



Trustees' Annual Report for the period									
From		Period start date			To		Period end date		
		01	April	2018			31	March	2019

Section A Reference and administration details

Charity name

Other names charity is known by

Registered charity number (if any)

Charity's principal address

Kirklands Community Centre	
Main Street	
Menston, Ilkley	
Postcode	LS9 6HT

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	Robyn Mayor	Chair	1 June 2018 - current	
2	Natalie Douglass	Treasurer	1 June 2018 - current	
3	Jes Goodliff	Secretary	1 June 2018 - current	
4	Jemma Tighe	Events Treasurer	1 June 2018 - current	
5	Helen Murphy	Events Coordinator	1 June 2018 - current	
6	Sarah Thatcher	Health and Safety	1 June 2018 - current	
7	Rebecca Aitken	Ofsted Nominated Person	1 March 2019 - current	
8				
9	Elizabeth Selby	Chair	1 April 2018 to 31 May 2019	
10	Abby Roberts	Treasurer	1 April 2018 to 31 May 2019	
11	Sarah Buncall	Secretary	1 April 2018 to 31 May 2019	
12	Barbara Hibbitt	Events Treasurer	1 April 2018 to 31 May 2019	
13	Sarah Buncall	Events Coordinator	1 April 2018 to 31 May 2019	
14	Gillian Mowat	Health and Safety	1 April 2018 to 31 May 2019	
15	Heather Norreys	Ofsted Nominated Person	1 April 2018 to 28 February 2019	

Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year
N/a	

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
N/a		

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

Rebecca Aitken – Setting Manager

Section B Structure, governance and management

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	PLA CIO Constitution for Childcare Providers 2013
How the charity is constituted (eg. trust, association, company)	The charity is a CIO.
Trustee selection methods (eg. appointed by, elected by)	Appointed at the annual AGM by existing trustees and membership

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.

Induction of Trustees

New Committee members are inducted by the Nominated Person who also, along with the Chair, provides support to the other trustees. The Setting Manager and Finance Officer report to the Committee.

Organisational Structure

Menston Preschool is managed by a voluntary Committee who meet every 6 weeks and host an annual AGM.

The employed staff report to the Manager and the employed Finance Officer reports to the Treasurer.

A business plan is monitored by the Committee and is currently being updated to reflect the move to new premises in September 2018. The new premises are still within the same building/address. We have highlighted the potential of the outdoor space and plan to invest in quality provision for outdoor learning and play. As we are tenants of Kirkland Community Trust this is a key operational partner.

Risks

- 30 hour universal offer for over 3s has resulted in reduced income from the local authority. This could reduce further.
- Additional costs are now mandatory for example the provision of a pension scheme.
- Staff may not want to work outside of term time which could hinder plans for a holiday club.
- Lack of volunteers for the committee and to act as Trustees for the charity could leave pre-school in a position of vulnerability and uncertainty.

Section C Objectives and activities

Summary of the objects of the charity set out in its governing document

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.

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)

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 enrolment 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.

Additional details of objectives and activities (Optional information)

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 Preshool is significant. The Events Team host a number of events within the year where volunteers undertake all tasks to deliver the events successfully.

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

Section D

Achievements and performance

Summary of the main achievements of the charity during the year

On 2 July 2018 we achieved an 'Outstanding' grading from our governing body, Ofsted. We are the only setting in Menston which has this grading and it has helped enormously with marketing.

During the year over 60 families have accessed pre school

Fundraising this year has totalled £5272.22 from three hugely successful events run by the committee.

Menston Preschool also ran at a profit for operating years 2017/18 and 2018/19 in order to have a firm succession plan in place to support operations in the changing future Local Authority funding structure.

Section E Financial review

Brief statement of the charity's policy on reserves

Reserves of 6 months operating costs plus redundancy costs are maintained and regularly reviewed.

Details of any funds materially in deficit

n/a

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.

Principal source of funding
Bradford Metropolitan Council and fees paid by parents and carers.

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)		
Position (eg Secretary, Chair, etc)		

Date

Menston pre school
Unaudited Financial Statements
31 March 2019

HOLLINGS CROWE STORR LLP

Accountants
14 Beech Hill
Otley
West Yorkshire
LS21 3AX

Menston pre school

Financial Statements

Year ended 31 March 2019

	Page
Trustees' annual report	1
Independent examiner's report to the trustees	3
Statement of financial activities	4
Statement of financial position	5
Notes to the financial statements	6
The following pages do not form part of the financial statements	
Detailed statement of financial activities	13
Notes to the detailed statement of financial activities	14

Menston pre school
Trustees' Annual Report
Year ended 31 March 2019

The trustees present their report and the unaudited financial statements of the charity for the year ended 31 March 2019.

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
S Buncall
A Roberts
B Hibbitt
G Mowatt
R Mayor (Appointed 1 June 2018)
N Douglass (Appointed 1 June 2018)
J Goodliff (Appointed 1 June 2018)
H Murphy (Appointed 1 June 2018)
S Thatcher (Appointed 1 June 2018)
R Aitken (Appointed 1 March 2019)
J Tighe (Appointed 1 June 2018)
H Norreys (Resigned 28 February 2019)

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

Structure, governance and management

Committee members inducted by the Administration manager / Co Chair who provides support to all trustees.

The manager and admin manager report to the Committee.
The organisation is registered with Ofsted.
A business plan is in place.

Menston pre school

Trustees' Annual Report *(continued)*

Year ended 31 March 2019

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.

Achievements and performance

On 2 July 2018 we achieved an 'Outstanding' grading from our governing body, Ofsted. We are the only setting in Menston which has this grading and it has helped enormously with marketing. During the year over 60 families have accessed pre school. Fundraising this year has totalled £5272.22 from three hugely successful events run by the committee. Menston Preschool also ran at a profit for operating years 2017/18 and 2018/19 in order to have a firm succession plan in place to support operations in the changing future Local Authority funding structure.

Financial review

Reserves of 6 months operating costs plus redundancy costs are maintained and reviewed regularly.

The trustees' annual report was approved on 24 May 2019 and signed on behalf of the board of trustees by:

R Mayor
Trustee

N Douglass
Trustee

R Aitken
Trustee

Menston pre school

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

Year ended 31 March 2019

I report to the trustees on my examination of the financial statements of Menston pre school ('the charity') for the year ended 31 March 2019.

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

Menston pre school
Statement of Financial Activities
Year ended 31 March 2019

		Unrestricted funds	2019 Restricted funds	Total funds	2018 Total funds
	Note	£	£	£	£
Income and endowments					
Donations and legacies	4	652	–	652	2,432
Charitable activities	5	118,022	–	118,022	110,271
Other trading activities	6	9,402	–	9,402	7,748
Total income		<u>128,076</u>	<u>–</u>	<u>128,076</u>	<u>120,451</u>
Expenditure					
Expenditure on charitable activities	7,8	113,965	–	113,965	106,790
Total expenditure		<u>113,965</u>	<u>–</u>	<u>113,965</u>	<u>106,790</u>
Net income and net movement in funds		<u>14,111</u>	<u>–</u>	<u>14,111</u>	<u>13,661</u>
Reconciliation of funds					
Total funds brought forward		68,333	6,039	74,372	60,711
Total funds carried forward		<u>82,444</u>	<u>6,039</u>	<u>88,483</u>	<u>74,372</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 6 to 11 form part of these financial statements.

Menston pre school
Statement of Financial Position
31 March 2019

	Note	2019 £	2018 £
Fixed assets			
Tangible fixed assets	13	–	141
Current assets			
Stocks	14	339	215
Debtors	15	1,891	1,339
Cash at bank and in hand		87,299	80,079
		<u>89,529</u>	<u>81,633</u>
Creditors: amounts falling due within one year	16	<u>1,046</u>	<u>7,402</u>
Net current assets		<u>88,483</u>	<u>74,231</u>
Total assets less current liabilities		<u>88,483</u>	<u>74,372</u>
Net assets		<u>88,483</u>	<u>74,372</u>
Funds of the charity			
Restricted funds		6,039	6,039
Unrestricted funds		82,444	68,333
Total charity funds	17	<u>88,483</u>	<u>74,372</u>

These financial statements were approved by the board of trustees and authorised for issue on 24 May 2019, and are signed on behalf of the board by:

R Mayor
Trustee

N Douglass
Trustee

R Aitken
Trustee

The notes on pages 6 to 11 form part of these financial statements.

Menston pre school

Notes to the Financial Statements

Year ended 31 March 2019

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 2019

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 2019

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 2019 £	Unrestricted Funds £	Total Funds 2018 £
Donations				
Voluntary income	652	652	2,432	2,432

5. CHARITABLE ACTIVITIES

	Unrestricted Funds £	Total Funds 2019 £	Unrestricted Funds £	Total Funds 2018 £
Milk refunds	715	715	798	798
Nursery education funding	86,936	86,936	85,642	85,642
Subscriptions	30,371	30,371	23,831	23,831
	<u>118,022</u>	<u>118,022</u>	<u>110,271</u>	<u>110,271</u>

6. OTHER TRADING ACTIVITIES

	Unrestricted Funds £	Total Funds 2019 £	Unrestricted Funds £	Total Funds 2018 £
Clothing sales	319	319	461	461
Fundraising events	9,083	9,083	7,287	7,287
	<u>9,402</u>	<u>9,402</u>	<u>7,748</u>	<u>7,748</u>

Menston pre school

Notes to the Financial Statements *(continued)*

Year ended 31 March 2019

7. EXPENDITURE ON CHARITABLE ACTIVITIES BY FUND TYPE

	Unrestricted Funds £	Total Funds 2019 £	Unrestricted Funds £	Total Funds 2018 £
Direct fundraising costs	3,916	3,916	3,995	3,995
Employment costs	87,383	87,383	80,591	80,591
Establishment costs	11,522	11,522	10,914	10,914
Office expenses	1,937	1,937	831	831
Subscriptions and donations	5,308	5,308	6,012	6,012
Support costs	3,899	3,899	4,447	4,447
	<u>113,965</u>	<u>113,965</u>	<u>106,790</u>	<u>106,790</u>

8. EXPENDITURE ON CHARITABLE ACTIVITIES BY ACTIVITY TYPE

	Activities undertaken directly	Support costs	Total funds 2019 £	Total fund 2018 £
Direct fundraising costs	3,916	–	3,916	3,995
Employment costs	87,383	578	87,961	80,917
Establishment costs	11,522	–	11,522	10,914
Office expenses	1,937	–	1,937	831
Subscriptions and donations	5,308	–	5,308	6,012
Accountancy fees	–	1,814	1,814	1,996
Insurance	–	1,367	1,367	1,334
Depreciation of tangible fixed assets	–	140	140	791
	<u>110,066</u>	<u>3,899</u>	<u>113,965</u>	<u>106,790</u>

9. NET INCOME

Net income is stated after charging/(crediting):

	2019 £	2018 £
Depreciation of tangible fixed assets	<u>141</u>	<u>791</u>

10. INDEPENDENT EXAMINATION FEES

	2019 £	2018 £
Fees payable to the independent examiner for: Independent examination of the financial statements	<u>636</u>	<u>618</u>

11. STAFF COSTS

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

	2019 £	2018 £
Wages and salaries	<u>87,383</u>	<u>80,591</u>

Menston pre school

Notes to the Financial Statements *(continued)*

Year ended 31 March 2019

11. STAFF COSTS *(continued)*

The average head count of employees during the year was 17 (2018: 13).

No employee received employee benefits of more than £60,000 during the year (2018: Nil).

12. TRUSTEE REMUNERATION AND EXPENSES

No trustees received remuneration during the year.

13. TANGIBLE FIXED ASSETS

	Fixtures and fittings £
Cost	
At 1 April 2018 and 31 March 2019	932
Depreciation	
At 1 April 2018	791
Charge for the year	141
At 31 March 2019	<u>932</u>
Carrying amount	
At 31 March 2019	—
At 31 March 2018	<u>141</u>

14. STOCKS

	2019 £	2018 £
Raw materials and consumables	<u>339</u>	<u>215</u>

15. DEBTORS

	2019 £	2018 £
Trade debtors	625	87
Prepayments and accrued income	1,266	1,252
	<u>1,891</u>	<u>1,339</u>

16. CREDITORS: amounts falling due within one year

	2019 £	2018 £
Trade creditors	—	1,963
Accruals and deferred income	1,046	4,032
Social security and other taxes	—	1,407
	<u>1,046</u>	<u>7,402</u>

Menston pre school

Notes to the Financial Statements *(continued)*

Year ended 31 March 2019

17. ANALYSIS OF CHARITABLE FUNDS

Unrestricted funds

	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>

	At 1 April 2017 £	Income £	Expenditure £	At 31 March 2018 £
General funds	<u>54,672</u>	<u>120,451</u>	<u>(106,790)</u>	<u>68,333</u>

Restricted funds

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

	At 1 April 2017 £	Income £	Expenditure £	At 31 March 2018 £
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 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>

	Unrestricted Funds £	Restricted Funds £	Total Funds 2018 £
Tangible fixed assets	141	–	282
Current assets	75,594	6,039	163,266
Creditors less than 1 year	<u>(7,402)</u>	<u>–</u>	<u>(14,804)</u>
Net assets	<u>68,333</u>	<u>6,039</u>	<u>148,744</u>

Menston pre school
Management Information
Year ended 31 March 2019

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

Menston pre school

Detailed Statement of Financial Activities

Year ended 31 March 2019

	2019 £	2018 £
Income and endowments		
Donations and legacies		
Voluntary income	<u>652</u>	<u>2,432</u>
Charitable activities		
Milk refunds	715	798
Nursery education funding	86,936	85,642
Subscriptions	<u>30,371</u>	<u>23,831</u>
	<u>118,022</u>	<u>110,271</u>
Other trading activities		
Clothing sales	319	461
Fundraising events	<u>9,083</u>	<u>7,287</u>
	<u>9,402</u>	<u>7,748</u>
Total income	<u>128,076</u>	<u>120,451</u>
Expenditure		
Expenditure on charitable activities		
Purchases	9,224	10,007
Wages and salaries	87,383	80,591
Rent	11,522	10,914
Insurance	1,367	1,334
Legal and professional fees	1,814	1,996
Telephone	914	761
Other office costs	1,601	396
Depreciation	<u>140</u>	<u>791</u>
	<u>113,965</u>	<u>106,790</u>
Total expenditure	<u>113,965</u>	<u>106,790</u>
Net income	<u>14,111</u>	<u>13,661</u>

Menston pre school

Notes to the Detailed Statement of Financial Activities

Year ended 31 March 2019

	2019 £	2018 £
Expenditure on charitable activities		
Direct fundraising costs		
<i>Activities undertaken directly</i>		
Direct fundraising costs	<u>3,916</u>	<u>3,995</u>
Employment costs		
<i>Activities undertaken directly</i>		
Employment costs	<u>87,383</u>	<u>80,591</u>
Support costs		
Employment costs - staff training	<u>578</u>	<u>326</u>
Establishment costs		
<i>Activities undertaken directly</i>		
Establishment costs - rent	<u>11,522</u>	<u>10,914</u>
Office expenses		
<i>Activities undertaken directly</i>		
Office expenses - telephone	914	761
Office expenses - computer	<u>1,023</u>	<u>70</u>
	<u>1,937</u>	<u>831</u>
Subscriptions and donations		
<i>Activities undertaken directly</i>		
Subscriptions and donations - milk, snacks and consumables	<u>5,308</u>	<u>6,012</u>
Accountancy fees		
Support costs		
Accountancy fees	<u>1,814</u>	<u>1,996</u>
Insurance		
Support costs		
Legal and professional costs Insurance	<u>1,367</u>	<u>1,334</u>
Depreciation of tangible fixed assets		
Support costs		
Depreciation	<u>140</u>	<u>791</u>
	<u>113,965</u>	<u>106,790</u>
Expenditure on charitable activities		

Menston pre school
Unaudited Financial Statements
31 March 2019

HOLLINGS CROWE STORR LLP

Accountants
14 Beech Hill
Otley
West Yorkshire
LS21 3AX

Menston pre school

Financial Statements

Year ended 31 March 2019

	Page
Trustees' annual report	1
Independent examiner's report to the trustees	3
Statement of financial activities	4
Statement of financial position	5
Notes to the financial statements	6
The following pages do not form part of the financial statements	
Detailed statement of financial activities	13
Notes to the detailed statement of financial activities	14

Menston pre school
Trustees' Annual Report
Year ended 31 March 2019

The trustees present their report and the unaudited financial statements of the charity for the year ended 31 March 2019.

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
S Buncall
A Roberts
B Hibbitt
G Mowatt
R Mayor (Appointed 1 June 2018)
N Douglass (Appointed 1 June 2018)
J Goodliff (Appointed 1 June 2018)
H Murphy (Appointed 1 June 2018)
S Thatcher (Appointed 1 June 2018)
R Aitken (Appointed 1 March 2019)
J Tighe (Appointed 1 June 2018)
H Norreys (Resigned 28 February 2019)

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

Structure, governance and management

Committee members inducted by the Administration manager / Co Chair who provides support to all trustees.

The manager and admin manager report to the Committee.
The organisation is registered with Ofsted.
A business plan is in place.

Menston pre school

Trustees' Annual Report *(continued)*

Year ended 31 March 2019

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.

Achievements and performance

On 2 July 2018 we achieved an 'Outstanding' grading from our governing body, Ofsted. We are the only setting in Menston which has this grading and it has helped enormously with marketing. During the year over 60 families have accessed pre school. Fundraising this year has totalled £5272.22 from three hugely successful events run by the committee. Menston Preschool also ran at a profit for operating years 2017/18 and 2018/19 in order to have a firm succession plan in place to support operations in the changing future Local Authority funding structure.

Financial review

Reserves of 6 months operating costs plus redundancy costs are maintained and reviewed regularly.

The trustees' annual report was approved on 24 May 2019 and signed on behalf of the board of trustees by:

R Mayor
Trustee

N Douglass
Trustee

R Aitken
Trustee

Menston pre school

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

Year ended 31 March 2019

I report to the trustees on my examination of the financial statements of Menston pre school ('the charity') for the year ended 31 March 2019.

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

Menston pre school
Statement of Financial Activities
Year ended 31 March 2019

		Unrestricted funds	2019 Restricted funds	Total funds	2018 Total funds
	Note	£	£	£	£
Income and endowments					
Donations and legacies	4	652	–	652	2,432
Charitable activities	5	118,022	–	118,022	110,271
Other trading activities	6	9,402	–	9,402	7,748
Total income		<u>128,076</u>	<u>–</u>	<u>128,076</u>	<u>120,451</u>
Expenditure					
Expenditure on charitable activities	7,8	113,965	–	113,965	106,790
Total expenditure		<u>113,965</u>	<u>–</u>	<u>113,965</u>	<u>106,790</u>
Net income and net movement in funds		<u>14,111</u>	<u>–</u>	<u>14,111</u>	<u>13,661</u>
Reconciliation of funds					
Total funds brought forward		68,333	6,039	74,372	60,711
Total funds carried forward		<u>82,444</u>	<u>6,039</u>	<u>88,483</u>	<u>74,372</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 6 to 11 form part of these financial statements.

Menston pre school
Statement of Financial Position
31 March 2019

	Note	2019 £	2018 £
Fixed assets			
Tangible fixed assets	13	–	141
Current assets			
Stocks	14	339	215
Debtors	15	1,891	1,339
Cash at bank and in hand		87,299	80,079
		<u>89,529</u>	<u>81,633</u>
Creditors: amounts falling due within one year	16	<u>1,046</u>	<u>7,402</u>
Net current assets		<u>88,483</u>	<u>74,231</u>
Total assets less current liabilities		<u>88,483</u>	<u>74,372</u>
Net assets		<u>88,483</u>	<u>74,372</u>
Funds of the charity			
Restricted funds		6,039	6,039
Unrestricted funds		82,444	68,333
Total charity funds	17	<u>88,483</u>	<u>74,372</u>

These financial statements were approved by the board of trustees and authorised for issue on 24 May 2019, and are signed on behalf of the board by:

R Mayor
Trustee

N Douglass
Trustee

R Aitken
Trustee

The notes on pages 6 to 11 form part of these financial statements.

Menston pre school

Notes to the Financial Statements

Year ended 31 March 2019

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 2019

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 2019

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 2019 £	Unrestricted Funds £	Total Funds 2018 £
Donations				
Voluntary income	652	652	2,432	2,432

5. CHARITABLE ACTIVITIES

	Unrestricted Funds £	Total Funds 2019 £	Unrestricted Funds £	Total Funds 2018 £
Milk refunds	715	715	798	798
Nursery education funding	86,936	86,936	85,642	85,642
Subscriptions	30,371	30,371	23,831	23,831
	<u>118,022</u>	<u>118,022</u>	<u>110,271</u>	<u>110,271</u>

6. OTHER TRADING ACTIVITIES

	Unrestricted Funds £	Total Funds 2019 £	Unrestricted Funds £	Total Funds 2018 £
Clothing sales	319	319	461	461
Fundraising events	9,083	9,083	7,287	7,287
	<u>9,402</u>	<u>9,402</u>	<u>7,748</u>	<u>7,748</u>

Menston pre school

Notes to the Financial Statements *(continued)*

Year ended 31 March 2019

7. EXPENDITURE ON CHARITABLE ACTIVITIES BY FUND TYPE

	Unrestricted Funds £	Total Funds 2019 £	Unrestricted Funds £	Total Funds 2018 £
Direct fundraising costs	3,916	3,916	3,995	3,995
Employment costs	87,383	87,383	80,591	80,591
Establishment costs	11,522	11,522	10,914	10,914
Office expenses	1,937	1,937	831	831
Subscriptions and donations	5,308	5,308	6,012	6,012
Support costs	3,899	3,899	4,447	4,447
	<u>113,965</u>	<u>113,965</u>	<u>106,790</u>	<u>106,790</u>

8. EXPENDITURE ON CHARITABLE ACTIVITIES BY ACTIVITY TYPE

	Activities undertaken directly	Support costs	Total funds 2019 £	Total fund 2018 £
Direct fundraising costs	3,916	–	3,916	3,995
Employment costs	87,383	578	87,961	80,917
Establishment costs	11,522	–	11,522	10,914
Office expenses	1,937	–	1,937	831
Subscriptions and donations	5,308	–	5,308	6,012
Accountancy fees	–	1,814	1,814	1,996
Insurance	–	1,367	1,367	1,334
Depreciation of tangible fixed assets	–	140	140	791
	<u>110,066</u>	<u>3,899</u>	<u>113,965</u>	<u>106,790</u>

9. NET INCOME

Net income is stated after charging/(crediting):

	2019 £	2018 £
Depreciation of tangible fixed assets	<u>141</u>	<u>791</u>

10. INDEPENDENT EXAMINATION FEES

	2019 £	2018 £
Fees payable to the independent examiner for: Independent examination of the financial statements	<u>636</u>	<u>618</u>

11. STAFF COSTS

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

	2019 £	2018 £
Wages and salaries	<u>87,383</u>	<u>80,591</u>

Menston pre school

Notes to the Financial Statements *(continued)*

Year ended 31 March 2019

11. STAFF COSTS *(continued)*

The average head count of employees during the year was 17 (2018: 13).

No employee received employee benefits of more than £60,000 during the year (2018: Nil).

12. TRUSTEE REMUNERATION AND EXPENSES

No trustees received remuneration during the year.

13. TANGIBLE FIXED ASSETS

	Fixtures and fittings £
Cost	
At 1 April 2018 and 31 March 2019	932
Depreciation	
At 1 April 2018	791
Charge for the year	141
At 31 March 2019	<u>932</u>
Carrying amount	
At 31 March 2019	—
At 31 March 2018	<u>141</u>

14. STOCKS

	2019 £	2018 £
Raw materials and consumables	<u>339</u>	<u>215</u>

15. DEBTORS

	2019 £	2018 £
Trade debtors	625	87
Prepayments and accrued income	1,266	1,252
	<u>1,891</u>	<u>1,339</u>

16. CREDITORS: amounts falling due within one year

	2019 £	2018 £
Trade creditors	—	1,963
Accruals and deferred income	1,046	4,032
Social security and other taxes	—	1,407
	<u>1,046</u>	<u>7,402</u>

Menston pre school

Notes to the Financial Statements *(continued)*

Year ended 31 March 2019

17. ANALYSIS OF CHARITABLE FUNDS

Unrestricted funds

	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>

	At 1 April 2017 £	Income £	Expenditure £	At 31 March 2018 £
General funds	<u>54,672</u>	<u>120,451</u>	<u>(106,790)</u>	<u>68,333</u>

Restricted funds

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

	At 1 April 2017 £	Income £	Expenditure £	At 31 March 2018 £
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 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>

	Unrestricted Funds £	Restricted Funds £	Total Funds 2018 £
Tangible fixed assets	141	–	282
Current assets	75,594	6,039	163,266
Creditors less than 1 year	<u>(7,402)</u>	<u>–</u>	<u>(14,804)</u>
Net assets	<u>68,333</u>	<u>6,039</u>	<u>148,744</u>

Menston pre school
Management Information
Year ended 31 March 2019

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

Menston pre school

Detailed Statement of Financial Activities

Year ended 31 March 2019

	2019 £	2018 £
Income and endowments		
Donations and legacies		
Voluntary income	<u>652</u>	<u>2,432</u>
Charitable activities		
Milk refunds	715	798
Nursery education funding	86,936	85,642
Subscriptions	<u>30,371</u>	<u>23,831</u>
	<u>118,022</u>	<u>110,271</u>
Other trading activities		
Clothing sales	319	461
Fundraising events	<u>9,083</u>	<u>7,287</u>
	<u>9,402</u>	<u>7,748</u>
Total income	<u>128,076</u>	<u>120,451</u>
Expenditure		
Expenditure on charitable activities		
Purchases	9,224	10,007
Wages and salaries	87,383	80,591
Rent	11,522	10,914
Insurance	1,367	1,334
Legal and professional fees	1,814	1,996
Telephone	914	761
Other office costs	1,601	396
Depreciation	<u>140</u>	<u>791</u>
	<u>113,965</u>	<u>106,790</u>
Total expenditure	<u>113,965</u>	<u>106,790</u>
Net income	<u>14,111</u>	<u>13,661</u>

Menston pre school

Notes to the Detailed Statement of Financial Activities

Year ended 31 March 2019

	2019 £	2018 £
Expenditure on charitable activities		
Direct fundraising costs		
<i>Activities undertaken directly</i>		
Direct fundraising costs	<u>3,916</u>	<u>3,995</u>
Employment costs		
<i>Activities undertaken directly</i>		
Employment costs	<u>87,383</u>	<u>80,591</u>
Support costs		
Employment costs - staff training	<u>578</u>	<u>326</u>
Establishment costs		
<i>Activities undertaken directly</i>		
Establishment costs - rent	<u>11,522</u>	<u>10,914</u>
Office expenses		
<i>Activities undertaken directly</i>		
Office expenses - telephone	914	761
Office expenses - computer	<u>1,023</u>	<u>70</u>
	<u>1,937</u>	<u>831</u>
Subscriptions and donations		
<i>Activities undertaken directly</i>		
Subscriptions and donations - milk, snacks and consumables	<u>5,308</u>	<u>6,012</u>
Accountancy fees		
Support costs		
Accountancy fees	<u>1,814</u>	<u>1,996</u>
Insurance		
Support costs		
Legal and professional costs Insurance	<u>1,367</u>	<u>1,334</u>
Depreciation of tangible fixed assets		
Support costs		
Depreciation	<u>140</u>	<u>791</u>
	<u>113,965</u>	<u>106,790</u>
Expenditure on charitable activities		
