

Shelf Pre-school
Annual Report and Financial Statements
for the year ended 31st August 2023

Shelf Pre-school

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Shelf Pre-school
Trustees' Report
for the year ended 31st August 2023

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
James Hoban	General	Appointed December 2017
Kathryn Hamilton	Secretary and Treasurer	Appointed December 2017
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
HX3 7NT

Bankers

Virgin Money	Barclays Bank PLC
7 Waterhouse Street	1 Churchill Place
Halifax	London
HX1 1XZ	E14 5HP

Independent Examiner

Alex Shaw BA ACA
68 Whitcliffe Road
Cleckheaton
Bradford
West Yorkshire
BD19 3BY

Shelf Pre-school

Trustees' Report

for the year ended 31st August 2023 (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 aged 2 - 5.

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.

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 **for the year ended 31st August 2023**

I report to the trustees on my examination of the accounts of Shelf Pre-school for the year ended 31 August 2023, which are set out on pages 5 to 8.

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: Alex Shaw

Relevant professional
qualification or body:

ICAEW (Institute of Chartered Accountants
in England and Wales)

Date: 17 September 2024

Alex Shaw BA ACA
68 Whitcliffe Road
Cleckheaton
Bradford
West Yorkshire
BD19 3BY

Shelf Pre-school
Receipts and payments account
for the year ended 31st August 2023

	<u>Notes</u>	<u>2023</u> <u>Unrestricted</u> <u>Funds</u> <u>£</u>	<u>2023</u> <u>Restricted</u> <u>Funds</u> <u>£</u>	<u>2023</u> <u>Total</u> <u>Funds</u> <u>£</u>	<u>2022</u> <u>Total</u> <u>Funds</u> <u>£</u>
Receipts					
Grants and donations	2	0	132,778	132,778	75,002
Fees		23,644	0	23,644	15,723
Fundraising		1,441	0	1,441	1,548
Bank interest		760	75	835	12
Uniform sales		116	0	116	151
CJRS		0	0	0	0
Other income (inc Trips)		1,872	0	1,872	2,034
Total Receipts		27,833	132,853	160,686	94,470
Payments					
Salaries and NI	3	21,402	92,862	114,264	83,098
Pensions		636	3,041	3,677	2,695
Payroll costs		104	496	600	708
Premises		1,155	5,063	6,218	6,101
Insurance		51	244	295	1,041
Fundraising expenditure		30	142	172	0
Session consumables		260	1,241	1,501	473
Equipment		0	0	0	0
Telephone and internet		139	666	805	434
Subscriptions		424	2,029	2,453	396
Admin, printing, postage and stationery		103	494	597	239
Cleaning		119	557	676	467
Repairs and maintenance		54	257	311	2,247
Staff training		0	0	0	0
Child snacks		186	891	1,077	639
Travel		0	0	0	0
Trips		1,024	0	1,024	699
Advertising		27	129	156	119
Independent examination		43	207	250	300
Legal and other professional fees		51	245	296	117
Bank charges		0	0	0	0
Bookkeeping		0	0	0	0
Uniforms		100	479	579	794
Garden project		0	0	0	0
Bad debt write off		0	0	0	0
Sundry expenses		0	0	0	74
Total Payments		25,908	109,043	134,951	100,641
Net Receipts / (Payments)		1,925	23,810	25,735	-6,171
Cash Fund Balances brought forward		35,050	100	35,150	41,321
Cash Fund Balances carried forward	4	36,975	23,910	60,885	35,150

Shelf Pre-school

Statement of assets and liabilities as at 31st August 2023

	<u>2023</u> Unrestricted £	<u>2023</u> Restricted £	<u>2023</u> Total £	<u>2022</u> Total £
Cash funds				
Cash at bank				
- Current account	18,890	23,875	42,765	23,076
- Deposit accounts	17,938	0	17,938	17,863
Cash in hand	147	35	182	127
Total Payments	<u>36,975</u>	<u>23,910</u>	<u>60,885</u>	<u>41,066</u>

Other monetary assets

	<u>£</u>	<u>£</u>
Fees outstanding - taken from Debtors list	0	0
Rates paid in advance	0	0
Rent paid in advance	1,325	1,325
Insurance paid in advance	0	0
Payroll fee paid in advance	0	0
HMRC	0	0
	<u>1,325</u>	<u>1,325</u>

Assets retained for the charity's own use

Various toys, furniture and play and computer equipment.

Liabilities

	<u>£</u>	<u>£</u>
HMRC month 6	0	0
Pension month 6	0	0
Service and utility charges	0	0
Rent	0	0
Independent examination	550	300
	<u>550</u>	<u>300</u>

Approval of the accounts

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

Signature

Name (Trustee)

Date

Shelf Pre-school

Notes to the accounts **for the year ended 31st August 2023**

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.

2 Grants and donations

	<u>2023</u> <u>Unrestricted</u> <u>Funds</u> <u>£</u>	<u>2023</u> <u>Restricted</u> <u>Funds</u> <u>£</u>	<u>2023</u> <u>Total</u> <u>Funds</u> <u>£</u>	<u>2022</u> <u>Total</u> <u>Funds</u> <u>£</u>
CMBC - Children & Young People's Services	0	132,778	132,778	75,002
City of Bradford MDC	0	0	0	0
Other grants	0	0	0	0
Donations	0	0	0	0
	<u>0</u>	<u>132,778</u>	<u>132,778</u>	<u>75,002</u>

3 Staff costs and numbers

	<u>£</u>	<u>£</u>
Staff remuneration (net)	112,012	81,314
Social security costs	2,252	1,784
Pensions	3,677	2,695
	<u>117,941</u>	<u>85,793</u>

The average number of employees during the year was 9 (2021: 8)
There were no employees with emoluments above £60,000

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Notes to the accounts (continued) **for the year ended 31st August 2023**

4 Restricted funds	<u>Balance b/f</u>	<u>Incoming</u>	<u>Outgoing</u>	<u>Balance c/f</u>
	<u>£</u>	<u>£</u>	<u>£</u>	<u>£</u>
CMBC - Early Education Funding	65	132,853	109,043	23,875
M&S Garden Project	35			35
	<u>100</u>	<u>132,853</u>	<u>109,043</u>	<u>23,910</u>

Fund name

CMBC - Early Education Funding
M&S Garden Project

Purpose of restriction

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