

Charity Number 1035756

Shelf Pre-school
Annual Report and Financial Statements
for the year ended 31st August 2024

Shelf Pre-school

Contents

	<u>Page</u>
Trustees' Report	2 - 3
Examiner's Report	4
Receipts and Payment Account	5
Statement of Assets and Liabilities	6
Notes to the Accounts	7 - 8

Shelf Pre-school
Trustees' Report
for the year ended 31st August 2024

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	Treasurer	Appointed November 2016
Kathryn Hamilton	Secretary and Chair	Appointed December 2017
James Hoban	General	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 2024 (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 2024**

I report to the trustees on my examination of the accounts of Shelf Pre-school for the year ended 31 August 2024, 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.

SignedName: Alex Shaw

Relevant professional
qualification or body:

ICAEW (Institute of Chartered Accountants
in England and Wales)

Date: 10 March 2025

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 2024

	<u>Notes</u>	<u>2024</u> <u>Unrestricted</u> <u>Funds</u> <u>£</u>	<u>2024</u> <u>Restricted</u> <u>Funds</u> <u>£</u>	<u>2024</u> <u>Total</u> <u>Funds</u> <u>£</u>	<u>2023</u> <u>Total</u> <u>Funds</u> <u>£</u>
Receipts					
Grants and donations	2	0	145,603	145,603	132,778
Fees		8,700	0	8,700	23,644
Fundraising		403	0	403	1,441
Bank interest		1,253	0	1,253	835
Uniform sales		76	0	76	116
CJRS		0	0	0	0
Other income (inc Trips)		338	0	338	1,872
Total Receipts		10,770	145,603	156,373	160,686
Payments					
Salaries and NI	3	9,544	129,930	139,474	114,264
Pensions		346	4,708	5,054	3,677
Payroll costs		41	559	600	600
Premises		535	5,961	6,496	6,218
Insurance		21	287	308	295
Fundraising expenditure		2	26	28	172
Session consumables		79	1,078	1,157	1,501
Equipment		0	1,795	1,795	0
Telephone and internet		18	245	263	805
Subscriptions		146	2,611	2,757	2,453
Admin, printing, postage and stationery		14	192	206	597
Cleaning		43	579	622	676
Repairs and maintenance		137	1,858	1,995	311
Staff training		68	932	1,000	0
Child snacks		80	1,093	1,173	1,077
Travel		77	968	1,045	0
Trips		700	0	700	1,024
Advertising		5	75	80	156
Independent examination		0	250	250	250
Legal and other professional fees		5	65	70	296
Bank charges		0	0	0	0
Bookkeeping		0	0	0	0
Uniforms		69	934	1,003	579
Garden project		0	0	0	0
Bad debt write off		0	0	0	0
Sundry expenses		12	170	182	0
Total Payments		11,942	154,316	166,258	134,951
Net Receipts / (Payments)		-1,172	-8,713	-9,885	25,735
Cash Fund Balances brought forward		36,976	23,910	60,886	35,151
Cash Fund Balances carried forward	4	35,804	15,197	51,001	60,886

Shelf Pre-school

Statement of assets and liabilities

as at 31st August 2023

	<u>2024</u>	<u>2024</u>	<u>2024</u>	<u>2023</u>
	Unrestricted	Restricted	Total	Total
	£	£	£	£
Cash funds				
Cash at bank				
- Current account	4,669	23,875	28,544	42,765
- Deposit accounts	18,013	0	18,013	17,938
Cash in hand	247	35	282	182
Total Payments	<u>22,929</u>	<u>23,910</u>	<u>46,839</u>	<u>60,885</u>

Other monetary assets

	£	£
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

	£	£
HMRC month 6	0	0
Pension month 6	0	0
Service and utility charges	0	0
Subs	627	0
Independent examination	250	550
	<u>877</u>	<u>550</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 2024**

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>2024</u> <u>Unrestricted</u> <u>Funds</u> <u>£</u>	<u>2024</u> <u>Restricted</u> <u>Funds</u> <u>£</u>	<u>2024</u> <u>Total</u> <u>Funds</u> <u>£</u>	<u>2023</u> <u>Total</u> <u>Funds</u> <u>£</u>
CMBC - Children & Young People's Services	0	145,603	145,603	132,778
City of Bradford MDC	0	0	0	0
Other grants	0	0	0	0
Donations	0	0	0	0
	<u>0</u>	<u>145,603</u>	<u>145,603</u>	<u>132,778</u>

3 Staff costs and numbers

	<u>£</u>	<u>£</u>
Staff remuneration (net)	127,744	112,012
Social security costs	11,730	2,252
Pensions	5,054	3,677
	<u>144,528</u>	<u>117,941</u>

The average number of employees during the year was 11 (2023: 9)

There were no employees with emoluments above £60,000

Shelf Pre-school

Notes to the accounts (continued) for the year ended 31st August 2024

4 Restricted funds	<u>Balance b/f</u>	<u>Incoming</u>	<u>Outgoing</u>	<u>Balance c/f</u>
	£	£	£	£
CMBC - Early Education Funding	23,875	145,603	154,316	15,162
M&S Garden Project	35			35
	<hr/>	<hr/>	<hr/>	<hr/>
	23,910	145,603	154,316	15,197
	<hr/>	<hr/>	<hr/>	<hr/>

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.