

**Clifton Moor Pre School**

**(A Charity Limited by Guarantee)**

**Report and Financial Statements for the year ended 31st August 2022**

**Charity number : 1136705**

**Company Number : 07266807**

**Clifton Moor Pre School**  
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**Clifton Moor Pre School**

**(A Charity Limited by Guarantee)**

**Members of the Board and Professional Advisors**

Registered charity name :	Clifton Moor Pre-School
Charity number :	1136705
Company registration number :	7266807
Principal office :	Lakeside Primary School Oakdale Road Clifton Moor York YO30 4YL
Trustees :	John Holland Nicola Kirk Charlotte Hackett
Chairman :	John Holland
Accountant :	Mrs Ruth Prins FCPFA

## **Clifton Moor Pre School**

**(A Charity Limited by Guarantee)**

### **Trustees Annual Return - 31st August 2022**

The trustees, who are also directors for the purpose of company law, have pleasure in presenting their report and the unaudited financial statements of the charity for the year ended 31 August 2022

#### **REFERENCE AND ADMINISTRATIVE DETAILS**

Reference and administrative details are shown in the schedule of members of the board and professional advisers on page 1 of the financial statements.

#### **THE TRUSTEES**

The trustees who served the company during the financial year and through to the date of this report were as follows:

John Holland

Nicola Kirk

Charlotte Hackett

#### **STRUCTURE, GOVERNANCE AND MANAGEMENT**

The charity was formed following a special resolution of the charity 1081231 (Clifton Moor PreSchool Playgroup) to dissolve and form a new company and to transfer all assets, liabilities and charitable objects to the company.

The charity is constituted as a company limited by guarantee and governed by its memorandum and articles of association, was incorporated on 27th May 2010 and was registered as a charity on 5th July 2010. The charity changed its year end to 31st August to become coterminous with the academic year.

The minimum number of Trustees is three. The maximum and minimum number of the Trustees can be varied by the company in a general meeting.

At each annual general meeting of the Company one-third (or the number nearest one-third) of the Council Members shall retire from office. The Council Members to retire shall be those who have the longest in office since their last re-appointment, determined by lot in the case of persons who became Council Members on the same day. A retiring Council Member shall be eligible for re-appointment.

The management and delivery of all service and operational functions was devolved from the Trustees and is now provided by qualified professional salaried members of staff. Volunteers and Trustees are relied upon to provide administrative and strategic support to the staff team. The systems for governance, financial and administrative procedures that have been devised are much clearer and help to ensure a strong and efficient link between the operational management of the charity and the trustees.

## **RESERVES POLICY**

The Board of Trustees keeps Clifton Moor PreSchool's reserves under constant review. This year the trustees decided to amend the reserves policy in order to clarify the holding of reserves for specific needs by specifying designated reserves.

There are currently two designated reserves:

1. Designated Liability Reserve: Designated reserves for the purpose of allowing the charity to meet its obligations to staff and our landlord should the charity need to wind-up. The reserves cover, site decommissioning, 6 months rent and statutory notice and redundancy payments for staff. The sum allocated to our Designated Liability Reserve is £28,000.

2. Designated Infrastructure Reserve: Designated reserve for the purpose of re-building or upgrading the classroom and fittings. The aim of this reserve is to part-fund a project which will protect the charities long term interests by planning for expansion and enhanced operation of the pre-school. The sum allocated to our Designated Infrastructure Reserve is £50,000.

Clifton Moor Preschool also holds general reserves. General reserves are intended to protect the organisations on-going charitable programme and limit risk in the event of unexpected additional expenditure and or downturn in income. At 31st August 2022 the sum allocated for general reserves was £59,326. (2021: £57,925).

## **OBJECTIVES AND ACTIVITIES**

The objectives of the Charity are to enhance the development and education of children under statutory school age by providing appropriate play, education and care facilities.

The charity has organised its activities to expand provision to offer two preschool sessions every weekday up to a maximum of 22 children in any one session

The charity also retains its Ofsted registration for the use of a classroom inside the Lakeside Primary school building.

## **ACHIEVEMENTS AND PERFORMANCE**

The last year has seen the charity successfully continue its activities.

Our relationship with the local primary school (upon whose site we operate) and their early years team continues to work well. Most of our children graduate into the foundation stage of the local school and the handover from our structured environment provides a wonderfully effective preparation for children in their final year prior to starting full-time school.

The charity remains a pre-school in demand, our sessions are full and the waiting list remains healthy with all places at the pre-school filled before Christmas. The team continues to function extremely effectively and we were delighted to welcome two highly capable and qualified new members of staff. The charity remains committed to investing in staff by hiring and retaining the very best with pay awards that reflect the needs and professionalism of our staff that is so important in maintaining our continued excellence.

The directors are pleased to report a healthy financial position for the charity. In 2021/22 the Charity had a surplus of £1,401, against a deficit of £4,469 in the previous financial period. The Charity's financial position in very healthy position enjoying a balance sheet of £137,326 (2020/21:£135,925).

We are also proud that the quality of our services is revered amongst the local authority team; the pre-school setting, staff team and handover to primary school are reported as an exemplary model amongst their peers. This is a testament to the continued hard work and dedication of the staff. Thank you to all members of the team.

## **FINANCIAL REVIEW**

The results for the period and the charity's financial position at the end of the period are shown in the attached financial statements. The principal source of funding remains Local Authority grants.

## **DIRECTORS' REPORT**

The directors are pleased to report another strong year in terms of growth, continued success for the preschool activities and financial income. The charity continues to provide an outstanding service, to more children, at more convenient times and to a higher standard than ever before. This year has seen the retirement of the preschool manager with Jackie Brant (previously Assistant Manager) moving up to fill this role and take on new responsibilities in a seamless transition. The directors are grateful to the continued dedication and hard work from all the staff team and all those who volunteer and support the charity. The preschool was rated as "GOOD" by their OFSTED inspection this year, with lots of compliments being received from our families on the content of the report. Well done to all contributors & supporters

## **RESPONSIBILITIES OF THE TRUSTEES**

The trustees are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and regulations.

Company law requires the trustees to prepare financial statements for each financial year. Under that law the trustees have elected to prepare the financial statements in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law).

The financial statements are required by law to give a true and fair view of the state of affairs of the charity and of the surplus or deficit of the charity for that period. In preparing these financial statements, the trustees are required to:

- Select suitable accounting policies and then apply them consistently;
- make judgement and estimates that are reasonable and prudent
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation, and
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in these financial statements.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and which enables them to ensure that the financial statements comply with the Companies Act 2006. The trustees are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

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**Independent Examiners Report**

I report on the accounts of the company for the year ended 31 August 2022, which are set out on pages 6 to 12.

**Respective responsibilities of trustees and examiner**

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 43(2) of the Charities Act 1993 (the 1993 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 43 of the 1993 Act;
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 43(7)(b) of the 1993 Act; and
- to state whether particular matters have come to my attention.

**Basis of independent examiner's report**

My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

**Independent examiner's statement**

In connection with my examination, no matter has come to my attention:

- (1) which gives me reasonable cause to believe that in any material respect the requirements:
- to keep accounting records in accordance with section 41 of the 1993 Act; and
  - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 1993 Act

have not been met; or

- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Name : Mr M Young  
Address : 19 Stephenson Close  
Market Weighton, YO43 3NP  
Date : 30/05/2023

Clifton Moor Pre School

(A Charity Limited by Guarantee)

Charity number : 1136705

Company number : 07266807

Statement of Financial Activities (including income and expenditure account)

For the Period Ended 31st August 2022

		Unrestricted Funds 2021/22	Restricted Funds 2021/22	Total Funds 2021/22	Total Funds 2020/21
<b><u>Incoming Resources</u></b>	Notes				
<b>Incoming Resources from Generating Funds</b>					
Activities for Generating funds	2	102,772	0	102,772	96,100
Other incoming Resources	3	47	0	47	10
<b>Total Incoming Resources</b>		<b>102,818</b>	<b>0</b>	<b>102,818</b>	<b>96,110</b>
<b><u>Resources Expended</u></b>					
<b>Costs of generating funds</b>					
Charitable activities	4	96,615	0	96,615	96,054
Support Costs	5	4,802	0	4,802	4,525
Costs of Asset Purchase		0	0	0	0
<b>Total Resources Expended</b>		<b>101,417</b>	<b>0</b>	<b>101,417</b>	<b>100,579</b>
<b>Net Income for the year</b>					
(Net incoming resources before other recognised gains)		1,401	0	1,401	(4,469)
Other Recognised Gains		0	0	0	0
<b>Net Movement in Funds</b>		<b>1,401</b>	<b>0</b>	<b>1,401</b>	<b>(4,469)</b>
<b>Reconciliation of Funds</b>					
Total funds brought forwards		124,655	0	124,655	129,124
<b>Total funds carried forward</b>		<b>126,056</b>	<b>0</b>	<b>126,056</b>	<b>124,655</b>

The statement of financial activities includes all gains and losses in the year and therefore a statement of total recognised gains and losses has not been prepared.

All incoming resources and resources expended derive from continuing activities.

# Clifton Moor Pre School

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## Balance Sheet as at 31 August 2022

	Notes	£ 2022	£ 2022	£ 2021
<b>Fixed Assets</b>				
Tangible Assets	7		<b>2,254</b>	6,762
<b>Current Assets</b>				
Debtors		-		-
Cash at Bank and in Hand		<b>135,640</b>		134,180
<b>Creditors (Amounts falling due within one year)</b>	8	<u><b>568</b></u>		<u>549</u>
<b>Net Current Assets</b>			<b>135,072</b>	133,632
<b>Net Assets</b>			<u><u><b>137,326</b></u></u>	<u><u>140,394</u></u>
 <b>Unrestricted Funds</b>				
Designated Funds	10		<b>78,000</b>	78,000
General Funds	10		<u><b>59,326</b></u>	<u>62,394</u>
			<u><u><b>137,326</b></u></u>	<u><u>140,394</u></u>

The directors acknowledge their responsibility for preparing accounts which give a true and fair view of the state of affairs of the company as at the end of the financial year, and of its profits and loss for the financial year, in accordance with the requirements of section 393, and which otherwise comply with the requirements of the Companies Act relating to accounts, so far as applicable to the company.

The directors acknowledge their responsibilities for ensuring that the company keeps accounting records which comply with sections 386 of the Companies Act 2006

The members have not required the company to obtain an audit in accordance with section 476 of the Companies Act 2006. For the year ended 2018 the company was entitled to exemption from audit under section 477 (2) of the Companies Act 2006 relating to small companies.

These financial statements were approved by the members of the committee and are signed on their behalf by :

Mr John Holland, Chairman

## Clifton Moor Pre School

### (A Charity Limited by Guarantee)

#### Notes to the Financial Statements for the period ended 31 August 2022

##### **1. ACCOUNTING POLICIES**

###### Statement of compliance

These accounts have been prepared in accordance with the provisions applicable to small companies subject to the small companies regime and in accordance with FRS102 SORP.

###### Going concern

The trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern nor any significant areas of uncertainty that affect the carrying value of assets held by the charity.

###### Cashflow statement

The trustees have taken advantage of the exemption in Financial Reporting Standard No 1 (revised) from including a cash flow statement in the financial statement on the grounds that the company is small.

###### Income

All income is recognised once the charity has entitled the income, it is probable that the income will be received, and the amount of the income receivable can be measured reliably.

###### Expenditure

All expenditure is recognised once there is a legal or constructive obligation to that expenditure, it is probable settlement is required and the amount can be measured reliably. All costs are allocated to the applicable expenditure heading that aggregate similar costs to that category. Where costs cannot be directly attributed to particular headings they have been allocated on a basis consistent with the use of resources, with central staff costs allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use. Other support costs are allocated based on the spread of staff costs.

###### Charitable activities

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

###### Government grants

Government grants relating to specific fixed assets are credited to the net book value of the asset concerned. Other government grants are recognised as income in the statement of financial activities.

###### Fixed assets

All fixed assets are initially recorded at cost.

### Depreciation

Depreciation is calculated so as to write off the cost of an asset, less its estimated residual value, over the useful economic life of that asset as follows:

Fixtures & Fittings – 20% straight line

Property Improvements – 15% straight line

### Unrestricted funds

Unrestricted funds are incoming resources receivable or generated for the objects of the charity without further specified purpose and are available as general funds.

### Designated funds

Designated funds are unrestricted funds earmarked by the Board of Trustees for particular purposes

### Taxation

The charity is considered to pass the tests set out in paragraph 1 Schedule 6 of the Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes. Accordingly, the charity is potentially exempt from taxation in respect of income or capital gains received within categories covered by Chapter 3 Part 11 of the Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992, to the extent that such income or gains are applied exclusively to charitable purposes.

## **2. INCOMING RESOURCES FROM ACTIVITIES FOR GENERATING FUNDS**

	<u>2021/22</u>		<u>2020/21</u>	
	Unrestricted Funds	Total Funds	Unrestricted Funds	Total Funds
	£	£	£	£
Council Funding	95,688	95,688	88,314	88,314
Private Fees	6,784	6,784	6,623	6,623
Donations / Fundraising	300	300	1,163	1,163
	<u>102,772</u>	<u>102,772</u>	<u>96,100</u>	<u>96,100</u>

## **3. OTHER INCOME RESOURCES**

	<u>2021/22</u>		<u>2020/21</u>	
	Unrestricted Funds	Total Funds	Unrestricted Funds	Total Funds
	£	£	£	£
Interest Earned	<u>47</u>	<u>47</u>	<u>10</u>	<u>10</u>

#### **4. UNRESTRICTED COST OF GENERATING FUNDS**

	2021/22	2020/21
Staff costs	79,551	77,478
Rent	8,764	8,764
Provisions and play equipment	7,641	8,246
Staff training	104	140
Staff uniform	295	-
Repairs & renewals	260	1,425
	<u>96,615</u>	<u>96,054</u>

#### **5. SUPPORT COSTS**

	2021/22	2020/21
Administration costs	1,755	1,584
Depreciation	2,254	2,254
Insurance	537	529
Telephone	256	158
	<u>4,802</u>	<u>4,525</u>

The fee levied by the Independent Examiner totals £Nil (2019/20 : £nil)

#### **6. STAFF COST AND EMOLUMENTS**

	2021/22	2020/21
Staff costs were as follows:	£	£
Gross wages – child care staff	76,672	70,072
Employers NIC	-	-
Pension costs	2,878	4,079
	<u>79,551</u>	<u>74,151</u>

No employee received emoluments of more than £60,000.

The average number of employees during the period was 6 (2019/20 : 6).

## 7. TANGIBLE FIXED ASSETS

	Fixtures & Fittings £	Property Improvements £	TOTAL £
Cost b/fwd	17,116	10,510	27,626
Additions			-
Disposals			-
Cost c/fwd	<u>17,116</u>	<u>10,510</u>	<u>27,626</u>
Depreciation b/fwd	12,608	10,510	23,118
Charge for the year	2,254		2,254
Elimination on disposal			-
	<u>14,862</u>	<u>10,510</u>	<u>25,372</u>
NET BOOK VALUE			
As at 31 August 2022	<u>2,254</u>	<u>-</u>	<u>2,254</u>
As at 31 August 2021	<u>4,508</u>	<u>-</u>	<u>4,508</u>

## 8. CREDITORS: Amounts falling due within one year

	2021/22 £	2020/21 £
Commercial credit card	268	34
PAYE / NIC	-	-
Pension	-	-
Accruals	300	96
	<u>568</u>	<u>130</u>

## 9. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Tangible fixed assets £	Net current assets £	Long term liabilities £	TOTAL £
Unrestricted income				
Funds 2020/21	2,254	135,072	0	137,326
Total funds	<u>2,254</u>	<u>135,072</u>	<u>0</u>	<u>137,326</u>

## 10. MOVEMENT IN FUNDS

	At 1 September 2020 £	Transfer between funds £	Incoming £	Outgoing £	At 31 August 2021 £
<u>Unrestricted Funds</u>					
Designated funds	78,000	-			78,000
General funds	57,925	-	102,818	101,417	59,326
Total unrestricted funds	<u>135,925</u>	<u>-</u>	<u>102,818</u>	<u>101,417</u>	<u>137,326</u>
Resources used for Acquisitions of Tangible Fixed Assets	11,270	-	-		11,270
Net movement in Funds available for Future Activities	<u>124,655</u>	<u>-</u>	<u>102,818</u>	<u>101,417</u>	<u>126,056</u>

## 11. COMPANY LIMITED BY GUARANTEE

The company is limited by guarantee. Should the company be wound up each member (including those who ceased to be members up to one year to that date) agrees to contribute up to £1 to the company's assets.