



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	Day 01	Month 09	Year 2020		Day 31	Month 08	Year 2021

Section A Reference and administration details

Charity name	Ducklings Pre-School Stoke Climsland
Other names charity is known by	Ducklings
Registered charity number (if any)	1162825
Charity's principal address	Methodist Chapel Venterdon, Stoke Climsland Callington, Cornwall Postcode PL17 8PD

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		Chair	Chair until February 2021	
2	Angela Evely	Secretary / Chair	Chair from February 2021	AGM/Committee
3	Sophie Woolley	Treasurer	Resigned in March 2022	AGM/Committee
4	John Stephens		Resigned at AGM in Feb 21	AGM/Committee
5	Sarah Hunter		Resigned at AGM in Apr 22	AGM/Committee
6	Nicola Evetts			
7	Tracy Down	Secretary	From February 2021	AGM/Committee
8	Holly Mullard		From February 2021	AGM/Committee
9				
10				
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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)	Charitable Incorporated Organisation
Trustee selection methods (eg. appointed by, elected by)	Proposed and Elected at AGM or proposed and co-opted by Committee

Additional governance issues (Optional information)

<p>You may choose to include additional information, where relevant, about:</p> <ul style="list-style-type: none"> <input type="checkbox"/> policies and procedures adopted for the induction and training of trustees; <input type="checkbox"/> the charity's organisational structure and any wider network with which the charity works; <input type="checkbox"/> relationship with any related parties; <input type="checkbox"/> trustees' consideration of major risks and the system and procedures to manage them. 	<p>The charity uses an approved constitution issued by the Pre-School Learning Alliance.</p> <p>It is registered as a Childcare provider with OFSTED and as such adheres to all their requirements.</p> <p>Chair attends Level 3 Safeguarding Children training and any other relevant courses highlighted in induction.</p>
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Section C Objectives and activities

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

The charity works for the public benefit with its main objectives being the development and education of children and young people.

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 Charity aims to advance education by supporting and promoting the learning and development of children through play and learning activities/environments. By using the EYFS framework children will be helped to achieve key development milestones and to be ready for transition to primary school. The public benefit will be through the provision of childcare and community support services, which also assists in supporting local economy by allowing parents to work while their children attend pre-school or after school club.

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.

Summary of the main achievements of the charity during the year

It has been another busy year for Ducklings which has continued to thrive and have a stable number of children attending and is a popular early years' provision serving not only its local community but the wider community also. The Ducklings team have continued to work extremely hard to ensure the play setting was regularly changed to enhance the learning environment and offer a balance of free play learning and structured activities. One of the main objectives of Ducklings Pre-School is to prepare children for their transition to primary school and in this period the team helped a cohort of 18 pupils with their journeys.

Cool Club

Our cool club provision operates from Stoke Climsland School and continues to thrive with Ducklings continuing to hold a supportive partnership with the school. There has been some disruption to the service with the decision to close Cool Club a week early before Christmas 2021 and with reduced operating hours for Cool Club which increased to 3pm until 5pm from return to school in September 2021.

Staff/Workforce

Over the last year there has been some changes to the Ducklings team, with two members of staff leaving, we successfully recruited via internal promotion to Deputy Manager position, and Senior Play Assistant and welcomed new play assistant into the team who has settled extremely well into the Ducklings setting. A flexible bank member of staff continues to be a huge part of the team picking up various shifts. All members of the whole team are an asset and is what makes Ducklings the fabulous pre-school that it is. As like all other companies, Ducklings has struggled, with an already reduced workforce, to ensure service provision continued with the effects of Covid. Again, the whole team has been extremely flexible, gone above and beyond and hardworking during this time to ensure there is minimal disruption whilst also balancing the risk and for this would just like to express my gratitude and thanks.

Trips and events

Even with the Covid restrictions Ducklings still managed to visit the Eden Project for the school leavers trip, a theatre trip and organised a very successful sports day whilst ensuring compliance with the 'bubble' restrictions which were set at that time. The school leavers also had a lovely leaving presentation and the Nativity show still went ahead albeit recorded and shared via Tapestry.

Treasurers Report

Reporting for the financial period 1st September 2020 to 31st August 2021.

- Overall Financial position – For this period the accounts show that Ducklings had a deficit of 10k however this was expected as during this time there were periods of closure and reduced service for Ducklings and therefore there were losses for children/families who were fee payers. The main reason for the overall loss is subsequently due to a loss in income due to After School club being closed.
- Expenditure/Investment – The main area of expenditure will always be staff pay and this reporting year saw a significant increase in the pay rates. The Trustees agreed to invest in the

workforce and the turnover allowed for this. The other area of significant expenditure is the rent paid for the use of the Chapel premises and the Committee and Ducklings team continue to look into alternative longer-term options.

- Fundraising – We made £692 from fundraising in this reporting period which is an increase from last year, which is good as a lot of the usual fundraising events still did not go ahead. Any money raised through fundraising will always be used to buy new equipment / learning provisions for the pre-school.

Brief statement of the charity's policy on reserves

As per the constitution, the Charity sets aside sufficient income as a reserve against future expenditure, including potential statutory redundancy payments.

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.

During this period Ducklings received government grant funding under the job retention scheme to cover staff costs during periods of lockdown / closure to the total of £11,104.

Section F

Other optional information

Section G

Declaration

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

Signed on behalf of the charity's trustees

<input type="checkbox"/>	Signature(s)		
	Full name(s)	Angela Evely	
	Position (eg Secretary, Chair, etc)	Chair	
	Date	19.06.22	

DUCKLINGS PRE-SCHOOL
STOKE CLIMSLAND
YEAR ENDED 31st AUGUST, 2021

Registered Number
1162825

DAWE, HAWKEN & DODD
Chartered Certified Accountants
Callington, Cornwall.

DUCKLINGS PRE-SCHOOL STOKE CLIMSLAND

Registered number 1162825

RECEIPTS & PAYMENTS ACCOUNT
FOR THE YEAR ENDED
31st AUGUST, 2021

	Unrestricted Funds	Restricted Funds	Endowment Funds	Total 2021	Total 2020
<u>RECEIPTS</u>	£		£	£	£
Central & SEND Funding	58469			58469	79741
Ducklings ASC Fees	1955			1955	10974
Ducklings ASC Vouchers	398			398	7749
Ducklings Pre-School Fees	14704			14704	3139
Ducklings Pre-School Vouchers	2558			2558	440
Job Retention Scheme	11104			11104	
Fundraising	692			692	482
PAYE Refund	-			-	2587
Other Income & Refunds	1451			1451	4071
Interest Received	3			3	8
<u>TOTAL RECEIPTS</u>	91334			91334	109191
<u>PAYMENTS</u>					
Bank Charges	108			108	136
Premises Costs	5914			5914	3965
Food, and Consumables	1338			1338	2044
Play Equipment & Materials	2261			2261	2756
Job Retention Scheme Repayment	4489			4489	-
Salaries, National Insurance & Pension Contributions	80133			80133	72648
Printing, Stationary, Telephone and Office Costs	1732			1732	1945
Fundraising Costs	96			96	133
Subscriptions and Registration Fees	86			86	70
Payroll and Administration	462			462	365
Garden	197			197	164
Insurance	941			941	942
Training & Staff welfare	586			586	982
Other Payments	2625			2625	2622
Professional Fees	408			408	384
<u>TOTAL PAYMENTS</u>	101376			101376	89156
<u>NET OF RECEIPTS</u>	(10042)			(10042)	20035
<u>CASH FUNDS</u>	82844	0	0	82844	62809
<u>LAST YEAR END</u>					
<u>CASH FUNDS</u>	72802	0	0	72802	82844
<u>THIS YEAR END</u>					

DUCKLINGS PRE-SCHOOL STOKE CLIMSLAND

Registered number 1162825

STATEMENT OF ASSETS AND LIABILITIES AT 31st AUGUST, 2021

	Unrestricted Funds	Restricted Fund	Endowment Funds
	£	£	£
<u>CASH FUNDS</u>			
Current Account	42453		
Petty Cash	330		
Redundancy Reserve Account	30019		
<u>Total Cash Funds</u>	72802		
<u>LIABILITIES</u>			
Telephone	19		
Independent Examiner Fees	420		
	439		

Signed by two trustees on behalf of all the trustees

Signature	Print Name	Date of Approval
	Angela Evely	
	Nicola Evetts	

INDEPENDENT EXAMINER'S REPORT ON THE ACCOUNTS

Report to the Trustees of

Ducklings Pre-School Stoke Climsland

On Accounts for the year ended

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Set out on pages

1 & 2

I report to the trustees on my examination of the accounts of Ducklings Pre-School Stoke Climsland (the Trust) for the year ended 31st August 2021.

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 all the applicable Directions given by the Charity Commission under Section 145(5)(b) of the Act.

Independent Examiner's Statement

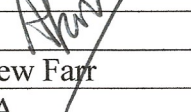
I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

- (1) accounting records were not kept in respect of the Trust as required by section 130 of the Act; or
- (2) the accounts do not accord with those records.

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
Name**

**Professional Qualification
Address**

	Date	1/4/2022
Andrew Farr		
FCCA		
52 Fore Street, Callington, Cornwall, PL17 7AJ		

DUCKLINGS PRE-SCHOOL
STOKE CLIMSLAND
YEAR ENDED 31st AUGUST, 2021

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1162825

DAWE, HAWKEN & DODD
Chartered Certified Accountants
Callington, Cornwall.

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	Nicola Evetts	

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Ducklings Pre-School Stoke Climsland

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Signed

Name

Professional Qualification

Address

	Date
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FCCA	
52 Fore Street, Callington, Cornwall, PL17 7AJ	