

Bright Sparks Pre School

Charity number 1126437

Annual Report and Financial Statements for the year ended 31 March 2024



Bright Sparks Pre School

Annual Report and Financial Statements for the year ended 31 March 2024

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 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:

Name	Position	Dates
Julie Hobson	Chair	
Emma Rogers	Secretary	
Tracey Allen		
Sarah Marquis-Linley		Resigned 25 May 2023
Tracey Wilson		
Christina Brooks		Appointed 25 May 2023
Charity number	1126437	Registered in England and Wales

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 2024

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 currently have 48 children who currently attend, some of which will move across into the reception class at school, Bright Sparks has a good relationship with the school, the school provides lunches for Bright Sparks children who stay over the lunch period, the children go over to the school hall for their lunch.

This year we had one of the parents in with her ducklings to show and talk to the children about the ducklings. We took the children to Skye Pies Soft play for the end of year Summer party and also for a Christmas party which each child received a present from Santa.

Bright Sparks have introduced a Spanish lesson for the children which all children get to join in every Wednesday.

We have regular fundraising events within Pre School by holding raffles at Christmas and Easter and selling reindeer food, Christmas treats and Easter treats to help raise money to buy new toys and equipment.

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 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 £13,823, all unrestricted in nature.

Bright Sparks Pre School

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

Reserves policy

The charity's free reserves, at the year end were £199,870.

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 staff redundancy costs. Based on the 2023/24 expenditure this comes to around £112,000, and estimated redundancy costs are approximately £35,700.

The trustees recognise that free reserves held at year end are still in excess of our policy however are comfortable with this as it provides a buffer for any unexpected expenditure which may arise - such as repair and maintenance on the building.

Approved by the board of trustees on 10/12/2024

Julie 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 2024, 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

11/12/2024

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 2024

	Notes	2024 Total funds £	2023 Total funds £
Receipts			
Grants	(2)	145,817	145,684
Nursery fees		85,891	83,558
Bonds		1,450	800
School meals income		3,260	3,623
Children's uniform income		75	110
Party and trip contributions		311	355
Bank interest		984	183
Fundraising (Inc. photos and book club)		367	809
Other income		-	69
Total receipts		238,155	235,191
Payments			
Salaries, NI and pensions		167,208	145,555
Rent		22,300	19,694
School meals cost		4,814	3,967
Bond refunds		1,500	1,000
Events and activities		2,137	1,168
Materials and resources		3,164	1,419
Speech and language		1,578	1,070
Food		2,507	2,284
Children's uniform costs		13	310
Fixtures, fittings and extension work		2,778	4,340
Repairs, maintenance and cleaning		796	1,242
Equipment		234	1,272
Photocopying, stationery and postage		3,346	3,262
Telephone		1,491	956
Insurance		314	1,443
Memberships and subscriptions		1,108	1,619
Staff training, expenses and uniform		2,803	6,067
Advertising and publicity		717	1,402
Independent examination		792	684
Legal and professional fees		4,184	5,618
Fundraising costs (inc. photos and book club)		154	225
DBS checks		226	417
Other expenses		-	4,000
Bank charges		168	141
Total payments		224,332	209,155
Net receipts / (payments)		13,823	26,036
Fund balances brought forward		186,047	160,011
Fund balances carried forward		199,870	186,047

Bright Sparks Pre School
Statement of assets and liabilities
as at 31 March 2024

	2024	2023
	Total	Total
	£	£
Cash funds		
Cash at bank	199,858	186,035
Cash in hand	12	12
Total cash funds	<u>199,870</u>	<u>186,047</u>

Liabilities	2024
	£
Accruals	1,188
Other creditors	729
	<u>1,917</u>

The financial statements were approved by the board of trustees on 10/12/2024

Julie Hobson (Trustee)

Bright Sparks Pre School

Notes to the accounts

for the year ended 31 March 2024

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

All funds received were unrestricted in nature, i.e. available for use at the discretion of the trustees in furtherance of the general objectives of the charity.

Bright Sparks Pre School
Notes to the accounts continued
for the year ended 31 March 2024

2 Grants and donations

	2024	2023
	Total	Total
	funds	funds
	£	£
Leeds City Council - Nursery Education Grant	140,074	140,584
Leeds City Council - SEN grant	5,743	3,600
Arnold Clarke	-	1,000
Tesco	-	500
	<u>145,817</u>	<u>145,684</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

		2024	2023
		£	£
Tracey Allen	Gross pay	28,940	25,033
	Pensions	1,264	1,066
		<u>30,204</u>	<u>26,099</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.