

Holmbridge Pre-School

Charity number 1036859

Annual Report and Financial Statements

for the year ended 31 July 2020

Holmbridge Pre-School

Annual Report and Financial Statements for the year ended 31 July 2020

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Holmbridge Pre-School Trustees' Report

The Trustees during the year were:

Name	Position	Dates
Adam Howarth	Chair	From July 2017
Samantha Clegg	Treasurer	
Katie Marsh	Secretary	From July 2017

Method of Appointment

Trustees are elected by the members at the AGM.

Principle Address

The Bandroom
Woodhead Road
Holmbridge
Holmfirth
HD9 2SA

Bankers

Lloyds TSB	Yorkshire Bank plc
1 Westgate	40 New Street
Huddersfield	Huddersfield
HD1 2DN	HD1 2BT

Governing Document

Constitution dated 14 September 1992; amended 3 October 2006, 22 May 2007 and 16 September 2008

Objects of the Organisation

To enhance the development and education of children primarily under statutory school age by encouraging parents to understand and provide for the needs of their children through community groups.

Holmbridge Pre-School Trustees' Report (continued)

Review of Progress and Achievements

Holmbridge Pre-School was set up in 1970 in the premises of Holme Silver Band and since then it has provided an important and valuable service in village community. The Pre-School is a registered charity which offers a caring, safe learning environment where children learn through play and develop many skills. In April 2014 the Out of School Club was created to provide wrap around care for primary aged children from the local schools.

The Pre-School is managed by a committee of parents who volunteer their time to support it. The committee is responsible for reviewing policy and practice, fundraising and allocation of funds.

Our accounts for the year ended 31 July 20 show net positive receipts of £12,758 compared with net positive receipts of £27,738 for the previous year.

At the start of the year we maintained a steady number of children attending both the preschool and the Out of School Club. In addition, there has been an increase in the hours attended by preschool children due to the availability of 30 hours of funded childcare for eligible families.

This year we have been able to make some improvements to the setting with the refurbishment of the kitchen and toilet areas and the replacement of windows and doors.

During the year we lost one member of staff however we have been able to welcome two new members of staff to the team.

The Covid pandemic in the spring term meant that we had to temporarily close the setting however the receipt of government funding alongside financial reserves held by the setting meant that all staff were kept on full pay whilst children were not attending. The staff kept in touch with families by online means throughout, and furthered their own knowledge by accessing online training.

Reserves

We are mindful to retain a proportion of the reserves to protect the charity against a possible net shortfall due to low attendance figures and potential changes in funding from the local education authority.

Sufficient reserves must also be maintained such that in the unlikely event of closure costs including staff redundancies can be met.

Any surplus is available to be spent on the pre-school's needs as identified and agreed by the staff and committee. A proportion of the reserves will be used to make repairs and improvements to the setting.

Holmbridge Pre-School

Independent Examiner's Report on the Accounts of Holmbridge Pre-School for the year ended 31 July 2020

I report on the accounts of the charity as set out on pages 5 to 8.

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 the section 43(2) of the Charities Act 1993 does not apply and that an independent examination is needed. It is my responsibility to examine the accounts under section 43 of the 1993 Act; following the procedures laid down in the general Directions given by the Charity Commission under section 43(7)(b) of the 1993 Act and to state whether particular 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 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 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 no opinion is given as to whether the accounts present a "true and fair view" and the report is limited to those matters set out in the statement below.

Independent Examiner's Statement

In the course of my examination, no matter has come to my attention:

1) which gives me reasonable cause to believe that in, any material respect the requirements:

- a) to keep proper accounting records in accordance with section 41 of the 1993 Act; and
- b) to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the 1993 Act

have not 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:

Name:

Date:

Holmbridge Pre-School
Receipts and Payments Account
for the year ended 31 July 2020

	<i>Notes</i>	2020 Unrestricted Funds £	2020 Restricted Funds £	2020 Total funds £	2019 Total funds £
Receipts					
Grants and Donations	2	10,000	-	10,000	-
Pre-School Fees		74,459	-	74,459	56,069
Out of School Club Fees		32,933	-	32,933	44,958
Fundraising		-	-	-	60
Miscellaneous Income		-	-	-	-
Total Receipts		<u>117,392</u>	<u>-</u>	<u>117,392</u>	<u>101,087</u>
Payments					
Salaries and NICs		73,893	-	73,893	61,793
Rent and Rates		2,795	-	2,795	2,925
Insurance		560	-	560	552
Equipment and Consumables		749	-	749	859
Trips and Activities		66	-	66	86
Milk and Food		2,135	-	2,135	3,253
Administration		669	-	669	610
Telephone		1,133	-	1,133	1,034
Uniforms		179	-	179	270
Travel		-	-	-	-
Training		70	-	70	85
Subscriptions		50	-	50	50
Photographs		56	-	56	32
Fundraising Costs		-	-	-	-
Accountancy		-	-	-	-
Repairs and Renewals		21,789	-	21,789	1,619
Sundries		490	-	490	181
Total Payments		<u>104,634</u>	<u>-</u>	<u>104,634</u>	<u>73,349</u>
Net Receipts/(Payments)		12,758	-	12,758	27,738
Cash Fund Balances brought forward		78,099	1,332	79,431	51,693
Cash Fund Balances carried forward		<u>90,857</u>	<u>1,332</u>	<u>92,189</u>	<u>79,431</u>

Holmbridge Pre-School
Statement of Assets and Liabilities
for the year ended 31 July 2020

	2020 Unrestricted £	2020 Restricted £	2020 Total £	2019 Total £
Cash Funds				
Cash at Lloyds TSB	88,254	1,332	89,586	76,828
Cash at Yorkshire Bank	2,503	-	2,503	2,503
Cash in Hand	100	-	100	100
Total cash Funds	<u>90,857</u>	<u>1,332</u>	<u>92,189</u>	<u>79,431</u>

Other Monetary Assets

Debtors - fees

£

-

-

Assets Retained for the Organisation's Own Use

Computer (2014)

Liabilities

HMRC - PAYE

2020

£

-

-

2019

£

395

395

Approval of the Accounts

The annual report and accounts were approved at a meeting of the Trustees held on:

Date:

Name:

Signed:

on behalf of the Trustees.

Holmbridge Pre-School

Notes to the Accounts

For the year ended 31 July 2020

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 relief and is generally exempt from income tax and capital gains tax but not from VAT. Irrecoverable VAT is included in the cost of items to which it relates.

c Fund Accounting

Funds held by the charity 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.

Designated Funds

These are funds set aside by the Trustees out of unrestricted general funds for specific future purposes or projects.

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

Holmbridge Pre-School
Notes to the Accounts
for the year ended 31 July 2020

2 Grants and Donations	2020 Unrestricted Funds £	2020 Restricted Funds £	2020 Total funds £	2019 Total funds £
Kirklees MC - Coronavirus Grant	10,000	-	10,000	-
	<u>10,000</u>	<u>-</u>	<u>10,000</u>	<u>-</u>

3 Staff Costs and Numbers	2020 £	2019 £
Gross Salaries	71,988	60,607
Social Security Costs	-	-
AE Pension Costs	1,905	1,186
	<u>73,893</u>	<u>61,793</u>

The average number of employees during the year was 7 (2019: 6)

4 Restricted Funds Summary		Balance b/wd £	Incoming £	Outgoing £	Balance c/wd £
Kirklees MC	1	812	0	0	812
Kirklees MC	2	520	0	0	520
		<u>1332</u>	<u>0</u>	<u>0</u>	<u>1332</u>

Purpose of Restricted Funds

Kirklees MC	1	Graduate Leader Fund
Kirklees MC	2	To fund training of staff on non-mandatory courses.

5 Trustee Remuneration and Expenses

No Trustees received any remuneration or expenses during the accounting period.

6 Related Party Transactions

There were no related party transactions during this or the previous accounting period.