



# Trustees' Annual Report for the period

<b>From</b>	Period start date			<b>To</b>	Period end date		
	01	04	2021		31	03	2022

## Section A Reference and administration details

**Charity name** Kirkburton Pre-School

**Other names charity is known by**

**Registered charity number (if any)** 519330

**Charity's principal address**

Sports Hall, Hallas Road

Kirkburton

Huddersfield

**Postcode** HD8 0QQ

### Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Sarah Stead	Chair		
2	Helen Simpson	Treasurer		
3	Jo-Anne Fairbank	Secretary		
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

### Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year
Stuart Kitson	
Mike Nicholas	

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### Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

### Name of chief executive or names of senior staff members (Optional information)

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## Section B Structure, governance and management

### Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Constitution
How the charity is constituted (eg. trust, association, company)	Association
Trustee selection methods (eg. appointed by, elected by)	Elected at AGM of parents of the Pre-School

### Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- ☐ policies and procedures adopted for the induction and training of trustees;
- ☐ the charity's organisational structure and any wider network with which the charity works;
- ☐ relationship with any related parties;
- ☐ trustees' consideration of major risks and the system and procedures to manage them.

Committee members are voted onto the committee annually and are registered with OFSTED who undertake DBS and EY2 checks. The committee is led by the Chairperson who is assisted by the Treasurer, Secretary and co-opted members. The committee in turn assists the leader and staff in the running of the setting. Outgoing committee members are asked to complete a 'handover' to their replacements, where a primary role has been held. The administrator undertakes accounting/bookkeeping activities, administration and NEF Funding and works alongside the leader in insuring the daily running of the pre-school. The committee is responsible for legal compliance issues and usually meets every 4-6 weeks for a formal meeting. These meetings have now gone back to being face to face. The committee oversees recruitment, spending, administration and quality related issues, drawing on the knowledge and expertise of the staff. Management of risk and safeguarding issues are communicated and considered in all decisions made.

## Section C Objectives and activities

**Summary of the objects of the charity set out in its governing document**

To provide pre-school education for children aged between 2 years and 5 years by offering appropriate play and learning facilities.

**Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)**

We offer a full and varied curriculum to help pre-school children progress towards the goals for children's learning set out in the governments Early Learning Goals. We provide a good balance of experiences and activities to cover the six areas of learning: personal, social and economic development; communication, language and literacy; mathematical development; knowledge and understanding of the world; physical development and creative development.

**Additional details of objectives and activities (Optional information)**

You **may choose** to include further statements, where relevant, about:

- ☐ policy on grantmaking;
- ☐ policy programme related investment;
- ☐ contribution made by volunteers.

## Section D

## Achievements and performance

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### **Summary of the main achievements of the charity during the year**

As our role is to prepare children for school and formal education several of our children have now successfully moved on to school.

## Section E Financial review

**Brief statement of the charity's policy on reserves**

Our aim is to ensure we keep 3 months of "on going costs" in reserve.

**Details of any funds materially in deficit**

### Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- ☐ the charity's principal sources of funds (including any fundraising);
- ☐ how expenditure has supported the key objectives of the charity;
- ☐ investment policy and objectives including any ethical investment policy adopted.

Our main source of funding our pre-school fees – either paid directly by parents or from the government's Nursery Education Grant overseen by our local authority.

We hold several fundraising initiatives each year to supplement these funds and also apply for grants where applicable for larger items.

## Section F Other optional information

## Section G Declaration

**The trustees declare that they have approved the trustees' report above.**

**Signed on behalf of the charity's trustees**

<b>Signature(s)</b>		
<b>Full name(s)</b>	Helen Simpson	
<b>Position (eg Secretary, Chair, etc)</b>	Treasurer	
<b>Date</b>		



Charity Name <b>KIRKBURTON PRE-SCHOOL</b>		519339	
<b>Receipts and payments accounts</b>			
For the period from	Period start date 01/04/2021	To	Period end date 31/03/2022
			<b>CC16a</b>

**Section A Receipts and payments**

	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Last year
	to the nearest £	to the nearest £	to the nearest £	to the nearest £	to the nearest £
<b>A1 Receipts</b>					
FEES/NURSERY FUNDING	86,124				65,086
FUND RAISING	235				532
GRANTS RECEIVED	300				10,250
INTEREST	2				7
DONATIONS	304				285
OTHER					17
<b>Sub total (Gross income for AR)</b>	86,965				76,177

<b>A2 Asset and investment sales, (see table).</b>					
<b>Sub total</b>					
<b>Total receipts</b>	86,965				76,177

<b>A3 Payments</b>					
WAGES	65,432				49,020
UNIFORMS	-				312
TRAINING	518				252
MATERIALS, EQUIPMENT & FOOD	3,518				903
STATIONERY & TELEPHONE & BROADBAND	1,320				824
BUILDING MAINTENANCE	6,524				3,645
PLA INSURANCE & LEVY, INSURANCE	1,546				614
ADMINISTRATION, ADVERTISING, WEBSITE	1,040				1,006
RENT	2,000				2,000
UTILITIES	1,700				2,680
RATES	-				722
CLEANING	1,197				
<b>Sub total</b>	84,795				61,977

<b>A4 Asset and investment purchases. (see table)</b>					
<b>Sub total</b>					
<b>Total payments</b>	84,795				61,977
<b>Net of receipts/(payments)</b>					
<b>A5 Transfers between funds</b>					
<b>A6 Cash funds last year end</b>	2,170				14,200
<b>Cash funds this year end</b>					14,200



## Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B1 Cash funds</b>	CURRENT ACCOUNT	20,965	-	-
	DEPOSIT ACCOUNT	16,088	-	-
	CASH ACCOUNT	325	-	-
	<b>Total cash funds</b>	<b>37,378</b>	<b>-</b>	<b>-</b>
	(agree balances with receipts and payments account(s))			

Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
	-	-	-
	-	-	-
	-	-	-
	-	-	-
	-	-	-
	-	-	-

### B2 Other monetary assets

Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
		-	-
		-	-
		-	-
		-	-
		-	-

### B3 Investment assets

Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
		-	-
		-	-
		-	-
		-	-
		-	-
		-	-
		-	-
		-	-
		-	-

### B4 Assets retained for the charity's own use

Details	Fund to which liability relates	Amount due (optional)	When due (optional)
		-	
		-	
		-	
		-	
		-	

### B5 Liabilities

Signed by one or two trustees on behalf of all the trustees  
Treasurer

Signature	Print Name	Date of approval
	HELEN SIMPSON	26/01/23





# Independent examiner's report on the accounts

## Section A

## Independent Examiner's Report

Report to the trustees/  
members of

Charity Name  
KIRKBURTON PRE-SCHOOL

On accounts for the year  
ended

31/03/22

Charity no  
(if any) 519330

Set out on pages

(remember to include the page numbers of additional sheets)

Respective  
responsibilities of  
trustees and examiner

The charity's trustees consider that an audit is not required for this year (under section 43(2) of the Charities Act 1993 (the Act), as amended by s.28 of the Charities Act 2006) and that an independent examination is needed. It is my responsibility to:

- examine the accounts (under section 43 of the Act, as amended),
- to follow the procedures laid down in the General Directions given by the Charity Commission (under section 43(7)(b) of the Act, as amended), and
- to state whether particular matters have come to my attention.

Basis of independent  
examiner's statement

My examination was carried out in accordance with General Directions given by the Charity Commission. 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 the 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 accounts.

Independent  
examiner's statement

In the course of my examination, no matter has come to my attention (other than that disclosed below \*)

1. which gives me reasonable cause to believe that in, any material respect, the trustees have not met the requirements to ensure that:
  - proper accounting records are kept
  - (in accordance with section 41 of the Act); and
  - accounts are prepared which agree with the accounting records and comply with the accounting requirements of the Act; or

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

\* Please delete the words in the brackets if they do not apply.

Signed:

P D White

Date:

24 JAN 2023

Name:

PETER WHITE

Relevant professional  
qualification(s) or body  
(if any):

NONE

Address:

66 HIGHFIELD ROAD
HIGHBURN
HUNTERSFIELD, HD8 0RQ

Section B

Disclosure

Only complete if the examiner needs to highlight material problems.

ve here brief details of  
any items that the  
examiner wishes to  
disclose.