

Bright Sparks Pre School

Charity number 1126437

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



West Yorkshire Community Accounting Service

Bright Sparks Pre School

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

Contents	Page
Trustees' report	2 to 4
Examiner's report	5
Receipts and payments account	6
Statement of assets and liabilities	7
Notes to the accounts	8 to 9

Prepared by West Yorkshire Community Accountancy Service CIO

Bright Sparks Pre School

Trustees' report for the year ended 31 March 2022

Reference and administrative details of the charity, its trustees and advisors

The trustees during the financial year and up to and including the date the report was approved were:

Name	Position
Julie Hobson	Chair
Emma Rogers	Secretary
Tracey Allen	
Sarah Marquis-Linley	

Charity number 1126437 Registered in England and Wales

Registered and 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 Accountancy Service CIO

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 2022

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 Primary 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

We have 45 children who currently attend, some of whom will move across into the Reception class at the school. Bright Sparks has a good relationship with the school and we get invited across to attend special assemblies led by the school Reverend. The school provides lunches for Bright Sparks children who stay over the lunch period.

This year we had a writer in called Bianca Vickers to read her book to the children, which they really enjoyed and they also had the chance to buy a signed copy of the book.

In December we held a Christmas party for all the children at the Sky Pies soft play centre, where each child received a present from Santa.

We have regular fundraising events within Pre-School by holding raffles at Christmas and Easter and selling Reindeer food and Easter treat bags. We also had individual photos taken to help raise money for new toys and equipment for the children.

We continue to offer places for special needs children and have staff in place to offer them one to one attention. All staff are qualified to Level 3 and the Manager Level 5. All staff regularly attend training courses to give them the knowledge and understanding to offer the level of service the community expects.

Bright Sparks Pre School

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

Financial review

The net receipts for the year were £35,038, all relating to unrestricted funds.

Reserves policy

The charity's free reserves at the year end were £160,011.

The trustees have adopted a formal reserves policy to ensure the charity properly manages its resources and currently monitors 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 2021/22 expenditure this comes to around £87,000, not including potential redundancy costs.

The trustees recognise that free reserves held at year end were still in excess of the policy. The policy itself will be reviewed again later this year. However there are plans for further external work around the building and we are looking to possibly increase the number of staff. These will both have an impact on reserves currently held.

Approved by the board of trustees on 15/12/2022

J A Hobson (Trustee)

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 charity for the year ended 31 March 2022, which are set out on pages 6 to 9.

Responsibilities and basis of report

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

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

Independent examiner's statement

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.

Stephen Procter

16/12/2022

West Yorkshire Community Accountancy Service CIO

Stringer House
34 Lupton Street
Leeds
LS10 2QW

Bright Sparks Pre School
Receipts and payments account
for the year ended 31 March 2022

	Notes	2022 Unrestricted funds £	2022 Restricted funds £	2022 Total funds £	2021 Total funds £
Receipts					
Grants	(2)	129,635	2,563	132,198	135,664
Nursery fees		70,282	-	70,282	43,910
Bond		1,595	-	1,595	1,640
School meals income		3,491	-	3,491	1,022
Children's uniform income		570	-	570	528
Party and trip contributions		245	-	245	-
Bank interest		15	-	15	54
Fundraising (Inc. photos and book club)		773	-	773	706
Other income		155	-	155	103
Total receipts		206,761	2,563	209,324	183,627
Payments					
Staff costs		125,145	2,563	127,708	134,436
DBS checks		181	-	181	288
School meals		3,835	-	3,835	1,192
Bond refunds		775	-	775	820
Memberships and subscriptions		1,136	-	1,136	679
Photocopying, stationery and postage		3,240	-	3,240	2,605
Staff expenses		709	-	709	2,028
Events and activities		636	-	636	75
Fundraising costs (inc. photos and book club)		170	-	170	179
Cleaning		1,184	-	1,184	1,194
Food		1,855	-	1,855	1,286
Children's uniform costs		839	-	839	178
Fixtures and fittings and extension work		978	-	978	61,529
Repairs and maintenance		92	-	92	-
Equipment		2,439	-	2,439	1,630
Books		301	-	301	107
Toys		704	-	704	612
Materials and resources		716	-	716	914
Telephone		973	-	973	769
Insurance		1,348	-	1,348	1,313
Rent		18,253	-	18,253	17,620
Advertising and publicity		93	-	93	67
Independent examination		684	-	684	660
Training		628	-	628	605
Staff uniform		281	-	281	1,664
Legal and professional		3,808	-	3,808	3,910
Speech and language		510	-	510	-
Other expenses		210	-	210	356
Total payments		171,723	2,563	174,286	236,716
Net income / (expenditure)		35,038	-	35,038	(53,089)
Fund balances brought forward		124,973	-	124,973	178,062
Fund balances carried forward	(3)	160,011	-	160,011	124,973

Bright Sparks Pre School
Statement of assets and liabilities
as at 31 March 2022

	2022	2022	2022	2021
	Unrestricted	Restricted	Total	Total
	£	£	£	£
Cash funds				
Cash at bank	159,999	-	159,999	124,961
Cash in hand	12	-	12	12
Total cash funds	<u>160,011</u>	<u>-</u>	<u>160,011</u>	<u>124,973</u>
Liabilities			£	
Independent examination			<u>684</u>	
			<u>684</u>	

The financial statements were approved by the board of trustees on 15/12/2022

J A Hobson (Trustee)

Bright Sparks Pre School

Notes to the accounts

for the year ended 31 March 2022

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 2022

2 Grants	2022 Unrestricted funds £	2022 Restricted funds £	2022 Total funds £	2021 Total funds £
Leeds City Council - Nursery Education Grant	111,258	-	111,258	121,650
Leeds City Council - SEN grant	3,427	-	3,427	2,653
Leeds City Council - Discretionary grants	14,950	-	14,950	10,000
HMRC JRS grant	-	2,563	2,563	861
Tesco	-	-	-	500
	<u>129,635</u>	<u>2,563</u>	<u>132,198</u>	<u>135,664</u>

3 Restricted funds	Balance b/f £	Receipts £	Payments £	Transfers £	Balance c/f £
HMRC JRS grant	-	2,563	2,563	-	-
	<u>-</u>	<u>2,563</u>	<u>2,563</u>	<u>-</u>	<u>-</u>

Fund name

Purpose of restriction

HMRC JRS grant HMRC Job Retention Scheme grant for staff furlough costs.

4 Related party transactions

Trustee expenses

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

Trustee remuneration and benefits

Details of remuneration and benefits

	2022 £	2021 £
Tracey Allen	24,200	23,813
	<u>24,200</u>	<u>23,813</u>

Reason for remuneration

The trustee was employed in the role of Pre-School Manager

Legal authority for the payment

The legal authority for the payment is via a provision within the charity's governing document.

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