

# NORTH LEEDS COMMUNITY NURSERY

England & Wales · Charity number 1047355

## Details

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**Other names** NLCN

**Status** Registered

**Legal form** Charitable company

**Company number** [03046944](#)

**Registered** 1995-06-20

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

## Contact

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**Address** North Leeds Community Nursery  
Foxcroft Close  
Leeds  
LS6 3NT

**Phone** 01132741579

**Email** [nlcn.1@btinternet.com](mailto:nlcn.1@btinternet.com)

**Website** [www.nlcnursery.org.uk](http://www.nlcnursery.org.uk)

## Activities

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**Objects:** TO ADVANCE THE EDUCATION OF CHILDREN AND IN PARTICULAR OF THOSE CHILDREN BELOW COMPULSORY SCHOOL AGE BY THE PROMOTION AND PROVISION OF DAY CARE FACILITIES FOR SUCH CHILDREN WHICH STIMULATE THEIR GROWTH AND DEVELOPMENT THROUGH PLAY. B IN THE INTERESTS OF SOCIAL WELFARE, TO PROMOTE AND PROVIDE RECREATIONAL FACILITIES AND OTHER LEISURE TIME ACTIVITIES FOR CHILDREN SO THAT THEIR CONDITIONS OF LIFE MAY BE IMPROVED.

**Activities:** Full day care provider for children aged from 3months to 5 yrs

## Classification

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- **How:** Provides Services
- **What:** General Charitable Purposes, Education/training
- **Who:** Children/young People

## Geography

- **Area of benefit:** BURLEY, HEADINGLEY AND WOODHOUSE
- Leeds City

## Finances

Period end	Income	Expenditure	Assets	Employees
2025-05-31	£448,120	£393,979	-	-
2024-05-31	£336,487	£356,312	-	-
2023-05-31	£353,090	£344,306	-	-
2022-05-31	£337,887	£323,565	-	-
2021-05-31	£316,640	£305,937	-	-

## Trustees

Name	Role	Appointed
Claire Ewart		2020-11-25
Dr Elizabeth Austen		2020-11-25
Leah Mitchell		2023-12-05
Nicholas Mcloughlin		2019-09-26
Simon Campbell-Skelling		2017-10-17

**NORTH LEEDS COMMUNITY NURSERY**

England & Wales - Charity number 1047355

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# Accounts

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# North Leeds Community Nursery

Charity number 1047355

A company limited by guarantee number 03046944

## Annual Report and Financial Statements

for the year ended 31 May 2025



# **North Leeds Community Nursery**

## **Annual Report and Financial Statements for the year ended 31 May 2025**

<b>Contents</b>	<b>Page</b>
Trustees' report	2 to 6
Examiner's report	7
Statement of financial activities	8
Balance sheet	9
Notes to the accounts	10 to 12

**Prepared by West Yorkshire Community Accountancy Service CIO**

# North Leeds Community Nursery

## Trustees' report for the year ended 31 May 2025

### 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>
Claire Ewart	Chair	
Nicholas McLoughlin	Treasurer	
Simon Campbell-Skelling		
Elizabeth Austen		
Sarah Gill		Resigned 10 December 2024
Leah Michell		
Victoria Eustace		Resigned 10 December 2024
<b>Charity number</b>	1047355	Registered in England and Wales
<b>Company number</b>	03046944	Registered in England and Wales
<b>Registered and principal address</b>	<b>Bankers</b>	
Foxcroft Close	Virgin Money	Santander UK plc
Leeds	Bering House	2 Triton Square
West Yorkshire	Mariner Court	Regent's Place
LS6 3NT	Clydebank Business Park	London
	Clydebank. G81 2NR	NW1 3AN

### 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 a company limited by guarantee and was formed on 18 April 1995. It is governed by a memorandum and articles of association. The liability of the members in the event of the company being wound up is limited to a sum not exceeding £1.

### Method of recruitment and appointment of trustees

The trustees of the charity are also the directors for the purposes of company law and are appointed by the members at the AGM.

# **North Leeds Community Nursery**

## **Trustees' report (continued) for the year ended 31 May 2025**

### **Objectives and activities**

#### **The charity's objects**

- a) To advance the education of children and in particular of those children below compulsory school age by the promotion and provision of day care facilities for such children which stimulate their growth and development through play
- b) In the interests of social welfare, to promote and provide recreational facilities and other leisure time activities for children so that their conditions of life may be improved.

#### **The charity's main activities**

The Charity operates a nursery for children under 7 years of age.

#### **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 providing early years education and development.

### **Achievements and performance**

#### **Staffing**

There have been various changes to the staffing structure over the year.

Two staff members left the organisation. One staff member was part time and did not work directly with the children and the role was filled swiftly.

The second member did work directly with the children on a full-time basis and this role was very hard to fill. This was a definite reflection on the recruitment issues that the Early Years industry is currently experiencing.

Our part time employee who was on extended Maternity leave, came back on a more flexible basis to help maintain a work/life balance.

One staff member requested leave from October for two months to enable her to go travelling. This was approved and the staff member returned in January 2025.

Agency staff has still been used on a regular basis especially to fulfil the role of the full-time employee that left; however we kept this to a minimum by the manager also working in the room on a regular basis. We are lucky enough to have a regular agency staff member, who is used to the nursery routine and has formed positive relationships with the children and staff in the Rainbow Room.

The nursery was successful in appointing a Senior Early Years Educator in the Sunshine room. This role had remained vacant for some time and additional administrative duties were carried out by a current staff member in the room. A member of staff already working within the Sunshine room was successful in being appointed the Senior Early Years Educator. The staff member appointed demonstrated a clear and concise vision for the room.

#### **Qualifications and staff wellbeing:**

This year we did not arrange any specific training to be undertaken, we agreed as a staff team that we would utilise training days to focus on our continuous safeguarding practises, refresh First Aid knowledge both in practical and theory and enjoy lengthier individual room meetings and full nursery team meetings. Afternoons were spent on developing areas of provision and planning the curriculum. We have continued to use Noodle Now, this has been especially useful for our Apprentice to access various training to support her knowledge in the Early Years sector. We revised our roles and responsibilities and made various changes to these. One staff member attended SENDco training to enhance their knowledge and understanding of the role.

# **North Leeds Community Nursery**

## **Trustees' report (continued) for the year ended 31 May 2025**

### **Achievements and performance (continued)**

#### **Improvements**

Improvements within the nursery consisted of new trellis fencing in the back garden. The Sunshine room garden fence repainted, and various pieces of storage furniture purchased for the Rainbow room. Many of the Rainbow room areas were updated, the dressing up area was moved and made bigger, the music area was redesigned, and more musical instruments were purchased to enhance the area. A new sofa and chairs were purchased to be used in the Role play area. The Sunshine room also purchased a sofa and chairs to make their reading a more cosy and inviting space for the babies.

Various changes and updates to the Early Years Foundation Stage (EYFS) were made this year giving more clarity on Safeguarding, Language development and assessment procedures.

We booked various outside providers to deliver sessions to the children in the setting, The Sunshine room introduced Lorraine to the children who delivers a music session every other week. The Rainbow room introduced Tots Pretend who deliver a drama and role play session every other week. Number Train also joined the Rainbow room in delivering maths sessions to enhance children's confidence and creativity with numbers.

We also had visits from:

Owl Adventures, Alpacas, Zoo lab and Living eggs where we successfully hatched all ten chicks.

#### **Social events and parental involvement**

We held a lovely summer gathering for the children, parents and staff to attend. This was a low-key event where everyone had the opportunity to relax and socialise with one another.

We held a Paediatric first aid for parents evening, which was well attended and will be made an annual event.

We also held a 'learn to crochet evening' unfortunately this did not attract any interest with the parents and carers of the nursery.

#### **Lease of the Land**

After many years of enquiring about a longer lease for the site, we finally had a meeting with Leeds City Council who are keen for the nursery to remain where we are and consider our setting a much-needed provision in the area. We do not have any specific dates or timescales of when we will get a new lease but we feel more assured that the nursery has a future on the site that is right for us and for the community.

#### **Fee increase**

The annual fee increase was implemented, and the additional Government funding was brought in. The funding has had a positive impact on the nursery, in relation to many parents increasing their children's sessions.

#### **Budgets**

Monthly budgets remain in place for the rooms to access resources and materials. The budget amounts have only increased by current inflation; however, this has not impacted on the rooms buying resources that are needed.

#### **Marketing and Publicity**

The new website contact form remains an effective tool in booking visits and general enquiries.

Word of mouth is still the nurseries most effective advertising tool.

A leaflet drop was conducted in the local area to generate more interest in the nursery. We focussed on the centre of Headingley and a few premises in the local area.

One of the main focuses is trying to boost the nurseries rankings in various search engines. The nursery is quite low on the rankings and we are competing with lots of nurseries in the area that are part of a larger organisation.

# **North Leeds Community Nursery**

## **Trustees' report (continued) for the year ended 31 May 2025**

### **Achievements and performance (continued)**

#### **Fundraising and Charitable events.**

The Rainbow Room supported The Yorkshire Air Ambulance charity this year. The children had to do various rescue missions throughout the week, and they did an incredible job, the fantastic efforts made by the children raised an amazing £1,117.50.

The Sunshine Rooms chosen charity was Leeds Mind. The children did various sporting activities throughout the week to incorporate staying active and healthy. The children's enthusiasm and zest for sports raised a fantastic £630.

#### **Future for the nursery**

We are confident that the nursery remains a viable business and that the recent changes we have put in place, with regards to the fee increases and only offering full day sessions will enable it to flourish.

The main doors still need to be replaced at some point as these become warped in the winter months. PVC doors would be a better option.

We are continuously improving the setting and what we offer to the children and parents, by making the nursery an exciting and welcoming environment. This would not be achievable without the commitment and dedication of the staff in the setting.

#### **Financial review**

The net income for the year was £54,141, all unrestricted in nature, increasing the charity's free reserves (excluding fixed assets) to £239,329.

The total income for 2024/2025 was £112k higher than 2023/2024. The nursery saw a significant increase in fee funding from the government (£114k), as funding for children from 2 years and under was gradually introduced from September 2024. There was a slight decrease in parent fee funding of £2k, (due to the increase in government funding).

Overall expense was £38k higher compared to the previous year. Staff related expense was £36k higher due to an annual pay increase with inflation and the recruitment of an additional member of staff. The nursery successfully saved money on food and household expenses (£3k). External activity costs was higher (£2k) as drama, music and forest school classes were introduced and equipment and materials was higher (£1.5k).

The Committee has assessed the nursery's financial position going forward and do not foresee any material impact on the organisation. They are confident the nursery can be treated as a going concern. The Committee look forward to achieving a successful financial year in 2025/2026.

#### **Reserves policy**

The Trustees have examined the charity's requirements for reserves whilst considering the main risks to the organisation. It has established a policy whereby the reserve fund should cover 6 to 9 months of annual expenditure to enable the smooth running of the charity and to allow for an orderly winding up should the charity need to close. This would equate to approximately £215k - £322k based on the 2025/26 budgeted expenditure.

# **North Leeds Community Nursery**

## **Trustees' report (continued) for the year ended 31 May 2025**

### **Statement of trustees' responsibilities**

The trustees (who are also the directors for the purposes of company law) are responsible for preparing the Trustees report and the financial statements in accordance with the applicable law and UK Accounting Standards.

Company law requires the trustees to prepare financial accounts for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for the year. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and apply them consistently;

- observe the methods and principles in the Charities SORP;

- make judgements and estimates that are reasonable and prudent;

- state whether applicable UK accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;

- prepare the accounts on a going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the financial accounts comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

This report has been prepared in accordance with the Statement of Recommended Practice: Accounting and

Approved by the board of trustees on 8/1/2026

Claire Ewart (Trustee)

# **North Leeds Community Nursery**

## **Independent examiner's report to the trustees of North Leeds Community Nursery**

I report to the charity trustees on my examination of the accounts of the charitable company for the year ended 31 May 2025, which are set out on pages 8 to 12.

### **Responsibilities and basis of report**

As the charity's trustees of the charitable company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the charitable company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

### **Independent examiner's statement**

Since the charitable company'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 company as required by section 386 of the 2006 Act; or
- 2 the accounts do not accord with those records; or
- 3 the accounts do not comply with the accounting requirements of section 396 of the 2006 Act 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; or
- 4 the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities [applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)].

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

19/1/2026

### **West Yorkshire Community Accountancy Service CIO**

Stringer House  
34 Lupton Street  
Leeds  
LS10 2QW

**North Leeds Community Nursery**  
**Statement of Financial Activities**  
**(including summary income and expenditure account)**  
**for the year ended 31 May 2025**

	Notes	2025 Total funds £	2024 Total funds £
<b>Income from:</b>			
Grants and donations		-	288
Government funded places		220,848	106,913
Private funded places		223,060	224,743
Bank interest		4,212	4,496
Other income		-	47
<b>Total income</b>		<u>448,120</u>	<u>336,487</u>
<b>Expenditure on:</b>			
Salaries and NIC	(2)	267,018	232,949
Temporary staff		15,692	14,163
Rent and rates		13,697	13,696
Insurance and subscriptions		8,540	8,156
Utilities		13,236	12,600
Equipment and materials		8,970	7,462
General premises costs		9,419	8,588
Cleaning		14,939	14,406
Food and household		21,940	24,851
Telephone and internet		2,024	1,807
Postage and other office costs		2,337	1,669
Training, travel and other staff costs		646	994
Advertising and publicity		719	281
Other expenditure		917	1,805
Independent examination		1,518	1,518
Depreciation		3,293	3,041
Recruitment		1,304	1,873
Accountancy and bookkeeping		4,962	5,877
External activity providers		2,808	576
<b>Total expenditure</b>		<u>393,979</u>	<u>356,312</u>
<b>Net income / (expenditure)</b>		54,141	(19,825)
<b>Fund balances brought forward</b>		<u>198,888</u>	<u>218,713</u>
<b>Fund balances carried forward</b>		<u>253,029</u>	<u>198,888</u>

All incoming resources and resources expended derive from continuing activities.

**North Leeds Community Nursery**  
**Balance sheet**  
**as at 31 May 2025**

		2025	2024
		Total	Total
		£	£
<b>Fixed assets</b>			
Tangible assets	(3)	<u>13,700</u>	<u>16,993</u>
<b>Total fixed assets</b>		<u>13,700</u>	<u>16,993</u>
<b>Current assets</b>			
Debtors and prepayments	(4)	7,592	8,497
Cash at bank		<u>297,609</u>	<u>215,791</u>
<b>Total current assets</b>		<u>305,201</u>	<u>224,288</u>
<b>Current liabilities:</b>			
<b>amounts falling due within one year</b>			
Creditors and accruals	(5)	<u>65,872</u>	<u>42,393</u>
<b>Total current liabilities</b>		<u>65,872</u>	<u>42,393</u>
<b>Net current assets</b>		<u>239,329</u>	<u>181,895</u>
<b>Creditors: amounts falling due after one year</b>	(11)	-	-
<b>Net assets</b>		<u>253,029</u>	<u>198,888</u>
<b>Funds</b>			
Unrestricted funds		<u>253,029</u>	<u>198,888</u>
<b>Total funds</b>		<u>253,029</u>	<u>198,888</u>

For the year ending 31 May 2025 the charitable company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

The members have not required the charitable company to obtain an audit of its accounts for the year in question in accordance with section 476. The trustees (who are also the directors for the purposes of company law) acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime and with FRS 102 (effective January 2019).

The financial statements were approved by the board of trustees on 8/1/2026

Claire Ewart (Trustee)

# **North Leeds Community Nursery**

## **Notes to the accounts**

### **for the year ended 31 May 2025**

#### **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

##### **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 with an economic life more than one year are capitalised and included at cost including any incidental expenses of acquisition. Gifted assets are shown at the value to the charity on Depreciation is provided on all tangible fixed assets at rates calculated to write off the cost on a reducing balance basis at 15% per annum.

##### **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.

##### **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.

**North Leeds Community Nursery**  
**Notes to the accounts continued**  
**for the year ended 31 May 2025**

2 Staff costs and numbers	2025	2024
	£	£
Gross salaries	250,390	220,617
Social security costs	20,188	14,830
Employment allowance	(7,237)	(5,433)
Pensions	3,677	2,935
	<u>267,018</u>	<u>232,949</u>

The average number of employees during the year was 12.4, being an average of 10.6 full time equivalent (2024: 10.3, 8.3 FTE). There were no employees with emoluments above £60,000.

Defined contribution pension scheme	2025	2024
	£	£
Costs of the scheme to the charity for the year	3,677	2,935
Amount of any contributions outstanding at the year end	-	624

3 Tangible assets	Class 4	Class 3	Furniture & Fittings	Office equipment	Total
<u>Cost</u>	£	£	£	£	£
At 1 June 2024	-	-	12,392	49,960	62,352
Additions	-	-	-	-	-
Disposals	-	-	-	(8,448)	(8,448)
At 31 May 2025	-	-	<u>12,392</u>	<u>41,512</u>	<u>53,904</u>
<u>Depreciation</u>					
At 1 June 2024	-	-	4,850	40,509	45,359
Depn reversed re. disposals	-	-	-	(7,571)	(7,571)
Charge for year	-	-	1,130	1,286	2,416
At 31 May 2025	-	-	<u>5,980</u>	<u>34,224</u>	<u>40,204</u>
<u>Net book value</u>					
At 31 May 2025	-	-	<u>6,412</u>	<u>7,288</u>	<u>13,700</u>
At 31 May 2024	-	-	<u>7,542</u>	<u>9,451</u>	<u>16,993</u>

4 Debtors and prepayments	2025	2024
	£	£
Debtors	2,626	5,478
Prepayments	3,606	3,019
Other debtors	1,360	-
	<u>7,592</u>	<u>8,497</u>

**North Leeds Community Nursery**  
**Notes to the accounts continued**  
**for the year ended 31 May 2025**

<b>5 Creditors and accruals</b>	2025	2024
	£	£
Bank loans and overdrafts	2,887	2,757
Creditors	9,402	10,029
Accruals	32,720	19,484
Funding received in advance	11,794	1,643
Taxation and social security	2,644	1,431
Other creditors	6,425	7,049
	<u>65,872</u>	<u>42,393</u>

**6 Related party transactions**

**Trustee expenses**

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

**Trustee remuneration and benefits**

No trustee received any 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 £30,687 (previous year: £27,935).

**7 Operating leases**

Expected future minimum lease payments over the remaining life of the lease, analysed into the period in which the commitment falls due:	2025	2024
	£	£
Within one year	277	475
In the second to fifth years inclusive	-	277
	<u>277</u>	<u>752</u>

**8 Funds held as agent**

	Balance b/f	Incoming	Outgoing	Balance c/f
	£	£	£	£
Epilepsy fundraiser	-	1,418	1,418	-
	<u>-</u>	<u>1,418</u>	<u>1,418</u>	<u>-</u>

**Fund name**

Epilepsy fundraiser

**Additional information**

Money raised and subsequently donated from a fundraiser.

**NORTH LEEDS COMMUNITY NURSERY**

England & Wales - Charity number 1047355

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# Accounts

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# **North Leeds Community Nursery**

Charity number 1047355

A company limited by guarantee number 03046944

## **Annual Report and Financial Statements**

**for the year ended 31 May 2024**



# **North Leeds Community Nursery**

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

<b>Contents</b>	<b>Page</b>
Trustees' report	2 to 7
Examiner's report	8
Statement of financial activities	9
Balance sheet	10
Notes to the accounts	11 to 13

**Prepared by West Yorkshire Community Accountancy Service CIO**

# North Leeds Community Nursery

## Trustees' report for the year ended 31 May 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>
Simon Campbell-Skelling		
Nick McLoughlin	Treasurer	
Victoria Eustace	Vice Chair	
Elizabeth Austen		
Claire Ewart	Chair	
Sarah Gill		Appointed 5 December 2023
Leah Michell		Appointed 5 December 2023
<b>Charity number</b>	1047355	Registered in England and Wales
<b>Company number</b>	03046944	Registered in England and Wales
<b>Registered and principal address</b>	<b>Bankers</b>	
Foxcroft Close	Virgin Money	Santander UK plc
Leeds	Bering House	2 Triton Square
West Yorkshire	Mariner Court	Regent's Place
LS6 3NT	Clydebank Business Park	London
	Clydebank. G81 2NR	NW1 3AN

### Independent examiner

E J Beverley FCCA

### West Yorkshire Community Accountancy Service CIO

Stringer House  
34 Lupton Street  
Leeds  
LS10 2QW

### Structure, governance and management

The charity is a company limited by guarantee and was formed on 18 April 1995. It is governed by a memorandum and articles of association. The liability of the members in the event of the company being wound up is limited to a sum not exceeding £1.

### Method of recruitment and appointment of trustees

The trustees of the charity are also the directors for the purposes of company law and are appointed by the members at the AGM.

# North Leeds Community Nursery

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

### Objectives and activities

#### The charity's objects

- a) To advance the education of children and in particular of those children below compulsory school age by the promotion and provision of day care facilities for such children which stimulate their growth and development through play
- b) In the interests of social welfare, to promote and provide recreational facilities and other leisure time activities for children so that their conditions of life may be improved.

#### The charity's main activities

The Charity operates a nursery for children under 7 years of age.

#### 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 providing early years education and development.

### Achievements and performance

#### Staffing

There have been various changes to the staffing structure over the year.

We received two requests for flexible working. These requests were to support a working family / life balance.

One staff member began their maternity leave in March and will be taking their full SMP entitlement. It is hoped they will return in December 24.

We successfully recruited one member of staff to join the Sunshine Room. This was initially on a part time basis, however the needs of the room increased and therefore we offered the staff member a full-time contract. The staff member is currently working towards their Early Years Educator level three qualification with Eden training.

Agency staff are still used on a regular basis, this is mainly to cover staff holidays as the nursery does not currently have additional staff to cover this. We are lucky enough to have a regular agency staff member, who is used to the nursery routine and has formed positive relationships with the children and staff in the Sunshine Room.

The past financial year has been a challenging one with regards to the nursery's finances, in particular the use of agency and temporary staff. These were taking a toll on the nursery's income. We have been very mindful of this and have limited how much agency we use utilising the Manager more in the rooms and the kitchen when needed and offering more overtime to the staff.

**Qualifications:** The staff team accessed SEND training in March. The training focussed on developing strategies to support children with autism. This was particularly beneficial in supporting some of the children who currently attend our nursery who are waiting for a diagnosis of autism.

All the staff attended paediatric first aid training in November. The qualification will last for three years.

Noodle now is still used for all the staff. This remains a useful resource in supporting staff to update their knowledge of safeguarding, food safety, allergies, child development and many more.

#### Improvements

We made a collective decision to be mindful of our spending over the last year given the financial position the nursery was facing. Therefore, we refrained from buying any large pieces of equipment and kept any improvements to a minimum. The rooms continued to buy resources and provisions to enhance the children's learning and development over the year using the budgets they had been allocated. Most expenditure was set against the curriculum and the activities provided to the children.

This year due to bad weather, the canopy in the front garden ripped and was not repairable. We decided not to replace this and look at alternative ways we could decorate the poles.

# **North Leeds Community Nursery**

## **Trustees' report (continued) for the year ended 31 May 2024**

### **Achievements and performance continued**

Various changes and updates to the Early Years Foundation Stage (EYFS) were made this year and implemented throughout the nursery.

We made various improvements to the menu and food we offer the children. Along with the help of a parent we looked at improving our meals and snacks that were more processed and replaced some of these foods with more pure ingredients such as sour dough products, ciabatta, full fat soft cheese etc.

We booked 'Go Wild Outdoors' to deliver forest school sessions to the children once a month. The children enjoyed the activities provided which were based on seasonal events.

The nursery has seen a significant financial impact on parents deferring their children's start dates, along with decreasing the number of sessions originally booked over the course of the year. Therefore, we made several changes to our waiting list terms and conditions.

We also made changes to any new parents joining the nursery in that they would need to book a minimum of two days, and half day sessions were no longer an option.

### **Social events and parental involvement**

This year we decided to plan for a summer fun day on Saturday the 5<sup>th</sup> August with activities such as 'hook a duck', 'coconut shy' etc. The date this was planned for was forecast for very heavy rain and we took the decision to postpone the event.

We changed the venue for the Annual General Meeting and decided to hold it at the Kirkstall Bridge pub. Attendance the year before had been very poor at the nursery, and we felt that the pub may be a more comfortable place for parents to attend. We were successful in two new parents signing up to join the committee.

In February we invited parents to join us for a paediatric first aid course. The take up for this was good and the parents who attended found the course very beneficial. This will be organised again in 2025.

### **Lease of the Land**

The lease of the land is currently being looked at and we now have a contact who is taking responsibility for this within Leeds City Council (LCC).

It is still our desire to obtain a long-term lease. By having a long-term lease, it would help the nursery in obtaining funding that can be used to update the outdoor area which needs re-surfacing.

### **Fee increase**

The annual fee increase this year was more complex than it had been in previous years. Given that the nursery would be making a significant financial loss we had to ensure that this fee increase would be enough to make the nursery financially viable as well as being mindful of the impact a significant increase could have on our families. The nursery was also faced with the challenges of the current inflation rate and the increase in the national living wage.

The Governments plans to introduce additional funding for children of 9 months, and 2 years also had a significant impact on the decisions we needed to make to ensure the nursery remained viable.

### **Budgets**

Monthly budgets remained in place for the rooms to access resources and materials. The budget amounts have only increased by current inflation; however, this has not impacted on the rooms buying resources that are needed.

Our high standards of cleaning since Covid-19 have remained in place, essential to prevent the spread of Covid-19 and other viruses that are presenting themselves since the pandemic.

# **North Leeds Community Nursery**

## **Trustees' report (continued) for the year ended 31 May 2024**

### **Marketing and Publicity**

The new website contact form remains an effective tool in booking visits and general enquiries.

Word of mouth is still the nurseries most effective advertising tool.

We advertised with North Leeds Mumbler to generate more enquiries, however after monitoring the impact of the advertisement it was decided this was not an effective advertising tool for us.

We gave out leaflets for parents to disseminate in the local area to generate more interest in the nursery.

### **Fundraising and Charitable events.**

Over the course of the year the Rainbow Room supported 'Epilepsy Action' and raised an incredible £1,538. The Sunshine Room fundraiser was planned for a little later in the year.

### **Future for the nursery**

We are confident that the nursery remains a viable business and that the recent changes we have put in place with regards to fee increases and session changes will enable it to flourish.

We continue to discuss at committee meetings the desire to purchase the land we currently rent. We would like to build our own purpose built, eco-friendly nursery.

The large outdoor area still needs some attention over the next year. The soft surfacing is continuously shrinking especially in the heat, and the wood is beginning to rot on the timber trail. When the nursery can develop the outdoor area, astro turf may be a more viable option as opposed to wet pour solutions. The timber trail could be replaced in sections to reduce large one-off financial outlays. We plan to apply for funding for these projects to improve and develop the outside areas.

The main doors will need to be replaced at some point as these become warped in the winter months. PVC doors would be a better option.

### **Financial review**

The net expenditure for the year was £19,825, all unrestricted in nature, decreasing the charity's free reserves (excluding fixed assets) to £181,895.

There was a decrease in income of £16,603 compared to the previous year as the occupancy for the nursery decreased from the Summer of 2023 due to a high number of children leaving to attend school. As a result, nursery fee parent income decreased slightly by £3,326 and government funded income for the 2 and 3 year olds decreased by £10,837. Grant and donation income was £4,712 higher in the previous year.

Overall expense was £12,006 higher compared to the previous year. Staff related expense was £10,041 higher but Rent and Rates and Food expenses remained the same. Accountancy and Bookkeeping costs were higher due to time reviewing and calculating forecasts with new fees and government rates. There was an increase in Insurance and Subscriptions partly due to the annual fee for the nursery management information system increasing (Famly). The nursery was successful in reducing costs relating to Equipment and Materials, General Premises costs, Travel, Training, Legal and Professional and Staff Recruitment. There was a slight increase in Cleaning costs (£1,910) which was in line with the budget. Legal and Professional Fees were lower as the external drama classes ended. Other external classes/activities for the children are due to commence next year. Utilities were £7,170 higher as the nursery was not charged the full amount in the previous year.

The Committee has assessed the nursery's financial position going forward and do not foresee any material impact on the organisation. They are confident the nursery can be treated as a going concern. The Committee look forward to achieving a successful financial year in 2024/2025.

# **North Leeds Community Nursery**

## **Trustees' report (continued) for the year ended 31 May 2024**

### **Reserves policy**

The charity's free reserves, excluding fixed assets, at the year end were £181,895.

The Trustees have examined the charity's requirements for reserves whilst considering the main risks to the organisation. It has established a policy whereby the reserve fund should cover six months of annual expenditure. This would equate to approximately £200k based on the 2024/25 budgeted expenditure.

# North Leeds Community Nursery

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

### Statement of trustees' responsibilities

The trustees (who are also the directors for the purposes of company law) are responsible for preparing the Trustees report and the financial statements in accordance with the applicable law and UK Accounting Standards.

Company law requires the trustees to prepare financial accounts for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for the year. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the accounts on a going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the financial accounts comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

This report has been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities (Charities SORP (FRS102)), and in accordance with the special provisions of the Companies Act 2006 relating to small companies.

Approved by the board of trustees on .....

Signed: ..... (Trustee)

Name: .....

# North Leeds Community Nursery

## Independent examiner's report to the trustees of North Leeds Community Nursery

I report to the charity trustees on my examination of the accounts of the charitable company for the year ended 31 May 2024, which are set out on pages 9 to 13.

### Responsibilities and basis of report

As the charity's trustees of the charitable company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the charitable company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

### Independent examiner's statement

Since the charitable company'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 ACCA 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 company as required by section 386 of the 2006 Act; or
- 2 the accounts do not accord with those records; or
- 3 the accounts do not comply with the accounting requirements of section 396 of the 2006 Act 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; or
- 4 the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities [applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)].

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: E J Beverley FCCA

Date: .....

### West Yorkshire Community Accountancy Service CIO

Stringer House  
34 Lupton Street  
Leeds  
LS10 2QW

**North Leeds Community Nursery**  
**Statement of Financial Activities**  
**(including summary income and expenditure account)**  
**for the year ended 31 May 2024**

	Notes	2024 Total funds £	2023 Total funds £
<b>Income from:</b>			
Grants and donations	(2)	288	5,000
Government funded places		106,913	117,750
Private funded places		224,743	228,069
Bank interest		4,496	2,271
Other income		47	-
<b>Total income</b>		<b>336,487</b>	<b>353,090</b>
<b>Expenditure on:</b>			
Salaries and NIC	(3)	232,949	209,440
Temporary staff		14,163	27,631
Rent and rates		13,696	13,795
Insurance and subscriptions		8,156	6,594
Utilities		12,600	5,430
Equipment and materials		7,462	12,422
General premises costs		8,588	12,697
Cleaning		14,406	12,496
Food and household		24,851	24,836
Legal and professional		576	1,410
Telephone and internet		1,807	1,309
Postage and other office costs		1,669	1,697
Training and travel costs		994	1,433
Advertising and publicity		281	115
Other expenditure		1,805	550
Independent examination		1,518	1,518
Depreciation		3,041	3,881
Recruitment		1,873	3,183
Accountancy and bookkeeping		5,877	3,869
<b>Total expenditure</b>		<b>356,312</b>	<b>344,306</b>
<b>Net income / (expenditure)</b>		<b>(19,825)</b>	<b>8,784</b>
<b>Fund balances brought forward</b>		<b>218,713</b>	<b>209,929</b>
<b>Fund balances carried forward</b>		<b>198,888</b>	<b>218,713</b>

All incoming resources and resources expended derive from continuing activities.

**North Leeds Community Nursery**  
**Balance sheet**  
**as at 31 May 2024**

		2024	2023
		Total	Total
		£	£
<b>Fixed assets</b>			
Tangible assets	(4)	16,993	20,034
<b>Total fixed assets</b>		<u>16,993</u>	<u>20,034</u>
<b>Current assets</b>			
Debtors and prepayments	(5)	8,497	10,047
Cash at bank		215,791	221,474
<b>Total current assets</b>		<u>224,288</u>	<u>231,521</u>
<b>Current liabilities:</b>			
<b>amounts falling due within one year</b>			
Creditors and accruals	(6)	42,393	32,842
<b>Total current liabilities</b>		<u>42,393</u>	<u>32,842</u>
<b>Net current assets / (liabilities)</b>		<u>181,895</u>	<u>198,679</u>
<b>Net assets</b>		<u>198,888</u>	<u>218,713</u>
<b>Funds</b>			
Unrestricted funds		198,888	218,713
<b>Total funds</b>		<u>198,888</u>	<u>218,713</u>

For the year ending 31 May 2024 the charitable company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

The members have not required the charitable company to obtain an audit of its accounts for the year in question in accordance with section 476. The trustees (who are also the directors for the purposes of company law) acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime and with FRS 102 (effective January 2019).

The financial statements were approved by the board of trustees on .....

Signed: ..... (Trustee)

Name: .....

# **North Leeds Community Nursery**

## **Notes to the accounts**

### **for the year ended 31 May 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 with an economic life more than one year 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 reducing balance basis at 15% per annum.

##### **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.

##### **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.

**North Leeds Community Nursery**  
**Notes to the accounts continued**  
**for the year ended 31 May 2024**

2 Grants and donations	2024 Total funds £	2023 Total funds £
Conflux Digital	-	5,000
Other donations	288	-
	<u>288</u>	<u>5,000</u>

3 Staff costs and numbers	2024 £	2023 £
Gross salaries	220,617	198,276
Social security costs	14,830	13,321
Employment allowance	(5,433)	(5,094)
Pensions	2,935	2,937
	<u>232,949</u>	<u>209,440</u>

The average number of employees during the year was 10.3, being an average of 8.3 full time equivalent (2023: 10.1, 9 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	2,935	2,937
Amount of any contributions outstanding at the year end	624	545

4 Tangible assets	Furniture & Fittings £	Office equipment £	Total £
<b><u>Cost</u></b>			
At 1 June 2023	12,392	50,300	62,692
Additions	-	-	-
Disposals	-	(340)	(340)
At 31 May 2024	<u>12,392</u>	<u>49,960</u>	<u>62,352</u>
<b><u>Depreciation</u></b>			
At 1 June 2023	3,519	39,139	42,658
Depreciation reversed on disposals	-	(299)	(299)
Charge for year	1,331	1,669	3,000
At 31 May 2024	<u>4,850</u>	<u>40,509</u>	<u>45,359</u>
<b><u>Net book value</u></b>			
At 31 May 2024	<u>7,542</u>	<u>9,451</u>	<u>16,993</u>
At 31 May 2023	<u>8,873</u>	<u>11,161</u>	<u>20,034</u>

**North Leeds Community Nursery**  
**Notes to the accounts continued**  
**for the year ended 31 May 2024**

<b>5 Debtors and prepayments</b>	2024	2023
	£	£
Debtors	5,478	7,371
Prepayments	3,019	2,676
	<u>8,497</u>	<u>10,047</u>

<b>6 Creditors and accruals</b>	2024	2023
	£	£
Credit card	2,757	2,630
Creditors	10,029	13,565
Accruals	19,484	7,621
Fees paid in advance	1,643	-
Taxation and social security	1,431	1,847
Other creditors	7,049	7,179
	<u>42,393</u>	<u>32,842</u>

**7 Related party transactions**

**Trustee expenses**

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

**Trustee remuneration and benefits**

No trustee received any 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 £34,228 (previous year: £26,109).

**8 Operating leases**

Expected future minimum lease payments over the remaining life of the lease, analysed into the period in which the commitment falls due:	2024	2023
	£	£
Within one year	475	475
In the second to fifth years inclusive	277	752
Over five years from the balance sheet date	-	-
	<u>752</u>	<u>1,227</u>

**NORTH LEEDS COMMUNITY NURSERY**

England & Wales - Charity number 1047355

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# Accounts

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# **North Leeds Community Nursery**

Charity number 1047355

A company limited by guarantee number 03046944

## **Annual Report and Financial Statements**

**for the year ended 31 May 2023**



**WYCAS**

COMMUNITY ACCOUNTING  
WEST YORKSHIRE

# **North Leeds Community Nursery**

## **Annual Report and Financial Statements for the year ended 31 May 2023**

<b>Contents</b>	<b>Page</b>
Trustees' report	2 to 6
Examiner's report	7
Statement of financial activities	8
Balance sheet	9
Notes to the accounts	10 to 12

**Prepared by West Yorkshire Community Accountancy Service CIO**

# North Leeds Community Nursery

## Trustees' report for the year ended 31 May 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:

<b>Name</b>	<b>Position</b>	<b>Dates</b>
Simon Campbell-Skelling		
Nick McLoughlin	Treasurer	
Victoria Eustace	Chair	
Claire Eatough		Resigned 7 December 2022
Robert Halstead	Secretary	Resigned 7 December 2022
Elizabeth Austen		
Claire Ewart		
<b>Charity number</b>	1047355	Registered in England and Wales
<b>Company number</b>	03046944	Registered in England and Wales
<b>Registered and principal address</b>	<b>Bankers</b>	
Foxcroft Close	Virgin Money	Santander UK plc
Leeds	Bering House	2 Triton Square
West Yorkshire	Mariner Court	Regent's Place
LS6 3NT	Clydebank Business Par	London
	Clydebank. G81 2NR	NW1 3AN

### Independent examiner

E J Beverley FCCA

### West Yorkshire Community Accountancy Service CIO

Stringer House  
34 Lupton Street  
Leeds  
LS10 2QW

### Structure, governance and management

The charity is a company limited by guarantee and was formed on 18 April 1995. It is governed by a memorandum and articles of association. The liability of the members in the event of the company being wound up is limited to a sum not exceeding £1.

### Method of recruitment and appointment of trustees

The trustees of the charity are also the directors for the purposes of company law and are appointed by the members at the AGM.

# North Leeds Community Nursery

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

### Objectives and activities

#### The charity's objects

- a) To advance the education of children and in particular those children below compulsory school age from those areas of Leeds known as Burley, Headingley, and Woodhouse by the promotion and provision of day care facilities for such children which stimulate their growth and development through play;
- b) In the interests of social welfare, to promote and provide recreational facilities and other leisure time activities for children so that their conditions of life may be improved.

#### The charity's main activities

The Charity operates a nursery for children under 7 years of age.

#### 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 providing early years education and development.

#### Achievements and performance

The year from June 2022 to May 2023 has been a busy year, with changes implemented that strive to make the nursery the best it possibly can be.

**Staffing-** There have been very little changes to the staffing structure over the year. One full time staff member left the nursery due to continuous ill health in the Sunshine room. We were lucky enough to replace this staff member with a previous employee who left to go on maternity leave. This is on a part time basis. One staff member in the Sunshine room who worked part time completed her degree and signed a full-time contract. Recruitment is still very slow in the early years sector, with very little response to various advertising techniques.

Agency staff is still used on a regular basis, this is mainly to cover staff holidays as the nursery does not currently have additional staff to cover this. We are lucky enough to have a regular agency staff member, who is used to the nursery routine and has formed positive relationships with the children.

All current staff continue to work over their contracted hours to maintain the ratios that are required to safely operate the nursery.

**Qualifications:** Noodle Now is still a good resource that enables the staff to keep abreast with new developments and changes in the early years sector. This has been particularly useful as staff have not had to leave the setting to access training by other providers. Staff training days were utilised to catch up on observations, re-organising and updating the layout of the rooms and the days allowed us to continue our in-depth safeguarding discussions. A team building afternoon was organised with bowling and a meal. All the Rainbow staff and manager completed epilepsy training to support a child with a new diagnosis of epilepsy.

#### Improvements

The whole nursery was decorated internally. This was organised over a period of three weekends to ensure minimum impact to the day to day running of the nursery.

The nursery continues to buy resources that will improve children's outcomes. Items purchased were a large indoor sand tray and a large water tray with new water resources in the Rainbow room. A large wooden outdoor bridge for the Rainbow area. A large outdoor sandbox was purchased for the Sunshine room garden and new role play furniture.

Ofsted visited the nursery on the 20<sup>th</sup> March for their routine inspection. The nursery retained a rating of 'Good' with two recommendations to improve the nursery, which were to 'further expand on the younger children's curriculum' and 'make the children more aware of the importance of teeth brushing and being healthy'.

The nursery also received a visit from LCC food hygiene inspectors. We retained our five-star rating.

# **North Leeds Community Nursery**

## **Trustees' report (continued) for the year ended 31 May 2023**

### **Achievements and performance continued**

#### **Social events and parental involvement**

The annual picnic at Kirkstall Abbey took place this year. We had a good turn out and the weather was on our side.

#### **Lease of the Land**

Communication with Leeds City Council with regards to the land we rent has not been as proactive as in previous years. The nursery would still like to pursue either a long-term lease or buy the land and construct a new purpose-built nursery.

Looking for other premises/land for sale that would make an alternative suitable location for the nursery has not been a priority over the last year.

#### **Fee increase**

A 3% fee increase was implemented in September. We kept the increase as low as possible to ensure that we could support families in still being able to access affordable childcare. The increase was considerably lower than the current inflation.

#### **Budgets**

Monthly budgets remain in place for the rooms to access resources and materials. The budget amounts have not increased for some years, however this has not impacted on the rooms buying resources that are needed.

Our high standards of cleaning since covid-19 has remained in place, essential to prevent the spread of Covid-19 and other viruses that are presenting themselves since the pandemic.

#### **Marketing and Publicity**

The new website contact form remains an effective tool in booking visits and general enquiries.

Word of mouth is still the nurseries most effective advertising tool.

#### **Fundraising and Charitable events.**

Over the course of the year the Sunshine room supported the charity 'Sands' and raised an incredible £555.55. The Rainbow room supported 'Candle lighters' and raised an incredible £1,360.

#### **Future for the nursery**

The large outdoor area will need some attention over the next year. The soft surfacing is continuously shrinking especially in the heat, and the wood is beginning to rot on the timber trail. Minor fixes to the flooring and wood have taken place but this is only a temporary solution. Astro turf may be a more viable option as opposed to wet pour solutions. The timber trail could be replaced in sections to reduce large one-off financial outlays. Funding for these projects would be the ideal solution, however with only a small lease granted by the council funders may be reluctant to invest in a large project if we do not have long term security.

We continue to discuss at committee meetings the desire to purchase the land we currently rent. We would like to build our own purpose built, eco friendly nursery.

### **Financial review**

The nursery achieved a net surplus of £8,784, increasing the charities free reserves, (excluding fixed assets) to £198,679.

There was an increase in income of £15,203 compared to the previous year. Nursery fee parent income decreased slightly by £1,739 but government funded income for the 2 and 3 year olds increased by £14,956.

# **North Leeds Community Nursery**

## **Trustees' report (continued) for the year ended 31 May 2023**

### **Financial review (continued)**

Overall expense was £20,741 higher compared to the previous year. Staff related expense was £1,614 less and bad debt write off was £2,019 less. There was a significant increase in food due to the general cost of living increase (£4,593) and also resources/equipment (£4,613) as a new water boiler and Ipads were purchased. General premises expense was £3,994 higher due to the painting of the nursery and professional fees increased to fund the drama classes. Utilities were £8,544 more as the nursery was not charged the previous year.

The Committee has assessed the nursery's financial position going forward and do not foresee any material impact on the organisation. They are confident the nursery can be treated as a going concern. The Committee look forward to achieving another successful financial year in 2023/2024.

### **Reserves policy**

The charity's free reserves, excluding fixed assets, at the year end were £198,679.

The Trustees have examined the charity's requirements for reserves whilst considering the main risks to the organisation. It has established a policy whereby the reserve fund should cover six months of annual expenditure. This would equate to approximately £169k based on the 2023/24 budgeted expenditure.

# **North Leeds Community Nursery**

## **Trustees' report (continued) for the year ended 31 May 2023**

### **Statement of trustees' responsibilities**

The trustees (who are also the directors for the purposes of company law) are responsible for preparing the Trustees report and the financial statements in accordance with the applicable law and UK Accounting Standards.

Company law requires the trustees to prepare financial accounts for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for the year. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the accounts on a going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the financial accounts comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

This report has been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities (Charities SORP (FRS102)), and in accordance with the special provisions of the Companies Act 2006 relating to small companies.

Approved by the board of trustees on .....

Signed: ..... (Trustee)

Name: .....

# North Leeds Community Nursery

## Independent examiner's report to the trustees of North Leeds Community Nursery

I report to the charity trustees on my examination of the accounts of the charitable company for the year ended 31 May 2023, which are set out on pages 8 to 12.

### Responsibilities and basis of report

As the charity's trustees of the charitable company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the charitable company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

### Independent examiner's statement

Since the charitable company'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 ACCA 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 company as required by section 386 of the 2006 Act; or
- 2 the accounts do not accord with those records; or
- 3 the accounts do not comply with the accounting requirements of section 396 of the 2006 Act 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; or
- 4 the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities [applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)].

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: E J Beverley FCCA

Date: .....

### West Yorkshire Community Accountancy Service CIO

Stringer House  
34 Lupton Street  
Leeds  
LS10 2QW

**North Leeds Community Nursery**  
**Statement of Financial Activities**  
**(including summary income and expenditure account)**  
**for the year ended 31 May 2023**

	Notes	2023 Total funds £	2022 Total funds £
<b>Income from:</b>			
Grants and donations	(2)	5,000	5,184
Government funded places		117,750	102,794
Private funded places		228,069	229,808
Bank interest		2,271	101
<b>Total income</b>		<u>353,090</u>	<u>337,887</u>
<b>Expenditure on:</b>			
Salaries and NIC	(3)	209,440	218,962
Temporary staff		27,631	19,723
Rent and rates		13,795	12,840
Insurance and subscriptions		6,594	7,003
Utilities		5,430	(3,114)
Equipment and materials		12,422	7,809
General premises costs		12,697	8,703
Cleaning		12,496	11,589
Food and household		24,836	20,243
Legal and professional		5,279	3,875
Telephone and internet		1,309	1,114
Postage and other office costs		1,697	1,313
Training and travel costs		1,433	1,105
Advertising and publicity		115	90
Bad debts written off		-	2,019
Other expenditure		550	100
Independent examination		1,518	1,273
Website		-	1,548
Depreciation		3,881	3,784
Recruitment		3,183	3,586
<b>Total expenditure</b>		<u>344,306</u>	<u>323,565</u>
<b>Net income / (expenditure)</b>		<u>8,784</u>	<u>14,322</u>
<b>Fund balances brought forward</b>		<u>209,929</u>	<u>195,607</u>
<b>Fund balances carried forward</b>		<u>218,713</u>	<u>209,929</u>

All incoming resources and resources expended derive from continuing activities.

**North Leeds Community Nursery**  
**Balance sheet**  
**as at 31 May 2023**

		2023 Total £	2022 Total £
<b>Fixed assets</b>			
Tangible assets	(4)	<u>20,034</u>	<u>23,916</u>
<b>Total fixed assets</b>		<u>20,034</u>	<u>23,916</u>
<b>Current assets</b>			
Debtors and prepayments	(5)	10,047	6,469
Cash at bank and in hand		<u>221,474</u>	<u>202,067</u>
<b>Total current assets</b>		<u>231,521</u>	<u>208,536</u>
<b>Current liabilities:</b>			
<b>amounts falling due within one year</b>			
Creditors and accruals	(6)	<u>32,842</u>	<u>22,523</u>
<b>Total current liabilities</b>		<u>32,842</u>	<u>22,523</u>
<b>Net current assets / (liabilities)</b>		<u>198,679</u>	<u>186,013</u>
<b>Net assets</b>		<u>218,713</u>	<u>209,929</u>
<b>Funds</b>			
Unrestricted funds		<u>218,713</u>	<u>209,929</u>
<b>Total funds</b>		<u>218,713</u>	<u>209,929</u>

For the year ending 31 May 2023 the charitable company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

The members have not required the charitable company to obtain an audit of its accounts for the year in question in accordance with section 476. The trustees (who are also the directors for the purposes of company law) acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime and with FRS 102 (effective January 2019).

The financial statements were approved by the board of trustees on .....

Signed: ..... (Trustee)

Name: .....

# **North Leeds Community Nursery**

## **Notes to the accounts**

### **for the year ended 31 May 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 with an economic life more than one year 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 reducing balance basis at 15% per annum.

##### **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.

##### **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.

**North Leeds Community Nursery**  
**Notes to the accounts continued**  
**for the year ended 31 May 2023**

2 Grants and donations	2023 Total funds £	2022 Total funds £
Conflux Digital	5,000	5,000
Other donations	-	184
	<u>5,000</u>	<u>5,184</u>

3 Staff costs and numbers	2023 £	2022 £
Gross salaries	198,276	205,096
Social security costs	13,321	14,911
Employment allowance	(5,094)	(4,000)
Pensions	<u>2,937</u>	<u>2,955</u>
	<u>209,440</u>	<u>218,962</u>

The average number of employees during the year was 10.1, being an average of 9 full time equivalent (2022: 10.9, 10 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	2,937	2,955
Amount of any contributions outstanding at the year end	545	472

4 Tangible assets	Furniture & Fittings £	Office equipment £	Total £
<b><u>Cost</u></b>			
At 1 June 2022	12,392	51,769	64,161
Disposals	-	(1,469)	(1,469)
At 31 May 2023	<u>12,392</u>	<u>50,300</u>	<u>62,692</u>
<b><u>Depreciation</u></b>			
At 1 June 2022	1,953	38,292	40,245
Depn reversed re. disposals	-	(1,122)	(1,122)
Charge for year	1,566	1,969	3,535
At 31 May 2023	<u>3,519</u>	<u>39,139</u>	<u>42,658</u>
<b><u>Net book value</u></b>			
At 31 May 2023	<u>8,873</u>	<u>11,161</u>	<u>20,034</u>
At 31 May 2022	<u>10,439</u>	<u>13,477</u>	<u>23,916</u>

**North Leeds Community Nursery**  
**Notes to the accounts continued**  
**for the year ended 31 May 2023**

<b>5 Debtors and prepayments</b>	2023	2022
	£	£
Debtors	7,371	3,815
Prepayments	2,676	2,654
	<u>10,047</u>	<u>6,469</u>

<b>6 Creditors and accruals</b>	2023	2022
	£	£
Bank loans and overdrafts	2,630	2,421
Creditors	13,565	8,684
Accruals	7,621	2,209
Taxation and social security	1,847	2,012
Other creditors	7,179	7,197
	<u>32,842</u>	<u>22,523</u>

**7 Related party transactions**

**Trustee expenses**

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

**Trustee remuneration and benefits**

No trustee received any 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 £26,109 (previous year: £24,950).

**8 Operating leases**

Expected future minimum lease payments over the remaining life of the lease, analysed into the period in which the commitment falls due:	2023	2022
	£	£
Within one year	475	475
In the second to fifth years inclusive	752	1,227
Over five years from the balance sheet date	-	-
	<u>1,227</u>	<u>1,702</u>

**NORTH LEEDS COMMUNITY NURSERY**

England & Wales - Charity number 1047355

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# Accounts

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# **North Leeds Community Nursery**

Charity number 1047355

A company limited by guarantee number 03046944

## **Annual Report and Financial Statements**

**for the year ended 31 May 2022**



West Yorkshire Community Accounting Service

# **North Leeds Community Nursery**

## **Annual Report and Financial Statements for the year ended 31 May 2022**

<b>Contents</b>	<b>Page</b>
Trustees' report	2 to 5
Examiner's report	6
Statement of financial activities	7
Balance sheet	8
Notes to the accounts	9 to 12

**Prepared by West Yorkshire Community Accountancy Service CIO**

# North Leeds Community Nursery

## Trustees' report for the year ended 31 May 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:

<b>Name</b>	<b>Position</b>	<b>Dates</b>
Simon Campbell-Skelling	Chair	until 25 November 2020
Nick McLoughlin	Treasurer	
Victoria Eustace	Chair	
Claire Eatough		
Robert Halstead	Secretary	
Elizabeth Austen		
Claire Ewart		

  

<b>Charity number</b>	1047355	Registered in England and Wales
<b>Company number</b>	03046944	Registered in England and Wales

  

<b>Registered and principal address</b>	<b>Bankers</b>	
Foxcroft Close	Virgin Money	Santander UK plc
Leeds	Bering House	2 Triton Square
West Yorkshire	Mariner Court	Regent's Place
LS6 3NT	Clydebank Business Park	London
	Clydebank. G81 2NR	NW1 3AN

### Independent examiner

Simon Bostrom FCIE

### West Yorkshire Community Accountancy Service CIO

Stringer House  
34 Lupton Street  
Leeds  
LS10 2QW

### Structure, governance and management

The charity is a company limited by guarantee and was incorporated on 18 April 1995. It is governed by a memorandum and articles of association. The liability of the members in the event of the company being wound up is limited to £1.

### Method of recruitment and appointment of trustees

The trustees of the charity are also the directors for the purposes of company law and are appointed by the members at the AGM.

# **North Leeds Community Nursery**

## **Trustees' report (continued) for the year ended 31 May 2022**

### **Objectives and activities**

#### **The charity's objects**

- a) To advance the education of children and in particular those children below compulsory school age from those areas of Leeds known as Burley, Headingley, and Woodhouse by the promotion and provision of day care facilities for such children which stimulate their growth and development through play;
- b) In the interests of social welfare, to promote and provide recreational facilities and other leisure time activities for children so that their conditions of life may be improved.

#### **The charity's main activities**

The Charity operates a nursery for children under 7 years of age.

#### **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 providing early years education and development.

#### **Achievements and performance**

The year from June 2021 to May 2022 has been a busy year, with changes implemented that strive to make the nursery the best it possibly can be.

#### **Staffing**

There have been small changes in the staffing structure. Three staff members left the nursery to embark on new careers. One staff member went on maternity leave and due to personal circumstances decided to move back to their home town. Recruitment in the childcare sector has been exceptionally hard this year. The nursery has been lucky enough to employ a bank staff member, however we are still trying to recruit two permanent full time staff members.

#### **Qualifications**

We continue to use Noodle Now the online learning platform. Courses over the year have been used to develop staff learning and knowledge in areas such as providing challenging activities, health and nutrition, safeguarding children. Staff training days were utilised to catch up on observations, re-organising and updating the layout of the rooms and in depth safeguarding discussions. The days were also used to discuss and implement the revised Early Years Foundation Stage.

#### **Improvements**

The biggest improvements the nursery made this year was having 'the secret garden' erected in the Sunshine Room. This is an additional outdoor space for the children to access, this also provides additional ventilation in the room which has been essential since Covid-19.

The Rainbow room purchased a variety of outdoor wheeled toys, ranging from scooters, trikes, balance bikes and go-carts, the children thoroughly enjoy whizzing around the garden on these.

The areas of provision the rooms offer the children are consistently being assessed to ensure the children are getting the best out of the areas they possibly can.

The nursery invested in a new website.

#### **Social events and parental involvement**

Due to the ongoing spread of infection of Covid-19 the annual BBQ did not go ahead. We were however able to have the nursery annual picnic at Kirkstall Abbey. This was a great turn out and it was lovely to see so many families in attendance.

# **North Leeds Community Nursery**

## **Trustees' report (continued) for the year ended 31 May 2022**

### **Lease of the land**

We continue to talk with Leeds City Council with regards to the land we rent. Our ideal option is to stay situated on the site of Beckett Park, buy the land and construct a new purpose built nursery. We continue to look for other premises/land for sale that would make a suitable location for the nursery. Due to time constraints this year the nursery has not been as proactive in looking for alternative land as in previous years.

### **Fee increase**

A 2% fee increase was implemented in September. We kept the increase as low as possible to ensure that we could support families in still being able to access affordable childcare.

### **Budgets**

Monthly budgets remain in place for the rooms to access resources and materials.

Cleaning costs remained higher due to the ongoing additional cleaning of the nursery, essential to prevent the spread of Covid-19.

### **Marketing and Publicity**

The new website went 'live' in November 21. The website has generated an increase in enquiries for the nursery, along with regular show rounds and uptake in places.

### **Fundraising and Charitable events.**

Over the course of the year the nursery supported Mission Christmas, The British Heart Foundation and Dementia UK.

### **Future plans for the nursery**

The future of the nursery looks promising in receiving regular enquiries and bookings for places within the nursery. The nursery continues to have a waiting list in place due to the high demand.

This year we would like to have the whole nursery decorated. This will need to be done in stages and on weekends to ensure we can continue to remain open whilst the works are being carried out.

We continue to discuss at committee meetings the desire to purchase the land we currently rent. We would like to build our own purpose built, eco friendly nursery.

### **Financial review**

The nursery achieved a net surplus of £14,322, increasing the charities unrestricted reserves to £186,013.

There was an increase in income of £21,247 compared to the previous year. Nursery fee parent income increased by £52,507 and government funded income for the 2 and 3 year olds decreased by £16,196. Grant funding and insurance claim income were less as they were specifically related to Covid in the previous year.

Overall expense was £17,628 higher compared to the previous year. There was a general increase in most areas, in particular staff, temporary staff, staff recruitment, food, rent and general repairs. (Nursery places were restricted and a lot lower at the beginning of the previous year due to Covid, reducing some of the costs).

The Committee has assessed the nursery's financial position going forward and do not foresee any material impact on the organisation. They are confident the nursery can be treated as a going concern. The Committee look forward to achieving another successful financial year in 2022/2023.

### **Reserves policy**

The charity's free reserves, excluding fixed assets, at the year end were £186,013.

The Trustees have examined the charity's requirements for reserves whilst considering the main risks to the organisation. It has established a policy whereby the reserve fund should cover six months of annual expenditure. This would equate to approximately £160k.

# **North Leeds Community Nursery**

## **Trustees' report (continued) for the year ended 31 May 2022**

### **Statement of trustees' responsibilities**

The trustees (who are also the directors for the purposes of company law) are responsible for preparing the Trustees report and the financial statements in accordance with the applicable law and UK Accounting Standards.

Company law requires the trustees to prepare financial accounts for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for the year. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the accounts on a going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the financial accounts comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

This report has been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities (Charities SORP (FRS102)), and in accordance with the special provisions of the Companies Act 2006 relating to small companies.

Approved by the board of trustees on .....

Signed: ..... (Trustee)

Name: .....

# **North Leeds Community Nursery**

## **Independent examiner's report to the trustees of North Leeds Community Nursery**

I report to the charity trustees on my examination of the accounts of the charitable company for the year ended 31 May 2022, which are set out on pages 7 to 12.

### **Responsibilities and basis of report**

As the charity's trustees of the charitable company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the charitable company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

### **Independent examiner's statement**

Since the charitable company'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 ACIE 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 company as required by section 386 of the 2006 Act; or
- 2 the accounts do not accord with those records; or
- 3 the accounts do not comply with the accounting requirements of section 396 of the 2006 Act 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; or
- 4 the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities [applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)].

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: Simon Bostrom FCIE

Date: .....

### **West Yorkshire Community Accountancy Service CIO**

Stringer House  
34 Lupton Street  
Leeds  
LS10 2QW

**North Leeds Community Nursery**  
**Statement of Financial Activities**  
**(including summary income and expenditure account)**  
**for the year ended 31 May 2022**

	Notes	2022 Total funds £	2021 Total funds £
<b>Income from:</b>			
Grants and donations	(2)	5,184	13,681
Government funded places		102,794	118,990
Private funded places		229,808	177,301
Donations and fundraising		101	376
Bank interest		-	109
Insurance		-	6,183
<b>Total income</b>		<b>337,887</b>	<b>316,640</b>
<b>Expenditure on:</b>			
Salaries and NIC	(3)	218,962	213,984
Rent and rates		12,840	10,645
Insurance and subscriptions		7,003	7,712
Utilities		(3,114)	6,050
Equipment and materials		7,809	8,560
General premises costs		8,703	6,363
Cleaning		11,589	10,482
Food and household		20,243	13,329
Legal and professional		23,598	19,766
Telephone and internet		1,114	891
Postage and other office costs		1,313	3,127
Training		1,105	629
Advertising and publicity		90	23
Bad debts written off		2,019	188
Other expenditure		100	10
Independent examination		1,273	1,248
Website		1,548	-
Depreciation		3,784	2,383
Recruitment		3,586	547
<b>Total expenditure</b>		<b>323,565</b>	<b>305,937</b>
<b>Net income / (expenditure)</b>		<b>14,322</b>	<b>10,703</b>
<b>Transfers between funds</b>		<b>-</b>	<b>-</b>
<b>Net movement in funds</b>		<b>14,322</b>	<b>10,703</b>
<b>Fund balances brought forward</b>		<b>195,607</b>	<b>184,904</b>
<b>Fund balances carried forward</b>		<b>209,929</b>	<b>195,607</b>

All incoming resources and resources expended derive from continuing activities.

# North Leeds Community Nursery

## Balance sheet

as at 31 May 2022

		2022	2021
		Total	Total
		£	£
<b>Fixed assets</b>			
Tangible assets	(4)	<u>23,916</u>	<u>23,474</u>
<b>Total fixed assets</b>		<u>23,916</u>	<u>23,474</u>
<b>Current assets</b>			
Debtors and prepayments	(5)	6,469	9,802
Cash at bank and in hand		<u>202,067</u>	<u>192,779</u>
<b>Total current assets</b>		<u>208,536</u>	<u>202,581</u>
<b>Current liabilities:</b>			
<b>amounts falling due within one year</b>			
Creditors and accruals	(6)	<u>22,523</u>	<u>30,444</u>
<b>Total current liabilities</b>		<u>22,523</u>	<u>30,444</u>
<b>Net current assets / (liabilities)</b>		<u>186,013</u>	<u>172,137</u>
<b>Net assets</b>		<u>209,929</u>	<u>195,611</u>
<b>Funds</b>			
Unrestricted funds		<u>209,929</u>	<u>195,607</u>
<b>Total funds</b>		<u>209,929</u>	<u>195,607</u>

For the year ending 31 May 2022 the charitable company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

The members have not required the charitable company to obtain an audit of its accounts for the year in question in accordance with section 476. The trustees (who also the directors for the purposes of company law) acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime and with FRS 102 (effective January 2019).

The financial statements were approved by the board of trustees on .....

Signed: ..... (Trustee)

Name: .....

# **North Leeds Community Nursery**

## **Notes to the accounts**

### **for the year ended 31 May 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.

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, 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 with an economic life more than one year 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 reducing balance basis at 15% per annum.

##### **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.

# North Leeds Community Nursery

## Notes to the accounts continued

### for the year ended 31 May 2022

#### 1 Accounting policies continued

##### 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.

<b>2 Grants and donations</b>	2022	2021
	Total	Total
	funds	funds
	£	£
Conflux Digital	5,000	
Job Retention Scheme	-	7,681
Leeds City Council (LCC)	-	5,000
Seedlings Foundation	-	1,000
Other donations	184	
	<u>5,184</u>	<u>13,681</u>

<b>3 Staff costs and numbers</b>	2022	2021
	£	£
Gross salaries	205,096	201,598
Social security costs	14,911	8,839
Employment allowance	(4,000)	-
Pensions	2,955	3,547
	<u>218,962</u>	<u>213,984</u>

The average number of employees during the year was 11.9, being an average of 11 full time equivalent (2021: 10.2, 9.2 FTE). There were no employees with emoluments above £60,000.

<b>Defined contribution pension scheme</b>	2022	2021
	£	£
Costs of the scheme to the charity for the year	2,955	3,547
Amount of any contributions outstanding at the year end	472	665

**North Leeds Community Nursery**  
**Notes to the accounts continued**  
**for the year ended 31 May 2022**

4 Tangible assets	Furniture & Fittings	Office equipment	Total
<u>Cost</u>	£	£	£
At 1 June 2021	10,392	49,543	59,935
Additions	2,000	2,226	4,226
At 31 May 2022	<u>12,392</u>	<u>51,769</u>	<u>64,161</u>
<u>Depreciation</u>			
At 1 June 2021	286	36,175	36,461
Charge for year	1,667	2,117	3,784
At 31 May 2022	<u>1,953</u>	<u>38,292</u>	<u>40,245</u>
<u>Net book value</u>			
At 31 May 2022	<u>10,439</u>	<u>13,477</u>	<u>23,916</u>
At 31 May 2021	<u>10,106</u>	<u>13,368</u>	<u>23,474</u>

5 Debtors and prepayments	2022	2021
	£	£
Debtors	3,815	6,031
Prepayments	2,654	2,637
Other debtors	-	1,134
	<u>6,469</u>	<u>9,802</u>

6 Creditors and accruals	2022	2021
	£	£
Creditors	8,684	8,815
Accruals	2,209	9,799
Deferred income (see note below for analysis)	-	2,224
Taxation and social security	2,012	1,908
Credit Card	2,421	1,873
Other creditors	7,197	5,825
	<u>22,523</u>	<u>30,444</u>

**7 Related party transactions**

**Trustee expenses**

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

**Trustee remuneration and benefits**

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

**8 Operating leases**

Expected future minimum lease payments over the remaining life of the	2022	2021
	£	£
Within one year	-	8,330
In the second to fifth years inclusive	-	-
Over five years from the balance sheet date	-	-
	<u>-</u>	<u>8,330</u>

## North Leeds Community Nursery

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

	2022	2021	2022	2021	2022	2021
	Unrestricted	Unrestricted	Restricted	Restricted	Total	Total
	funds	funds	funds	funds	funds	funds
	£	£	£	£	£	£
<b>Income</b>						
Grants and donations	5,184	5,000	-	8,681	5,184	13,681
Government funded places	102,794	118,990	-	-	102,794	118,990
Private funded places	229,808	177,301	-	-	229,808	177,301
Donations and fundraising	101	376	-	-	101	376
Bank interest	-	109	-	-	-	109
Insurance	-	6,183	-	-	-	6,183
<b>Total income</b>	<b>337,887</b>	<b>307,959</b>	<b>-</b>	<b>8,681</b>	<b>337,887</b>	<b>316,640</b>
<b>Expenditure</b>						
Salaries and NIC	218,962	206,303	-	7,681	218,962	213,984
Rent and rates	12,840	10,645	-	-	12,840	10,645
Insurance and subscriptions	7,003	7,712	-	-	7,003	7,712
Utilities	(3,114)	6,050	-	-	(3,114)	6,050
Equipment and materials	7,809	7,560	-	1,000	7,809	8,560
General premises costs	8,703	6,363	-	-	8,703	6,363
Cleaning	11,589	10,482	-	-	11,589	10,482
Food and household	20,243	13,329	-	-	20,243	13,329
Legal and professional	23,598	19,766	-	-	23,598	19,766
Telephone and internet	1,114	891	-	-	1,114	891
Postage and other office costs	1,313	3,127	-	-	1,313	3,127
Training	1,105	629	-	-	1,105	629
Advertising and publicity	90	23	-	-	90	23
Bad debts written off	2,019	188	-	-	2,019	188
Other expenditure	100	10	-	-	100	10
Independent examination	1,273	1,248	-	-	1,273	1,248
Website	1,548	-	-	-	1,548	-
Depreciation	3,784	2,383	-	-	3,784	2,383
Recruitment	3,586	547	-	-	3,586	547
<b>Total expenditure</b>	<b>323,565</b>	<b>297,256</b>	<b>-</b>	<b>8,681</b>	<b>323,565</b>	<b>305,937</b>
<b>Net income / (expenditure)</b>	<b>14,322</b>	<b>10,703</b>	<b>-</b>	<b>-</b>	<b>14,322</b>	<b>10,703</b>
<b>Fund balances brought forward</b>	<b>195,607</b>	<b>184,904</b>	<b>-</b>	<b>-</b>	<b>195,607</b>	<b>184,904</b>
<b>Fund balances carried forward</b>	<b>209,929</b>	<b>195,607</b>	<b>-</b>	<b>-</b>	<b>209,929</b>	<b>195,607</b>

**NORTH LEEDS COMMUNITY NURSERY**

England & Wales - Charity number 1047355

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# Accounts

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# **North Leeds Community Nursery**

Charity number 1047355

A company limited by guarantee number 03046944

## **Annual Report and Financial Statements**

**for the year ended 31 May 2021**



West Yorkshire Community Accounting Service

# **North Leeds Community Nursery**

## **Annual Report and Financial Statements for the year ended 31 May 2021**

<b>Contents</b>	<b>Page</b>
Trustees' report	2 to 5
Examiner's report	6
Statement of financial activities	7
Balance sheet	8
Notes to the accounts	9 to 13

**Prepared by West Yorkshire Community Accounting Service**

# North Leeds Community Nursery

## Trustees' report for the year ended 31 May 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
Simon Campbell-Skelling	Chair	until 25 November 2020
Nick McLoughlin	Treasurer	
Sarah Frost		Resigned 25 November 2020
Victoria Eustace	Chair	
Claire Eatough		
Robert Halstead	Secretary	
Elizabeth Austen		Appointed 25 November 2020
Claire Ewart		Appointed 25 November 2020
<b>Charity number</b>	1047355	Registered in England and Wales
<b>Company number</b>	03046944	Registered in England and Wales
<b>Registered and principal address</b>	<b>Bankers</b>	
Foxcroft Close	Virgin Money	Santander UK plc
Leeds	Bering House	2 Triton Square
West Yorkshire	Mariner Court	Regent's Place
LS6 3NT	Clydebank Business Park	London
	Clydebank. G81 2NR	NW1 3AN

### Independent examiner

Simon Bostrom FCIE

### West Yorkshire Community Accounting Service

Stringer House  
34 Lupton Street  
Leeds  
LS10 2QW

### Structure, governance and management

The charity is a company limited by guarantee and was incorporated on 18 April 1995. It is governed by a memorandum and articles of association. The liability of the members in the event of the company being wound up is limited to £1.

### Method of recruitment and appointment of trustees

The trustees of the charity are also the directors for the purposes of company law and are appointed by the members at the AGM.

### Objectives and activities

#### The charity's objects

a) To advance the education of children and in particular those children below compulsory school age from those areas of Leeds known as Burley, Headingley, and Woodhouse by the promotion and provision of day care facilities for such children which stimulate their growth and development through play;

b) In the interests of social welfare, to promote and provide recreational facilities and other leisure time activities for children so that their conditions of life may be improved.

#### The charity's main activities

The Charity operates a nursery for children under 7 years of age.

# **North Leeds Community Nursery**

## **Trustees' report (continued) for the year ended 31 May 2021**

### **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 providing early years education and development.

### **Achievements and performance**

#### **OVERVIEW OF THE NURSERY YEAR**

The year from June 2020 to May 2021 has as ever been a busy one but also a time of change, uncertainty and one that will never be forgotten.

**Staffing-** There have been small changes in the staffing structure, with recruitment needs relatively low. We had two permanent part time staff members leave the nursery to embark on new careers. To replace these members we recruited one new Senior staff member to work in the Sunshine room and an apprentice to work in the Rainbow room. We also recruited a new nursery cook.

In June the nursery re-opened after being closed for two months due to Covid-19. The nursery initially opened three days per week, working with a skeleton staff, gradually all children and staff returned and the nursery resumed full service by August.

**Qualifications** We continue to use Noodle Now the online learning platform. Courses over the year have been used to develop staff learning and knowledge in areas such as inclusion, equality and diversity, food safety and safeguarding children. Staff training days were utilised to catch up on observations, re-organising and updating the layout of the rooms and Inclusion and Equality webinars.

#### **Improvements**

The biggest improvements the nursery made this year was having the large trees in the back garden removed and installing three new sheds and having new fencing erected around the perimeter.

Because the sheds were more secure than the previous one we were able to invest in new outdoor resources, some of these being water trays, sand pits, and willow domes amongst others.

A new cooker, fridge and freezer were also purchased for the kitchen.

#### **Social events and parental involvement**

Unfortunately due to Covid-19 all social events were cancelled. We were able to conduct online Dancing Tots sessions where the parents and children were able to interact with one another. Family, the nursery online parental platform proved to be a valued tool in keeping parents informed of what their children were doing in the nursery and keeping parents updated about any Covid-19 changes etc.

#### **Lease of the Land**

We continue to talk with Leeds City Council with regards to the land we rent. Our ideal option is to stay situated on the site of Becketts Park, buy the land and construct a new purpose built nursery. We continue to look for other premises/land for sale that would make a suitable location for the nursery.

#### **Fee increase**

Due to the circumstances of the year it was agreed by the Management and Committee that a fee increase would not be implemented.

#### **Budgets**

Monthly budgets remained in place for the rooms to access resources and materials. The nursery did invest in further resources to support the 'Bubbles' that had been created in the Rainbow room and cleaning costs increased due to higher cleaning routines that needed to be implemented.

#### **Marketing and Publicity**

Our main source of advertising during the year was by word of mouth. It was agreed by the management and committee a new website would be devised in 2021.

# **North Leeds Community Nursery**

## **Trustees' report (continued) for the year ended 31 May 2021**

### **Achievements and performance (continued)**

#### **Fundraising and Charitable events**

Fundraising events were limited this year and the focus was to raise funds for other charities as opposed to the nursery. The Rainbow room raised a staggering (£2,500) to support Prostate Cancer. The children took part in various sporting events to achieve their fundraising goals.

#### **Future plans for the nursery**

The future of the nursery looks promising in receiving regular enquiries and bookings for places within the nursery.

The front garden will soon need some attention to it in regards to new planters and a repaint.

We continue to discuss at committee meetings the desire to purchase the land we currently rent. We would like to build our own purpose built, eco friendly nursery.

### **Financial review**

It has been another successful financial year for the nursery, despite various disruptions caused by the Coronavirus. The nursery achieved a net surplus of £10,703, increasing the charities unrestricted reserves to £172,137.

Nursery fee parent income increased by £12,617 compared to 2019/2020 (the nursery was closed for 2 months in 2019/2020 due to the Coronavirus). There were fewer 2 & 3 year funded places in 20/21 reducing the government funding for funded places by £7,958 compared to the previous year. The nursery was again successful in securing a government grant from the furlough scheme for staff costs and in addition, funding from Leeds City Council's Discretionary fund and income from the nursery's insurers for loss of income due to the Coronavirus.

Overall expense was £16,050 more in 2020/2021 compared to the previous year. Although savings were made in staffing (£4,439), and food costs (£7,318), there was an increase in temporary staff costs, (reflected in the increase in professional fees), equipment and materials and cleaning costs to meet additional Coronavirus measures implemented.

The Committee has assessed the nursery's financial position going forward and do not foresee any material impact on the organisation. They are confident the nursery can be treated as a going concern. The Committee look forward to achieving another successful financial year in 2021/2022.

### **Reserves policy**

The charity's free reserves, excluding fixed assets, at the year end were £172,137.

The Trustees have examined the charity's requirements for reserves whilst considering the main risks to the organisation. It has established a policy whereby the reserve fund should cover six months of annual expenditure.

# **North Leeds Community Nursery**

## **Trustees' report (continued) for the year ended 31 May 2021**

### **Statement of trustees' responsibilities**

The trustees (who are also the directors for the purposes of company law) are responsible for preparing the Trustees report and the financial statements in accordance with the applicable law and UK Accounting Standards.

Company law requires the trustees to prepare financial accounts for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for the year. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the accounts on a going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the financial accounts comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

This report has been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities (Charities SORP (FRS102)), and in accordance with the special provisions of the Companies Act 2006 relating to small companies.

Signed on behalf of the board of trustees on .....

Signed: ..... (Trustee)

Name: .....

# North Leeds Community Nursery

## Independent examiner's report to the trustees of North Leeds Community Nursery

I report to the charity trustees on my examination of the accounts of the charitable company for the year ended 31 May 2021, which are set out on pages 7 to 13.

### Responsibilities and basis of report

As the charity's trustees of the charitable company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the charitable company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

### Independent examiner's statement

Since the charitable company's gross income exceeded £250,000 your examiner must be a member 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 ACIE 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 company as required by section 386 of the 2006 Act; or
- 2 the accounts do not accord with those records; or
- 3 the accounts do not comply with the accounting requirements of section 396 of the 2006 Act 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; or
- 4 the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities [applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)].

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: Simon Bostrom FCIE

Date: .....

### West Yorkshire Community Accounting Service

Stringer House  
34 Lupton Street  
Leeds  
LS10 2QW

**North Leeds Community Nursery**  
**Statement of Financial Activities**  
**(including summary income and expenditure account)**  
**for the year ended 31 May 2021**

	Notes	2021 Unrestricted funds £	2021 Restricted funds £	2021 Total funds £	2020 Total funds £
<b>Income from:</b>					
Government funded places		118,990	-	118,990	126,948
Private funded places		177,301	-	177,301	164,684
Grants	(2)	5,000	8,681	13,681	21,521
Donations and fundraising		376	-	376	4,730
Bank interest		109	-	109	470
Sales		-	-	-	502
Insurance		6,183	-	6,183	-
<b>Total income</b>		<b>307,959</b>	<b>8,681</b>	<b>316,640</b>	<b>318,855</b>
<b>Expenditure on:</b>					
Salaries and NIC	(3)	206,303	7,681	213,984	218,423
Rent and rates		10,645	-	10,645	9,699
Insurance and subscriptions		7,712	-	7,712	7,154
Utilities		6,050	-	6,050	(2,835)
Equipment and materials		7,560	1,000	8,560	4,915
General premises costs		6,363	-	6,363	7,066
Cleaning		10,482	-	10,482	6,627
Food and household		13,329	-	13,329	20,647
Legal and professional		19,766	-	19,766	6,954
Telephone and internet		891	-	891	895
Postage and other office costs		3,127	-	3,127	2,616
Training		629	-	629	991
Advertising and publicity		23	-	23	640
Bad debts written off		188	-	188	759
Other expenditure		10	-	10	301
Independent examination		1,248	-	1,248	1,224
Depreciation		2,383	-	2,383	2,684
Recruitment		547	-	547	1,127
<b>Total expenditure</b>		<b>297,256</b>	<b>8,681</b>	<b>305,937</b>	<b>289,887</b>
<b>Net income / (expenditure)</b>		<b>10,703</b>	<b>-</b>	<b>10,703</b>	<b>28,968</b>
<b>Fund balances brought forward</b>		<b>184,904</b>	<b>-</b>	<b>184,904</b>	<b>155,936</b>
<b>Fund balances carried forward</b>	(4)	<b>195,607</b>	<b>-</b>	<b>195,607</b>	<b>184,904</b>

All incoming resources and resources expended derive from continuing activities.

# North Leeds Community Nursery

## Balance sheet

as at 31 May 2021

	2021	2021	2021	2020
	Unrestricted	Restricted	Total	Total
	£	£	£	£
<b>Fixed assets</b>				
Tangible assets	(5) 23,470	-	23,470	13,673
<b>Total fixed assets</b>	<u>23,470</u>	<u>-</u>	<u>23,470</u>	<u>13,673</u>
<b>Current assets</b>				
Debtors and prepayments	(6) 9,802	-	9,802	9,273
Cash at bank and in hand	192,779	-	192,779	177,850
<b>Total current assets</b>	<u>202,581</u>	<u>-</u>	<u>202,581</u>	<u>187,123</u>
<b>Current liabilities:</b>				
<b>amounts falling due within one year</b>				
Creditors and accruals	(7) 30,444	-	30,444	15,892
<b>Total current liabilities</b>	<u>30,444</u>	<u>-</u>	<u>30,444</u>	<u>15,892</u>
<b>Net current assets / (liabilities)</b>	<u>172,137</u>	<u>-</u>	<u>172,137</u>	<u>171,231</u>
<b>Net assets</b>	<u>195,607</u>	<u>-</u>	<u>195,607</u>	<u>184,904</u>
<b>Funds</b>				
Unrestricted funds	195,607	-	195,607	184,904
Restricted funds	-	-	-	-
<b>Total funds</b>	<u>195,607</u>	<u>-</u>	<u>195,607</u>	<u>184,904</u>

For the year ending 31 May 2021 the charitable company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

The members have not required the charitable company to obtain an audit of its accounts for the year in question in accordance with section 476. The trustees (who also the directors for the purposes of company law) acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime and with FRS 102 (effective January 2019).

The financial statements were approved by the board of trustees on .....

Signed: ..... (Trustee)

Name: .....

# **North Leeds Community Nursery**

## **Notes to the accounts**

### **for the year ended 31 May 2021**

#### **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, 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 with an economic life more than one year are capitalised and included at cost including any incidental expenses of acquisition. Gifted assets are shown at the value to the charity on Depreciation is provided on all tangible fixed assets at rates calculated to write off the cost on a reducing balance basis at 15% per annum.

##### **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.

**North Leeds Community Nursery**  
**Notes to the accounts continued**  
**for the year ended 31 May 2021**

**1 Accounting policies (continued)**

**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.

**2 Grants**

	2021 Unrestricted funds £	2021 Restricted funds £	2021 Total funds £	2020 Total funds £
Leeds City Council (LCC)	5,000	-	5,000	500
Seedlings Foundation	-	1,000	1,000	-
Job Retention Scheme	-	7,681	7,681	21,021
	<u>5,000</u>	<u>8,681</u>	<u>13,681</u>	<u>21,521</u>

**3 Staff costs and numbers**

	2021 £	2020 £
Gross salaries	201,598	212,862
Social security costs	8,839	2,045
Pensions	3,547	3,516
	<u>213,984</u>	<u>218,423</u>

The average number employees during the year was 11.8, being an average of 10.5 full time equivalent (2020: 13.8, 12.4 FTE). 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	3,547	3,516
Amount of any contributions outstanding at the year end	665	653

**4 Restricted funds**

	Balance b/f £	Incoming £	Outgoing £	Transfers £	Balance c/f £
Seedlings Foundation	-	1,000	1,000	-	-
Job Retention Scheme	-	7,681	7,681	-	-
	<u>-</u>	<u>8,681</u>	<u>8,681</u>	<u>-</u>	<u>-</u>

**Fund name**

**Purpose of restriction**

Seedlings Foundation	Initially to match fund an interactive table, funder agreed alteration of purpose to use for outdoor play equipment
Job Retention Scheme	Towards salary costs of furloughed staff

**North Leeds Community Nursery**  
**Notes to the accounts continued**  
**for the year ended 31 May 2021**

**5 Tangible assets**

	Furniture and fittings	Office equipment	Total
	£	£	£
<b><u>Cost</u></b>			
At 1 June 2020	-	47,751	47,751
Additions	10,392	1,788	12,180
At 31 May 2021	<u>10,392</u>	<u>49,539</u>	<u>59,931</u>
<b><u>Depreciation</u></b>			
At 1 June 2020	-	34,078	34,078
Depn reversed re. disposals	-	-	-
Charge for year	286	2,097	2,383
At 31 May 2021	<u>286</u>	<u>36,175</u>	<u>36,461</u>
<b><u>Net book value</u></b>			
At 31 May 2021	<u>10,106</u>	<u>13,364</u>	<u>23,470</u>
At 31 May 2020	<u>-</u>	<u>13,673</u>	<u>13,673</u>

**6 Debtors and prepayments**

	2021	2020
	£	£
Debtors	7,165	6,854
Prepayments	2,637	2,419
	<u>9,802</u>	<u>9,273</u>

**7 Creditors and accruals**

	2021	2020
	£	£
Deferred income	2,224	1,000
Creditors	10,723	1,609
Deposits held	5,825	6,425
Accruals	9,799	6,858
Credit card	1,873	-
	<u>30,444</u>	<u>15,892</u>

**North Leeds Community Nursery**  
**Notes to the accounts continued**  
**for the year ended 31 May 2021**

**8 Related party transactions**

**Trustee expenses**

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

**Trustee remuneration and benefits**

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

**Remuneration and benefits received by key management personnel**

The key management personnel of the charity include the trustees and Chief Officer. The total employee benefits received by the Chief Officer were £24,769 (previous year: £24,880).

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

**9 Operating leases**

Expected future minimum lease payments over the remaining life of the lease, analysed into the period in which the commitment falls due:

	2021	2020
	£	£
Within one year	8,330	10,667
In the second to fifth years inclusive	-	8,000
	<u>8,330</u>	<u>18,667</u>

## North Leeds Community Nursery

### Statement of Financial Activities including comparatives for all funds (including summary income and expenditure account) for the year ended 31 May 2021

	2021 Unrestricted funds £	2020 Unrestricted funds £	2021 Restricted funds £	2020 Restricted funds £	2021 Total funds £	2020 Total funds £
<b>Income</b>						
Government funded places	118,990	126,948	-	-	118,990	126,948
Private funded places	177,301	164,684	-	-	177,301	164,684
Grants	5,000	-	8,681	21,521	13,681	21,521
Donations and fundraising	376	4,730	-	-	376	4,730
Bank interest	109	470	-	-	109	470
Sales	-	502	-	-	-	502
Insurance	6,183	-	-	-	6,183	-
<b>Total income</b>	<b>307,959</b>	<b>297,334</b>	<b>8,681</b>	<b>21,521</b>	<b>316,640</b>	<b>318,855</b>
<b>Expenditure</b>						
Salaries and NIC	206,303	197,402	7,681	21,021	213,984	218,423
Rent and rates	10,645	9,699	-	-	10,645	9,699
Insurance and subscriptions	7,712	7,154	-	-	7,712	7,154
Utilities	6,050	(2,835)	-	-	6,050	(2,835)
Equipment and materials	7,560	4,915	1,000	-	8,560	4,915
General premises costs	6,363	7,066	-	-	6,363	7,066
Cleaning	10,482	6,627	-	-	10,482	6,627
Food and household	13,329	20,147	-	500	13,329	20,647
Legal and professional	19,766	6,954	-	-	19,766	6,954
Telephone and internet	891	895	-	-	891	895
Postage and other office costs	3,127	2,616	-	-	3,127	2,616
Training	629	991	-	-	629	991
Advertising and publicity	23	640	-	-	23	640
Bank charges	-	-	-	-	-	-
Bad debts written off	188	759	-	-	188	759
Other expenditure	10	301	-	-	10	301
Independent examination	1,248	1,224	-	-	1,248	1,224
Depreciation	2,383	2,684	-	-	2,383	2,684
Recruitment	547	1,127	-	-	547	1,127
<b>Total expenditure</b>	<b>297,256</b>	<b>268,366</b>	<b>8,681</b>	<b>21,521</b>	<b>305,937</b>	<b>289,887</b>
<b>Net income / (expenditure)</b>	<b>10,703</b>	<b>28,968</b>	<b>-</b>	<b>-</b>	<b>10,703</b>	<b>28,968</b>
<b>Fund balances brought forward</b>	<b>184,904</b>	<b>155,936</b>	<b>-</b>	<b>-</b>	<b>184,904</b>	<b>155,936</b>
<b>Fund balances carried forward</b>	<b>195,607</b>	<b>184,904</b>	<b>-</b>	<b>-</b>	<b>195,607</b>	<b>184,904</b>