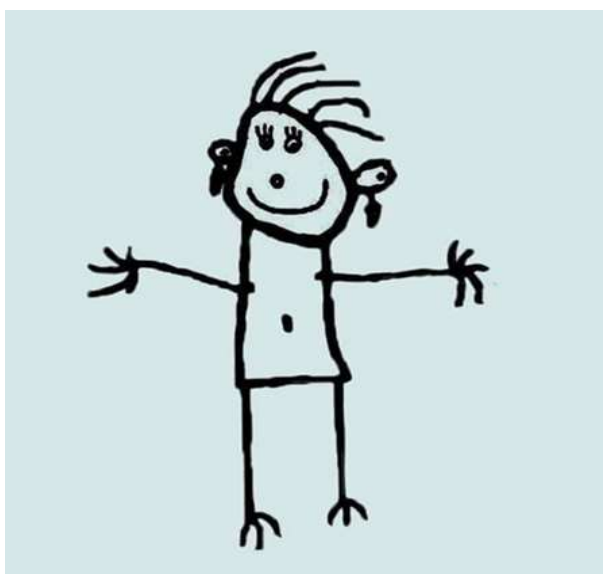


Headingley Pre School

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 Unrestricted funds £	2024 Restricted funds £	2024 Total funds £	2023 Total 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		232,532	1,920	234,452	180,442
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		184,090	1,920	186,010	169,738
Net income / (expenditure)		48,442	-	48,442	10,704
Fund balances brought forward		81,607	-	81,607	70,903
Fund balances carried forward	(4)	130,049	-	130,049	81,607

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

Cost

At 1 September 2023
Additions
At 31 August 2024

Equipment	Total
£	£
19,390	19,390
560	560
19,950	19,950

Depreciation

At 1 September 2023
Charge for year
At 31 August 2024

19,390	19,390
112	112
19,502	19,502

Net book value

At 31 August 2024

At 31 August 2023

448	448
-	-

6 Cash at bank and in hand

Cash at bank
Cash in hand

2024	2023
£	£
131,215	82,858
206	-
131,421	82,858

7 Creditors and accruals

Accruals
Other creditors

2024	2023
£	£
1,140	1,140
680	111
1,820	1,251

8 Related party transactions

Trustee expenses

No trustee received any expenses during this year or the previous year.

Trustee remuneration and benefits

Ellen McCartney (authority provided within the constitution)

2024	2023
£	£
36,826	35,087
36,826	35,087

Other related party transactions

Name of trustee or related party	Relationship to charity	Description of transaction
Martha Sansoya	Related to Ellen McCartney	Employed by the charity
Lurdes Barraclough	Related to Christine Barraclough	Employed by the charity

2024	2023
£	£
2,490	2,467
10,368	7,699
12,858	10,166

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 Unrestricted funds £	2023 Unrestricted funds £	2024 Restricted funds £	2023 Restricted funds £	2024 Total funds £	2023 Total 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