

HIGHFIELD COMMUNITY PRE-SCHOOL

England & Wales · Charity number 1170496

Details

Other names HCP

Status Registered

Legal form CIO

Registered 2016-12-01

Register [View on the Charity Commission register](#)

Contact

Address Highfield Community Centre
21 Drewry Road
Keighley
BD21 2QG

Phone 01535957528

Email hcp@live.co.uk

Activities

Objects: THE OBJECT OF THE PRE-SCHOOL IS 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: A) OFFERING APPROPRIATE PLAY, EDUCATION AND CARE FACILITIES, FAMILY LEARNING AND EXTENDED HOURS GROUPS, 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;B) ENCOURAGING THE STUDY OF THE NEEDS OF SUCH CHILDREN AND THEIR FAMILIES AND PROMOTING PUBLIC INTEREST IN AND RECOGNITION OF SUCH NEEDS IN THE LOCAL AREAS;C) INSTIGATING AND ADHERING TO THE FURTHERING THE AIMS AND OBJECTS OF THE PRE-SCHOOL LEARNING ALLIANCE.

Activities: The organisation provides sessional early education and care to pre-school children aged 2 up to 5 during school term time. We employ 9 full time members of staff with varying degrees of sector appropriate qualifications and have the sole use of a play room, small office and outdoor space and children's toilets. Sessions are planned to met the individual learning needs of the children who are sup

Classification

- **How:** Provides Services
- **What:** Education/training
- **Who:** Children/young People

Geography

- Bradford City

Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£157,801	£147,131	-	-
2024-03-31	£144,888	£134,960	-	-
2023-03-31	£130,792	£144,436	-	-
2022-03-31	£111,700	£120,094	-	-
2021-03-31	£94,221	£119,574	-	-

Trustees

Name	Role	Appointed
Simran Hussain	Chair	2022-10-07
Mohammad Murtaza		2025-06-16
Rachel robinson		2023-03-27

HIGHFIELD COMMUNITY PRE-SCHOOL

England & Wales - Charity number 1170496

Accounts

Highfield Community Pre-School

Charity number 1170496

Annual Report and Financial Statements

for the year ended 31 March 2025

Annual Report and Financial Statements

for the year ended 31 March 2025

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**Highfield Community 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:

Name	Position	Dates
Simran Hussain	Chair	Appointed April 2024
Abdool Kadar Saib	Nominated person	Removed April 2025
Rachel Robinson	Trustee	
Sughra Mahmood	Trustee	Resigned April 2025
Shazia Mehrban	Trustee	Resigned April 2025
Zahira Razak	Trustee	Resigned May 2025
Muhammad Murtaza	Trustee	Appointed June 2025

Charity number

Became a Charitable Incorporated Organisation on 7th December 2016 registration number 1170496.

Principal address

The Highfield Centre
21 Drewry Road
Keighley BD21 2QG

Bankers

Barclays Bank plc

Independent examiner

Lucy Taylor

Structure, governance and management

The charity is a Charitable Incorporated Organisation (CIO) formed on 7 Dec 2016, and is governed by a constitution.

Method of recruitment and appointment of trustees

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

Objectives and activities

The charity's objects

The object of the Pre-school is to enhance the development and education of children primarily under statutory school age by encouraging parents/legal guardian to understand and provide for the needs of their children through community groups and by:

- a) offering appropriate play, education and care facilities, family learning and extended hours groups, 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;
- b) encouraging the study of the needs of such children and their families and promoting public interest in and recognition of such needs in the local areas;
- c) instigating and adhering to the furthering the aims and objects of the Pre-school Learning Alliance.

Highfield Community Pre-School

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

Objectives and activities (continued)

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

Managers report

Highfield Community Pre-school has made strong progress over the past year, and we are proud of the improvements achieved through teamwork, dedication, and partnership with families. We look forward to continuing this journey of growth and development in the year ahead.

Overall, this year has been a progressive and positive one for Highfield Community Pre-school. We have strengthened our staff team through recruitment and development. However, continuing rising costs are still impacting the Pre-School but we continue to work hard on improving our costs wherever possible.

At Highfield Community Pre-school, we strongly value working in partnership with parents and carers, as they are the children's first educators. This year, we have continued to develop and strengthen these relationships.

We have introduced sharing our curriculum with parents each term, enabling families to understand what their children will be learning and how they can support this at home. Alongside this, we also share the Book of the Half Term, helping to encourage reading and extend learning beyond the pre-school setting.

Parents have been actively involved in a range of activities and events throughout the year, including creating gifts for Mother's Day and Father's Day. During the Christmas period, parents and carers were invited into the setting to decorate ornaments for our Christmas tree, which was well received.

We also restarted our Half Term Challenges, encouraging parents to share activities completed with their children during the holidays. This has helped strengthen the link between home learning and pre-school experiences. We look forward to continuing to build strong partnerships with parents in the coming year.

Fundraising has continued throughout the year through Fab Fridays and themed parties for events such as Halloween and Christmas. We will continue to explore new and creative ways to raise funds to support the ongoing development of the pre-school.

The staff at HCP would also like to extend a heartfelt thank you to our dedicated committee members for their unwavering support. Their contributions make a significant impact on the preschool's operations, and without their help, we would not be able to provide the same level of care and education.

Financial review

The net receipts for the year were £10,670 all unrestricted funds.

Reserves policy

The charity's free cash reserves at the year end were £197,043

Highfield Community Pre-school aims to have reserves in the band of 50% (6 months) of anticipated expenditure.

Signed on behalf of the board of trustees:

Signed: R Robinson

Date: 20/01/26

Name R Robinson (Trustee)

Highfield Community Pre-School

Independent examiner's report to the trustees of Highfield Community Pre-School Charitable Incorporated Organisation ('the CIO')

I report to the charity trustees on my examination of the accounts of the CIO for the year ended 31 March 2025, 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 CIO as required by section 130 of the Act; or**
- 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.

Signed: L. Taylor
Name: Lucy Taylor
Date: 28/01/2026

Highfield Community Pre-School
Receipts and payments account
for the year ended 31 March 2025

	2025	2024
Receipts		
Early Educational Funding	148,623	132,664
Fees	793	4,360
Fundraising & Donations	2,092	1,972
Lunch Club/snack & catering	4,582	4,474
Uniform sales	847	844
Bank interest	864	574
Total Receipts	157,801	144,888
Payments		
Salaries, NIC & PAYE costs	109,216	102,743
Payroll & pension administration charges	1,498	728
DBS disclosures	55	92
Training and recruitment	460	673
Staff travel & subsistence	151	17
Uniform costs (staff)	62	1290
Independent Examination	330	330
Insurance	1,128	849
Licenses, Memberships & Subscriptions	576	622
Professional Fees	3,175	3,375
Computers, Software & Maintenance	555	490
Printing, postage and stationery	1628	1,370
Phone & internet	520	342
Rent of room & desk hire	23,730	23,730
Repairs and maintenance	199	1,152
Cleaning & domestic supplies	271	317
Catering & Refreshments	14	14
Equipment & Materials	677	1,663
Activities expense	307	62
Committee expenses	132	156
Lunch club/snack expenses	949	903
Fundraising expenses	551	432
Other expenses	947	0
Total Payments	147,131	134,960
Net receipts/(payments)	10,670	9,928
Cash fund balances brought forward	181,392	157,473
Cash fund balances carried forward	197,043	181,392

**Highfield Community Pre-School
Statement of assets and liabilities
as at 31 March 2025**

	2025	2024	2024	2024
	Unrestricted	Restricted	Total	Total
	£	£	£	£
Cash funds				
Barclays - Business Saver	45,469	-	44,804	44,804
Barclays - Community Account	68,617	-	53,830	53,830
Yorkshire Bank	82,957	-	82,758	82,758
Petty Cash	-	-	-	-
Total cash funds	197,043	-	181,392	181,392

Other monetary assets

Prepaid room hire			£ 2,637	1,977
			<hr/> 2,637	<hr/> 1,977

Assets retained for the charity's own use

Laptop and desktop computers

Printer

Chairs and tables

Shelving

Roomscapes

Oven

Shed

Filing cabinet

Banners

Laminator

Fridge

Liabilities

Independent examination	330
Pension costs – March 2025	183
Bookkeeping – March 2025	250
Barclaycard	334
	<hr/> 1,156

Approval of the accounts

The financial statements were approved by the board of trustees on

Date: 14th October 2025

Signed: S Hussain

**Highfield Community Pre-School
Notes to the accounts
for the year ended 31 March 2025**

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 registered 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.

Fund accounting

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

Designated funds are unrestricted funds earmarked by the trustees for particular purposes.

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.

Highfield Community Pre-School
Notes to the accounts continued
for the year ended 31 March 2025

2 Staff costs and numbers	2025	2024
	£	£
Gross salaries	109,216	102,743
Statutory pay and employment allowance	(5,307)	(4,411)
Pensions	1,526	1,304
	-	-
	<u>105,435</u>	<u>99,636</u>

The average number of employees during the year was 9.2, being an average of 5.0 full time equivalent (2024:9.8 and 4.5 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	1,526	1,304
Amount of any outstanding contributions	183	248

3. Related party transactions

Trustee expenses

During the year no trustees were paid (previous year: no trustees)

HIGHFIELD COMMUNITY PRE-SCHOOL

England & Wales - Charity number 1170496

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Highfield Community Pre-School

Charity number 1170496

Annual Report and Financial Statements

for the year ended 31 March 2024

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**Highfield Community Pre-School
Trustees' report for the year ended 31 March 2024**

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
Simran Hussain	Chair	Appointed April 2024
Abdool Kadar Saib	Nominated person	
Rachel Robinson	Trustee	
Sughra Mahmood	Trustee	
Mujeeb Masood	Trustee	Resigned April 2024
Shazia Mehrban	Trustee	
Zahira Razak	Trustee	Appointed April 2024

Charity number

Became a Charitable Incorporated Organisation on 7th December 2016 registration number 1170496.

Principal address

The Highfield Centre
21 Drewry Road
Keighley BD21 2QG

Bankers

Barclays Bank plc
77 North Street
Keighley BD21 3RZ

Independent examiner

Lucy Taylor

Structure, governance and management

The charity is a Charitable Incorporated Organisation (CIO) formed on 7 Dec 2016, and is governed by a constitution.

Method of recruitment and appointment of trustees

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

Objectives and activities

The charity's objects

The object of the Pre-school is to enhance the development and education of children primarily under statutory school age by encouraging parents/legal guardian to understand and provide for the needs of their children through community groups and by:

- a) offering appropriate play, education and care facilities, family learning and extended hours groups, 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;
- b) encouraging the study of the needs of such children and their families and promoting public interest in and recognition of such needs in the local areas;
- c) instigating and adhering to the furthering the aims and objects of the Pre-school Learning Alliance.

Highfield Community Pre-School

Trustees' report (continued) for the year ended 31 March 2024

Objectives and activities (continued)

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

Managers report

This has been a challenging period for Highfield Community Pre-school due to management and staffing changes, as well as continuous rising costs. However, we have tried hard to cut costs where possible.

At HCP, our primary goal is to work in close partnership with parents and legal guardians, recognizing them as the children's first educators. Over the past year, parents have actively participated in a variety of activities and events, and we look forward to strengthening this collaboration in the year ahead.

We continue to organise fundraising events such as Fab Fridays, along with seasonal celebrations like Halloween and Christmas parties. Moving forward, we will explore new ways to raise funds and sincerely appreciate all parents who have contributed to these efforts.

The staff at HCP would also like to extend a heartfelt thank you to our dedicated committee members for their unwavering support. Their contributions make a significant impact on the preschool's operations, and without their help, we would not be able to provide the same level of care and education.

Finally, we hope that the committee will continue its invaluable support in the coming year. We warmly invite new parents and community members to join us, as their involvement can truly make a difference in the future of our preschool.

Financial review

The net receipts for the year were £9,928 all unrestricted funds.

Reserves policy

The charity's free cash reserves at the year end were £181,392

Highfield Community Pre-school aims to have reserves in the band of 50% (6 months) of anticipated expenditure.

Signed on behalf of the board of trustees:

Signed: R Robinson

Date: 23/01/25

Name R Robinson (Trustee)

Highfield Community Pre-School

Independent examiner's report to the trustees of Highfield Community Pre-School Charitable Incorporated Organisation ('the CIO')

I report to the charity trustees on my examination of the accounts of the CIO for the year ended 31 March 2024, 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 CIO as required by section 130 of the Act; or**
- 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.

Signed: L. Taylor
Name: Lucy Taylor
Date: 27/01/2025

Highfield Community Pre-School
Receipts and payments account
for the year ended 31 March 2024

	2024	2023
Receipts		
Early Educational Funding	132,664	110,804
Fees	4,360	9,423
Fundraising & Donations	1,972	3,1733
Lunch Club/snack & catering	4,474	6,9320
Uniform sales	844	314
Bank interest	574	141
Total Receipts	144,888	130,792
Payments		
Salaries, NIC & PAYE costs	102,743	105,834
Payroll & pension administration charges	728	1,503
DBS disclosures	92	8
Training and recruitment	673	180
Staff travel & subsistence	17	15
Uniform costs (staff)	129	200
Independent Examination	330	636
Insurance	849	775
Licenses, Memberships & Subscriptions	622	1,788
Professional Fees	3,375	1,650
Computers, Software & Maintenance	490	474
Printing, postage and stationery	1,370	1,200
Phone & internet	342	312
Rent of room & desk hire	23,730	23,500
Repairs and maintenance	1152	1,625
Cleaning & domestic supplies	317	321
Catering & Refreshments	14	436
Equipment & Materials	1663	1,175
Activities expense	62	512
Fish tank	0	58
Language translation	0	80
Committee expenses	156	58
Lunch club/snack expenses	903	1,108
Fundraising expenses	432	895
Other expenses	0	93
Total Payments	134,960	144,436
Net receipts/(payments)	9,928	(13,644)
Cash fund balances brought forward	157,473	171,117
Cash fund balances carried forward	181,392	157,473

**Highfield Community Pre-School
Statement of assets and liabilities
as at 31 March 2023/4**

	2024	2024	2023	2023
	Unrestricted	Restricted	Total	Total
	£	£	£	£
Cash funds				
Barclays - Business Saver	44,804	-	44,271	44,271
Barclays - Community Account	53,830	-	44,088	44,088
Yorkshire Bank	82,758	-	82,758	82,758
Petty Cash	-	-	-	-
Total cash funds	181,392	-	171,117	171,1178

Other monetary assets

Prepaid room hire			£ 1,977	1,977
			<hr/> 1,977	<hr/> 1,977

Assets retained for the charity's own use

Laptop and desktop computers

Printer

Chairs and tables

Shelving

Roomscapes

Fish tank

Shed

Filing cabinet

Banners

Laminator

Fridge

A full asset register is available

Liabilities

Independent examination £
330

Pension costs – March 2024 248

Bookkeeping – March 2024 250

Barclaycard 328

1,156

Approval of the accounts

The financial statements were approved by the board of trustees on

Date:

Signed:

Name

**Highfield Community Pre-School
Notes to the accounts
for the year ended 31 March 2024**

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 registered 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.

Fund accounting

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

Designated funds are unrestricted funds earmarked by the trustees for particular purposes.

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.

Highfield Community Pre-School
Notes to the accounts continued
for the year ended 31 March 2024

2 Staff costs and numbers	2023	2022
	£	£
Gross salaries	102,743	102,546
Statutory pay and employment allowance	(4,411)	(4,791)
Pensions	1,304	1,503
	-	-
	99,636	99,258

The average number of employees during the year was 9.8, being an average of 4.5 full time equivalent (2023:8.3 and 6.0 FTE).

There were no employees with emoluments above £60,000.

Defined contribution pension scheme	2024	2023
	£	£
Costs of the scheme to the charity for the year	1304	1,503
Amount of any outstanding contributions	248	302

3. Related party transactions

Trustee expenses

During the year no trustees were paid (previous year: no trustees)

Trustee remuneration and benefits

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

HIGHFIELD COMMUNITY PRE-SCHOOL

England & Wales - Charity number 1170496

Accounts

Highfield Community Pre-School

Charity number 1170496

Annual Report and Financial Statements

for the year ended 31 March 2023

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for the year ended 31 March 2023

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**Highfield Community Pre-School
Trustees' report for the year ended 31 March 23**

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
Afia Mahreen Khalil	Chair	Resigned March 2023
Abdool Kadar Saib	Nominated person	
Umme Mahmood	Trustee	Resigned March 2023
Sughra Mahmood	Trustee	
Mujeeb Masood	Trustee	
Rachel Robinson	Chair	Appointed March 2023
Simran Hussain	Trustee	Appointed October 2022
Shazia Mehrban	Trustee	Appointed April 2023

Charity number

Became a Charitable Incorporated Organisation on 7th December 2016 registration number 1170496.

Principal address

The Highfield Centre
21 Drewry Road
Keighley BD21 2QG

Bankers

Barclays Bank plc
77 North Street
Keighley BD21 3RZ

Independent examiner

Lucy Taylor

Structure, governance and management

The charity is a Charitable Incorporated Organisation (CIO) formed on 7 Dec 2016, and is governed by a constitution.

Method of recruitment and appointment of trustees

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

Objectives and activities

The charity's objects

The object of the Pre-school is to enhance the development and education of children primarily under statutory school age by encouraging parents/legal guardian to understand and provide for the needs of their children through community groups and by:

- a) offering appropriate play, education and care facilities, family learning and extended hours groups, 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;
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- c) instigating and adhering to the furthering the aims and objects of the Pre-school Learning Alliance.

Highfield Community Pre-School

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

Objectives and activities (continued)

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

Managers report

This has been a challenging time for Highfield Community Pre-school due to management changes and increases in costs. We lost the Pre-School Manager in April 23, and in the interim period the Deputy Manager stepped in and took on the lead role until a new Manager was appointed in June and has had a period of settling in with assistance from the Deputy Manager.

The main aim we have at HCP is to work closely in partnership with parents/legal guardians as there are the children's first educators. Parents have been involved in arrange of activities and events such as "the rhyme Challenge "and decorating gifts for special people on Mother's Day and Father's Day. We have also done competitions at Halloween. We look forward to continue working in partnership with parents in the next year.

We continue to carry out different fundraising events such as fab Fridays and also parties for different events such as Halloween and Christmas. We will continue to look at ways we can raise funds and would like to thank all parents who contributed to these events.

Staff at HCP would like to say a huge thank you to all the committee members for all the support throughout the year and would like to highlight that this makes a huge difference to pre-school and how we operate and without the support the pre-school wouldn't be here.

Finally, I would hope that today the committee continues to supports the pre-school like they have in the past year and we would like to invite new parents/people from the community to join our committee and see the difference they input can make to our pre-school.

Financial review

The net payments for the year were £13,644 all unrestricted funds.

Reserves policy

The charity's free cash reserves at the year end were £157,473

Highfield Community Pre-school aims to have reserves in the band of 50% (6 months) of anticipated expenditure.

Signed on behalf of the board of trustees:

Signed: R Robinson

Date: 24/01/24

Name R Robinson (Trustee)

Highfield Community Pre-School

Independent examiner's report to the trustees of Highfield Community Pre-School Charitable Incorporated Organisation ('the CIO')

I report to the charity trustees on my examination of the accounts of the CIO for the year ended 31 March 2023, which are set out on pages 5 to 8.

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 CIO as required by section 130 of the Act; or**
- 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.

Signed: L. Taylor
Name: Lucy Taylor
Address:
Date: 27/01/2024

Highfield Community Pre-School
Receipts and payments account
for the year ended 31 March 2023

	2023	2022
Receipts		
Early Educational Funding	110,809	99,634
Fees	9,423	4,521
Fundraising & Donations	3,173	1,883
Lunch Club/snack & catering	6,932	4,020
Uniform sales	314	-
Bank interest	141	1,642
Total Receipts	130,792	111,700
Payments		
Salaries, NIC & PAYE costs	105,834	82,770
Payroll & pension administration charges	1,503	434
DBS disclosures	8	192
Training and recruitment	180	564
Staff travel & subsistence	15	40
Uniform costs (staff)	200	141
Independent Examination	636	220
Insurance	775	977
Licenses, Memberships & Subscriptions	1,788	698
Professional Fees	1,650	2,436
Computers, Software & Maintenance	474	422
Printing, postage and stationery	1,200	1,597
Phone & internet	312	386
Rent of room & desk hire	23,500	23,141
Repairs and maintenance	1,625	961
Cleaning & domestic supplies	321	507
Catering & Refreshments	436	812
Equipment & Materials	1,175	937
Activities expense	512	560
Fish tank	58	383
Language translation	80	210
Committee expenses	58	286
Lunch club/snack expenses	1,108	-
Fundraising expenses	895	1,286
Other expenses	93	134
Total Payments	144,436	120,094
Net receipts/(payments)	(13,644)	(8,394)
Cash fund balances brought forward	171,117	182,338
Cash fund balances carried forward	157,473	173,944

Highfield Community Pre-School
Statement of assets and liabilities
as at 31 March 2023

	2023	2023	2023	2022
	Unrestricted	Restricted	Total	Total
	£	£	£	£
Cash funds				
Barclays - Business Saver	44,271	-	44,271	64,166
Barclays - Community Account	44,088	-	44,088	35,414
Yorkshire Bank	82,758	-	82,758	82,758
Petty Cash	-	-	-	-
Total cash funds	171,117	-	171,117	182,338

Other monetary assets			£	
Prepaid room hire			1,977	2,560
			<u>1,977</u>	<u>2,560</u>

Assets retained for the charity's own use

Laptop and desktop computers

Printer

Chairs and tables

Shelving

Roomscapes

Fish tank

Shed

Filing cabinet

Banners

Laminator

Fridge

A full asset register is available

Liabilities	£
Independent examination	250
Pension costs – March 2023	302
Bookkeeping – March 2023	245
Barclaycard	579
	<u>1,376</u>

Approval of the accounts

The financial statements were approved by the board of trustees on

Date: 25/01/24

Signed: R Robinson

(Trustee)

Name R Robinson.

**Highfield Community Pre-School
Notes to the accounts
for the year ended 31 March 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 registered 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.

Fund accounting

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

Designated funds are unrestricted funds earmarked by the trustees for particular purposes.

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.

Highfield Community Pre-School
Notes to the accounts continued
for the year ended 31 March 2023

2 Staff costs and numbers	2023	2022
	£	£
Gross salaries	102,546	88,493
Statutory pay and employment allowance	(4,791)	(4,000)
Pensions	1,503	1,0940
CJRS receipts	-	(2,817)
	<u>99,258</u>	<u>82,770</u>

The average number of employees during the year was 8.3, being an average of 6.0 full time equivalent (2022:7.8 and 5.4 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	1,503	1,094
Amount of any outstanding contributions	302	239

3. Related party transactions

Trustee expenses

During the year no trustees were paid (previous year: 1 no trustee)

Trustee remuneration and benefits

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

HIGHFIELD COMMUNITY PRE-SCHOOL

England & Wales - Charity number 1170496

Accounts

Highfield Community Pre-School

Charity number 1170496

Annual Report and Financial Statements

for the year ended 31 March 2022

Highfield Community Pre-School

Annual Report and Financial Statements

for the year ended 31 March 2022

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Highfield Community Pre-School

Trustees' report for the year ended 31 March 22

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
Afia Mahreen Khalil	Chair	Appointed March 2019
Abdool Kadar Saib	Nominated person	Appointed in July 2020
Umme Mahmood	Trustee	Appointed in Oct 2012
Sughra Mahmood	Treasure	Appointed in Nov 2014
Mujeeb Masood	Secretary	Appointed in June 2020
Rachel Robinson	Treasure	Appointed in March 2020

Charity number

Became a Charitable Incorporated Organisation on 7th December 2016 registration number 1170496.

Principal address

The Highfield Centre
21 Drewry Road
Keighley BD21 2QG

Bankers

Barclays Bank plc
77 North Street
Keighley BD21 3RZ

Structure, governance and management

The charity is a Charitable Incorporated Organisation (CIO) formed on 7 Dec 2016, and is governed by a constitution.

Method of recruitment and appointment of trustees

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

Objectives and activities

The charity's objects

The object of the Pre-school is to enhance the development and education of children primarily under statutory school age by encouraging parents/legal guardian to understand and provide for the needs of their children through community groups and by:

- a) offering appropriate play, education and care facilities, family learning and extended hours groups, 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;
- b) encouraging the study of the needs of such children and their families and promoting public interest in and recognition of such needs in the local areas;
- c) instigating and adhering to the furthering the aims and objects of the Pre-school Learning Alliance.

Highfield Community Pre-School

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

Objectives and activities (continued)

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

Manager's report

At Highfield Community Pre-school (HCP) we have had another really difficult year due to Covid-19. In April 2021 we had less children due to covid which reduced staffing levels. Throughout the year a lot of activities were restricted due to health and safety and cleanliness and we had a lot of strategies in place to reduce infections and bacteria. However, even though we faced many obstructions HCP hasn't comprised with the children's' development.

At HCP we believe the importance of working in a close partnership with parents/legal guardians and the difference it makes when we have parents working alongside us. The staff are always looking at new strategies where parents have an input and have looked into further parental involvement through different events.

We have a lot to look forward to in the new year as we develop plans for the new financial and academic years. In September 2022 pre-school will start to look at the curiosity approach and will slowly start to change the way pre-school is laid out as the year goes on to enhance children's learning and development. In October 2022 we are due to celebrate 30 years of pre-school been open.

Lastly, I would like say a massive thank you to all the committee members for their support during the year and we would like to express that this makes a vast variance to the children and the pre-school overall.

Financial review

The net payments for the year were £120,094 all unrestricted funds.

Reserves policy

The charity's free cash reserves at the year end were £173,944

Highfield Community Pre-school aims to have reserves in the band of 50% (6 months) of anticipated expenditure.

Signed on behalf of the board of trustees:

**Signed: A Khalil
Date 25.01.2023**

Name Afia Khalil (Trustee)

Independent examiner's report to the trustees of Highfield Community Pre-School Charitable Incorporated Organisation ('the CIO')

I report to the charity trustees on my examination of the accounts of the CIO for the year ended 31 March 2022, 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 CIO as required by section 130 of the Act; or**
- 2 the accounts do not accord with those records; or**

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: L. Taylor

Name: Lucy Taylor

Date: 24/01/23

Highfield Community Pre-School
Receipts and payments account
for the year ended 31 March 2022

	2022	2021
Receipts		
Early Educational Funding	99,634	90,438
Fees	4,521	3,672
Fundraising & Donations	1,883	111
Activities and trips	-	-
Bank interest	1,642	38
Catering income	4,020	-
Total Receipts	111,700	94,221
Payments		
Salaries & NIC	82,770	72,632
Payroll & pension administration charges	434	992
DBS disclosures	192	152
Training and recruitment	564	430
Staff travel & subsistence	40	43
Uniform costs	141	162
Independent Examination	220	1,272
Insurance	977	603
Licenses, Memberships & Subscriptions	698	1,124
Professional Fees	2,436	6,137
Computers, Software & Maintenance	422	411
Printing, postage and stationery	1,597	1,881
Phone & internet	386	629
Rent of room & desk hire	23,141	28,979
Repairs and maintenance	961	573
Cleaning & domestic supplies	507	458
Catering & Refreshments	812	436
Equipment & Materials	937	1,118
Activities expense	560	609
Fish tank	383	261
Language translation	210	120
Committee expenses	286	413
Other expenses	134	134
Fundraising expenses	1,286	-
Total Payments	120,094	119,574
Net receipts/(payments)	(8,394)	(25,352)
Cash fund balances brought forward	182,338	206,560
Cash fund balances carried forward	173,944	181,208

**Highfield Community Pre-School
Statement of assets and liabilities
as at 31 March 2022**

	2022	2021	2022	2021
	Unrestricted	Restricted	Total	Total
	£	£	£	£
Cash funds				
Barclays - Business Saver	64,166	-	64,166	84,158
Barclays - Community Account	35,414	-	35,414	41,279
				81,12
Virgin Money (prev. Yorks Bank)	82,758	-	82,758	3
Petty Cash	-	-	-	-
	<hr/>	<hr/>	<hr/>	<hr/>
Total cash funds	182,338	-	182,338	206,560

Other monetary assets	£
Prepaid room hire	1,387
	<hr/>
	1,387

Assets retained for the charity's own use
Laptop and desktop computers
Printer
Chairs and tables
Shelving
Roomscapes
Fish tank
Shed
Filing cabinet
Banners
Laminator

A full asset register is available

Liabilities	£
Independent examination	300
Pension costs - March 2022	239
Bookkeeping - March 2022	220
	<hr/>
	774

Approval of the accounts

The financial statements were approved by the board of trustees on

Date: 25.01.2023

Signed: A Khalil

(Trustee)

Name Afia Khalil

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**Highfield Community Pre-School
Notes to the accounts
for the year ended 31 March 2022**

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 registered 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.

Fund accounting

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

Designated funds are unrestricted funds earmarked by the trustees for particular purposes.

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.

Highfield Community Pre-School
Notes to the accounts continued
for the year ended 31 March 2022

2 Staff costs and numbers	2021	2021
	£	£
Gross salaries	88,493	79,646
Statutory pay and employment allowance	(4,000)	(3,630)
Pensions	1,094	850
CJRS receipts	(2,817)	(4,234)
	<u>82,770</u>	<u>72,632</u>

The average number employees during the year was 7.8, being an average of 5.4 full time equivalent (2021:8.7 and 4.7 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	1,094	850
Amount of any outstanding contributions	239	88

3. Related party transactions

Trustee expenses

During the year 1no. trustee was paid £75 in respect to childcare costs (previous year:1 no trustees)

Trustee remuneration and benefits

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

HIGHFIELD COMMUNITY PRE-SCHOOL

England & Wales - Charity number 1170496

Accounts

Highfield Community Pre-School

Charity number 1170496

Annual Report and Financial Statements

for the year ended 31 March 2021

Highfield Community Pre-School

Annual Report and Financial Statements

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Highfield Community Pre-School

Trustees' report for the year ended 31 March 21

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
Afia Mahreen Khalil	Chair	
Abdool Kadar Saib	Nominated person	Appointed in July 2020
Umme Mahmood	Trustee	
Sughra Mahmood	Treasurer	
Mujeeb Masood	Secretary	Appointed in June 2020
Rachel Robinson	Trustee	
Shazia Mehrban	Contact	

Charity number

Became a Charitable Incorporated Organisation on 7th December 2016 registration number 1170496.

Principal address

The Highfield Centre
21 Drewry Road
Keighley BD21 2QG

Bankers

Barclays Bank plc
77 North Street
Keighley BD21 3RZ

Structure, governance and management

The charity is a Charitable Incorporated Organisation (CIO) formed on 7 Dec 2016, and is governed by a constitution.

Method of recruitment and appointment of trustees

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

Objectives and activities

The charity's objects

The object of the Pre-school is to enhance the development and education of children primarily under statutory school age by encouraging parents/legal guardian to understand and provide for the needs of their children through community groups and by:

a) offering appropriate play, education and care facilities, family learning and extended hours groups, 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;

b) encouraging the study of the needs of such children and their families and promoting public interest in and recognition of such needs in the local areas;

c) instigating and adhering to the furthering the aims and objects of the Pre-school Learning Alliance.

Highfield Community Pre-School

Trustees' report (continued) for the year ended 31 March 2021

Objectives and activities (continued)

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

Managers report

At Highfield Community Pre-school (HCP) we have had a really hard year due to Covid-19. In March 2020 we had to close down the pre-school and all staff were placed on furlough for a period of time. Pre-school was re-opened in September 21.

HCP has continuously developed and worked hard to uphold the standards with the support of the pre-school committee. During Covid period staff worked with families via Facebook.

At HCP we believe the importance of working in a close partnership with parents/legal guardians and the difference it makes when we have parents working alongside us. The staff are always looking at new strategies where parents have an input and have looked into further parental involvement through different events.

In September 2021 we put many strategies into place to keep children and families safe. We took less children in pre-school for 2 terms so that we could reduce the risk. No parents were invited into pre-school during the whole year for parental involvement because we wanted to reduce the risk.

To conclude myself and the staff would like to say a huge thank you to all the committee members for their support throughout the year and we would like to express that this makes an enormous difference to the children and the pre-school.

Financial review

The net payments for the year were £25,352 all unrestricted funds.

Reserves policy

The charity's free cash reserves at the year end were £181,208

Highfield Community Pre-school aims to have reserves in the band of 50% (6 months) of anticipated expenditure.

Signed on behalf of the board of trustees:

Signed: Afia Khalil

Date: 25/01/2022

Name (Trustee)

Independent examiner's report to the trustees of Highfield Community Pre-School Charitable Incorporated Organisation ('the CIO')

I report to the charity trustees on my examination of the accounts of the CIO for the year ended 31 March 2021, 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 CIO as required by section 130 of the Act; or**
- 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: L. Taylor
Name: Lucy Taylor
Address:
Date: 21/01/2021

Highfield Community Pre-School
Receipts and payments account
for the year ended 31 March 2021

	2021	2020
Receipts		
Early Educational Funding	90,438	87,025
Fees	3,672	3,241
Fundraising & Donations	111	221
Activities and trips	-	514
Bank interest	38	155
Total Receipts	94,221	91,156.00
Payments		
Salaries & NIC	72,632	75,196
Payroll & pension administration charges	992	572
DBS disclosures	152	114
Training and recruitment	430	2,213
Staff travel & subsistence	43	65
Uniform costs	167	162
Independent Examination	1,272	-
Insurance	603	597
Licenses, Memberships & Subscriptions	1,124	331
Professional Fees	6,137	324
Computers, Software & Maintenance	411	1,270
Printing, postage and stationery	1,881	1,869
Phone & internet	629	486
Rent of room & desk hire	28,979	8,011
Repairs and maintenance	573	1,617
Cleaning & domestic supplies	458	334
Catering & Refreshments	436	991
Equipment & Materials	1,118	206
Activites expense	609	2,007
Fish tank	261	510
Language translation	120	220
Committee expenses	413	-
Other expenses	134	58
Total Payments	119,574	97,153
Net receipts/(payments)	(25,352)	(5,997)
Cash fund balances brought forward	206,560	233,145
Cash fund balances carried forward	181,208	227,148

**Highfield Community Pre-School
Statement of assets and liabilities
as at 31 March 2021**

	2021	2021	2021	2020
	Unrestricted	Restricted	Total	Total
	£	£	£	£
Cash funds				
Barclays - Business Saver	84,158	-	84,158	84,128
Barclays - Community Account	41,279	-	41,279	62,921
Yorkshire Bank	81,123	-	81,123	80,000
Petty Cash	-	-	-	99
Bradford Community Payroll Account	-	-	-	2,432
Total cash funds	<u>206,560</u>	<u>-</u>	<u>206,560</u>	<u>248,968</u>

Other monetary assets	£
Prepaid room hire	2,560
	<u>2,560</u>

Assets retained for the charity's own use
Laptop and desktop computers
Printer
Chairs and tables
Shelving
Roomscapes
Fish tank
Shed
Filing cabinet
Banners
Laminator

A full asset register is available

Liabilities	£
Independent examination	250
Pension costs - March 2021	88
Bookkeeping - March 2021	<u>280</u>
	<u>618</u>

Approval of the accounts

The financial statements were approved by the board of trustees on

Date: 25/01/2022

Afia Khalil

(Trustee)

**Highfield Community Pre-School
Notes to the accounts
for the year ended 31 March 2021**

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 registered 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.

Fund accounting

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

Designated funds are unrestricted funds earmarked by the trustees for particular purposes.

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.

Highfield Community Pre-School
Notes to the accounts continued
for the year ended 31 March 2021

2 Staff costs and numbers	2021	2020
	£	£
Gross salaries	79,646	78,327
Statutory pay and employment allowance	(3,630)	(3808)
Pensions	850	677
CJRS receipts	(4,234)	-
	<u>72,632</u>	<u>75,196</u>

The average number employees during the year was 8.7, being an average of 4.7 full time equivalent (2020:9.7 and 5.8 FTE).

There were no employees with emoluments above £60,000.

Defined contribution pension scheme	2021	2020
	£	£
Costs of the scheme to the charity for the year	850	449
Amount of any outstanding contributions	88	110

3. Related party transactions

Trustee expenses

During the year 1no. trustee was paid £150 in respect to childcare costs (previous year: no trustees)

Trustee remuneration and benefits

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