REGISTERED COMPANY NUMBER: 07701949 (England and Wales) REGISTERED CHARITY NUMBER: 1147723

Report of the Trustees and Unaudited Financial Statements for the Year Ended 31 March 2019 for Cowling Pre-School and Toddlers

> Lindley Adams Limited Chartered Accountants 28 Prescott Street Halifax West Yorkshire HX1 2LG

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The trustees present their report with the financial statements of the charity for the year ended 31 March 2018. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard 102 (effective 1 January 2015). The Trustees' report also contains a directors' report as required by company law.

OBJECTIVES AND ACTIVITIES

Objectives and aims

The objectives of the Pre-school are 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:

- Offering appropriate play, education and care facilities and training courses, 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.

- Encouraging the study of the needs of such children and their families and promoting public interest in and recognition of such needs

- Instigating and adhering to and furthering the aims and objectives of the Pre-school Learning Alliance

Significant activities

The charity comprises of two sections: Cowling Preschool and Cowling Toddlers. Preschool is managed by paid staff and is daily (during term times). Toddlers is run by volunteers and is held on a weekly basis.

Public benefit

We provide local, affordable childcare for preschool children in a small village, as well as a weekly meeting point for potentially isolated parents/guardians and their preschool children. There are no other day nurseries in the village and we are a vital resource for many families both in the village and its outlying areas.

Preschool can take children from the age of two years and offers 10 sessions each week (9 -12noon, 12 noon - 3pm, Monday to Friday). Toddler group is for any child from newborn to 5yrs.

We also foster strong links with the local primary school, through the support of a 'transition to school' group held at the local school.

In respect of the above the trustees have had regard to the charity commission guidance on public benefit.

ACHIEVEMENT AND PERFORMANCE

Charitable activities

The development of the charity has continued over the past 12 months. The following are the major achievements which have occurred;

Numbers have steadily increased over the year and fee income has increased significantly.

We received a grant of £500 from Craven District Council and £1500 from The Craven Trust toward the outdoor play area. The total cost of this project was £12762 and is a great improvement in our facilities.

Toddler group continues to run although the numbers attending vary.

This year we held a Christmas Fair for the first time which was a great success and raised substantial funds for the charity.

Caroline and Rebecca resigned as trustees this year and Robert was appointed and now acts as the chair of the charity.

FINANCIAL REVIEW

Financial position

During the year income has exceeded expenditure by £7,168 (2018 £5,715).

Income from NYCC funding has decreased from £59,730 to £53,163, but fees have increased from £11,936 to £29,592 The total funds of the charity have increased from £69,232 to £76,400.

Free reserves at 31 March 2019, after accounting for reserves represented by fixed assets were £66,190 (2018 £68,882).

During the year the charity received a grant of £500 from Craven District Council and £1500 from The Craven Trust which was specifically to be used towards the purchase of a new outdoor play area. These grants were fully used on the purchase of that equipment during the year. The total cost of the outdoor play area was £12762. There are no restricted funds remaining at the year end.

The trustees have established a level of reserves (that is those funds that are freely available) that the charity should have. The reserves are required to operate and meet the charity's objectives and enable the charity to continue as a going concern.

The principal sources of funding for the charity is from attendance fees and government contributions towards attendance fees. The accounts have been prepared on a going concern basis.

FUTURE PLANS

The charity plans to:

Continue to build on the success of the Preschool, ensuring that we build on providing a safe, fun environment for the children, where they can grow and develop.

Maintain and improve on the rating score of 'good' to 'outstanding' from North Yorkshire County Council and to prepare for any Ofsted inspections which may happen.

Source more fundraising opportunities to further enhance the setting, in particular by holding another Christmas Fair following the success of the one held this year.

Review and monitor sustainability and structure of preschool to guarantee its continuance in the years to come.

Look at ways to maintain the uptake of places at the setting, particularly of 2 year olds, so we can increase income, maintain staff contracts and remain financially stable.

Raise awareness of the committee and its vital role in the continuation of the preschool. Be active in talking to our parents and carers, to develop interest in being part of the committee team.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The charity is controlled by its governing document, a deed of trust, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006.

Background

In July 2011, Rachel Salt and Kay Williamson undertook the task of putting preschool and the committee on a much more secure legal and financial footing by becoming a limited company and a registered charity. This was finally achieved in January 2012 with the transfer of the staff's employment coming under the umbrella of 'Cowling Preschool and Toddlers Ltd'.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Recruitment and appointment of new trustees

The charity is managed and overseen by the trustees appointed by the members. Membership of the Pre-school is open to any individual, family or organisation interested in promoting the Objects which applies to the Pre-school in the form required by the Committee and is approved by the Committee in its absolute discretion and who consents in writing to become a Member either personally or (in the case of a member organisation) through an authorised representative

The committee is to be made up of a minimum of five members, the Executive Committee made up of the Chairman,

Honorary Treasurer and the Honorary Secretary, and a maximum of twelve members. The Committee are to be appointed at Annual General Meetings by existing members.

Trustees are supplied with information detailing their role as a trustee and their responsibilities.

Organisational structure

The charity operates as a Company limited by guarantee, currently with three directors. There is a committee to oversee the running of the charity and to take on a fundraising role. These people are all volunteers. The day to day management of the charity is through a paid manager, deputy manager and key workers.

Decision making

The trustees and committee members make decisions regarding strategic matters. Decisions regarding the day-to-day running of the charity are made by the manager Ms A Parkin. Remuneration of the charity's staff is set by reference to market rates.

Related parties

Apart from the trustees, there are no related parties.

Risk management

The trustees have conducted a review of the major risks to which the charity is exposed and systems have been

established to mitigate those risks. Internal risks are minimised by the implementation of procedures for authorisation of all transactions and projects and to ensure consistent quality of delivery for all aspects of the charity. These procedure are periodically reviewed to ensure that they still meet the needs of the charity. External risks relate mainly to general economic conditions which affect the level of attendance fees.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number 07701949 (England and Wales)

Registered Charity number

1147723

Registered office

Cowling Pre-School and Toddlers Cowling Village Hall Acre Road, Cowling Keighley West Yorkshire BD22 0FN

Trustees

Ms C Kilvington Ms R England P Perry Mrs V A Wakeman Mrs N C Crimes R Cromey-Hawke

- resigned 12.7.19 - resigned 12.7.19 - resigned 20.3.19
- appointed 20.3.19 - appointed 12.7.19

Company Secretary

Mrs V A Wakeman

REFERENCE AND ADMINISTRATIVE DETAILS

Independent examiner T. A. Kelliher ACA Lindley Adams Limited Chartered Accountants 28 Prescott Street Halifax West Yorkshire HX1 2LG

Bankers:

Barclays Bank Plc 49 High Street Skipton BD23 1DT

STATEMENT OF TRUSTEES RESPONSIBILITIES

The trustees (who are also the directors of Cowling Pre-School and Toddlers for the purposes of company law) are responsible for preparing the Report of the Trustees and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing those financial statements, the trustees are required to

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charity SORP;
- make judgements and estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by order of the board of trustees on 20 December 2019 and signed on its behalf by:

R Cromey-Hawke - Trustee

Independent examiner's report to the trustees of Cowling Pre-School and Toddlers ('the Company')

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 March 2019.

Responsibilities and basis of report

As the charity's trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5) (b) of the 2011 Act.

Independent examiner's statement

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

- 1. accounting records were not kept in respect of the Company as required by section 386 of the 2006 Act; or
- 2. the accounts do not accord with those records; or
- 3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act 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; or
- 4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities [applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)].

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

T. A. Kelliher ACA Lindley Adams Limited Chartered Accountants 28 Prescott Street Halifax West Yorkshire HX1 2LG

20 December 2019

Statement of Financial Activities for the Year Ended 31 March 2019

		-		31.3.18
Ĺ				Total
Notos				funds £
NOLES	L	L	L	L
2	97	2,000	2,097	250
3	84,088	-	84,088	71,764
4	96	-	96	-
	84,281	2,000	86,281	72,014
	72,437	-	72,437	61,486
	4,676	2,000	6,676	4,813
	77,113	2,000	79,113	66,299
	7,168	-	7,168	5,715
	69,232	-	69,232	63,517
	76,400	<u> </u>	76,400	69,232
	Notes 2 3	2 97 3 84,088 4 96 84,281 72,437 4,676 77,113 7,168 69,232	fund fund fund Notes £ £ 2 97 2,000 3 84,088 - 4 96 - 84,281 2,000 72,437 - 4,676 2,000 77,113 2,000 7,168 - 69,232 -	fund fund fund funds f

CONTINUING OPERATIONS

All income and expenditure has arisen from continuing activities.

The notes form part of these financial statements

Balance Sheet At 31 March 2019

	Notes	Unrestricted fund £	Restricted fund £	31.3.19 Total funds £	31.3.18 Total funds £
FIXED ASSETS Tangible assets	9	10,210	-	10,210	350
CURRENT ASSETS Debtors Cash at bank and in hand	10	4,604 62,695	:	4,604 62,695	- 69,855
		67,299	-	67,299	69,855
CREDITORS Amounts falling due within one year	11	(1,109)	-	(1,109)	(973)
NET CURRENT ASSETS		66,190	-	66,190	68,882
TOTAL ASSETS LESS CURRENT LIABILITIES		76,400		76,400	69,232
NET ASSETS		76,400	-	76,400	69,232
FUNDS Unrestricted funds Restricted funds	12			76,400	69,232
TOTAL FUNDS				76,400	69,232

The notes form part of these financial statements

Balance Sheet - continued At 31 March 2019

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2019.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 March 2019 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- (a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

These financial statements have been prepared in accordance with the provisions applicable to charitable companies subject to the small companies regime.

The financial statements were approved by the Board of Trustees on 20 December 2019 and were signed on its behalf by:

R Cromey-Hawke -Trustee

The notes form part of these financial statements

1. ACCOUNTING POLICIES

Basis of preparing the financial statements

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: 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) (effective 1 January 2015)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland cost convention.

Income

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Outdoor Play Area	- 20% on reducing balance
Computer equipment	- 33% on cost

Taxation

The charity is exempt from corporation tax on its charitable activities.

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements where applicable.

Pension costs and other post-retirement benefits

The charitable company operates a defined contribution pension scheme. Contributions payable to the charitable company's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

Going concern

The accounts have been prepared on a going concern basis as the charity has sufficient liquid funds to meet its liabilities as they fall due and expenditure is not authorised unless sufficient funds are in place.

Financial Instruments

The charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value.

2. DONATIONS AND LEGACIES

	31.3.19 £	31.3.18 £
Donations	97	-
Grants	2,000	250
	2,097	250

During the year the charity received a grant of £500 from Craven District Council and £1500 from The Craven Trust specifically to be used towards the new outdoor play area and were therefore a restricted fund. The grants were fully used on the purchase of equipment during the year. There are no restricted funds remaining at the year end.

3. OTHER TRADING ACTIVITIES

4.

5.

	31.3.19	31.3.18
	£	£
Fundraising	1,333	98
Fees	29,592	11,936
EY Funding	53,163	59,730
	84,088	71,764
INVESTMENT INCOME		
	31.3.19	31.3.18
	£	£
Interest received	96	-
NET INCOME/(EXPENDITURE)		
Net income/(expenditure) is stated after charging/(crediting):		
	31.3.19	31.3.18
	£	£
Depresistion owned seasts		
Depreciation - owned assets	2,902	487

6. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 March 2019 nor for the year ended 31 March 2018.

Trustees' expenses

The total amount of expenses paid to trustees during the year was £130 (2018 £161). This related to mileage payments to attend meetings at 40 pence per mile. The payment related to one trustee.

7. STAFF COSTS

The average monthly number of employees during the year was as follows:

31.3.19	31.3.18
8	6

No employees received emoluments in excess of £60,000.

8. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted fund £	Restricted fund £	Total funds £
INCOME AND ENDOWMENTS FROM Donations and legacies	-	250	~ 250
Other trading activities	71,764	-	71,764
Total	71,764	250	72,014
EXPENDITURE ON Raising funds	61,236	250	61,486
Other	4,813	-	4,813
Total	66,049	250	66,299
NET INCOME	5,715	<u> </u>	5,715
RECONCILIATION OF FUNDS			
Total funds brought forward	63,517	-	63,517
TOTAL FUNDS CARRIED FORWARD	69,232		69,232

9. TANGIBLE FIXED ASSETS

TANGIBLE FIXED ASSETS	Outdoor Play	Computer	
	Area	equipment	Totals
0007	£	£	£
COST			
At 1 April 2018	-	1,460	1,460
Additions	12,762	-	12,762
At 31 March 2019	12,762	1,460	14,222
DEPRECIATION			
At 1 April 2018	-	1,110	1,110
Charge for year	2,552	350	2,902
At 31 March 2019	2,552	1,460	4,012
NET BOOK VALUE			
At 31 March 2019	10,210	-	10,210
At 31 March 2018		350	350

10. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	Other debtors	31.3.19 £ 4,604	31.3.18 £
11.	CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR		
		31.3.19 £	31.3.18 £
	Tax Other creditors	- 33	349 12
	Accruals and deferred income	1,076	612
		1,109	973

12. MOVEMENT IN FUNDS

	Net movement		
	At 1.4.18 £	in funds £	At 31.3.19 £
Unrestricted funds General fund	69,232	7,168	76,400
TOTAL FUNDS	69,232	7,168	76,400

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds General fund	84,281	(77,113)	7,168
Restricted funds Grants received	2,000	(2,000)	-
TOTAL FUNDS	86,281	(79,113)	7,168

Comparatives for movement in funds

	Net movement		
	At 1.4.17 £	in funds £	At 31.3.18 £
Unrestricted Funds General fund	63,517	5,715	69,232
TOTAL FUNDS	63,517	5,715	69,232

12. MOVEMENT IN FUNDS - continued

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds General fund	71,764	(66,049)	5,715
Restricted funds Grants received	250	(250)	-
TOTAL FUNDS	72,014	(66,299)	5,715

A current year 12 months and prior year 12 months combined position is as follows:

	Net movement		
	At 1.4.17 £	in funds £	At 31.3.19 £
Unrestricted funds General fund	63,517	12,883	76,400
TOTAL FUNDS	63,517	12,883	76,400

A current year 12 months and prior year 12 months combined net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds General fund	156,045	(143,162)	12,883
Restricted funds Grants received	2,250	(2,250)	
TOTAL FUNDS	158,295	(145,412)	12,883

13. RELATED PARTY DISCLOSURES

Apart from the reimbursement of trustees expenses per note 6, there were no related party transactions for the year ended 31 March 2019 or 2018

Detailed Statement of Financial Activities for the Year Ended 31 March 2019

	31.3.19 £	31.3.18 £
INCOME AND ENDOWMENTS		
Donations and legacies Donations Grants	97 2,000	- 250
	2,097	250
Other trading activities Fundraising Fees EY Funding	1,333 29,592 53,163 84,088	98 11,936 59,730 71,764
Investment income	04,000	71,704
Interest received	96	-
Total incoming resources	86,281	72,014
EXPENDITURE		
Other trading activities Wages Pensions	58,627 69	50,787 39
Staff Training Repairs, Materials etc Milk and Food Rent	1,527 3,055 1,359 7,800	1,088 1,833 971 6,600
Advertising	-	168
	72,437	61,486
Other Independent Examination Other Accountancy fees	360 878	280 808
	1,238	1,088
Support costs Management		
Membership and insurance Telephone	1,007 591	784 539
Postage and stationery Sundries	79 531	515 929
Computer and website costs	328	471
Depreciation of tangible and heritage assets	2,902	487
	5,438	3,725
Total resources expended	79,113	66,299

This page does not form part of the statutory financial statements

Detailed Statement of Financial Activities for the Year Ended 31 March 2019

	31.3.19 £	31.3.18 £
Net income	7,168	5,715

This page does not form part of the statutory financial statements