dressing up in the firefighters hats and boots, sitting in the fire engine and listening to the sirens.

During the hottest week of the year children were treated to a visit by an ice-cream van with children and staff enjoying an ice-cream.

Children and their families enjoyed two trips in the summer of 2022. The first trip was to a miniature railway in a local forest park and the second was to the cinema to see Encanto.

A sponsored car wash raised much needed funds to develop the outside area. Children spent the week washing anything in the setting that had wheels.

The setting funded a 70th Jubilee party and all children received a special souvenir medal.

Our school leavers, and their families were invited to a summer picnic at the end of the summer term. The setting funded gifts for all the leavers and children returning to the setting were given a goodie bag to enjoy over the summer holidays.

Section E

Financial review

Brief statement of the charity's policy on reserves

The setting holds reserves at a level to cover any unforeseen circumstance that may arise. These reserves are topped up yearly to reflect rising costs.

Details of any funds materially in deficit

Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

The settings main source of income is:

- Nursery funding from the local authority
- Fees from non-funded sessions
- Fundraising

Section F

Other optional information

Puddleducks continues to be a thriving pre-school with high numbers of children attending.

Section G

Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s) *S Richardson*

Full name(s) Sue Richardson

Position (e.g., Secretary, Chair, etc) Pre-school Administrator
Committee Member

Date 26th May 2023

Puddleducks Pre-school July 2022

Profit & Loss Account

Year Ended July 2022

2022

2021

	Cash	Bank	Interest	Total	Cash	Bank	Total
Income	2267.09	126,284.30	21.03	128,572.42	942.09	119,065.00	120,012.50
Expenses	Cash	Bank	Total		Cash	Bank	Total
Salaries	-	88,892.27	88,892.27		-	74,128.82	74,128.82
Pensions	-	2,375.83	2,375.83		-	2,283.21	2,283.21
Accs	-	906.00	906.00		-	919.20	919.20
Supply	-	422.70	422.70		-	322.81	322.81
Training	-	507.28	507.28		-	514.00	514.00
Premise	-	7,288.91	7,288.91		48.09	18,836.76	18,884.85
Snack	81.57	1,130.38	1,211.95		122.89	942.02	1,064.91
Planning	84.50	265.80	350.30		128.93	54.93	183.86
Consumables	24.07	2,482.14	2,506.21		103.25	1,957.24	2,060.49
Equipment	53.08	3,385.43	3,438.51		153.71	3,918.54	4,072.25
Office expenses	11.95	336.20	348.15		23.55	217.34	240.89
Phones	52.50	670.78	723.28		19.20	632.12	651.32
Publications	4.00	87.00	91.00		-	131.14	131.14
Hygiene	- 23.42	1,263.72	1,240.30		70.59	1,631.50	1,702.09
Other	33.79	1,013.16	1,046.95		149.46	3,644.08	3,793.54
Staff Uniforms		1,489.82	1,489.82			893.21	893.21
Promotional Materials		869.69	869.69			562.80	562.80
Fund raising	-	1,704.05	1,704.05		0.00	140.67	140.67
EYPP/SEN	109.47	2,423.32	2,532.79		112.99	800.39	913.38
Transfer	1,665.00	50.00	1,715.00				
	2,096.51	117,564.48	119,660.99		932.66	112,530.78	113,463.44
Net Profit/loss	8,911.43				6,549.06		

Movements on the bank accounts

HSBC Puddleducks Pre-School Account	8,719.83
Account 31475207- Fundraising Account	1.24
Account 21440047- Reserve Account	18.39
Account 31505912- SEN Account	1.39
Petty Cash	170.58
Increase in balances	8,911.43
Matches the profit on the accounts	8,911.43



Section A

Independent Examiner's Report

Report to the trustees

Charity Name

Puddleducks Pre School

On accounts for the year
ended

31 July 2022

Charity no
(if any)

Set out on pages

1 to 2

(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 31/07/2022.

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 (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:

24th May 2023

Name:

Michelle Diane Howe

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

Associate Member of the Institute of Financial Accountants and Associate of the Federation of Tax Advisers
Practise Certificate number 12668 of the Institute of Financial Accountants

Address:

Office 16 Middletons Yard
Potter Street

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.

Accounts



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	1	August	2020		31	July	2021

Section A Reference and administration details

Charity name	Puddleducks Pre-School
Other names charity is known by	
Registered charity number (if any)	1090438
Charity's principal address	c/o Gateford Children's Centre
	Raymoth Lane
	Worksop
Postcode	S81 7LU

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Debbie Reading	Chairperson		
2	Katie Hunt	Secretary		
3	Katie Pemberton	Treasurer		
4	Sue Richardson	Nominated Person		
5	Nicky Hull			
6	Mellisa Barratt			
7	Philipp Jones			
8	Richard Reading			
9	Charlotte Hull			
10	Gemma Hough			
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14				
15				
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17				
18				
19				
20				

Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

Name of chief executive or names of senior staff members (Optional information)

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Section B Structure, governance and management

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Constitution
How the charity is constituted (eg. trust, association, company)	Trust
Trustee selection methods (eg. appointed by, elected by)	Elected by Committee

Additional governance issues (Optional information)

You may choose to include additional information, where relevant, about: • policies and procedures adopted for the induction and training of trustees; • the charity's organisational structure and any wider network with which the charity works; • relationship with any related parties; • trustees' consideration of major risks and the system and procedures to manage them.	A list of all the settings policies is available to all staff/parents/carers. Puddleducks policies are reviewed and updated regularly. Members of the Early Years Alliance who provide specialist support and services to the Early Years sector. Puddleducks are still awaiting their first inspection since moving into the Children's Centre in September 2019. Support is received from the local authority on a regular basis. Puddleducks has a good working relationships with local outside agencies, local authority and healthy families team. The staff are constantly looking for ways to involve parents in their child's learning journey. Parents opinions are respected, and their feedback is vital to improving the Pre-school.
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Section C Objectives and activities

Summary of the objects of the charity set out in its governing document

Puddleducks aims are to provide a safe and stimulating environment for child to learn and play.
Staff work together to ensure a diverse range of activities are available to promote children's play-based learning.

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

The setting welcomes all families and their children from the local community.

Puddleducks offers funded sessions for eligible 2, 3, and 4 years. The setting also offers affordable childcare to all families until children are eligible to access their nursery funding.

Families can also access the 30 hours entitlement where eligible.

The staff team offer a wide range of challenging age appropriate activities for all the children. The Early Years Statutory Framework is followed therefore offering good quality learning and play.

Staff offer a warm welcome to the setting and act as good positive role models for the children.

Endeavor to keep our childcare fees affordable for families accessing the pre-school until their child becomes eligible for nursery education funding.

Provide additional support to children with Special Education Needs who attend the setting.

We ensure that our service is fully inclusive in meeting the needs of all children.

All families have needs and values that arise from their social and economic, ethnic, and cultural or religious backgrounds.

Puddleducks recognises that children and their families come from diverse backgrounds.

Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

Puddleducks committee is made up of volunteer parents/carers of the children who currently attend the pre-school. They volunteer their time for committee meetings and support the staff team with fundraising activities.

Work with local colleges to continue offering placements for students who are working towards a childcare qualification.

Due to Covid-19 the setting was unable to hold it's usual fundraising events or trips.

We did manage to hold a remote Christmas Craft sale and were very grateful to our families for their support.

We said goodbye to our school leavers in July 2021 with an outdoor picnic which was enjoyed by children, parents and staff.

We have a dedicated SEN practitioner supporting two children with additional needs. This position is mainly funded by the pre-school.

Summary of the main achievements of the charity during the year

The setting continues to provide a safe and happy play based learning environment to enhance the development and education of children aged 2-4 years old.

Puddleducks staff team continue to work in collaboration with the Children's Centre after moving into the centre in September 2019.

The committee are committed to supporting staff with their learning and skills by offering a training plan which is overseen by the Pre-school Manager.

Staff continue to attend meetings and trainings held by the local authorities.

During lockdown 2021 the setting opened in June/July for keyworker children only which was welcomed by local families.

In January 2021 the setting switched to online learning journals using the Family App. This has been a huge success and was welcomed by both parents and staff.

Puddleducks has a wide range of resources and equipment for all children to enjoy.

Section E Financial review

Brief statement of the charity's policy on reserves

The setting holds reserves at a level to cover any unforeseen circumstance that may arise. These reserves are topped up yearly to reflect rising costs.

Puddleducks are currently working with the local authorities to enhance the outdoor area making it accessible to all children whatever the weather.

Details of any funds materially in deficit

Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

The settings main source of income is:

- Nursery funding from the local authority
- Fees from non-funded sessions
- Fundraising

Section F Other optional information

Puddleducks continues to be a thriving pre-school with high numbers of children attending and a waiting list for places.

Section G Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s) *S Richardson*

Full name(s) Sue Richardson

Position (eg Secretary, Chair, etc) Pre-school Admin Committee Member

Date 27th May 2022

Puddleducks Pre-school July 2021

Profit and Loss Account
Year Ended July 2021

1st August 2020 till 31st July 2021				1st August 2019 to 31st July 2020		
	Cash	Bank	Total	Cash	Bank	Total
Income	942.09	119,065.00	120,012.50	889.06	66,339.94	67,308.34
Expenses	Cash	Bank	Total	Cash	Bank	Total
Salaries	0	74,128.82	74,128.82	0	60,421.01	55,539.45
Pensions	0	2,283.21	2,283.21	0	1,657.90	1,657.90
Accs	0	919.2	919.2	0	774.6	774.6
Supply	0	322.81	322.81	0	668.32	668.32
Training	0	514	514	0	336	336
Premise	48.09	18,836.76	18,884.85	0	1,936.54	1,936.54
Snack	122.89	942.02	1,064.91	138.95	223.42	362.37
Planning	128.93	54.93	183.86	88.26	25.66	113.92
Consumables	103.25	1,957.24	2,060.49	12.64	1,448.67	1,461.31
Equipment	153.71	3,918.54	4,072.25	50.18	2,755.23	2,805.41
Office Expenses	23.55	217.34	240.89	35.04	108.19	143.23
Phones	19.2	632.12	651.32	0	1,065.78	1,065.78
Publications	0	131.14	131.14	0	135.9	135.9
Hygiene	70.59	1,631.50	1,702.09	64.29	793.24	857.53
Other	149.46	3,644.08	3,793.54	32.62	1,196.26	1,228.88
Staff Uniforms		893.21	893.21	0	262.38	262.38
Promotional Materials		562.80	562.8	45.6	1,106.00	1,151.60
Fund raising		140.67	140.67	0	0	0
EYPP/SEN	112.99	800.39	913.38	0	0	0
	932.66	112,530.78	113,463.44	467.58	74,915.10	70,501.12
Net Profit /Loss	6549.06			-3192.78		

Accounts Prepared by:

Michelle Howe
NMJN Accountants
Unit 6
The Point
Coach Road
Shireoaks
Worksop S81 8BW



Section A

Independent Examiner's Report

**Report to the trustees/
members of**

Charity Name
Puddleducks Pre-School

**On accounts for the year
ended**

31st July 2021

**Charity no
(if any)**

1090438

Set out on pages

1 to 2

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31st July 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**

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:

30th May 2022

Name:

Michelle Howe

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

Association of Accounting Technicians Level 4
Institute of Financial Accountants – AFA
Federation of Tax Advisers - ATA

Address:

15 Scampton Road

Worksop

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.

Accounts



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	1	August	2019		31	July	2020

Section A Reference and administration details

Charity name	Puddleducks Pre-School
Other names charity is known by	
Registered charity number (if any)	1090438
Charity's principal address	c/o Gateford Park Children's Centre
	Amherst Rise
	Raymoth Lane
Postcode	S81 7LU

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Debbie Reading	Chairperson	May 2020	
2	Katie Hunt	Secretary	May 2020	
3	Katie Pemberton	Treasurer		
4	Sue Richardson	Nominated Person		
5	Nicky Hull		May 2020	
6	Mellisa Barratt		May 2020	
7	Philipp Jones		May 2020	
8	Richard Reading		May 2020	
9	Charlotte Hull		May 2020	
10	Gemma Hough			
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

Name of chief executive or names of senior staff members (Optional information)

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Section B Structure, governance and management

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Constitution
How the charity is constituted (eg. trust, association, company)	Trust
Trustee selection methods (eg. appointed by, elected by)	Elected by Committee

Additional governance issues (Optional information)

You may choose to include additional information, where relevant, about: • policies and procedures adopted for the induction and training of trustees; • the charity's organisational structure and any wider network with which the charity works; • relationship with any related parties; • trustees' consideration of major risks and the system and procedures to manage them.	A list of all the settings policies is available to all staff/parents/carers. Puddleducks policies are reviewed and updated regularly. Support is received from the local authority on a regular basis. Puddleducks has a good working relationships with local outside agencies, local authority and healthy families team. All the children are truly at the centre of everything the staff team do. Puddleducks are due an inspection following the move into new premises in September 2019. It was purely a change of premises with no change to the committee or staff team. The staff are constantly looking for ways to involve parents in their child's learning journey. Parents opinions are respected, and their feedback is vital to improving the Pre-school.
---	--

Section C Objectives and activities

Summary of the objects of the charity set out in its governing document

Puddleducks aims are to provide a safe and stimulating environment for child to learn and play.
Staff work together to ensure a diverse range of activities are available to promote children's play-based learning.

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

The setting welcomes all families and their children from the local community. Puddleducks offers funded sessions for eligible 2, 3, and 4 years. The setting also offers affordable childcare to all families until children are eligible to access their nursery funding. Families can also access the 30 hours entitlement where eligible. The staff team offer a wide range of challenging age appropriate activities for all the children. The Early Years Statutory Framework is followed therefore offering good quality learning and play. Staff offer a warm welcome to the setting and act as good positive role models for the children. We ensure that our service is fully inclusive in meeting the needs of all children. All families have needs and values that arise from their social and economic, ethnic, and cultural or religious backgrounds. Puddleducks recognises that children and their families come from diverse backgrounds.

Additional details of objectives and activities (Optional information)

You may choose to include further statements, where relevant, about: • policy on grantmaking; • policy programme related investment; • contribution made by volunteers.	Puddleducks committee is made up of volunteer parents/carers of the children who currently attend the pre-school. They volunteer their time for committee meetings and support the staff team with fundraising activities.
---	---

Summary of the main achievements of the charity during the year

The securing of new premises for the Pre-school at Gateford Children's Centre during early 2019. This enabled the setting to continue providing a safe and happy play based learning environment to enhance the development and education of children aged 2-4 years old.

The room that was secured is even bigger and brighter than the old premises and the outdoor area is fantastic. The staff team had lots of exciting ideas which they knew the children would love. The staff team remained the same and the setting took all of the equipment (both indoors and outdoors) to the new premises.

Staff team are working in collaboration with the Children's Centre and will continue to provide early years education to the families of the local community.

To support staff with their learning and skills by offering a training plan which is overseen by the Pre-school Manager.

Encouraging staff to attend meetings and trainings held by the local authorities.

During the summer, the setting normally holds an Open Day for new children and their families. However due to Covid restrictions in place the setting held an open morning for the new families. Families were given a pre-booked appointment enabling them to look round the setting, speak to staff and have a look at the range of activities and resources available to their children.

The setting purchased new resources/equipment for the children to enjoy using pre-school funds.

Section E

Financial review

Brief statement of the charity's policy on reserves

The setting holds reserves at a level to cover any unforeseen circumstance that may arise.

Puddleducks are currently saving to develop the outside area to make it more accessible to children during the winter months.

Details of any funds materially in deficit

We try and keep reserves topped up on a yearly basis when funds permit.

Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

The settings main source of income is:

- Nursery funding from the local authority
- Fees from non-funded sessions
- Fundraising

Section F

Other optional information

The setting has gone from strength to strength since moving to new premises in the summer holidays 2019. Puddleducks opened its doors in September 2019 at its new premises and welcomed families both old and new to the pre-school.

Section G

Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s) *S Richardson*

Full name(s) Sue Richardson

Position (eg Secretary, Chair, etc) Pre-school Admin Committee Member

Date 25th May 2021

Puddleducks Pre-school July 2020

**Profit & Loss Account
Year Ended July 2020**

	2020	
	£	£
Income		67,308.34
Less consumables	5433.31	
Gross Profit		61,875.03
Expenses		
Salaries	57,795.73	
Premises	1,936.54	
Accs	774.60	
Office expenses	1,209.01	
Cleaning	857.53	
Other	1,228.88	
Subscriptions	-	
Fundraising	1,151.60	
Planning	113.92	65,067.81
		- 3,192.78



Section A

Independent Examiner's Report

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Puddleducks Pre-School

On accounts for the year
ended

31st July 2020

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(if any)

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Michelle Howe

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