

Sowood Pre-School and Community Association

Charity number 1166047

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



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COMMUNITY ACCOUNTING
WEST YORKSHIRE

Sowood Pre-School and Community Association

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

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Prepared by West Yorkshire Community Accountancy Service CIO

Sowood Pre-School and Community Association

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
Malcolm James	Chair	
Elizabeth Whyte	Secretary	
Caroline Remmers	Treasurer	
Amanda Jackson		Appointed 5 June 2023
Malcolm Gardner		Appointed 5 June 2023
Andrew Holloway		Appointed 5 June 2023
Charity number	1166047	Registered in England and Wales

Registered and principal address	Bankers
Sowood Community Centre	National Westminster Bank Plc
Stainland Road	1 Waterhouse Street
Sowood	Halifax
Halifax	HX1 1JA
HX4 9HY	

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 a Charitable Incorporated Organisation (CIO) Association formed on 14 March 2016 and is governed by a constitution as amended on the 7 February 2020.

Method of recruitment and appointment of trustees

The trustees of the charity are appointed by the members at the AGM.

Sowood Pre-School and Community Association

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

Objectives and activities

The charity's objects

The charity is established for the public benefit:

To further or benefit the residents of Calderdale, without distinction of sex, sexual orientation, race or of political, religious or other opinions by associating together the said residents and the local authorities, voluntary and other organisations in a common effort to advance education and to provide facilities in the interests of social welfare for recreation and leisure time occupation with the objective of improving the conditions of life for the residents.

To develop and educate children and young people in particular by:

- 1) promoting their care and safety;
- 2) promoting their education and promoting parental involvement;
- 3) promoting their health and wellbeing;
- 4) providing services to support them and their families and carers;
- 5) providing services to individuals holding membership of the CIO; and
- 6) furthering the aims of the pre-school learning alliance.

The charity's main activities

We provide affordable and good quality childcare and early years education.

We look after the running and up-keep of Sowood Community Centre and promote it's use by other local groups in the community.

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 continue to offer quality care and education to children aged 2-4, supporting families and offering additional sessions where required using the EYPP funding.

We have continued to recruit new children and families in to our setting. Another local setting has unfortunately closed so having our preschool local allowed families to still access childcare in their local community.

We have had and still have a high percentage of children with SEN (special educational needs) in our care and our setting allows children to access a good, inclusive early education. We have positive links with outside agencies, including ASD teams, portage and speech and language team.

We also have close links with our local school, which the majority of our children attend once leaving preschool.

The community centre is used 5 out of 7 days on a regular weekly basis, providing a base for exercising, puppy classes, WI meetings, and ad hoc hiring for the local community.

We have managed to increase our income this year, and as a result have achieved a positive net receipts position this year.

Financial review

The net receipts for the year were £20,353, including net receipts of £425 on unrestricted funds and net receipts of £19,928 on restricted funds after transfers.

The trustees have reassessed the charity's ability to continue for at least 12 months from the date that the accounts are approved and conclude that no material uncertainties exist that cast significant doubt on the charity's ability to meet its liabilities as they fall due.

Sowood Pre-School and Community Association

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

Reserves policy

The charity's free reserves, at the year end were £37,344.

The policy states that a contingency fund or reserve should be held to cover any eventualities that could arise within the setting. The appropriate level was set at 3-6 months running costs.

This is made up of four elements:

Annual wages costs

Annual rent costs

General contingency to cover any emergency situations that arise.

Build up reserves to cover a new project

The level of reserves as a minimum must be reviewed annually to ensure that it is at a level that is appropriate to current needs.

Should the setting's income stream (funded and fees) or expenditure (wages, rent, running costs, resources) exceed or fall well below the budgeted levels, then the reserves required will need to be re-established based on the cash flow requirements.

A build up reserves process will occur as our expected income v expenditure delivers a surplus to which we can add these funds. The committee will then decide long term under business planning the best use of these reserves to benefit the setting.

Approved by the board of trustees on 11/2/2024

M G James (Trustee)

Sowood Pre-School and Community Association

Independent examiner's report to the trustees of Sowood Pre-School and Community Association

I report to the charity trustees on my examination of the accounts of the CIO for the year ended 31 August 2023, which are set out on pages 6 to 9.

Responsibilities and basis of report

As the charity trustees of the CIO 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 CIO'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

21/2/2024

West Yorkshire Community Accountancy Service CIO

Stringer House
34 Lupton Street
Leeds
LS10 2QW

Sowood Pre-School and Community Association
Receipts and payments account
for the year ended 31 August 2023

	Notes	2023 Unrestricted funds £	2023 Restricted funds £	2023 Total funds £	2022 Total funds £
Receipts					
Grants and donations	(2)	254	72,747	73,001	49,264
Pre-school fees		13,134	-	13,134	12,237
Fundraising		523	-	523	1,478
Milk funding		192	-	192	149
Hall hire		11,715	-	11,715	14,068
Other income		40	-	40	-
Total receipts		25,858	72,747	98,605	77,196
Payments					
Salaries		10,179	51,397	61,576	73,227
Payroll fees		394	-	394	488
Resources and supplies		1,552	580	2,132	1,959
Printing, stationery and advertising		382	-	382	1,126
Professional fees and subscriptions		755	-	755	995
Utilities		7,293	-	7,293	10,151
Repairs and maintenance		249	-	249	189
Telephone and internet		690	-	690	372
Caretaking		-	-	-	1,272
Insurance		889	-	889	863
Food and beverages		1,601	-	1,601	2,042
Community centre consumables		155	-	155	867
Milk		198	-	198	172
Staff training		119	82	201	1,022
Fundraising costs		9	-	9	47
Other expenditure		349	-	349	340
Independent examination		600	-	600	480
Computer costs		19	-	19	249
Grant repayment		-	760	760	-
Total payments		25,433	52,819	78,252	95,861
Net movement in funds		425	19,928	20,353	(18,665)
Fund balances brought forward		36,919	2,725	39,644	58,309
Fund balances carried forward	(3)	37,344	22,653	59,997	39,644

Sowood Pre-School and Community Association
Statement of assets and liabilities
as at 31 August 2023

	2023	2023	2023	2022
	Unrestricted	Restricted	Total	Total
	£	£	£	£
Cash funds				
Cash at bank	37,309	22,653	59,962	39,519
Cash in hand	35	-	35	125
Total cash funds	<u>37,344</u>	<u>22,653</u>	<u>59,997</u>	<u>39,644</u>

Debtors and prepayments

	2023
	£
Debtors	718
Prepayments	722
HMRC debtor	590
	<u>2,030</u>

Assets retained for the charity's own use

Printers
Laptops
Various play equipment and furniture

Liabilities

	2023
	£
Creditors	1,186
Accruals - Independent examination	960
Deferred income - Autumn funding received in advance	17,887
	<u>20,033</u>

The financial statements were approved by the board of trustees on 11/2/2024

M G James (Trustee)

Sowood Pre-School and Community Association

Notes to the accounts

for the year ended 31 August 2023

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

Fund accounting

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.

Restricted funds are subjected to restrictions on their expenditure imposed by the donor or through the terms of an appeal.

Further explanation of the nature and purpose of each fund is included in the notes to the accounts.

Sowood Pre-School and Community Association
Notes to the accounts continued
for the year ended 31 August 2023

2 Grants and donations	2023 Unrestricted funds £	2023 Restricted funds £	2023 Total funds £	2022 Total funds £
Calderdale Council	-	71,247	71,247	47,713
Department for Education (DfE)	-	1,500	1,500	1,500
Other donations	254	-	254	51
	<u>254</u>	<u>72,747</u>	<u>73,001</u>	<u>49,264</u>

3 Restricted funds	Balance b/f £	Incoming £	Outgoing £	Transfers £	Balance c/f £
Apprentice Payment	1,453	1,500	-	-	2,953
EEF funding	-	54,692	38,481	-	16,211
EYPP & Deprivation	665	5,917	4,536	-	2,046
Inclusion Funding	-	9,810	9,347	-	463
Lloyds Bank plc	607	-	-	-	607
Disability Access Funding	-	828	455	-	373
	<u>2,725</u>	<u>72,747</u>	<u>52,819</u>	<u>-</u>	<u>22,653</u>

Fund name

Apprentice Payment

EEF funding

EYPP & Deprivation

Inclusion Funding

Lloyds Bank plc

Disability Access Funding

Purpose of restriction

Towards apprenticeship training and assessment.

For the supply of free early years provision for 2 to 4 year olds.

To provide hot meals, extra sessions and resources to help learning and development of children from low income families.

To provide one to one support and resources for children with Special Educational Needs and Disability (SEND).

To create a sensory garden.

To support a child with special needs.

4 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.

Sowood Pre-School and Community Association

Charity number 1166047

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



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Sowood Pre-School and Community Association

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Katy Sargeant ACA

21/2/2024

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Sowood Pre-School and Community Association
Receipts and payments account
for the year ended 31 August 2023

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Sowood Pre-School and Community Association
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as at 31 August 2023

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M G James (Trustee)

Sowood Pre-School and Community Association

Notes to the accounts

for the year ended 31 August 2023

1 Accounting policies

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Sowood Pre-School and Community Association

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Disability Access Funding

Purpose of restriction

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4 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.

Sowood Pre-School and Community Association

Independent examiner's report to the trustees of Sowood Pre-School and Community Association

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- 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.

Signed: 

Name: Katy Sargeant ACA

21/2/2024

West Yorkshire Community Accountancy Service CIO

Stringer House
34 Lupton Street
Leeds
LS10 2QW