

Upper Hopton Pre-School

Charity No. 1030659

Trustees' Report and Unaudited Accounts

31 March 2022

	Pages
Trustees' Annual Report	1 to 2
Independent Examiner's Report	3
Statement of Financial Activities	4
Balance Sheet	5
Notes to the Accounts	6 to 10
Detailed Statement of Financial Activities	11 to 12

The trustees present their report with the unaudited financial statements of the charity for the year ended 31 March 2022.

REFERENCE AND ADMINISTRATIVE DETAILS

Charity No. 1030659

Principal Office

Woodside Farm

2 Wakefield Road

Grange Moor

Wakefield

WF4 4DS

Trustees

The following trustees served during the year:

J. Hornby

G. Learie

Directors of Corporate Trustees

Mrs L J Mcgrath

Ms R L Christie

Accountants

Chris Grant & Co Ltd

87 Huddersfield Road

Mirfield

West Yorkshire

WF14 8AT

ACHIEVEMENTS AND PERFORMANCE

Staff monitor children's development effectively. They regularly share observations and assessment information with parents. Children make good progress from their starting points. Staff plan activities around children's current interests and a variety of topics. Staff are enthusiastic and playful in their approach. Children develop very close attachments to the staff. The Manager and staff work in partnership with others effectively. Parents are very complimentary about the pre-school. The manager and staff do not consistently organise routines to fully promote high levels of participation and engagement for all children. The manager does not focus the professional development programme precisely to help raise the quality of teaching, learning and assessment to the highest level.

STRUCTURE, GOVERNANCE AND MANAGEMENT

The charity is controlled by it's governing document,a deed of trust and constitutes an unincorporated charity.

Statement of trustees' responsibilities in relation to the financial statements

Upper Hopton Pre-School
Trustees Annual Report

The charity trustees are responsible for preparing a trustees' annual report and financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Charities Act 2011, the applicable Charities (Accounts and Reports) Regulations, and the provisions of the Trust deed. The Trustees are also responsible for safeguarding the assets of the charity and hence taking reasonable steps for the prevention and detection of fraud and other irregularities.

Signed on behalf of the charity's trustees

G. Learie
Trustee
26 October 2022

Independent Examiner's Report to the trustees of Upper Hopton Pre-School

I report to the trustees on my examination of the financial statements of Upper Hopton Pre-School for the year ended 31 March 2022 which comprise the Statement of Financial Activities, the Balance Sheet and the related notes.

Responsibilities and basis of report

As the charity's trustees you are responsible for the preparation of the financial statements in accordance with the requirements of the Charities Act 2011('the Act'). The trustees consider that an audit is not required for this year under the Charities Act 2011, s.144(2) (the 2011 Act) and that an independent examination is needed.

I report in respect of my examination of the charity's financial statements carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

I have completed my examination. I can 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:

- the accounting records were not kept in respect of the charity as required by section 130 of the Act; or
- the financial statements do not accord with those records; or
- the financial statements do not comply with the applicable requirements concerning the form and content of the financial statements set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the financial statements 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 financial statements to be reached.

Christopher Grant
ACMA
Chris Grant & Co Ltd
87 Huddersfield Road
Mirfield
West Yorkshire

WF14 8AT
26 October 2022

Upper Hopton Pre-School
Statement of Financial Activities
for the year ended 31 March 2022

		Unrestricted funds 2022 £	Total funds 2022 £	Total funds 2021 £
	Notes			
Income and endowments from:				
Donations and legacies	2	71,000	71,000	60,666
Other trading activities	3	1,092	1,092	860
Total		72,092	72,092	61,526
Expenditure on:				
Other	4	65,934	65,934	50,576
Total		65,934	65,934	50,576
Net gains on investments		-	-	-
Net income		6,158	6,158	10,950
Transfers between funds		-	-	-
Net income before other gains/(losses)		6,158	6,158	10,950
Other gains and losses				
Net movement in funds		6,158	6,158	10,950
Reconciliation of funds:				
Total funds brought forward		23,065	23,065	12,115
Total funds carried forward		29,223	29,223	23,065

Upper Hopton Pre-School

Balance Sheet

at 31 March 2022

Charity No. 1030659

	2022	2021
	£	£
Current assets		
Cash at bank and in hand	29,961	24,490
	<u>29,961</u>	<u>24,490</u>
Creditors: Amount falling due within one year	6 (738)	(1,425)
Net current assets	<u>29,223</u>	<u>23,065</u>
Total assets less current liabilities	<u>29,223</u>	<u>23,065</u>
Net assets excluding pension asset or liability	<u>29,223</u>	<u>23,065</u>
Total net assets	<u><u>29,223</u></u>	<u><u>23,065</u></u>
The funds of the charity		
Restricted funds	7	
Unrestricted funds	7	
General funds	29,223	23,065
	<u>29,223</u>	<u>23,065</u>
Reserves	7	
Total funds	<u><u>29,223</u></u>	<u><u>23,065</u></u>

Approved by the trustees on 26 October 2022

And signed on their behalf by:

G. Learie

Trustee

26 October 2022

for the year ended 31 March 2022

1 Accounting policies

Basis of preparation

The financial statements have been prepared in accordance with 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) issued on 16 July 2014 and the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and the Charities Act 2011.

Change in basis of accounting or to previous accounts

There has been no change to the accounting policies (valuation rules and method of accounting) since last year and no changes have been made to accounts for previous years.

Fund accounting

Unrestricted funds	These are available for use at the discretion of the trustees in furtherance of the general objects of the charity.
Designated funds	These are unrestricted funds earmarked by the trustees for particular purposes.
Revaluation funds	These are unrestricted funds which include a revaluation reserve representing the restatement of investment assets at their market values.
Restricted funds	These are available for use subject to restrictions imposed by the donor or through terms of an appeal.

Income

Recognition of income	Income is included in the Statement of Financial Activities (SoFA) when the charity becomes entitled to, and virtually certain to receive, the income and the amount of the income can be measured with sufficient reliability.
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Income with related expenditure	Where income has related expenditure the income and related expenditure is reported gross in the SoFA.
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Donations and legacies	Voluntary income received by way of grants, donations and gifts is included in the the SoFA when receivable and only when the Charity has unconditional entitlement to the income.
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Tax reclaims on donations and gifts	Income from tax reclaims is included in the SoFA at the same time as the gift/donation to which it relates.
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Donated services and facilities	These are only included in income (with an equivalent amount in expenditure) where the benefit to the Charity is reasonably quantifiable, measurable and material.
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Volunteer help	The value of any volunteer help received is not included in the accounts.
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Investment income	This is included in the accounts when receivable.
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Gains/(losses) on revaluation of fixed assets	This includes any gain or loss resulting from revaluing investments to market value at the end of the year.
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Gains/(losses) on investment assets	This includes any gain or loss on the sale of investments.
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Expenditure

Recognition of expenditure	Expenditure is recognised on an accruals basis. Expenditure includes any VAT which cannot be fully recovered, and is reported as part of the expenditure to which it relates.
Expenditure on raising funds	These comprise the costs associated with attracting voluntary income, fundraising trading costs and investment management costs.
Expenditure on charitable activities	These comprise the costs incurred by the Charity in the delivery of its activities and services in the furtherance of its objects, including the making of grants and governance costs.
Grants payable	All grant expenditure is accounted for on an actual paid basis plus an accrual for grants that have been approved by the trustees at the end of the year but not yet paid.
Governance costs	These include those costs associated with meeting the constitutional and statutory requirements of the Charity, including any audit/independent examination fees, costs linked to the strategic management of the Charity, together with a share of other administration costs.
Other expenditure	These are support costs not allocated to a particular activity.

Taxation

The charity is exempt from tax on its charitable activities.

Freehold investment property

Investment properties are measured initially at cost and subsequently at fair value at each balance sheet date and are not depreciated. All gains or losses are taken to the Statement of Financial Activities as they arise.

Stocks

Stock is included at the lower of cost or net realisable value. Donated items of stock are recognised at fair value which is the amount the charity would have been willing to pay for the items on the open market.

Trade and other debtors

Trade and other debtors are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

Cash and cash equivalents

Cash and cash equivalents comprise cash at bank and on hand, demand deposits with banks and other short-term highly liquid investments with original maturities of three months or less and bank overdrafts. In the statement of financial position, bank overdrafts are shown within borrowings or current liabilities. In the Statement of Cash Flows, cash and cash equivalents are shown net of bank overdrafts that are repayable on demand and form an integral part of the company's cash management.

Trade and other creditors

Short term creditors are measured at the transaction price. Other creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

Research and development

Expenditure on research and development is written off in the year in which it is incurred.

Foreign currencies

Monetary assets and liabilities denominated in currencies other than the functional currency of the charity are translated at the rates of exchange prevailing at the end of the reporting period.

Transactions in currencies other than the functional currency of the charity are recorded at the rate of exchange on the date that the transaction occurred.

All exchange differences are taken into account in arriving at net income/expenditure.

Leased assets

Where the charity enters into a lease which entails taking substantially all the risks and rewards of ownership of an asset, the lease is treated as a finance lease.

Leases which do not transfer substantially all the risks and rewards of ownership to charity are classified as operating leases.

Assets held under finance leases are initially recognised as assets of the charity at their fair value at the inception of the lease or, if lower, at the present value of the minimum lease payments. The corresponding liability to the lessor is included in the balance sheet date as a finance lease obligation.

Lease payments are apportioned between finance expenses and reduction of the lease obligation so as to achieve a constant rate of interest on the remaining balance of the liability. Finance expenses are recognised immediately, unless they are directly attributable to qualifying assets, in which case they are capitalised in accordance with the charity's policy on borrowing costs.

Assets held under finance leases are depreciated in the same way as owned assets.

Operating lease payments are recognised as an expense on a straight-line basis over the lease term.

In the event that lease incentives are received to enter into operating leases, such incentives are recognised as a liability. The aggregate benefit of incentives is recognised as a reduction of rental expense on a straight-line basis.

Pension costs

The charity operates a defined contribution plan for its employees. A defined contribution plan is a pension plan under which the charity pays fixed contributions into a separate entity. Once the contributions have been paid the charity has no further payments obligations. The contributions are recognised as expenses when they fall due. Amounts not paid are shown in accruals in the balance sheet. The assets of the plan are held separately from the charity in independently administered funds.

Receipt of donated goods, facilities and services

All donated goods, facilities and services received are recognised within incoming resources and expenditure at an estimate of the value to the charity.

2 Income from donations and legacies

	Unrestricted	Total 2022	Total 2021
	£	£	£
Kirklees Funding Credits	41,527	41,527	47,924
Fees Received	29,354	29,354	12,375
Milk Credits	119	119	367
	<u>71,000</u>	<u>71,000</u>	<u>60,666</u>

3 Income from other trading activities

	Unrestricted	Total 2022	Total 2021
	£	£	£
Fundraising Events	1,092	1,092	860
	<u>1,092</u>	<u>1,092</u>	<u>860</u>

4 Other expenditure

	Unrestricted	Total 2022	Total 2021
	£	£	£
Employee costs	52,610	52,610	44,066
Premises costs	7,312	7,312	2,794
General administrative costs	5,347	5,347	3,116
Legal and professional costs	665	665	600
	<u>65,934</u>	<u>65,934</u>	<u>50,576</u>

5 Staff costs

	2022	2021
Salaries and wages	52,052	43,296
Pension costs	510	317
	<u>52,562</u>	<u>43,613</u>

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

6 Creditors:
amounts falling due within one year

	2022	2021
	£	£
Trade creditors	-	360
Other taxes and social security	438	465
Accruals	300	600
	<u>738</u>	<u>1,425</u>

7 Movement in funds

	At 1 April 2021	Incoming resources (including other gains/losses) £	Resources expended £	At 31 March 2022 £
Restricted funds:				
Unrestricted funds:				
General funds	23,065	72,092	(65,934)	29,223
Total funds	<u>23,065</u>	<u>72,092</u>	<u>(65,934)</u>	<u>29,223</u>

8 Analysis of net assets between funds

	Unrestricted funds	Total
	£	£
Net current assets	29,223	29,223
	<u>29,223</u>	<u>29,223</u>

9 Reconciliation of net debt

	At 1 April 2021	Cash flows	At 31 March 2022
	£	£	£
Cash and cash equivalents	24,490	5,471	29,961
	<u>24,490</u>	<u>5,471</u>	<u>29,961</u>
Net debt	<u>24,490</u>	<u>5,471</u>	<u>29,961</u>

10 Commitments

Operating lease commitments

Annual commitments under non-cancellable operating leases are as follows:

	2022	2022	2021	2021
	Land and buildings	Other	Land and buildings	Other
	£	£	£	£
Operating leases with expiry date:				

Pension commitments

	2022	2021
	£	£
The pension cost charge to the charity amounted to:	<u>510</u>	<u>317</u>

Upper Hopton Pre-School
Detailed Statement of Financial Activities
for the year ended 31 March 2022

	Unrestricted funds 2022 £	Total funds 2022 £	Total funds 2021 £
Income and endowments from:			
Donations and legacies			
Kirklees Funding Credits	41,527	41,527	47,924
Fees Received	29,354	29,354	12,375
Milk Credits	119	119	367
	<u>71,000</u>	<u>71,000</u>	<u>60,666</u>
Other trading activities			
Fundraising Events	1,092	1,092	860
	<u>1,092</u>	<u>1,092</u>	<u>860</u>
Total income and endowments	72,092	72,092	61,526
Expenditure on:			
Employee costs			
Salaries/wages	52,052	52,052	43,296
Pension costs	510	510	317
Staff training	48	48	453
	<u>52,610</u>	<u>52,610</u>	<u>44,066</u>
Premises costs			
Rent	4,760	4,760	1,600
Premises cleaning	2,550	2,550	1,194
Premises repairs and maintenance	2	2	-
	<u>7,312</u>	<u>7,312</u>	<u>2,794</u>
General administrative costs, including depreciation and amortisation			
General insurances	487	487	-
Software, IT support and related costs	2,143	2,143	-
Stationery and printing	254	254	-
Subscriptions	594	594	-
Sundry expenses	1,763	1,763	3,116
Telephone, fax and broadband	106	106	-
	<u>5,347</u>	<u>5,347</u>	<u>3,116</u>
Legal and professional costs			
Accountancy and bookkeeping	300	300	600
Other legal and professional costs	365	365	-
	<u>665</u>	<u>665</u>	<u>600</u>
Total of expenditure of other costs	<u>65,934</u>	<u>65,934</u>	<u>50,576</u>
Total expenditure	65,934	65,934	50,576

Upper Hopton Pre-School
Detailed Statement of Financial Activities

Net gains on investments	-	-	-
	<hr/>	<hr/>	<hr/>
Net income	6,158	6,158	10,950
	<hr/>	<hr/>	<hr/>
Net income before other gains/(losses)	6,158	6,158	10,950
	<hr/>	<hr/>	<hr/>
Other Gains	-	-	-
	<hr/>	<hr/>	<hr/>
Net movement in funds	6,158	6,158	10,950
	<hr/>	<hr/>	<hr/>
Reconciliation of funds:			
Total funds brought forward	23,065	23,065	12,115
	<hr/>	<hr/>	<hr/>
Total funds carried forward	29,223	29,223	23,065
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Signatures' technical details

Signatures

treasurer@upperhoptonpreschool.co.uk

27/10/2022, 21:43:26 BST

Fingerprint

a9cd99db231f20fbb03367482668102ab7157210

Signature

Grace Learie

Event log

10.50.11.122	27/10/2022, 10:59:54 BST Signing request created.
System	27/10/2022, 10:59:55 BST Notification sent to treasurer@upperhoptonpreschool.co.uk.
System	27/10/2022, 11:00:18 BST Signing page opened by signee treasurer@upperhoptonpreschool.co.uk.
System	27/10/2022, 18:01:32 BST Signing page opened by signee treasurer@upperhoptonpreschool.co.uk.
System	27/10/2022, 21:40:53 BST Signing page opened by signee treasurer@upperhoptonpreschool.co.uk.
System	27/10/2022, 21:43:26 BST Signee treasurer@upperhoptonpreschool.co.uk signed document.
System	27/10/2022, 21:43:27 BST Signing process completed.

Summary

Envelope's ID: b113214d

Document's hash: 36b6b48e15a6225363af9937ccc07023aeb835cfce882539c13cdd2ddddd29ec5

Final stamp: 27/10/2022, 21:43:29 BST

Upper Hopton Pre-School
Charity No. 1030659
Trustees' Report and Unaudited Accounts
31 March 2022

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