

Independent Examiner's report on the accounts
Report to the trustees of *Puffin Community Nursery CIO*
Registered Charity number 1158143

1st September 2023 to 31st August 2024

The accounts have been prepared on the Receipts and Payments basis.

Respective responsibilities of trustees and independent examiner

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

It is my responsibility to: examine the accounts under section 145 of the Charities Act, to follow the procedures specified in the General Directions of the Charity Commissioners (under section 145 (5)(b) of the Act) and to state whether particular matters have come to my attention.

Basis of Independent Examiner's Report

My examination was 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 any unusual items or disclosures in the accounts and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters laid out in the statement below.

Independent Examiner's Report

In connection with my examination, no matter has come to my attention

- (1) which gives me reasonable cause to believe that in any material respect the requirements
 - (a) to keep accounting records in accordance with section 130 of the Act: and
 - (b) to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Act have not been met; or
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Kate Chapman
Resource Centre
6 Tilbury Place
Brighton BN2 0GY
Date: 11th June 2025

Puffin Community Nursery CIO

Accounts from 1st September 2023 to 31st August 2024

Registered charity: 1158143

Charity correspondent: Ms Tracy Fernley-Jones
Millwood Centre
Nelson Row
Carlton Hill
Brighton
BN2 9QG

These accounts have been prepared on the Receipts and Payments basis from information and explanations supplied by the charity.



Kate Chapman
Resource Centre
6 Tilbury Place
Brighton BN2 0GY
21st November 2024

These accounts have been approved by the Trustees of the charity.

Signed by one or two Trustees on behalf of all the Trustees

1. 

2. 

Date 3/12/24

Puffin Community Nursery CIO

Charity Registration number 1158143

Receipts and Payments Account for the period 1st September 2023 to 31st August 2024

	2024 Restricted	2024 Unrestricted	2024 Total	2023 Restricted	2023 Unrestricted	2023 Total
Receipts						
<i>Incoming resources for charitable activities</i>						
<i>Brighton and Hove City Council</i>						
EYFE funding for 2 yr olds	-	27,063	27,063	-	9,335	9,335
EYFE funding for 3 and 4 yr olds	-	62,333	62,333	-	60,016	60,016
Pupil Premium	2,473	-	2,473	2,466	-	2,466
Presens/Additional Support	5,913	-	5,913	2,064	-	2,064
Disability Access Fund	-	-	-	-	-	-
Staff training	168	-	168	-	-	-
<i>Other</i>						
Family fees	-	11,202	11,202	-	13,365	13,365
Family fees for hot meals	-	2,617	2,617	-	3,277	3,277
<i>Donations and grants</i>						
Other	-	10	10	-	11	11
<i>Other income</i>						
Interest	-	2,461	2,461	-	1,028	1,028
Total Receipts	8,553	105,686	114,239	4,530	87,032	91,561
Payments						
<i>Expenditure on charitable activities</i>						
Staff costs	8,365	74,740	83,105	8,858	76,930	85,788
Hot meals	661	2,646	3,307	147	2,740	2,887
Equipment, furniture and books	136	265	401	229	187	417
Activities and consumables	195	751	946	419	551	970
Trips and excursions	695	-	695	-	-	-
Training and supervision	168	751	919	230	1,973	2,203
Rent and room hire	45	3,211	3,256	30	3,174	3,204
Registration, subscriptions and insurance	-	938	938	-	1,359	1,359
Telephone, broadband and website	-	906	906	-	866	866
Admin and office costs	-	466	466	-	335	335
Bookkeeping/payroll	-	3,122	3,122	-	4,267	4,267
Health & Safety and Security	21	300	322	-	-	-
Contribution to fittings at Millwood Centre	-	-	-	-	1,754	1,754
Total Payments	10,286	88,096	98,382	9,913	94,137	104,050
Net receipts (payments) for the period	(1,733)	17,590	15,857	(5,383)	(7,105)	(12,489)
Funds at 1st September 2023	3,171	123,374	126,545	8,554	130,479	139,034
Balance of funds at 31st August 2024	1,438	140,964	142,402	3,171	123,374	126,545

additions may vary by +/- £1 due to rounding

Puffin Community Nursery CIO Charity Registration number 1158143

Statement of Assets and Liabilities at 31st August 2024

Monetary Assets

CAF Cash account	44,063
CAF Gold account	98,339
Cash in hand	-
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	142,402

Non-Monetary Assets

The charity has no non-monetary assets

Liabilities none

Restricted funds held at 31st August 2024

Pupil Premium	-
Disability Access Fund	1,438
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	1,438



Reserves and Investments Statement 2023-24

Reserves

We start the year with Free Reserves of **£140,964**

We have restricted funding of **£1,438** from our disability access fund.

The remainder of the nursery's funds are designated as follows:

- We have agreed a policy for holding a designated reserve to the value of one month's regular revenue expenditure. Assuming inflation at 3.5% we have set reserves for this purpose to **£8,200** in 2023-24.
- We have also designated a fund for redundancies in case the nursery was to fail. This cost was worked out using the tool provided at:
<http://www.statutory-redundancy.co.uk/redundancy-calculator>.
The total estimated cost of redundancy for the team is: **£20,945**
- We have also agreed to put **£500** a year into a designated fund for large equipment, bulk training purchases and updating IT. This fund now stands at **£2,901.91**.
- The total allocated for the contingencies listed above is **£32,046**
- Undesignated free reserves **£108,918**
- Restricted Funds **£1,438**

The nursery starts the year holding net assets of **£142,402**

Investment

Puffin Community Nursery invests its reserves in a savings account (CAF Gold). We have selected an account that gives instant access for withdrawal of our funds should we need them. We use forecasting tools to monitor the funds we have available to ensure we have sufficient funds in our current account to meet our liabilities.

Amy Walker, Chair of the Management Committee, December 2024

Puffin Nursery 2023-2024

Chairs Report

Over the last year, Puffin was once again able to focus on what Puffin does best; looking after children, often some of the most vulnerable children in our city:

Over all we supported 24 families at the Nursery. This Included:

- 2 children with SEND (special educational needs and disabilities)
- 2 children on Child Protection plans
- 1 child on a Child in Need Plan
- 12 children with EAL (English as an additional language)
- (Iran, Iraq, Poland, Italy, Afghanistan, Syria, Spain, India, Sudan, Romania and Ukraine)
- 12 of our children received EYPP (Early years Pupil Premium)
- 14 of our Children were deemed to be living in areas of high deprivation

Puffin provided much needed food parcels to 12 families and free breakfast and afternoon snacks to all children attending.

Puffin continued to monitor fees to ensure they are equal to the lowest rate in the City in order to make extra sessions more accessible to parents. We kept our cooked meals at below school meal costs to help more families afford a hot meal for their child at lunch time. Considering the high number of children deemed to be living in areas of high deprivation, this is really important to ensure we are an accessible service for local families.

Puffin were able to continue to offer a weekly soft play session for our children, curtesy of The Turner Family Hub and we were sad to see that end with the on-going refurbishments. These sessions have always been a favourite of the children attending Puffin, however, we hope to offer them a similar experience at the Nursery.

Puffin have continued to benefit from attending weekly dance sessions in the dance studio on Circus street. This is an experience that is really enjoyed by the children attending the session and may otherwise be inaccessible to many of our children.

Puffin were able to support children on trips out including to the local library, the Toy Library and to Turner park.

To end a very busy year, we hired a bus to take all our families on a trip to Washbrooks family farm. This was a lovely event (as usual!) and the children, parents, carers and staff all had a great trip.

As Chair, I would like to say a huge thank you to all the staff for working so hard throughout the year. Puffin is an incredibly special place and is happy environment for all the children attending.

Financial Report

September 2023 - August 2024

2023 to 2024 was a good year for Puffin.

Our 2- year funding was restored at the start of the year and funding rates, especially for 2-year olds, saw a much needed increase. Private fees were increased from £4.50 an hour to £5.50, (or £5.00 for parents on low income or more than one child at the Nursery), although there was an overall fall in income from this source. This could be attributed to an increasing number of families becoming eligible for funding. 2 year olds with working parents became eligible for 15 hours free funding and from September 2025 this will be further extended to children from 9 months with working parents.

On the expenditure side, there was a lower outlay for staff training as all the major training events had taken place the previous year and wages also fell due to fewer staffing costs.

While receipts were up by £22,678 and expenditure was down by £5,668 which resulted in a profit of £15,857 for last year.

Overall, if we combine the last two years, we have managed to break even and with a healthy balance in the bank we remain in a good financial position.