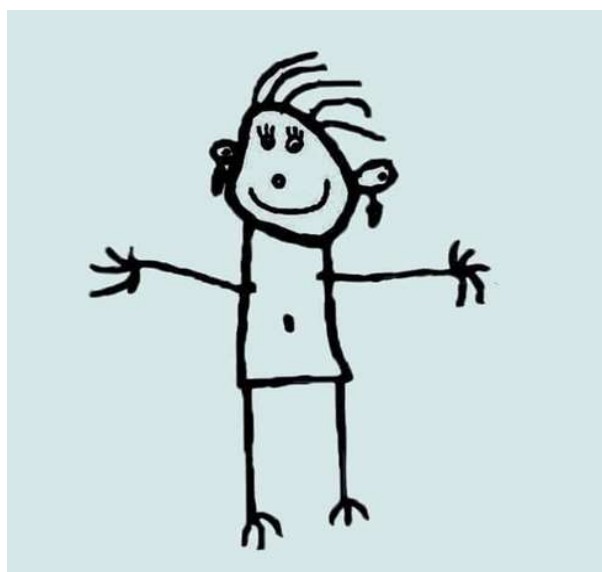


# **Headingley Pre School**

Charity number 1029327

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



**WYCAS**

COMMUNITY ACCOUNTING  
WEST YORKSHIRE

# **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
<b>Charity number</b>	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 Unrestricted funds £	2023 Restricted funds £	2023 Total funds £	2022 Total funds £
<b>Income from:</b>					
Grants	(2)	141,739	5,297	147,036	132,821
Fees		33,169	-	33,169	33,247
Other income		237	-	237	-
<b>Total income</b>		<u>175,145</u>	<u>5,297</u>	<u>180,442</u>	<u>166,068</u>
<b>Expenditure on:</b>					
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	-
<b>Total expenditure</b>		<u>164,441</u>	<u>5,297</u>	<u>169,738</u>	<u>157,119</u>
<b>Net movement in funds</b>		<u>10,704</u>	<u>-</u>	<u>10,704</u>	<u>8,949</u>
<b>Fund balances brought forward</b>		<u>70,903</u>	<u>-</u>	<u>70,903</u>	<u>61,954</u>
<b>Fund balances carried forward</b>	(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
		£	£	£	£
<b>Fixed assets</b>					
Tangible assets	(5)	-	-	-	3,878
<b>Total fixed assets</b>		-	-	-	3,878
<b>Current assets</b>					
Cash at bank and in hand	(6)	82,858	-	82,858	68,321
<b>Total current assets</b>		82,858	-	82,858	68,321
<b>Current liabilities:</b>					
<b>amounts falling due within one year</b>					
Creditors and accruals	(7)	1,251	-	1,251	1,296
<b>Total current liabilities</b>		1,251	-	1,251	1,296
<b>Net current assets / (liabilities)</b>		81,607	-	81,607	67,025
<b>Net assets</b>		81,607	-	81,607	70,903
<b>Funds</b>					
Unrestricted funds		81,607	-	81,607	70,903
Restricted funds		-	-	-	-
<b>Total funds</b>		81,607	-	81,607	70,903

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
<b>Cost</b>	£	£
At 1 September 2022	19,390	19,390
Additions	-	-
At 31 August 2023	<u>19,390</u>	<u>19,390</u>
<b>Depreciation</b>		
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>
<b>Net book value</b>		
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

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

<b>7 Creditors and accruals</b>	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

<b>Other transactions with trustees or related parties</b>			2023	2022
			£	£
<b>Name of trustee or related party</b>	<b>Relationship to charity</b>	<b>Description of transaction</b>		
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 £
<b>Income</b>						
Grants	141,739	132,821	5,297	-	147,036	132,821
Fees	33,169	33,247	-	-	33,169	33,247
Other income	237	-	-	-	237	-
<b>Total income</b>	<b>175,145</b>	<b>166,068</b>	<b>5,297</b>	<b>-</b>	<b>180,442</b>	<b>166,068</b>
<b>Expenditure</b>						
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	-
<b>Total expenditure</b>	<b>164,441</b>	<b>157,119</b>	<b>5,297</b>	<b>-</b>	<b>169,738</b>	<b>157,119</b>
<b>Net income / (expenditure)</b>	<b>10,704</b>	<b>8,949</b>	<b>-</b>	<b>-</b>	<b>10,704</b>	<b>8,949</b>
<b>Fund balances brought forward</b>	<b>70,903</b>	<b>61,954</b>	<b>-</b>	<b>-</b>	<b>70,903</b>	<b>61,954</b>
<b>Fund balances carried forward</b>	<b>81,607</b>	<b>70,903</b>	<b>-</b>	<b>-</b>	<b>81,607</b>	<b>70,903</b>