

Company registered number 5309480
Charity registered number 1107923

HEYSIDE PRE-SCHOOL
(A company limited by guarantee)

Report and Accounts

31 March 2023

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Report of the Trustees & Board of Directors for the Year to 31 March 2023

Reference and administrative information.

Company Limited by Guarantee:	5309480
Registered Charity:	1107923
Registered Office	St Marks Church Perth Street Heyside Royton Oldham Lancashire OL2 6LY

The directors and trustees for the year were:

Darryll Elwood
Jade Bowden
Hannah Buckley
Pamela Darlington
Zoe Perry

Company Secretary

Pamela Darlington

Bankers

Yorkshire Bank
2-4 Market Square
Royton
Oldham
OL2 5QD

Structure governance and management

The charity is governed by its Constitution & Memorandum of Articles of Association.

The charity is a company limited by guarantee

The trustees are elected by its members.

Heyside Pre-school is a member of the Pre-school Learning Alliance, with close links to Oldham Council Early Years Team.

There are two types of membership. Family membership for the parent or guardians of all children who attend Heyside Pre-school and Affiliate Membership for individuals, organisations or other bodies interested in supporting the aims of Heyside Pre-school.

Committee members are voted by the members at the Annual General Meeting, usually held in November each year. We currently have 11 committee members consisting of 5 trustees who are responsible for the

management of the pre-school and 6 general committee members who support the trustees with fund raising.

Objectives and activities

Our Setting Aims to:

- To provide high quality care & education for children from 2 years old to 4:11 months old. (Children may be able to attend from 22 months depending on ratios and the child's needs).
- To work in partnership with parents to help children to learn and develop
- To add to the life & well-being of our local community
- To offer children & their parents a service that promotes equality & values diversity.

We Aim to Ensure that each child:

- Is in a safe & stimulating environment
- Is given generous care & attention, this is ensured because of our ratio of qualified staff to children, as well as volunteer parent helpers.
- Has the chance to join with other children & adults to live, play, work, learn & have fun together
- Is helped to take forward their learning & development by being helped to build on what they already know & can do.
- Has a personal key person who makes sure each child makes satisfying progress to develop to their fullest potential.
- Is in a setting that sees parents/carers as partners in helping each child to learn & develop
- Is in a setting in which parents help to share the service it offers

The Pre-school is heavily reliant on the help of volunteers.

Firstly, the Board of trustees is formed to support the pre-school manager and staff in their day to day duties. They may also wish to gain experience or to gain qualifications. In any of these scenarios, their efforts and support are greatly appreciated

Achievements and performance

Providing high quality affordable childcare and education for all children from age 2 – 4:11 years old.

Our ratios, as per Ofsted requirements, are;

- 1 member of Early Years qualified staff to every 4 children aged 2 years.
- 1 member of Early Years qualified staff to every 8 children aged 3 & 4 years.

At the present time we have 6 members of paid staff and 1 volunteer;
1 with Early Years Teacher status, 4 with a Level 3 Early Years qualification,
1 working towards Level 3 Early Years qualification and 1 with a Level 2 Early Years qualification.

Heyside Pre-school has been service to around 36 families this academic year.

Financial Review

The Pre-school has extremely limited restricted funds that fluctuate termly/annually and therefore essentially all cash balances can be considered to be part of reserves. In the event of reserves falling significantly below the target level, the Pre-school will aim to restore the reserves as soon as possible by increasing fundraising, increasing earned income, or reducing expenditure.

The principal source of funds for the charity is income linked to childcare places offered by the pre-school.

We receive government funding for up to 15 hours per week for 38 weeks of the year for children the term after they are 3 years old.

Children of some working parents can claim an additional 15 hours free government entitlement per week (up to 30 hours per week).

Two-year-old funding is available to some families, depending on circumstances and whether they meet the criteria. Unfortunately, we do not have many children attending that are eligible to access this funding.

Any hours attended by the children above their free entitlement or children not eligible to receive the free entitlement is paid for by the parent/carers.

However, the hourly amount received for Free Entitlement children, from the local authority, is lower than the amount charged to fee paying children and no top up charges are allowed to be charged to make up the difference. We are finding that now, and over the past few years, we seem to have more Free Entitlement Children attending than fee paying children which has a big impact on the settings finances.

Funding is also available to apply for to support children with Additional Education Needs in the form of an EHC plan (Educational Healthcare Plan) or to enable the setting to provide additional support to meet a child's individual needs, the amount of funding varies depending on each child's needs and also as to whether we have children with Additional Educational Needs attending the pre-school.

Funds held by Heyside Pre-school fall into three categories:

Unrestricted Funds – These are needed to cover staff costs and those of administration and support without which the Pre-school could not operate.

Income levels vary during the year, but expenditure levels remain relatively constant throughout. Income is at its lowest during the Autumn term rising during the Spring to its highest level in the Summer term – this is due to the availability of the free entitlement funding.

The trustees consider it necessary that unrestricted funds should be sufficient to cover one month's administration and support costs. This level will ensure we have adequate resources to cover our outgoings whilst income is at its lowest level during the Autumn term.

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The Trustees will monitor and review this unrestricted fund reserve level with reference to income forecasts and changes in funding on an annual basis to ensure that it continues to meet the needs of the Pre-school.

Restricted Funds – Restricted funds normally arise from donations, grants, EYPP (Early Years Pupil Premium), DAF (Disability Living Allowance) or SEND inclusion funding and must be used for specific purposes or resources.

Designated Funds – *Designated funds are amounts specifically excluded from being used to meet the day-to-day running costs of the Pre-school. Sums raised through fundraising activities fall into this category.*

The committee organise fundraising events to raise much needed funds to enable equipment/resources to be purchased to enhance the children's education & learning as well as parties/Christmas gifts etc. for the children. The main annual fundraising events are; Christmas Coffee Morning, Nativity Concert, Sponsored Walk, Easter Bingo, Summer/Autumn Fairs.

Financial statements

Company law requires the directors to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the company and of the surplus or deficit of the company for that period. In preparing those financial statements, the trustees are required to;

- Select suitable accounting policies and apply them consistently;
- Make judgements and estimates that are reasonable and prudent; and
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in business.

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

The financial statements comply with current statutory requirements and the requirements of the governing documents.

By order of the board of directors



Darryll Elwood

Approved by the Board on 6th November 2023

Independent Examiners Report to the Trustees of Heyside Pre-School

I report on the accounts of the charity for the period ended 31 March 2023.

Respective responsibilities of trustees and examiner

The charity's trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 and that an independent examination is needed. The charity is required by company law to prepare accrued accounts and I am qualified to undertake the examination by being a qualified member of the Association of Accounting Technicians.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- examine the accounts (under section 145 of the Charities Act 2011);
- follow the procedures laid down in the General Directions given by the Charity Commissioners (under section 145(5)(b) of the 2011 Act); and
- to state whether particular matters have come to our attention.

Basis of independent examiners' report

My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and the seeking of explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and, consequently, no opinion is given as to whether the accounts present a "true and fair view" and the report is limited to those matters set out in the statement below.

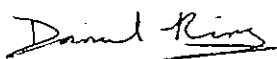
Independent examiners' statement

In connection with my examination, no matter has come to my attention:

(1) which gives me reasonable cause to believe that, in any material respect, the requirements:

- a. to keep accounting records in accordance with section 386 of the Companies Act 2006; and
- b. to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the Companies Act 2006, and the Statement of Recommended Practice: Accounting and Reporting by Charities (revised 2005) have not been met; or

(2) to which, in my opinion, attention should be drawn to enable a proper understanding of the accounts to be reached.



Daniel King (AAT)

6 The Linney
Cowpe Road
Lancashire
BB4 7EX

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Statement of Financial Activities (including Income & Expenditure Account) for the year ending 31 March 2023

	Notes	Unrestricted Funds	2023 Restricted Funds	Total Funds	2022 Total Funds
Incoming Resources:					
Incoming Resources from generated funds					
Charitable activities	2	82,156	-	82,156	87,563
Other trading activities	3	19,093	-	19,093	18,170
Other income		1,884	-	1,884	1,930
Total incoming resources		103,133	-	103,133	107,663
Resources Expended:					
Raising funds (events and parties)					
		635	-	635	298
Charitable activities	4	109,832	-	109,832	110,442
Governance costs	5	390	-	390	350
Total Resources Expended		110,857	-	110,857	111,090
Net incoming resources (outgoing) resources		(7,724)	-	(7,724)	(3,427)
Transfer between funds		2,319	(2,319)	-	-
Surplus for year		(5,405)	-	(7,724)	(3,427)
Total funds brought forward	9	14,414	2,319	16,733	20,160
Total funds carried forward	9	9,009	-	9,009	16,733

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Balance Sheet

as at 31 March 2023

	Notes	2023 £	2022 £
Current assets			
Cash at bank and in hand		11,239	19,172
		11,239	19,172
Creditors: amounts falling due within one year	8	(2,230)	(2,439)
Net current assets/ (liabilities)		9,009	16,733
Net assets		9,009	16,733
Unrestricted Funds	9	9,009	14,414
Restricted funds	9	-	2,319
Total funds		9,009	16,733

The directors are satisfied that the company is entitled to exemption under Section 477 of the Companies Act 2006 and that no member or members have requested an audit pursuant to section 476 of the Act.

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of accounts.

The accounts have been prepared in accordance with the provisions in Part 15 of the Companies Act 2006 applicable to companies subject to the small company regime.

**P Darlington
Secretary**



Approved by the board on 6th November 2023

Notes to the Accounts for the year ending 31 March 2023

1 Accounting policies

The financial statements have been prepared under the historical cost basis of accounting and comply with the Statement of Recommended Practice "Accounting and reporting by charities" issued in March 2005 ("SORP 2005").

Funds

Unrestricted funds are those available for use at the discretion of the trustees in furtherance of the general objectives of the charity.

Designated funds are unrestricted funds which are to be used for a particular purpose.

Restricted funds are subjected to restrictions on their expenditure imposed by the donor or through the terms of an appeal.

Incoming Resources

Grant income where received in advance of performance, is carried forward into the following year within the funds note.

Income from trading activities

Income from trading activities arises from amounts received from use of the company's buildings and other facilities.

Resources expended

Pensions

The company operated a defined contribution pension scheme. Contributions are charged to the profit and loss account as they become payable in accordance with the rules of the scheme.

2 Charitable activities	Unrestricted Funds	Restricted Funds	2023	2022
			£ Total Funds	£ Total Funds
Nursery Education Grant	72,976	-	72,976	80,901
Additional Needs Funding	9,180	-	9,180	6,662
	<u>82,156</u>	<u>-</u>	<u>82,156</u>	<u>87,563</u>
			2023	2022
			£	£
3 Trading activities income				
Fees	16,705	-	16,705	15,823
Huddersfield Uni funding	-	-	-	1,054
Fundraising/Raffles/Nativity	1,567	-	1,567	-
Sponsored Walk	821	-	821	1,293
	<u>19,093</u>	<u>-</u>	<u>19,093</u>	<u>18,170</u>

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4 Resources expended on charitable activities				2023	2022
	Unrestricted Funds	Restricted Funds	Total Funds	£	£
Staff costs	91,685	-	91,685		89,383
Rent	9,687	-	9,687		10,124
Telephone and internet	731	-	731		939
Equipment, books etc.	1,394	-	1,394		3,792
Printing, stationery & postage	2,130	-	2,130		1,876
Cleaning and maintenance	127	-	127		461
Insurance, PLA, Reg. fee	880	-	880		861
Travel	-	-	-		23
Craft materials, paper, paint	443	-	443		571
Ofsted fee	220	-	220		220
Refreshments	490	-	490		408
Other expenditure	2,045	-	2,045		1,784
	<u>109,832</u>	<u>-</u>	<u>109,832</u>		<u>110,442</u>
5 Governance costs				2023	2022
				£	£
Accountancy fees	390	-	390		350
6 Employees				2023	2022
				£	£
Staff costs include the following:					
Wages and salaries			90,171		87,432
Social security costs			-		700
Pension costs			1,514		1,251
			<u>91,685</u>		<u>89,383</u>
7 Corporation Tax					
There is no liability to corporation tax due to the charitable status of the company.					
8 Creditors: amounts falling due within one year				2023	2022
				£	£
Accruals and deferred income:					
Independent examination fees			390		350
Holiday pay accrual			1,840		2,089
			<u>2,230</u>		<u>2,439</u>
9 Movement in Funds					31 March 2023
	1 April 2022	Incoming Resources	Outgoing Resources	Transfers	
Unrestricted Funds	14,414	103,133	(110,857)	2,319	9,009
Restricted Funds	2,319	-	-	(2,319)	-
Total Funds	<u>16,733</u>	<u>103,133</u>	<u>(110,857)</u>	<u>-</u>	<u>9,009</u>