



Trustees' Annual Report for the period

Period start date
 From Day 1 Month 09 Year 2022 To Day 31 Month 08 Year 2023
 Period end date

Section A

Reference and administration details

Charity name PUTTERIDE COMMUNITY NURSERY

Other names charity is known by

Registered charity number (if any) 802817

Charity's principal address C/O PUTTERIDGE PRIMARY SCHOOL

PUTTERIDGE ROAD

LUTON

Postcode

LU2 8HJ

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	Clare Bowling	Chairperson		
2	Rachel Bardon	Treasurer	Joined 08/11/2022	
3	Michelle Sensoy	Secretary		
4	Rachel Ruston	Committee Member	Joined 08/11/2022	
5	Srujana Vutla	Committee Member	Joined 08/11/2022	
6	Hannah Landsman	Committee Member	Joined 08/11/2022	
7	Natalie Harvey	Committee Member	Joined 08/11/2022	
8	Jane Dixon	Committee Member		
9	Tereasa Delaney	Committee Member	Resigned 08/11/2022	
10	Katie McMullan	Committee Member	Resigned 08/11/2022	
11	Stewart Leary	Committee Member	Resigned 08/11/2022	
12	Biancha Bear	Committee Member	Resigned 16/01/2023	
13				
14				
15				
16				
17				
18				
19				
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	Pre-School Learning Alliance Constitution 2011
How the charity is constituted	Committee run
Trustee selection methods	Trustees voted on at Annual General Election

Additional governance issues (Optional information)

You may choose to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

All members of staff follow all policies and procedures which are drawn up and reviewed yearly by the senior management team and discussed with the committee.

The trustees meet at least once a term to discuss all matters relating to the nursery and how it is run. They vote on any major changes within the setting.

Section C Objectives and activities

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

To provide care and education for children aged 2-4 years and help to prepare children for school.

To be an inclusive nursery where children with additional needs are supported to enable them to reach their full potential.

Ensuring all staff are qualified to the necessary level to meet the requirements of the Early Years Foundation Stage.

Following safer recruitment procedures when advertising for and taking

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)

on new staff.

Ensuring all staff are made aware of their safeguarding responsibilities at all times and that all clearance checks have taken place before employment commences.

The trustees are made aware of their responsibilities to make sure all staff adhere to the policies and procedures at all times.

Safeguarding and First Aid training is updated whenever necessary for all staff working directly with the children.

The trustees work with the nursery staff to organise fundraising events to boost funds at the nursery to allow for the purchase of any new toys/equipment that may be required.

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.

Section D

Achievements and performance

Section D

Achievements and performance

Summary of the main achievements of the charity during the year

The nursery continues to be viable and has a healthy number of children attending as well as lots of names on the waiting list.

We continue to be registered to accept 2 year funding children as well as 15 hour funded 3 and 4 year old children. Some children split 30 hours of funding between ourselves and another setting.

We regularly work with our families to check for eligibility for EYPP funding to provide additional resources where needed to help those children identified as receiving EYPP funding to make further progress.

Section E**Financial review**

Brief statement of the charity's policy on reserves

The nursery always aims to ensure that we have sufficient funds to cover the staff wages for at least 3 months and to cover any unexpected maintenance costs.

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.

The main source of funding is from the local authority for children aged 3-4 years old.

We also have a number of children who qualify for 2 year funding and EYPP funding.

All resources purchased reflect the current needs of all the children to help them to progress in all areas of the Early Years Foundation Stage.

The nursery continues to allow families who qualify for 30 hours free funded hours to split these between the nursery and another setting.

The nursery continues to be auto-enrolled into the government's pension scheme and the increasing percentages mean a greater expense for the nursery in relation to pension costs.

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

Signature(s)	CP Bowling	* M Jensen
Full name(s)	Clare Bowling	MICHELLE SENSOY
Position (eg Secretary, Chair, etc)	Chairperson	
Date	7/6/2024	



Section A

Independent Examiner's Report

Report to the trustees/
members of

Putteridge Community Nursery

On accounts for the year
ended

August 2023

Charity no
(if any)

802817

Set out on pages

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended

Responsibilities and
basis of report

As the charity trustees, you are responsible for the preparation of the accounts in accordance with 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

[The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of [insert name of applicable listed body]]. *Delete [] if not applicable.*

I have completed my examination. I confirm that no material matters have come to my attention (other than that disclosed below *) in connection with the examination which gives me cause to believe that in, any material respect,:

- the accounting records were not kept in accordance with section 130 of the Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

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.

** Please delete the words in the brackets if they do not apply.*

Signed:

Date:

2-6-24

Name:

SANDRA KENNEFORD

Relevant professional
qualification(s) or body
(if any):

Address:

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LILLET

HERTS

LU2 8NL

Section B

Disclosure

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here details of any items that the examiner wishes to disclose.



CHARITY COMMISSION
FOR ENGLAND AND WALES

PUTTERIDGE COMMUNITY NURSER

802817

Receipts and payments accounts

CC16a

For the period
from

01/09/2022

To

31/08/2023

Section A Receipts and payments

	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Last year
	to the nearest £	to the nearest £	to the nearest £	to the nearest £	to the nearest £
A1 Receipts					
Funding (2, 3 & 4 year olds)	115,860	-	-	115,860	137,538
Fee income	48,986	-	-	48,986	32,087
Fund raising events	1,292	-	-	1,292	3,569
Grants	4,000	-	-	4,000	885
Uniform	520	-	-	520	475
Milk funding	314	-	-	314	271
Bank interest	536	-	-	536	16
Gifts and donations	550	-	-	550	-
Sub total (Gross income for AR)	172,047	-	-	172,047	174,841
A2 Asset and investment sales, (see table).					
Purchase of uniform	809	-	-	809	723
Sub total	809	-	-	809	723
Total receipts	171,238	-	-	171,238	174,118
A3 Payments					
Children's supplies / activities	3,147	-	-	3,147	5,129
Groceries	1,091	-	-	1,091	1,820
Office expenses	7,433	-	-	7,433	7,398
Professional fees / Subscriptions	481	-	-	481	999
Refuse collection	305	-	-	305	298
Rates	521	-	-	521	420
Repairs and maintenance	7,676	-	-	7,676	1,133
Staff costs	146,069	-	-	146,069	145,057
Utilities	3,630	-	-	3,630	2,615
Sub total	170,352	-	-	170,352	164,869
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	170,352	-	-	170,352	164,869
Net of receipts/(payments)	886	-	-	886	9,249
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	65,095	-	-	65,095	55,846
Cash funds this year end	65,981	-	-	65,981	65,095

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	Cash at bank (current account)	30,219	-	-
	Cash at bank (deposit account)	35,786	-	-
		-	-	-
	Total cash funds	66,005	-	-
(agree balances with receipts and payments account(s))				
		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
B3 Investment assets		Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
B4 Assets retained for the charity's own use		Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
B5 Liabilities		Fund to which liability relates	Amount due (optional)	When due (optional)
	PAYE liability		1,631	Sep-23
	Pension liability		379	Sep-23
			-	
			-	

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

Signature:

Print Name

Date of approval

x      