



Trustees' Annual Report for the period

| Period start date | | Period end date | | | | | |
|-------------------|-------|-----------------|------|-------|------|----|------|
| Day | Month | Year | Day | Month | Year | | |
| From | 01 | 09 | 2023 | To | 31 | 08 | 2024 |

Section A

Reference and administration details

Charity name

Other names charity is known by

Registered charity number (if any)

Charity's principal address

Postcode

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 | | |
| 3 | Michelle Sensoy | Secretary | | |
| 4 | Jane Dixon | Committee Member | | |
| 5 | Hannah Landsman | Committee Member | | |
| 6 | Anjana Parmar | Joined 06/11/2023 | | |
| 7 | Sophie Gibbs | Joined 06/11/2023 | Until 27/05/2024 | |
| 8 | Michaela Flecknell | Joined 06/11/2023 | Until 15/02/2024 | |
| 9 | Srujana Vulta | Resigned 06/11/2023 | | |
| 10 | Natalie Harvey | Resigned 06/11/2023 | | |
| 11 | Rachel Ruston | Resigned 06/11/2023 | | |
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| 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 |
|------|-----------------------------------|
| | |

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| | |
| | |

Names and addresses of advisers (Optional information)

| Type of adviser | Name | Address |
|-----------------|------|---------|
| | | |
| | | |
| | | |
| | | |

Name of chief executive or names of senior staff members (Optional information)

| |
|------------|
| Jane Dixon |
|------------|

Section B Structure, governance and management

Description of the charity's trusts

Type of governing document
(eg. trust deed, constitution)

Pre-School Learning Alliance Constitution 2011

How the charity is constituted
(eg. trust, association, company)

Committee Run

Trustee selection methods
(eg. appointed by, elected by)

Trustees voted on at Annual General Meeting

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.

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)

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

Ensuring all staff are made aware of their safeguarding responsibilities at all times and 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 qualifications are updated within the necessary time frame for all staff directly working with the children.

Additional details of objectives and activities (Optional information)

Summary of the main achievements of the charity during the year

The nursery continues to be financially secure with the required number of families accessing our services to ensure we remain financially stable.

During the year, lots of names have been added to our waiting list to help us to maintain our numbers of children attending.

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 aimed to ensure we have sufficient funds to cover the staff wages for at least 3 months and for 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 for the nursery is from the local authority for funding for the children who attend.

Children aged 3 and 4 years old receive 15 hours funding and some 2 year old children who parent's qualify also receive 15 hours free funding.


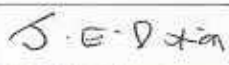
We also have some children who qualify for EYPP funding.

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

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) |  |  |
| Full name(s) | CLARE BOWLING | JANE DIXON |
| Position (eg Secretary, Chair, etc) | CHAIRPERSON | COMMITTEE MEMBER |
| Date | 20/06/2025 | |



Section A

Independent Examiner's Report

Report to the trustees/
members of

Charity Name
Putteridge Community Nursery

On accounts for the year
ended

August 2024

Charity no
(if any)

802817

Set out on pages

1, 2

(remember to include the page numbers of additional sheets)

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:

18.6.25

Name:

SANDRA KENNEFORD

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

Address:

| |
|------------------------|
| 2 SILVER LION COTTAGES |
| WILLEY |
| NEETS 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.

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CHARITY COMMISSION
FOR ENGLAND AND WALES

Charity Name
PUTTERIDGE COMMUNITY NURSERY

No (if any)
802817

Receipts and payments accounts

CC16a

| | | | |
|---------------------|------------|----|------------|
| For the period from | 01/09/2023 | To | 31/08/2024 |
|---------------------|------------|----|------------|

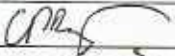
Section A Receipts and payments

| | Unrestricted funds to the nearest £ | Restricted funds to the nearest £ | Endowment funds to the nearest £ | Total funds to the nearest £ | Last year to the nearest £ |
|---|--|--------------------------------------|-------------------------------------|---------------------------------|-------------------------------|
| A1 Receipts | | | | | |
| Funding (2, 3 & 4 year olds) | 153,633 | - | - | 153,633 | 115,860 |
| Fee income (less discounts) | 46,865 | - | - | 46,865 | 46,985 |
| Fundraising events | 1,715 | - | - | 1,715 | 1,282 |
| Grants | 8,000 | - | - | 8,000 | 4,000 |
| Uniform Sales | 515 | - | - | 515 | 520 |
| Milk funding | 327 | - | - | 327 | 314 |
| Bank interest | 1,212 | - | - | 1,212 | 536 |
| Gifts and donations | 250 | - | - | 250 | 550 |
| Sub total (Gross income for AR) | 212,517 | - | - | 212,517 | 172,047 |
| A2 Asset and investment sales, (see table). | | | | | |
| Purchase of uniform | 372 | - | - | 372 | 809 |
| Sub total | 372 | - | - | 372 | 809 |
| Total receipts | 212,145 | - | - | 212,145 | 171,238 |
| A3 Payments | | | | | |
| Children's supplies / activities | 7,163 | - | - | 7,163 | 3,147 |
| Groceries | 1,189 | - | - | 1,189 | 1,091 |
| Office expenses | 7,863 | - | - | 7,863 | 7,433 |
| Professional fees / subscriptions | 843 | - | - | 843 | 481 |
| Refuse collection | 355 | - | - | 355 | 305 |
| Rates | 454 | - | - | 454 | 521 |
| Repairs and maintenance | 5,961 | - | - | 5,961 | 7,675 |
| Staff costs | 155,955 | - | - | 155,955 | 146,069 |
| Utilities | 4,353 | - | - | 4,353 | 3,630 |
| Sub total | 184,136 | - | - | 184,136 | 170,352 |
| A4 Asset and investment purchases. (see table) | | | | | |
| | - | - | - | - | - |
| Sub total | - | - | - | - | - |
| Total payments | 184,136 | - | - | 184,136 | 170,352 |
| Net of receipts/(payments) | 28,009 | - | - | 28,009 | 886 |
| A5 Transfers between funds | - | - | - | - | - |
| A6 Cash funds last year end | 65,981 | - | - | 65,981 | 65,095 |
| Cash funds this year end | 93,990 | - | - | 93,990 | 65,981 |

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) | 45,413 | - | - |
| | Cash at bank (deposit account) | 50,323 | - | - |
| | | - | - | - |
| | Total cash funds (agree balances with receipts and payments account(s)) | 95,736 | - | - |
| B2 Other monetary assets | Details | Unrestricted funds to nearest £ | Restricted funds to nearest £ | Endowment funds to nearest £ |
| | | - | - | - |
| | | - | - | - |
| | | - | - | - |
| | | - | - | - |
| | | - | - | - |
| | | - | - | - |
| B3 Investment assets | Details | Fund to which asset belongs | Cost (optional) | Current value (optional) |
| | | | - | - |
| | | | - | - |
| | | | - | - |
| | | | - | - |
| | | | - | - |
| B4 Assets retained for the charity's own use | Details | Fund to which asset belongs | Cost (optional) | Current value (optional) |
| | | | - | - |
| | | | - | - |
| | | | - | - |
| | | | - | - |
| | | | - | - |
| | | | - | - |
| | | | - | - |
| B5 Liabilities | Details | Fund to which liability relates | Amount due (optional) | When due (optional) |
| | Pension liability | | 1,786 | Sept-24 |
| | PAYE liability | | 1,759 | Sept-24 |
| | | | - | |
| | | | - | |
| | | | - | |
| | | | - | |

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

| Signature | Print Name | Date of approval |
|---|---------------|------------------|
|  | CLARE BOWLING | 20/6/25 |
| J. E. Dixon | JANE DIXON | 20/6/25 |