

LITTLE DUCKLINGS PRE-SCHOOL BASINGSTOKE
DIRECTORS' AND TRUSTEES' REPORT
AND
FINANCIAL STATEMENTS
FOR THE YEAR ENDING
31ST AUGUST 2021

Michelle Aldson

Apr 27 2022

LITTLE DUCKLINGS PRE-SCHOOL BASINGSTOKE

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LITTLE DUCKLINGS PRE-SCHOOL BASINGSTOKE

REPORT OF THE TRUSTEES FOR THE YEAR ENDING

31ST AUGUST 2021

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 2021 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)

Michelle Hidson

Michelle Hidson
Chair

LITTLE DUCKLINGS PRE-SCHOOL BASINGSTOKE

REPORT OF THE TRUSTEES FOR THE YEAR ENDING

31ST AUGUST 2021

(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	Black & White Chartered Certified Accountants
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:	Michelle Hidson Rhiannon Baker Charlene Duplock Fe Scotting Catherine Mansbridge
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Directors:	Fe Scotting Catherine Mansbridge Danielle Jones Rhiannon Baker Charlene Duplock Frances Sorodoc Kerri Swinfield Ceri Koranteng	(ceased 21 July 2021) (ceased 21 July 2021)
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LITTLE DUCKLINGS PRE-SCHOOL BASINGSTOKE

REPORT OF THE TRUSTEES FOR THE YEAR ENDING

31ST AUGUST 2021

(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 2021

(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

Michelle Hidson

Signature.....

Michelle Hidson
Chair

Apr 27 2022
Date.....

LITTLE DUCKLINGS PRE-SCHOOL BASINGSTOKE

STATEMENT OF FINANCIAL ACTIVITIES (INCLUDING INCOME AND EXPENDITURE ACCOUNT)

FOR THE YEAR ENDED

31ST AUGUST 2021

	<u>Notes</u>	<u>Unrestricted</u> <u>Funds</u> <u>2021</u>	<u>Restricted</u> <u>Funds</u> <u>2021</u>	<u>Total</u> <u>Funds</u> <u>2021</u>	<u>Total</u> <u>Funds</u> <u>2020</u>
Incoming Resources					
Income and endowments from:					
Charitable activities		136,194		136,194	114,138
Investments	4	8		8	100
Other income		5,995		5,995	6,195
Total income		142,196	0	142,196	120,432
Resources expended					
Expenditure on:					
Raising funds		247	0	247	222
Charitable activities	5	133,779	0	133,779	120,880
Total expenditure		134,027	0	134,027	121,102
Net income/(expenditure) before investment gains/(losses)		8,169	0	8,169	(670)
Net gains/(losses) on investments		0	0	0	0
Net income/(expenditure) and net movement in funds for the year		8,169	0	8,169	(670)
Reconciliation of funds					
Total funds brought forward		85,322	0	85,322	85,991
Total funds carried forward		93,491	0	93,491	85,322

LITTLE DUCKLINGS PRE-SCHOOL BASINGSTOKE

BALANCE SHEET

AS AT 31ST AUGUST 2021

	Notes	£	2021 £	£	2020 £
Current Assets					
Debtors		0		0	
Cash at bank and in hand		93,991		85,822	
		<u>93,991</u>		<u>85,822</u>	
Creditors: amounts falling due within one year	9	<u>(500)</u>		<u>(500)</u>	
Net current assets			93,491		85,322
Net assets			<u>93,491</u>		<u>85,322</u>
Capital Funds					
Unrestricted Funds			93,491		85,322
Restricted Funds			0		0
Total funds			<u>93,491</u>		<u>85,322</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

Michelle Hidson
Signature.....

Michelle Hidson

Company Secretary

LITTLE DUCKLINGS PRE-SCHOOL BASINGSTOKE

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDING

31ST AUGUST 2021

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 2021

(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	Total 2021 £	Total 2020 £
Interest income	<u>8</u>	<u>100</u>

5 Analysis of expenditure on charitable activities

	Notes	Ducklings 2021 £	Quackers 2021 £	Total 2021 £	Ducklings 2020 £	Quackers 2020 £	Total 2020 £
Salaries and benefits	8	84,529	19,075	103,604	72,036	18,710	90,746
Insurance		3,375	0	3,375	3,192	0	3,192
Premises costs		16,997	9	17,006	15,756	4,803	20,559
Governance costs	6	1,271	337	1,608	992	409	1,402
Support costs	6	6,448	1,738	8,186	3,648	1,333	4,981
		<u>112,620</u>	<u>21,159</u>	<u>133,779</u>	<u>95,625</u>	<u>25,255</u>	<u>120,880</u>

LITTLE DUCKLINGS PRE-SCHOOL BASINGSTOKE

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDING

31ST AUGUST 2021

(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 2021	Quackers 2021	Total 2021	Ducklings 2020	Quackers 2020	Total 2020
	£	£	£	£	£	£
Governance costs						
Professional fees	731	125	856	714	168	881
Membership	456	128	585	219	182	400
Bank charges	84	84	168	60	60	120
	<u>1,271</u>	<u>337</u>	<u>1,608</u>	<u>992</u>	<u>409</u>	<u>1,402</u>

	Ducklings 2021	Quackers 2021	Total 2021	Ducklings 2020	Quackers 2020	Total 2020
	£	£	£	£	£	£
Support costs						
Deposits returned	0	130	130	337	390	727
Fundraising	1,258	0	1,258	68	0	68
Stationery	854	36	890	561	15	576
Equipment	2,556	282	2,838	1,244	173	1,417
Café	37	1,179	1,216	35	710	745
Telephone	673	0	673	677	0	677
Cleaning	1,019	17	1,035	558	45	603
Uniforms	14	76	89			0
Presents	38	18	57	168	0	168
	<u>6,448</u>	<u>1,738</u>	<u>8,186</u>	<u>3,648</u>	<u>1,333</u>	<u>4,981</u>

7	Net income/(expenditure) for the year	Total 2021	Total 2020
	This is stated after charging:	£	£
	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 2021

(continued)

8 Analysis of staff costs, trustee remuneration and expenses

	Total 2021 £	Total 2020 £
Salaries and wages	100,688	88,154
Pension costs	2,570	2,187
Training	346	405
	<hr/>	<hr/>
	103,604	90,746

	2021 £	2020 £
9 Creditors: amounts falling due within one year		
Accruals	<hr/> 500	<hr/> 500
	<hr/> 500	<hr/> 500

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 2021

	<u>Ducklings</u>	<u>Quackers</u>	<u>Total</u>		<u>Ducklings</u>	<u>Quackers</u>	<u>Total</u>
	<u>2021</u>	<u>2021</u>	<u>2021</u>		<u>2020</u>	<u>2020</u>	<u>2020</u>
Incoming Resources							
HCC Funding Grant	86,255	0	86,255		72,070	0	72,070
Other Grants	2,457	0	2,457		3,416	4,698	8,114
Fees from Parents	16,113	31,169	47,282		11,896	21,908	33,804
Other	4,626	13	4,638		4,818		4,818
Deposits		200	200			150	150
Fundraising	1,357	0	1,357		570	807	1,377
Interest received	5	2	8		67	33	100
Total incoming resources	110,812	31,384	142,196		92,836	27,596	120,432
Resources expended							
Rent	9,884	0	9,884		9,029		9,029
Rates	170	9	179		1,450		1,450
Utilities	3,196	0	3,196		2,640	4,803	7,443
Salaries	81,613	19,075	100,688		69,444	18,710	88,154
Pensions	2,570		2,570		2,187		2,187
Professional fees	731	125	856		714	168	881
Deposits returned	0	130	130		337	390	727
Bin	941		941		754		754
Fundraising	268	0	268		68		68
Uniforms	14	76	89				0
Maintenance	3,747	0	3,747		2,637		2,637
Membership	456	128	585		219	182	400
Training	346	0	346		405		405
Insurance	3,375	0	3,375		3,192		3,192
Marketing	136	112	247		193	29	222
Stationery	854	36	890		561	15	576
Equipment	1,615	282	1,897		490	173	664
Cafe	37	1,179	1,216		35	710	745
Free School Meals	990		990				
Phone	673	0	673		677		677
Cleaning	1,019	17	1,035		558	45	603
Presents	38	18	57		168		168
Bank charges	84	84	168		60	60	120
Total resources expended	112,755	21,271	134,027		95,818	25,284	121,102
Net incoming resources for the year	(1,943)	10,112	8,169		(2,982)	2,312	(670)

STATEMENT OF ASSETS

Bank Balances at year end

Balance b/fwd @ 1st September 2020	85,322	85,992
Net incoming resources for the year	8,169	(670)
Balance c/fwd @ 31st August 2021	<u>93,491</u>	<u>85,322</u>