

Shelf Pre-school

Charity Number 1035756

Annual Report and Financial Statements

for the year ended 31 August 2020

**Annual Report and Financial Statements
for the year ended 31 August 2020**

Contents	Page
Trustees' Report	3 to 5
Examiner's Report	6
Receipts and Payment Account	7
Statement of Assets and Liabilities	8
Notes to the Accounts	9 to 10

Shelf Pre-school

Trustees' Report for the year ended 31 August 2020

Reference and administrative details for the charity, its trustees and advisors

The trustees during the financial year and up to and including the date the report was approved

<u>Name</u>	<u>Position</u>	<u>Dates</u>
Jenny Wilson	General	Appointed November 2016
Katie Ashton	Chair from January 2020	Appointed November 2016
James Hoban	General	Appointed December 2017
Kathryn Hamilton	Secretary	Appointed December 2017
	Treasurer from January 2020	
Charlotte Metcalf	General	Appointed January 2019

Charity number

The charity was registered with the Charity Commission for England and Wales, charity number 1035756, 19 April 1994.

Registered and principal address

Shelf Village Hall
Halifax Road
Shelf
Halifax Road
HX3 7NT

Bankers

Yorkshire Bank PLC
58 High Street
Queensbury
Bradford
BD13 2QL

Barclays Bank PLC
1 Churchill Place
London
E14 5HP

Independent Examiner

Julie Talbot BA (Hons) CPFA MIAB
1 Wood Nook
Norland
Sowerby Bridge
West Yorkshire
HX6 3RZ

Shelf Pre-school

Trustees' Report for the year ended 31 August 2020 continued

Structure, governance and management

The charity is governed by a constitution adopted on 13 October 1980, as amended on 12 October 1992, 29 November 2011 and 17 July 2012.

Method of recruitment and appointment of trustees

The trustees of the charity are appointed by the members at the AGM.

Objectives and activities

The charity's objectives

To enhance the development and education of children primarily under statutory 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 area;
- (c) instilling and adhering to and furthering the aims and objectives of the Pre-School Learning Alliance.

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 and in particular the advancement of education in line with the Early Years Foundation Stage. To provide care and Education to children age 2 – 5.

Achievements and performance

Laura started as Pre-school manager in September 2019, during the first part of the year we completed our AGM, several fundraising activities and recruited two new members of staff.

We held a Christmas Fayre at Shelf Village Hall with the support of the committee; this was well supported by our children and parents and we also received £300 fund match for this from our committee member Jenny Wilson. We also held our annual nativity in our village hall which was well attended by parents and family members; we also took the opportunity to hold a raffle! Both of our Christmas events were very popular, and we had a great turnout both from our families and the local community, thus helping to raise our profile. The raffle was supported by some very generous businesses which ensured we sold lots of raffle tickets. All our events help us to become more noticeable to the village of Shelf and beyond and hopefully increase our numbers. We took part in decorating the Christmas tree at Bethel Chapel a local church. Parents and carers were invited to come along and see the display and we received a small donation. We then faced a new challenge when we entered the start of the Covid 19 pandemic in March 2020 and had to temporarily close. We took advantage of the Government Furlough scheme for a couple of months. During the period we were closed (March 20th to June 14th) we continued our parent partnership through our Facebook page and Tapestry system.

Shelf Pre-school

Trustees' Report for the year ended 31 August 2020 continued

Achievements and performance (Cont.)

As we went into the national lock down, we did learning booklets for children to take home and we shared activities the children could do at home on our Tapestry system. A member of staff also shared videos of her doing story time. When the restrictions started to ease, we put extra safety measures in place and developed a thorough risk assessment to enable the children to return to pre-school. We also managed to continue to run our school holiday club which has been steadily growing in numbers. During this pandemic all the staff and the committee have really come together to support each other at a really difficult time, and we have continued to support the parents of the children in our care. During the Summer holiday Laura and her husband Rick did a huge clean up of the garden in preparation for September return. September numbers are looking positive despite the current pandemic.

The new Manager started working in the setting at the start of the new school year in September 2019. Following maternity cover of 10 months of the previous year one of the people covering were taken on permanently in Sept 19 and we also welcomed back a member of staff on a temp basis in January which led to a permanent contract at the beginning of March 2020. We strive to seek continuous improvement within our setting, regularly promoting partnership with parents. Newsletters, sharing sheets, texts and emails keep all of our families up to date. We have a dedicated Facebook page for the sole use of parents of children in the setting. We continue to remain an open and inclusive setting.

Reserves policy

It is the policy of the Pre-School to hold reserves which have not yet been committed or designated for any particular purpose. The management committee have set aside reserves in order to protect the future financial operations of the pre-school from the effects of any unforeseen variations in its income streams as part of a policy of good financial management practice. The value of the reserve is equivalent to approximately three to four months running costs.

We currently estimate this to be £43,010.74 (including redundancies). Shelf Pre-School will endeavour to allocate sufficient funds to the savings account as required.

This policy is in line with guidance from the charities commission, the pre-school learning alliance and advice from WYCAS good practice guide.

The reserves policy will be reviewed annually to ensure three to four months running costs can be maintained.

Shelf Pre-school

Independent Examiner's report to the Trustees of Shelf Pre-School

I report to the trustees on my examination of the accounts of Shelf Pre-School for the year ended 31 August 2020, which are set out on pages 7 to 10.

Responsibilities and basis of report

As the charity trustees of Shelf Pre-School you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the 2011 Act').

I report in respect of my examination of Shelf Pre-School's Accounts 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 2011 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 in any material respect:

1. accounting records were not kept in respect of Shelf Pre-School as required by section 130 of the 2011 Act; or
2. the accounts do not accord with those records.

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.

Signed:Name: Julie Talbot

Relevant professional qualification or body : CIPFA (Chartered Institute of Public Finance and Accountancy)

Date: 22 June 2021

Julie Talbot BA (Hons) CPFA MIAB

1 Wood Nook
Norland
Sowerby Bridge
West Yorkshire
HX6 3RZ

Shelf Pre-school

Receipts and payments account for the year ended 31 August 2020

	Notes	2020 Unrestricted funds £	2020 Restricted funds £	2020 Total funds £	2019 Total funds £
Receipts					
Grants and donations	(2)	0	74,117	74,117	102,875
Fees		8,969	0	8,969	17,316
Fundraising		1,386	0	1,386	2,099
Bank interest		36	0	36	63
Uniform sales		343	0	343	395
CJRS		2,287	0	2,287	0
Other income		0	0	0	620
Total receipts		13,022	74,117	87,139	123,367
Payments					
Salaries and NIC	(3)	18,239	65,488	83,727	88,505
Pensions		377	2,143	2,520	2,071
Payroll costs		69	391	460	1,000
Premises		965	5,491	6,456	6,989
Insurance		172	976	1,148	1,134
Fundraising expenditure		94	0	94	174
Equipment		128	730	858	368
Telephone and internet		170	970	1,141	1,189
Subscriptions		43	246	289	475
Admin, printing, postage and stationery		78	446	525	265
Cleaning		58	328	385	618
Repairs and maintenance		155	681	836	2,445
Staff training		0	0	47	270
Child snacks		47	268	273	492
Travel		5	28	28	0
Trips		0	0	0	633
Advertising		0	0	0	50
Independent examination		0	0	0	325
Legal and other professional fees		0	0	0	0
Bank charges		0	0	0	0
Bookkeeping		0	0	0	297
Uniforms		47	265	312	534
Garden Project		0	200	200	265
Bad Debt Write Off		180	0	180	0
Sundry expenses		27	156	183	103
Total payments		20,852	78,808	99,660	108,201
Net (payments)		-7,830	-4,691	-12,521	15,166
Cash fund balances brought forward					
Cash fund balances carried forward	(4)	42,107	21,928	64,035	48,870
		34,277	17,237	51,514	64,035

Shelf Pre-school

Statement of assets and liabilities as at 31 August 2020

	2020	2020	2020	2019
	Unrestricted	Restricted	Total	Total
	£	£	£	£
Cash funds				
Cash at bank				
- Current account	16,403	17,202	33,605	45,814
- Deposit accounts	17,857	0	17,857	17,837
Cash in hand	16	35	52	384
Total cash funds	34,277	17,237	51,514	64,035

Other monetary assets	£	£
Rates paid in advance	102	100
Rent paid in advance	442	442
Insurance paid in advance	747	742
Payroll fee paid in advance	268	303
HMRC	614	1,043
	2,172	2,630

Assets retained for the charity's own use

Various toys, furniture and play and computer equipment

Liabilities	£	£
HMRC Month 6	543	0
Pension Month 6	243	153
Service and utility charges	388	429
Payroll charges	0	0
Independent examination	650	325
	1,824	907

Approval of the accounts

The financial statements were approved at a meeting of the trustees and signed on its behalf by:

Signed:

Name (Trustee)

Date:

Shelf Pre-school

Notes to the accounts for the year ended 31 August 2020

1 Accounting policies

Basis of accounting

The trustees have taken advantage of section 133 of the Charities Act 2011 and have prepared the accounts on a receipts and payments basis.

There has been no change to the accounting policies since last year.

Taxation

As a registered 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.

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 examination of the nature and purpose of each fund is included in the notes to the accounts.

Shelf Pre-school

Notes to the accounts continued for the year ended 31 August 2020

2 Grants and donations

	2020	2020	2020	2019
	Unrestricted	Restricted	Total	Total
	funds	funds	funds	funds
	£	£	£	£
CMBC - Children & Young People's Services	0	74,117	74,117	95,013
City of Bradford MDC	0	0	0	7,362
Other grants	0	0	0	0
Donations	0	0	0	500
	0	74,117	74,117	102,875

3 Staff costs and numbers

	2020	2019
	£	£
Staff remuneration	79,471	84,934
Social security costs	4,256	3,217
Pensions	2,520	2,071
	86,246	90,222

The average number employees during the year was 8 (2019:8).

There were no employees with emoluments above £60,000

4 Restricted funds

	Balance b/f	Incoming	Outgoing	Balance c/f
	£	£	£	£
CMBC - Early Education Funding (*)	21,693	74,117	78,608	17,202
City of Bradford MDC	0	0	0	0
M&S Donation Garden Project	235	0	200	35
	21,928	74,117	78,808	17,237

Fund name

Purpose of restriction

CMBC - Early Education Funding

For the supply of free early years provision for 2 to 4 year olds.

M&S Garden Project

For improving the garden area

5 Trustee expenses

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

6 Related party transactions

There were no related party transactions during this or the previous financial year