

**LITTLE DUCKLINGS PRE-SCHOOL BASINGSTOKE**  
**DIRECTORS' AND TRUSTEES' REPORT**  
**AND**  
**FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDING**  
**31ST AUGUST 2020**

# **LITTLE DUCKLINGS PRE-SCHOOL BASINGSTOKE**

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**LITTLE DUCKLINGS PRE-SCHOOL BASINGSTOKE**

**REPORT OF THE TRUSTEES FOR THE YEAR ENDING**

**31ST AUGUST 2020**

**Chair's report**

The trustees are pleased to present their annual directors' report together with the financial statements of the charity for the year ending 31st August 2020 which are also prepared to meet the requirements for a directors' report and accounts for Companies Act purposes.

The financial statements comply with the Charities Act 2011, the Companies Act 2006, the Memorandum and Articles of Association, and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)

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Michelle Hidson  
Chair

# **LITTLE DUCKLINGS PRE-SCHOOL BASINGSTOKE**

## **REPORT OF THE TRUSTEES FOR THE YEAR ENDING**

**31ST AUGUST 2020**

**(continued)**

### **Reference and administrative details**

Charity number	1132767
Company number	7722052
Registered Office	Holbein Close Basingstoke Hampshire United Kingdom RG21 3EX

### **Our advisers**

Independent Examiner	Patricia Fox FCCA
Bank	CAF Bank

### **Directors and trustees**

The directors of the charitable company (the charity) are its trustees for the purpose of charity law. The trustees and officers serving during the year and since the year end were as follows:

Chair:	Michelle Hidson
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Trustees:	Fe Scotting Catherine Mansbridge Danielle Jones Rhiannon Baker Charlene Duplock Frances Sorodoc Lindsay Lawman Tracey Moles Pieter Lawman Kerri Swinfield Annemarie Van Rooyen Ceri Koranteng
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Company Secretary:	Patricia Fox
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## **LITTLE DUCKLINGS PRE-SCHOOL BASINGSTOKE**

### **REPORT OF THE TRUSTEES FOR THE YEAR ENDING**

**31ST AUGUST 2020**

**(continued)**

#### **Objects of the Charity, Principal Activities and Organisation of our work**

The charity is constituted as a company limited by guarantee, and is therefore governed by a memorandum and articles of association.

The aims of the charity are to run a pre-school 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.

The board of trustees, who meet at least 12 times a year, are responsible for the administration of the charity. The day to day management is delegated to the Manager, who is responsible for the line management of the other members of the team.

Trustees are appointed by the existing board members and are drawn from interested members of the public.

The trust places much reliance on the services of unpaid volunteers. This includes the time provided by the trustees.

#### **Public Benefit**

The trustees have complied with their duty to have due regard to the guidance on public benefit as published by the Charity Commission.

The trustees feel that the charity is of public benefit.

# **LITTLE DUCKLINGS PRE-SCHOOL BASINGSTOKE**

## **REPORT OF THE TRUSTEES FOR THE YEAR ENDING**

**31ST AUGUST 2020**

**(continued)**

### **Trustees' Responsibilities in Relation to the Financial Statements**

The charity trustees (who are also the directors of Little Ducklings Preschool Basingstoke for the purposes of company law) are responsible for preparing a trustees' annual report and financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the charity trustees to prepare financial statements for each year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources.

In preparing those financial statements the directors are required to:

- (i) Select suitable accounting policies and then apply them consistently;
- (ii) Observe the methods and principles in the Charities SORP (FRS 102)
- (iii) Make judgements and estimates that are reasonable and prudent;
- (iv) State whether applicable UK accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- (iii) Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in business.

The trustees are responsible for keeping proper accounting records which disclose, with reasonable accuracy any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Companies Act 2006.

They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The trustees are responsible for the maintenance and integrity of the corporate and financial information included in the charitable company's website.

Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

By order of the Board

Signed on behalf of the Trustees

Signature.....

Michelle Hidson  
Chair

Date.....

# **LITTLE DUCKLINGS PRE-SCHOOL BASINGSTOKE**

## **STATEMENT OF FINANCIAL ACTIVITIES (INCLUDING INCOME AND EXPENDITURE ACCOUNT)**

### **FOR THE YEAR ENDED**

**31ST AUGUST 2020**

	<u>Unrestricted</u> <u>Funds</u> 2020	<u>Restricted</u> <u>Funds</u> 2020	<u>Total</u> <u>Funds</u> 2020	<u>Total</u> <u>Funds</u> 2019
<b>Incoming Resources</b>				
Income and endowments from:				
Charitable activities	114,138		114,138	127,118
Investments	100		100	107
Other income	6,195		6,195	989
<b>Total income</b>	120,432	0	120,432	128,214
<b>Resources expended</b>				
Expenditure on:				
Raising funds	222	0	222	247
Charitable activities	120,880	0	120,880	136,298
<b>Total expenditure</b>	121,102	0	121,102	136,545
<b>Net income/(expenditure) before investment gains/(losses)</b>	(670)	0	(670)	(8,331)
Net gains/(losses) on investments	0	0	0	0
<b>Net income/(expenditure) and net movement in funds for the year</b>	(670)	0	(670)	(8,331)
<b>Reconciliation of funds</b>				
Total funds brought forward	85,991	0	85,991	94,322
Total funds carried forward	85,322	0	85,322	85,991

# LITTLE DUCKLINGS PRE-SCHOOL BASINGSTOKE

## BALANCE SHEET

AS AT 31ST AUGUST 2020

	Notes	£	2020 £	£	2019 £
<b>Current Assets</b>					
Debtors		0		0	
Cash at bank and in hand		85,822		86,491	
		<u>85,822</u>		<u>86,491</u>	
<b>Creditors: amounts falling due within one year</b>	9	<u>(500)</u>		<u>(500)</u>	
<b>Net current assets</b>			85,322		85,991
<b>Net assets</b>			<u>85,322</u>		<u>85,991</u>
<b>Capital Funds</b>					
<b>Unrestricted Funds</b>			85,322		85,991
<b>Restricted Funds</b>			0		0
<b>Total funds</b>			<u>85,322</u>		<u>85,991</u>

### Approval

The directors are satisfied that the company is entitled to exemption from the provisions of the Companies Act 2006 (the Act) relating to the audit of the financial statements for the year by virtue of section 477, and that no member or members have requested an audit pursuant to section 476 of the Act.

The directors acknowledge their responsibility for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

These financial statements were approved by the directors on \_\_\_\_\_ and signed by:

Signed on behalf of the Trustees

Signature.....

Michelle Hidson

Company Secretary



# LITTLE DUCKLINGS PRE-SCHOOL BASINGSTOKE

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDING

31ST AUGUST 2020

### 1 Accounting policies

The principal accounting policies adopted, judgements and key sources of estimation uncertainty in the preparation of the financial statements are as follows:

#### a Basis of accounting

The accounts have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16th July 2014.

Little Ducklings Preschool Basingstoke meets the definition of a public entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy notes.

There are no significant judgements made in the process of applying the entity's accounting policies.

#### b Preparation of the accounts on a going concern basis

After reviewing the charity's forecasts and projections the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. The charity therefore continues to adopt the going concern basis in preparing its financial statements.

#### c Income

Fee income

Fees receivable are accounted for in the period in which the service is provided.

Donations and legacies

Donations and legacies receivable for the general purposes of the charity are credited to 'unrestricted funds'.

#### d Fund accounting

Unrestricted funds are available to spend on activities that further any of the purposes of the charity. Restricted funds are donations which the donor has specified are to be solely used for particular areas of the charity's work or for specific projects being undertaken by the charity.

#### e Expenditure and irrecoverable VAT

Expenditure is recognised once there is a legal or constructive obligation to make a payment to a third party, it is probable that settlement will be required, and the amount of the obligation can be measured reliably.

Expenditure is classified under the following activity headings:

- Cost of raising funds comprise the costs of marketing
- Expenditure on charitable activities includes the costs of salaries, and other activities undertaken to further the purposes of the charity and their associated support costs.
- Other expenditure represents those items not falling into any other heading
- Irrecoverable VAT is charged as a cost against the activity for which the expenditure was incurred.

# LITTLE DUCKLINGS PRE-SCHOOL BASINGSTOKE

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDING

31ST AUGUST 2020

(continued)

**f Allocation of support costs**

Support costs are those functions that assist the work of the charity but do not directly undertake charitable activity. Support costs include the costs of office salaries, and governance costs which support the charity in the provision of education. The summary of what has been included in support costs is detailed in note 6.

**g Cash at bank**

Cash at bank and in hand includes cash at bank and in hand.

**h Creditors**

Creditors are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount.

**2 Legal status of the charity**

The charity is a company limited by guarantee and has no share capital. The liability of each member in the event of winding-up is limited to £1.

**3 Income from charitable activities**

The income from charitable activities relates to fee income charged.

**4 Investment income**

	<b>Total 2020 £</b>	<b>Total 2019 £</b>
Interest income	<u>100</u>	<u>107</u>

**5 Analysis of expenditure on charitable activities**

	<b>Ducklings 2020 £</b>	<b>Quackers 2020 £</b>	<b>Total 2020 £</b>	<b>Ducklings 2019 £</b>	<b>Quackers 2019 £</b>	<b>Total 2019 £</b>
Salaries and benefits	72,036	18,710	90,746	85,156	21,786	106,942
Insurance	3,192	0	3,192	3,168	0	3,168
Premises costs	15,756	4,803	20,559	17,559	0	17,559
Governance costs	992	409	1,402	1,071	260	1,331
Support costs	3,648	1,333	4,981	5,407	1,889	7,297
	<u>95,625</u>	<u>25,255</u>	<u>120,880</u>	<u>112,362</u>	<u>23,936</u>	<u>136,298</u>

# LITTLE DUCKLINGS PRE-SCHOOL BASINGSTOKE

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDING

31ST AUGUST 2020

(continued)

### 6 Analysis of governance and support costs

The charity initially identifies the costs of its support functions. It then identifies those costs which relate to the governance function. Having identified its governance costs, the remaining support costs together with the governance costs are apportioned between the two charitable activities undertaken in the year. Refer to the table below for the basis of apportionment and the analysis of support and governance costs.

	Ducklings 2020 £	Quackers 2020 £	Total 2020 £	Ducklings 2019 £	Quackers 2019 £	Total 2019 £
<b>Governance costs</b>						
Professional fees	714	168	881	846	122	969
Membership	219	182	400	165	78	243
Bank charges	60	60	120	60	60	120
	<u>992</u>	<u>409</u>	<u>1,402</u>	<u>1,071</u>	<u>260</u>	<u>1,331</u>

	Ducklings 2020 £	Quackers 2020 £	Total 2020 £	Ducklings 2019 £	Quackers 2019 £	Total 2019 £
<b>Support costs</b>						
Deposits returned	337	390	727	221	10	231
Fundraising	68	0	68	248	0	248
Stationery	561	15	576	1,055	20	1,074
Equipment	1,244	173	1,417	1,841	465	2,306
Café	35	710	745	321	1,395	1,716
Telephone	677	0	677	672	0	672
Cleaning	558	45	603	837	0	837
Presents	168	0	168	213	0	213
	<u>3,648</u>	<u>1,333</u>	<u>4,981</u>	<u>5,407</u>	<u>1,889</u>	<u>7,297</u>

<b>7</b>	<b>Net income/(expenditure) for the year</b>	<b>Total 2020 £</b>	<b>Total 2019 £</b>
	<b>This is stated after charging:</b>		
	Depreciation of tangible fixed assets owned by the charity	<u>0</u>	<u>0</u>
	Independent Examiner's Fees	<u>500</u>	<u>500</u>

# LITTLE DUCKLINGS PRE-SCHOOL BASINGSTOKE

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDING

**31ST AUGUST 2020**  
**(continued)**

### **8 Analysis of staff costs, trustee remuneration and expenses**

	<b>Total 2020 £</b>	<b>Total 2019 £</b>
Salaries and wages	88,154	103,749
Social security costs	0	0
Pension costs	2,187	2,532
	<hr/>	<hr/>
	<b>90,341</b>	<b>106,280</b>
	<hr/>	<hr/>

	<b>2020 £</b>	<b>2019 £</b>
<b>9 Creditors: amounts falling due within one year</b>		
Creditors Control account	0	0
Accruals	<hr/> 500	<hr/> 500
	<hr/> 500	<hr/> 500
	<hr/>	<hr/>

### **10 Trustees' expenses**

No expenses were paid to any Trustees during the year, except to re-imburse them for purchases or out of pocket expenses made on behalf of the charitable company.

### **11 Unrestricted funds**

All unrestricted funds held are unrestricted and available to be applied in furtherance of Little Ducklings' charitable objectives at the discretion of the Trustees.

### **12 Reserves Policy**

The trustees have reviewed the charity's needs for reserves, in line with the guidance issued by the Charity Commission, and have set aside or designated £45,000 to safeguard the charity's service commitment in the event of delays in receipt of grants or accrued legacies. This approximates to three months running costs. The Trustees believes that reserves should be at least at this level to ensure the charity can run efficiently and meet the needs of the beneficiaries.

### **13 Related party transactions**

There are no related party transactions to report.

# LITTLE DUCKLINGS PRE-SCHOOL BASINGSTOKE

## MANAGEMENT INCOME AND EXPENDITURE

### FOR THE YEAR ENDED

31ST AUGUST 2020

	<u>Ducklings</u>	<u>Quackers</u>	<u>Total</u>	<u>Ducklings</u>	<u>Quackers</u>	<u>Total</u>
	<u>2020</u>	<u>2020</u>	<u>2020</u>	<u>2019</u>	<u>2019</u>	<u>2019</u>
<b>Incoming Resources</b>						
HCC Funding Grant	72,070	0	72,070	78,870		78,870
Other Grants	3,416	4,698	8,114			0
Fees from Parents	11,896	21,908	33,804	15,434	32,754	48,188
Other	4,818		4,818			0
Deposits		150	150		60	60
Fundraising	570	807	1,377	989		989
Interest received	67	33	100	83	23	107
<b>Total incoming resources</b>	<b>92,836</b>	<b>27,596</b>	<b>120,432</b>	<b>95,377</b>	<b>32,837</b>	<b>128,214</b>
<b>Resources expended</b>						
Rent	9,029		9,029	9,850		9,850
Rates	1,450		1,450	2,863		2,863
Utilities	2,640	4,803	7,443	2,664		2,664
Salaries	69,444	18,710	88,154	82,053	21,696	103,749
Pensions	2,187		2,187	2,532		2,532
Professional fees	714	168	881	846	122	969
Deposits returned	337	390	727	221	10	231
Bin	754		754			0
Fundraising	68		68	248		248
Uniforms			0	31	91	122
Maintenance	2,637		2,637	2,182		2,182
Membership	219	182	400	165	78	243
Training	405		405	540		540
Insurance	3,192		3,192	3,168		3,168
Marketing	193	29	222	136	112	247
Stationery	561	15	576	1,055	20	1,074
Equipment	490	173	664	1,841	465	2,306
Cafe	35	710	745	321	1,395	1,716
Phone	677		677	672		672
Cleaning	558	45	603	837	0	837
Presents	168		168	213	0	213
Bank charges	60	60	120	60	60	120
<b>Total resources expended</b>	<b>95,818</b>	<b>25,284</b>	<b>121,102</b>	<b>112,498</b>	<b>24,048</b>	<b>136,545</b>
<b>Net incoming resources for the year</b>	<b>(2,982)</b>	<b>2,312</b>	<b>(670)</b>	<b>(17,121)</b>	<b>8,790</b>	<b>(8,331)</b>

## STATEMENT OF ASSETS

### Bank Balances at year end

Balance b/fwd @ 1st September 2019	85,992	94,323
Net incoming resources for the year	(670)	(8,331)
Balance c/fwd @ 31st August 2020	<u>85,322</u>	<u>85,992</u>