

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 2016

CCF Accountancy Limited  
Chartered Certified Accountants  
Ground Floor, 30 Victoria Avenue  
Harrogate  
HG1 5PR

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# Harlow Hilltop Pre School Limited

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**Harlow Hilltop Pre School Limited**  
**Reference and Administrative Details**

<b>Charity name</b>	Harlow Hilltop Pre School Limited
<b>Charity registration number</b>	1129463
<b>Company registration number</b>	06699016
<b>Trustees</b>	Karen Phillips Helen Jackson (Terminated 22 September 2016) Emma Johnson (Terminated 22 September 2016) Kate Kell (Terminated 18 July 2016) David Redhouse Kristen Rhodes Nicola William Janet Entwistle (Appointed 12 March 2016) (Termination 18 July 2016)
<b>Secretary</b>	Helen Fogerty (Resigned 22 November 2015)
<b>Accountant</b>	CCF Accountancy Limited Ground Floor, 30 Victoria Avenue Harrogate HG1 5PR

## **Harlow Hilltop Pre School Limited**

### **Trustees' Report**

#### **Report of the trustees (incorporating the directors' report) for the year ended 31st August 2016**

The trustees present their report and the financial statements for the year ended 31st August 2016. 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 structure is governed by its Memorandum and Articles of Association. The Company is a registered charity and a company limited by guarantee. Trustees are appointed in accordance with the Memorandum and Articles of Association.

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 10 members of staff (One of these provides administrative support and two are on zero contracts providing cover when demand occurs). It provides care for 24 three-four year old places & 12 two year old in the morning and 26 three-four year old children in the afternoon.

The Pre-school has maintained a high level of take up of the overall places throughout the year.

The annual general meeting is normally held in the Summer Term and 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 1st September 2009

#### **Fundraising**

Events in the year:

- Bags 2 School regularly raised money throughout the year – raising £102
- 1054 BR 27/10/2015 1225 Simmons SAJ
- Halloween Party for children raised - £97
- Bedtimes Stories raised £56
- Sale of Xmas Cards raised £36

## **Harlow Hilltop Pre School Limited**

### **Trustees' Report**

- Shopping Bags raised £12
- Baubles raised - £18
- Xmas Fair – raised £534
- Christmas Raffle – raised £63
- 1st Aid Course for parents – raised £105
- Clothes Collection money – raised £129
- Easter parade and cake bake – raised ££37
- Quiz night – raised £164
- Stall at Ashville triathlon – raised £45
- Fundraising Summer Fair - £900
- Graduation and Sports Day - £115

#### **Public Benefit**

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

#### **Achievements**

1. Another year in a total of 42, delivering high quality childcare to the Harrogate community.
2. Nominated for Mumbler Award
3. Signing of lease for setting premises
4. Retention of staff with continuing training to maintain personal and professional development

#### **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

##### *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
3. From parents

##### *Future considerations*

**Harlow Hilltop Pre School Limited****Trustees' Report**

As the summer term came to an end a review of the numbers of children enrolled for the autumn term showed a significant reduction in numbers on previous years. A reduction in the birth rate for children of pre-school age, an over provision of places, (ahead of the Government introducing 30 hours provision), and the addition of a new 20 place 2 year old setting in a local school are all seen as contributing factors. Priority will be given to carrying out a review of the business plan and the financial implications in the light of the updated enrolled figures in the Autumn Term.

**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.

**Small company provisions**

This report has been prepared in accordance with the small companies regime under the Companies Act 2006.

Approved by the Board on 30 March 2017 and signed on its behalf by:



David Redhouse  
Trustee

## **Independent Examiner's Report to the Trustees of Harlow Hilltop Pre School Limited**

I report on the accounts of the company for the year ended 31 August 2016, which are set out on pages 6 to 15

### **Respective responsibilities of trustees and examiner**

The trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- follow the procedures laid down in the General Directions given by the Charity Commission under section 145 (5) (b) of the 2011 Act; and
- 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 connection with my 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 386 of the Companies Act 2006; and
  - to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charitieshave 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.

**CCF Accountancy Ltd.**  
CCF Accountancy Limited  
Chartered Certified Accountants

30 March 2017

Ground Floor, 30 Victoria Avenue  
Harrogate  
HG1 5PR

# Harlow Hilltop Pre School Limited

## Statement of Financial Activities (including Income and Expenditure Account) for the Year Ended 31 August 2016

		Unrestricted Funds	Total Funds 2016	Total Funds 2015
	Note	£	£	£
<b>Incoming resources</b>				
Incoming resources from generated funds				
Voluntary income	2	4,102	4,102	5,484
Investment income	3	-	-	7
Incoming resources from charitable activities	4	91,187	91,187	105,609
Total incoming resources		<u>95,289</u>	<u>95,289</u>	<u>111,100</u>
<b>Resources expended</b>				
Charitable activities	5	<u>100,927</u>	<u>100,927</u>	<u>105,607</u>
Total resources expended		<u>100,927</u>	<u>100,927</u>	<u>105,607</u>
Net movements in funds		(5,638)	(5,638)	5,493
<b>Reconciliation of funds</b>				
Total funds brought forward		47,038	47,038	41,302
Total funds carried forward		<u>41,400</u>	<u>41,400</u>	<u>46,795</u>

The notes on pages 9 to 15 form an integral part of these financial statements.



**Harlow Hilltop Pre School Limited (Registration number: 06699016)**

**Balance Sheet as at 31 August 2016**

		2016		2015	
	Note	£	£	£	£
<b>Fixed assets</b>					
Tangible assets	10		14,379		23,546
<b>Current assets</b>					
Debtors	11	260			
Cash at bank and in hand		32,856		30,959	
		<u>33,116</u>		<u>30,959</u>	
<b>Creditors: Amounts falling due within one year</b>	12	<u>(2,762)</u>		<u>(2,711)</u>	
<b>Net current assets</b>			<u>30,354</u>		<u>28,248</u>
<b>Total assets less current liabilities</b>			44,733		51,794
<b>Creditors: Amounts falling due after more than one year</b>	13		<u>(3,333)</u>		<u>(4,999)</u>
<b>Net assets</b>			<u><u>41,400</u></u>		<u><u>46,795</u></u>
<b>The funds of the charity:</b>					
<b>Unrestricted funds</b>					
Unrestricted income funds			<u>41,400</u>		<u>46,795</u>
<b>Total charity funds</b>			<u><u>41,400</u></u>		<u><u>46,795</u></u>

The notes on pages 9 to 15 form an integral part of these financial statements.

**Harlow Hilltop Pre School Limited (Registration number: 06699016)**

**Balance Sheet as at 31 August 2016**

..... *continued*

For the financial year ended 31 August 2016, the charity was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

The members have not required the charity to obtain an audit of its accounts for the year in question in accordance with section 476.

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 and with the Financial Reporting Standard for Smaller Entities (effective April 2008 January 2015).

Approved by the Board on 30 March 2017 and signed on its behalf by:



David Redhouse  
Trustee

The notes on pages 9 to 15 form an integral part of these financial statements.

## **Harlow Hilltop Pre School Limited**

### **Notes to the Financial Statements for the Year Ended 31 August 2016**

#### **1 Accounting policies**

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

The financial statements have been prepared under the historical cost convention and in accordance with the Statement of Recommended Practice 'Accounting and Reporting by Charities (SORP 2005)', issued in March 2005, the Financial Reporting Standard for Smaller Entities (effective January 2015) and the Companies Act 2006.

##### **Fund accounting policy**

Unrestricted income funds are general funds that are available for use at the trustees' discretion in furtherance of the objectives of the charity.

Further details of each fund are disclosed in note 16.

##### **Incoming resources**

Donations are recognised where there is entitlement, certainty of receipt and the amount can be measured with sufficient reliability.

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 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.

Investment income is recognised on a receivable basis.

Income from charitable activities includes income recognised as earned (as the related goods or services are provided) under contract.

##### **Resources expended**

Liabilities are recognised as soon as there is a legal or constructive obligation committing the charity to the expenditure. All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category.

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

##### **Depreciation**

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:

Freehold interest in land and buildings (including heritage	20% straight line basis
Fixtures, fittings and equipment	25% Reducing Balance

# Harlow Hilltop Pre School Limited

## Notes to the Financial Statements for the Year Ended 31 August 2016

..... continued

### Operating leases

Rentals payable under operating leases are charged in the statement of financial activities on a straight line basis over the lease term.

### 2 Voluntary income

	Unrestricted Funds £	Total Funds 2016 £	Total Funds 2015 £
<b>Donations and legacies</b>			
Appeals and donations	2,436	2,436	3,817
<b>Grants</b>			
Fees and supplies	1,666	1,666	1,667
	<u>4,102</u>	<u>4,102</u>	<u>5,484</u>

### 3 Investment income

	Unrestricted Funds £	Total Funds 2016 £	Total Funds 2015 £
Income from other investments	-	-	7

### 4 Incoming resources from charitable activities

	Unrestricted Funds £	Total Funds 2016 £	Total Funds 2015 £
<b>Charitable activity 1</b>			
Fees and supplies	91,187	91,187	105,609

# Harlow Hilltop Pre School Limited

## Notes to the Financial Statements for the Year Ended 31 August 2016

..... continued

### 5 Total resources expended

	Charitable activity 1	Total
	£	£
<b>Direct costs</b>		
Cost of goods sold	2,133	2,133
Employment costs	65,935	65,935
Establishment costs	12,407	12,407
Repairs and maintenance	1,123	1,123
Office expenses	874	874
Printing, posting and stationery	1,258	1,258
Subscriptions and donations	98	98
Sundry and other costs	185	185
Cleaning	2,882	2,882
Advertising and promotion	422	422
Entertainment	75	75
Accountancy fees	2,492	2,492
Legal and professional costs	442	442
Depreciation of tangible fixed assets	10,601	10,601
	<u>100,927</u>	<u>100,927</u>

### 6 Trustees' remuneration and expenses

No trustees received any remuneration during the year.

### 7 Net (expenditure)/income

Net (expenditure)/income is stated after charging:

	2016 £	2015 £
Depreciation of tangible fixed assets	<u>10,601</u>	<u>10,380</u>

## Harlow Hilltop Pre School Limited

### Notes to the Financial Statements for the Year Ended 31 August 2016

..... continued

#### 8 Employees' remuneration

The aggregate payroll costs of these persons were as follows:

	2016	2015
	£	£
Wages and salaries	<u>63,536</u>	<u>66,490</u>

#### 9 Taxation

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

# Harlow Hilltop Pre School Limited

## Notes to the Financial Statements for the Year Ended 31 August 2016

..... continued

### 10 Tangible fixed assets

	Land and buildings £	Plant & machinery £	Total £
<b>Cost</b>			
As at 1 September 2015	50,575	1,309	51,884
Additions	1,434		1,434
As at 31 August 2016	<u>52,009</u>	<u>1,309</u>	<u>53,318</u>
<b>Depreciation</b>			
As at 1 September 2015	27,825	513	28,338
Charge for the year	10,402	199	10,601
As at 31 August 2016	<u>38,227</u>	<u>712</u>	<u>38,939</u>
<b>Net book value</b>			
As at 31 August 2016	<u>13,782</u>	<u>597</u>	<u>14,379</u>
As at 31 August 2015	<u>22,750</u>	<u>796</u>	<u>23,546</u>

### 11 Debtors

	2016 £	2015 £
Prepayments and accrued income	<u>260</u>	<u>-</u>

## Harlow Hilltop Pre School Limited

### Notes to the Financial Statements for the Year Ended 31 August 2016

..... continued

#### 12 Creditors: Amounts falling due within one year

	2016 £	2015 £
Trade creditors	367	-
Taxation and social security	248	564
Accruals and deferred income	2,147	2,147
	<u>2,762</u>	<u>2,711</u>

Creditors amounts falling due within one year includes deferred income:

	2016 £	2015 £
Grant income deferred <1 year	1,667	1,667
Grant income deferred <1 year	<u>1,667</u>	<u>1,667</u>

#### 13 Creditors: Amounts falling due after more than one year

	2016 £	2015 £
Accruals and deferred income	<u>3,333</u>	<u>4,999</u>

Creditors amounts falling due after more than one year includes deferred income:

	2016 £	2015 £
Grant income deferred >1 year	3,333	4,999
Grant income deferred >1 year	<u>3,333</u>	<u>4,999</u>

#### 14 Members' liability

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



# Harlow Hilltop Pre School Limited

## Notes to the Financial Statements for the Year Ended 31 August 2016

..... continued

### 15 Related parties

#### Controlling entity

The charity is controlled by the trustees who are all directors of the company.

### 16 Analysis of funds

	At 1 September 2015	Incoming resources	Resources expended	At 31 August 2016
	£	£	£	£
<b>General Funds</b>				
Unrestricted income fund	47,038	95,289	(100,927)	41,400

### 17 Net assets by fund

	Unrestricted Funds	Total Funds 2016	Total Funds 2015
	£	£	£
Tangible assets	14,379	14,379	23,546
Current assets	33,116	33,116	30,959
Creditors: Amounts falling due within one year	(2,762)	(2,762)	(2,711)
Creditors: Amounts falling due after more than one year	(3,333)	(3,333)	(4,999)
Net assets	41,400	41,400	46,795

# Harlow Hilltop Pre School Limited

## Statement of financial activities by fund Year Ended 31 August 2016

	Unrestricted income fund 2016	Unrestricted income fund 2015
	£	£
<b>Incoming resources</b>		
Incoming resources from generated funds		
Voluntary income	4,102	5,484
Investment income	-	7
Incoming resources from charitable activities	91,187	105,609
Total incoming resources	<u>95,289</u>	<u>111,100</u>
<b>Resources expended</b>		
Charitable activities	100,927	105,607
Total resources expended	<u>100,927</u>	<u>105,607</u>
Net movements in funds	(5,638)	5,493
<b>Reconciliation of funds</b>		
Total funds brought forward	47,038	41,302
Total funds carried forward	<u>41,400</u>	<u>46,795</u>

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