



Ducklings Preschool Creaton CIO – Trustees Annual Report – 2021/2022

Overview

Ducklings provides child-led, early years education & holiday club for children aged 2 to 11 years. We work in partnership with families to enhance the lives and experiences of the children in our care, and pride ourselves on offering an environment where individuals can flourish.

The setting is regulated by Ofsted and governed by a board of trustees. The trustees oversee the work of the setting manager and officer manager, who are responsible for the day to day running of the setting. Trustees are appointed by resolution at a properly convened meeting and are subject to suitability checks and confidentiality agreements. They follow the foundation model constitution.

Income Analysis

The charity performed well in 2021-2022 with an income over expenditure of £53,731.23. This was largely attributed to the addition of wrap around care, school holiday club and new families registering.

- The school year began with 46 children on register, attending 696 hours per week.
- The school year closed with 57 children on register, attending 1090 hours per week.

The increased number of children on register saw the budget for all services income exceeded during the financial year.

The independent guidance counsellor hiring our spare office provided a healthy income over the year, with no expenses, and we were sorry to hear this will not continue in 2022-2023 owing to a career change by the counsellor. We will endeavour to look for further opportunities to acquire income from this available space.

Small but regular contributions from fundraising schemes such as Amazon Smile, Local Lotto, etc, raised a respectable £700.00. Staff led fundraising events included the Halloween Party and Christmas raffle, which we were lucky to receive match funding for, and raised a further £400.00.

The charity benefited from two large anonymous donations for which we are extremely grateful. These donations will be used to further the educational resources available to the children and the spend of donated funds will be accounted for in separate journals.

Total income for the year finished 51% over budget.

Expenditure Analysis

Total expenditure for the year was £146,632.93 which was 11% over budget.

Employment costs as a total were 1% over budget for the year.

The billing issue on gas and electricity was resolved in 2021-2022 and the back billing for these accounts has now been issued and brought up to date. The high expenses exceeded our budget for this financial year but is most likely indicative of the expected increased costs in 2022-2023.

Expenses on Craft Consumables were over double the budget, and this can be attributed to the holiday clubs where craft activities were extremely popular. Going forward a higher craft budget will be in place.

Office Equipment expenses were over budget as a new laptop was needed for our SENCO officer and we procured additional tablets for staff to use in the setting for Tapestry observations. Both

investments have made a vast difference to staff in enabling them to carry out work as they need to without the restriction of tablet availability or poor performing tech.

The financial success of the year allowed us to spend over budget on staff training and an increased budget will be maintained into the new financial year.

Healthy income also led to the introduction of regular dance lessons on a Thursday morning. This has been a fantastic addition to the settings offering and one we hope to continue with, and expand upon, with further 'curriculum enhancing' experiences.

The breakdown of what was formerly known as 'sundries' expenditure has provided a much clearer view of where this money is being spent. The more detailed expenditure categories will continue, and information gathered from 2021-2022 has been used to produce a more realistic budget for 2022-2023.

The budget for the next school year is outlined on the following pages and the additional income and expense categories can be viewed there.

2022-2023 School Year

The new school year will begin with 54 children on register, attending 1055 hours per week. This is a very healthy starting position from previous years and is reflected in the budget.

Like all businesses and individuals, the charity should expect to feel the impact of cost-of-living increases in 2022-2023. We can help to mitigate some of these expenses by looking for opportunities to gain income from the spare office, having a fundraising drive with committee support and encouraging people to recommend Ducklings – both as a preschool and holiday club - to family and friends.

The Cost of Delivery for 2022-2023 (average cost per hour of childcare for all children) is £3.69.

It is expected that the preschool will make a profit of £40,000.00 in 2022-2023. This view is driven by the number of childcare hours being provided at the time of the budget, and large increases to club hours. It is reasonable to expect that the number of childcare hours will fluctuate throughout the year and that budgeted expenses may be exceeded due to cost-of-living rises.

Equity

We start the year with an accumulated fund of £161,246.23

The contingency fund for 2022-2023 is £56,448.68

Summarised on following pages:

Income & Expenditure Statement, and Balance Sheet, for the year ended 31 August 2022

Contingency fund

Budget 2022-2023

Drafted by: Danielle Widdowson-Fuller, Office Manager

Reviewed and signed off by: Hetty Mercer, Treasurer



DUCKLINGS PRE-SCHOOL CREATON CIO

Registered Charity Number 1186340

Income and Expenditure Statement for the year ended 31st August 2022

	<u>Current Year 2022</u>		<u>Prior Year 2021</u>	
<u>Income</u>	£	£	£	£
Preschool Fees	46,979.20		25,620.30	
PAYG	3,773.50		0.00	
Preschool Funding	88,067.82		61,491.99	
EYPP	472.74		0.00	
HNF	10,224.00		0.00	
Breakfast & After School Club	6,545.00		0.00	
Holiday Club	21,454.93		0.00	
Meals	6,587.50		3,608.20	
NMRU - Milk	698.40		0.00	
Childrens Uniform	257.00		0.00	
Room Hire	2,523.50		244.00	
Interest	34.30		3.69	
Fundraising INC	1,123.71		484.68	
Donations	10,122.56		-29.00	
Educational Skills Funding	1,500.00		59.00	
Donation from Creaton Preschool (1031780)			84,175.87	
Total Income		200,364.16		175,658.73
 <u>Direct Expenses</u>				
Food	2,821.32		1,274.66	
Milk	698.40		0.00	
Children's Uniform	199.00		0.00	
Total Direct Expenses		3,718.72		1,274.66
 GROSS INCOME OVER EXPENDITURE		196,645.44		174,384.07
 <u>Expenses</u>				
Employment costs	107,797.14		53,321.61	
Utilities	11,008.10		7,506.41	
Rent & Rates	2,000.00		0.00	
Insurance	838.19		0.00	
Registrations & Licensing	338.43		0.00	
Finance	149.04		0.00	
Health & Safety	1,041.93		0.00	
Office	2,133.88		607.76	
SALT, SEND & EYPP	2,782.68		1,299.00	
Curriculum Enhancement	480.00		0.00	
Play Equipment	2,784.96		1,479.57	
Consumables (Craft)	1,456.21		600.33	
Hygiene and Cleaning	964.46		0.00	
Other Setting Costs	1,318.14		1,698.79	

Other Staff Costs	2,398.62		355.60	
Other Costs	5,422.43		0.00	
Total Expenditure		142,914.21		66,869.07
Surplus		53,731.23		107,515.00

Cash

Opening cash balance	01-Sep-21	107,515.00	31-Jan-20	0.00
Add current year surplus:		53,731.23		107,515.00
Closing cash balance	31-Aug-22	<u>161,246.23</u>	31-Aug-20	<u>107,515.00</u>

Balance Sheet for the year ended 31st August 2022

Current Assets

Current Account	65,749.19		43,935.86	
Savings Account	93,613.44		63,579.14	
Petty Cash	8.12		0.00	
Deposits not cleared	3,489.89		0.00	
Total Current Assets		162,860.64		107,515.00

Current Liabilities

Payments not cleared	1,614.41		0.00	
Total Current Liabilities		1,614.41		0.00

Total Net Assets		161,246.23		107,515.00
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FINANCED BY

Accumulated Fund		107,515.00		0.00
Income over expenditure current year		<u>53,731.23</u>		<u>107,515.00</u>
TOTAL EQUITY		161,246.23		107,515.00

Ducklings Pre-School - Running Costs Contingency - 3 Months

Forecast Runnings Costs 2022-2023	£ 167,786.71
/ 12	£ 13,982.23
3 months estimated running costs (x3)	£ 41,946.68

Ducklings Pre-School - TOTAL Contingency Fund

Redundancy	£ 14,502.00
3 months estimated running costs (x3)	£ 41,946.68
TOTAL CONTINGENCY	£ 56,448.68

BUDGET 2022-2023

Category	Account Name	Budget 22-23		COMMENTS
Income	Preschool Fees	£	57,982.92	Based on confirmed hours in Sept 2022. Fluctuations likely as new children start or existing children leave/reduce hours. No PAYG included in forecast.
Income	PAYG	£	-	
Income	Preschool Funding	£	102,218.11	
Income	EYPP	£	-	No children receiving EYPP in Sept 2022
Income	HNF	£	4,560.00	Based on one child receiving HNF at start of year
Income	BC & ASC	£	23,415.21	Based on BC & ASC bookings at the start of the year
Income				
Income	Holiday Club	£	14,916.00	Based on hours booked for Autumn Half Term
Income	Meals	£	4,270.00	Based on 41 meals per week, as at September 2022, x 38 weeks, + 150 hol club meals,
Income	NMRU - Milk	£	700.00	Reimbursement of milk direct expense
Income	Uniform	£	250.00	No profit on uniform, purchase cost charged for goods
Income	Room Hire	£	250.00	Expect reduction from 2021-2022 as regular office hire client has left
Income	Bank Interest	£	35.00	Based on 2021-2022 interest
Income	FR - Local Lotto	£	41.60	Based on Lotto projection of annual income
Income	FR - Amazon Smile	£	100.00	Baed on 2021-2022
Income	FR - easyFundraising	£	10.00	Baed on 2021-2022
Income	FR - Bags2School	£	90.00	Baed on 2021-2022
Income	FR - Recycle4Charity	£	-	No longer participating in scheme
Income	FR - Halloween	£	50.00	Reduce direct expenses to improve performance
Income	FR - Little Monkeys	£	150.00	Reduced for 2022-2023 as less children on register
Income	FR - Textile recycling	£	200.00	Based on 2021-2022
Income	Donations	£	-	No budget
Income	FR - Christmas Raffle	£	200.00	Based on 2021-2022 sales only, excluding match funding
Funding	CARF - Covid-19 Additional Relief Fund	£	-	Business rates relief from COVID
Funding	ESF - Educaton Skills Funding	£	-	Apprentice program
Expenditure	Food	£	1,708.00	Budget £1 per meal. Based on 41 meals per week, as at September 2022, x 38 weeks + 150 holiday club meals.
Expenditure	Milk	£	700.00	Based on 2021-2022

Expenditure	Childrens Uniform	£	200.00	No profit on uniform, purchase cost charged for goods
Expenditure	Employee Wages	£	109,739.53	Weekly hours increased from 218 to 245 from Sept-21 to Sept-22. Includes estimated additional hours for Breakfast Club, After School Club and Holiday Club. Provision made for potential 8.63% increase in line with predicted NLW rise from April 2023. PAYE 6% gross, NI 4% gross.
Expenditure	PAYE	£	7,469.76	
Expenditure	Employee NI	£	5,046.50	
Expenditure	SSP	£	500.00	
Expenditure	SALT	£	2,660.00	Based on 2021-2022
Expenditure	Childcare Contractor	£	250.00	£70 per week, term time
Expenditure	Pension Contributions	£	6,250.89	Small amount budgeted to cover unforeseen staff shortages
Expenditure	Dance Classes	£	1,140.00	Er contributions = 3% gross pay. Ee contributions = 5% gross pay. Calculations based on 2022-2023 FCST wages. Ee contributions deducted from Employee Wages total.
Expenditure	Rent	£	2,000.00	£30 per week, term time
Expenditure	Business Rates	£	1,305.60	Set amount
Expenditure	Insurance & EYA Membership	£	855.00	Expected annual payment, less mandatory relief.
Expenditure	Ofsted	£	220.00	Based on 2021-2022 with 2% increase
Expenditure	Music Licence	£	55.00	Combined fee for Early Years and Childcare Registers.
Expenditure	Accounts Audit	£	100.00	Based on 2021-2022
Expenditure	ICO	£	35.00	Based on 2021-2022
Expenditure	Tapestry	£	155.00	Based on 2021-2022
Expenditure	Out of School Alliance	£	45.00	Based on 2021-2022
Expenditure	Water	£	534.35	Based on 2021-2022 with 19% increase YOY
Expenditure	Electricity	£	3,777.75	Back payments from billing issue cleared 2021-2022. NY budget based on 2021-2022 actuals with 43% increase YOY.
Expenditure	Gas	£	2,375.31	Back payments from billing issue cleared 2021-2022. NY budget based on 2021-2022 actuals with 43% increase YOY.
Expenditure	Phone & WIFI	£	456.00	Based on 2021-2022
Expenditure	Refuse Collection	£	445.00	Based on 2021-2022 + brown bin
Expenditure	Sanitary Services	£	406.43	Based on 2021-2022 with 9% increase YOY
Expenditure	Payroll Service Costs	£	360.00	Monthly charge, £30
Expenditure	Mainenance and Repairs	£	1,800.00	Includes £1200 for gardening/maintenance and £600 for unforeseen repair costs
Expenditure	Boiler Service	£	2,412.00	Annual service cost + work to decommission solar cylinder and supply and fit 2 new boiler pumps

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Trustee Signatures

Hetty Mercer, Treasurer

Rebekah Stephenson, Chair

Independent examiner's report to the trustees of Ducklings Pre-school

I report to the trustees on my examination of the accounts of the Ducklings Pre-school (the Trust) for the period ended 31 August 2022.

Responsibilities and basis of report

As the charity's trustees, 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:

- accounting records were not kept in respect of the Trust as required by section 130 of the Act; or
- 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: Rebecca Bott FCA

Address: 48 Cherry Orchard Place, Northampton

Date: 13 May 2023