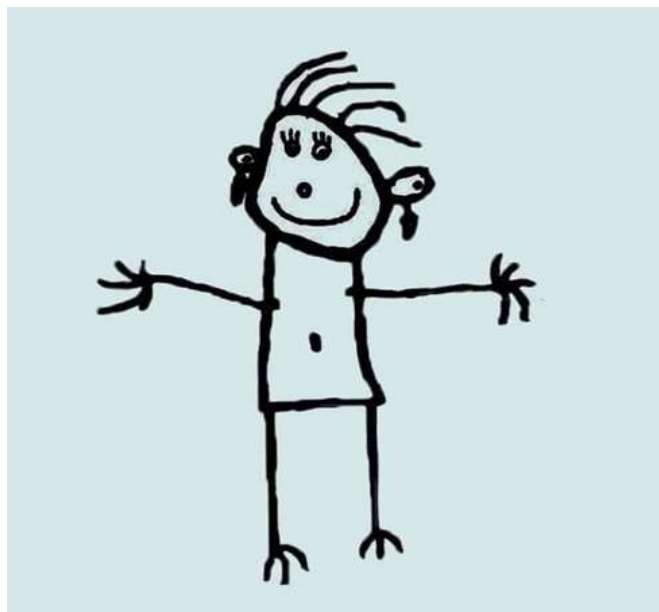


# **Headingley Pre School**

Charity number 1029327

## **Annual Report and Financial Statements for the year ended 31 August 2020**



# **Headingley Pre School**

## **Annual Report and Financial Statements for the year ended 31 August 2020**

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**Prepared by West Yorkshire Community Accounting Service**

# Headingley Pre School

## Trustees' report for the year ended 31 August 2020

### Reference and administrative details of the charity, its trustees and advisors

The trustees during the financial year and up to and including the date the report was approved were:

Name	Position	Dates
Sarah Handley	Chair	
Georgina Lewis	Treasurer	
Elizabeth Simpson	Secretary	
Laura Blackwell		
Clare Bligh		
Christine Barraclough		

**Charity number** 1029327 Registered in England and Wales

<b>Registered and principal address</b> C/o Shire Oak Primary School Wood Lane Headingley Leeds LS6 2DT	<b>Bankers</b> Unity Trust Bank plc Nine Brindleyplace Birmingham B1 2HB
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### Independent examiner

Simon Bostrom FCIE

### West Yorkshire Community Accounting Service

Stringer House  
34 Lupton Street  
Leeds  
LS10 2QW

### Structure, governance and management

The charity is governed by a constitution (Pre-school Learning Alliance Model) adopted 22 May 2015 as amended on 1 September 2007.

### Method of recruitment and appointment of trustees

The trustees of the charity are appointed by the members at the AGM.

# **Headingley Pre School**

## **Trustees' report (continued) for the year ended 31 August 2020**

### **Objectives and activities**

#### **The charity's objects**

To enhance the development and education of children primarily under statutory school age by encouraging parents to understand and provide for the needs of their children through community groups and by:

- a) Offering appropriate play, education and care facilities, family learning and extended hours groups, together with the right of parents to take responsibility for and to become involved in the activities of such groups, ensuring that such groups offer opportunities for all children whatever their race, culture, religion, means or ability
- b) Encouraging the study of the needs of such children and their families and promoting public interest in and recognition of such needs in the local areas
- c) Instigating and adhering to and furthering the aims and objects of the Pre-School Learning Alliance.

#### **The charity's main activities**

To provide high quality education and childcare to children of pre-school age.

#### **Public benefit statement**

In setting our objectives and planning our activities our trustees have given serious consideration to the Charity Commission's general guidance on public benefit and in particular the advancement of education.

#### **Achievements and performance**

The Charity continues to provide high quality education and childcare flexibly across 2 sites offering childcare 5 days a week between the hours of 8am and 5pm.

The charity also continues to look for opportunities to support families and liaise with other settings via the Leeds Early Years Association.

This has been a challenging year for All due to the COVID 19 outbreak.

During the year when lockdown 1 occurred both sites were closed and online support was provided to families, we also distributed home learning packs and shared online activities.

We have kept places open for vulnerable children through the year who have attended our sites for short periods of time, we were also able to provide some discretionary free places to vulnerable 2yr olds who were unable to obtain funding.

#### **Staffing**

The Preschool had a team of 20 permanent staff employed across both sites working full or part time, and 4-5 casual staff for additional staffing as required.

#### **Fees**

Fees were increased from April 2020 as previously decided and charged at a rate of £15.00 per session for 3-4yr olds and £18.00 for 2yr olds.

Breakfast club charges were charged at £5 per session for all children.

After school club is £10 per session for all children.

The increase enabled Preschool to maintain its excellent adult to child ratios.

#### **Financial review**

The net income for the year was £25,611.

#### **Reserves policy**

The charity's free reserves, excluding fixed assets, at the year end were £106,560.

The Pre-school's reserves policy is to have a minimum of three months and a maximum of six months worth of running costs in reserve at any one time. This would equate to approximately £75,000 to £150,000.

Signed on behalf of the board of trustees on 19/10/2021

Christine Barraclough (Trustee)

# **Headingley Pre School**

## **Independent examiner's report to the trustees of Headingley Pre School**

I report to the charity trustees on my examination of the accounts of the charity for the year ended 31 August 2020, which are set out on pages 5 to 12.

### **Responsibilities and basis of report**

As the charity 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 charity's accounts as carried out under section 145 of the 2011 Act. 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**

Since the charity's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act.

I confirm that I am qualified to undertake the examination because I am a fellow of ACIE which is one of the listed bodies.

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 Charities Act;
- 2 the accounts do not accord with those records; or
- 3 the accounts 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.

Simon Bostrom FCIE

21/10/2021

### **West Yorkshire Community Accounting Service**

Stringer House  
34 Lupton Street  
Leeds  
LS10 2QW

**Headingley Pre School**  
**Statement of Financial Activities**  
**(including summary income and expenditure account)**  
**for the year ended 31 August 2020**

	Notes	2020 Unrestricted funds £	2020 Restricted funds £	2020 Total funds £	2019 Total funds £
<b>Income from:</b>					
Grants	(2)	248,988	41,380	290,368	249,567
Fees		33,241	-	33,241	43,906
Other income		1,961	-	1,961	9,610
<b>Total income</b>		<u>284,190</u>	<u>41,380</u>	<u>325,570</u>	<u>303,083</u>
<b>Expenditure on:</b>					
Salaries and NIC	(3)	217,461	19,380	236,841	244,058
Payroll charges		3,132	-	3,132	2,733
Staff training		3,075	-	3,075	1,291
Travel and subsistence		144	-	144	445
Rent and room hire		23,249	-	23,249	26,230
Insurance		1,781	-	1,781	2,014
Utilities and phone		2,702	-	2,702	5,276
Waste collection		-	-	-	2,497
Repairs and refurbishment		604	-	604	44,320
Office costs		698	-	698	221
Photocopier and printing		2,016	-	2,016	4,223
Equipment and resources		13,540	-	13,540	26,496
Food and milk		2,111	-	2,111	2,595
Independent examination		1,080	-	1,080	1,080
Fees - other professional		3,413	-	3,413	1,361
Website and advertising		1,035	-	1,035	2,212
Bank charges		163	-	163	209
Depreciation		3,878	-	3,878	3,878
Other expenses		497	-	497	1,570
<b>Total expenditure</b>		<u>280,579</u>	<u>19,380</u>	<u>299,959</u>	<u>372,709</u>
<b>Net income / (expenditure)</b>		<u>3,611</u>	<u>22,000</u>	<u>25,611</u>	<u>(69,626)</u>
<b>Transfers between funds</b>	(4)	<u>22,000</u>	<u>(22,000)</u>	<u>-</u>	<u>-</u>
<b>Net movement in funds</b>		<u>25,611</u>	<u>-</u>	<u>25,611</u>	<u>(69,626)</u>
<b>Fund balances brought forward</b>		<u>92,583</u>	<u>-</u>	<u>92,583</u>	<u>162,209</u>
<b>Fund balances carried forward</b>	(4)	<u>118,194</u>	<u>-</u>	<u>118,194</u>	<u>92,583</u>

All incoming resources and resources expended derive from continuing activities.

# **Headingley Pre School**

## **Balance sheet**

### **as at 31 August 2020**

	2020	2020	2020	2019
	Unrestricted	Restricted	Total	Total
	£	£	£	£
<b>Fixed assets</b>				
Tangible assets	(5) 11,634	-	11,634	15,512
<b>Total fixed assets</b>	<u>11,634</u>	<u>-</u>	<u>11,634</u>	<u>15,512</u>
<b>Current assets</b>				
Debtors and prepayments	(6) -	-	-	2,481
Cash at bank	109,298	-	109,298	81,025
<b>Total current assets</b>	<u>109,298</u>	<u>-</u>	<u>109,298</u>	<u>83,506</u>
<b>Current liabilities:</b>				
<b>amounts falling due within one year</b>				
Creditors and accruals	(7) 2,738	-	2,738	6,435
<b>Total current liabilities</b>	<u>2,738</u>	<u>-</u>	<u>2,738</u>	<u>6,435</u>
<b>Net current assets / (liabilities)</b>	<u>106,560</u>	<u>-</u>	<u>106,560</u>	<u>77,071</u>
<b>Net assets</b>	<u>118,194</u>	<u>-</u>	<u>118,194</u>	<u>92,583</u>
<b>Funds</b>				
Unrestricted funds	118,194	-	118,194	92,583
Restricted funds	-	-	-	-
<b>Total funds</b>	<u>118,194</u>	<u>-</u>	<u>118,194</u>	<u>92,583</u>

The financial statements were approved by the board of trustees on 19/10/2021

Christine Barraclough (Trustee)

# **Headingley Pre School**

## **Notes to the accounts**

### **for the year ended 31 August 2020**

#### **1 Accounting policies**

##### **Basis of accounting**

These accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts. The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019) and with the Charities Act 2011.

The charity constitutes a public benefit entity as defined by FRS 102.

There has been no change to the accounting policies since last year.

No changes have been made to the accounts for previous years.

##### **Going concern**

The trustees are satisfied that there are no material uncertainties about the charity's ability to continue.

##### **Incoming resources**

All incoming resources are included in the Statement of Financial Activities (SOFA) when the charity becomes entitled to the resources, it is more likely than not that the trustees will receive the resources and the monetary value can be measured with sufficient reliability.

##### **Grants and donations**

Grants and donations are only included in the SOFA when the charity has unconditional entitlement to the resources.

Where grants are related to performance and specific deliverables, they are accounted for as the charity earns the right to consideration by its performance.

##### **Expenditure and liabilities**

Expenditure is recognised on an accrual basis as a liability is incurred. Liabilities are recognised where it is more likely than not that there is a legal or constructive obligation committing the charity to pay out the resources and the amount of the obligation can be measured with reasonable certainty.

##### **Taxation**

As a charity the organisation benefits from rates relief and is generally exempt from income tax and capital gains tax but not from VAT. Irrecoverable VAT is included in the cost of those items to which it relates.

##### **Tangible fixed assets**

Tangible fixed assets costing more than £500 are capitalised and included at cost including any incidental expenses of acquisition. Gifted assets are shown at the value to the charity on receipt.

Depreciation is provided on all tangible fixed assets at rates calculated to write off the cost on a straight line basis over their expected useful economic lives as follows:

Equipment: Over 5 years

##### **Pensions**

The charity operates a defined contribution scheme for the benefit of its employees. The costs of contributions are recognised in the year they are payable.



# **Headingley Pre School**

## **Notes to the accounts**

### **for the year ended 31 August 2020**

#### **1 Accounting policies continued**

##### **Fund accounting**

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.

Restricted funds are subjected to restrictions on their expenditure imposed by the donor or through the terms of an appeal.

Further explanation of the nature and purpose of each fund is included in the notes to the accounts.

##### **Leases**

Rents under operating leases are charged on a straight line basis over the lease term or to an earlier date if the lease can be determined without financial penalty.

# Headingley Pre School

## Notes to the accounts continued

### for the year ended 31 August 2020

2 Grants and donations	2020 Unrestricted funds £	2020 Restricted funds £	2020 Total funds £	2019 Total funds £
LCC Nursery Education Grant	248,988	-	248,988	249,567
Morrisons Foundation	-	22,000	22,000	-
HMRC Coronavirus Job Retention Scheme	-	19,380	19,380	-
	<u>248,988</u>	<u>41,380</u>	<u>290,368</u>	<u>249,567</u>

3 Staff costs and numbers	2020 £	2019 £
Gross salaries	225,476	232,227
Social security costs	10,478	11,078
Employment allowance	(4,000)	(3,000)
Pensions	4,887	3,753
	<u>236,841</u>	<u>244,058</u>

The average number employees during the year was 24, being an average of 12.5 full time equivalent (2019: 20, 12 FTE). There were no employees with emoluments above £60,000.

Defined contribution pension scheme	2020 £	2019 £
Costs of the scheme to the charity for the year	4,887	3,753

4 Restricted funds	Balance b/f £	Incoming £	Outgoing £	Transfers £	Balance c/f £
Morrisons Foundation	-	22,000	-	(22,000)	-
HMRC CJRS	-	19,380	19,380	-	-
	<u>-</u>	<u>41,380</u>	<u>19,380</u>	<u>(22,000)</u>	<u>-</u>

Fund name	Purpose of restriction
Morrisons Foundation	For building works at Meanwood Valley site. The transfer relates to costs on the refurbishment which were incurred last year.
HMRC CJRS	Towards the cost of furloughed staff.

# Headingley Pre School

## Notes to the accounts continued

### for the year ended 31 August 2020

#### 5 Tangible assets

	Equipment	Total
<u>Cost</u>	£	£
At 1 September 2019	19,390	19,390
Additions	-	-
At 31 August 2020	<u>19,390</u>	<u>19,390</u>
<u>Depreciation</u>		
At 1 September 2019	3,878	3,878
Charge for year	<u>3,878</u>	<u>3,878</u>
At 31 August 2020	<u>7,756</u>	<u>7,756</u>
<u>Net book value</u>		
At 31 August 2020	<u>11,634</u>	<u>11,634</u>
At 31 August 2020	<u>15,512</u>	<u>15,512</u>

#### 6 Debtors and prepayments

	2020	2019
	£	£
Debtors	-	700
Prepayments	<u>-</u>	<u>1,781</u>
	<u>-</u>	<u>2,481</u>

#### 7 Creditors and accruals

	2020	2019
	£	£
Credit cards	218	171
Creditors	360	5,184
Accruals	<u>2,160</u>	<u>1,080</u>
	<u>2,738</u>	<u>6,435</u>

#### 8 Related party transactions

##### Trustee expenses

No trustee received any expenses during this year or the previous year.

##### Remuneration and benefits received by key management personnel

The key management personnel of the charity comprises the trustees and the pre-school manager. The total employee benefits of the key management personnel of the charity were £32,250 (2019: £32,668).

##### Trustee remuneration and benefits

		2020	2019
		£	£
<b>Name of trustee or related party</b>	<b>Legal authority</b>		
Clare Bligh	Governing document	32,250	32,668
Christine Barraclough	Governing document	<u>-</u>	<u>7,619</u>
		<u>32,250</u>	<u>40,287</u>

The constitution permits paid members of pre-school staff to be elected to the committee as trustees.  
The above members of staff all served as trustees in the financial year.

# **Headingley Pre School**

## **Notes to the accounts continued**

### **for the year ended 31 August 2020**

#### **9 Operating leases**

Expected future minimum lease payments over the remaining life of the lease, analysed into the period in which the commitment falls due:	2020	2019
	£	£
Within one year	703	705
In the second to fifth years inclusive	2,407	2,815
Over five years from the balance sheet date	-	295
	<u>3,110</u>	<u>3,815</u>

# Headingley Pre School

## Statement of Financial Activities including comparatives for all funds (including summary income and expenditure account) for the year ended 31 August 2020

	2020 Unrestricted funds £	2019 Unrestricted funds £	2020 Restricted funds £	2019 Restricted funds £	2020 Total funds £	2019 Total funds £
<b>Income</b>						
Grants	248,988	249,567	41,380	-	290,368	249,567
Fees	33,241	43,906	-	-	33,241	43,906
Other income	1,961	9,610	-	-	1,961	9,610
<b>Total income</b>	<b>284,190</b>	<b>303,083</b>	<b>41,380</b>	<b>-</b>	<b>325,570</b>	<b>303,083</b>
<b>Expenditure</b>						
Salaries and NIC	217,461	244,058	19,380	-	236,841	244,058
Payroll charges	3,132	2,733	-	-	3,132	2,733
Staff training	3,075	1,291	-	-	3,075	1,291
Travel and subsistence	144	445	-	-	144	445
Rent and room hire	23,249	26,230	-	-	23,249	26,230
Insurance	1,781	2,014	-	-	1,781	2,014
Utilities and phone	2,702	5,276	-	-	2,702	5,276
Waste collection	-	2,497	-	-	-	2,497
Repairs and refurbishment	604	44,320	-	-	604	44,320
Office costs	698	221	-	-	698	221
Photocopier and printing	2,016	4,223	-	-	2,016	4,223
Equipment and resources	13,540	26,496	-	-	13,540	26,496
Food and milk	2,111	2,595	-	-	2,111	2,595
Independent examination	1,080	1,080	-	-	1,080	1,080
Fees - other professional	3,413	1,361	-	-	3,413	1,361
Website and advertising	1,035	2,212	-	-	1,035	2,212
Bank charges	163	209	-	-	163	209
Depreciation	3,878	3,878	-	-	3,878	3,878
Other expenses	497	1,570	-	-	497	1,570
<b>Total expenditure</b>	<b>280,579</b>	<b>372,709</b>	<b>19,380</b>	<b>-</b>	<b>299,959</b>	<b>372,709</b>
<b>Net income / (expenditure)</b>	<b>3,611</b>	<b>(69,626)</b>	<b>22,000</b>	<b>-</b>	<b>25,611</b>	<b>(69,626)</b>
<b>Transfers between funds</b>	<b>22,000</b>	<b>-</b>	<b>(22,000)</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Net movement in funds</b>	<b>25,611</b>	<b>(69,626)</b>	<b>-</b>	<b>-</b>	<b>25,611</b>	<b>(69,626)</b>
<b>Fund balances brought forward</b>	<b>92,583</b>	<b>162,209</b>	<b>-</b>	<b>-</b>	<b>92,583</b>	<b>162,209</b>
<b>Fund balances carried forward</b>	<b>118,194</b>	<b>92,583</b>	<b>-</b>	<b>-</b>	<b>118,194</b>	<b>92,583</b>