

Highfield Community Pre-School

Charity number 1170496

Annual Report and Financial Statements

for the year ended 31 March 2022

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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.