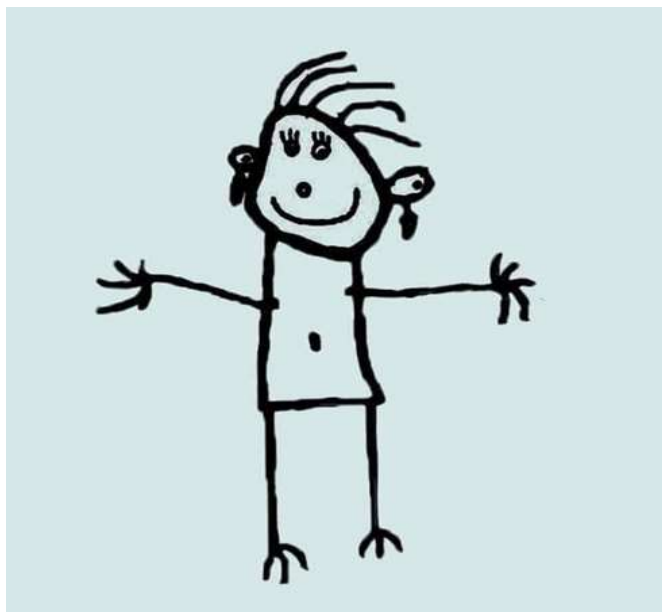


# **Headingley Pre School**

Charity number 1029327

## **Annual Report and Financial Statements for the year ended 31 August 2021**



West Yorkshire Community Accounting Service

# **Headingley Pre School**

## **Annual Report and Financial Statements for the year ended 31 August 2021**

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**Prepared by West Yorkshire Community Accountancy Service CIO**

# Headingley Pre School

## Trustees' report for the year ended 31 August 2021

### 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
Rebecca Rossiter	Chair	Appointed 12 October 2021
Charlotte Parr		Appointed 12 October 2021
Sarah Handley		Resigned 12 October 2021
Georgina Lewis		Resigned 12 October 2021
Elizabeth Simpson		Resigned 12 October 2021
Laura Blackwell		Resigned 12 October 2021
Clare Bligh		Resigned 12 October 2021
Christine Barraclough		

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

### Registered and principal address

C/o Shire Oak Primary School  
Wood Lane  
Headingley  
Leeds  
LS6 2DT

### Bankers

Unity Trust Bank plc  
Nine Brindleyplace  
Birmingham  
B1 2HB

### Independent examiner

Simon Bostrom FCIE

### West Yorkshire Community Accountancy Service CIO

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 2021**

### **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.

During the year there were challenges relating to Covid, but we continued to operate on a reduced basis at the start of the academic year and then to full capacity as the year progressed. During the lockdown we were able to offer all working parents the essential childcare they needed, as well as offering childcare to vulnerable children and some reduced childcare to other children. We were able to overcome the challenges by working in bubbles of staff and children which enabled us to keep our settings open throughout. We have always kept places open for vulnerable children through the year who have attending our sites for short periods of time.

For the following year academic year the decision was made for Meanwood Valley Preschool to become a CIC (Fox Social Enterprise) working in partnership with Headingley Preschool. Both organisations will have the same aims to enhance the development of children primarily under statutory school age, and by helping parents/families also become involved.

As part of this change a grant was made to Fox Social Enterprise to further the aims of the charity and provide much needed services for local families. The Trustees expect Fox Social Enterprises to report annually to the charity how they have used the Grant money.

#### **Financial review**

The net expenditure for the year was £56,240.

#### **Reserves policy**

The charity's free reserves, excluding fixed assets, at the year end were £54,198.

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 £35,000 to £70,000 based on planned spending of £140,000 for the year ending 31 August 2022

Signed on behalf of the board of trustees on 20/07/2022

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 2021, 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 fellow 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

22/07/2022

### **West Yorkshire Community Accountancy Service CIO**

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 2021**

	Notes	2021 Unrestricted funds £	2021 Restricted funds £	2021 Total funds £	2020 Total funds £
<b>Income from:</b>					
Grants	(2)	282,815	22,369	305,184	290,368
Fees		31,224	-	31,224	33,241
Other income		-	-	-	1,961
<b>Total income</b>		<b>314,039</b>	<b>22,369</b>	<b>336,408</b>	<b>325,570</b>
<b>Expenditure on:</b>					
Salaries and NIC	(3)	242,183	22,369	264,552	236,841
Payroll charges		3,182	-	3,182	3,132
Staff training		1,551	-	1,551	3,075
Travel and subsistence		20	-	20	144
Rent and room hire		22,541	-	22,541	23,249
Insurance		1,563	-	1,563	1,781
Utilities and phone		2,485	-	2,485	2,702
Repairs and refurbishment		8,908	-	8,908	604
Office costs		498	-	498	698
Photocopier and printing		1,446	-	1,446	2,016
Equipment and resources		21,616	-	21,616	13,540
Food and milk		1,945	-	1,945	2,111
Independent examination		1,440	-	1,440	1,080
Fees - other professional		1,188	-	1,188	3,413
Website and advertising		834	-	834	1,035
Bank charges		199	-	199	163
Depreciation		3,878	-	3,878	3,878
Other expenses		802	-	802	497
Grant to Fox Social Enterprise	(4)	54,000	-	54,000	-
<b>Total expenditure</b>		<b>370,279</b>	<b>22,369</b>	<b>392,648</b>	<b>299,959</b>
<b>Net income / (expenditure)</b>		<b>(56,240)</b>	<b>-</b>	<b>(56,240)</b>	<b>25,611</b>
<b>Fund balances brought forward</b>		<b>118,194</b>	<b>-</b>	<b>118,194</b>	<b>92,583</b>
<b>Fund balances carried forward</b>	(5)	<b>61,954</b>	<b>-</b>	<b>61,954</b>	<b>118,194</b>

All incoming resources and resources expended derive from continuing activities.

# Headingley Pre School

## Balance sheet

as at 31 August 2021

	2021	2021	2021	2020
	Unrestricted	Restricted	Total	Total
	£	£	£	£
<b>Fixed assets</b>				
Tangible assets	(6) 7,756	-	7,756	11,634
<b>Total fixed assets</b>	<u>7,756</u>	<u>-</u>	<u>7,756</u>	<u>11,634</u>
<b>Current assets</b>				
Cash at bank	57,572	-	57,572	109,298
<b>Total current assets</b>	<u>57,572</u>	<u>-</u>	<u>57,572</u>	<u>109,298</u>
<b>Current liabilities:</b>				
<b>amounts falling due within one year</b>				
Creditors and accruals	(7) 3,374	-	3,374	2,738
<b>Total current liabilities</b>	<u>3,374</u>	<u>-</u>	<u>3,374</u>	<u>2,738</u>
<b>Net current assets / (liabilities)</b>	<u>54,198</u>	<u>-</u>	<u>54,198</u>	<u>106,560</u>
<b>Net assets</b>	<u>61,954</u>	<u>-</u>	<u>61,954</u>	<u>118,194</u>
<b>Funds</b>				
Unrestricted funds	61,954	-	61,954	118,194
Restricted funds	-	-	-	-
<b>Total funds</b>	<u>61,954</u>	<u>-</u>	<u>61,954</u>	<u>118,194</u>

The financial statements were approved by the board of trustees on 20/07/2022

Christine Barraclough (Trustee)

# **Headingley Pre School**

## **Notes to the accounts**

### **for the year ended 31 August 2021**

#### **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.

##### **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 2021

2 Grants and donations	2021 Unrestricted funds £	2021 Restricted funds £	2021 Total funds £	2020 Total funds £
HM Revenue and Customs	-	21,753	21,753	19,380
Leeds City Council	282,815	-	282,815	248,988
SEND Inclusion Fund	-	616	616	-
Morrisons Foundation	-	-	-	22,000
	<u>282,815</u>	<u>22,369</u>	<u>305,184</u>	<u>290,368</u>

3 Staff costs and numbers	2021 £	2020 £
Gross salaries	251,822	225,476
Social security costs	11,442	10,478
Employment allowance	(4,000)	(4,000)
Pensions	5,288	4,887
	<u>264,552</u>	<u>236,841</u>

The average number employees during the year was 22.8, being an average of 15.1 full time equivalent (2020: 24, 12.5 FTE). There were no employees with emoluments above £60,000.

Defined contribution pension scheme	2021 £	2020 £
Costs of the scheme to the charity for the year	5,288	4,887
Amount of any contributions outstanding at the year end	-	-

#### 4 Grant to Fox Social Enterprise

During the year, the trustees resolved to make a grant to Fox Social Enterprise CIC. The purpose of the grant being to provide pre-school services to children in Meanwood Valley - an activity previously carried on by the charity.

5 Restricted funds	Balance b/f £	Incoming £	Outgoing £	Transfers £	Balance c/f £
HMRC CJRS	-	21,753	21,753	-	-
SENDIF funding	-	616	616	-	-
	<u>-</u>	<u>22,369</u>	<u>22,369</u>	<u>-</u>	<u>-</u>

Fund name	Purpose of restriction
HMRC CJRS	Towards the cost of furloughed staff.
SENDIF funding	Special needs funding.

# Headingley Pre School

## Notes to the accounts continued

### for the year ended 31 August 2021

#### 6 Tangible assets

	Equipment	Total
<b><u>Cost</u></b>	£	£
At 1 September 2020	19,390	19,390
Additions	-	-
At 31 August 2021	<u>19,390</u>	<u>19,390</u>
<b><u>Depreciation</u></b>		
At 1 September 2020	7,756	7,756
Charge for year	<u>3,878</u>	<u>3,878</u>
At 31 August 2021	<u>11,634</u>	<u>11,634</u>
<b><u>Net book value</u></b>		
At 31 August 2021	<u>7,756</u>	<u>7,756</u>
At 31 August 2020	<u>11,634</u>	<u>11,634</u>

#### 7 Creditors and accruals

	2021	2020
	£	£
Accruals	2,520	2,160
Other creditors	119	360
Credit cards	<u>735</u>	<u>218</u>
	<u>3,374</u>	<u>2,738</u>

#### 8 Related party transactions

##### Trustee expenses

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

##### Trustee remuneration and benefits

##### Details of remuneration and benefits

		2021	2020
		£	£
Clare Bligh	Gross pay	31,411	31,311
	Social security	3,122	3,124
	Pensions	<u>942</u>	<u>940</u>
		<u>35,475</u>	<u>35,375</u>

##### Reason for remuneration

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.

##### Legal authority for the payment

The legal authority for the payment is via a provision within the charity's governing document.

# **Headingley Pre School**

## **Notes to the accounts continued**

### **for the year ended 31 August 2021**

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

The key management personnel of the charity include the trustees and Chief Officer. The total employee benefits received were £35,475 (previous year: £35,375).

No trustee received any remuneration or benefit in this capacity during this or the previous year.

#### **10 Operating leases**

Expected future minimum lease payments over the remaining life of the lease, analysed into the period in which the commitment falls due:

	2021	2020
	£	£
Within one year	708	703
In the second to fifth years inclusive	1,711	2,407
Over five years from the balance sheet date	-	-
	<u>2,419</u>	<u>3,110</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 2021

	2021 Unrestricted funds £	2020 Unrestricted funds £	2021 Restricted funds £	2020 Restricted funds £	2021 Total funds £	2020 Total funds £
<b>Income</b>						
Grants	282,815	248,988	22,369	41,380	305,184	290,368
Fees	31,224	33,241	-	-	31,224	33,241
Other income	-	1,961	-	-	-	1,961
<b>Total income</b>	<b>314,039</b>	<b>284,190</b>	<b>22,369</b>	<b>41,380</b>	<b>336,408</b>	<b>325,570</b>
<b>Expenditure</b>						
Salaries and NIC	242,183	217,461	22,369	19,380	264,552	236,841
Payroll charges	3,182	3,132	-	-	3,182	3,132
Staff training	1,551	3,075	-	-	1,551	3,075
Travel and subsistence	20	144	-	-	20	144
Rent and room hire	22,541	23,249	-	-	22,541	23,249
Insurance	1,563	1,781	-	-	1,563	1,781
Utilities and phone	2,485	2,702	-	-	2,485	2,702
Repairs and refurbishment	8,908	604	-	-	8,908	604
Office costs	498	698	-	-	498	698
Photocopier and printing	1,446	2,016	-	-	1,446	2,016
Equipment and resources	21,616	13,540	-	-	21,616	13,540
Food and milk	1,945	2,111	-	-	1,945	2,111
Independent examination	1,440	1,080	-	-	1,440	1,080
Fees - other professional	1,188	3,413	-	-	1,188	3,413
Website and advertising	834	1,035	-	-	834	1,035
Bank charges	199	163	-	-	199	163
Depreciation	3,878	3,878	-	-	3,878	3,878
Other expenses	802	497	-	-	802	497
Grant to Fox Social Enterprise	54,000	-	-	-	54,000	-
<b>Total expenditure</b>	<b>370,279</b>	<b>280,579</b>	<b>22,369</b>	<b>19,380</b>	<b>392,648</b>	<b>299,959</b>
<b>Net income / (expenditure)</b>	<b>(56,240)</b>	<b>3,611</b>	<b>-</b>	<b>22,000</b>	<b>(56,240)</b>	<b>25,611</b>
<b>Transfers between funds</b>	<b>-</b>	<b>22,000</b>	<b>-</b>	<b>(22,000)</b>	<b>-</b>	<b>-</b>
<b>Net movement in funds</b>	<b>(56,240)</b>	<b>25,611</b>	<b>-</b>	<b>-</b>	<b>(56,240)</b>	<b>25,611</b>
<b>Fund balances brought forward</b>	<b>118,194</b>	<b>92,583</b>	<b>-</b>	<b>-</b>	<b>118,194</b>	<b>92,583</b>
<b>Fund balances carried forward</b>	<b>61,954</b>	<b>118,194</b>	<b>-</b>	<b>-</b>	<b>61,954</b>	<b>118,194</b>