

EARLY YEARS @ LIGHTCLIFFE

England & Wales · Charity number 1037861

Details

Other names LIGHTCLIFFE UNITED REFORM CHURCH PLAYGROUP, LIGHTCLIFFE UNITED REFORMED CHURCH PLAYGROUP, LIGHTCLIFFE UNITED REFORMED CHURCH PRESCHOOL

Status Registered

Legal form Other

Registered 1994-05-23

Register [View on the Charity Commission register](#)

Contact

Address Christ Church
Leeds Road
Halifax
HX3 8NU

Phone 01422 207830

Email earlyyears@lightcliffe1@gmail.com

Website www.earlyyears@lightcliffe.co.uk

Activities

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

Activities: The charity is a preschool looking after children between the ages of 2 and 5

Classification

- **How:** Provides Human Resources, Provides Buildings/facilities/open Space, Provides Services, Provides Advocacy/advice/information
- **What:** Education/training
- **Who:** Children/young People

Geography

- Calderdale

Finances

Period end	Income	Expenditure	Assets	Employees
2024-08-31	£450,346	£406,936	-	-
2023-08-31	£351,427	£278,261	-	-
2022-08-31	£262,574	£229,712	-	-
2021-08-31	£208,688	£174,194	-	-
2020-08-31	£163,035	£266,177	-	-

Trustees

Name	Role	Appointed
Carly Durrans		2017-11-01
Emma Szyczak		2020-08-18
Kimberley Szyczak		2020-08-18
Samantha Pearson		2023-11-27
Sarah Hey		2020-08-18

EARLY YEARS @ LIGHTCLIFFE

England & Wales - Charity number 1037861

Accounts

Early Years @ Lightcliffe

Charity number 1037861

Annual Report and Financial Statements

for the year ended 31 August 2024



early years
@ Lightcliffe



Early Years @ Lightcliffe

**Annual Report and Financial Statements
for the year ended 31 August 2024**

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Prepared by West Yorkshire Community Accountancy Service CIO

Early Years @ Lightcliffe

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
Katy Taylor	Chair	resigned 27 November 2023
Emma Szyczak	Secretary	
Sarah Hey	Treasurer	
Carly Durrans		
Kimberley Szyczak		
Samantha Pearson		appointed 27 November 2023

Charity number 1037861 Registered in England and Wales

Registered and principal address	Bankers
Christ Church Centre Lightcliffe Leeds Road Lightcliffe Halifax HX3 8NU	Unity Trust Bank Nine Brindley Place Birmingham B1 2HB

Independent examiner

Katy Sargeant ACA

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 adopted on 27 October 1993, amended on 2 April 2007 and 18 January 2012.

Method of recruitment and appointment of trustees

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

Early Years @ Lightcliffe

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 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 for children aged 2 to 5 pre-school education and an after school club.

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 raising the standard of education for local children.

Achievements and performance

We have continued to expand and now have a 4-place baby room. In doing this we promoted one of our current staff members and recruited another new member of staff. We have continued to expand our wraparound care to meet community demand, and in doing so needed to recruit new staff. We are running a successful toddler group that is open to the community. We have held both a Summer and Christmas fair as fundraising activities and an opportunity to showcase the setting. As a setting we received Dingley's mark of achievement, showing that we are an inclusive setting. We have also continued with improvements to the building and have renovated the boys and disabled toilets.

Financial review

The net income for the year was £43,410, including net income of £41,921 on unrestricted funds and net income of £1,489 on restricted funds.

Reserves policy

The charity's free reserves, excluding fixed assets, at the year end were £143,180.

The financial security of Early Years@Lightcliffe is important, therefore money will be kept in reserve for unforeseen circumstances. We aim to maintain a level of reserves to assist us if income falls below expected levels or to assist our recovery should we encounter a business disaster.

We need reserves in order to:

- Meet redundancy liabilities should the pre-school have to close.
- Ensure there are sufficient cash reserves in the current account to cover day to day running costs for a period of one month, with an aim to increase this to three months.
- Ensure continuity of service provision by:
 - Meeting unexpected costs such as cover for illness or maternity leave, etc.
 - Covering running costs during periods of lower income (e.g. while adjusting to policy changes or following falls in fundraising).
- Replace equipment as it wears out and carry out necessary building upgrades/maintenance.

Early Years @ Lightcliffe

Trustees' report (continued) for the year ended 31 August 2024

Reserves policy continued

Based on the above we have calculated that our reserves should be between £60,000 and £124,000. The trustees recognised the reserves at year end exceeded the upper range stated in the policy due to building up funds to allow building works/renovations to increase number of baby room places and to improve provision.

This policy is reviewed on an annual basis.

Approved by the board of trustees on 4/6/2025

Sarah Hey (Trustee)

Early Years @ Lightcliffe

Independent examiner's report to the trustees of Early Years @ Lightcliffe

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 6 to 12.

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


Since the charity's gross income exceeded £250,000 your examiner must be a fellow of a body listed in section 145 of the 2011 Act.

I confirm that I am qualified to undertake the examination because I am a fellow of ICAEW which is one of the listed bodies.

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.


Katy Sargeant A.C.I.A.E.W.

9/6/2025

West Yorkshire Community Accountancy Service CIO

Stringer House
34 Lupton Street
Leeds
LS10 2QW

Early Years @ Lightcliffe
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)	-	185,704	185,704	146,251
Fees		250,662	-	250,662	192,215
Fundraising		2,498	-	2,498	3,115
Room hire		9,490	-	9,490	9,160
Bank interest		1,162	-	1,162	626
Other income		830	-	830	60
Total income		264,642	185,704	450,346	351,427
Expenditure on:					
Salaries NI and pensions	(3)	198,367	117,059	315,426	200,316
Casual staff		-	108	108	-
Educational materials, activities and trips		-	5,993	5,993	2,374
Food		8,973	-	8,973	7,114
Stationery and administration fees		-	3,455	3,455	917
Telephone		-	1,162	1,162	1,036
Independent examination		-	1,134	1,134	1,134
Training		-	584	584	1,212
Uniforms		-	1,686	1,686	1,921
Advertising and recruitment costs		-	-	-	270
Repairs and maintenance		-	6,391	6,391	9,877
Fundraising expenses		246	-	246	796
Bank charges		-	396	396	374
Computer consumables		-	262	262	270
Toddler expenses		-	26	26	69
Cleaning		-	1,134	1,134	4,037
Equipment		-	1,189	1,189	318
Membership and subscriptions		-	3,527	3,527	2,937
Insurance		-	3,301	3,301	2,928
Mortgage interest repayments		-	23,754	23,754	20,377
Utilities		-	10,654	10,654	10,182
Depreciation		12,618	-	12,618	9,256
Staff gifts		511	-	511	546
Bad debts		2,006	-	2,006	-
Legal and professional fees		-	2,400	2,400	-
Total expenditure		222,721	184,215	406,936	278,261
Net income / (expenditure)		41,921	1,489	43,410	73,166
Fund balances brought forward		273,908	-	273,908	200,742
Fund balances carried forward	(4)	315,829	1,489	317,318	273,908

All incoming resources and resources expended derive from continuing activities.

Early Years @ Lightcliffe
Balance sheet
as at 31 August 2024

	2024	2024	2024	2023
	Unrestricted	Restricted	Total	Total
	£	£	£	£
Fixed assets				
Tangible assets (5)	411,785	-	411,785	396,244
Total fixed assets	<u>411,785</u>	<u>-</u>	<u>411,785</u>	<u>396,244</u>
Current assets				
Debtors and prepayments (6)	11,215	-	11,215	9,645
Cash at bank and in hand (7)	211,373	1,489	212,862	133,124
Total current assets	<u>222,588</u>	<u>1,489</u>	<u>224,077</u>	<u>142,769</u>
Current liabilities:				
amounts falling due within one year				
Creditors and accruals (8)	79,408	-	79,408	18,439
Total current liabilities	<u>79,408</u>	<u>-</u>	<u>79,408</u>	<u>18,439</u>
Net current assets / (liabilities)	<u>143,180</u>	<u>1,489</u>	<u>144,669</u>	<u>124,330</u>
Total assets less current liabilities	<u>554,965</u>	<u>1,489</u>	<u>556,454</u>	<u>520,574</u>
Creditors: amounts falling due after one year (9)	<u>239,136</u>	<u>-</u>	<u>239,136</u>	<u>246,666</u>
Net assets	<u>315,829</u>	<u>1,489</u>	<u>317,318</u>	<u>273,908</u>
Funds				
Unrestricted funds	315,829	-	315,829	273,908
Restricted funds	-	1,489	1,489	-
Total funds	<u>315,829</u>	<u>1,489</u>	<u>317,318</u>	<u>273,908</u>

The financial statements were approved by the board of trustees on 4/6/2025

Sarah Hey (Trustee)

Early Years @ Lightcliffe

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 £1,000 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:

Freehold land: nil

Freehold buildings: over 50 years

Furniture and Fittings: over 4 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.

Early Years @ Lightcliffe
Notes to the accounts continued
for the year ended 31 August 2024

2 Grants and donations	2024	2024	2024	2023
	Unrestricted funds	Restricted funds	Total funds	Total funds
	£	£	£	£
Calderdale Met. Borough Council (CMBC)	-	178,871	178,871	146,251
Best Practice Network	-	5,833	5,833	-
Department for Education (DfE)	-	1,000	1,000	-
	<u>-</u>	<u>185,704</u>	<u>185,704</u>	<u>146,251</u>

3 Staff costs and numbers	2024	2023
	£	£
Gross salaries	295,694	192,454
Social security costs	19,469	10,899
Employment allowance	(5,000)	(6,246)
Pensions	<u>5,263</u>	<u>3,209</u>
	<u>315,426</u>	<u>200,316</u>

The average number of employees during the year was 14.9, being an average of 12.5 full time equivalent (2023: 13.2, 9.3 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	5,263	3,209
Amount of any contributions outstanding at the year end	1,038	-

4 Restricted funds	Balance b/f	Incoming	Outgoing	Transfers	Balance c/f
	£	£	£	£	£
CMBC - Early Education Funding	-	161,467	161,467	-	-
CMBC - Inclusion Funding	-	17,404	17,404	-	-
Best Practice Network - EIYTT	-	5,833	4,344	-	1,489
DfE - Apprenticeship	-	1,000	1,000	-	-
	<u>-</u>	<u>185,704</u>	<u>184,215</u>	<u>-</u>	<u>1,489</u>

Fund name	Purpose of restriction
CMBC - Early Education Funding	For the supply of free early years provision for 2 to 4 year olds.
CMBC - Inclusion Funding	To support early years providers in meeting the needs of individual children with Special Educational Needs.
Best Practice Network - EIYTT	To support for trainees enrolled on the Early Years Initial Teacher Training programme.
DfE - Apprenticeship	Towards costs of apprenticeships.

Early Years @ Lightcliffe
Notes to the accounts continued
for the year ended 31 August 2024

5 Tangible assets	Building Improve	Fixtures and Fittings	Freehold Buildings	Freehold Land	Total
<u>Cost</u>	£	£	£	£	£
At 1 September 2023	19,618	5,176	300,000	100,000	424,794
Additions	24,521	3,638	-	-	28,159
At 31 August 2024	<u>44,139</u>	<u>8,814</u>	<u>300,000</u>	<u>100,000</u>	<u>452,953</u>
<u>Depreciation</u>					
At 1 September 2023	1,962	2,588	24,000	-	28,550
Charge for year	4,414	2,204	6,000	-	12,618
At 31 August 2024	<u>6,376</u>	<u>4,792</u>	<u>30,000</u>	<u>-</u>	<u>41,168</u>
<u>Net book value</u>					
At 31 August 2024	<u>37,763</u>	<u>4,022</u>	<u>270,000</u>	<u>100,000</u>	<u>411,785</u>
At 31 August 2023	<u>17,656</u>	<u>2,588</u>	<u>276,000</u>	<u>100,000</u>	<u>396,244</u>
6 Debtors and prepayments				2024	2023
				£	£
Debtors				8,089	6,596
Prepayments				3,126	3,049
				<u>11,215</u>	<u>9,645</u>
7 Cash at bank and in hand				2024	2023
				£	£
Cash at bank				212,862	133,112
Cash in hand				-	12
				<u>212,862</u>	<u>133,124</u>
8 Creditors and accruals				2024	2023
				£	£
Bank loans and overdrafts				16,796	16,193
Accruals				1,134	1,134
Grant funding in advance				56,400	-
Taxation and social security				4,040	1,112
Other creditors				1,038	-
				<u>79,408</u>	<u>18,439</u>
9 Creditors: amounts falling due after one year				2024	2023
				£	£
Bank loans				239,136	246,666
				<u>239,136</u>	<u>246,666</u>

Early Years @ Lightcliffe
Notes to the accounts continued
for the year ended 31 August 2024

10 Related party transactions

Trustee expenses

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

Trustee remuneration and benefits

		2024	2023
		£	£
Name of trustee or related party	Legal authority		
Sam Pearson	Governing document	47,323	-
Carly Durrans	Governing document	<u>2,512</u>	<u>2,144</u>
		<u>49,835</u>	<u>2,144</u>

Reason for remuneration

Carly is a parent member trustee and is paid for bookkeeping work.

Sam is employed as the pre-school manager, she was appointed as an affiliate member trustee in November 2023.

No other trustee received any other remuneration or benefit during this or the previous year.

Remuneration and benefits received by key management personnel

The total employee benefits received by key management personnel were £49,835 (previous year: £44,994).

Early Years @ Lightcliffe
Statement of Financial Activities including comparatives for all funds
(including summary income and expenditure account)
for the year ended 31 August 2024

	2024	2023	2024	2023	2024	2023
	Unrestricted	Unrestricted	Restricted	Restricted	Total	Total
	funds	funds	funds	funds	funds	funds
	£	£	£	£	£	£
Income						
Grants	-	-	185,704	146,251	185,704	146,251
Fees	250,662	192,215	-	-	250,662	192,215
Fundraising	2,498	3,115	-	-	2,498	3,115
Room hire	9,490	9,160	-	-	9,490	9,160
Bank interest	1,162	626	-	-	1,162	626
Other income	830	60	-	-	830	60
Total income	264,642	205,176	185,704	146,251	450,346	351,427
Expenditure						
Salaries NI and pensions	198,367	107,062	117,059	93,254	315,426	200,316
Casual staff	-	-	108	-	108	-
Educational materials and activities	-	310	5,993	2,064	5,993	2,374
Food	8,973	7,114	-	-	8,973	7,114
Stationery and administration fees	-	-	3,455	917	3,455	917
Telephone	-	165	1,162	871	1,162	1,036
Independent examination	-	-	1,134	1,134	1,134	1,134
Training	-	-	584	1,212	584	1,212
Uniforms	-	-	1,686	1,921	1,686	1,921
Advertising and recruitment costs	-	-	-	270	-	270
Repairs and maintenance	-	-	6,391	9,877	6,391	9,877
Fundraising expenses	246	796	-	-	246	796
Bank charges	-	-	396	374	396	374
Computer consumables	-	-	262	270	262	270
Toddler expenses	-	-	26	69	26	69
Cleaning	-	-	1,134	4,037	1,134	4,037
Equipment	-	-	1,189	318	1,189	318
Membership and subscriptions	-	-	3,527	2,937	3,527	2,937
Insurance	-	-	3,301	2,928	3,301	2,928
Mortgage interest repayments	-	12,022	23,754	8,355	23,754	20,377
Utilities	-	-	10,654	10,182	10,654	10,182
Depreciation	12,618	3,995	-	5,261	12,618	9,256
Staff gifts	511	546	-	-	511	546
Bad debts	2,006	-	-	-	2,006	-
Total expenditure	222,721	132,010	181,815	146,251	404,536	278,261
Net income / (expenditure)	41,921	73,166	3,889	-	45,810	73,166
Fund balances brought forward	273,908	200,742	-	-	273,908	200,742
Fund balances carried forward	315,829	273,908	3,889	-	319,718	273,908

EARLY YEARS @ LIGHTCLIFFE

England & Wales - Charity number 1037861

Accounts

Early Years @ Lightcliffe

Charity number 1037861

Annual Report and Financial Statements

for the year ended 31 August 2023



early years
@ Lightcliffe



Early Years @ Lightcliffe

Annual Report and Financial Statements for the year ended 31 August 2023

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Prepared by West Yorkshire Community Accountancy Service CIO

Early Years @ Lightcliffe

Trustees' report for the year ended 31 August 2023

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
Katy Taylor	Chair	
Emma Szyczak	Secretary	
Sarah Hey	Treasurer	
Carly Durrans		
Kimberley Szyczak		

Charity number 1037861 Registered in England and Wales

Registered and principal address	Bankers
Christ Church Centre Lightcliffe Leeds Road Lightcliffe Halifax HX3 8NU	Unity Trust Bank Nine Brindley Place Birmingham B1 2HB

Independent examiner

Katy Sargeant ACA

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LS10 2QW

Structure, governance and management

The charity is governed by a constitution adopted on 27 October 1993, amended on 2 April 2007 and 18 January 2012.

Method of recruitment and appointment of trustees

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

Early Years @ Lightcliffe

Trustees' report (continued) for the year ended 31 August 2023

Objectives and activities

The charity's objects

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 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 for children aged 2 to 5 Pre-school education and an after school club.

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 raising the standard of education for local children.

Achievements and performance

We have continued to expand and improve the provision, taking on more families and updating more areas of the building.

Financial review

The net income for the year was £73,166, all on unrestricted funds.

Reserves policy

The charity's free reserves, excluding fixed assets, at the year end were £124,330.

The financial security of Early Years@Lightcliffe is important, therefore money will be kept in reserve for unforeseen circumstances. We aim to maintain a level of reserves to assist us if income falls below expected levels or to assist our recovery should we encounter a business disaster.

We need reserves in order to:

- Meet redundancy liabilities should the pre-school have to close.
- Ensure there are sufficient cash reserves in the current account to cover day to day running costs for a period of one month, with an aim to increase this to three months.
- Ensure continuity of service provision by:
 - Meeting unexpected costs such as cover for illness or maternity leave, etc.
 - Covering running costs during periods of lower income (e.g. while adjusting to policy changes or following falls in fundraising).
- Replace equipment as it wears out and carry out necessary building upgrades/maintenance.

Based on the above we have calculated that our reserves should be between £49,900 and £101,600. The trustees recognised the reserves at year end were slightly in excess of the stated policy but are comfortable with this additional buffer to cover any unexpected costs in the current uncertain economic climate.

This policy is reviewed on an annual basis.

Approved by the board of trustees on 26/02/2024

Sarah Hey (Trustee)

Early Years @ Lightcliffe

Independent examiner's report to the trustees of Early Years @ Lightcliffe

I report to the charity trustees on my examination of the accounts of the charity for the year ended 31 August 2023, 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

Since the charity's gross income exceeded £250,000 your examiner must be a fellow of a body listed in section 145 of the 2011 Act.

I confirm that I am qualified to undertake the examination because I am a fellow of ICAEW which is one of the listed bodies.

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.

Katy Sargeant ACA

02/04/2024

West Yorkshire Community Accountancy Service CIO

Stringer House
34 Lupton Street
Leeds
LS10 2QW

Early Years @ Lightcliffe
Statement of Financial Activities
(including summary income and expenditure account)
for the year ended 31 August 2023

	Notes	2023 Unrestricted funds £	2023 Restricted funds £	2023 Total funds £	2022 Total funds £
Income from:					
Grants	(2)	-	146,251	146,251	107,129
Fees		192,215	-	192,215	141,782
Fundraising		3,115	-	3,115	4,526
Room Hire		9,160	-	9,160	8,731
Bank interest		626	-	626	59
Other income		60	-	60	347
Total income		<u>205,176</u>	<u>146,251</u>	<u>351,427</u>	<u>262,574</u>
Expenditure on:					
Salaries NI and pensions	(3)	107,062	93,254	200,316	160,200
Casual staff		-	-	-	2,028
Educational materials, activities and trips		310	2,064	2,374	7,695
Food		7,114	-	7,114	5,661
Stationery and administration fees		-	917	917	494
Telephone		165	871	1,036	915
Independent Examination		-	1,134	1,134	1,080
Training		-	1,212	1,212	780
Uniforms		-	1,921	1,921	1,112
Advertising and recruitment costs		-	270	270	3,162
Repairs and maintenance		-	9,877	9,877	3,867
Fundraising expenses		796	-	796	1,576
Bank charges		-	374	374	398
Computer consumables		-	270	270	270
Toddler expenses		-	69	69	-
Cleaning		-	4,037	4,037	7,144
Equipment		-	318	318	144
Membership and subscriptions		-	2,937	2,937	2,967
Insurance		-	2,928	2,928	2,662
Mortgage interest repayments		12,022	8,355	20,377	12,444
Utilities		-	10,182	10,182	6,884
Depreciation		3,995	5,261	9,256	7,294
Staff gifts		546	-	546	935
Total expenditure		<u>132,010</u>	<u>146,251</u>	<u>278,261</u>	<u>229,712</u>
Net income / (expenditure)		<u>73,166</u>	<u>-</u>	<u>73,166</u>	<u>32,862</u>
Fund balances brought forward		<u>200,742</u>	<u>-</u>	<u>200,742</u>	<u>167,880</u>
Fund balances carried forward	(4)	<u>273,908</u>	<u>-</u>	<u>273,908</u>	<u>200,742</u>

All incoming resources and resources expended derive from continuing activities.

Early Years @ Lightcliffe
Balance sheet
as at 31 August 2023

	2023	2023	2023	2022
	Unrestricted	Restricted	Total	Total
	£	£	£	£
Fixed assets				
Tangible assets (5)	396,244	-	396,244	385,882
Total fixed assets	<u>396,244</u>	<u>-</u>	<u>396,244</u>	<u>385,882</u>
Current assets				
Debtors and prepayments (6)	9,645	-	9,645	7,675
Cash at bank and in hand (7)	133,124	-	133,124	100,452
Total current assets	<u>142,769</u>	<u>-</u>	<u>142,769</u>	<u>108,127</u>
Current liabilities:				
amounts falling due within one year				
Creditors and accruals (8)	18,439	-	18,439	42,343
Total current liabilities	<u>18,439</u>	<u>-</u>	<u>18,439</u>	<u>42,343</u>
Net current assets / (liabilities)	<u>124,330</u>	<u>-</u>	<u>124,330</u>	<u>65,784</u>
Total assets less current liabilities	<u>520,574</u>	<u>-</u>	<u>520,574</u>	<u>451,666</u>
Creditors: amounts falling due after one year (9)	<u>246,666</u>	<u>-</u>	<u>246,666</u>	<u>250,924</u>
Net assets	<u>273,908</u>	<u>-</u>	<u>273,908</u>	<u>200,742</u>
Funds				
Unrestricted funds	273,908	-	273,908	200,742
Restricted funds	-	-	-	-
Total funds	<u>273,908</u>	<u>-</u>	<u>273,908</u>	<u>200,742</u>

The financial statements were approved by the board of trustees on 26/02/2024

Sarah Hey (Trustee)

Early Years @ Lightcliffe

Notes to the accounts

for the year ended 31 August 2023

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 £1,000 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:

Freehold land: nil

Freehold buildings: over 50 years

Furniture and Fittings: over 4 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.

Early Years @ Lightcliffe

Notes to the accounts continued

for the year ended 31 August 2023

2 Grants and donations	2023	2023	2023	2022
	Unrestricted funds £	Restricted funds £	Total funds £	Total funds £
Calderdale Met. Borough Council (CMBC)	-	146,251	146,251	106,879
Other donations	-	-	-	250
	<u>-</u>	<u>146,251</u>	<u>146,251</u>	<u>107,129</u>

3 Staff costs and numbers	2023	2022
	£	£
Gross salaries	192,454	156,233
Social security costs	10,899	7,328
Employment allowance	(6,246)	(5,516)
Pensions	3,209	2,155
	<u>200,316</u>	<u>160,200</u>

The average number of employees during the year was 13.2, being an average of 9.3 full time equivalent (2022: 11, 7.2 FTE). There were no employees with emoluments above £60,000.

Defined contribution pension scheme	2023	2022
	£	£
Costs of the scheme to the charity for the year	3,209	2,155
Amount of any contributions outstanding at the year end	-	331

4 Restricted funds	Balance b/f £	Incoming £	Outgoing £	Transfers £	Balance c/f £
CMBC - Early Education Funding	-	135,127	135,127	-	-
CMBC - Inclusion Funding	-	11,124	11,124	-	-
	<u>-</u>	<u>146,251</u>	<u>146,251</u>	<u>-</u>	<u>-</u>

Fund name	Purpose of restriction
CMBC - Early Education Funding	For the supply of free early years provision for 2 to 4 year olds.
CMBC - Inclusion Funding	To support early years providers in meeting the needs of individual children with Special Educational Needs.

Early Years @ Lightcliffe
Notes to the accounts continued
for the year ended 31 August 2023

5 Tangible assets	Building Improve	Fixtures and Fittings	Freehold Buildings	Freehold Land	Total
<u>Cost</u>	£	£	£	£	£
At 1 September 2022	-	5,176	300,000	100,000	405,176
Additions	19,618	-	-	-	19,618
At 31 August 2023	19,618	5,176	300,000	100,000	424,794
<u>Depreciation</u>					
At 1 September 2022	-	1,294	18,000	-	19,294
Charge for year	1,962	1,294	6,000	-	9,256
At 31 August 2023	1,962	2,588	24,000	-	28,550
<u>Net book value</u>					
At 31 August 2023	17,656	2,588	276,000	100,000	396,244
At 31 August 2022	-	3,882	282,000	100,000	385,882
6 Debtors and prepayments				2023	2022
				£	£
Debtors				6,596	4,945
Prepayments				3,049	2,730
				9,645	7,675
7 Cash at bank and in hand				2023	2022
				£	£
Cash at bank				133,112	100,440
Cash in hand				12	12
				133,124	100,452
8 Creditors and accruals				2023	2022
				£	£
Bank loans and overdrafts				16,193	15,451
Amounts received on account for contracts / performance related grants				-	24,880
Accruals				1,134	1,080
Taxation and social security				1,112	581
Other creditors				-	351
				18,439	42,343

Early Years @ Lightcliffe
Notes to the accounts continued
for the year ended 31 August 2023

9 Creditors: amounts falling due after one year	2023	2022
	£	£
Bank loans	246,666	250,924
	<u>246,666</u>	<u>250,924</u>

10 Related party transactions

Trustee expenses

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

Trustee remuneration and benefits

Name of trustee or related party	Legal authority	2023	2022
		£	£
Carly Durrans	Governing document	2,144	1,838
		<u>2,144</u>	<u>1,838</u>

Reason for remuneration

Carly is a parent member trustee and is paid for bookkeeping work.

No trustee received any other remuneration or benefit during this or the previous year.

Remuneration and benefits received by key management personnel

The total employee benefits received by key management personnel were £42,850 (previous year: £38,811).

Other transactions with trustees or related parties			2023	2022
			£	£
Name of trustee or related party	Relationship to charity	Description of transaction		
Managed Water Services	Husband of a trustee	Legionella risk assessment	280	-
			<u>280</u>	<u>-</u>

Early Years @ Lightcliffe
Statement of Financial Activities including comparatives for all funds
(including summary income and expenditure account)
for the year ended 31 August 2023

	2023 Unrestricted funds £	2022 Unrestricted funds £	2023 Restricted funds £	2022 Restricted funds £	2023 Total funds £	2022 Total funds £
Income						
Grants	-	-	146,251	107,129	146,251	107,129
Fees	192,215	141,782	-	-	192,215	141,782
Fundraising	3,115	4,526	-	-	3,115	4,526
Room Hire	9,160	8,731	-	-	9,160	8,731
Bank interest	626	59	-	-	626	59
Other income	60	347	-	-	60	347
Total income	205,176	155,445	146,251	107,129	351,427	262,574
Expenditure						
Salaries NI and pensions	107,062	78,473	93,254	81,727	200,316	160,200
Casual staff	-	1,075	-	953	-	2,028
Educational materials, activities and trips	310	4,156	2,064	3,539	2,374	7,695
Food	7,114	5,661	-	-	7,114	5,661
Stationery and administration fees	-	241	917	253	917	494
Telephone	165	485	871	430	1,036	915
Independent Examination	-	572	1,134	508	1,134	1,080
Training	-	413	1,212	367	1,212	780
Uniforms	-	589	1,921	523	1,921	1,112
Advertising and recruitment costs	-	1,676	270	1,486	270	3,162
Repairs and maintenance	-	2,050	9,877	1,817	9,877	3,867
Fundraising expenses	796	1,576	-	-	796	1,576
Bank charges	-	211	374	187	374	398
Computer consumables	-	86	270	184	270	270
Toddler expenses	-	-	69	-	69	-
Cleaning	-	3,786	4,037	3,358	4,037	7,144
Equipment	-	76	318	68	318	144
Membership and subscriptions	-	1,573	2,937	1,394	2,937	2,967
Insurance	-	1,411	2,928	1,251	2,928	2,662
Mortgage interest repayments	12,022	6,595	8,355	5,849	20,377	12,444
Utilities	-	3,649	10,182	3,235	10,182	6,884
Depreciation	3,995	7,294	5,261	-	9,256	7,294
Staff gifts	546	935	-	-	546	935
Total expenditure	132,010	122,583	146,251	107,129	278,261	229,712
Net income / (expenditure)	73,166	32,862	-	-	73,166	32,862
Fund balances brought forward	200,742	167,880	-	-	200,742	167,880
Fund balances carried forward	273,908	200,742	-	-	273,908	200,742

EARLY YEARS @ LIGHTCLIFFE

England & Wales - Charity number 1037861

Accounts

Early Years @ Lightcliffe

Charity number 1037861

Annual Report and Financial Statements for the year ended 31 August 2022



West Yorkshire Community Accounting Service

Early Years @ Lightcliffe

Annual Report and Financial Statements for the year ended 31 August 2022

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Statement of financial activities	6
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Prepared by West Yorkshire Community Accountancy Service CIO

Early Years @ Lightcliffe

Trustees' report for the year ended 31 August 2022

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
Katy Taylor	Chair	
Emma Szyczak	Secretary	
Sarah Hey	Treasurer	
Kimberley Lambert		resigned Dec 2021
Carly Durrans		
Kimberley Szyczak		

Charity number	1037861	Registered in England and Wales
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Registered and principal address	Bankers
Christ Church Centre Lightcliffe	Unity Trust Bank
Leeds Road	Nine Brindley Place
Lightcliffe	Birmingham
Halifax	B1 2HB
HX3 8NU	

Independent examiner

Katy Sargeant ACA

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 adopted on 27 October 1993, amended on 2 April 2007 and 18 January 2012.

Method of recruitment and appointment of trustees

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

Early Years @ Lightcliffe

Trustees' report (continued) for the year ended 31 August 2022

Objectives and activities

The charity's objects

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 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 for children aged 2 to 5 Pre-school education and an after school club.

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 raising the standard of education for local children.

Achievements and performance

We have continued to expand and improve the provision, taking on more families and updating the preschool rooms with new flooring, new resources and redecoration.

Financial review

The net income for the year was £32,862, all relating to unrestricted funds.

Reserves policy

The charity's free reserves, excluding fixed assets, at the year end were £65,784.

The financial security of Early Years@Lightcliffe is important, therefore money will be kept in reserve for unforeseen circumstances. We aim to maintain a level of reserves to assist us if income falls below expected levels or to assist our recovery should we encounter a business disaster.

We need reserves in order to:

- Meet redundancy liabilities should the pre-school have to close.
- Ensure there are sufficient cash reserves in the current account to cover day to day running costs for a period of one month, with an aim to increase this to three months.
- Ensure continuity of service provision by:
 - Meeting unexpected costs such as cover for illness or maternity leave, etc.
 - Covering running costs during periods of lower income (e.g. while adjusting to policy changes or following falls in fundraising).

Early Years @ Lightcliffe

Trustees' report (continued) for the year ended 31 August 2022

Reserves policy continued

- Replace equipment as it wears out and carry out necessary building upgrades/maintenance.

Based on the above we have calculated that our reserves should be between £39,700 and £77,300.
This policy will be reviewed on an annual basis.

Approved by the board of trustees on 11/5/23

Sarah Hey (Trustee)

Early Years @ Lightcliffe

Independent examiner's report to the trustees of Early Years @ Lightcliffe

I report to the charity trustees on my examination of the accounts of the charity for the year ended 31 August 2022, which are set out on pages 6 to 14.

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

Since the charity's gross income exceeded £250,000 your examiner must be a fellow of a body listed in section 145 of the 2011 Act.

I confirm that I am qualified to undertake the examination because I am a member of ICAEW which is one of the listed bodies.

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.

Katy Sargeant ACA

11/5/23

West Yorkshire Community Accountancy Service CIO

Stringer House
34 Lupton Street
Leeds
LS10 2QW

Early Years @ Lightcliffe
Statement of Financial Activities
(including summary income and expenditure account)
for the year ended 31 August 2022

	Notes	2022 Unrestricted funds £	2022 Restricted funds £	2022 Total funds £	restated 2021 Total funds £
Income from:					
Grants	(2)	-	107,129	107,129	97,533
Fees		141,782	-	141,782	99,107
Fundraising		4,526	-	4,526	1,925
Room Hire		8,731	-	8,731	5,277
Bank interest		59	-	59	-
Other income		347	-	347	395
Total income		155,445	107,129	262,574	204,237
Expenditure on:					
Salaries and NI	(3)	78,473	81,727	160,200	115,658
Casual staff		1,075	953	2,028	855
Payroll fees		-	-	-	930
Educational materials, activities and trips		4,156	3,539	7,695	2,977
Food		5,661	-	5,661	3,777
Stationery and administration fees		241	253	494	1,884
Telephone		485	430	915	911
Independent Examination		572	508	1,080	718
Training		413	367	780	441
Uniforms		589	523	1,112	31
Advertising and recruitment costs		1,676	1,486	3,162	310
Repairs and maintenance		2,050	1,817	3,867	12,448
Fundraising expenses		1,576	-	1,576	202
Bank charges		211	187	398	262
Computer consumables		86	184	270	331
Toddler expenses		-	-	-	153
Cleaning		3,786	3,358	7,144	1,044
Equipment		76	68	144	887
Membership and subscriptions		1,573	1,394	2,967	319
Insurance		1,411	1,251	2,662	2,497
Mortgage interest repayments		6,595	5,849	12,444	12,376
Utilities		3,649	3,235	6,884	7,935
Depreciation		7,294	-	7,294	6,000
Staff gifts		935	-	935	-
Total expenditure		122,583	107,129	229,712	172,946
Net income / (expenditure)		32,862	-	32,862	31,291
Fund balances brought forward	(11)	167,880	-	167,880	136,589
Fund balances carried forward	(4)	200,742	-	200,742	167,880

All incoming resources and resources expended derive from continuing activities.

Early Years @ Lightcliffe
Balance sheet
as at 31 August 2022

	2022	2022	2022	restated
	Unrestricted	Restricted	Total	Total
	£	£	£	£
Fixed assets				
Tangible assets (5)	385,882	-	385,882	388,000
Total fixed assets	<u>385,882</u>	<u>-</u>	<u>385,882</u>	<u>388,000</u>
Current assets				
Debtors and prepayments (6)	6,392	1,283	7,675	5,023
Cash at bank and in hand (7)	76,347	24,105	100,452	70,183
Total current assets	<u>82,739</u>	<u>25,388</u>	<u>108,127</u>	<u>75,206</u>
Current liabilities:				
amounts falling due within one year				
Creditors and accruals (8)	16,955	25,388	42,343	35,651
Total current liabilities	<u>16,955</u>	<u>25,388</u>	<u>42,343</u>	<u>35,651</u>
Net current assets / (liabilities)	<u>65,784</u>	<u>-</u>	<u>65,784</u>	<u>39,555</u>
Total assets less current liabilities	<u>451,666</u>	<u>-</u>	<u>451,666</u>	<u>427,555</u>
Creditors: amounts falling due after one year (9)	<u>250,924</u>	<u>-</u>	<u>250,924</u>	<u>260,525</u>
Net assets	<u>200,742</u>	<u>-</u>	<u>200,742</u>	<u>167,030</u>
Funds				
Unrestricted funds	200,742	-	200,742	167,880
Restricted funds	-	-	-	-
Total funds	<u>200,742</u>	<u>-</u>	<u>200,742</u>	<u>167,880</u>

The financial statements were approved by the board of trustees on 11/5/23

Sarah Hey (Trustee)

Early Years @ Lightcliffe

Notes to the accounts

for the year ended 31 August 2022

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.

The basis of accounting has been changed from receipts and payments basis to accruals basis. This has meant that a number of adjustments have been made to the comparative figures to include fixed assets, debtors and creditors and long term liabilities. An analysis of the amendments has been provided in the notes.

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, 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.

Donated goods for resale are valued at the amount actually realised upon their sale.

Donated assets, facilities or services are valued at their estimated value to the charity. This is the price that the charity estimates it would pay in the open market for equivalent items; or services and facilities of equivalent utility to the charity.

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.

Early Years @ Lightcliffe

Notes to the accounts

for the year ended 31 August 2022

1 Accounting policies continued

Tangible fixed assets

Tangible fixed assets costing more than £1,000 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:

Freehold land: nil

Freehold buildings: over 50 years

Furniture and Fittings: over 4 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.

Early Years @ Lightcliffe
Notes to the accounts continued
for the year ended 31 August 2022

2 Grants	2022	2022	2022	restated
	Unrestricted funds £	Restricted funds £	Total funds £	2021 Total funds £
Calderdale Met. Borough Council (CMBC)	-	106,879	106,879	89,008
HMRC - Coronavirus Job Retention Scheme	-	-	-	3,525
CMBC - Small Business Grant Fund	-	-	-	5,000
Brodstock Community Support Fund	-	250	250	-
	<u>-</u>	<u>107,129</u>	<u>107,129</u>	<u>97,533</u>

3 Staff costs and numbers	2022	restated
	£	2021 £
Gross salaries	156,233	113,488
Social security costs	7,328	5,016
Employment allowance	(5,516)	(4,553)
Pensions	2,155	1,707
	<u>160,200</u>	<u>115,658</u>

The average number of employees during the year was 10, being an average of 7.2 full time equivalent (2021: 9.9, 6.8 FTE). There were no employees with emoluments above £60,000.

Defined contribution pension scheme	2022	2021
	£	£
Costs of the scheme to the charity for the year	2,155	1,707
Amount of any contributions outstanding at the year end	331	329

4 Restricted funds	restated				
	Balance b/f £	Incoming £	Outgoing £	Transfers £	Balance c/f £
CMBC - Early Education Funding	-	100,741	100,741	-	-
CMBC - Inclusion Funding	-	6,138	6,138	-	-
Brodstock Comm. Support Fund	-	250	250	-	-
	<u>-</u>	<u>107,129</u>	<u>107,129</u>	<u>-</u>	<u>-</u>

Fund name	Purpose of restriction
CMBC - Early Education Funding	For the supply of free early years provision for 2 to 4 year olds
CMBC - Inclusion Funding	To support early years providers in meeting the needs of individual children with Special Educational Needs
Brodstock Comm. Support Fund	For purchase of new sporting/musical resources

Early Years @ Lightcliffe
Notes to the accounts continued
for the year ended 31 August 2022

5 Tangible assets	Fixtures and Fittings	Freehold Buildings	Freehold Land	Total
<u>Cost</u>	£	£	£	£
At 1 September 2021	-	300,000	100,000	400,000
Additions	5,176	-	-	5,176
At 31 August 2022	<u>5,176</u>	<u>300,000</u>	<u>100,000</u>	<u>405,176</u>
<u>Depreciation</u>				
At 1 September 2021	-	12,000	-	12,000
Charge for year	1,294	6,000	-	7,294
At 31 August 2022	<u>1,294</u>	<u>18,000</u>	<u>-</u>	<u>19,294</u>
<u>Net book value</u>				
At 31 August 2022	<u>3,882</u>	<u>282,000</u>	<u>100,000</u>	<u>385,882</u>
At 31 August 2021	<u>-</u>	<u>288,000</u>	<u>100,000</u>	<u>388,000</u>
6 Debtors and prepayments			2022	2021
			£	£
Debtors			4,945	3,546
Prepayments			2,730	1,477
			<u>7,675</u>	<u>5,023</u>
7 Cash at bank and in hand			2022	2021
			£	£
Cash at bank			100,440	70,171
Cash in hand			12	12
			<u>100,452</u>	<u>70,183</u>
8 Creditors and accruals			2022	2021
			£	£
Bank loans and overdrafts			15,451	15,055
Amounts received on account for contracts / performance related grants			24,880	17,953
Accruals			1,080	720
Taxation and social security			581	1,594
Other creditors			351	329
			<u>42,343</u>	<u>35,651</u>
9 Creditors and accruals			2022	2021
			£	£
Bank loans and overdrafts			250,924	260,525
			<u>250,924</u>	<u>260,525</u>

Early Years @ Lightcliffe
Notes to the accounts continued
for the year ended 31 August 2022

10 Related party transactions

Trustee expenses

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

Trustee remuneration and benefits

Name of trustee or related party	Legal authority	2022	2021
		£	£
Carly Durrans	Governing document	1,838	1,026
		<u>1,838</u>	<u>1,026</u>

Reason for remuneration

Carly is a parent member trustee and is paid for bookkeeping work.

No trustee received any other remuneration or benefit during this or the previous year.

Remuneration and benefits received by key management personnel

The total employee benefits received by key management personnel were £38,811 (previous year: £29,758).

11 Restatement of prior year figures due to change in accounting basis

As a result of the change in the basis of accounting from receipts and payments to accruals, there have been a number of adjustments made to the comparative figures, analysed below.

Effect of change on Statement of Financial Activities

	2021	2021	2021
	Unrestricted	Restricted	Total
	funds	funds	funds
	£	£	£
Grants			
Original figure in statutory accounts, year ended 31 Aug 2021	5,000	97,884	102,884
Add deferred income (Aug 2020 year end)	-	12,604	12,604
Deduct deferred income (Aug 2021 year end)	-	(17,955)	(17,955)
Restated total	<u>5,000</u>	<u>92,533</u>	<u>97,533</u>

Fees

	£	£	£
Original figure in statutory accounts, year ended 31 Aug 2021	98,207	-	98,207
Deduct fees owed (Aug 2020 year end)	(2,646)	-	(2,646)
Add fees owed (Aug 2021 year end)	3,546	-	3,546
Restated total	<u>99,107</u>	<u>-</u>	<u>99,107</u>

Total expenditure

	£	£	£
Original figure in statutory accounts, year ended 31 Aug 2021	80,904	93,290	174,194
Deduct creditors (Aug 2020 year end)	(2,744)	(1,307)	(4,051)
Add creditors (Aug 2021 year end)	1,057	1,585	2,642
Add debtors (Aug 2020 year end)	542	813	1,355
Deduct debtors (Aug 2021 year end)	(931)	(1,397)	(2,328)
Deduct mortgage capital expenditure	(4,866)	-	(4,866)
Add depreciation expense	6,000	-	6,000
Restated total	<u>79,962</u>	<u>92,984</u>	<u>172,946</u>

Early Years @ Lightcliffe
Notes to the accounts continued
for the year ended 31 August 2022

11 Restatement of prior year figures due to change in accounting basis continued

Effect of change on fund balances as reported at 31 Aug 2021

	2021	2021	2021
	Unrestricted	Restricted	Total
	funds	funds	funds
	£	£	£
Original fund balances brought forward as at 31 Aug 2021	22,333	12,910	35,243
Add net book value of fixed assets as at 31 Aug 2020	394,000	-	394,000
Deduct mortgage as at 31 Aug 2020	(280,000)	-	(280,000)
Add prepayments	1,939	(584)	1,355
Add fees owed	2,646	-	2,646
Deduct grant funding in advance	-	(12,604)	(12,604)
Deduct accruals	(4,329)	278	(4,051)
Restated fund balances brought forward as at 31 August 2021	<u>136,589</u>	<u>-</u>	<u>136,589</u>

Early Years @ Lightcliffe

Statement of Financial Activities including comparatives for all funds (including summary income and expenditure account) for the year ended 31 August 2022

	restated		restated		restated	
	2022	2021	2022	2021	2022	2021
	Unrestricted	Unrestricted	Restricted	Restricted	Total	Total
	funds	funds	funds	funds	funds	funds
	£	£	£	£	£	£
Income						
Grants	-	5,000	107,129	92,533	107,129	97,533
Fees	141,782	99,107	-	-	141,782	99,107
Fundraising	4,526	1,474	-	451	4,526	1,925
Room Hire	8,731	5,277	-	-	8,731	5,277
Bank interest	59	-	-	-	59	-
Other income	347	395	-	-	347	395
Total income	155,445	111,253	107,129	92,984	262,574	204,237
Expenditure						
Salaries and NI	78,473	39,216	81,727	76,442	160,200	115,658
Casual staff	1,075	342	953	513	2,028	855
Payroll fees	-	372	-	558	-	930
Materials, activities and trips	4,156	700	3,539	2,277	7,695	2,977
Food	5,661	1,511	-	2,266	5,661	3,777
Stationery and administration fees	241	754	253	1,130	494	1,884
Telephone	485	364	430	547	915	911
Independent Examination	572	287	508	431	1,080	718
Training	413	176	367	265	780	441
Uniforms	589	12	523	19	1,112	31
Advertising and recruitment costs	1,676	124	1,486	186	3,162	310
Repairs and maintenance	2,050	11,997	1,817	451	3,867	12,448
Fundraising expenses	1,576	202	-	-	1,576	202
Bank charges	211	262	187	-	398	262
Computer consumables	86	132	184	199	270	331
Toddler expenses	-	61	-	92	-	153
Cleaning	3,786	418	3,358	626	7,144	1,044
Equipment	76	355	68	532	144	887
Membership and subscriptions	1,573	128	1,394	191	2,967	319
Insurance	1,411	999	1,251	1,498	2,662	2,497
Mortgage interest repayments	6,595	12,376	5,849	-	12,444	12,376
Utilities	3,649	3,174	3,235	4,761	6,884	7,935
Depreciation	7,294	6,000	-	-	7,294	6,000
Staff gifts	935	-	-	-	935	-
Total expenditure	122,583	79,962	107,129	92,984	229,712	172,946
Net income / (expenditure)	32,862	31,291	-	-	32,862	31,291
Fund balances brought forward	167,880	136,589	-	-	167,880	136,589
Fund balances carried forward	200,742	167,880	-	-	200,742	167,880

EARLY YEARS @ LIGHTCLIFFE

England & Wales - Charity number 1037861

Accounts

Early Years @ Lightcliffe

Charity number 1037861

Annual Report and Financial Statements for the year ended 31 August 2021



West Yorkshire Community Accounting Service

Early Years @ Lightcliffe

Annual Report and Financial Statements for the year ended 31 August 2021

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Prepared by West Yorkshire Community Accounting Service

Early Years @ Lightcliffe

Trustees' report for the year ended 31 August 2021

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
Katy Taylor	Chair	
Emma Szyczak	Secretary	
Sarah Hey	Treasurer	
Kim Lambert		
Carly Durrans		
Laura Midgley		Resigned March 2021
Kimberley Szyczak		

Charity number

The charity was registered with the Charity Commission for England and Wales, number 1037861, on 23 May 1994.

Principal address

Christ Church Centre Lightcliffe
Leeds Road
Lightcliffe
Halifax
HX3 8NU

Bankers

Unity Trust Bank
Nine Brindley Place
Birmingham
B1 2HB

Independent examiner

Helen Galvin FCCA

West Yorkshire Community Accounting Service

Stringer House
34 Lupton Street
Leeds
LS10 2QW

Structure, governance and management

The charity is governed by a constitution adopted on 27 October 1993, amended on 2 April 2007 and 18 January 2012.

Method of recruitment and appointment of trustees

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

Early Years @ Lightcliffe

Trustees' report (continued) for the year ended 31 August 2021

Objectives and activities

The charity's objects

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 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 for children aged 2 to 5 Pre-school education and an after school club.

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 raising the standard of education for local children.

Achievements and performance

We have continued to expand the provision, taking on more families, and extending the space available via redecorating and equipping an additional room.

Financial review

The net receipts for the year were £34,494, including net receipts of £29,449 on unrestricted funds and net receipts of £5,045 on restricted funds.

At the time of signing these accounts the charity has been impacted by the global Covid-19 virus. The trustees have reassessed the charity's ability to continue for at least 12 months from the date that the accounts are approved and conclude that no material uncertainties exist that cast significant doubt on the charity's ability to meet its liabilities as they fall due.

Reserves policy

The charity's free reserves, excluding fixed assets, at the year end were £51,782.

The financial security of Early Years@Lightcliffe is important, therefore money will be kept in reserve for unforeseen circumstances. We aim to maintain a level of reserves to assist us if income falls below expected levels or to assist our recovery should we encounter a business disaster.

We need reserves in order to:

Meet redundancy liabilities should the pre-school have to close

Ensure there are sufficient cash reserves in the current account to cover day to day running costs for a period of one month, with an aim to increase this to three months.

Ensure continuity of service provision

Replace equipment as it wears out and carry out necessary building upgrades/maintenance.

Based on the above we have calculated that our reserves should be between £36,700 and £69,300.

This policy will be reviewed on an annual basis.

Signed on behalf of the board of trustees on 16/3/2022

Sarah Hey (Trustee)

Early Years @ Lightcliffe

Independent examiner's report to the trustees of Early Years @ Lightcliffe

I report to the charity trustees on my examination of the accounts of the Trust for the year ended 31 August 2021, which are set out on pages 5 to 9.

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 Trust'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 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: Helen Galvin FCCA

28/3/2022

West Yorkshire Community Accounting Service

Stringer House
34 Lupton Street
Leeds
LS10 2QW

Early Years @ Lightcliffe
Receipts and payments account
for the year ended 31 August 2021

	Notes	2021 Unrestricted funds £	2021 Restricted funds £	2021 Total funds £	2020 Total funds £
Receipts					
Grants	(2)	5,000	97,884	102,884	90,451
Fees		98,207	-	98,207	68,316
Fundraising		1,474	451	1,925	3,536
Rental income		5,277	-	5,277	588
Bank interest		-	-	-	144
Other income		395	-	395	-
Total receipts		110,353	98,335	208,688	163,035
Payments					
Salaries and NI	(3)	40,922	76,192	117,114	100,573
Casual staff		342	513	855	83
Payroll fees		372	558	930	1,310
Purchase of building		-	-	-	120,000
Rent		-	-	-	12,633
Educational materials, activities and trips		700	2,277	2,977	2,286
Food		1,511	2,266	3,777	2,672
Stationery and administration fees		1,094	1,641	2,735	1,210
Telephone		364	547	911	863
Accountancy and independent examination		268	403	671	611
Training		176	265	441	430
Uniforms		12	19	31	94
Advertising		124	186	310	-
Repairs and maintenance		11,997	451	12,448	872
Fundraising expenses		202	-	202	135
Bank charges		262	-	262	231
Grant repayment		-	-	-	281
Computer consumables		132	199	331	-
Toddler expenses		61	92	153	-
Cleaning		418	626	1,044	335
Equipment		355	532	887	679
Membership and subscriptions		128	191	319	742
Legal and professional fees		-	-	-	17,013
DBS checks		-	-	-	149
Insurance		1,048	1,571	2,619	1,741
Mortgage interest repayments		12,376	-	12,376	1,038
Mortgage capital repayments		4,866	-	4,866	-
Utilities		3,174	4,761	7,935	196
Total payments		80,904	93,290	174,194	266,177
Net receipts / (payments)		29,449	5,045	34,494	(103,142)
Fund balances brought forward		22,333	12,910	35,243	138,385
Fund balances carried forward	(4)	51,782	17,955	69,737	35,243

Early Years @ Lightcliffe
Statement of assets and liabilities
as at 31 August 2021

	2021	2021	2021	2020
	Unrestricted	Restricted	Total	Total
	£	£	£	£
Cash funds				
Cash at bank	51,770	17,955	69,725	35,231
Cash in hand	12	-	12	12
Total cash funds	<u>51,782</u>	<u>17,955</u>	<u>69,737</u>	<u>35,243</u>

Other monetary assets	£
Fees outstanding at the year end	<u>3,546</u>

Assets retained for the charity's own use

Christ Church Centre Building (Purchased June 2020 £400,000)
 Computer and printer
 Desk and office chairs
 Dehumidifier
 2 Filing cabinets
 Laminator
 3 Display boards
 Various storage containers
 Writers retreat shed
 Television and storage unit
 Various toys and other play equipment

Liabilities	£
CMBC - Autumn term funding received in advance	17,955
Independent examination	720
NEST pension	329
HMRC	<u>1,594</u>
	<u>20,598</u>

Long-term Liabilities

Unity Trust Bank 20 year loan for building purchase (Effective from June 2020)	<u>275,134</u>
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Approval of the accounts

The financial statements were approved by the board of trustees on 16/3/2022

Sarah Hey (Trustee)

Early Years @ Lightcliffe

Notes to the accounts

for the year ended 31 August 2021

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.

No changes have been made to the accounts for previous years.

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.

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.

Early Years @ Lightcliffe
Notes to the accounts continued
for the year ended 31 August 2021

2 Grants	2021	2021	2021	2020
	Unrestricted funds	Restricted funds	Total funds	Total funds
	£	£	£	£
CMBC - Family Services	-	94,359	94,359	75,714
HMRC - Coronavirus Job Retention Scheme	-	3,525	3,525	9,237
Tesco Bags of Help COVID-19 Communities Fur	-	-	-	500
CMBC - Small Business Grant Fund	5,000	-	5,000	5,000
	<u>5,000</u>	<u>97,884</u>	<u>102,884</u>	<u>90,451</u>

3 Staff costs and numbers	2021	2020
	£	£
Gross salaries	114,986	98,367
Social security costs	5,016	3,706
Employment allowance	(4,553)	(2,941)
Pensions	1,665	1,441
	<u>117,114</u>	<u>100,573</u>

The average number employees during the year was 10(2020:10). There were no employees with emoluments above £60,000.

Defined contribution pension scheme	2021	2020
	£	£
Costs of the scheme to the charity for the year	1,665	1,441
Amount of any contributions outstanding at the year end	329	287

4 Restricted funds	Balance b/f	Incoming	Outgoing	Balance c/f
	£	£	£	£
CMBC - Early Education Funding	12,603	91,236	85,884	17,955
Tesco Bags of Help COVID-19 Communities Fur	307	-	307	-
HMRC - Coronavirus Job Retention Scheme	-	3,525	3,525	-
CMBC - Inclusion Funding	-	3,123	3,123	-
Fundraising - roof	-	451	451	-
	<u>12,910</u>	<u>98,335</u>	<u>93,290</u>	<u>17,955</u>

Fund name	Purpose of restriction
CMBC - Early Education Funding	For the supply of free early years provision for 2 to 4 year olds
Tesco Bags of Help COVID-19 Communities Fund	To purchase a Writers Retreat Shed and educational resources
HMRC - Coronavirus Job Retention Scheme	For staff who have been furloughed due to Covid-19
CMBC - Inclusion Funding	To support early years providers in meeting the needs of individual children with Special Educational Needs
Fundraising - roof	For roof repairs

Early Years @ Lightcliffe
Notes to the accounts continued
for the year ended 31 August 2021

5 Related party transactions

Trustee expenses

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

		2021 £	2020 £
Name of trustee	Legal authority		
Carly Durrans	Governing document	1,026	1,011

Carly is a parent member trustee and is paid for bookkeeping work.

No trustee received any other remuneration or benefit during this or the previous year.

Other transactions with trustees or related parties

			2021 £	2020 £
Name of trustee or related party	Relationship to charity	Description of transaction		
Managed Water Services	Husband of a trustee works in the business	Legionella risk assessment and remedial works	786	-

EARLY YEARS @ LIGHTCLIFFE

England & Wales - Charity number 1037861

Accounts

Early Years @ Lightcliffe

Charity number 1037861

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



Early Years @ Lightcliffe

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

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Prepared by West Yorkshire Community Accounting Service

Early Years @ Lightcliffe

Trustees' report for the year ended 31 August 2020

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
Gemma Turner	Chair	Resigned August 2020
Katy Taylor	Chair	Appointed August 2020
Kim Lambert	Treasurer to August 2020	
Sarah Hey	Treasurer	Appointed August 2020
Kirsty Marsden		Resigned August 2020
Carly Durrans		
Laura Midgley		
Emma Szyczak		Appointed August 2020
Kimberley Szyczak		Appointed August 2020

Charity number

The charity was registered with the Charity Commission for England and Wales, number 1037861, on 23 May 1994.

Principal address

Christ Church Centre Lightcliffe
Leeds Road
Lightcliffe
Halifax
HX3 8NU

Bankers

Unity Trust Bank
Nine Brindley Place
Birmingham
B1 2HB

Independent examiner

Helen Galvin FCCA

West Yorkshire Community Accounting Service

Stringer House
34 Lupton Street
Leeds
LS10 2QW

Structure, governance and management

The charity is governed by a constitution adopted on 27 October 1993, amended on 2 April 2007 and 18 January 2012.

Method of recruitment and appointment of trustees

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

Early Years @ Lightcliffe

Trustees' report (continued) for the year ended 31 August 2020

Objectives and activities

The charity's objects

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 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 for children aged 2 to 5 Pre-school education and an after school club.

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 raising the standard of education for local children.

Achievements and performance

We continued to remain open through the lockdown period, provided childcare for keyworkers. We have also managed to keep all our current staff through such uncertain times.

We bought the building in which we have rented for over 20 years. This allowed us to improve our after school environment this year and provided them with their own room, we also now an office, staff area and an area where we can confidentially speak with parents.

Financial review

The net payments for the year were £103,142, including net payments of £102,989 on unrestricted funds and net payments of £153 on restricted funds.

Reserves policy

The charity's free reserves at the year end were £22,333.

The committee of Early Years@Lightcliffe have considered the financial risks for the future operation of the group and agreed that a reserves policy should be set in place.

The committee consider that reserves should be maintained in order that the group should be able to operate for 6 months following a serious failure of funding or other event endangering the ability of the group to survive.

Reserves will be maintained to pay for salary costs, mortgage payments, other running costs and statutory redundancy payments. Based on these calculations we will need £97,000 in reserves.

Our reserves are currently much lower than our policy due to the purchase of the building. We plan to build our reserves back up by reducing expenditure where possible, increase fundraising activity and rental income.

This policy will be reviewed on an annual basis.

Early Years @ Lightcliffe

Trustees' report (continued) for the year ended 31 August 2020

Coronavirus impact statement

There has been a massive operational impact to us as an organisation due to Covid-19, particularly over the period March to June 2020 during Lockdown one. During this period, we remained open to vulnerable children and those of key workers however our attendance numbers, and hence our income, were severely reduced. For all eligible Pre-school children on our register, we continued to receive our 15/30 hours government funding, regardless of whether these children were actually attending during this period. Throughout this semi-closure period many of our loyal families continued to make voluntary payment donations to help protect the longevity of the organisation.

For the period June to August 2020 we were allowed to re-open to all Pre-school children. This resulted in a much greater uptake of places and increased collection of private fees. Also, throughout this period we continued to receive our 15/30 hours government funding for all eligible Pre-school children on register. Throughout the school summer holidays our successful holiday club was open to all children and proved to be very popular, from which the fees collected helped to off-set the lost revenue from the previous term.

To mitigate our loss of fees revenue we negotiated with our landlord to waiver our rent for April 2020, a 50% reduction on rent for May 2020 and a 25% reduction on rent for June 2020. We placed as many staff members as possible on furlough leave and operated on skeleton staff on a rota basis. We also reduced any expenditure where possible, limiting to only essentials.

The trustees have reassessed the charity's ability to continue for at least 12 months from the date that the accounts are approved and conclude that no material uncertainties exist that cast significant doubt on the charity's ability to meet its liabilities as they fall due.

Signed on behalf of the board of trustees:

Signed: S Hey

Date: 16 March 2021

Name: Sarah Hey (Trustee)

Early Years @ Lightcliffe

Independent examiner's report to the trustees of Early Years @ Lightcliffe

I report to the charity trustees on my examination of the accounts of the Trust for the year ended 31 August 2020, which are set out on pages 6 to 9.

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 Trust'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 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: Helen Galvin

Relevant professional qualification or body: FCCA

Date: 6 May 2021

West Yorkshire Community Accounting Service

Stringer House
34 Lupton Street
Leeds
LS10 2QW

Early Years @ Lightcliffe
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	(2)	5,000	85,451	90,451	95,668
Fees		68,316	-	68,316	62,448
Fundraising		3,536	-	3,536	955
Rental income		588	-	588	-
Bank interest		144	-	144	138
Total receipts		77,584	85,451	163,035	159,209
Payments					
Salaries and NI	(3)	32,318	68,255	100,573	100,994
Casual staff		33	50	83	1,336
Payroll fees		524	786	1,310	1,230
Purchase of building		120,000	-	120,000	-
Rent		5,053	7,580	12,633	16,875
Educational materials, activities and trips		721	1,565	2,286	5,909
Food		1,069	1,603	2,672	3,707
Stationery and administration fees		484	726	1,210	940
Telephone		345	518	863	828
Accountancy and independent examination		244	367	611	575
Training		172	258	430	1,257
Uniforms		38	56	94	201
Advertising		-	-	-	224
Repairs and maintenance		349	523	872	6,888
Fundraising expenses		54	81	135	-
Bank charges		92	139	231	170
Grant repayment		112	169	281	-
Donations		-	-	-	22
Staff and committee gifts		-	-	-	550
Cleaning		134	201	335	-
Equipment		272	407	679	-
Membership and subscriptions		297	445	742	683
Legal and professional fees		17,013	-	17,013	-
DBS checks		60	89	149	60
Insurance		696	1,045	1,741	-
Mortgage interest repayments		415	623	1,038	-
Utilities		78	118	196	-
Total payments		180,573	85,604	266,177	142,449
Net (payments) / receipts		(102,989)	(153)	(103,142)	16,760
Fund balances brought forward		125,322	13,063	138,385	121,625
Fund balances carried forward	(4)	22,333	12,910	35,243	138,385

Early Years @ Lightcliffe
Statement of assets and liabilities
as at 31 August 2020

	2020	2020	2020	2019
	Unrestricted	Restricted	Total	Total
	£	£	£	£
Cash funds				
Cash at bank	22,321	12,910	35,231	138,144
Cash in hand	12	-	12	241
Total cash funds	<u>22,333</u>	<u>12,910</u>	<u>35,243</u>	<u>138,385</u>

Other monetary assets	£
Fees outstanding at the year end	2,646
Prepaid property insurance to 30 June 2021	1,355
	<u>4,001</u>

Assets retained for the charity's own use

Christ Church Centre Building (Purchased June 2020 £400,000)
 Computer and printer
 Desk and office chairs
 2 Filing cabinets
 Laminator
 3 Display boards
 Various storage containers
 Television
 Various toys and other play equipment

Liabilities	£
CMBC - Autumn term funding received in advance	12,604
NEST pension	287
HMRC	609
August salaries paid in September	2,483
Independent examination	672
	<u>16,654</u>

Long-term Liabilities

Unity Trust Bank 20 year loan for building purchase
 (Effective from June 2020) 280,000

Approval of the accounts

The financial statements were approved by the board of trustees on

Date: 16 March 2021

Signed: Sarah Hey (Trustee)

Name: S Hey

Early Years @ Lightcliffe

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.

No changes have been made to the accounts for previous years.

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.

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.

Early Years @ Lightcliffe
Notes to the accounts continued
for the year ended 31 August 2020

2 Grants	2020	2020	2020	2019
	Unrestricted funds	Restricted funds	Total funds	Total funds
	£	£	£	£
CMBC - Family Services	-	75,714	75,714	95,668
HMRC - Coronavirus Job Retention Scheme	-	9,237	9,237	-
Tesco Bags of Help COVID-19 Communities Fund	-	500	500	-
CMBC - Small Business Grant Fund	5,000	-	5,000	-
	<u>5,000</u>	<u>85,451</u>	<u>90,451</u>	<u>95,668</u>

3 Staff costs and numbers	2020	2019
	£	£
Gross salaries	98,367	98,149
Social security costs	3,706	4,831
Employment allowance	(2,941)	(3,132)
Pensions	1,441	1,146
	<u>100,573</u>	<u>100,994</u>

The average number employees during the year was 10 (2019: 8.8). There were no employees with emoluments above £60,000.

Defined contribution pension scheme	2020	2019
	£	£
Costs of the scheme to the charity for the year	1,441	1,146
Amount of any contributions outstanding at the year end	287	358
Amount of any contributions prepaid at the year end	-	-

4 Restricted funds	Balance b/f	Incoming	Outgoing	Balance c/f
	£	£	£	£
CMBC - Early Education Funding	13,063	74,904	75,364	12,603
CMBC - DCATCH	-	810	810	-
HMRC - Coronavirus Job Retention Scheme	-	9,237	9,237	-
Tesco Bags of Help COVID-19 Communities Fund	-	500	193	307
	<u>13,063</u>	<u>85,451</u>	<u>85,604</u>	<u>12,910</u>

Fund name	Purpose of restriction
CMBC - Early Education Funding	For the supply of free early years provision for 2 to 4 year olds
CMBC - DCATCH	To enhance staff ratios during sessions attended by a child with disabilities or additional needs
HMRC - Coronavirus Job Retention Scheme	For staff who have been furloughed due to Covid-19
Tesco Bags of Help COVID-19 Communities Fund	To purchase a Writers Retreat Shed and educational resources

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

6 Trustee remuneration and benefits
 No trustee received any remuneration or benefit during this or the previous year.