

**Highfield Community Pre-School**

**Charity number 1170496**

**Annual Report and Financial Statements**

**for the year ended 31 March 2021**

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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:**

<b>Name</b>	<b>Position</b>	<b>Dates</b>
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**

	<b>2021</b>	2020
<b>Receipts</b>		
Early Educational Funding	90,438	87,025
Fees	3,672	3,241
Fundraising & Donations	111	221
Activities and trips	-	514
Bank interest	38	155
<b>Total Receipts</b>	<b>94,221</b>	<b>91,156.00</b>
<b>Payments</b>		
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
<b>Total Payments</b>	<b>119,574</b>	<b>97,153</b>
<b>Net receipts/(payments)</b>	<b>(25,352)</b>	<b>(5,997)</b>
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**

	<b>2021</b>	<b>2021</b>	<b>2021</b>	<b>2020</b>
	<b>Unrestricted</b>	<b>Restricted</b>	<b>Total</b>	<b>Total</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>Cash funds</b>				
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
<b>Total cash funds</b>	<b>206,560</b>	<b>-</b>	<b>206,560</b>	<b>248,968</b>

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

**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**

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

**Approval of the accounts**

The financial statements were approved by the board of trustees on

**Date: 25/01/2022**

**(Trustee)**

**Afia Khalil**

**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**

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

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.

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

### **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.