

Headingley Pre School

England & Wales · Charity number 1029327

Details

| | |
|-------------|--|
| Other names | ST MICHAEL'S PLAYSCHOOL (HEADINGLEY), ST MICHAEL'S PRE-SCHOOL (HEADINGLEY), HEADINGLEY PRE SCHOOL, Leeds Early Years Association |
| Status | Registered |
| Legal form | Other |
| Registered | 1993-12-08 |
| Register | View on the Charity Commission register |

Contact

| | |
|---------|--|
| Address | Headingley Preschool C/O Shire Oak Primary Wood Lane Leeds LS6 2DT |
| Phone | 01132304035 |
| Email | clare.bligh@headingleypreschool.co.uk |
| Website | http://www.headingleypreschool.co.uk/ |

Activities

Objects: The aims 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:(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.

Activities: Early Years Education, Training and Research in Leeds and the surrounding areas

Classification

- **How:** Provides Human Resources, Provides Services
- **What:** Education/training
- **Who:** Children/young People

Geography

- Leeds City

Finances

| Period end | Income | Expenditure | Assets | Employees |
|------------|----------|-------------|--------|-----------|
| 2024-08-31 | £234,452 | £186,010 | - | - |
| 2023-08-31 | £180,442 | £169,738 | - | - |
| 2022-08-31 | £166,068 | £157,119 | - | - |
| 2021-08-31 | £314,039 | £370,279 | - | - |
| 2020-08-31 | £325,570 | £299,959 | - | - |

Trustees

| Name | Role | Appointed |
|-------------------------|-------|------------|
| Charlotte Parr | Chair | 2022-02-01 |
| Christine Barraclough | | 2013-11-25 |
| Ellen McCartney Sansoya | | 2022-02-08 |
| Michelle Lanham | | 2023-07-20 |
| Molly Rigg | | 2023-07-20 |

Headingley Pre School

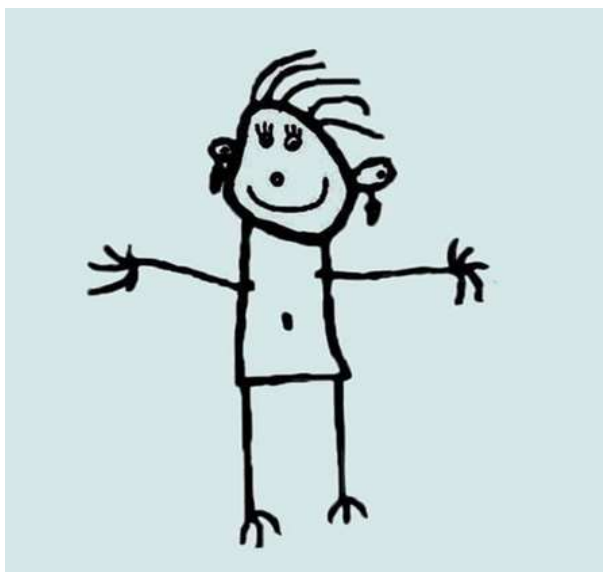
England & Wales - Charity number 1029327

Accounts

Headingley Pre School

Charity number 1029327

Annual Report and Financial Statements for the year ended 31 August 2024



Headingley Pre School

Annual Report and Financial Statements for the year ended 31 August 2024

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Prepared by West Yorkshire Community Accountancy Service CIO

Headingley Pre School

Trustees' report for the year ended 31 August 2024

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 | |
| Ellen McCartney | | |
| Christine Barraclough | | |
| Michelle Lanham | | |
| Molly Rigg | | |

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 2024

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 has continued to provide affordable, high quality early years education and childcare for children from 2-5yrs.

Places are offered flexibly 5 days a week to suit parent/carers needs.

Excellent value for money was offered as no extras charges were made to parents on top of funding, families were able to take their free childcare entitlements without having to pay for any additional extras.

The free childcare entitlement was open across all sessions including before and afterschool provision, families were very grateful for these options.

It was an exceptionally busy year, with places being full from the Autumn term.

Despite being full, a small number of discretionary places were kept open for vulnerable children in the year, these also got filled by the year end.

Financial review

The net income for the year was £48,442, all relating to unrestricted funds.

Reserves policy

The charity's free reserves, excluding fixed assets, at the year end were £129,601.

The Pre-school's reserves policy is to have a minimum of four months and a maximum of six months worth of running costs in reserve at any one time. This would equate to £55,150 to £110,300 based on a planned spending of £220,600.

The trustees are aware that the reserves have increased this year and now exceed our upper reserves limit. We are currently looking at the best way to utilise this surplus.

Approved by the board of trustees on 30/04/2025

Michelle Lanham (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 2024, 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

27/06/2025

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 2024

| | Notes | 2024 | 2024 | 2024 | 2023 |
|--------------------------------------|-------|----------------|--------------|----------------|----------------|
| | | Unrestricted | Restricted | Total | Total |
| | | funds | funds | funds | funds |
| | | £ | £ | £ | £ |
| Income from: | | | | | |
| Grants | (2) | 195,841 | 1,920 | 197,761 | 147,036 |
| Fees | | 36,339 | - | 36,339 | 33,169 |
| Other income | | 352 | - | 352 | 237 |
| Total income | | <u>232,532</u> | <u>1,920</u> | <u>234,452</u> | <u>180,442</u> |
| Expenditure on: | | | | | |
| Salaries and NIC | (3) | 152,662 | 1,920 | 154,582 | 128,364 |
| Payroll charges | | 1,816 | - | 1,816 | 1,577 |
| Staff training | | 448 | - | 448 | 943 |
| Other staff costs | | 726 | - | 726 | 141 |
| Rent and room hire | | 11,934 | - | 11,934 | 11,845 |
| Insurance | | 848 | - | 848 | 810 |
| Utilities and phone | | 1,546 | - | 1,546 | 1,211 |
| Repairs and refurbishment | | 1,587 | - | 1,587 | 4,611 |
| Office costs | | 310 | - | 310 | 187 |
| Photocopier and printing | | 1,566 | - | 1,566 | 1,301 |
| Equipment and resources | | 5,101 | - | 5,101 | 9,070 |
| Food and milk | | 3,244 | - | 3,244 | 2,805 |
| Independent examination | | 1,140 | - | 1,140 | 1,140 |
| Fees - other professional | | 104 | - | 104 | 50 |
| Website and advertising | | 699 | - | 699 | 553 |
| Bank charges | | 151 | - | 151 | 151 |
| Depreciation | | 112 | - | 112 | 3,878 |
| Other expenses | | 65 | - | 65 | 357 |
| Trips and activities | | 31 | - | 31 | 744 |
| Total expenditure | | <u>184,090</u> | <u>1,920</u> | <u>186,010</u> | <u>169,738</u> |
| Net income / (expenditure) | | <u>48,442</u> | <u>-</u> | <u>48,442</u> | <u>10,704</u> |
| Fund balances brought forward | | <u>81,607</u> | <u>-</u> | <u>81,607</u> | <u>70,903</u> |
| Fund balances carried forward | (4) | <u>130,049</u> | <u>-</u> | <u>130,049</u> | <u>81,607</u> |

All incoming resources and resources expended derive from continuing activities.

Headingley Pre School
Balance sheet
as at 31 August 2024

| | 2024 | 2024 | 2024 | 2023 |
|--|----------------|------------|----------------|---------------|
| | Unrestricted | Restricted | Total | Total |
| | £ | £ | £ | £ |
| Fixed assets | | | | |
| Tangible assets | (5) 448 | - | 448 | - |
| Total fixed assets | <u>448</u> | <u>-</u> | <u>448</u> | <u>-</u> |
| Current assets | | | | |
| Cash at bank and in hand | (6) 131,421 | - | 131,421 | 82,858 |
| Total current assets | <u>131,421</u> | <u>-</u> | <u>131,421</u> | <u>82,858</u> |
| Current liabilities: | | | | |
| amounts falling due within one year | | | | |
| Creditors and accruals | (7) 1,820 | - | 1,820 | 1,251 |
| Total current liabilities | <u>1,820</u> | <u>-</u> | <u>1,820</u> | <u>1,251</u> |
| Net current assets / (liabilities) | <u>129,601</u> | <u>-</u> | <u>129,601</u> | <u>81,607</u> |
| Net assets | <u>130,049</u> | <u>-</u> | <u>130,049</u> | <u>81,607</u> |
| Funds | | | | |
| Unrestricted funds | 130,049 | - | 130,049 | 81,607 |
| Restricted funds | - | - | - | - |
| Total funds | <u>130,049</u> | <u>-</u> | <u>130,049</u> | <u>81,607</u> |

The financial statements were approved by the board of trustees on 30/04/2025

Michelle Lanham (Trustee)

Headingley Pre School

Notes to the accounts

for the year ended 31 August 2024

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, if 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 2024

| 2 Grants and donations | 2024 Unrestricted funds £ | 2024 Restricted funds £ | 2024 Total funds £ | 2023 Total funds £ |
|------------------------|------------------------------------|----------------------------------|-----------------------------|-----------------------------|
| Leeds City Council | 167,363 | | 167,363 | 147,036 |
| | <u>167,363</u> | <u>-</u> | <u>167,363</u> | <u>147,036</u> |
| | 28478 | 1920 | 30398 | |

| 3 Staff costs and numbers | 2024 £ | 2023 £ |
|---------------------------|----------------|----------------|
| Gross salaries | 147,559 | 123,599 |
| Social security costs | 8,808 | 6,888 |
| Employment allowance | (6,089) | (5,693) |
| Pensions | 3,984 | 3,240 |
| Freelance workers | 320 | 330 |
| | <u>154,582</u> | <u>128,364</u> |

The average number of employees during the year was 10, being an average of 5.9 full time equivalent (2023: 9.3, 5.5 FTE). There were no employees with emoluments above £60,000.

| Defined contribution pension scheme | 2024 £ | 2023 £ |
|---|-----------|-----------|
| Costs of the scheme to the charity for the year | 3,984 | 3,240 |
| Amount of any contributions outstanding at the year end | - | - |
| Amount of any contributions prepaid at the year end | - | - |

| 4 Restricted funds | Balance b/f £ | Incoming £ | Outgoing £ | Transfers £ | Balance c/f £ |
|--------------------|------------------|---------------|---------------|----------------|------------------|
| SENDIF funding | - | 1,920 | 1,920 | - | - |
| | <u>-</u> | <u>1,920</u> | <u>1,920</u> | <u>-</u> | <u>-</u> |

| Fund name | Purpose of restriction |
|----------------|------------------------|
| SENDIF funding | Special needs funding. |

Headingley Pre School

Notes to the accounts continued

for the year ended 31 August 2024

| | | | |
|---|----------------------------------|-----------------------------------|---------------|
| 5 Tangible assets | | Equipment | Total |
| Cost | | £ | £ |
| At 1 September 2023 | | 19,390 | 19,390 |
| Additions | | 560 | 560 |
| At 31 August 2024 | | <u>19,950</u> | <u>19,950</u> |
| Depreciation | | | |
| At 1 September 2023 | | 19,390 | 19,390 |
| Charge for year | | 112 | 112 |
| At 31 August 2024 | | <u>19,502</u> | <u>19,502</u> |
| Net book value | | | |
| At 31 August 2024 | | <u>448</u> | <u>448</u> |
| At 31 August 2023 | | <u>-</u> | <u>-</u> |
| 6 Cash at bank and in hand | | 2024 | 2023 |
| | | £ | £ |
| Cash at bank | | 131,215 | 82,858 |
| Cash in hand | | 206 | - |
| | | <u>131,421</u> | <u>82,858</u> |
| 7 Creditors and accruals | | 2024 | 2023 |
| | | £ | £ |
| Accruals | | 1,140 | 1,140 |
| Other creditors | | 680 | 111 |
| | | <u>1,820</u> | <u>1,251</u> |
| 8 Related party transactions | | | |
| Trustee expenses | | | |
| No trustee received any expenses during this year or the previous year. | | | |
| Trustee remuneration and benefits | | 2024 | 2023 |
| | | £ | £ |
| Ellen McCartney (authority provided within the constitution) | | 36,826 | 35,087 |
| | | <u>36,826</u> | <u>35,087</u> |
| Other related party transactions | | 2024 | 2023 |
| | | £ | £ |
| Name of trustee or related party | Relationship to charity | Description of transaction | |
| Martha Sansoya | Related to Ellen McCartney | Employed by the charity | 2,490 |
| Lurdes Barraclough | Related to Christine Barraclough | Employed by the charity | 10,368 |
| | | | <u>12,858</u> |
| | | | <u>10,166</u> |

Headingley Pre School

Notes to the accounts continued

for the year ended 31 August 2024

8 Related party transactions continued

Reason for remuneration

The constitution permits paid members of pre-school staff to be elected to the committee as trustees.

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 £60,631 (previous year: £57,424).

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:

| | 2024 | 2023 |
|---|------------|--------------|
| | £ | £ |
| Within one year | 295 | 708 |
| In the second to fifth years inclusive | - | 295 |
| Over five years from the balance sheet date | - | - |
| | <u>295</u> | <u>1,003</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 2024

| | 2024 | 2023 | 2024 | 2023 | 2024 | 2023 |
|--------------------------------------|----------------|----------------|--------------|--------------|----------------|----------------|
| | Unrestricted | Unrestricted | Restricted | Restricted | Total | Total |
| | funds | funds | funds | funds | funds | funds |
| | £ | £ | £ | £ | £ | £ |
| Income | | | | | | |
| Grants | 195,841 | 141,739 | 1,920 | 5,297 | 197,761 | 147,036 |
| Fees | 36,339 | 33,169 | - | - | 36,339 | 33,169 |
| Other income | 352 | 237 | - | - | 352 | 237 |
| Total income | 232,532 | 175,145 | 1,920 | 5,297 | 234,452 | 180,442 |
| Expenditure | | | | | | |
| Salaries and NIC | 152,662 | 123,067 | 1,920 | 5,297 | 154,582 | 128,364 |
| Payroll charges | 1,816 | 1,577 | - | - | 1,816 | 1,577 |
| Staff training | 448 | 943 | - | - | 448 | 943 |
| Other staff costs | 726 | 141 | - | - | 726 | 141 |
| Rent and room hire | 11,934 | 11,845 | - | - | 11,934 | 11,845 |
| Insurance | 848 | 810 | - | - | 848 | 810 |
| Utilities and phone | 1,546 | 1,211 | - | - | 1,546 | 1,211 |
| Repairs and refurbishment | 1,587 | 4,611 | - | - | 1,587 | 4,611 |
| Office costs | 310 | 187 | - | - | 310 | 187 |
| Photocopier and printing | 1,566 | 1,301 | - | - | 1,566 | 1,301 |
| Equipment and resources | 5,101 | 9,070 | - | - | 5,101 | 9,070 |
| Food and milk | 3,244 | 2,805 | - | - | 3,244 | 2,805 |
| Independent examination | 1,140 | 1,140 | - | - | 1,140 | 1,140 |
| Fees - other professional | 104 | 50 | - | - | 104 | 50 |
| Website and advertising | 699 | 553 | - | - | 699 | 553 |
| Bank charges | 151 | 151 | - | - | 151 | 151 |
| Depreciation | 112 | 3,878 | - | - | 112 | 3,878 |
| Other expenses | 65 | 357 | - | - | 65 | 357 |
| Trips and activities | 31 | 744 | - | - | 31 | 744 |
| Total expenditure | 184,090 | 164,441 | 1,920 | 5,297 | 186,010 | 169,738 |
| Net income / (expenditure) | 48,442 | 10,704 | - | - | 48,442 | 10,704 |
| Fund balances brought forward | 81,607 | 70,903 | - | - | 81,607 | 70,903 |
| Fund balances carried forward | 130,049 | 81,607 | - | - | 130,049 | 81,607 |

Headingley Pre School

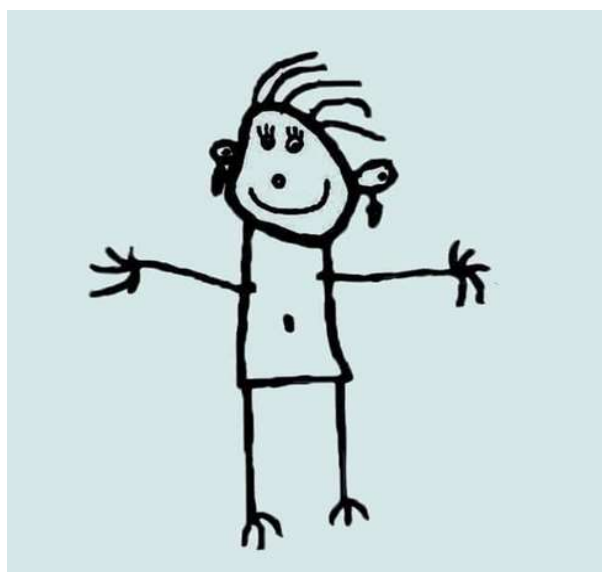
England & Wales - Charity number 1029327

Accounts

Headingley Pre School

Charity number 1029327

Annual Report and Financial Statements **for the year ended 31 August 2023**



Headingley Pre School

Annual Report and Financial Statements for the year ended 31 August 2023

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Prepared by West Yorkshire Community Accountancy Service CIO

Headingley Pre School

Trustees' report for the year ended 31 August 2023

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 | |
| Ellen McCartney | | |
| Christine Barraclough | | |
| Michelle Lanham | | Appointed 9 December 2022 |
| Molly Rigg | | Appointed 9 December 2022 |
| 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 2023

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 early years education and childcare for children from 2-5yrs. Places are offered flexibly 5 days a week to suit parent/carers needs, this is especially beneficial for parents who are working part time and various shift patterns.

Places were filled in the first 2 terms, with some discretionary places given to vulnerable children who were unable to obtain funding due to personal circumstances. 2yr old children that were entitled to disadvantaged funding were given priority places with more flexibility in attendance.

This year we had a high number of children with EAL (English as an additional language), so small daily intervention sessions were arranged using the Talk Boost programme. Also we had higher than usual Speech delay following the implementation of Covid 19 counter measures. Staff swiftly identified the children who needed additional support and support was put in place. A SEND practitioner was also employed in the year.

The sector is also currently challenged with ongoing staff retention and recruitment, Headingley Preschool enjoys a stable, experienced and highly qualified staff team.

The Preschool also had an OFSTED inspection in Jan 2023, the Outstanding rating was maintained.

Financial review

The net income for the year was £10,704, all relating to unrestricted funds.

Reserves policy

The charity's free reserves, excluding fixed assets, at the year end were £81,607.

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 £45,000 to £90,000 based on a planned spending of £180,000.

Approved by the board of trustees on 7 June 2024

Charlotte Parr and Christine Barraclough (Trustees)

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 2023, which are set out on pages 5 to 10.

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

13 June 2024

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 2023

| | Notes | 2023 | 2023 | 2023 | 2022 |
|--------------------------------------|-------|----------------|--------------|----------------|----------------|
| | | Unrestricted | Restricted | Total | Total |
| | | funds | funds | funds | funds |
| | | £ | £ | £ | £ |
| Income from: | | | | | |
| Grants | (2) | 141,739 | 5,297 | 147,036 | 132,821 |
| Fees | | 33,169 | - | 33,169 | 33,247 |
| Other income | | 237 | - | 237 | - |
| Total income | | <u>175,145</u> | <u>5,297</u> | <u>180,442</u> | <u>166,068</u> |
| Expenditure on: | | | | | |
| Salaries and NIC | (3) | 123,067 | 5,297 | 128,364 | 121,762 |
| Payroll charges | | 1,577 | - | 1,577 | 1,743 |
| Staff training | | 943 | - | 943 | 555 |
| Other staff costs | | 141 | - | 141 | - |
| Rent and room hire | | 11,845 | - | 11,845 | 12,821 |
| Insurance | | 810 | - | 810 | 787 |
| Utilities and phone | | 1,211 | - | 1,211 | 934 |
| Repairs and refurbishment | | 4,611 | - | 4,611 | 800 |
| Office costs | | 679 | - | 679 | 360 |
| Photocopier and printing | | 1,301 | - | 1,301 | 1,488 |
| Equipment and resources | | 9,070 | - | 9,070 | 6,251 |
| Food and milk | | 2,805 | - | 2,805 | 2,872 |
| Independent examination | | 1,140 | - | 1,140 | 1,020 |
| Fees - other professional | | 50 | - | 50 | 524 |
| Website and advertising | | 61 | - | 61 | 1,059 |
| Bank charges | | 151 | - | 151 | 169 |
| Depreciation | | 3,878 | - | 3,878 | 3,878 |
| Other expenses | | 357 | - | 357 | 96 |
| Trips and activities | | 744 | - | 744 | - |
| Total expenditure | | <u>164,441</u> | <u>5,297</u> | <u>169,738</u> | <u>157,119</u> |
| Net movement in funds | | <u>10,704</u> | <u>-</u> | <u>10,704</u> | <u>8,949</u> |
| Fund balances brought forward | | <u>70,903</u> | <u>-</u> | <u>70,903</u> | <u>61,954</u> |
| Fund balances carried forward | (4) | <u>81,607</u> | <u>-</u> | <u>81,607</u> | <u>70,903</u> |

All incoming resources and resources expended derive from continuing activities.

Headingley Pre School
Balance sheet
as at 31 August 2023

| | 2023 | 2023 | 2023 | 2022 |
|--|---------------|------------|---------------|---------------|
| | Unrestricted | Restricted | Total | Total |
| | £ | £ | £ | £ |
| Fixed assets | | | | |
| Tangible assets | (5) - | - | - | 3,878 |
| Total fixed assets | <u>-</u> | <u>-</u> | <u>-</u> | <u>3,878</u> |
| Current assets | | | | |
| Cash at bank and in hand | (6) 82,858 | - | 82,858 | 68,321 |
| Total current assets | <u>82,858</u> | <u>-</u> | <u>82,858</u> | <u>68,321</u> |
| Current liabilities: | | | | |
| amounts falling due within one year | | | | |
| Creditors and accruals | (7) 1,251 | - | 1,251 | 1,296 |
| Total current liabilities | <u>1,251</u> | <u>-</u> | <u>1,251</u> | <u>1,296</u> |
| Net current assets / (liabilities) | <u>81,607</u> | <u>-</u> | <u>81,607</u> | <u>67,025</u> |
| Net assets | <u>81,607</u> | <u>-</u> | <u>81,607</u> | <u>70,903</u> |
| Funds | | | | |
| Unrestricted funds | 81,607 | - | 81,607 | 70,903 |
| Restricted funds | - | - | - | - |
| Total funds | <u>81,607</u> | <u>-</u> | <u>81,607</u> | <u>70,903</u> |

The financial statements were approved by the board of trustees on 7 June 2024

Charlotte Parr and Christine Barraclough (Trustees)

Headingley Pre School

Notes to the accounts

for the year ended 31 August 2023

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, if 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 2023

| 2 Grants and donations | 2023 Unrestricted funds £ | 2023 Restricted funds £ | 2023 Total funds £ | 2022 Total funds £ |
|------------------------|------------------------------------|----------------------------------|-----------------------------|-----------------------------|
| Leeds City Council | 141,739 | 5,297 | 147,036 | 132,821 |
| | <u>141,739</u> | <u>5,297</u> | <u>147,036</u> | <u>132,821</u> |

| 3 Staff costs and numbers | 2023 £ | 2022 £ |
|---------------------------|----------------|----------------|
| Gross salaries | 123,599 | 116,254 |
| Social security costs | 6,888 | 5,226 |
| Employment allowance | (5,693) | (2,269) |
| Pensions | 3,240 | 2,551 |
| Freelance workers | 330 | - |
| | <u>128,364</u> | <u>121,762</u> |

The average number of employees during the year was 9.3, being an average of 5.5 full time equivalent (2022: 11.2, 6.4 FTE). There were no employees with emoluments above £60,000.

| Defined contribution pension scheme | 2023 £ | 2022 £ |
|---|-----------|-----------|
| Costs of the scheme to the charity for the year | 3,240 | 2,551 |

| 4 Restricted funds | Balance b/f £ | Incoming £ | Outgoing £ | Transfers £ | Balance c/f £ |
|--------------------|------------------|---------------|---------------|----------------|------------------|
| SENDIF funding | - | 5,297 | 5,297 | - | - |
| | <u>-</u> | <u>5,297</u> | <u>5,297</u> | <u>-</u> | <u>-</u> |

| Fund name | Purpose of restriction |
|----------------|------------------------|
| SENDIF funding | Special needs funding. |

| 5 Tangible assets | Equipment £ | Total £ |
|-----------------------|----------------|---------------|
| Cost | | |
| At 1 September 2022 | 19,390 | 19,390 |
| Additions | - | - |
| At 31 August 2023 | <u>19,390</u> | <u>19,390</u> |
| Depreciation | | |
| At 1 September 2022 | 15,512 | 15,512 |
| Charge for year | 3,878 | 3,878 |
| At 31 August 2023 | <u>19,390</u> | <u>19,390</u> |
| Net book value | | |
| At 31 August 2023 | <u>-</u> | <u>-</u> |
| At 31 August 2022 | <u>3,878</u> | <u>3,878</u> |

Headingley Pre School

Notes to the accounts continued

for the year ended 31 August 2023

| | | |
|-----------------------------------|---------------|---------------|
| 6 Cash at bank and in hand | 2023 | 2022 |
| | £ | £ |
| Cash at bank | 82,858 | 68,253 |
| Cash in hand | - | 68 |
| | <u>82,858</u> | <u>68,321</u> |

| | | |
|---------------------------------|--------------|--------------|
| 7 Creditors and accruals | 2023 | 2022 |
| | £ | £ |
| Accruals | 1,140 | 1,020 |
| Other creditors | 111 | 276 |
| | <u>1,251</u> | <u>1,296</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

| | | |
|--|----------|--------------|
| | 2023 | 2022 |
| | £ | £ |
| Rebecca Rossiter Employment | - | 2,240 |
| | <u>-</u> | <u>2,240</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 a trustee 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 £57,424 (previous year: £49,421).

Other related party transactions

| | | | | |
|--|----------------------------------|-----------------------------------|--------------|--------------|
| Other transactions with trustees or related parties | | | 2023 | 2022 |
| | | | £ | £ |
| Name of trustee or related party | Relationship to charity | Description of transaction | | |
| Maisie Sansoya | Related to Ellen Sansoya | Employed by the charity | - | 4,371 |
| Lurdes Barraclough | Related to Christine Barraclough | Employed by the charity | 7,699 | - |
| | | | <u>7,699</u> | <u>4,371</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:

| | | |
|--|--------------|--------------|
| | 2023 | 2022 |
| | £ | £ |
| Within one year | 708 | 708 |
| In the second to fifth years inclusive | 295 | 1,003 |
| | <u>1,003</u> | <u>1,711</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 2023

| | 2023 Unrestricted funds £ | 2022 Unrestricted funds £ | 2023 Restricted funds £ | 2022 Restricted funds £ | 2023 Total funds £ | 2022 Total funds £ |
|--------------------------------------|------------------------------------|------------------------------------|----------------------------------|----------------------------------|-----------------------------|-----------------------------|
| Income | | | | | | |
| Grants | 141,739 | 132,821 | 5,297 | - | 147,036 | 132,821 |
| Fees | 33,169 | 33,247 | - | - | 33,169 | 33,247 |
| Other income | 237 | - | - | - | 237 | - |
| Total income | 175,145 | 166,068 | 5,297 | - | 180,442 | 166,068 |
| Expenditure | | | | | | |
| Salaries and NIC | 123,067 | 121,762 | 5,297 | - | 128,364 | 121,762 |
| Payroll charges | 1,577 | 1,743 | - | - | 1,577 | 1,743 |
| Staff training | 943 | 555 | - | - | 943 | 555 |
| Other staff costs | 141 | - | - | - | 141 | - |
| Rent and room hire | 11,845 | 12,821 | - | - | 11,845 | 12,821 |
| Insurance | 810 | 787 | - | - | 810 | 787 |
| Utilities and phone | 1,211 | 934 | - | - | 1,211 | 934 |
| Repairs and refurbishment | 4,611 | 800 | - | - | 4,611 | 800 |
| Office costs | 679 | 360 | - | - | 679 | 360 |
| Photocopier and printing | 1,301 | 1,488 | - | - | 1,301 | 1,488 |
| Equipment and resources | 9,070 | 6,251 | - | - | 9,070 | 6,251 |
| Food and milk | 2,805 | 2,872 | - | - | 2,805 | 2,872 |
| Independent examination | 1,140 | 1,020 | - | - | 1,140 | 1,020 |
| Fees - other professional | 50 | 524 | - | - | 50 | 524 |
| Website and advertising | 61 | 1,059 | - | - | 61 | 1,059 |
| Bank charges | 151 | 169 | - | - | 151 | 169 |
| Depreciation | 3,878 | 3,878 | - | - | 3,878 | 3,878 |
| Other expenses | 357 | 96 | - | - | 357 | 96 |
| Trips and activities | 744 | - | - | - | 744 | - |
| Total expenditure | 164,441 | 157,119 | 5,297 | - | 169,738 | 157,119 |
| Net income / (expenditure) | 10,704 | 8,949 | - | - | 10,704 | 8,949 |
| Fund balances brought forward | 70,903 | 61,954 | - | - | 70,903 | 61,954 |
| Fund balances carried forward | 81,607 | 70,903 | - | - | 81,607 | 70,903 |

Headingley Pre School

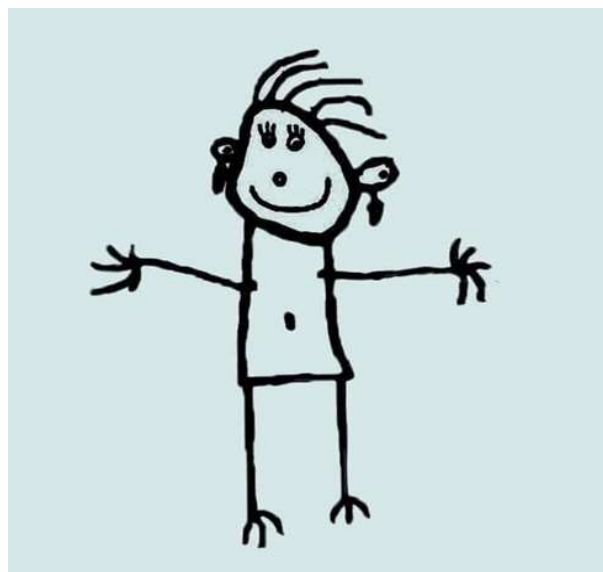
England & Wales - Charity number 1029327

Accounts

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

| Contents | Page |
|-----------------------------------|-------------|
| Trustees' report | 2 to 3 |
| Examiner's report | 4 |
| Statement of financial activities | 5 |
| Balance sheet | 6 |
| Notes to the accounts | 7 to 11 |

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

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 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 | 2021 |
|--|-----|---------------|---------------|
| | | Total | 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 | 2,551 | 5,288 |
| | <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 | 3,878 | 3,878 |
| 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 | 2021 | 2022 | 2021 | 2022 | 2021 |
|--------------------------------------|----------------|-----------------|------------|---------------|----------------|-----------------|
| | Unrestricted | Unrestricted | Restricted | Restricted | Total | Total |
| | funds | funds | funds | funds | funds | 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 |