

Highfield Community Pre-School

Charity number 1170496

Annual Report and Financial Statements

for the year ended 31 March 2025

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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 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/>	<hr/>
	2,637	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
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	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)