

Highfield Community Pre-School

Charity number 1170496

Annual Report and Financial Statements

for the year ended 31 March 2024

Annual Report and Financial Statements
for the year ended 31 March 2024

Contents	Page
Trustees' report	3 to 4
Examiner's report	5
Receipts and payments account	6
Statement of assets and liabilities	7
Notes to the accounts	8 to 9

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	3,173
Lunch Club/snack & catering	4,474	6,932
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

	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	171,118

Other monetary assets

Prepaid room hire	£	
	1,977	1,977
	1,977	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
	-	-
	<u>99,636</u>	<u>99,258</u>

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.