

# **Bright Sparks Pre School**

Charity number 1126437

## **Annual Report and Financial Statements for the year ended 31 March 2025**



# **Bright Sparks Pre School**

## **Annual Report and Financial Statements for the year ended 31 March 2025**

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**Prepared by West Yorkshire Community Accountancy Service CIO**

# **Bright Sparks Pre School**

## **Trustees' report for the year ended 31 March 2025**

### **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:

<b>Name</b>	<b>Position</b>	<b>Dates</b>
Julie Hobson	Chair	
Emma Rogers	Secretary	
Tracey Allen		
Tracey Wilson		
Christina Brooks		
Alexander Smith		Appointed 10 December 2024

**Charity number** 1126437 Registered in England and Wales

<b>Registered and principal address</b>	<b>Bankers</b>
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 2025**

### **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 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 have a couple of visits from the Ice Cream van as a treat for the children, we also took the children to Skye Pies Soft Play for the end of year summer party and for Christmas party which each child received a present from Santa.

Bright Sparks have continued with their weekly Spanish lessons for the children which the children join in every Wednesday.

We have regular fundraising events within Pre School by holding Raffles, selling Christmas treats and Bun sales and Raffle at Easter to help raise money to purchase new resources 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 and in house training courses to give them the knowledge and understanding to offer the level of service the community expect.

#### **Financial review**

The net income for the year was £25,636, all of which was unrestricted in nature.

# **Bright Sparks Pre School**

## **Trustees' report (continued) for the year ended 31 March 2025**

### **Reserves policy**

The charity's free reserves, excluding fixed assets, at the year end were £222,123.

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 2024/25 expenditure this comes to around £123,000, and estimated redundancy costs are approximately £35,700, giving a total of £160,500.

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 19/1/2026

Tracey Allen (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 2025, which are set out on pages 6 to 11.

### **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**

Since the charity's gross income exceeded £250,000 your examiner must be a fellow of a body listed in section 145 of the 2011 Act.

I confirm that I am qualified to undertake the examination because I am a fellow of ICAEW which is one of the listed bodies.

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; or
- 3 the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination.

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

19/1/2026

### **West Yorkshire Community Accountancy Service CIO**

Stringer House  
34 Lupton Street  
Leeds  
LS10 2QW

**Bright Sparks Pre School**  
**Statement of Financial Activities**  
**(including summary income and expenditure account)**  
**for the year ended 31 March 2025**

	Notes	2025 Total funds £	restated 2024 Total funds £
<b>Income from:</b>			
Grants	(2)	207,799	145,817
Nursery fees		52,209	85,891
Bonds		1,240	1,450
School meals, uniform and other contributions		3,704	3,646
Bank interest		1,215	984
Fundraising (Inc. photos and book club)		819	367
Other income		68	-
<b>Total income</b>		<b>267,054</b>	<b>238,155</b>
<b>Expenditure on:</b>			
Salaries, NI and pensions	(3)	181,136	163,039
Rent		24,910	22,300
School meals cost		2,985	4,814
Bond refunds		1,200	1,500
Events and activities		3,250	2,137
Materials and resources		2,135	3,164
Speech and language		-	1,578
Food		2,177	2,507
Children's uniform costs		152	13
Fixtures, fittings and extension work		1,072	2,778
Repairs, maintenance and cleaning		1,016	796
Equipment		348	234
Photocopying, stationery and postage		2,752	3,346
Telephone		1,549	1,491
Insurance		1,479	1,372
Memberships and subscriptions		1,954	1,108
Staff training, expenses and uniform		4,376	2,803
Advertising and publicity		489	717
Independent examination		1,188	1,188
Legal and professional fees		4,784	4,184
Fundraising costs (inc. photos and book club)		306	154
DBS checks		177	226
Bank charges		143	168
Casual workers		1,107	4,226
Depreciation		733	-
<b>Total expenditure</b>		<b>241,418</b>	<b>225,843</b>
<b>Net income / (expenditure)</b>		<b>25,636</b>	<b>12,312</b>
<b>Fund balances brought forward</b>		<b>197,953</b>	<b>185,641</b>
<b>Fund balances carried forward</b>		<b>223,589</b>	<b>197,953</b>

All incoming resources and resources expended derive from continuing activities.

**Bright Sparks Pre School**  
**Balance sheet**  
**as at 31 March 2025**

		2025 Total £	2024 Total £
<b>Fixed assets</b>			
Tangible assets	(4)	1,466	-
<b>Total fixed assets</b>		<u>1,466</u>	<u>-</u>
<b>Current assets</b>			
Prepayments		2,374	-
Cash at bank and in hand	(5)	221,693	199,870
<b>Total current assets</b>		<u>224,067</u>	<u>199,870</u>
<b>Current liabilities:</b>			
<b>amounts falling due within one year</b>			
Creditors and accruals	(6)	1,944	1,917
<b>Total current liabilities</b>		<u>1,944</u>	<u>1,917</u>
<b>Net current assets / (liabilities)</b>		<u>222,123</u>	<u>197,953</u>
<b>Net assets</b>		<u>223,589</u>	<u>197,953</u>
<b>Funds</b>			
Unrestricted funds		223,589	197,953
<b>Total funds</b>		<u>223,589</u>	<u>197,953</u>

The financial statements were approved by the board of trustees on 19/1/2026

Tracey Allen (Trustee)



# **Bright Sparks Pre School**

## **Notes to the accounts**

### **for the year ended 31 March 2025**

#### **1 Accounting policies**

##### **Basis of accounting**

These accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts. The financial statements have been prepared in accordance with the Statement of Recommended Practice:

Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019) and with the Charities Act 2011.

The charity constitutes a public benefit entity as defined by FRS 102.

There has been a change in the accounting policy this year: previously the charity's income was below £250k and therefore it took advantage of section 133 of the Charities Act 2011 and prepared the accounts on a receipts and payments basis. Income for this year exceeded the £250k threshold and therefore they have been prepared on an accruals basis.

Prior year figures have been restated on an accruals basis.

##### **Going concern**

The trustees are satisfied that there are no material uncertainties about the charity's ability to continue.

##### **Incoming resources**

All incoming resources are included in the Statement of Financial Activities (SOFA) when the charity becomes entitled to the resources, if it is more likely than not that the trustees will receive the resources and the monetary value can be measured with sufficient reliability.

##### **Grants and donations**

Grants and donations are only included in the SOFA when the charity has unconditional entitlement to the resources.

Where grants are related to performance and specific deliverables, they are accounted for as the charity earns the right to consideration by its performance.

##### **Expenditure and liabilities**

Expenditure is recognised on an accrual basis as a liability is incurred. Liabilities are recognised where it is more likely than not that there is a legal or constructive obligation committing the charity to pay out the resources and the amount of the obligation can be measured with reasonable certainty.

##### **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.

##### **Pensions**

The charity operates a defined contribution scheme for the benefit of its employees. The costs of contributions are recognised in the year they are payable.

##### **Fund accounting**

Unrestricted funds are 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 2025**

**2 Grants and donations**

	2025 Total funds £	2024 Total funds £
Leeds City Council - Nursery Education Grant	198,780	140,074
Leeds City Council - SEN grant	9,019	5,743
	<u>207,799</u>	<u>145,817</u>

**3 Staff costs and numbers**

	2025 £	2024 £
Gross salaries	169,684	153,734
Social security costs	11,624	9,657
Employment allowance	(5,000)	(5,000)
Pensions	4,828	4,648
	<u>181,136</u>	<u>163,039</u>

The average number of employees during the year was 10.9, being an average of 8 full time equivalent (2024: 10.8, 7.9 FTE). There were no employees with emoluments above £60,000.

**Defined contribution pension scheme**

	2025 £	2024 £
Costs of the scheme to the charity for the year	4,828	4,648
Amount of any contributions outstanding at the year end	756	729

**4 Tangible assets**

	Equipment £	Total £
<b><u>Cost</u></b>		
At 1 April 2024	-	-
Additions	2,199	2,199
At 31 March 2025	<u>2,199</u>	<u>2,199</u>
<b><u>Depreciation</u></b>		
At 1 April 2024	-	-
Charge for year	733	733
At 31 March 2025	<u>733</u>	<u>733</u>
<b><u>Net book value</u></b>		
At 31 March 2025	<u>1,466</u>	<u>1,466</u>
At 31 March 2024	<u>-</u>	<u>-</u>

**Bright Sparks Pre School**  
**Notes to the accounts continued**  
**for the year ended 31 March 2025**

5 Cash at bank and in hand	2025	2024
	£	£
Cash at bank	221,681	199,858
Cash in hand	12	12
	<u>221,693</u>	<u>199,870</u>

6 Creditors and accruals	2025	2024
	£	£
Accruals	1,188	1,188
Other creditors	756	729
	<u>1,944</u>	<u>1,917</u>

**7 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**

	2025	2024
	£	£
Tracey Allen	33,335	30,360
Gross pay		
Pensions	1,333	1,006
	<u>34,669</u>	<u>31,366</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.

**Remuneration and benefits received by key management personnel**

The total employee benefits received by key management personnel were £34,669 (previous year: £31,366).

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

**8 Operating leases**

Expected future minimum lease payments over the remaining life of the lease, analysed into the period in which the commitment falls due:	2025	2024
	£	£
Within one year	2,232	2,232
In the second to fifth years inclusive	5,766	7,998
	<u>7,998</u>	<u>10,230</u>

**Bright Sparks Pre School**  
**Notes to the accounts continued**  
**for the year ended 31 March 2025**

**9 Restatement of prior year figures due to change in accounting basis**

As a result of the change in the basis of accounting from receipts and payments to accruals, there have been a number of adjustments made to the comparative figures, analysed below.

**Effect of change on Statement of Financial Activities**

	2024
	Total
	funds
	£
<b>Total expenditure</b>	
Original figure in statutory accounts, year ended 31 Mar 2024	224,332
Deduct opening accruals (Mar 2023 year end)	(1,464)
Add closing accruals (Mar 2024 year end)	1,917
Add opening prepayments (Mar 2023 year end)	1,058
Restated total	<u>225,843</u>

**Effect of change on fund balances as reported at 31 Mar 2024**

	2024
	Total
	funds
	£
Original fund balances carried forward as at 31 Mar 2023	186,047
Deduct accruals (Mar 2023 year end)	(1,464)
Add prepayments (Mar 2023 year end)	1,058
Restated fund balances carried forward as at 31 Mar 2023	<u>185,641</u>