

CHARITY REGISTRATION NUMBER: 1164354

Menston pre school
Unaudited Financial Statements
31 March 2020

HOLLINGS CROWE STORR LLP

Accountants
14 Beech Hill
Otley
West Yorkshire
LS21 3AX

Menston pre school

Financial Statements

Year ended 31 March 2020

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Menston pre school
Trustees' Annual Report
Year ended 31 March 2020

The trustees present their report and the unaudited financial statements of the charity for the year ended 31 March 2020.

Reference and administrative details

Registered charity name Menston pre school
Charity registration number 1164354
Principal office Kirklands Community Centre
Main Street
Menston
Ilkley
Leeds
LS29 6HT
West Yorkshire

The trustees

E Selby	(Served from 1 January 2017 to 31 May 2019)
S Buncall	(Served from 1 July 2016 to 31 May 2019)
H Norreys	(Served from 1 January 2017 to 28 February 2019)
A Roberts	(Served from 1 January 2017 to 31 May 2019)
B Hibbitt	(Served from 1 January 2017 to 31 May 2019)
G Mowatt	(Served from 1 January 2017 to 31 May 2019)
R Mayor	
N Douglass	
J Goodliff	(Served from 1 June 2018 to 31 July 2019)
H Murphy	(Served from 1 June 2018 to 31 July 2019)
S Thatcher	
R Aitken	
J Tighe	
T Hebron	

Independent examiner Hollings Crowe Storr LLP
14 Beech Hill
Otley
West Yorkshire
LS21 3AX

Menston pre school

Trustees' Annual Report *(continued)*

Year ended 31 March 2020

Structure, governance and management

Menston Preschool is constituted with a Chair and trustees committee. With the Manager and senior staff reporting into and accountable to the committee. The committee meets once every half term (6 times per year, one AGM and extraordinary meetings when required).

Appointed at the annual AGM by existing trustees and membership

New Committee members are inducted by the Nominated Person who also, along with the Chair, provides support to the other trustees. The Manager and Finance Officer report to the Committee. The remainder of staff report to the Manager. We work closely with the charity Kirkland's Trust from whom we rent our accommodation. We both have a clear vision to serve the community. The Manager/Nominated Person has links with other local Outstanding charity settings and plans were in place to support each other further in the future. These plans have been delayed due to the Covid 19 outbreak but will be re-established when appropriate.

Risks;

The unprecedented and continuing affect Covid 19 will have on our setting and that of the wider community. We will continue to follow government guidance. For Autumn 2020/21 Bradford MDC has agreed to meet funding requirements from the Autumn 2019 term or actual number of children in setting (whichever is higher) however this may not be a long-term solution. As Preschool does not provide wrap around care and some concern regarding multiple settings this may affect parent's choice in choosing Preschool as a childcare provider. The Living wage rise and its impact financially. Voluntary contributions and increased fees will lessen the impact.

Objectives and activities

Menston Pre School believes that children learn best through play and welcomes children aged 2 and a half to 4 (school age). We adhere to the EYFS statutory guidance and follow the curriculum.

Menston Pre School opens Monday - Friday during term time only. Places are available for children within the Menston area. We follow an Admission's Policy in order to keep enrollment fair. Each child is supported within the 7 areas of learning as set out in the Early Years Foundation Stage (EYFS). A key person is allocated to each child and this person oversees learning and liaises regularly with the child's family. The management team oversee this process and external professionals are involved as and when deemed necessary. We operate on an 'in the moment planning' basis where children's interests are extended and enhanced through quality interaction and 'teachable moments' with a highly qualified staff team. All trustees have had regard to the guidance issued by the Charity Commission on public benefit as part of their induction.

The trustees form a management committee who are all volunteers from either the membership of the organisation or from the local community. The contribution by volunteers for Menston Preschool is significant. The Events Team host a number of events within the year where volunteers undertake all tasks to deliver the events successfully.

Menston pre school

Trustees' Annual Report *(continued)*

Year ended 31 March 2020

Objectives and activities *(continued)*

In 2019/20 Preschool has invested significantly in capital projects. The trustees have supported investment in a climbing frame and sunshade area for the outdoor space. The climbing frame was £7,753.20 and the sunshade was £5,000. Total investment from Preschool funds was £12,753.20.

As stated above volunteers contributed significantly to delivering an events timetable and as a charity, we have also received several donations from corporations.

Events timetable 2019/20

Event	Profit
Easter Fun Day	£961
Menstonbury	£1,648.41
Halloween Fun Day	£800
The Mooch	£1,400

Donations/fund raising activities

Name	Donation
KPMG	£150
Match funding for Menstonbury	£1,000
Amazon	£39.76
Anonymous donations	£500
Photography	£115
Christmas cards	£36.20

Achievements and performance

On 2 July 2018 we achieved an 'Outstanding' grading from our governing body, Ofsted. As stated above we have invested in Preschool by improving our outdoor space enormously this year. During the year over 60 families have accessed Preschool. We have also been in the unusual position of being at full capacity in January. The combination of investment in our outdoor area, our Outstanding rating and the quality of our staff is proving as effective marketing. Fundraising this year has totalled £6650.37. This is mainly from 4 hugely successful events run by the committee. We also received match funding for an event and some donations. One staff member enrolled onto a Level 3 qualification. Increasing the level of highly trained staff in setting. Also, more staff than required attended First Aid training, delivering beyond our statutory requirements.

Finally, all staff attended Speech and Language training and Safeguarding workshop.

Financial review

Operating costs for one term (approx. 4 months) plus redundancy costs are maintained and regularly reviewed. This was reviewed in detail again as part of trustee's management of the Covid 19.

Our principal sources of funding are the NEF from Bradford Metropolitan Council and fees paid by parents. As stated above the trustees are committed to maintaining a minimum of operating costs for one term (approx. 4 months) plus redundancy costs. Investment in the outdoor areas has been based on 2018/19 and 2019/20 running at a surplus. In 2019/20 we supported a pay rise for staff above the Living Wage requirements. Only Key Assistants are paid at this rate. Staff are highly valued at Preschool and to be able to increase hourly rates supports our objectives to attract and retain high quality staff.

Menston pre school
Trustees' Annual Report *(continued)*
Year ended 31 March 2020

The trustees' annual report was approved on 23 September 2020 and signed on behalf of the board of trustees by:

R Mayor
Trustee

R Aitken
Trustee

T Hebron
Trustee

Menston pre school

Independent Examiner's Report to the Trustees of Menston pre school

Year ended 31 March 2020

I report to the trustees on my examination of the financial statements of Menston pre school ('the charity') for the year ended 31 March 2020.

Responsibilities and basis of report

As the trustees of the charity you are responsible for the preparation of the financial statements in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the charity's financial statements 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 charity as required by section 130 of the Act; or
2. the financial statements do not accord with those records; or
3. the financial statements do 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.

Hollings Crowe Storr LLP
Independent Examiner

14 Beech Hill
Otley
West Yorkshire
LS21 3AX

23 September 2020

Menston pre school
Statement of Financial Activities
Year ended 31 March 2020

		Unrestricted funds	2020 Restricted funds	Total funds	2019 Total funds
	Note	£	£	£	£
Income and endowments					
Donations and legacies	4	235	–	235	652
Charitable activities	5	140,519	–	140,519	118,022
Other trading activities	6	10,838	–	10,838	9,402
Total income		<u>151,592</u>	<u>–</u>	<u>151,592</u>	<u>128,076</u>
Expenditure					
Expenditure on charitable activities	7,8	122,545	–	122,545	113,965
Total expenditure		<u>122,545</u>	<u>–</u>	<u>122,545</u>	<u>113,965</u>
Net income and net movement in funds		<u>29,047</u>	<u>–</u>	<u>29,047</u>	<u>14,111</u>
Reconciliation of funds					
Total funds brought forward		82,444	6,039	88,483	74,372
Total funds carried forward		<u>111,491</u>	<u>6,039</u>	<u>117,530</u>	<u>88,483</u>

The statement of financial activities includes all gains and losses recognised in the year. All income and expenditure derive from continuing activities.

The notes on pages 8 to 13 form part of these financial statements.

Menston pre school
Statement of Financial Position
31 March 2020

	Note	2020 £	2019 £
Fixed assets			
Tangible fixed assets	13	9,865	–
Current assets			
Stocks	14	219	339
Debtors	15	1,404	1,891
Cash at bank and in hand		107,062	87,299
		<u>108,685</u>	<u>89,529</u>
Creditors: amounts falling due within one year	16	<u>1,020</u>	<u>1,046</u>
Net current assets		<u>107,665</u>	<u>88,483</u>
Total assets less current liabilities		<u>117,530</u>	<u>88,483</u>
Net assets		<u>117,530</u>	<u>88,483</u>
Funds of the charity			
Restricted funds		6,039	6,039
Unrestricted funds		111,491	82,444
Total charity funds	17	<u>117,530</u>	<u>88,483</u>

These financial statements were approved by the board of trustees and authorised for issue on 23 September 2020, and are signed on behalf of the board by:

R Mayor
Trustee

R Aitken
Trustee

T Hebron
Trustee

The notes on pages 8 to 13 form part of these financial statements.

Menston pre school

Notes to the Financial Statements

Year ended 31 March 2020

1. GENERAL INFORMATION

The charity is a charitable incorporated organisation (CIO), registered in England and Wales. The address of the principal office is Kirklands Community Centre, Main Street, Menston, Ikley, Leeds, LS29 6HT, England.

2. STATEMENT OF COMPLIANCE

These financial statements have been prepared in compliance with FRS 102, 'The Financial Reporting Standard applicable in the UK and the Republic of Ireland', the Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (Charities SORP (FRS 102)) and the Charities Act 2011.

3. ACCOUNTING POLICIES

BASIS OF PREPARATION

The financial statements have been prepared on the historical cost basis, as modified by the revaluation of certain financial assets and liabilities and investment properties measured at fair value through income or expenditure.

The financial statements are prepared in sterling, which is the functional currency of the entity.

GOING CONCERN

There are no material uncertainties about the charity's ability to continue.

DISCLOSURE EXEMPTIONS

No cashflow statement has been presented for the company.

JUDGEMENTS AND KEY SOURCES OF ESTIMATION UNCERTAINTY

The preparation of the financial statements requires management to make judgements, estimates and assumptions that affect the amounts reported. These estimates and judgements are continually reviewed and are based on experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances.

Management has estimated the expected useful life of the tangible fixed assets and depreciated accordingly.

FUND ACCOUNTING

Unrestricted funds are available for use at the discretion of the trustees to further any of the charity's purposes.

Restricted funds are subjected to restrictions on their expenditure declared by the donor or through the terms of an appeal, and fall into one of two sub-classes: restricted income funds or endowment funds. The restricted funds are used for teaching children with learning difficulties.

Menston pre school

Notes to the Financial Statements *(continued)*

Year ended 31 March 2020

3. ACCOUNTING POLICIES *(continued)*

INCOMING RESOURCES

All incoming resources are included in the statement of financial activities when entitlement has passed to the charity; it is probable that the economic benefits associated with the transaction will flow to the charity and the amount can be reliably measured. The following specific policies are applied to particular categories of income:

- income from donations or grants is recognised when there is evidence of entitlement to the gift, receipt is probable and its amount can be measured reliably.
- legacy income is recognised when receipt is probable and entitlement is established.
- income from donated goods is measured at the fair value of the goods unless this is impractical to measure reliably, in which case the value is derived from the cost to the donor or the estimated resale value. Donated facilities and services are recognised in the accounts when received if the value can be reliably measured. No amounts are included for the contribution of general volunteers.
- income from contracts for the supply of services is recognised with the delivery of the contracted service. This is classified as unrestricted funds unless there is a contractual requirement for it to be spent on a particular purpose and returned if unspent, in which case it may be regarded as restricted.

RESOURCES EXPENDED

Expenditure is recognised on an accruals basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered, and is classified under headings of the statement of financial activities to which it relates:

- expenditure on raising funds includes the costs of all fundraising activities, events, non-charitable trading activities, and the sale of donated goods.
- expenditure on charitable activities includes all costs incurred by a charity in undertaking activities that further its charitable aims for the benefit of its beneficiaries, including those support costs and costs relating to the governance of the charity apportioned to charitable activities.
- other expenditure includes all expenditure that is neither related to raising funds for the charity nor part of its expenditure on charitable activities.

All costs are allocated to expenditure categories reflecting the use of the resource. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs are apportioned between the activities they contribute to on a reasonable, justifiable and consistent basis.

TANGIBLE ASSETS

Tangible assets are initially recorded at cost, and subsequently stated at cost less any accumulated depreciation.

Menston pre school

Notes to the Financial Statements *(continued)*

Year ended 31 March 2020

3. ACCOUNTING POLICIES *(continued)*

DEPRECIATION

Depreciation is calculated so as to write off the cost or valuation of an asset, less its residual value, over the useful economic life of that asset as follows:

Fixtures and fittings - 25% straight line

STOCKS

Stocks are measured at the lower of cost and estimated selling price less costs to complete and sell. Cost includes all costs of purchase, costs of conversion and other costs incurred in bringing the stock to its present location and condition.

FINANCIAL INSTRUMENTS

Basic financial instruments are initially recognised at the amount receivable or payable including any related transaction costs, unless the arrangement constitutes a financing transaction, where it is recognised at the present value of the future payments discounted at a market rate of interest for a similar debt instrument. Current assets and current liabilities are subsequently measured at the cash or other consideration expected to be paid or received and not discounted.

4. DONATIONS AND LEGACIES

	Unrestricted Funds £	Total Funds 2020 £	Unrestricted Funds £	Total Funds 2019 £
Donations				
Voluntary income	<u>235</u>	<u>235</u>	<u>652</u>	<u>652</u>

5. CHARITABLE ACTIVITIES

	Unrestricted Funds £	Total Funds 2020 £	Unrestricted Funds £	Total Funds 2019 £
Milk refunds	462	462	715	715
Nursery education funding	95,717	95,717	86,936	86,936
Subscriptions	<u>44,340</u>	<u>44,340</u>	<u>30,371</u>	<u>30,371</u>
	<u>140,519</u>	<u>140,519</u>	<u>118,022</u>	<u>118,022</u>

6. OTHER TRADING ACTIVITIES

	Unrestricted Funds £	Total Funds 2020 £	Unrestricted Funds £	Total Funds 2019 £
Clothing sales	881	881	319	319
Fundraising events	<u>9,957</u>	<u>9,957</u>	<u>9,083</u>	<u>9,083</u>
	<u>10,838</u>	<u>10,838</u>	<u>9,402</u>	<u>9,402</u>

Menston pre school

Notes to the Financial Statements *(continued)*

Year ended 31 March 2020

7. EXPENDITURE ON CHARITABLE ACTIVITIES BY FUND TYPE

	Unrestricted Funds £	Total Funds 2020 £	Unrestricted Funds £	Total Funds 2019 £
Direct fundraising costs	3,481	3,481	3,916	3,916
Employment costs	93,817	93,817	87,383	87,383
Establishment costs	10,998	10,998	11,522	11,522
Office expenses	782	782	1,937	1,937
Subscriptions and donations	6,044	6,044	5,308	5,308
Support costs	7,423	7,423	3,899	3,899
	<u>122,545</u>	<u>122,545</u>	<u>113,965</u>	<u>113,965</u>

8. EXPENDITURE ON CHARITABLE ACTIVITIES BY ACTIVITY TYPE

	Activities undertaken directly £	Support costs £	Total funds 2020 £	Total fund 2019 £
Direct fundraising costs	3,481	–	3,481	3,916
Employment costs	93,817	861	94,678	87,961
Establishment costs	10,998	–	10,998	11,522
Office expenses	782	–	782	1,937
Subscriptions and donations	6,044	–	6,044	5,308
Accountancy fees	–	1,860	1,860	1,814
Insurance	–	1,414	1,414	1,367
Depreciation of tangible fixed assets	–	3,288	3,288	140
	<u>115,122</u>	<u>7,423</u>	<u>122,545</u>	<u>113,965</u>

9. NET INCOME

Net income is stated after charging/(crediting):

	2020 £	2019 £
Depreciation of tangible fixed assets	<u>3,288</u>	<u>141</u>

10. INDEPENDENT EXAMINATION FEES

	2020 £	2019 £
Fees payable to the independent examiner for: Independent examination of the financial statements	<u>660</u>	<u>636</u>

11. STAFF COSTS

The total staff costs and employee benefits for the reporting period are analysed as follows:

	2020 £	2019 £
Wages and salaries	<u>93,817</u>	<u>87,383</u>

Menston pre school

Notes to the Financial Statements *(continued)*

Year ended 31 March 2020

11. STAFF COSTS *(continued)*

The average head count of employees during the year was 16 (2019: 17).

No employee received employee benefits of more than £60,000 during the year (2019: Nil).

12. TRUSTEE REMUNERATION AND EXPENSES

No trustees received remuneration during the year.

13. TANGIBLE FIXED ASSETS

	Fixtures and fittings £
Cost	
At 1 April 2019	932
Additions	13,153
At 31 March 2020	<u>14,085</u>
Depreciation	
At 1 April 2019	932
Charge for the year	3,288
At 31 March 2020	<u>4,220</u>
Carrying amount	
At 31 March 2020	<u>9,865</u>
At 31 March 2019	<u>–</u>

14. STOCKS

	2020 £	2019 £
Raw materials and consumables	<u>219</u>	<u>339</u>

15. DEBTORS

	2020 £	2019 £
Trade debtors	–	625
Prepayments and accrued income	1,404	1,266
	<u>1,404</u>	<u>1,891</u>

16. CREDITORS: amounts falling due within one year

	2020 £	2019 £
Accruals and deferred income	<u>1,020</u>	<u>1,046</u>

Menston pre school

Notes to the Financial Statements *(continued)*

Year ended 31 March 2020

17. ANALYSIS OF CHARITABLE FUNDS

Unrestricted funds

	At 1 April 2019 £	Income £	Expenditure £	At 31 March 2020 £
General funds	<u>82,444</u>	<u>151,592</u>	<u>(122,545)</u>	<u>111,491</u>

	At 1 April 2018 £	Income £	Expenditure £	At 31 March 2019 £
General funds	<u>68,333</u>	<u>128,076</u>	<u>(113,965)</u>	<u>82,444</u>

Restricted funds

	At 1 April 2019 £	Income £	Expenditure £	At 31 March 2020 £
Restricted Fund	<u>6,039</u>	<u>–</u>	<u>–</u>	<u>6,039</u>

	At 1 April 2018 £	Income £	Expenditure £	At 31 March 2019 £
Restricted Fund	<u>6,039</u>	<u>–</u>	<u>–</u>	<u>6,039</u>

18. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Unrestricted Funds £	Restricted Funds £	Total Funds 2020 £
Tangible fixed assets	9,865	–	9,865
Current assets	108,685	–	108,685
Creditors less than 1 year	<u>(1,020)</u>	<u>–</u>	<u>(1,020)</u>
Net assets	<u>117,530</u>	<u>–</u>	<u>117,530</u>

	Unrestricted Funds £	Restricted Funds £	Total Funds 2019 £
Tangible fixed assets	–	–	–
Current assets	83,490	6,039	89,529
Creditors less than 1 year	<u>(1,046)</u>	<u>–</u>	<u>(1,046)</u>
Net assets	<u>82,444</u>	<u>6,039</u>	<u>88,483</u>

Menston pre school
Management Information
Year ended 31 March 2020

The following pages do not form part of the financial statements.

Menston pre school

Detailed Statement of Financial Activities

Year ended 31 March 2020

	2020 £	2019 £
Income and endowments		
Donations and legacies		
Voluntary income	235	652
Charitable activities		
Milk refunds	462	715
Nursery education funding	95,717	86,936
Subscriptions	44,340	30,371
	<u>140,519</u>	<u>118,022</u>
Other trading activities		
Clothing sales	881	319
Fundraising events	9,957	9,083
	<u>10,838</u>	<u>9,402</u>
Total income	<u>151,592</u>	<u>128,076</u>
Expenditure		
Expenditure on charitable activities		
Purchases	9,525	9,224
Wages and salaries	93,817	87,383
Rent	10,998	11,522
Insurance	1,414	1,367
Legal and professional fees	1,860	1,814
Telephone	643	914
Other office costs	1,000	1,601
Depreciation	3,288	140
	<u>122,545</u>	<u>113,965</u>
Total expenditure	<u>122,545</u>	<u>113,965</u>
Net income	<u>29,047</u>	<u>14,111</u>

Menston pre school

Notes to the Detailed Statement of Financial Activities

Year ended 31 March 2020

	2020 £	2019 £
Expenditure on charitable activities		
Direct fundraising costs		
<i>Activities undertaken directly</i>		
Direct fundraising costs	<u>3,481</u>	<u>3,916</u>
Employment costs		
<i>Activities undertaken directly</i>		
Employment costs	<u>93,817</u>	<u>87,383</u>
Support costs		
Employment costs - staff training	<u>861</u>	<u>578</u>
Establishment costs		
<i>Activities undertaken directly</i>		
Establishment costs - rent	<u>10,998</u>	<u>11,522</u>
Office expenses		
<i>Activities undertaken directly</i>		
Office expenses - telephone	643	914
Office expenses - computer	<u>139</u>	<u>1,023</u>
	<u>782</u>	<u>1,937</u>
Subscriptions and donations		
<i>Activities undertaken directly</i>		
Subscriptions and donations - milk, snacks and consumables	<u>6,044</u>	<u>5,308</u>
Accountancy fees		
Support costs		
Accountancy fees	<u>1,860</u>	<u>1,814</u>
Insurance		
Support costs		
Legal and professional costs Insurance	<u>1,414</u>	<u>1,367</u>
Depreciation of tangible fixed assets		
Support costs		
Depreciation	<u>3,288</u>	<u>140</u>
	<u>122,545</u>	<u>113,965</u>
Expenditure on charitable activities	<u>122,545</u>	<u>113,965</u>
