

Kirkstall St Stephens Pre-School Playgroup  
Charity Number - 1205989

Annual Report and Financial Statements

For the Period to 31 August 2024

# Kirkstall St Stephens Pre-School Playgroup

## Annual Report and Financial Statements

For the period 1 September 2023 to 31 August 2024

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## Kirkstall St Stephens Pre-School Playgroup

### Trustees' Report

The Trustees during the year were

Name	Position
Katie Maltas	Chairperson
Victoria Keating	Secretary
Natalie Stacey	Treasurer
Susan Hudson	Member
Philip Sheppard	Member
Samantha Thackwray	Pre-School Manager

Method of Appointment

Trustees are elected by the members at the AGM

Principal Address

Kirkstall St Stephens C of E Primary School  
Morris Lane  
Leeds  
LS5 3JD

Bankers

Virgin Money  
Wavers Green  
Pudsey  
LS28 7BG

Independent Examiner

Jonathan White  
on behalf of

J S White & Co Limited  
25-29 Sandy Way  
Yeadon  
Leeds  
LS19 7EW

### **Progress**

This year we have opened a new charity as we have changed our constitution to a charity incorporated organisation (CIO), as we were struggling to recruit parents onto the committee, this way we can have people from the committee, such as the local school head teacher, the pre-school manager, and a member of the local community. We have re-registered with Ofsted, and they came out to see us and found us suitable to go on the Early Years register, the official date for the new CIO was 24th July, we have opened a new bank account and will close the old bank account within the next few months. Staff have been tupe over to the new charity. The old chairty will be closed down within the next few months. Staff have taken advantage of government funding to complete a Early Years Professional Development Programme, the course was launched as part of the DFE's Early Years Education Recovery Programme to support the sector by delivering high quality CPD to up to 10,000 early years practitioners in England, the setting was paid to allow staff time to complete the programmes.

### **Fund Raising - £714.69**

This was raised by raffles, selling second hand uniform that people had donated. The money raised was used towards the Christmas party and the Christmas presents, the end of term party, gifts and food. We also subsidised the trip to the carriage works.

This year we took the children to see Katie saves Christmas at the Carriage works, pre-school subsidised the cost. We had a Christmas party and Santa came to visit, pre-school provided a present for all the children. In the summer term we took the children on a train and went to the railway museum in York for our annual trip.

At the end of the term we paid for a farm to come into pre-school and the children has great fun walking the goats and brushing the donkey.

We had a party bus with slides and a ball pool at the graduation party. Both these were funding by the EYPP money/ deprivation fund and fund raising.

# Kirkstall St Stephens Pre-School Playgroup

## Independent examiner's report of the accounts of Kirkstall St Stephens Pre-School Playgroup for the period 1 September 2023 to 31 August 2024

I report on the accounts of the charity set out on pages 4 to 6.

### Respective Responsibilities of the Trustees and the examiner

As the Charity's trustees you are responsible for the preparation of the accounts you consider that the audit requirement of section 43(2) of the Charities Act 1993 does not apply. It is my responsibility to examine the accounts using procedures laid down in the General Direction given by the Charity Commission and to state whether matters have come to my attention.

### Basis of Independent Examiner's Report

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently I do not express an audit opinion on the view given by the accounts.

### Independent Examiners Statement

In connection with examination no matter has come to my attention

1) Which gives me reasonable cause to believe that in any material respect the requirements to keep accounting records in accordance with section 41 of the Act and to prepare accounts which accord with the accounting records and to comply with the accounting records of the Act have been met, or

2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed: .....

*Jonathan S White*

Name: .....

*JS WHITE*

Date: .....

*11-11-2024*

### J S White & Co Limited

25-29 Sandy Way  
Yeadon  
Leeds  
LS19 7EW

**KIRKSTALL ST STEPHENS PRE SCHOOL**  
**TRADING PROFIT AND LOSS ACCOUNT**  
For Period Ending 31 August 2024

	2024		2023	
	£	£	£	£
<b><u>Income</u></b>				
Fees	20,197.26		5,244.86	
Nursery Ed Grant	77,632.03		117,831.00	
Fund Raising	714.69		704.80	
Deprivation Grant Restricted	2,687.65		5,615.77	
EYFFI Restricted	26,912.00		10,118.67	
Payable School Meals	1,471.56		1,968.61	
DAF Restricted	1,762.00		1,600.00	
Uniform	219.65		549.00	
Misc	2,530.68		136.32	
		<b>134,127.52</b>		<b>143,769.03</b>
<b><u>Expenses</u></b>				
Wages	86,358.28		83,937.94	
Tax/NI	12,887.86		11,422.20	
Pension	4,316.91		3,743.04	
Rent	9,000.00		8,455.26	
Non-food	144.60		164.51	
Food	456.84		753.43	
Admin	1,942.40		3,188.30	
Furniture/Equipment	768.50		1,359.87	
Resources/materials	1,650.99		2,398.93	
Uniform	262.97		1,053.92	
Stationery/Post	127.48		294.12	
Insurance/PLA	848.48		809.79	
Ofsted	85.00		50.00	
Telephone	516.11		498.65	
Staff Training	654.13		782.70	
School Meal	2,178.25		2,432.52	
Fundraising	237.76		420.97	
Misc	650.14		510.81	
Accountancy	840.00		840.00	
		<b>123,926.70</b>		<b>123,116.96</b>
<b>Net Profit/(Loss)</b>		<b>10,200.82</b>		<b>20,652.07</b>

# KIRKSTALL ST STEPHENS Pre-School Playgroup

Balance sheet as at 31st August 2024

	2024		2023	
	£	£	£	£
<b>Fixed Assets per Schedule</b>	60,000.00		60,000.00	
	-	60,000.00	-	60,000.00
<b>Current Assets</b>				
<b>Debtors</b>				
Fees Outstanding	-		-	
		-		-
<b>Bank &amp; Cash</b>				
Cash at Bank	219,808.48		208,765.57	
Cash in Hand	1.00		1.00	
		219,809.48		208,766.57
<b>Total Current Assets</b>		<b>279,809.48</b>		<b>268,766.57</b>
<b>Current Liabilities</b>				
HMRC	1,503.48		2,290.46	
Accruals	840.00		840.00	
		2,343.48		3,130.46
<b>Total Current Liabilities</b>		2,343.48		3,130.46
<b>Total Assets Less Current Liabilities</b>		<b>277,466.00</b>		<b>265,636.11</b>

# Kirkstall St Stephens Pre-School Playgroup

## Statement of Assets & Liabilities

As at 31 August 2024

### Cash Funds

Cash at Bank

Cash in Hand

Total Cash Funds

### Other Monetary Assets

### Investment Assets

### Assets Retained for the Charity's own use (at cost)

20 Chairs

8 Tables

2 Computers

1 Printer

10 Storage Units

2 Screens

1 Paper Storage Unit

1 Shelving Unit

2 Large Filing Cupboards

### Liabilities

HMRC

Accountancy

### Approval of the Accounts

The Annual Report & Accounts were approved at a meeting of the Trustees held on:

Date:.....

Name:.....

Signed:.....

on behalf of the Trustees



# **Kirkstall st Stephens Pre-School Playgroup**

## **Notes to the Accounts**

**For the period 1 September 2023 to 31 August 2024**

### **1 Accounting Policies**

#### **A Basis of Accounting**

The Trustees have taken advantage of section 42 (3) of the Charities Act 1993 and have prepared the accounts on a receipts and payments basis

#### **B Taxation**

As a registered charity the organisation benefits from rates 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

#### **C Fund Accounting**

Funds held by the organisation are either

##### **Unrestricted General Funds**

These are funds which can be used in accordance with the charitable objects at the discretion of the trustees

##### **Restricted Funds**

These are funds that can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes

Further explanation of the nature and purpose of each fund is included in the notes to the accounts.