



**CHARITY COMMISSION**  
FOR ENGLAND AND WALES

## Trustees' Annual Report for the period

**From 1<sup>st</sup> April 2024 Period start date**

**To 31<sup>st</sup> March 2025 Period end date**

**Charity name: Kirkburton Pre-school**

**Charity registration number: 519330**

## Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	Providing pre-school education for children aged between 2 and 5 years of age
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	We follow government curriculum on early learning goals by offering appropriate play, education and car facilities.
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	The trustees have ensured we meet our goals and help with fundraising for extra funds

## Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	
Policy on social investment including program related investment	Para 1.38	
Contribution made by volunteers	Para 1.38	
Other		

## Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	We managed to achieve our goals of enhancing development of the children in our care, including the improvement of one child with severe speech and language development and sensory overload issues.

### Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	
Performance of fundraising activities against objectives set	Para 1.41	With the challenge of increased costs we readjusted our spending and increased our networking to improve donations. This should show a significant improvement next financial year.
Investment performance against objectives	Para 1.41	
Other		

## Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	We keep 3 months operating costs in reserve
Amount of reserves held	Para 1.22	£20188
Reasons for holding zero reserves	Para 1.22	
Details of fund materially in deficit	Para 1.24	
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	

### Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	Our funding which is our main income comes from NEF early years government funding Fundraising from Xmas, Easter and Halloween raffles
Investment policy and objectives including any social investment policy adopted	Para 1.46	
A description of the principal risks facing the charity	Para 1.46	Downturn in birth rate could have a negative impact on our ability to operate
Other		

## Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	An Annual AGM is held where any changes to Trustees, or committee members are voted in via all staff and acting committee. Any changes are then registered with Ofsted, they complete EY2's and safeguarding training. Also complete their induction.

### Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	Hand- outs given and in-house training on a 121 available as required
The charity's organisational structure and any wider network with which the charity works	Para 1.51	
Relationship with any related parties	Para 1.51	
Other		

## Reference and Administrative details

Charity name	Kirkburton pre-school
Other name the charity uses	
Registered charity number	519330
Charity's principal address	Hallas Road Kirkburton Huddersfield 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	Rebekah Napier	Chair		Kirkburton pre-school
2	Stacey McLoughlan	Treasurer		Kirkburton pre-school
3	Phoebe Bower	Secretary		Kirkburton pre-school
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

Corporate trustees – names of the directors at the date the report was approved

[illegible]

Name of trustees holding title to property belonging to the charity

[illegible]

## Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	

### Additional information (optional)

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

Type of adviser	Name	Address

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

--

## Exemptions from disclosure

Reason for non-disclosure of key personnel details

--

## Other optional information

--

## Declarations

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

Signed on behalf of the charity's trustees

Signature(s)

--	--

Full name(s)

Rebekah Napier

Rebekah Napier	
----------------	--

Position (eg Secretary,  
Chair, etc)

Chair

Chair	
-------	--

Date

28<sup>th</sup> January 2026

28 <sup>th</sup> January 2026
-------------------------------

Opening balance current account on 1st April 2024 = £8732.04

2024-2025

	HMRC PAYE & Employee NIC	Salary actual net pay
Apr-24	518.59	7060.39
May-24	517.64	7373.10
Jun-24	633.13	7659.98
Jul-24	509.77	6586.13
Aug-24	73.45	6692.22
Sep-24	426.47	6821.27
Oct-24	477.86	7011.73
Nov-24	436.46	6785.07
Dec-24	433.43	6631.04
Jan-25	375.6	6898.20
Feb-25	401.82	6297.89
Mar-25	438.13	6905.15
<b>Total Actuals</b>	<b>£ 5,242.35</b>	<b>£ 82,722.17</b>
<b>Budget</b>	<b>£ 3,980.00</b>	<b>£ 77,491.52</b>

Min of £18k in deposit account. If need to use it Treasurer or Chair authoris;  
**NEF funding now paid in 3 installments each term as opposed to previous 2**



Pensions paid to nest Employee	Pensions paid to nest Employer	Total Wages costs
106.58	79.93	7765.49
134.98	101.22	8126.94
144.25	108.17	8545.53
153.28	114.97	7364.15
125.34	94.01	6985.02
113.41	85.07	7446.22
125.87	94.41	7709.87
123.85	92.88	7438.26
121.88	91.41	7277.76
118.65	88.99	7481.44
127.76	96.81	6924.28
116.11	87.08	7546.47
£ 1,511.96	£ 1,134.95	£ 90,611.43
£ 1,188.00	£ 1,070.00	£ 83,729.52

ation required

∴ (40% + 40% + balance)

Breakdown o				
Every day essentials	Gas	Electric	Water	
98.40	390.45	121.37		
	262.01	107.73		
110.82	150.21	94.42		
	51.65	88.65	248.78	
	7.43	80.17		
41.40	5.96	52.52		
	128.85	85.97		
145.33	295.93	108.60		
24.90	451.75	109.38		
122.94	496.66	115.86		
41.40	490.91	103.19		
	336.46	114.02		
585.19	3068.27	£ 1,181.88	£ 248.78	
1000.00	3000.00	£ 1,500.00	£ 992.00	

£1159.84 transferred in from BMM account due to funding not syncing with outgoings

Opening balance BMM account 1st April 2024 = £21554.44

f expenditure via bank account		
Maintenace servicing / waste	Phone internet Website	Rent
166.43	54.11	500.00
310.92	57.65	
236.36	236.36	
370.80	54.00	500.00
36.00	54.00	
9.14	55.12	
	54.00	500.00
99.82	240.00	
36.00	54.00	
85.56	230.00	500.00
100.00	54.32	
189.34	54.00	
1640.37	£ 1,197.56	£ 2,000.00
1500.00	£ 850.00	£ 2,000.00

£600.00 transfer in from BMM account due to funding & fees not in sync with outgoings



Insurances annual fees	Milk	Materials, twinkle, Helen's budget
945.98	33.00	401.32
37.54		92.12
	33.90	520.00
		248.18
	42.90	268.91
		328.98
	43.20	9.99
		36.90
40.00	46.20	9.99
	36.90	108.42
103.20		
£ 1,126.72	£ 236.10	£ 2,024.81
£ 1,200.00	£ 250.00	£ 1,500.00



<b>Snacks paid via bank</b>	<b>Post/ stationary / printer ink</b>	<b>Bank charges</b>	<b>DBS/ training/ Ofsted etc</b>
56.18	66.58	5.00	53.99
28.98	156.28	5.00	
23.40	22.93	5.00	125.00
10.14	59.56	5.80	
	5.00	5.00	
36.50	43.38	5.00	50.00
27.12	138.00	5.00	
9.61		5.00	
19.91		5.00	
		5.00	150.00
10.88	53.05	5.00	48.00
20.66		5.00	16.00
<b>£ 243.38</b>	<b>£ 544.78</b>	<b>£ 60.80</b>	<b>£ 442.99</b>
<b>£ 200.00</b>	<b>£ 600.00</b>	<b>£ 60.00</b>	<b>£ 219.47</b>

Other miscellany spend via bank	Totals Excluding Salaries etc
	2892.81
	1058.23
	1368.48
300.00	1937.56
	182.60
	593.14
	1277.91
360.00	1230.70
	618.01
360.00	2203.63
	1054.77
600.00	1311.02
£ 1,620.00	£ 15,728.86
£ 600.00	£ 15,471.47



## ACCOUNTS TAX YEAR 2024 -2025

		EXPENDIDTURE	
TAX yr	2024/2025	Total Salary paid OUT including HMRC & Pensions	Total Other Outgoings paid
	APR	7765.49	2892.81
	MAY	8126.94	1058.23
	JUNE	8545.53	1368.48
	JULY	7364.15	1937.56
	AUG	6985.02	182.60
	SEP	7446.22	593..14
	OCTOBER	7709.87	1277.91
	NOV	7438.26	1230.70
	DEC	7277.76	618..01
	JANUARY	7481.44	2203.63
	FEBURARY	6924.28	1054.77
	MARCH	7546.47	1311.02
		£ 90,611.43	£ 15,728.86

Min of £18k in deposit account.  
NEF funding now paid in 3

<b>TOTAL EXPENDITURE</b>	<b>Fees received via parents direct to bank including SLC</b>	<b>NEF &amp; funding</b>
<b>10658.30</b>	983.07	11476.51
<b>9185.17</b>	1477.51	11476.51
<b>9914.01</b>	1468.63	
<b>9301.71</b>	2249.87	8021.38
<b>7167.62</b>	0.00	
<b>7446.22</b>	778.18	22849.34
<b>8987.78</b>	1428.55	
<b>8668.96</b>	1630.47	5883.94
<b>7277.76</b>	618.01	
<b>9685.07</b>	652.94	11778.00
<b>7979.05</b>	693.45	11778.00
<b>8857.49</b>	1311.02	7541.40
<b>£ 106,340.29</b>	<b>£ 13,291.70</b>	<b>£ 90,805.08</b>

If need to use it Treasurer or Chair authorisation required

**installments each term as opposed to previous 2. (40% + 40% + balance)**

## INCOME

OTHER	Cash paid into bank from Petty cash surplus	Fundraising money direct to bank
		42.00
659.84		
500.00		
		25.00
		10.00
600.00	300.00	300.00
		365.00
490.59		
		50.00
£ 2,250.43	£ 300.00	£ 792.00

<b>Total Income</b>	
	<b>12459.58</b>
	<b>12954.02</b>
	<b>1510.63</b>
	<b>10931.09</b>
	<b>500.00</b>
	<b>23627.52</b>
	<b>1453.55</b>
	<b>7524.41</b>
	<b>1818.01</b>
	<b>12795.94</b>
	<b>12962.04</b>
	<b>8902.42</b>
<b>£</b>	<b>107,439.21</b>

**PETTY CASH Start balance £184.69**

<b>Money added to Petty Cash</b>	<b>Petty cash spend + other cash miscellany</b>	<b>Balance of cash in petty cash tin @ month end</b>
30.00	50.39	164.30
100.00	29.12	234.99
93.75	116.42	212.31
45.00	3.50	170.86
	0.00	170.86
17.58	75.83	112.61
305.00	92.22	324.03
60.00	75.70	308.33
429.00	370.05	367.72
10.50	153.13	225.09
63.95	75.23	297.16
15.00	154.88	158.00
<b>£ 1,169.78</b>	<b>£ 1,196.47</b>	

<b>BMM Account Tax yr 2024-2025</b>	<b>Starting Balance £21544.44</b>		
	<b>IN interest</b>	<b>OUT</b>	<b>Balance at month end</b>
April	-	-	21,544.44
May	-	-	21,544.44
June	105.40	-	21,659.84
July	-	659.84	21,000.00
August	-	500.00	20,500.00
September	102.03	-	20,602.03
October	-	-	20,602.03
November	-	-	20,602.03
December	96.73	600.00	20,098.76
January	-	-	20,098.76
February			
March			
<b>Totals</b>	<b>304.16</b>	<b>1,759.84</b>	



# CHARITY COMMISSION FOR ENGLAND AND WALES

## Independent examiner's report on the accounts

### Section A

### Independent Examiner's Report

Report to the trustees/  
members of

KIRKBURTON PRE School

On accounts for the year  
ended

31<sup>st</sup> MARCH 2025

Charity no  
(if any)

519330

Set out on pages

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended

Responsibilities and  
basis of report

As the charity trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

Independent  
examiner's statement

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

I have completed my examination. I confirm that no material matters have come to my attention (other than that disclosed below \*) in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which 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:

J Brook

Date:

19-1-26

Name:

JENNIFER Brook

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

NOT APPLICABLE

Address:

19 BARROWSTEAD  
SKELMANTHORPE,  
HD8 9UW