

Bright Sparks Pre School

Charity number 1126437

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



Bright Sparks Pre School

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Contents	Page
Trustees' report	2 to 3
Examiner's report	4
Receipts and payments account	5
Statement of assets and liabilities	6
Notes to the accounts	7 to 9

Prepared by West Yorkshire Community Accounting Service

Bright Sparks Pre School

Trustees' report for the year ended 31 March 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
Julie Hobson	Chair	
Lucie Bratley	Treasurer	Resigned August 2020
Emma Rogers	Secretary	
Tracey Allen		
Sarah Marquis-Linley		

Charity number

The charity was registered with the Charity Commission for England and Wales, number 1126437, on 24 October 2008.

Principal address

Great and Little Preston Junior School
Preston Lane
Great Preston
Leeds
LS26 8AR

Bankers

Barclays Bank PLC
93-95 Main Street
Garforth
Leeds
LS25 1AF

Independent examiner

Stephen Procter

West Yorkshire Community Accounting Service

Stringer House
34 Lupton Street
Leeds
LS10 2QW

Structure, governance and management

The charity is governed by a constitution adopted on 21 July 2008.

Method of recruitment and appointment of trustees

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

Bright Sparks Pre School

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

Objectives and activities

The charity's objects

The charity's objects are to enhance the development and education of children primarily under statutory school age by encouraging parents to understand and provide for the needs of their children, offering appropriate play, education and care facilities, family learning and extended hour groups, together with the right of parents to take responsibility for and to become involved with the activities, ensuring that we offer opportunities for all children whatever their race, culture, religion, means or ability.

The charity's main activities

Bright Sparks is a non-profit making Pre-School for children from age 2 to school age. Opening Monday to Friday, with a morning, afternoon and full day sessions. During the full day session our staff provide lunch cover for the children. There is a maximum of 30 children in each session.

We offer a wide range of activities and opportunities for children to learn through play in a large indoor and outdoor environment which we let from Great Preston School. We feel our setting is a welcoming and friendly place for children to attend at very affordable prices for families.

In addition we offer wrap-around care with breakfast and after school clubs for children aged 2 to 11 years providing working parents with provision from 7.30am to 6.00pm.

Our setting is a friendly place for children to attend and a valuable community service.

Public benefit statement

In setting our objectives and planning our activities our Trustees have given serious consideration to the Charity Commission's general guidance on public benefit and in particular the advancement of education.

Achievements and performance

During this year due to Covid lockdown the main activity was keeping the Pre-School open and operating as normally as was possible under the circumstances. Our priority was keeping children and staff safe during this time. Many of our usual events and activities were unable to take place.

In the course of the year the various building and grounds improvements that had been planned for the previous year were completed.

Financial review

The net payments for the year were £53,089, all relating to unrestricted funds.

Reserves policy

The charity's free reserves at the year end were £124,973.

The trustees have adopted a formal reserves policy to ensure the charity properly manages its resources and currently monitor the amount of reserves held to ensure that they are adequate to fulfil the charity's continuing obligations for 6 months as well as possible staff redundancy costs. Based on the 2020/21 expenditure (and omitting one-off expenditure for building work), this comes to around £87,500, not including potential redundancy costs,

It is recognised that free reserves held at year end were still in excess of the policy. However with the reduction in fees received during Covid lockdowns some reserves may be used to cover any shortfall as staff have still been paid during this period.

Signed on behalf of the board of trustees on

Signed: (Trustee)

Name:

Bright Sparks Pre School

Independent examiner's report to the trustees of Bright Sparks Pre School

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

Responsibilities and basis of report

As the charity trustees you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the Trust's accounts as carried out under section 145 of the 2011 Act. In carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

- 1 accounting records were not kept in respect of the charity as required by section 130 of the Act; or
- 2 the accounts do not accord with those records.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Signed:

Name: Stephen Procter

Date:

West Yorkshire Community Accounting Service

Stringer House
34 Lupton Street
Leeds
LS10 2QW

Bright Sparks Pre School
Receipts and payments account
for the year ended 31 March 2021

	Notes	2021 Unrestricted funds £	2021 Restricted funds £	2021 Total funds £	2020 Total funds £
Receipts					
Grants	(2)	134,803	861	135,664	128,162
Nursery fees		43,910	-	43,910	77,008
Bond		1,640	-	1,640	1,430
School meals income		1,022	-	1,022	2,804
Children's uniform income		528	-	528	17
Party and trip contributions		-	-	-	98
Bank interest		54	-	54	122
Fundraising (Inc. photos and book club)		706	-	706	1,182
Other income		103	-	103	134
Total receipts		182,766	861	183,627	210,957
Payments					
Salaries, NIC's and pensions	(3)	133,575	861	134,436	132,532
DBS checks		288	-	288	159
School meals		1,192	-	1,192	3,265
Bond refunds		820	-	820	530
Memberships and subscriptions		679	-	679	729
Photocopying, stationery and postage		2,605	-	2,605	3,873
Staff expenses		2,028	-	2,028	409
Events and activities		75	-	75	574
Fundraising costs (inc. photos and book club)		179	-	179	226
Cleaning		1,194	-	1,194	887
Food		1,286	-	1,286	2,720
Children's uniform costs		178	-	178	255
Fixtures and fittings and extension work		61,529	-	61,529	21,012
Repairs and maintenance		-	-	-	4,048
Equipment		1,630	-	1,630	448
Books		107	-	107	339
Toys		612	-	612	482
Materials and resources		914	-	914	878
Telephone		769	-	769	1,088
Insurance		1,313	-	1,313	2,204
Rent		17,620	-	17,620	14,284
Advertising and publicity		67	-	67	65
Independent examination		660	-	660	612
Training		605	-	605	1,000
Staff uniform		1,664	-	1,664	172
Legal and professional		3,910	-	3,910	3,815
Other expenses		356	-	356	270
Total payments		235,855	861	236,716	196,876
Net receipts / (payments)		(53,089)	-	(53,089)	14,081
Fund balances brought forward		178,062		178,062	163,981
Fund balances carried forward	(4)	124,973	-	124,973	178,062

Bright Sparks Pre School
Statement of assets and liabilities
as at 31 March 2021

	2021	2021	2021	2020
	Unrestricted	Restricted	Total	Total
	£	£	£	£
Cash funds				
Barclays current account	74,731	-	74,731	127,866
Barclays savings account	50,230	-	50,230	50,184
Cash in hand	12	-	12	12
Total cash funds	<u>124,973</u>	<u>-</u>	<u>124,973</u>	<u>178,062</u>

Assets retained for the charity's own use

A number of items of equipment and other resources are retained by the Pre-School for use. A full list of these is kept by the charity.

Liabilities	£
Independent examination	<u>684</u>
	<u>684</u>

Approval of the accounts

The financial statements were approved by the board of trustees on

Signed: (Trustee)

Name:

Bright Sparks Pre School

Notes to the accounts

for the year ended 31 March 2021

1 Accounting policies

Basis of accounting

The trustees have taken advantage of section 133 of the Charities Act 2011 and have prepared the accounts on a receipts and payments basis.

There has been no change to the accounting policies since last year.

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

Taxation

As a charity the organisation benefits from rates relief and is generally exempt from income tax and capital gains tax but not from VAT. Irrecoverable VAT is included in the cost of those items to which it relates.

Fund accounting

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

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

Further explanation of the nature and purpose of each fund is included in the notes to the accounts.

Bright Sparks Pre School
Notes to the accounts continued
for the year ended 31 March 2021

2 Grants	2021 Unrestricted funds £	2021 Restricted funds £	2021 Total funds £	2020 Total funds £
Leeds City Council - Nursery Education Grant	114,997	-	114,997	116,607
Leeds City Council - SEN grant	2,653	-	2,653	5,939
Leeds City Council - 2 year grant	6,653	-	6,653	5,616
Leeds City Council - COVID	10,000	-	10,000	-
HMRC JRS grant	-	861	861	-
Tesco	500	-	500	-
	<u>134,803</u>	<u>861</u>	<u>135,664</u>	<u>128,162</u>

3 Staff costs and numbers	2021 £	2020 £
Gross salaries	127,184	124,605
Social security costs	6,612	6,534
Employment allowance	(4,000)	(3,000)
Pensions	<u>4,640</u>	<u>4,393</u>
	<u>134,436</u>	<u>132,532</u>

The average number employees during the year was 10, being an average of 8.4 full time equivalent (2020: 9.6, 8.1 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	4,640	4,393
Amount of any contributions outstanding at the year end	-	-
Amount of any contributions prepaid at the year end	-	-

4 Restricted funds	Balance b/f £	Incoming £	Outgoing £	Balance c/f £
HMRC JRS grant	-	861	861	-
	<u>-</u>	<u>861</u>	<u>861</u>	<u>-</u>

Fund name	Purpose of restriction
HMRC JRS grant	HMRC Job Retention Scheme grant for staff furlough.

5 Related party transactions

Trustee expenses

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

Trustee remuneration and benefits

		2021 £	2020 £
Name of trustee	Legal authority		
Tracey Allen (Pre-school Manager)	Governing document	<u>23,813</u>	<u>23,736</u>
		<u>23,813</u>	<u>23,736</u>

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