

Company registration number: 06699016

Charity registration number: 1129463

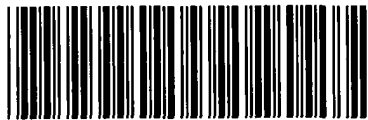
# Harlow Hilltop Pre School Limited

(A company limited by guarantee)

Annual Report and Financial Statements

for the Year Ended 31 August 2019

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# **Harlow Hilltop Pre School Limited**

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## **Harlow Hilltop Pre School Limited**

### **Reference and Administrative Details**

#### **Trustees**

MD Criddle (appointed 23 June 2017)

J Davies (appointed 28 March 2018)

S Gregory (appointed 18 June 2018)

J Potts (terminated 7 May 2019)

H Outhwaite (appointed 13 July 2018)

#### **Principal Office**

Harrogate Cricket Club

St. George's Road

Harrogate

North Yorkshire

HG2 9BP

The charity is incorporated in England and Wales.

#### **Company Registration Number**

6699016

#### **Charity Registration Number**

1129463

# **Harlow Hilltop Pre School Limited**

## **Trustees' Report**

### **Report of the trustees (incorporating the directors' report) for the year ended 31st August 2019**

The trustees present their report and the financial statements for the year ended 31st August 2019. The trustees, who are also the directors of Harlow Hilltop Pre-School Limited for the purposes of company law and who served during the year and up to the date set out on page 1.

### **Structure, governance and management**

The Company is a registered charity and a company limited by guarantee (incorporated). The charity is governed by its Memorandum and Articles of Association and Trustees are appointed in accordance with these.

Harlow Hilltop Pre-school Limited trades under the name 'Little Crickets Pre School'.

The Pre-school operates under the management of a Board of Directors with the day to day operation of the company managed by the Pre-school Manager.

The Pre-School currently employs 5 members of staff and an administrator. We also have 3 members of staff on zero hour contracts, plus an apprentice.

It provides care for up to 36 two-four year old children in morning sessions and up to 26 children in the afternoon session.

The Pre-school had increased levels of take up of child places throughout the year.

A special general meeting was held in the Summer Term and it was agreed to move the annual general meeting to the Autumn Term for this year and future years. Committee meetings are held every half term.

### **Objectives and Activities**

The charity's objective is to enhance the development and education of children primarily under the statutory school age by encouraging parents to understand and provide for the needs of their children through community groups and by:

- 1 Offering appropriate play, education and care facilities, and family learning and extended hours groups, together with the right opportunities for all the children whatever their race, culture, religion, means or ability
- 2 Encouraging the study of the needs of such children and their families and promoting public interest in and recognition of such needs in their local areas;

### **Achievements and performances**

The Charity took over the activities of the Harlow Hilltop Pre-school on 1<sup>st</sup> September 2009-

## Harlow Hilltop Pre School Limited

### Trustees' Report

#### Fundraising

During the course of the year we had various fundraising events which include:-

Christmas Cards, raffle, shop, sing-a-long, stories with Santa	606
Afternoon Tea event	572
Summer Party	523
Co-op Local Community Fund	363
Toddler Group	330
Wesley Chapel Coffee Mornings & Toy Sale	292
September Social	127
Clothing Collection	110
Bags2School	108
Donations from Parents	70
Bedtime Stories & Book Sale	69
Easyfundraising Site	65
Easter Raffle	47
NCT Sale	46
Donation from Hallmark Windows	40
Toy & Book Sale	39
Oatlands Community	39
Leavers Photos	30
Sale of Donated Dress-Ups	18
<b>Total</b>	<b>3,493</b>

This is a great achievement for all the staff, parents and volunteers who we rely on to support these events, to purchase new educational aids to maintain provision of a high-quality service for our children.

#### Public Benefit

The trustees have had due regard to the guidance issued by the Charity Commission on Public benefit.

#### Achievements

- 1 Delivering a second year of strong surpluses, driven by continued high numbers of children/sessions booked, enabling continued reinvestment back into the Pre-School.
- 2 £6,500 reinvested back into the Pre-school behind improvements to the outdoor area, resources and staff training.
- 3 Highly Commended in Harrogate Mumbler Awards 2018 in the Favourite Pre-school category and in the nominated shortlist again for 2019.
- 4 Recruitment of an apprentice to develop future talented childcare staff.

#### Financial review

##### Reserves

- 1 Held in line with the Charity Commissions guidelines
- 2 Surpluses over this level are invested into the setting to maximise the objectives as set out above

# **Harlow Hilltop Pre School Limited**

## **Trustees' Report**

### *Funding*

The charity's funding is received from three main sources:

- 1 From fund raising activities held throughout the academic year
- 2 From the payment of session fees by the Local Authority (for three to four year olds for the universal 15 hour provision and extended 30 hour entitlement).
- 3 From parents

### *Future considerations*

With the successful employment and training of an apprentice at Little Crickets this year, we will proactively advertise for a new apprentice for academic year 20/21 as a replacement for the current apprentice once her placement and training comes to an end.

We will continue to look for ways to advertise and promote Little Crickets to ensure children numbers booked increase throughout the academic year 19/20 as booked numbers for the Autumn term are currently lower than the last 2 years.

We will also start to discuss the lease renewal with the Cricket Club at the end of academic year 19/20 as the current lease will end in 2021.

### **Statements of trustees' responsibilities**

The trustees (who are also directors of Harlow Hilltop Pre School Limited for the purposes of company law) are responsible for preparing the Trustees' Annual report and the financial statements in accordance with applicable law and United Kingdom Generally Accepted Accounting Practice.

Company Law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure of the charitable company for that period. In preparing these financial statement, the trustees are required to:

- Select suitable accounting policies and the apply them consistently
- Observe the methods and principles of the Charities SORP;
- Make judgements and estimates that are reasonable and prudent;
- State whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

The trustees are responsible for keeping proper records which disclose with reasonable accuracy at any time the financial position of the charitable company and which enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking steps for the prevention and detection of fraud and other irregularities.

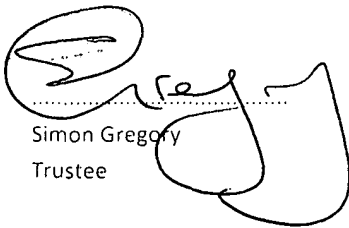
## Harlow Hilltop Pre School Limited

### Trustees' Report

#### Small company provision

This report has been prepared in accordance with the special provisions for small companies under Part 15 of the Companies Act 2006

Approved by the board of Trustees at its meeting on 26th September 2019 and signed on its behalf by:



Simon Gregory  
Trustee

# Harlow Hilltop Pre School Limited

## Statement of Financial Activities for the Year Ended 31 August 2019

(Including Income and Expenditure Account and Statement of Total Recognised Gains and Losses)

	Note	Other funds £	Total 2019 £
<b>Income and Endowments from:</b>			
Donations and legacies	3	3,493	3,493
Other trading activities	4	119,967	119,967
Total Income		<u>123,460</u>	<u>123,460</u>
<b>Expenditure on:</b>			
Other expenditure	5	(94,981)	(94,981)
Total Expenditure		<u>(94,981)</u>	<u>(94,981)</u>
Net income		<u>28,479</u>	<u>28,479</u>
Net movement in funds		28,479	28,479
<b>Reconciliation of funds</b>			
Total funds brought forward		<u>73,628</u>	<u>73,628</u>
Total funds carried forward	13	<u>102,107</u>	<u>102,107</u>
		<b>Other funds</b>	<b>Total</b>
			<b>2018</b>
	Note	£	£
<b>Income and Endowments from:</b>			
Donations and legacies	3	2,905	2,905
Other trading activities	4	118,936	118,936
Total Income		<u>121,841</u>	<u>121,841</u>
<b>Expenditure on:</b>			
Other expenditure	5	(92,636)	(92,636)
Total Expenditure		<u>(92,636)</u>	<u>(92,636)</u>
Net expenditure		<u>29,205</u>	<u>29,205</u>
Net movement in funds		29,205	29,205
<b>Reconciliation of funds</b>			
Total funds brought forward		<u>44,423</u>	<u>44,423</u>
Total funds carried forward	13	<u>73,628</u>	<u>73,628</u>

All of the charity's activities derive from continuing operations during the above two periods.

The funds breakdown for 2017 is shown in note 13.

# Harlow Hilltop Pre School Limited

(Registration number: 06699016)  
Balance Sheet as at 31 August 2019

	Note	2019 £	2018 £
<b>Fixed assets</b>			
Tangible assets	8	3,819	336
<b>Current assets</b>			
Debtors	9	223	-
Cash at bank and in hand		106,467	76,887
		<u>106,690</u>	<u>76,887</u>
Creditors: Amounts falling due within one year	10	(8,403)	(3,595)
		<u>98,287</u>	<u>73,292</u>
<b>Net current assets</b>			
		<u>98,287</u>	<u>73,292</u>
<b>Total assets less current liabilities</b>		102,106	73,628
Creditors: Amounts falling due after more than one year	11	-	-
<b>Net assets</b>		<u>102,106</u>	<u>73,628</u>
<b>Funds of the charity:</b>			
Other funds		<u>102,107</u>	<u>73,628</u>
<b>Total funds</b>	13	<u>102,107</u>	<u>73,628</u>

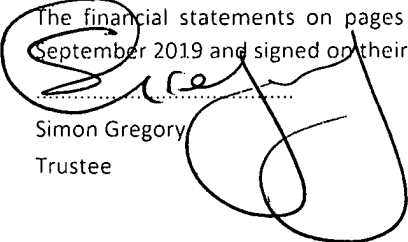
For the financial year ending 31 August 2019 the charity was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

## Directors' responsibilities:

- The members have not required the charity to obtain an audit of its accounts for the year in question in accordance with section 476; and
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

The financial statements on pages 7 to 20 were approved by the trustees, and authorised for issue on 26th September 2019 and signed on their behalf by:

  
Simon Gregory  
Trustee

## **Harlow Hilltop Pre School Limited**

### **Notes to the Financial Statements for the Year Ended 31 August 2019**

#### **1 Charity status**

The charity is a charity limited by guarantee and consequently does not have share capital. Each of the trustees is liable to contribute an amount not exceeding £1 towards the assets of the charity in the event of liquidation.

#### **2 Accounting policies**

##### **Summary of significant accounting policies and key accounting estimates**

The principal accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all the years presented, unless otherwise stated.

##### **Statement of compliance**

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

##### **Basis of preparation**

Harlow Hilltop Pre School Limited meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy notes.

##### **Going concern**

The trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern nor any significant areas of uncertainty that affect the carrying value of assets held by the charity.

##### **Exemption from preparing a cash flow statement**

The charity opted to early adopt Bulletin 1 published on 2 February 2016 and have therefore not included a cash flow statement in these financial statements.

##### **Income and endowments**

All income is recognised once the charity has entitlement to the income, it is probable that the income will be received and the amount of the income receivable can be measured reliably.

##### **Donations and legacies**

Donations are recognised when the charity has been notified in writing of both the amount and settlement date. In the event that a donation is subject to conditions that require a level of performance by the charity before the charity is entitled to the funds, the income is deferred and not recognised until either those conditions are fully met, or the fulfilment of those conditions is wholly within the control of the charity and it is probable that these conditions will be fulfilled in the reporting period.

## Harlow Hilltop Pre School Limited

### Notes to the Financial Statements for the Year Ended 31 August 2019

#### **Grants receivable**

Grants are recognised when the charity has an entitlement to the funds and any conditions linked to the grants have been met. Where performance conditions are attached to the grant and are yet to be met, the income is recognised as a liability and included on the balance sheet as deferred income to be released.

#### **Deferred income**

Deferred income represents amounts received for future periods and is released to incoming resources in the period for which, it has been received. Such income is only deferred when:

- The donor specifies that the grant or donation must only be used in future accounting periods; or
- The donor has imposed conditions which must be met before the charity has unconditional entitlement.

#### **Expenditure**

All expenditure is recognised once there is a legal or constructive obligation to that expenditure, it is probable settlement is required and the amount can be measured reliably. All costs are allocated to the applicable expenditure heading that aggregate similar costs to that category. Where costs cannot be directly attributed to particular headings they have been allocated on a basis consistent with the use of resources, with central staff costs allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use. Other support costs are allocated based on the spread of staff costs.

#### **Support costs**

Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of resources, for example, allocating property costs by floor areas, or per capita, staff costs by the time spent and other costs by their usage.

#### **Taxation**

The charity is considered to pass the tests set out in Paragraph 1 Schedule 6 of the Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes. Accordingly, the charity is potentially exempt from taxation in respect of income or capital gains received within categories covered by Chapter 3 Part 11 of the Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992, to the extent that such income or gains are applied exclusively to charitable purposes.

#### **Tangible fixed assets**

Individual fixed assets costing £0.00 or more are initially recorded at cost, less any subsequent accumulated depreciation and subsequent accumulated impairment losses.

#### **Depreciation and amortisation**

Depreciation is provided on tangible fixed assets so as to write off the cost or valuation, less any estimated residual value, over their expected useful economic life as follows:

Land and buildings	20% straight line
Fixtures and fittings	25% reducing balance

## Harlow Hilltop Pre School Limited

### Notes to the Financial Statements for the Year Ended 31 August 2019

#### Trade debtors

Trade debtors are amounts due from customers for merchandise sold or services performed in the ordinary course of business.

Trade debtors are recognised initially at the transaction price. They are subsequently measured at amortised cost using the effective interest method, less provision for impairment. A provision for the impairment of trade debtors is established when there is objective evidence that the charity will not be able to collect all amounts due according to the original terms of the receivables.

#### Cash and cash equivalents

Cash and cash equivalents comprise cash on hand and call deposits, and other short-term highly liquid investments that are readily convertible to a known amount of cash and are subject to an insignificant risk of change in value.

#### Trade creditors

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of business from suppliers. Accounts payable are classified as current liabilities if the charity does not have an unconditional right, at the end of the reporting period, to defer settlement of the creditor for at least twelve months after the reporting date. If there is an unconditional right to defer settlement for at least twelve months after the reporting date, they are presented as non-current liabilities.

Trade creditors are recognised initially at the transaction price and subsequently measured at amortised cost using the effective interest method.

#### Pensions and other post retirement obligations

The charity operates a defined contribution pension scheme which is a pension plan under which fixed contributions are paid into a pension fund and the charity has no legal or constructive obligation to pay further contributions even if the fund does not hold sufficient assets to pay all employees the benefits relating to employee service in the current and prior periods.

Contributions to defined contribution plans are recognised in the Statement of Financial Activities when they are due. If contribution payments exceed the contribution due for service, the excess is recognised as a prepayment.

#### 3 Income from donations and legacies

	Other funds £	Total 2019 £	Total 2018 £
Donations and legacies;			
Donations from individuals	3,493	3,493	2,905
	<u>3,493</u>	<u>3,493</u>	<u>2,905</u>

# Harlow Hilltop Pre School Limited

## Notes to the Financial Statements for the Year Ended 31 August 2019

### 4 Income from other trading activities

	Other funds £	Total 2019 £	Total 2018 £
Trading income;			
Other trading income	119,897	119,897	118,795
Other income from other trading activities	70	70	141
	<u>119,967</u>	<u>119,967</u>	<u>118,936</u>

### 5 Other expenditure

	Note	Other funds £	Total 2019 £	Total 2018 £
Staff costs				
Wages and salaries		62,335	62,335	58,904
Pension costs		486	486	257
Other staff costs		1,137	1,137	365
Depreciation, amortisation and other similar costs		1,273	1,273	3,492
Allocated support costs		29,750	29,750	29,618
		<u>94,981</u>	<u>94,981</u>	<u>92,636</u>

### 6 Staff costs

The aggregate payroll costs were as follows:

	2019 £	2018 £
Staff costs during the year were:		
Wages and salaries	62,335	58,904
Pension costs	486	257
Other staff costs	1,137	365
	<u>63,958</u>	<u>59,526</u>

The monthly average number of persons (including senior management team) employed by the charity during the year expressed as full time equivalents was as follows:

	2019 No	2018 No
Employees	8	8
No employee received emoluments of more than £60,000 during the year.		

# Harlow Hilltop Pre School Limited

## Notes to the Financial Statements for the Year Ended 31 August 2019

### 7 Taxation

The charity is a registered charity and is therefore exempt from taxation.

### 8 Tangible fixed assets

	Land and buildings	Plant and machinery	Furniture and equipment	Total
	£	£	£	£
<b>Cost</b>				
At 1 September 2018	52,009	-	1,309	53,318
Additions		4,196	560	4,756
At 31 August 2019	52,009	4,196	1,869	58,074
<b>Depreciation</b>				
At 1 September 2018	52,009	-	973	52,982
Charge for the year	-	1,049	224	1,273
At 31 August 2019	52,009	1,049	1,197	54,255
<b>Net book value</b>				
At 31 August 2019	-	3,147	672	3,819
At 31 August 2018	-	-	336	336

### 9 Debtors

	2019	2018
	£	£
Prepayments	223	-
Other debtors	-	-
	223	-

### 10 Creditors: amounts falling due within one year

	2019	2018
	£	£
Trade creditors	-	-
Other creditors	-	-
Accruals	2,459	1,032
Deferred income	-	1,667
Net wages	4,982	-
Other taxes and social security	962	896
	8,403	3,595

### 11 Creditors: amounts falling due after one year

	2019	2018
	£	£
Deferred income	-	-

# Harlow Hilltop Pre School Limited

## Notes to the Financial Statements for the Year Ended 31 August 2019

### 12 Pension and other schemes

#### Defined contribution pension scheme

The charity operates a defined contribution pension scheme. The pension cost charge for the year represents contributions payable by the charity to the scheme and amounted to £486 (2018 - £257).

### 13 Funds

	Balance at 1 September 2018	Incoming resources	Resources expended	Balance at 31 August 2019
	£	£	£	£
Other funds	73,628	123,460	(94,981)	102,107

	Balance at 1 September 2017	Incoming resources	Resources expended	Balance at 31 August 2018
	£	£	£	£
Other funds	44,423	121,841	(92,636)	73,628

### 14 Analysis of net assets between funds

	Unrestricted funds	2019	2018
	General	Total funds	
	£	£	
Tangible fixed assets	3,819	3,819	336
Current assets	106,690	106,690	76,887
Current liabilities	(8,403)	(8,403)	(3,595)
Creditors over 1 year	-	-	-
Total net assets	102,106	102,106	73,628

### 15 Analysis of net funds

	At 1 September 2018	Cash flow	At 31 August 2019
	£	£	£
Cash at bank and in hand	76,887	29,580	106,467
Net debt	76,887	29,580	106,467