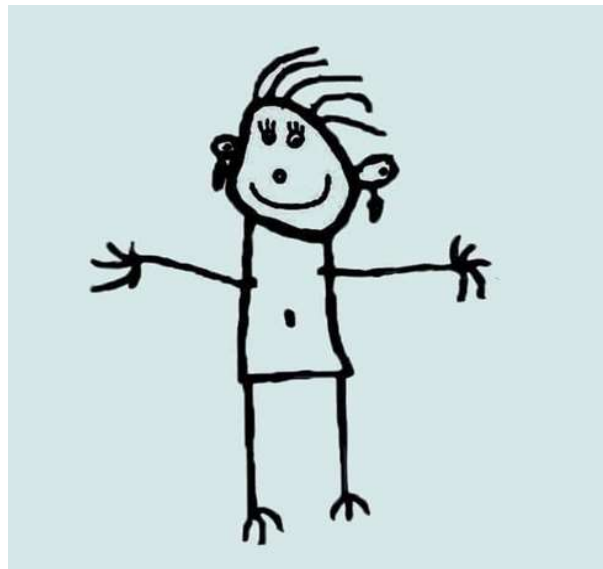


Headingley Pre School

Charity number 1029327

Annual Report and Financial Statements for the year ended 31 August 2022



West Yorkshire Community Accounting Service

Headingley Pre School

Annual Report and Financial Statements for the year ended 31 August 2022

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Prepared by West Yorkshire Community Accountancy Service CIO

Headingley Pre School

Trustees' report for the year ended 31 August 2022

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
Charlotte Parr	Chair	Appointed 12 October 2021
Ellen McCartney Sansoya		
Christine Barraclough		
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
Rebecca Rossiter		Resigned 12 October 2021

Charity number 1029327 Registered in England and Wales

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

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 2022

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.

Achievements and performance

The charity continues to provide affordable, high quality education and childcare flexibly 5 days a week between the hours of 8:30am – 5pm.

At the start of the academic year we were only 66% full due to the effects from the Covid 19 pandemic.

But places were quickly taken up and we were running at full capacity by the end of the year.

We also had a higher level of SEND (special educational needs) in this year and we did some additional SEND training to ensure all children's needs were met.

We also employed an apprentice who successfully completed their level 2 in childcare.

We were also able to provide some discretionary places to vulnerable children who were unable to obtain funding.

Financial review

The net income for the year was £8,949.

Reserves policy

The charity's free reserves, excluding fixed assets, at the year end were £67,025.

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.

Approved by the board of trustees on 17/04/2023

Charlotte Parr (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 2022, which are set out on pages 5 to 11.

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

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

28/4/2023

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 2022

	Notes	2022 Total funds £	2021 Total funds £
Income from:			
Grants	(2)	132,821	305,184
Fees		33,247	31,224
Total income		<u>166,068</u>	<u>336,408</u>
 Expenditure on:			
Salaries and NIC	(3)	121,762	264,552
Payroll charges		1,743	3,182
Staff training		555	1,551
Travel and subsistence		-	20
Rent and room hire		12,821	22,541
Insurance		787	1,563
Utilities and phone		934	2,485
Repairs and refurbishment		800	8,908
Office costs		360	498
Photocopier and printing		1,488	1,446
Equipment and resources		6,251	21,616
Food and milk		2,872	1,945
Independent examination		1,020	1,440
Fees - other professional		524	1,188
Website and advertising		1,059	834
Bank charges		169	199
Depreciation		3,878	3,878
Other expenses		96	802
Grant to Fox Social Enterprise		-	54,000
Total expenditure		<u>157,119</u>	<u>392,648</u>
Net income / (expenditure)		<u>8,949</u>	<u>(56,240)</u>
 Fund balances brought forward		<u>61,954</u>	<u>118,194</u>
Fund balances carried forward		<u>70,903</u>	<u>61,954</u>

All incoming resources and resources expended derive from continuing activities.

Headingley Pre School

Balance sheet

as at 31 August 2022

		2022 Total £	2021 Total £
Fixed assets			
Tangible assets	(4)	<u>3,878</u>	<u>7,756</u>
Total fixed assets		<u>3,878</u>	<u>7,756</u>
Current assets			
Cash at bank and in hand	(5)	<u>68,321</u>	<u>57,572</u>
Total current assets		<u>68,321</u>	<u>57,572</u>
Current liabilities: amounts falling due within one year			
Creditors and accruals	(6)	<u>1,296</u>	<u>3,374</u>
Total current liabilities		<u>1,296</u>	<u>3,374</u>
Net current assets / (liabilities)		<u>67,025</u>	<u>54,198</u>
Net assets		<u>70,903</u>	<u>61,954</u>
Funds			
Unrestricted funds		70,903	61,954
Restricted funds		<u>-</u>	<u>-</u>
Total funds		<u>70,903</u>	<u>61,954</u>

The financial statements were approved by the board of trustees on 17/04/2023

Charlotte Parr (Trustee)

Headingley Pre School

Notes to the accounts

for the year ended 31 August 2022

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 2022

2 Grants and donations

	2022 Unrestricted funds £	2022 Restricted funds £	2022 Total funds £	2021 Total funds £
Leeds City Council	132,821	-	132,821	282,815
HM Revenue and Customs	-	-	-	21,753
SEND Inclusion Fund	-	-	-	616
	<u>132,821</u>	<u>-</u>	<u>132,821</u>	<u>305,184</u>

3 Staff costs and numbers

	2022 £	2021 £
Gross salaries	116,254	251,822
Social security costs	5,226	11,442
Employment allowance	(2,269)	(4,000)
Pensions	<u>2,551</u>	<u>5,288</u>
	<u>121,762</u>	<u>264,552</u>

The average number of employees during the year was 11.2, being an average of 6.4 full time equivalent (2021: 21.8, 14.7 FTE). There were no employees with emoluments above £60,000.

Defined contribution pension scheme

	2022 £	2021 £
Costs of the scheme to the charity for the year	2,551	5,288

4 Tangible assets

	Equipment £	Total £
<u>Cost</u>		
At 1 September 2021	19,390	19,390
Additions	-	-
At 31 August 2022	<u>19,390</u>	<u>19,390</u>
<u>Depreciation</u>		
At 1 September 2021	11,634	11,634
Charge for year	<u>3,878</u>	<u>3,878</u>
At 31 August 2022	<u>15,512</u>	<u>15,512</u>
<u>Net book value</u>		
At 31 August 2022	<u>3,878</u>	<u>3,878</u>
At 31 August 2021	<u>7,756</u>	<u>7,756</u>

Headingley Pre School

Notes to the accounts continued

for the year ended 31 August 2022

5 Cash at bank and in hand	2022	2021
	£	£
Cash at bank	68,253	57,572
Cash in hand	68	-
	<u>68,321</u>	<u>57,572</u>

6 Creditors and accruals	2022	2021
	£	£
Accruals	1,020	2,520
Other creditors	-	119
Credit cards	276	735
	<u>1,296</u>	<u>3,374</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

		2022	2021
		£	£
Rebecca Rossiter	Employment	2,240	-
Clare Bligh	Employment	-	35,475
		<u>2,240</u>	<u>35,475</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 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.

Remuneration and benefits received by key management personnel

The total employee benefits received by key management personnel were £49,421 (previous year: £35,475).

Headingley Pre School

Notes to the accounts continued

for the year ended 31 August 2022

8 Other related party transactions

Employment of related parties	2022	2021
	£	£
Name of trustee or related party		
Maisie Sansoya Related to Ellen Sansoya	4,371	-
	<u>4,371</u>	<u>-</u>

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:	2022	2021
	£	£
Within one year	708	708
In the second to fifth years inclusive	1,003	1,711
Over five years from the balance sheet date	-	-
	<u>1,711</u>	<u>2,419</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 2022

	2022 Unrestricted funds £	2021 Unrestricted funds £	2022 Restricted funds £	2021 Restricted funds £	2022 Total funds £	2021 Total funds £
Income						
Grants	132,821	282,815	-	22,369	132,821	305,184
Fees	33,247	31,224	-	-	33,247	31,224
Total income	166,068	314,039	-	22,369	166,068	336,408
Expenditure						
Salaries and NIC	121,762	242,183	-	22,369	121,762	264,552
Payroll charges	1,743	3,182	-	-	1,743	3,182
Staff training	555	1,551	-	-	555	1,551
Travel and subsistence	-	20	-	-	-	20
Rent and room hire	12,821	22,541	-	-	12,821	22,541
Insurance	787	1,563	-	-	787	1,563
Utilities and phone	934	2,485	-	-	934	2,485
Repairs and refurbishment	800	8,908	-	-	800	8,908
Office costs	360	498	-	-	360	498
Photocopier and printing	1,488	1,446	-	-	1,488	1,446
Equipment and resources	6,251	21,616	-	-	6,251	21,616
Food and milk	2,872	1,945	-	-	2,872	1,945
Independent examination	1,020	1,440	-	-	1,020	1,440
Fees - other professional	524	1,188	-	-	524	1,188
Website and advertising	1,059	834	-	-	1,059	834
Bank charges	169	199	-	-	169	199
Depreciation	3,878	3,878	-	-	3,878	3,878
Other expenses	96	802	-	-	96	802
Grant to Fox Social Enterprise	-	54,000	-	-	-	54,000
Total expenditure	157,119	370,279	-	22,369	157,119	392,648
Net income / (expenditure)	8,949	(56,240)	-	-	8,949	(56,240)
Fund balances brought forward	61,954	118,194	-	-	61,954	118,194
Fund balances carried forward	70,903	61,954	-	-	70,903	61,954