

# **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**

<b>Contents</b>	<b>Page</b>
Trustees' report	2 to 4
Examiner's report	5
Statement of financial activities	6
Balance sheet	7
Notes to the accounts	8 to 12

**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:

<b>Name</b>	<b>Position</b>	<b>Dates</b>
Katy Taylor	Chair	resigned 27 November 2023
Emma Szyczak	Secretary	
Sarah Hey	Treasurer	
Carly Durrans		
Kimberley Szyczak		
Samantha Pearson		appointed 27 November 2023

<b>Charity number</b>	1037861	Registered in England and Wales
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<b>Registered and principal address</b>	<b>Bankers</b>
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 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



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 £
<b>Income from:</b>					
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
<b>Total income</b>		<b>264,642</b>	<b>185,704</b>	<b>450,346</b>	<b>351,427</b>
<b>Expenditure on:</b>					
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	-
<b>Total expenditure</b>		<b>222,721</b>	<b>184,215</b>	<b>406,936</b>	<b>278,261</b>
<b>Net income / (expenditure)</b>		<b>41,921</b>	<b>1,489</b>	<b>43,410</b>	<b>73,166</b>
<b>Fund balances brought forward</b>		<b>273,908</b>	<b>-</b>	<b>273,908</b>	<b>200,742</b>
<b>Fund balances carried forward</b>	(4)	<b>315,829</b>	<b>1,489</b>	<b>317,318</b>	<b>273,908</b>

All incoming resources and resources expended derive from continuing activities.

**Early Years @ Lightcliffe**  
**Balance sheet**  
**as at 31 August 2024**

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

<b>5 Tangible assets</b>	Building Improve	Fixtures and Fittings	Freehold Buildings	Freehold Land	Total
<b>Cost</b>	£	£	£	£	£
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	44,139	8,814	300,000	100,000	452,953
<b>Depreciation</b>					
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	6,376	4,792	30,000	-	41,168
<b>Net book value</b>					
At 31 August 2024	37,763	4,022	270,000	100,000	411,785
At 31 August 2023	17,656	2,588	276,000	100,000	396,244
<b>6 Debtors and prepayments</b>				2024 £	2023 £
Debtors				8,089	6,596
Prepayments				3,126	3,049
				11,215	9,645
<b>7 Cash at bank and in hand</b>				2024 £	2023 £
Cash at bank				212,862	133,112
Cash in hand				-	12
				212,862	133,124
<b>8 Creditors and accruals</b>				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	-
				79,408	18,439
<b>9 Creditors: amounts falling due after one year</b>				2024 £	2023 £
Bank loans				239,136	246,666
				239,136	246,666

# **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 £
<b>Name of trustee or related party</b>	<b>Legal authority</b>		
Sam Pearson	Governing document	47,323	-
Carly Durrans	Governing document	2,512	2,144
		<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 Unrestricted funds £	2023 Unrestricted funds £	2024 Restricted funds £	2023 Restricted funds £	2024 Total funds £	2023 Total funds £
<b>Income</b>						
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
<b>Total income</b>	<b>264,642</b>	<b>205,176</b>	<b>185,704</b>	<b>146,251</b>	<b>450,346</b>	<b>351,427</b>
<b>Expenditure</b>						
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	-
<b>Total expenditure</b>	<b>222,721</b>	<b>132,010</b>	<b>181,815</b>	<b>146,251</b>	<b>404,536</b>	<b>278,261</b>
<b>Net income / (expenditure)</b>	<b>41,921</b>	<b>73,166</b>	<b>3,889</b>	<b>-</b>	<b>45,810</b>	<b>73,166</b>
<b>Fund balances brought forward</b>	<b>273,908</b>	<b>200,742</b>	<b>-</b>	<b>-</b>	<b>273,908</b>	<b>200,742</b>
<b>Fund balances carried forward</b>	<b>315,829</b>	<b>273,908</b>	<b>3,889</b>	<b>-</b>	<b>319,718</b>	<b>273,908</b>