

# Puddleducks Nursery & Pre School

## Chair's annual report for:

Financial year September 2020-August 2021.

Numbers for the start of term 2021/22 were low (45% occupancy) due to the ongoing pandemic, public concern and Government restrictions at the time.

Staff agreed to reduce their working pattern to four days per week to help with the ongoing financial strain. We took advantage of the Government furlough scheme until the demise, in order to survive.

We continued to battle with the effects of Coronavirus Covid-19 and entered Lockdown 2 for the period January 2021 – May 2021. This time around, we had many more children attend during lockdown, many of which were funded or vulnerable children.

To protect staffing (our most valuable asset) all non-essential spending was tightly controlled.

Staff training and development took place for mandatory requirements only. These were:

First aid renewals = 6 staff

SEN development = 1 staff

DBS update checks = 3 staff

We received PPE payments over the year amounting to £6k

As a named charity, the Co-op community fund donated £3,785

Repairs and maintenance of the building amounted to £4k

In May, we recruited two apprentices to back-fill staffing gaps caused by the pandemic and in anticipation of a member of staff leaving at the end of the academic year.

Nineteen children moved up to primary school in the summer 2021. Through lots of hard work most were developmentally on target for this transition.

We said farewell to one member of staff, who relocated to Belgium.

This was another tough year and it is with thanks and gratitude to the hard work, effort and dedication of the staffing team.



## **INDEPENDENT EXAMINERS REPORT TO THE TRUSTEES OF PUDDLEDUCKS NURSERY AND PRESCHOOL**

**I report on the accounts of the charity, number 1147559, for the year ended 31<sup>st</sup> August 2021 which are attached.**

### **RESPECTIVE RESPONSIBILITIES OF TRUSTEES AND EXAMINER**

**The charity's trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an Independent Examination is needed.**

**Having satisfied myself that the Charity is not subject to audit under company law and is eligible for independent examination it is my responsibility to examine the accounts as required under section 145 of the 2011 Act and to state whether particular matters have come to my attention.**

### **BASIS OF INDEPENDENT EXAMINER'S STATEMENT**

**My examination is carried out in accordance with the general directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of unusual items or disclosures in the accounts, and seeks explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.**

### **INDEPENDENT EXAMINER'S STATEMENT**

**In the course of my examination no matter has come to my attention which gives me cause to believe that:**

- **Accounting records were not kept in accordance with Section 386 of the Companies Act 2006; or**
- **The accounts do not accord with such records ; or**
- **The accounts do not comply with relevant accounting requirements under Section 396 of the Companies Act 2006 other than any requirement that the accounts give a true and fair view which is not a matter of consideration as part of an independent examination; or**
- **The accounts have not been prepared in accordance with the Charities SORP (FRS102)**

**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.**



**MRS DIANA J HUGHES, FCCA**

**16<sup>th</sup> December 2021**

**CHARLTON BAKER LTD , 7-7c Snuff Street, Devizes , Wiltshire, SN10 1DU**

## Puddleducks end of year accounts for period 1/9/20-31/8/21

### Income

Fees from parents	£0.00
Fees standing order	£51,096.33
Fees childcare vouchers	£59,600.53
Out of school fees	£847.02
application to join fee	£652.00
3&4 yr funding	£94,287.45
2yr funding	£5,296.20
Furlough Cleaning Payment	£1,300.00
Job Retention scheme (Furlough)	£13,686.22
Children's uniform	£7.00
Donations	£255.00
PPE Payments	£1,000.00
Free School Meal Payments	£480.00
Cash Transfer (savings account)	£169.00
Fundraising	£3,080.82
Interest	£4.98
<b>Total income</b>	<b>£231,762.55</b>

**£231,762.55**

### Expenses

wages	£177,979.40
NIC Tax small business	£21,253.73
Workplace Pension contributions	£6,796.61
bank services	£92.17
accountant	£390.00
Payroll	£522.50
staff training/recruitment	£1,673.83
Annual memberships	£1,641.77
Utilities - Telephone	£1,247.34
Utilities - Rates	£84.53
Utilities - water & sewerage	£677.98
Utilities - general waste	£740.88
Utilities - recycling	£170.38
Utilities - Electric	£7,104.52
General repairs/Maintenance	£4,140.03
Cooked hot food (Apetito)	£6,264.28
Food & Drink	£2,304.23
Pewsey Radiovision - wash mach	£216.00
Incidentals - paints & glues	£720.14
Incidentals - cleaning	£141.20
Incidentals - Stamps/postage	£60.91
Incidentals - 1st Aid/nappies/wipes	£9.38
Incidentals - ink carts/s'ware	£637.37
Garden	£38.29
Website	£393.48
New equipment	£443.24
New resources	£717.10
Uniform	£283.00
Gratuities	£43.00
refunds	£71.82
<b>Total Expenses</b>	<b>£236,859.11</b>

**£236,859.11**

Deficit for the year

£5,096.56

As at 01/09/2020

£53,327.00

Deficit for the year

(£5,096.56)

£48,230.44

Reserves

Current account

£7,498.82

Deposit account

£45,004.98

£52,503.80

Less Accruals 2020/21

£4,273.43

Balance as at 31/08/2021

£48,230.37

### Accruals 2020/21

Bank services (Aug)	£7.00
Electric (13/8/21-13/9/21)	387.02
Electric (13/7/21-13/8/21)	£401.02
General waste (July)	£59.09
General waste (Aug)	£93.62
Telephone (Aug)	£105.59
Recycling (July)	£11.02
Recycling (Aug)	£11.02
Pensions (Aug)	£648.51
Accountancy	£227.50
PAYE/NIC	<u>£2,322.04</u>
	<u>£4,273.43</u>

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