

# **Wigton Moor Playschool**

Charity number 1160549

A company limited by guarantee number 06387617

## **Annual Report and Financial Statements for the year ended 31 August 2023**



# **Wigton Moor Playschool**

## **Annual Report and Financial Statements for the year ended 31 August 2023**

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

# Wigton Moor Playschool

## Trustees' report for the year ended 31 August 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   |
|------------------|------------|---|
| Linda West       | Chair      |   |
| Clare Starkie    | Treasurer  |   |
| Corrina Hudson   | Secretary  |   |
| Catherine Lill   |            |   |
| Louise Webster   |            | Resigned 21 July 2023                             |
| Sophia Mihedji   |            |   |
| Kiranjeet Ubhi   | Vice Chair |   |
| Katerina Iacovou |            | Appointed 30 January 2023<br>Resigned 9 July 2023 |
| Claire McDonagh  |            | Appointed 30 January 2023                         |

**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

E J Beverley FCCA

### 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 2023**

### **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 needs 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**

We are pleased to report that despite the financial challenges Wigton Moor Playschool continues to provide flexible childcare for 2-4 year olds in the local community.

It is still necessary to closely monitor the number of pupils on our register but due to careful financial management we only made a small loss for the financial year 2022-23.

Pupil numbers in the mornings are now around 25 but it is still proving difficult to fill afternoon spaces. Unlike many local nurseries we do not stipulate how many sessions a child has to be enrolled for and this a great benefit for our parents/carers. We also now offer early drop off for children.

As a charity we are very supportive to parents/carers who face difficulty paying fees. We only raised our fees by a small amount in September 2023. Our smaller numbers have also had an impact on the amount of money we are currently able to fundraise. The current rise in the cost of living may also have had an impact on this. The staff and directors have continued to hold raffles and fun activities for the children and parents.

The appointment of a finance administrator has been a huge help in ensuring the Playschool monitors the budget.

# **Wigton Moor Playschool**

## **Trustees' report (continued) for the year ended 31 August 2023**

### **Achievements and performance (continued)**

Wigton Moor Football Club has continued to be very supportive which means we do not have to spend large amounts on repairs. They carry out repairs quickly and only raised our rent by a small amount to cover the rising cost of utilities. They also painted the outside of the building and Playschool paid to have the fence repaired and painted.

There have been a number of staff changes, after many years of service, one of our joint managers retired in December 2022 and we advertised for a new Playschool Manager.

Appointing staff has proved to be very difficult but fortunately we managed to appoint an existing member of staff to the joint manager position. Our current joint managers are currently working very well together. We lost 2 members of staff in August 2023 who were successful in finding new jobs in childcare and teaching. The current number of staff we employ has now dropped but this has helped us cut back on spending. The rise in minimum wage in April 2024 has had a big impact on our budget.

All The Playschool staff have received training on safeguarding, new staff have attended paediatric first aid training . One of the managers has completed effective first aid management in your setting.

We had an excellent volunteer for a short period. We also have good links with local colleges and schools who have sent students to us on placements.

Our committee members continue to take place on zoom, as committee members retire we welcome new members.

Parents/Carers are informed of their child's progress through Tapestry which is an online learning journal and they attend Play and Stay sessions with their children. Our Facebook page is now well established where the children can be seen taking part in a wide variety of learning activities.

We continue our links with Wigton Moor Primary School who are always complimentary about the achievements of those pupils who move into their reception classes. Staff from the Playschool have visited the Primary school and Wigton Moor Staff visit the Playschool.

Pyjama Drama completed their last visit to Playschool and we are looking for another agency to provide stimulating creative activities sessions.

Playschool maintains good links with our local PCSOs and they visited with a Police Van.

The Playschool still maintains a healthy reserve which will protect it from continuing rising staff costs and uncertain future pupil numbers. Playschool continues to provide local children with high quality childcare and prepare them well for their move to Primary School. Positive feedback continues to be given by our parent/carers.

### **Financial review**

The net expenditure for the year was £4,174, all relating to unrestricted funds.

# **Wigton Moor Playschool**

## **Trustees' report (continued) for the year ended 31 August 2023**

### **Reserves policy**

The charity's free reserves, excluding fixed assets, at the year end were £142,197.

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 £75,000. 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

- 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 2023**

### **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 20/05/2024

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 2023, which are set out on pages 8 to 12.

### **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.

E J Beverley FCCA

28/05/2024

### **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 2023**

|                                      | Notes | 2023<br>Total<br>funds<br>£ | 2022<br>Total<br>funds<br>£ |
|--------------------------------------|-------|-----------------------------|-----------------------------|
| <b>Income from:</b>                  |       |                             |                             |
| Fees and early education funding     | (2)   | 146,421                     | 135,359                     |
| Grants and donations                 |       | 121                         | 420                         |
| Fundraising                          |       | 1,691                       | 1,724                       |
| Bank interest                        |       | 1,473                       | 58                          |
| <b>Total income</b>                  |       | <b>149,706</b>              | <b>137,561</b>              |
| <b>Expenditure on:</b>               |       |                             |                             |
| Salaries and on-costs                | (3)   | 129,022                     | 121,449                     |
| Payroll fees                         |       | 588                         | 498                         |
| Rent, repairs and maintenance        |       | 15,192                      | 12,395                      |
| Playschool materials and equipment   |       | 5,998                       | 4,572                       |
| Insurance                            |       | 517                         | 508                         |
| Printing, stationery and web         |       | 260                         | 78                          |
| Staff training                       |       | -                           | 765                         |
| Independent examination              |       | 600                         | 480                         |
| Legal and administrative fees        |       | 469                         | 599                         |
| Depreciation                         |       | 1,163                       | 1,163                       |
| Fundraising costs                    |       | -                           | 23                          |
| Bank charges                         |       | 71                          | 61                          |
| <b>Total expenditure</b>             |       | <b>153,880</b>              | <b>142,591</b>              |
| <b>Net income / (expenditure)</b>    |       | <b>(4,174)</b>              | <b>(5,030)</b>              |
| <b>Fund balances brought forward</b> |       | <b>152,409</b>              | <b>157,439</b>              |
| <b>Fund balances carried forward</b> |       | <b>148,235</b>              | <b>152,409</b>              |

All incoming resources and resources expended derive from continuing activities.

**Wigton Moor Playschool**  
**Balance sheet**  
**as at 31 August 2023**

|  |     | 2023           | 2022           |
|--|-----|----------------|----------------|
|  |     | Total          | Total          |
|  |     | £              | £              |
| <b>Fixed assets</b>                        |     |                |                |
| Tangible assets                            | (4) | 6,038          | 7,201          |
| <b>Total fixed assets</b>                  |     | <u>6,038</u>   | <u>7,201</u>   |
| <b>Current assets</b>                      |     |                |                |
| Debtors and prepayments                    | (5) | 396            | 385            |
| Cash at bank and in hand                   | (6) | 144,350        | 146,574        |
| <b>Total current assets</b>                |     | <u>144,746</u> | <u>146,959</u> |
| <b>Current liabilities:</b>                |     |                |                |
| <b>amounts falling due within one year</b> |     |                |                |
| Creditors and accruals                     | (7) | 2,549          | 1,751          |
| <b>Total current liabilities</b>           |     | <u>2,549</u>   | <u>1,751</u>   |
| <b>Net current assets / (liabilities)</b>  |     | <u>142,197</u> | <u>145,208</u> |
| <b>Net assets</b>                          |     | <u>148,235</u> | <u>152,409</u> |
| <b>Funds</b>                               |     |                |                |
| Unrestricted funds                         |     | 148,235        | 152,409        |
| Restricted funds                           |     | -              | -              |
| <b>Total funds</b>                         |     | <u>148,235</u> | <u>152,409</u> |

For the year ending 31 August 2023 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 are 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 20/05/2024

Clare Starkie (Trustee)

# **Wigton Moor Playschool**

## **Notes to the accounts**

### **for the year ended 31 August 2023**

#### **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, 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.

##### **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 2023**

**2 Fees and early education funding**

|                             | 2023           | 2022           |
|-----------------------------|----------------|----------------|
|                             | Total          | Total          |
|                             | funds          | funds          |
|                             | £              | £              |
| LCC Early Education Funding | 88,846         | 77,603         |
| Fees                        | 57,575         | 57,756         |
|                             | <u>146,421</u> | <u>135,359</u> |

**3 Staff costs and numbers**

|                       | 2023           | 2022           |
|-----------------------|----------------|----------------|
|                       | £              | £              |
| Gross salaries        | 124,574        | 117,539        |
| Social security costs | 6,896          | 5,470          |
| Employment allowance  | (5,666)        | (4,554)        |
| Pensions              | 3,218          | 2,994          |
|                       | <u>129,022</u> | <u>121,449</u> |

The average number of employees during the year was 8.8, being an average of 7.3 full time equivalent (2022: 7.5, 5.8 FTE). There were no employees with emoluments above £60,000.

**Defined contribution pension scheme**

|   | 2023  | 2022  |
|---|-------|-------|
|   | £     | £     |
| Costs of the scheme to the charity for the year         | 3,218 | 2,994 |
| Amount of any contributions outstanding at the year end | 514   | 684   |

**4 Tangible assets**

|                       | Playschool<br>large | Computer<br>Equipment | Playschool<br>equipment | Total         |
|-----------------------|---------------------|-----------------------|-------------------------|---------------|
| <u>Cost</u>           | £                   | £                     | £                       | £             |
| At 1 September 2022   | 9,372               | 1,794                 | 1,544                   | 12,710        |
| Additions             | -                   | -                     | -                       | -             |
| At 31 August 2023     | <u>9,372</u>        | <u>1,794</u>          | <u>1,544</u>            | <u>12,710</u> |
| <u>Depreciation</u>   |                     |                       |                         |               |
| At 1 September 2022   | 2,811               | 1,472                 | 1,226                   | 5,509         |
| Charge for year       | 937                 | 107                   | 119                     | 1,163         |
| At 31 August 2023     | <u>3,748</u>        | <u>1,579</u>          | <u>1,345</u>            | <u>6,672</u>  |
| <u>Net book value</u> |                     |                       |                         |               |
| At 31 August 2023     | <u>5,624</u>        | <u>215</u>            | <u>199</u>              | <u>6,038</u>  |
| At 31 August 2022     | <u>6,561</u>        | <u>322</u>            | <u>318</u>              | <u>7,201</u>  |

**Wigton Moor Playschool**  
**Notes to the accounts continued**  
**for the year ended 31 August 2023**

**5 Debtors and prepayments**

|             | 2023       | 2022       |
|-------------|------------|------------|
|             | £          | £          |
| Prepayments | 396        | 385        |
|             | <u>396</u> | <u>385</u> |

**6 Cash at bank and in hand**

|              | 2023           | 2022           |
|--------------|----------------|----------------|
|              | £              | £              |
| Cash at bank | 144,342        | 146,557        |
| Cash in hand | 8              | 17             |
|              | <u>144,350</u> | <u>146,574</u> |

**7 Creditors and accruals**

|                              | 2023         | 2022         |
|------------------------------|--------------|--------------|
|                              | £            | £            |
| Accruals                     | 600          | 480          |
| Taxation and social security | 1,435        | 587          |
| Other creditors              | 514          | 684          |
|                              | <u>2,549</u> | <u>1,751</u> |

**8 Related party transactions**

**Donations from trustees and related parties**

The total aggregate value of unconditional donations to the charity from the trustees or related parties was £120 (2022: £120).

**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.