

Wigton Moor Playschool

Charity number 1160549

A company limited by guarantee number 06387617

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



West Yorkshire Community Accounting Service

Wigton Moor Playschool

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

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Prepared by West Yorkshire Community Accountancy Service CIO

Wigton Moor Playschool

Trustees' report for the year ended 31 August 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	Dates
Linda West	Chair	
Clare Starkie	Treasurer	
Corrina Hudson	Secretary	
Catherine Lill	Vice Chair	
Louise Webster		
Sophia Mihedji		
Kiranjeet Ubhi		
Katerina Iacovou		appointed 30 Jan 2023
Claire McDonagh		appointed 30 Jan 2023
Lorraine McGuire		resigned 7 Feb 2022
Victoria Marshment		resigned 6 Dec 2021
Charity number	1160549	Registered in England and Wales
Company number	06387617	Registered in England and Wales
Registered and principal address	Bankers	
Wigton Moor Football Club	HSBC Bank Plc	
The Recreation Ground	108 Harrogate Road	
Harrogate Road, Leeds.	Leeds	
LS17 8EN	LS7 4NU	

Independent examiner

Simon Bostrom FCIE

West Yorkshire Community Accountancy Service CIO

Stringer House
34 Lupton Street
Leeds
LS10 2QW

Structure, governance and management

The charity is a company limited by guarantee and was formed on 2 October 2007. It is governed by a memorandum and articles of association which were last revised on 27 June 2018. The liability of the members in the event of the company being wound up is limited to a sum not exceeding £1.

Method of recruitment and appointment of trustees

The trustees of the charity are also the directors for the purposes of company law and are appointed by a resolution passed at a properly convened meeting of the charity trustees.

Wigton Moor Playschool

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

Objectives and activities

The charity's objects

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 through community groups and by:

Offering appropriate play, education and care facilities and training courses, together with the right of parents to take responsibility for and to become involved in the activities of such groups, ensuring that such groups offer opportunities for all children whatever their race, culture, religion, means or ability.

Encouraging the study of the need of such children and their families and promoting public interest in and recognition of such needs.

Instigating and adhering to and furthering the aims and objects of the pre-school learning alliance.

The charity's main activities

Wigton Moor Playschool provides pre-school play, education and care for children from two years old to school-entry age.

Playschool conforms to the Government's statutory Early Years Foundation Stage (EYFS) childcare framework and we are subject to Ofsted inspections. At our last inspections in 2019 the quality and standards of our provision were rated 'Good' by Ofsted.

We are a charitable company, limited by guarantee, run by a board of voluntary, unpaid directors elected by members of the charity or appointed by the board in accordance with the Playschool's Articles of Association.

Our main source of funding is the Government's Free Early Education Entitlement (FEEE) grant for two, three and four year olds as administered by Leeds City Council, with a smaller amount coming from fees paid directly by families for provision out with the FEEE criteria. We charge a small support fee for additional services. Our income is also augmented by charitable donations and fund raising.

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

Wigton Moor Playschool has had another successful year despite the continued challenges of COVID 19. Pupil numbers in September 2021 were very low but numbers picked up in summer 2022.

Staff absence due to COVID continues to cause extra costs. Playschool operates a generous sick pay policy which will continue as this is good for staff morale. Staff wages increased by 6% and Playschool did make a small loss during 2021/22. However, Playschool maintains a healthy reserve and fees were not increased. As a charity we are always aware of the financial pressures on families.

Playschool also now employs a part time Finance Administrator who deals with wages and assists the Committee with budget monitoring and planning. Some of our excess funds have been released to replace or renew equipment.

A newly qualified Playschool Assistant was appointed in September 2021.

The staff have completed 2 days Paediatric First Aid training.

Our partnership with Wigton Moor Junior Football Club is excellent and they respond quickly to any repairs needed. A new boiler has been installed by the football club. The rise in utility costs means our rent from September 2022 has risen slightly.

Our committee meetings have continued to take place on Zoom, unfortunately 2 directors have resigned. We still have several experienced and committed directors on the committee.

Wigton Moor Playschool

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

Achievements and performance continued

We continue to make links with a local primary school who are always complementary about the achievements of those pupils who move into their reception class. Staff from Wigton Moor Primary School have visited Playschool and Playschool staff have visited the Primary School.

We maintain good links with our local PCSOs. A few issues with vandalism when Playschool was closed had to be reported.

The staff and directors have continued to raise extra funds through raffles and fun activities, which the children have really enjoyed. The staff in particular are always supportive of any planned fundraising activities.

The Autumn and Christmas fundraising activities were particularly successful. The children and their parents/carers has great fun at the end of term summer disco.

We continue to have good relationships with local businesses who donate prizes for raffles. The CO OP has donated funds which has been used to purchase Literacy materials and construction toys.

Money raised has been used to fund Pyjama Drama who still come into Playschool to provide excellent creative activities which the children enjoy immensely.

A small amount of money was also raised for Comic Relief.

We continue make good use of our Facebook page which enables parent/carers to see and respond to what learning takes place at Playschool. This now has lots of photographs on and comments from staff, carers and directors.

After COVID we have begun to encourage parents/carers to visit Playschool again. Prospective parent/carers and their children have begun to visit.

Families took part in our Jubilee celebrations in July 2022.

The Committee has decided to set a healthy reserve of £72,000. We feel this is necessary to protect the Playschool against rising staff costs and any future drop in pupil numbers. There is little doubt that Playschool will face further financial challenges as costs of general everyday materials also continue to rise. Playschool has been successful in continuing to provide children with high quality early years learning and is valued by parents/carers in the local community.

Financial review

The net expenditure for the year was £5,030.

Reserves policy

The charity's free reserves, excluding fixed assets, at the year end were £145,208.

The current reserves policy is to hold 6 months running costs in reserves.

The Playschool operates a policy of holding a level of general reserves broadly equivalent to six months' worth (50%) of annual expenditure. This is currently approx £72,000. The reserves we set aside will provide financial stability and help to ensure the future of Playschool. This level of reserves will ensure the Playschool is able to remain resilient, for example if any of the following situations arise:

The risk of an unforeseen emergency e.g. a large repair bill

Employing staff to cover a long-term sick absence

If income falls below expectations e.g. a drop in pupil numbers or temporary closure

Planned commitments that cannot be met by future income alone e.g change of premises

The need to fund short term deficits in a cash budget e.g. money may need to be spent before a funding grant is received.

The need for sufficient funds to pay any future redundancies.

This policy will be reviewed annually by the directors.

Wigton Moor Playschool

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

Statement of trustees' responsibilities

The trustees (who are also the directors for the purposes of company law) are responsible for preparing the Trustees report and the financial statements in accordance with the applicable law and UK Accounting Standards.

Company law requires the trustees to prepare financial accounts for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for the year. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and apply them consistently;

- observe the methods and principles in the Charities SORP;

- make judgements and estimates that are reasonable and prudent;

- state whether applicable UK accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;

- prepare the accounts on a going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the financial accounts comply with the Companies Act 2006. They 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.

This report has been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities (Charities SORP (FRS102)), and in accordance with the special provisions of the Companies Act 2006 relating to small companies.

approved by the board of trustees on 24/04/2023

Clare Starkie (Trustee)

Wigton Moor Playschool

Independent examiner's report to the trustees of Wigton Moor Playschool

I report to the charity trustees on my examination of the accounts of the charitable company for the year ended 31 August 2022, which are set out on pages 7 to 11.

Responsibilities and basis of report

As the charity's trustees of the charitable company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the charitable company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 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 company as required by section 386 of the 2006 Act; or
- 2 the accounts do not accord with those records; or
- 3 the accounts do not comply with the accounting requirements of section 396 of the 2006 Act 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; or
- 4 the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities [applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)].

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.

Simon Bostrom FCIE

24/05/2023

West Yorkshire Community Accountancy Service CIO

Stringer House
34 Lupton Street
Leeds
LS10 2QW

Wigton Moor Playschool
Statement of Financial Activities
(including summary income and expenditure account)
for the year ended 31 August 2022

	Notes	2022 Total funds £	2021 Total funds £
Income from:			
Fees and early education funding	(2)	135,359	170,841
Grants and donations		420	3,001
Fundraising		1,724	2,241
Bank interest		58	14
Total income		137,561	176,097
Expenditure on:			
Salaries and on-costs	(3)	121,449	118,229
Payroll fees		498	705
Freelancer fees		-	60
Rent, repairs and maintenance		12,395	13,285
Playschool materials and equipment		4,572	6,072
Insurance		508	463
Printing, stationery and web		78	301
Staff training		765	-
Independent examination		480	480
Legal and administrative fees		599	573
Depreciation		1,163	1,132
Fundraising costs		23	-
Bank charges		61	-
Total expenditure		142,591	141,300
Net income / (expenditure)		(5,030)	34,797
Fund balances brought forward		157,439	122,642
Fund balances carried forward		152,409	157,439

All incoming resources and resources expended derive from continuing activities.

Wigton Moor Playschool

Balance sheet

as at 31 August 2022

		2022	2021
		Total	Total
		£	£
Fixed assets			
Tangible assets	(4)	7,201	7,935
Total fixed assets		<u>7,201</u>	<u>7,935</u>
Current assets			
Debtors and prepayments	(5)	385	380
Cash at bank and in hand	(6)	146,574	149,928
Total current assets		<u>146,959</u>	<u>150,308</u>
Current liabilities:			
amounts falling due within one year			
Creditors and accruals	(7)	1,751	804
Total current liabilities		<u>1,751</u>	<u>804</u>
Net current assets / (liabilities)		<u>145,208</u>	<u>149,504</u>
Net assets		<u>152,409</u>	<u>157,439</u>
Funds			
Unrestricted funds		152,409	157,439
Restricted funds		-	-
Total funds		<u>152,409</u>	<u>157,439</u>

For the year ending 31 August 2022 the charitable company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

The members have not required the charitable company to obtain an audit of its accounts for the year in question in accordance with section 476. The trustees (who also the directors for the purposes of company law) acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime and with FRS 102 (effective January 2019).

The financial statements were approved by the board of trustees on 24/04/2023

Clare Starkie (Trustee)

Wigton Moor Playschool

Notes to the accounts

for the year ended 31 August 2022

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 no change to the accounting policies since last year.

No changes have been made to the accounts for previous years.

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, 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.

Tangible fixed assets

Tangible fixed assets costing more than £300 are capitalised and included at cost including any incidental expenses of acquisition. Gifted assets are shown at the value to the charity on receipt. Depreciation is provided on all tangible fixed assets at rates calculated to write off the cost on a straight line basis over their expected useful economic lives as follows:

Playschool equipment 15%

Computer equipment 33%

Playschool large equipment 10%

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.

Wigton Moor Playschool

Notes to the accounts continued

for the year ended 31 August 2022

2 Fees and early education funding

	2022	2021
	Total	Total
	funds	funds
	£	£
LCC Early Education Funding	77,603	121,131
Fees	57,756	49,710
	<u>135,359</u>	<u>170,841</u>

3 Staff costs and numbers

	2022	2021
	£	£
Gross salaries	117,539	115,238
Social security costs	5,470	4,894
Employment allowance	(4,554)	(4,290)
Pensions	2,994	2,387
	<u>121,449</u>	<u>118,229</u>

The average number of employees during the year was 7.5, being an average of 5.8 full time equivalent (2021: 8, 6.8 FTE). There were no employees with emoluments above £60,000.

Defined contribution pension scheme

	2022	2021
	£	£
Costs of the scheme to the charity for the year	2,994	2,387
Amount of any contributions outstanding at the year end	684	376

4 Tangible assets

	Playschool large equipment	Computer Equipment	Playschool equipment	Total
Cost	£	£	£	£
At 1 September 2021	9,372	1,365	1,544	12,281
Additions	-	429	-	429
At 31 August 2022	<u>9,372</u>	<u>1,794</u>	<u>1,544</u>	<u>12,710</u>
Depreciation				
At 1 September 2021	1,874	1,365	1,107	4,346
Charge for year	937	107	119	1,163
At 31 August 2022	<u>2,811</u>	<u>1,472</u>	<u>1,226</u>	<u>5,509</u>
Net book value				
At 31 August 2022	<u>6,561</u>	<u>322</u>	<u>318</u>	<u>7,201</u>
At 31 August 2021	<u>7,498</u>	<u>-</u>	<u>437</u>	<u>7,935</u>

Wigton Moor Playschool
Notes to the accounts continued
for the year ended 31 August 2022

5 Debtors and prepayments	2022	2021
	£	£
Prepayments	385	380
Accrued income	-	-
	<u>385</u>	<u>380</u>
6 Cash at bank and in hand	2022	2021
	£	£
Cash at bank	146,557	149,922
Cash in hand	17	6
	<u>146,574</u>	<u>149,928</u>
7 Creditors and accruals	2022	2021
	£	£
Accruals	480	804
	<u>1,751</u>	<u>804</u>

8 Related party transactions

Trustee expenses

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

Trustee remuneration and benefits

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