

Highfield Community Pre-School

Charity number 1170496

Annual Report and Financial Statements

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;
- 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 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
			1,977	2,560

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
	1,376

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.