

Bright Sparks Pre School

Charity number 1126437

Annual Report and Financial Statements for the year ended 31 March 2023



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COMMUNITY ACCOUNTING
WEST YORKSHIRE

Bright Sparks Pre School

Annual Report and Financial Statements for the year ended 31 March 2023

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Prepared by West Yorkshire Community Accountancy Service CIO

Bright Sparks Pre School

Trustees' report for the year ended 31 March 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:

Name	Position	Dates
Julie Hobson	Chair	
Emma Rogers	Secretary	
Tracey Allen		
Sarah Marquis-Linley		Resigned 25 May 2023
Tracey Wilson		Appointed 18 May 2022
Christina Brooks		Appointed 25 May 2023

Charity number	1126437	Registered in England and Wales
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Registered and principal address	Bankers
Great and Little Preston Junior School	Barclays Bank PLC
Preston Lane	93-95 Main Street
Great Preston	Garforth
Leeds	Leeds
LS26 8AR	LS25 1AF

Independent examiner

Katy Sargeant ACA

West Yorkshire Community Accountancy Service CIO

Stringer House
34 Lupton Street
Leeds
LS10 2QW

Structure, governance and management

The charity is governed by a constitution adopted on 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 2023

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 52 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, the school provides lunches for Bright Sparks children who stay over the lunch period.

This year we had one of the parents in who plays in a band to play Christmas songs to the children on her trumpet. The children also had a Christmas party at 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 do online training courses to give them the knowledge and understanding to offer the level of service the community expect.

Financial review

The net receipts for the year were £26,036, all of which were unrestricted in nature.

Bright Sparks Pre School

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

Reserves policy

The charity's free reserves, at the year end were £186,047.

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 2022/23 expenditure this comes to around £105,000, not including potential redundancy costs.

The trustees recognise that free reserves held at year end were still in excess of our policy. Our policy will be reviewed again this year. However we are holding more funds in case we have major repairs, bigger projects, redundancies and to cover staffing costs.

Approved by the board of trustees on 21/12/2023

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 2023, 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 Charities Act;
- 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.

Katy Sargeant ACA

21/12/2023

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 2023

	Notes	2023 Total funds £	2022 Total funds £
Receipts			
Grants	(2)	145,684	132,198
Nursery fees		83,558	70,282
Bonds		800	1,595
School meals income		3,623	3,491
Children's uniform income		110	570
Party and trip contributions		355	245
Bank interest		183	15
Fundraising (Inc. photos and book club)		809	773
Other income		69	155
Total receipts		235,191	209,324
Payments			
Salaries, NI and pensions		145,555	127,708
Rent		19,694	18,253
School meals cost		3,967	3,835
Bond refunds		1,000	775
Events and activities		1,168	636
Materials and resources		1,419	1,721
Speech and language		1,070	510
Food		2,284	1,855
Children's uniform costs		310	839
Fixtures, fittings and extension work		4,340	978
Repairs, maintenance and cleaning		1,242	1,276
Equipment		1,272	2,439
Photocopying, stationery and postage		3,262	3,240
Telephone		956	973
Insurance		1,443	1,348
Memberships and subscriptions		1,619	1,136
Staff training, expenses and uniform		6,067	1,618
Advertising and publicity		1,402	93
Independent examination		684	684
Legal and professional fees		5,618	3,808
Fundraising costs (inc. photos and book club)		225	170
DBS checks		417	181
Other expenses		4,000	69
Bank charges		141	141
Total payments		209,155	174,286
Net receipts / (payments)		26,036	35,038
Fund balances brought forward		160,011	124,973
Fund balances carried forward	(3)	186,047	160,011

Bright Sparks Pre School
Statement of assets and liabilities
as at 31 March 2023

	2023	2022
	Total	Total
	£	£
Cash funds		
Cash at bank	186,035	159,999
Cash in hand	12	12
Total cash funds	<u>186,047</u>	<u>160,011</u>
 Debtors and prepayments	 2023	
	£	
Prepayments	<u>1,058</u>	
	<u>1,058</u>	
 Liabilities	 2023	
	£	
Bonds held	1,900	
Accruals	<u>792</u>	
	<u>2,692</u>	

The financial statements were approved by the board of trustees on 21/12/2023

J A Hobson (Trustee)

Bright Sparks Pre School

Notes to the accounts

for the year ended 31 March 2023

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.

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 2023

2 Grants and donations

	2023	2022
	Total	Total
	funds	funds
	£	£
Leeds City Council - Nursery Education Grant	140,584	111,258
Leeds City Council - SEN grant	3,600	3,427
Leeds City Council - Discretionary grants	-	14,950
HMRC JRS grant	-	2,563
Arnold Clarke	1,000	-
Tesco	500	-
	<u>145,684</u>	<u>132,198</u>

3 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

		2023	2022
		£	£
Tracey Allen	Gross pay	25,033	23,000
	Pensions	1,006	1,200
		<u>26,039</u>	<u>24,200</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.