

OUR LADY'S FIRST STEPS PRE-SCHOOL

England & Wales · Charity number 1018543

Details

Other names	BANKFIELD UNDER 5'S
Status	Registered
Legal form	Other
Registered	1993-03-10
Register	View on the Charity Commission register

Contact

Address	Our Lady's First Steps Nursery Clinton View Widnes WA8 8JN
Phone	01514245500
Email	ourladysfirststeps@googlemail.com

Activities

Objects: THE AIMS OF THE PRE-SCHOOL ARE 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 AND BY:(A) OFFERING APPROPRIATE PLAY, EDUCATION AND CARE FACILITIES, FAMILY LEARNING AND EXTENDED HOURS GROUPS, TOGETHER WITH THE RIGHT OF PARENTS TO TAKE RESPONSIBILITY FOR AND TO BECOME INVOLVED IN THE ACTIVITIES OF SUCH GROUPS, ENSURING THAT SUCH GROUPS OFFER OPPORTUNITIES FOR ALL CHILDREN WHATEVER THEIR RACE, CULTURE, RELIGION, MEANS OR ABILITY;(B) ENCOURAGING THE STUDY OF THE NEEDS OF SUCH CHILDREN AND THEIR FAMILIES AND PROMOTING PUBLIC INTEREST IN AND RECOGNITION OF SUCH NEEDS IN THE LOCAL AREAS;(C) INSTIGATING AND ADHERING TO AND FURTHERING THE AIMS AND OBJECTS OF THE PRE-SCHOOL LEARNING ALLIANCE.

Activities: Provision of care and education for under 5's and wrap around education for children up to the age of 12 years

Classification

- **How:** Other Charitable Activities
- **What:** Education/training
- **Who:** Children/young People

Geography

- Halton

Finances

Period end	Income	Expenditure	Assets	Employees
2024-08-31	£791,311	£779,995	£22,152	34
2023-08-31	£676,044	£753,886	£10,836	33
2022-08-31	£672,939	£644,442	£88,678	34
2021-08-31	£581,368	£626,318	£60,181	33
2020-08-31	£600,995	£584,461	£105,131	33

Trustees

Name	Role	Appointed
PAT WHIMPERLEY	Chair	
ANN GIBSON		
ELAINE GASKIN		

OUR LADY'S FIRST STEPS PRE-SCHOOL

England & Wales - Charity number 1018543

Accounts

Charity registration number 1018543

OUR LADY'S FIRST STEPS PRE SCHOOL
ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2024

OUR LADY'S FIRST STEPS PRE SCHOOL

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees	M Gaskin P Whimperley A Gibson
Charity number	1018543
Principal address	Clinton View Widnes Cheshire WA8 8JN
Independent examiner	Mitchell Charlesworth Glebe Business Park Lunts Heath Road Widnes Cheshire WA8 5SQ

OUR LADY'S FIRST STEPS PRE SCHOOL

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OUR LADY'S FIRST STEPS PRE SCHOOL

TRUSTEES' REPORT

FOR THE YEAR ENDED 31 AUGUST 2024

The trustees present their annual report and financial statements for the year ended 31 August 2024.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the charity's constitution, the Charities Act 2011 and "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 2019)".

Objectives and activities

The charity's objects are to enhance the development and education of children primarily under statutory school aged by encouraging parents to understand and provide for the needs of their children through community groups and by; (A) Offering appropriate play, education and care facilities, family learning and extended hours groups, together with the right of parents to take responsibility for and to become involved in the activities of such groups, ensuring that such groups offer opportunities for all children whatever their race, culture, religion, means or ability. (B) Encouraging the study of the needs of such children and their families and promoting public interest in and recognition of such needs in the local areas. (C) Instigating and adhering to and furthering the aims and objects of the pre-school learning alliance. There has been no change in these during the year.

The trustees have paid due regard to guidance issued by the Charity Commission in deciding what activities the charity should undertake.

Achievements and performance

The manager thanked the long standing committee members for being understanding and agreeing to remain active until the new committee members can be appointed. Due to administration errors on Ofsted's part, it is taking longer for the new committee members to obtain clearance.

Staff continue to remain committed to supporting all children and their families, staff are working hard to support the high level of children with SEND. Due to the high level of children with additional needs, we are funding extra support staff in the preschool rooms which in turn, is contributing to the high wage bill. We are pleased to have been able to put off increasing fees for parents and continue to provide affordable, high quality childcare for local families.

Financial review

At the year end the bank account is showing a positive bank balance of £5,559 which is pleasing as at the closure of the previous year we had a negative bank balance of over £7,000.

One of the most pleasing things to report is that we are no longer using Halton Borough Council for our school meals and as of April, have employed our own staff and sourced our own food etc. which in the long term will help to reduce our food costs whilst providing quality home cooked food for the children. Tracey Owen is also pleased to report that as of October 2024, we are no longer in debt to the council and all of the extortionate VAT bill has now been paid in full. The nursery wage bill increased on the previous year by almost 9%. This is largely due to the 6.7% increase in the minimum wage and employing our own kitchen staff.

It has been pleasing this year to be able to replace some carpets. The Foundation's room old double entrance door has now been replaced with a UPVC door and all classrooms have been painted and enhanced with new equipment and toys.

Going forward, the introduction of the funding for babies from 9 months old of eligible parents and the higher hourly rates this brings, should hopefully help the nursery's incoming finances and help to compensate for the fact we have fewer children attending at the start of this school year than in the previous year. Hopefully as the year progresses, the number of children attending will increase.

OUR LADY'S FIRST STEPS PRE SCHOOL

TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2024

Reserves policy

It is the policy of the charity that unrestricted funds which have not been designated for a specific use should be maintained at a level equivalent to between three and six month's expenditure. The trustees considers that reserves at this level will ensure that, in the event of a significant drop in funding, they will be able to continue the charity's current activities while consideration is given to ways in which additional funds may be raised. This level of reserves has been maintained throughout the year.

Risk policy

The trustees has assessed the major risks to which the charity is exposed, and are satisfied that systems are in place to mitigate exposure to the major risks.

Plans for future periods

Continue to improve the nursery environment inside and outside. Ensure all staff continue to develop their skills by providing in-house training. To provide work shops for parents to attend alongside staff.

Structure, governance and management

The charity is registered in England and Wales under a Constitution adopted on 14 January 1993 as amended on 1 December 1999 and by a scheme of amendment on 1 March 2017.

Trustees

The trustees who served during the year and up to the date of signature of the financial statements were:

M Gaskin
P Whimperley
A Gibson

Chairperson's closing report

Pat Whimperley thanked all staff and the management team who continue to show dedication to the children and parents. The nursery has a very good reputation in the community and this is largely due to them.

Hopefully, the nee committee will be able to take up their roles in the near future, I wish them all the luck in the world. I am sure they will find it a rewarding role.

The trustees' report was approved by the Board of Trustees.

M Gaskin
Trustee

25 June 2025

OUR LADY'S FIRST STEPS PRE SCHOOL

INDEPENDENT EXAMINER'S REPORT

TO THE TRUSTEES OF OUR LADY'S FIRST STEPS PRE SCHOOL

I report to the trustees on my examination of the financial statements of Our Lady's First Steps Pre school (the charity) for the year ended 31 August 2024.

Responsibilities and basis of report

As the trustees of the charity you are responsible for the preparation of the financial statements in accordance with the requirements of the Charities Act 2011 (the 2011 Act).

I report in respect of my examination of the charity's financial statements carried out under section 145 of the 2011 Act. In carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

Since the charity's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of chartered, which is one of the listed bodies.

Your attention is drawn to the fact that the charity has prepared financial statements in accordance with Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) in preference to the Accounting and Reporting by Charities: Statement of Recommended Practice issued on 1 April 2005 which is referred to in the extant regulations but has now been withdrawn.

I understand that this has been done in order for financial statements to provide a true and fair view in accordance with Generally Accepted Accounting Practice effective for reporting periods beginning on or after 1 January 2015.

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

- 1 accounting records were not kept in respect of the charity as required by section 130 of the 2011 Act; or
- 2 the financial statements do not accord with those records; or
- 3 the financial statements do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the financial statements to be reached.

P L Griffiths FCA DChA on behalf of
Mitchell Charlesworth

Glebe Business Park
Lunts Heath Road
Widnes
Cheshire
WA8 5SQ

Dated: 25 June 2025

OUR LADY'S FIRST STEPS PRE SCHOOL

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 AUGUST 2024

	Notes	Unrestricted funds 2024 £	Unrestricted funds 2023 £
Income from:			
Charitable activities	2	791,311	676,044
Total income		791,311	676,044
Expenditure on:			
Charitable activities	3	779,995	753,886
Total expenditure		779,995	753,886
Net income/(expenditure) and movement in funds		11,316	(77,842)
Reconciliation of funds:			
Fund balances at 1 September 2023		10,836	88,678
Fund balances at 31 August 2024		22,152	10,836

OUR LADY'S FIRST STEPS PRE SCHOOL

BALANCE SHEET

AS AT 31 AUGUST 2024

		2024		2023	
	Notes	£	£	£	£
Fixed assets					
Tangible assets	9		34,690		51,294
Current assets					
Debtors	10	13,164		12,570	
Cash at bank and in hand		5,559		-	
		<u>18,723</u>		<u>12,570</u>	
Creditors: amounts falling due within one year	12	<u>(31,261)</u>		<u>(53,028)</u>	
Net current liabilities			<u>(12,538)</u>		<u>(40,458)</u>
Total assets less current liabilities			<u>22,152</u>		<u>10,836</u>
The funds of the charity					
Unrestricted funds	14		22,152		10,836
			<u>22,152</u>		<u>10,836</u>

The financial statements were approved by the trustees on 25 June 2025

M Gaskin
Trustee

OUR LADY'S FIRST STEPS PRE SCHOOL

STATEMENT OF CASH FLOWS

FOR THE YEAR ENDED 31 AUGUST 2024

	Notes	2024 £	£	2023 £	£
Cash flows from operating activities					
Cash generated from/(absorbed by) operations	16		15,992		(24,560)
Investing activities					
Purchase of tangible fixed assets		(2,866)		(2,853)	
Net cash used in investing activities					
			(2,866)		(2,853)
Net cash used in financing activities					
			-		-
Net increase/(decrease) in cash and cash equivalents					
			13,126		(27,413)
Cash and cash equivalents at beginning of year					
			(7,567)		19,846
Cash and cash equivalents at end of year					
			5,559		(7,567)
Relating to:					
Cash at bank and in hand					
			5,559		-
Bank overdrafts included in creditors payable within one year					
			-		(7,567)

OUR LADY'S FIRST STEPS PRE SCHOOL

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 AUGUST 2024

1 Accounting policies

Charity information

Our Lady's First Steps Pre School is a charity incorporated in England and Wales. The principal office is Clinton View, Widnes, Cheshire, WA8 8JN. The nature of the charity's operations and principal activities are described in the Trustees' Report on page 1.

1.1 Accounting convention

The financial statements have been prepared in accordance with the charity's constitution adopted on 14 January 1993 as amended on 1 December 1999 and by a scheme of variation dated 1 March 2017, the Charities Act 2011 and "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 2019)". The charity is a Public Benefit Entity as defined by FRS 102.

The financial statements have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a true and fair view. This departure has involved following the Statement of Recommended Practice for charities applying FRS 102 rather than the version of the Statement of Recommended Practice which is referred to in the Regulations but which has since been withdrawn.

The financial statements are prepared in sterling, which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention. The principal accounting policies adopted are set out below.

1.2 Going concern

At the time of approving the financial statements, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives.

Restricted funds are subject to specific conditions by donors or grantors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

1.4 Income

Income is recognised when the charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Income from nursery fees is recognised in accordance with the period to which the fees relate.

Cash donations are recognised on receipt. Other donations are recognised once the charity has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Legacies are recognised on receipt or otherwise if the charity has been notified of an impending distribution, the amount is known, and receipt is expected. If the amount is not known, the legacy is treated as a contingent asset.

OUR LADY'S FIRST STEPS PRE SCHOOL

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2024

1 Accounting policies

(Continued)

1.5 Expenditure

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement, and the amount of the obligation can be measured reliably.

Expenditure is classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spent, and depreciation charges are allocated on the portion of the asset's use.

1.6 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

Improvements to property	10% straight line
Fixtures and fittings	15% straight line
Computers	33.3% straight line

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in the statement of financial activities.

1.7 Impairment of fixed assets

At each reporting end date, the charity reviews the carrying amounts of its tangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any).

1.8 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

1.9 Financial instruments

The charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the charity's balance sheet when the charity becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

OUR LADY'S FIRST STEPS PRE SCHOOL

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2024

1 Accounting policies

(Continued)

Basic financial assets

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

Impairment of financial assets

Financial assets, other than those held at fair value through income and expenditure, are assessed for indicators of impairment at each reporting date. Financial assets are impaired where there is objective evidence that, as a result of one or more events that occurred after the initial recognition of the financial asset, the estimated future cash flows have been affected.

If an asset is impaired, the impairment loss is the difference between the carrying amount and the present value of the estimated cash flows discounted at the asset's original effective interest rate. The impairment loss is recognised in net income/(expenditure) for the year.

If there is a decrease in the impairment loss arising from an event occurring after the impairment was recognised, the impairment is reversed. The reversal is such that the current carrying amount does not exceed what the carrying amount would have been, had the impairment not previously been recognised. The impairment reversal is recognised in net income/(expenditure) for the year.

Derecognition of financial assets

Financial assets are derecognised only when the contractual rights to the cash flows from the asset expire or are settled, or when the charity transfers the financial asset and substantially all the risks and rewards of ownership to another entity, or if some significant risks and rewards of ownership are retained but control of the asset has transferred to another party that is able to sell the asset in its entirety to an unrelated third party.

Basic financial liabilities

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

Derecognition of financial liabilities

Financial liabilities are derecognised when the charity's contractual obligations expire or are discharged or cancelled.

1.10 Employee benefits

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the charity is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

OUR LADY'S FIRST STEPS PRE SCHOOL

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2024

1 Accounting policies **(Continued)**

1.11 Retirement benefits

Payments to defined contribution retirement benefit schemes are charged as an expense as they fall due.

2 Income from charitable activities

	Unrestricted funds 2024 £	Unrestricted funds 2023 £
Charitable activities		
Nursery fees	433,546	376,688
Milk reimbursement	1,742	2,355
Other income	1,648	3,833
Nursery income	354,375	293,168
	<u>791,311</u>	<u>676,044</u>

OUR LADY'S FIRST STEPS PRE SCHOOL

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2024

3 Expenditure on charitable activities

	Charitable Expenditure 2024 £	Charitable Expenditure 2023 £
Direct costs		
Staff costs	639,522	600,004
Depreciation and impairment	19,469	18,764
Insurance and rates	3,273	3,728
Repairs and maintenance	9,211	3,647
Groceries	22,342	15,934
School meals	41,984	76,408
Consumables	12,361	10,932
Toys and equipment	5,902	3,116
Printing, stationery and postage	1,479	1,124
Sundry expenses	3,998	4,047
Bank charges and interest	2,855	1,486
Utilities	9,454	7,296
Professional subscriptions	4,651	3,600
	<u>776,501</u>	<u>750,086</u>
Share of support and governance costs (see note 4)		
Support	1,069	938
Governance	2,425	2,862
	<u>779,995</u>	<u>753,886</u>
Analysis by fund		
Unrestricted funds	<u>779,995</u>	<u>753,886</u>

4 Support costs

	Support costs £	Governance costs £	2024 Support costs £	Governance costs £	2023 £
Other office costs	1,069	-	1,069	938	938
Independent examination fees	-	2,425	2,425	-	2,862
	<u>1,069</u>	<u>2,425</u>	<u>3,494</u>	<u>938</u>	<u>3,800</u>
Analysed between Charitable activities	<u>1,069</u>	<u>2,425</u>	<u>3,494</u>	<u>938</u>	<u>3,800</u>

OUR LADY'S FIRST STEPS PRE SCHOOL

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2024

5	Net movement in funds	2024	2023
		£	£
	The net movement in funds is stated after charging/(crediting):		
	Depreciation of owned tangible fixed assets	19,469	18,764
		<u> </u>	<u> </u>

6 Trustees

None of the trustees (or any persons connected with them) received any remuneration or benefits from the charity during the year.

There were no expenses reimbursed to trustees during the year.

7 Employees

The average monthly number of employees during the year was:

	2024	2023
	Number	Number
	34	33
	<u> </u>	<u> </u>

Employment costs

	2024	2023
	£	£
Wages and salaries	595,913	560,521
Social security costs	35,109	31,948
Other pension costs	8,500	7,535
	<u> </u>	<u> </u>
	639,522	600,004
	<u> </u>	<u> </u>

There were no employees whose annual remuneration was more than £60,000.

Remuneration of key management personnel

The remuneration of key management personnel was as follows:

Childcare manager - £39,099 (2023 - £37,123)

8 Taxation

The charity is exempt from taxation on its activities because all its income is applied for charitable purposes.

OUR LADY'S FIRST STEPS PRE SCHOOL

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2024

9 Tangible fixed assets

	Improvements to property £	Fixtures and fittings £	Computers £	Total £
Cost				
At 1 September 2023	7,603	120,807	5,161	133,571
Additions	-	2,220	646	2,866
At 31 August 2024	7,603	123,027	5,807	136,437
Depreciation and impairment				
At 1 September 2023	1,521	75,760	4,997	82,278
Depreciation charged in the year	760	18,330	379	19,469
At 31 August 2024	2,281	94,090	5,376	101,747
Carrying amount				
At 31 August 2024	5,322	28,937	431	34,690
At 31 August 2023	6,083	45,047	164	51,294

10 Debtors

	2024 £	2023 £
Amounts falling due within one year:		
Trade debtors	13,164	12,570

11 Loans and overdrafts

	2024 £	2023 £
Bank overdrafts	-	7,567
Payable within one year	-	7,567

OUR LADY'S FIRST STEPS PRE SCHOOL

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2024

12 Creditors: amounts falling due within one year

	Notes	2024 £	2023 £
Bank overdrafts	11	-	7,567
Other taxation and social security		9,154	7,765
Trade creditors		3,377	4,204
Other creditors		15,610	30,249
Accruals and deferred income		3,120	3,243
		<u>31,261</u>	<u>53,028</u>

13 Retirement benefit schemes

	2024 £	2023 £
Defined contribution schemes		
Charge to profit or loss in respect of defined contribution schemes	8,500	7,535
	<u>8,500</u>	<u>7,535</u>

The charity operates a defined contribution pension scheme for all qualifying employees. The assets of the scheme are held separately from those of the charity in an independently administered fund.

14 Unrestricted funds

The unrestricted funds of the charity comprise the unexpended balances of donations and grants which are not subject to specific conditions by donors and grantors as to how they may be used. These include designated funds which have been set aside out of unrestricted funds by the trustees for specific purposes.

	At 1 September 2023 £	Incoming resources £	Resources expended £	At 31 August 2024 £
General funds	10,836	791,311	(779,995)	22,152
	<u>10,836</u>	<u>791,311</u>	<u>(779,995)</u>	<u>22,152</u>
Previous year:	At 1 September 2022 £	Incoming resources £	Resources expended £	At 31 August 2023 £
General funds	88,678	676,044	(753,886)	10,836
	<u>88,678</u>	<u>676,044</u>	<u>(753,886)</u>	<u>10,836</u>

15 Related party transactions

There were no disclosable related party transactions during the year (2023 - none).

OUR LADY'S FIRST STEPS PRE SCHOOL

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2024

16	Cash generated from operations	2024	2023
		£	£
	Surplus/(deficit) for the year	11,316	(77,842)
	Adjustments for:		
	Depreciation and impairment of tangible fixed assets	19,469	18,764
	Movements in working capital:		
	(Increase)/decrease in debtors	(594)	1,037
	(Decrease)/increase in creditors	(14,199)	33,481
		<u> </u>	<u> </u>
	Cash generated from/(absorbed by) operations	15,992	(24,560)
		<u> </u>	<u> </u>

17 Analysis of changes in net funds/(debt)

The charity had no material debt during the year.

OUR LADY'S FIRST STEPS PRE-SCHOOL

England & Wales - Charity number 1018543

Accounts

Charity registration number 1018543

OUR LADY'S FIRST STEPS PRE SCHOOL
ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2023

OUR LADY'S FIRST STEPS PRE SCHOOL

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees	A Rowlands M Gaskin P Whimperley A Gibson S Mellor T Owens A Rice E Egeland
Charity number	1018543
Principal address	Clinton View Widnes Cheshire WA8 8JN
Independent examiner	Mitchell Charlesworth Glebe Business Park Lunts Heath Road Widnes Cheshire WA8 5SQ

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OUR LADY'S FIRST STEPS PRE SCHOOL

TRUSTEES' REPORT

FOR THE YEAR ENDED 31 AUGUST 2023

The trustees present their annual report and financial statements for the year ended 31 August 2023.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the charity's constitution, the Charities Act 2011 and "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 2019)".

Objectives and activities

The charity's objects are to enhance the development and education of children primarily under statutory school aged by encouraging parents to understand and provide for the needs of their children through community groups and by; (A) Offering appropriate play, education and care facilities, family learning and extended hours groups, together with the right of parents to take responsibility for and to become involved in the activities of such groups, ensuring that such groups offer opportunities for all children whatever their race, culture, religion, means or ability. (B) Encouraging the study of the needs of such children and their families and promoting public interest in and recognition of such needs in the local areas. (C) Instigating and adhering to and furthering the aims and objects of the pre-school learning alliance. There has been no change in these during the year.

The trustees have paid due regard to guidance issued by the Charity Commission in deciding what activities the charity should undertake.

Achievements and performance

The committee, staff and parents were all thanked for their ongoing support. Pat Whimperley, Elaine Gaskin and Ann Gibson were declared as officers and will continue in their roles as stated above. Megan Bird was welcomed as a new parent representative, replacing Natalie Thomas.

Anne gave information to all present regarding the new Early Years Frame Work and the changes that have been made to the Ofsted inspection process. Staff will also be informed about the changes and how they can ensure they are meeting the new requirements.

Future training needs were also discussed and a budget agreed.

It was agreed by all staff that the improvements to the outdoor play areas have been a huge success and children are enjoying getting outside more. Staff explained how the areas have enhanced the planning and improved outcomes for children.

Financial review

All present were given a copy of the annual financial report. As at the year end the bank account is showing an overdrawn bank balance of £7,567. This is unfortunate as we started the year with a positive bank balance of £19,8456. Looking through the accounts and comparing with the previous year, there is little movement in incoming funds, outgoings have however increased.

The wage bill was £48,871 higher than the previous year, this is almost 10% higher than the previous year. This was expected due to the national wage increase in April 2023.

The nursery school meals bill was just over £26,500 higher than the previous years due to the council now sending regular bills after not receiving any bills for over 12 months. In June 2022, Halton Borough Council sent a backdated vat bill of over £21,000. Tracey is in communication/dispute with the council over this and is continuing to try and come to an amicable agreement over it as we have never been charged VAT on our school meals in over 15 years. It is imperative that we cut ties as soon as possible with Halton Borough Council school meals and employ our own kitchen staff and source our own food etc. This would potentially save the nursery thousands of pounds each year.

On a positive note, fees were increased in September 2023 and will have an impact on the amount of fees coming in each month. The amount of children on role is very similar to previous years and we have retained all staff members over the staff year.

OUR LADY'S FIRST STEPS PRE SCHOOL

TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2023

Reserves policy

It is the policy of the charity that unrestricted funds which have not been designated for a specific use should be maintained at a level equivalent to between three and six month's expenditure. The trustees considers that reserves at this level will ensure that, in the event of a significant drop in funding, they will be able to continue the charity's current activities while consideration is given to ways in which additional funds may be raised. This level of reserves has been maintained throughout the year.

Risk policy

The trustees has assessed the major risks to which the charity is exposed, and are satisfied that systems are in place to mitigate exposure to the major risks.

Plans for future periods

Continue to improve the nursery environment inside and outside. Ensure all staff continue to develop their skills by providing in-house training. To provide work shops for parents to attend alongside staff.

Structure, governance and management

The charity is registered in England and Wales under a Constitution adopted on 14 January 1993 as amended on 1 December 1999 and by a scheme of amendment on 1 March 2017.

Trustees

The trustees who served during the year and up to the date of signature of the financial statements were:

A Rowlands
M Gaskin
P Whimperley
A Gibson
S Mellor
T Owens
A Rice
E Egeland

Chairperson's closing report

Pat thanked all staff and the management team for continuing to be committed and working so hard to care for all of the children at the nursery.

It has been a pleasure for Pat to be involved with the Nursery from the early days as a 'mums and tots' group until now. The development and progression to being a full day care setting and preschool has been a bit of a rollercoaster at times, but the benefits that the nursery has brought to the local community and the many hundreds of children that have attended, has been truly wonderful. On behalf of myself and the committee, we hope that the new committee has as much pleasure of supporting the nursery as we have.

The trustees' report was approved by the Board of Trustees.

M Gaskin
Trustee

13 June 2024

OUR LADY'S FIRST STEPS PRE SCHOOL

INDEPENDENT EXAMINER'S REPORT

TO THE TRUSTEES OF OUR LADY'S FIRST STEPS PRE SCHOOL

I report to the trustees on my examination of the financial statements of Our Lady's First Steps Pre school (the charity) for the year ended 31 August 2023.

Responsibilities and basis of report

As the trustees of the charity you are responsible for the preparation of the financial statements in accordance with the requirements of the Charities Act 2011 (the 2011 Act).

I report in respect of my examination of the charity's financial statements carried out under section 145 of the 2011 Act. In carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

Since the charity's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of chartered, which is one of the listed bodies.

Your attention is drawn to the fact that the charity has prepared financial statements in accordance with Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) in preference to the Accounting and Reporting by Charities: Statement of Recommended Practice issued on 1 April 2005 which is referred to in the extant regulations but has now been withdrawn.

I understand that this has been done in order for financial statements to provide a true and fair view in accordance with Generally Accepted Accounting Practice effective for reporting periods beginning on or after 1 January 2015.

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

- 1 accounting records were not kept in respect of the charity as required by section 130 of the 2011 Act; or
- 2 the financial statements do not accord with those records; or
- 3 the financial statements do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the financial statements to be reached.

P L Griffiths FCA DChA on behalf of
Mitchell Charlesworth

Glebe Business Park
Lunts Heath Road
Widnes
Cheshire
WA8 5SQ

Dated: 13 June 2024

OUR LADY'S FIRST STEPS PRE SCHOOL

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 AUGUST 2023

	Notes	Unrestricted funds 2023 £	Unrestricted funds 2022 £
<u>Income from:</u>			
Donations and legacies	2	-	1,709
Charitable activities	3	676,044	671,230
		<hr/>	<hr/>
Total income		676,044	672,939
		<hr/>	<hr/>
<u>Expenditure on:</u>			
Charitable activities	4	753,886	644,442
		<hr/>	<hr/>
Net (expenditure)/income for the year/ Net movement in funds		(77,842)	28,497
Fund balances at 1 September 2022		88,678	60,181
		<hr/>	<hr/>
Fund balances at 31 August 2023		10,836	88,678
		<hr/> <hr/>	<hr/> <hr/>

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

OUR LADY'S FIRST STEPS PRE SCHOOL

BALANCE SHEET

AS AT 31 AUGUST 2023

		2023		2022	
	Notes	£	£	£	£
Fixed assets					
Tangible assets	9		51,294		67,205
Current assets					
Debtors	10	12,570		13,607	
Cash at bank and in hand		-		19,846	
		<u>12,570</u>		<u>33,453</u>	
Creditors: amounts falling due within one year	12	<u>(53,028)</u>		<u>(11,980)</u>	
Net current (liabilities)/assets			<u>(40,458)</u>		<u>21,473</u>
Total assets less current liabilities			<u>10,836</u>		<u>88,678</u>
Income funds					
Unrestricted funds			<u>10,836</u>		<u>88,678</u>
			<u>10,836</u>		<u>88,678</u>

The financial statements were approved by the Trustees on 13 June 2024

M Gaskin
Trustee

OUR LADY'S FIRST STEPS PRE SCHOOL

STATEMENT OF CASH FLOWS

FOR THE YEAR ENDED 31 AUGUST 2023

	Notes	2023 £	£	2022 £	£
Cash flows from operating activities					
Cash (absorbed by)/generated from operations	14		(24,560)		44,254
Investing activities					
Purchase of tangible fixed assets		(2,853)		(625)	
Net cash used in investing activities					
			(2,853)		(625)
Net cash used in financing activities					
			-		-
Net (decrease)/increase in cash and cash equivalents					
			(27,413)		43,629
Cash and cash equivalents at beginning of year					
			19,846		(23,783)
Cash and cash equivalents at end of year					
			(7,567)		19,846
Relating to:					
Cash at bank and in hand					
			-		19,846
Bank overdrafts included in creditors payable within one year					
			(7,567)		-

OUR LADY'S FIRST STEPS PRE SCHOOL

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 AUGUST 2023

1 Accounting policies

Charity information

Our Ladys First Steps Pre School is a charity incorporated in England and Wales. The principal office is Clinton View, Widnes, Cheshire, WA8 8JN. The nature of the charity's operations and principal activities are described in the Trustees' Report on page 1.

1.1 Accounting convention

The financial statements have been prepared in accordance with the charity's constitution adopted on 14 January 1993 as amended on 1 December 1999 and by a scheme of variation dated 1 March 2017, the Charities Act 2011 and "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 2019)". The charity is a Public Benefit Entity as defined by FRS 102.

The financial statements have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a true and fair view. This departure has involved following the Statement of Recommended Practice for charities applying FRS 102 rather than the version of the Statement of Recommended Practice which is referred to in the Regulations but which has since been withdrawn.

The financial statements are prepared in sterling, which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention. The principal accounting policies adopted are set out below.

1.2 Going concern

At the time of approving the financial statements, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives.

Restricted funds are subject to specific conditions by donors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

1.4 Income

Income is recognised when the charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Cash donations are recognised on receipt. Other donations are recognised once the charity has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Legacies are recognised on receipt or otherwise if the charity has been notified of an impending distribution, the amount is known, and receipt is expected. If the amount is not known, the legacy is treated as a contingent asset.

OUR LADY'S FIRST STEPS PRE SCHOOL

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2023

1 Accounting policies

(Continued)

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement, and the amount of the obligation can be measured reliably.

Expenditure is classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spent, and depreciation charges are allocated on the portion of the asset's use.

1.5 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

Improvements to property	10% straight line
Fixtures and fittings	15% straight line
Computers	33.3% straight line

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in the statement of financial activities.

1.6 Impairment of fixed assets

At each reporting end date, the charity reviews the carrying amounts of its tangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any).

1.7 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

1.8 Financial instruments

The charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the charity's balance sheet when the charity becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

OUR LADY'S FIRST STEPS PRE SCHOOL

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2023

1 Accounting policies

(Continued)

Basic financial assets

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

Basic financial liabilities

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

Derecognition of financial liabilities

Financial liabilities are derecognised when the charity's contractual obligations expire or are discharged or cancelled.

1.9 Employee benefits

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the charity is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

1.10 Retirement benefits

Payments to defined contribution retirement benefit schemes are charged as an expense as they fall due.

2 Donations and legacies

	Total	Unrestricted funds
	2023	2022
	£	£
CJRS grants receivable	-	1,709
	<u> </u>	<u> </u>

OUR LADY'S FIRST STEPS PRE SCHOOL

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2023

3 Charitable activities

	Unrestricted funds 2023 £	Unrestricted funds 2022 £
Nursery fees	376,688	364,908
Milk reimbursement	2,355	1,934
Other income	3,833	2,333
Nursery funding	293,168	302,055
	<u>676,044</u>	<u>671,230</u>

4 Charitable activities

	Charitable Expenditure 2023 £	Charitable Expenditure 2022 £
Staff costs	600,004	538,987
Depreciation and impairment	18,764	19,378
Insurance and rates	3,728	3,265
Repairs and maintenance	3,647	3,170
Groceries	15,934	14,558
School meals	76,408	30,838
Consumables	10,932	11,696
Toys and equipment	3,116	2,549
Printing, stationery and postage	1,124	760
Sundry expenses	4,047	3,450
Bank charges and interest	1,486	2,867
Utilities	7,296	6,110
Professional subscriptions	3,600	3,493
	<u>750,086</u>	<u>641,121</u>
Share of support costs (see note 5)	938	777
Share of governance costs (see note 5)	2,862	2,544
	<u>753,886</u>	<u>644,442</u>

OUR LADY'S FIRST STEPS PRE SCHOOL

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2023

5 Support costs

	Support costs	Governance costs	2023	Support costs	Governance costs	2022
	£	£	£	£	£	£
Other office costs	938	-	938	777	-	777
Independent examination fees	-	2,862	2,862	-	2,544	2,544
	<u>938</u>	<u>2,862</u>	<u>3,800</u>	<u>777</u>	<u>2,544</u>	<u>3,321</u>
Analysed between Charitable activities	<u>938</u>	<u>2,862</u>	<u>3,800</u>	<u>777</u>	<u>2,544</u>	<u>3,321</u>

6 Trustees

None of the trustees (or any persons connected with them) received any remuneration or benefits from the charity during the year.

There were no expenses reimbursed to trustees during the year.

7 Employees

The average monthly number of employees during the year was:

	2023 Number	2022 Number
	<u>33</u>	<u>34</u>
Employment costs	2023	2022
	£	£
Wages and salaries	560,521	506,519
Social security costs	31,948	26,243
Other pension costs	7,535	6,225
	<u>600,004</u>	<u>538,987</u>

There were no employees whose annual remuneration was more than £60,000.

8 Taxation

The charity is exempt from tax on income and gains falling within section 505 of the Taxes Act 1988 or section 252 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects.

OUR LADY'S FIRST STEPS PRE SCHOOL

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2023

9	Tangible fixed assets	Improvements to property £	Fixtures and fittings £	Computers £	Total £
	Cost				
	At 1 September 2022	7,603	117,954	5,161	130,718
	Additions	-	2,853	-	2,853
	At 31 August 2023	7,603	120,807	5,161	133,571
	Depreciation and impairment				
	At 1 September 2022	760	57,996	4,757	63,513
	Depreciation charged in the year	760	17,764	240	18,764
	At 31 August 2023	1,520	75,760	4,997	82,277
	Carrying amount				
	At 31 August 2023	6,083	45,047	164	51,294
	At 31 August 2022	6,843	59,958	404	67,205
	10 Debtors			2023	2022
	Amounts falling due within one year:			£	£
	Trade debtors			12,570	13,607
	11 Loans and overdrafts			2023	2022
				£	£
	Bank overdrafts			7,567	-
	Payable within one year			7,567	-

OUR LADY'S FIRST STEPS PRE SCHOOL

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2023

12 Creditors: amounts falling due within one year

	Notes	2023 £	2022 £
Bank overdrafts	11	7,567	-
Other taxation and social security		7,765	5,832
Trade creditors		4,204	2,952
Other creditors		30,249	299
Accruals and deferred income		3,243	2,897
		<u>53,028</u>	<u>11,980</u>

13 Related party transactions

There were no disclosable related party transactions during the year (2022 - none).

14 Cash generated from operations

	2023 £	2022 £
(Deficit)/surplus for the year	(77,842)	28,497
Adjustments for:		
Depreciation and impairment of tangible fixed assets	18,764	19,378
Movements in working capital:		
Decrease/(increase) in debtors	1,037	(5,087)
Increase in creditors	33,481	1,466
Cash (absorbed by)/generated from operations	<u>(24,560)</u>	<u>44,254</u>

15 Analysis of changes in net debt

The charity had no debt during the year.

OUR LADY'S FIRST STEPS PRE-SCHOOL

England & Wales - Charity number 1018543

Accounts

Charity registration number 1018543

OUR LADY'S FIRST STEPS PRE SCHOOL
ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2022

OUR LADY'S FIRST STEPS PRE SCHOOL

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees	A Rowlands M Gaskin P Whimperley A Gibson S Mellor T Owens S Percival H Whitfield
Charity number	1018543
Principal address	Clinton View Widnes Cheshire WA8 8JN
Independent examiner	Mitchell Charlesworth Glebe Business Park Lunts Heath Road Widnes Cheshire WA8 5SQ
Bankers	Yorkshire Bank plc 20 Albert Road Widnes Cheshire WA8 6JG

OUR LADY'S FIRST STEPS PRE SCHOOL

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OUR LADY'S FIRST STEPS PRE SCHOOL

TRUSTEES' REPORT

FOR THE YEAR ENDED 31 AUGUST 2022

The trustees present their annual report and financial statements for the year ended 31 August 2022.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the charity's constitution, the Charities Act 2011 and "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 2019)".

Objectives and activities

The charity's objects are to enhance the development and education of children primarily under statutory school aged by encouraging parents to understand and provide for the needs of their children through community groups and by; (A) Offering appropriate play, education and care facilities, family learning and extended hours groups, together with the right of parents to take responsibility for and to become involved in the activities of such groups, ensuring that such groups offer opportunities for all children whatever their race, culture, religion, means or ability. (B) Encouraging the study of the needs of such children and their families and promoting public interest in and recognition of such needs in the local areas. (C) Instigating and adhering to and furthering the aims and objects of the pre-school learning alliance. There has been no change in these during the year.

The trustees have paid due regard to guidance issued by the Charity Commission in deciding what activities the charity should undertake.

Achievements and performance

The committee, staff and parents were all thanked for their ongoing support. Pat Whimperley, Elaine Gaskin and Ann Gibson were declared as officers and will continue in their roles as stated above. Megan Bird was welcomed as a new parent representative, replacing Natalie Thomas.

Anne gave information to all present regarding the new Early Years Frame Work and the changes that have been made to the Ofsted inspection process. Staff will also be informed about the changes and how they can ensure they are meeting the new requirements.

Future training needs were also discussed and a budget agreed.

It was agreed by all staff that the improvements to the outdoor play areas have been a huge success and children are enjoying getting outside more. Staff explained how the areas have enhanced the planning and improved outcomes for children.

Financial review

All present were given a copy of the annual financial report. Tracey went through the details in the report in more detail, she was extremely pleased that after having been overdrawn by over £23,000.00 at the end of the previous year, the nursery has finished this financial year with a positive bank balance of almost £20,000.00.

Three members of staff left the setting during this year but all have been replaced, along with one member of staff taken on as an apprentice.

Although the nursery is in a better financial position than the previous year, it will still not be possible to do some remedial work that needs to be done to the bathrooms etc. as we need to keep a large amount of funds in the bank to cover the intended minimum wage rise which is rumored to be an increase of over just 10% in April 2023 and we have still not been sent any school meals bills from Halton Borough Council since March 2022. These bills average at least £1,000.00 per week and contract has been made with many members from school meals asking for bills to be sent but these have still not come to us. Tracey has advised that we should look into finishing our contract with Halton Borough Council and look into employing our own qualified cook. She thinks that in the long term, this will be more beneficial and cost effective for the nursery.

OUR LADY'S FIRST STEPS PRE SCHOOL

TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2022

Reserves policy

It is the policy of the charity that unrestricted funds which have not been designated for a specific use should be maintained at a level equivalent to between three and six month's expenditure. The trustees considers that reserves at this level will ensure that, in the event of a significant drop in funding, they will be able to continue the charity's current activities while consideration is given to ways in which additional funds may be raised. This level of reserves has been maintained throughout the year.

Risk policy

The trustees has assessed the major risks to which the charity is exposed, and are satisfied that systems are in place to mitigate exposure to the major risks.

Plans for future periods

Continue to improve the nursery environment inside and outside. Ensure all staff continue to develop their skills by providing in-house training. To provide work shops for parents to attend alongside staff.

Structure, governance and management

The charity is registered in England and Wales under a Constitution adopted on 14 January 1993 as amended on 1 December 1999 and by a scheme of amendment on 1 March 2017.

Trustees

The trustees who served during the year and up to the date of signature of the financial statements were:

A Rowlands
M Gaskin
P Whimperley
A Gibson
S Mellor
T Owens
S Percival
H Whitfield

Chairperson's closing report

Pat thanked all staff including the management team; Anne, Shirley and Tracey for their commitment and hard work ensuring that the children's needs are met.

Pat will be standing down as chair person in the next 12 months. Pat and the management team have decided it is the ideal opportunity to put together a new committee who will bring new and different skills to the role, it has been a pleasure to be a part of this nursery family.

The trustees' report was approved by the Board of Trustees.

M Gaskin
Trustee

22 June 2023

OUR LADY'S FIRST STEPS PRE SCHOOL

INDEPENDENT EXAMINER'S REPORT

TO THE TRUSTEES OF OUR LADY'S FIRST STEPS PRE SCHOOL

I report to the trustees on my examination of the financial statements of Our Lady's First Steps Pre school (the charity) for the year ended 31 August 2022.

Responsibilities and basis of report

As the trustees of the charity you are responsible for the preparation of the financial statements in accordance with the requirements of the Charities Act 2011 (the 2011 Act).

I report in respect of my examination of the charity's financial statements carried out under section 145 of the 2011 Act. In carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

Since the charity's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of chartered, which is one of the listed bodies.

Your attention is drawn to the fact that the charity has prepared financial statements in accordance with Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) in preference to the Accounting and Reporting by Charities: Statement of Recommended Practice issued on 1 April 2005 which is referred to in the extant regulations but has now been withdrawn.

I understand that this has been done in order for financial statements to provide a true and fair view in accordance with Generally Accepted Accounting Practice effective for reporting periods beginning on or after 1 January 2015.

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

- 1 accounting records were not kept in respect of the charity as required by section 130 of the 2011 Act; or
- 2 the financial statements do not accord with those records; or
- 3 the financial statements do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the financial statements to be reached.

P L Griffiths FCA DChA on behalf of
Mitchell Charlesworth

Glebe Business Park
Lunts Heath Road
Widnes
Cheshire
WA8 5SQ

Dated: 22 June 2023

OUR LADY'S FIRST STEPS PRE SCHOOL

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 AUGUST 2022

	Notes	Unrestricted funds 2022 £	Unrestricted funds 2021 £
<u>Income from:</u>			
Donations and legacies	2	1,709	23,144
Charitable activities	3	671,230	558,224
		<hr/>	<hr/>
Total income		672,939	581,368
		<hr/>	<hr/>
<u>Expenditure on:</u>			
Charitable activities	4	644,442	626,318
		<hr/>	<hr/>
Net income/(expenditure) for the year/ Net movement in funds		28,497	(44,950)
Fund balances at 1 September 2021		60,181	105,131
		<hr/>	<hr/>
Fund balances at 31 August 2022		88,678	60,181
		<hr/> <hr/>	<hr/> <hr/>

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

OUR LADY'S FIRST STEPS PRE SCHOOL

BALANCE SHEET

AS AT 31 AUGUST 2022

	Notes	2022 £	£	2021 £	£
Fixed assets					
Tangible assets	8		67,205		85,958
Current assets					
Debtors	9	13,607		8,520	
Cash at bank and in hand		19,846		-	
		<u>33,453</u>		<u>8,520</u>	
Creditors: amounts falling due within one year	11	<u>(11,980)</u>		<u>(34,297)</u>	
Net current assets/(liabilities)			<u>21,473</u>		<u>(25,777)</u>
Total assets less current liabilities			<u>88,678</u>		<u>60,181</u>
Income funds					
Unrestricted funds			<u>88,678</u>		<u>60,181</u>
			<u>88,678</u>		<u>60,181</u>

The financial statements were approved by the Trustees on 22 June 2023

M Gaskin
Trustee

OUR LADY'S FIRST STEPS PRE SCHOOL

STATEMENT OF CASH FLOWS

FOR THE YEAR ENDED 31 AUGUST 2022

	Notes	2022 £	£	2021 £	£
Cash flows from operating activities					
Cash generated from/(absorbed by) operations	13		44,254		(55,880)
Investing activities					
Purchase of tangible fixed assets		(625)		(1,867)	
Net cash used in investing activities			(625)		(1,867)
Net cash used in financing activities			-		-
Net increase/(decrease) in cash and cash equivalents			43,629		(57,747)
Cash and cash equivalents at beginning of year			(23,783)		33,964
Cash and cash equivalents at end of year			19,846		(23,783)
Relating to:					
Cash at bank and in hand			19,846		-
Bank overdrafts included in creditors payable within one year			-		(23,783)

OUR LADY'S FIRST STEPS PRE SCHOOL

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 AUGUST 2022

1 Accounting policies

Charity information

Our Ladys First Steps Pre School is a charity incorporated in England and Wales. The principal office is Clinton View, Widnes, Cheshire, WA8 8JN. The nature of the charity's operations and principal activities are described in the Trustees' Report on page 1.

1.1 Accounting convention

The financial statements have been prepared in accordance with the charity's constitution adopted on 14 January 1993 as amended on 1 December 1999 and by a scheme of variation dated 1 March 2017, the Charities Act 2011 and "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 2019)". The charity is a Public Benefit Entity as defined by FRS 102.

The financial statements have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a true and fair view. This departure has involved following the Statement of Recommended Practice for charities applying FRS 102 rather than the version of the Statement of Recommended Practice which is referred to in the Regulations but which has since been withdrawn.

The financial statements are prepared in sterling, which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention. The principal accounting policies adopted are set out below.

1.2 Going concern

At the time of approving the financial statements, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives.

Restricted funds are subject to specific conditions by donors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

1.4 Income

Income is recognised when the charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Cash donations are recognised on receipt. Other donations are recognised once the charity has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Legacies are recognised on receipt or otherwise if the charity has been notified of an impending distribution, the amount is known, and receipt is expected. If the amount is not known, the legacy is treated as a contingent asset.

OUR LADY'S FIRST STEPS PRE SCHOOL

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2022

1 Accounting policies

(Continued)

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement, and the amount of the obligation can be measured reliably.

Expenditure is classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spent, and depreciation charges are allocated on the portion of the asset's use.

1.5 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

Improvements to property	10% straight line
Fixtures and fittings	15% straight line
Computers	33.3% straight line

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in the statement of financial activities.

1.6 Impairment of fixed assets

At each reporting end date, the charity reviews the carrying amounts of its tangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any).

1.7 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

1.8 Financial instruments

The charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the charity's balance sheet when the charity becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

OUR LADY'S FIRST STEPS PRE SCHOOL

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2022

1 Accounting policies

(Continued)

Basic financial assets

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

Basic financial liabilities

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

Derecognition of financial liabilities

Financial liabilities are derecognised when the charity's contractual obligations expire or are discharged or cancelled.

1.9 Employee benefits

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the charity is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

1.10 Retirement benefits

Payments to defined contribution retirement benefit schemes are charged as an expense as they fall due.

2 Donations and legacies

	Unrestricted funds 2022 £	Unrestricted funds 2021 £
CJRS grants receivable	1,709	23,144

OUR LADY'S FIRST STEPS PRE SCHOOL

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2022

3 Charitable activities

	Unrestricted funds 2022 £	Unrestricted funds 2021 £
Nursery fees	364,908	249,212
Milk reimbursement	1,934	1,263
Other income	2,333	916
Nursery funding	302,055	306,833
	<u>671,230</u>	<u>558,224</u>

4 Charitable activities

	Charitable Expenditure 2022 £	Charitable Expenditure 2021 £
Staff costs	538,987	522,896
Depreciation and impairment	19,378	19,081
Insurance and rates	3,265	3,259
Repairs and maintenance	3,170	5,299
Groceries	14,558	9,646
School meals	30,838	34,472
Consumables	11,696	9,491
Toys and equipment	2,549	3,216
Printing, stationery and postage	760	582
Sundry expenses	3,450	2,159
Accountancy	-	126
Bank charges and interest	2,867	2,616
Utilities	6,110	4,885
Professional subscriptions	3,493	3,282
	<u>641,121</u>	<u>621,010</u>
Share of support costs (see note 5)	777	688
Share of governance costs (see note 5)	2,544	4,620
	<u>644,442</u>	<u>626,318</u>

OUR LADY'S FIRST STEPS PRE SCHOOL

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2022

5 Support costs

	Support costs	Governance costs	2022	Support costs	Governance costs	2021
	£	£	£	£	£	£
Other office costs	777	-	777	688	-	688
Independent examination fees	-	2,544	2,544	-	4,620	4,620
	<u>777</u>	<u>2,544</u>	<u>3,321</u>	<u>688</u>	<u>4,620</u>	<u>5,308</u>
Analysed between Charitable activities	<u>777</u>	<u>2,544</u>	<u>3,321</u>	<u>688</u>	<u>4,620</u>	<u>5,308</u>

6 Trustees

None of the trustees (or any persons connected with them) received any remuneration or benefits from the charity during the year.

There were no expenses reimbursed to trustees during the year.

7 Employees

The average monthly number of employees during the year was:

	2022 Number	2021 Number
	<u>34</u>	<u>33</u>
Employment costs	2022	2021
	£	£
Wages and salaries	506,519	490,955
Social security costs	26,243	26,001
Other pension costs	6,225	5,940
	<u>538,987</u>	<u>522,896</u>

There were no employees whose annual remuneration was more than £60,000.

OUR LADY'S FIRST STEPS PRE SCHOOL

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2022

8	Tangible fixed assets	Improvements to property £	Fixtures and fittings £	Computers £	Total £
	Cost				
	At 1 September 2021	7,603	117,329	5,161	130,093
	Additions	-	625	-	625
	At 31 August 2022	<u>7,603</u>	<u>117,954</u>	<u>5,161</u>	<u>130,718</u>
	Depreciation and impairment				
	At 1 September 2021	-	40,358	3,777	44,135
	Depreciation charged in the year	760	17,638	980	19,378
	At 31 August 2022	<u>760</u>	<u>57,996</u>	<u>4,757</u>	<u>63,513</u>
	Carrying amount				
	At 31 August 2022	<u>6,843</u>	<u>59,958</u>	<u>404</u>	<u>67,205</u>
	At 31 August 2021	<u>7,603</u>	<u>76,971</u>	<u>1,384</u>	<u>85,958</u>
9	Debtors			2022	2021
	Amounts falling due within one year:			£	£
	Trade debtors			<u>13,607</u>	<u>8,520</u>
10	Loans and overdrafts			2022	2021
				£	£
	Bank overdrafts			<u>-</u>	<u>23,783</u>
	Payable within one year			<u>-</u>	<u>23,783</u>

OUR LADY'S FIRST STEPS PRE SCHOOL

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2022

11 Creditors: amounts falling due within one year

	Notes	2022 £	2021 £
Bank overdrafts	10	-	23,783
Other taxation and social security		5,832	4,450
Trade creditors		2,952	2,960
Other creditors		299	290
Accruals and deferred income		2,897	2,814
		<u>11,980</u>	<u>34,297</u>

12 Related party transactions

There were no disclosable related party transactions during the year (2021 - none).

13 Cash generated from operations

	2022 £	2021 £
Surplus/(deficit) for the year	28,497	(44,950)
Adjustments for:		
Depreciation and impairment of tangible fixed assets	19,378	19,081
Movements in working capital:		
(Increase) in debtors	(5,087)	(8,082)
Increase/(decrease) in creditors	1,466	(21,929)
Cash generated from/(absorbed by) operations	<u>44,254</u>	<u>(55,880)</u>

14 Analysis of changes in net funds/(debt)

The charity had no debt during the year.

OUR LADY'S FIRST STEPS PRE-SCHOOL

England & Wales - Charity number 1018543

Accounts



Ofsted Reg No: EY244150
Charity Reg No: 1018543
Our Lady's First Steps Nursery
ClintonView
Widnes
Cheshire WA8 8JN



Telephone: 0151 424 5500
E-mail: ourladysfirststeps@googlemail.com

Trustee Report - Financial Year - 01/09/2020 to 31/08/2021

Annual meeting held - 17th November 2021

Involved:

Pat Whimperley - Chairperson
Elaine Gaskin - Treasurer
Ann Gibson - Secretary
Anne Rowlands - Childcare Manager (non committee member)
Shirley Mellor - Deputy Manager (non committee member)
Tracey Owens - Finance Manager (non committee member)
Megan Bird - Parent
Stephanie Percival - Parent
Amy Rice-O'Connor

The above named are all members or staff of Our Lady's First Steps Nursery. Their roles and responsibilities were discussed and agreed.

Nursery Managers Report;

The nursery and Kids Club were operating as normal from September, although numbers were lower than usual at first, they improved steadily. The staff and children are adapting well to the new guidelines regarding covid. It is always our aim to ensure that staff, children and their families are safe while in our setting.

We did at times, struggle with staff being absent due to covid but was able to keep the rooms open for most of the time, thanks to staff working extra hours.

The impact of covid on staff training has meant staff have had to manage the changes to the EYFS Development Matters guidance with limited training (only virtual). We hope to access further face to face training when it is safe to do so.

The staff are continuing to work hard to ensure the needs of all the children are met. There has been an impact on children's emotional and social development due to lockdown and staff are continuing to give extra support to those children and families that need it.

Financial Report:

All present were given a copy of the annual financial report. Tracey went through the details in the report in more detail explaining that the nursery finished the year with an overdrawn balance of £23783.32. Although not a great position to be in, it was expected as we had already seen a reduction in numbers at the start of this financial year and it was forecasted that the income would be less than in previous years. She was pleased that we have managed to keep all members of staff in employment and on their contracted hours.

Covid has still had an impact on the setting financially. Although we were able to open Kids Club again in the September, there were a few occasions we had to close it again due to the school having to return to class bubbles etc.. when covid cases were high. When we had staff unavailable due to covid, we had to close a couple of the rooms for short periods of time. A lot of staff had holidays that had been carried over due to not being able to use them the year before as they were on furlough leave. This then increases the wages bill due to extra holidays having to be covered by other staff members doing overtime. All these do impact the financial situation of the nursery.

Year on year, income was down by approximately £47,000.00 but outgoings had increased by just over £11,290.00. In order to try to help reduce outgoings, the nursery manager, deputy manager and financial manager all reduced their hours by at least 10 hours each. We tried to hold off on increasing the cost of the childcare fees but regrettably had to impose a slight increase from the 1st June 2021. We have tried to limit our expenditure as much as possible and larger projects such as the bathroom in our foundation room, is still on hold until our finances are more stable.

Chairpersons Closing Message:

"I would like to thank all the staff who have worked so hard during the past year, especially Tracey who has had lots of pressure ensuring the nursery remains open and the staff jobs are secure. We understand that it is going to be another tough year ahead but we will support the nursery to the best of our ability."

Signed on behalf of the management team and committee.

Ms Anne Rowlands,
Childcare Manager.

A handwritten signature in black ink, appearing to read 'A Rowlands', written in a cursive style.

Charity Registration No. 1018543

OUR LADY'S FIRST STEPS PRE SCHOOL
ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2021

OUR LADY'S FIRST STEPS PRE SCHOOL

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees	A Rowlands M Gaskin P Whimperley A Gibson M Bird S Mellor T Owens S Percival A Rice-O'Connor
Charity number	1018543
Principal address	Clinton View Widnes Cheshire WA8 8JN
Independent examiner	Mitchell Charlesworth Glebe Business Park Lunts Heath Road Widnes Cheshire WA8 5SQ
Bankers	Yorkshire Bank plc 20 Albert Road Widnes Cheshire WA8 6JG

OUR LADY'S FIRST STEPS PRE SCHOOL

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Balance sheet	6
Statement of cash flows	7
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OUR LADY'S FIRST STEPS PRE SCHOOL

TRUSTEES' REPORT

FOR THE YEAR ENDED 31 AUGUST 2021

The trustees present their annual report and financial statements for the year ended 31 August 2021.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the charity's constitution, the Charities Act 2011 and "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 2019)".

Objectives and activities

The charity's objects are to enhance the development and education of children primarily under statutory school aged by encouraging parents to understand and provide for the needs of their children through community groups and by; (A) Offering appropriate play, education and care facilities, family learning and extended hours groups, together with the right of parents to take responsibility for and to become involved in the activities of such groups, ensuring that such groups offer opportunities for all children whatever their race, culture, religion, means or ability. (B) Encouraging the study of the needs of such children and their families and promoting public interest in and recognition of such needs in the local areas. (C) Instigating and adhering to and furthering the aims and objects of the pre-school learning alliance. There has been no change in these during the year.

The trustees have paid due regard to guidance issued by the Charity Commission in deciding what activities the charity should undertake.

Achievements and performance

The committee, staff and parents were all thanked for their ongoing support. Pat Whimperley, Elaine Gaskin and Ann Gibson were declared as officers and will continue in their roles as stated above. Megan Bird was welcomed as a new parent representative, replacing Natalie Thomas.

Anne gave information to all present regarding the new Early Years Frame Work and the changes that have been made to the Ofsted inspection process. Staff will also be informed about the changes and how they can ensure they are meeting the new requirements.

Future training needs were also discussed and a budget agreed.

It was agreed by all staff that the improvements to the outdoor play areas have been a huge success and children are enjoying getting outside more. Staff explained how the areas have enhanced the planning and improved outcomes for children.

OUR LADY'S FIRST STEPS PRE SCHOOL

TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2021

Financial review

All present were given a copy of the annual financial report. Tracey went through the details in the report in more detail, explaining that the nursery finished the year with an overdrawn balance of £23,783.32. Although not a great position to be in, it was expected as we had already seen a reduction in numbers at the start of this financial year and it was forecasted that the income would be less than in previous years. She was pleased that we have managed to keep all members of staff in employment and on their contracted hours.

COVID-19 has still had an impact on the setting financially. Although we were able to open a Kids Club again in September, there were a few occasions we had to close it again due to the school having to return to class bubbles etc. when COVID cases were high. When we had staff unavailable due to COVID, we had to close a couple of the rooms for short periods of time. A lot of staff had holidays that had to be carried over due to not being able to use them the year before as they were on furlough leave. This then increases the wages bill due to extra holidays having to be covered by other staff members doing overtime. All these do impact the financial situation of the nursery.

Year on year, income was down by approximately £47,000 but outgoings had increased by just over £11,290. In order to try to help reduce outgoings, the nursery manager, deputy manager and financial manager all reduced their hours by at least 10 hours each. We tried to hold off on increasing the cost of childcare fees but regrettably has to impose a slight increase from the 1st June 2021. We have tried to limit out expenditure as much as possible and larger projects such as the bathroom in our foundation room, is still on hold until our finances are more stable.

Reserves policy

It is the policy of the charity that unrestricted funds which have not been designated for a specific use should be maintained at a level equivalent to between three and six month's expenditure. The trustees considers that reserves at this level will ensure that, in the event of a significant drop in funding, they will be able to continue the charity's current activities while consideration is given to ways in which additional funds may be raised. This level of reserves has been maintained throughout the year.

Risk policy

The trustees has assessed the major risks to which the charity is exposed, and are satisfied that systems are in place to mitigate exposure to the major risks.

Plans for future periods

Continue to improve the nursery environment inside and outside. Ensure all staff continue to develop their skills by providing in-house training. To provide work shops for parents to attend alongside staff.

Structure, governance and management

The charity is registered in England and Wales under a Constitution adopted on 14 January 1993 as amended on 1 December 1999 and by a scheme of amendment on 1 March 2017.

Trustees

The trustees who served during the year and up to the date of signature of the financial statements were:

A Rowlands

M Gaskin

P Whimperley

A Gibson

M Bird

S Mellor

T Owens

S Percival

A Rice-O'Connor

OUR LADY'S FIRST STEPS PRE SCHOOL

TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2021

Chairperson's closing report

Pat thanked all staff who have worked so hard during the past year, especially Tracey who has had lots of pressure ensuring the nursery remains open and staff jobs are secure. We understand that it is going to be another tough year ahead but we will support the nursery to the best of our ability.

The trustees' report was approved by the Board of Trustees.

M Gaskin

Trustee

27 June 2022

OUR LADY'S FIRST STEPS PRE SCHOOL

INDEPENDENT EXAMINER'S REPORT

TO THE TRUSTEES OF OUR LADY'S FIRST STEPS PRE SCHOOL

I report to the trustees on my examination of the financial statements of Our Lady's First Steps Pre school (the charity) for the year ended 31 August 2021.

Responsibilities and basis of report

As the trustees of the charity you are responsible for the preparation of the financial statements in accordance with the requirements of the Charities Act 2011 (the 2011 Act).

I report in respect of my examination of the charity's financial statements carried out under section 145 of the 2011 Act. In carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

Since the charity's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of chartered, which is one of the listed bodies.

Your attention is drawn to the fact that the charity has prepared financial statements in accordance with Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) in preference to the Accounting and Reporting by Charities: Statement of Recommended Practice issued on 1 April 2005 which is referred to in the extant regulations but has now been withdrawn.

I understand that this has been done in order for financial statements to provide a true and fair view in accordance with Generally Accepted Accounting Practice effective for reporting periods beginning on or after 1 January 2015.

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

- 1 accounting records were not kept in respect of the charity as required by section 130 of the 2011 Act; or
- 2 the financial statements do not accord with those records; or
- 3 the financial statements do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the financial statements to be reached.

P L Griffiths FCA DChA on behalf of
Mitchell Charlesworth

Glebe Business Park
Lunts Heath Road
Widnes
Cheshire
WA8 5SQ

Dated: 27 June 2022

OUR LADY'S FIRST STEPS PRE SCHOOL

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 AUGUST 2021

	Notes	Unrestricted funds 2021 £	Unrestricted funds 2020 £
Income from:			
Donations and legacies	3	23,144	98,892
Charitable activities	4	558,224	502,103
		_____	_____
Total income		581,368	600,995
		_____	_____
Expenditure on:			
Charitable activities	5	626,318	584,461
		_____	_____
Net (expenditure)/income for the year/ Net movement in funds		(44,950)	16,534
Fund balances at 1 September 2020		105,131	88,597
		_____	_____
Fund balances at 31 August 2021		60,181	105,131
		=====	=====

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

OUR LADY'S FIRST STEPS PRE SCHOOL

BALANCE SHEET

AS AT 31 AUGUST 2021

	Notes	2021 £	£	2020 £	£
Fixed assets					
Tangible assets	8		85,958		103,172
Current assets					
Debtors	9	8,520		438	
Cash at bank and in hand		-		33,964	
		<u>8,520</u>		<u>34,402</u>	
Creditors: amounts falling due within one year	11	<u>(34,297)</u>		<u>(32,443)</u>	
Net current (liabilities)/assets			(25,777)		1,959
Total assets less current liabilities			<u>60,181</u>		<u>105,131</u>
Income funds					
Unrestricted funds			60,181		105,131
			<u>60,181</u>		<u>105,131</u>

The financial statements were approved by the Trustees on 27 June 2022

M Gaskin
Trustee

OUR LADY'S FIRST STEPS PRE SCHOOL

STATEMENT OF CASH FLOWS

FOR THE YEAR ENDED 31 AUGUST 2021

		2021		2020	
	Notes	£	£	£	£
Cash flows from operating activities					
Cash (absorbed by)/generated from operations	13		(55,880)		10,781
Investing activities					
Purchase of tangible fixed assets		(1,867)		(9,370)	
Net cash used in investing activities					
			(1,867)		(9,370)
Net cash used in financing activities					
			-		-
Net (decrease)/increase in cash and cash equivalents					
			(57,747)		1,411
Cash and cash equivalents at beginning of year					
			33,964		32,553
Cash and cash equivalents at end of year					
			(23,783)		33,964
Relating to:					
Cash at bank and in hand			-		33,964
Bank overdrafts included in creditors payable within one year			(23,783)		-

OUR LADY'S FIRST STEPS PRE SCHOOL

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 AUGUST 2021

1 Accounting policies

1.1 Accounting convention

The financial statements have been prepared in accordance with the charity's constitution adopted on 14 January 1993 as amended on 1 December 1999 and by a scheme of variation dated 1 March 2017, the Charities Act 2011 and "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 2019)". The charity is a Public Benefit Entity as defined by FRS 102.

The financial statements have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a true and fair view. This departure has involved following the Statement of Recommended Practice for charities applying FRS 102 rather than the version of the Statement of Recommended Practice which is referred to in the Regulations but which has since been withdrawn.

The financial statements are prepared in sterling, which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention. The principal accounting policies adopted are set out below.

1.2 Going concern

The financial statements show a net current liability position of £25,777. The finances are now much improved since the last balance sheet date and are expected to improve further by 31 August 2022. On that basis, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives.

Restricted funds are subject to specific conditions by donors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

1.4 Income

Income is recognised when the charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Cash donations are recognised on receipt. Other donations are recognised once the charity has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Legacies are recognised on receipt or otherwise if the charity has been notified of an impending distribution, the amount is known, and receipt is expected. If the amount is not known, the legacy is treated as a contingent asset.

OUR LADY'S FIRST STEPS PRE SCHOOL

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2021

1 Accounting policies

(Continued)

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement, and the amount of the obligation can be measured reliably.

Expenditure is classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spent, and depreciation charges are allocated on the portion of the asset's use.

1.5 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

Improvements to property	10% straight line
Fixtures and fittings	15% straight line
Computers	33.3% straight line

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in the statement of financial activities.

1.6 Impairment of fixed assets

At each reporting end date, the charity reviews the carrying amounts of its tangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any).

1.7 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

1.8 Financial instruments

The charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the charity's balance sheet when the charity becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

OUR LADY'S FIRST STEPS PRE SCHOOL

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2021

1 Accounting policies

(Continued)

Basic financial assets

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

Basic financial liabilities

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

Derecognition of financial liabilities

Financial liabilities are derecognised when the charity's contractual obligations expire or are discharged or cancelled.

1.9 Employee benefits

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the charity is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

1.10 Retirement benefits

Payments to defined contribution retirement benefit schemes are charged as an expense as they fall due.

2 Critical accounting estimates and judgements

In the application of the charity's accounting policies, the trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

OUR LADY'S FIRST STEPS PRE SCHOOL

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2021

3 Donations and legacies

	Unrestricted funds 2021 £	Unrestricted funds 2020 £
CJRS grants receivable	23,144	98,892

4 Charitable activities

	Unrestricted funds 2021 £	Unrestricted funds 2020 £
Nursery fees	249,212	196,569
Milk reimbursement	1,263	1,371
Other income	916	891
Nursery funding	306,833	302,312
School trips	-	960
	<u>558,224</u>	<u>502,103</u>

OUR LADY'S FIRST STEPS PRE SCHOOL

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2021

5 Charitable activities

	Charitable Expenditure 2021 £	Charitable Expenditure 2020 £
Staff costs	522,896	494,558
Depreciation and impairment	19,081	18,643
Insurance and rates	3,259	2,949
Repairs and maintenance	5,299	4,821
Telephone costs	688	1,179
Groceries	9,646	9,125
School meals	34,472	22,697
Consumables	9,491	9,340
Toys and equipment	3,216	6,333
Printing, stationery and postage	582	1,328
Sundry expenses	2,159	4,152
Accountancy	4,746	202
Trips	-	990
Bank charges and interest	2,616	2,084
Utilities	4,885	3,035
Professional subscriptions	3,282	3,025
	<u>626,318</u>	<u>584,461</u>
	<u>626,318</u>	<u>584,461</u>

6 Trustees

None of the trustees (or any persons connected with them) received any remuneration or benefits from the charity during the year.

There were no expenses reimbursed to trustees during the year.

7 Employees

The average monthly number of employees during the year was:

2021 Number	2020 Number
<u>33</u>	<u>33</u>

OUR LADY'S FIRST STEPS PRE SCHOOL

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2021

7 Employees	(Continued)	
Employment costs	2021	2020
	£	£
Wages and salaries	490,955	467,842
Social security costs	26,001	21,994
Other pension costs	5,940	4,722
	<u>522,896</u>	<u>494,558</u>

There were no employees whose annual remuneration was more than £60,000.

8 Tangible fixed assets	Improvements to property	Fixtures and fittings	Computers	Total
	£	£	£	£
Cost				
At 1 September 2020	7,603	116,181	4,442	128,226
Additions	-	1,148	719	1,867
At 31 August 2021	<u>7,603</u>	<u>117,329</u>	<u>5,161</u>	<u>130,093</u>
Depreciation and impairment				
At 1 September 2020	-	22,833	2,221	25,054
Depreciation charged in the year	-	17,525	1,556	19,081
At 31 August 2021	<u>-</u>	<u>40,358</u>	<u>3,777</u>	<u>44,135</u>
Carrying amount				
At 31 August 2021	<u>7,603</u>	<u>76,971</u>	<u>1,384</u>	<u>85,958</u>
At 31 August 2020	<u>7,603</u>	<u>93,348</u>	<u>2,221</u>	<u>103,172</u>

9 Debtors	2021	2020
Amounts falling due within one year:	£	£
Trade debtors	<u>8,520</u>	<u>438</u>

OUR LADY'S FIRST STEPS PRE SCHOOL

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2021

10 Loans and overdrafts

	2021	2020
	£	£
Bank overdrafts	23,783	-
Payable within one year	23,783	-

11 Creditors: amounts falling due within one year

	Notes	2021	2020
		£	£
Bank overdrafts	10	23,783	-
Other taxation and social security		4,450	2,826
Trade creditors		2,960	18,780
Other creditors		290	7,846
Accruals and deferred income		2,814	2,991
		34,297	32,443

12 Related party transactions

There were no disclosable related party transactions during the year (2020 - none).

13 Cash generated from operations

	2021	2020
	£	£
(Deficit)/surplus for the year	(44,950)	16,534
Adjustments for:		
Depreciation and impairment of tangible fixed assets	19,081	18,643
Movements in working capital:		
(Increase)/decrease in debtors	(8,082)	3,859
(Decrease) in creditors	(21,929)	(28,255)
Cash (absorbed by)/generated from operations	(55,880)	10,781

14 Analysis of changes in net debt

The charity had no debt during the year.

OUR LADY'S FIRST STEPS PRE-SCHOOL

England & Wales - Charity number 1018543

Accounts



Ofsted Reg No: EY244150
Charity Reg No: 1018543
Our Lady's First Steps Nursery
ClintonView
Widnes
Cheshire WA8 8JN



Telephone: 0151 424 5500
E-mail: ourladysfirststeps@googlemail.com

Trustee Report

Financial Year 1st September 2019 - 31st August 2020

Annual meeting held remotely on 11th November 2020

Involved:

Pat Whimperley - Chairperson
Elaine Gaskin - Treasurer
Ann Gibson - Secretary
Anne Rowlands - Nursery Manager
Shirley Mellor - Deputy Member (non committee member)
Tracey Owens - Finance Manager (non committee member)
Nicola Evans - Parent
Laura Bevan - Parent
Megan Bird - Parent

Unable to join meeting:

Ann Gibson
Helen Leedam

The above are all members or staff of Our Lady's First Steps Nursery. Their roles and responsibilities were discussed and agreed.

Nursery Managers Report:

September 19 to March 20 - The nursery was operating well and occupancy was good. There have been some deployment changes with staff swapping rooms and working with different aged children. This worked well and Anne thanked the staff for working hard to ensure all of the children's needs were met.

March 20 to August 20 -

As the country went into lock down, we made the very hard decision to partially close the nursery and remained open for children of key workers. Only 2 children attended and were able to be cared for by Anne and Tracey. All staff were put on furlough. Staff provided work/activities for the preschool children whilst they were unable to attend. Most staff stayed on furlough until the beginning of September but a small number of staff came back to work on partial furlough for 4 weeks in the summer holidays. This allowed the older children who were leaving to go to primary school time to mix with their friends and become used to the nursery environment again before transitioning to school. This worked really well and staff were thanked for their continued hard work.

The nursery manager and financial manager continued to work during the whole of this time to ensure all new government guidelines were met and procedures completed.

Next Steps:

To continue to operate under all new guidelines and to aim to keep all staff members employed during the next financial year. We hope to resume Kids Club as soon as it is safe to do so.

Financial Report:

In order to reduce the time of the annual meeting, copies of the years accounts were posted out to all committee members in advance of the meeting. This was to allow everyone to be prepared with any questions/suggestions in advance. Due to Covid and the restrictions put in place, it meant that 31 of the 33 staff members were put on furlough for almost 6 months. Only Anne (nursery manager) and Tracey (finance manger) continued to work. She explained that it has been a very tough year financially because even though staff were furloughed on 80% pay, the nursery was only able to claim 55% back via the Coronavirus Job Retention Scheme and the nursery had to fund the rest. The nursery has been able to keep all members of staff in employment, which we are very pleased about.

The nursery accounts finished the financial year with a positive bank balance of £33963.10. Tracey explained that it was pleasing we finished with a positive bank balance but it has already become apparent that we are in for a tough year (Sept 20 to Aug 21). Attendance figures are lower and we have already seen a reduction in income for the first two months of just over £40,000.00. If this trend continues and attendance figures don't drastically improve, we need to start to think about the possibility of having to reduce staff hours etc... in the near future and consider the need to increase the childcare fees.

Tracey stressed that it was regrettable that the work we had planned to undertake during the summer on the bathroom/toilet area and the walls in the Foundation classroom was not able to be completed. She stressed that it will be very likely that this work will have to be put off indefinitely.

Chairpersons Closing Report:

Pat thanked all for their continued support and stressed that the committee will continue to provide as much support as necessary during this next financial year. She is very aware that it is going to be a tough year financially for the nursery but also mentally, not just for the staff but also the parents and children. She stressed again that as much help will be given by the committee if needed.

Signed on behalf of the management team and committee.

Ms Anne Rowlands.
Childcare Manager.

Charity Registration No. 1018543

OUR LADY'S FIRST STEPS PRE SCHOOL
ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2020

OUR LADY'S FIRST STEPS PRE SCHOOL

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees	A Rowlands M Gaskin P Whimperley A Gibson N Evans H Leedam M Bird L Bevan
Charity number	1018543
Principal address	Clinton View Widnes Cheshire WA8 8JN
Independent examiner	Mitchell Charlesworth LLP Glebe Business Park Lunts Heath Road Widnes Cheshire WA8 5SQ
Bankers	Yorkshire Bank plc 20 Albert Road Widnes Cheshire WA8 6JG

OUR LADY'S FIRST STEPS PRE SCHOOL

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Statement of financial activities	5
Balance sheet	6
Statement of cash flows	7
Notes to the financial statements	8 - 14

OUR LADY'S FIRST STEPS PRE SCHOOL

TRUSTEES' REPORT

FOR THE YEAR ENDED 31 AUGUST 2020

The trustees present their report and financial statements for the year ended 31 August 2020.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the charity's constitution, the Charities Act 2011 and "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 2019)".

Objectives and activities

The charity's objects are to enhance the development and education of children primarily under statutory school aged by encouraging parents to understand and provide for the needs of their children through community groups and by; (A) Offering appropriate play, education and care facilities, family learning and extended hours groups, together with the right of parents to take responsibility for and to become involved in the activities of such groups, ensuring that such groups offer opportunities for all children whatever their race, culture, religion, means or ability. (B) Encouraging the study of the needs of such children and their families and promoting public interest in and recognition of such needs in the local areas. (C) Instigating and adhering to and furthering the aims and objects of the pre-school learning alliance. There has been no change in these during the year.

The trustees have paid due regard to guidance issued by the Charity Commission in deciding what activities the charity should undertake.

Achievements and performance

The committee, staff and parents were all thanked for their ongoing support. Pat Whimperley, Elaine Gaskin and Ann Gibson were declared as officers and will continue in their roles as stated above. Megan Bird was welcomed as a new parent representative, replacing Natalie Thomas.

Anne gave information to all present regarding the new Early Years Frame Work and the changes that have been made to the Ofsted inspection process. Staff will also be informed about the changes and how they can ensure they are meeting the new requirements.

Future training needs were also discussed and a budget agreed.

It was agreed by all staff that the improvements to the outdoor play areas have been a huge success and children are enjoying getting outside more. Staff explained how the areas have enhanced the planning and improved outcomes for children.

OUR LADY'S FIRST STEPS PRE SCHOOL

TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2020

Financial review

In order to reduce the time of the annual meeting, copies of the years accounts were posted out to all committee members in advance of the meeting. This was to allow everyone to be prepared with any questions/suggestions in advance.

Due to COVID and the restrictions put in place, it meant that 31 of the 33 staff members were put on furlough for almost 6 months. Only Anne (nursery manager) and Tracey (finance manager) continued to work. The trustees explained that it has been a very tough year financially, even though the staff were furloughed on 80% pay, the nursery was only able to claim 55% back via the Coronavirus Job Retention Scheme and the nursery had to fund the rest. The nursery has been able to keep all members of staff in employment, which we are very pleased about.

The nursery accounts finished in the financial year with a positive bank balance of £33,963. The trustees explained that it was pleasing we finished with a positive bank balance, however it has become apparent we are in for a tough year (Sept 20 to Aug 21). Attendance figures are lower and we have already seen a reduction of just over £40,000 in income for the first two months of the financial year. If this trend continues and attendance figures don't drastically improve, we need to start to think about the possibility of reducing staff hours etc. in the near future whilst also considering the need to increase the childcare fees.

The trustees stressed that it was regrettable that the work we had planned to undertake during the summer on the bathroom/toilet area and the walls in the Foundation classroom was not able to be completed. It will be very likely that this work will have to be put off indefinitely.

Reserves policy

It is the policy of the charity that unrestricted funds which have not been designated for a specific use should be maintained at a level equivalent to between three and six month's expenditure. The trustees considers that reserves at this level will ensure that, in the event of a significant drop in funding, they will be able to continue the charity's current activities while consideration is given to ways in which additional funds may be raised. This level of reserves has been maintained throughout the year.

Risk policy

The trustees has assessed the major risks to which the charity is exposed, and are satisfied that systems are in place to mitigate exposure to the major risks.

Plans for future periods

Continue to improve the nursery environment inside and outside. Ensure all staff continue to develop their skills by providing in-house training. To provide work shops for parents to attend alongside staff.

Structure, governance and management

The charity is registered in England and Wales under a Constitution adopted on 14 January 1993 as amended on 1 December 1999 and by a scheme of amendment on 1 March 2017.

Trustees

The trustees who served during the year and up to the date of signature of the financial statements were:

A Rowlands
M Gaskin
P Whimperley
A Gibson
N Evans
H Leedam
M Bird
L Bevan

OUR LADY'S FIRST STEPS PRE SCHOOL

TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2020

The company's current policy concerning the payment of trade creditors is to follow the CBI's Prompt Payers Code (copies are available from the CBI, Centre Point, 103 New Oxford Street, London WC1A 1DU).

The company's current policy concerning the payment of trade creditors is to:

- settle the terms of payment with suppliers when agreeing the terms of each transaction;
- ensure that suppliers are made aware of the terms of payment by inclusion of the relevant terms in contracts; and
- pay in accordance with the company's contractual and other legal obligations.

Trade creditors of the company at the year end were equivalent to 30 day's purchases, based on the average daily amount invoiced by suppliers during the year.

Chairperson's closing report

Pat thanked all present for their continued support and stressed that the committee will continue to provide as much support as necessary during this next financial year. She is very aware it is going to be a tough year financially for the nursery but also mentally, not just for the staff but also the parents and children. She stressed again that as much help will be given by the committee if needed.

The trustees' report was approved by the Board of Trustees.

M Gaskin

Trustee

Dated: 28 June 2021

OUR LADY'S FIRST STEPS PRE SCHOOL

INDEPENDENT EXAMINER'S REPORT

TO THE TRUSTEES OF OUR LADY'S FIRST STEPS PRE SCHOOL

I report to the trustees on my examination of the financial statements of Our Lady's First Steps Pre school (the charity) for the year ended 31 August 2020.

Responsibilities and basis of report

As the trustees of the charity you are responsible for the preparation of the financial statements in accordance with the requirements of the Charities Act 2011 (the 2011 Act).

I report in respect of my examination of the charity's financial statements carried out under section 145 of the 2011 Act. In carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

Since the charity's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of chartered, which is one of the listed bodies.

Your attention is drawn to the fact that the charity has prepared financial statements in accordance with Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) in preference to the Accounting and Reporting by Charities: Statement of Recommended Practice issued on 1 April 2005 which is referred to in the extant regulations but has now been withdrawn.

I understand that this has been done in order for financial statements to provide a true and fair view in accordance with Generally Accepted Accounting Practice effective for reporting periods beginning on or after 1 January 2015.

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

- 1 accounting records were not kept in respect of the charity as required by section 130 of the 2011 Act; or
- 2 the financial statements do not accord with those records; or
- 3 the financial statements do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the financial statements to be reached.

P L Griffiths FCA DChA on behalf of
Mitchell Charlesworth LLP

Glebe Business Park
Lunts Heath Road
Widnes
Cheshire
WA8 5SQ

Dated: 28 June 2021

OUR LADY'S FIRST STEPS PRE SCHOOL

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 AUGUST 2020

		Unrestricted funds 2020 £	Unrestricted funds 2019 £
	Notes		
<u>Income and endowments from:</u>			
Donations and legacies	3	302,312	299,576
Charitable activities	4	199,791	357,958
Other income	5	98,892	-
		-----	-----
Total income		600,995	657,534
		-----	-----
<u>Expenditure on:</u>			
Charitable activities	6	584,461	600,694
		-----	-----
Net income for the year/ Net movement in funds		16,534	56,840
Fund balances at 1 September 2019		88,597	31,757
		-----	-----
Fund balances at 31 August 2020		105,131	88,597
		=====	=====

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

OUR LADY'S FIRST STEPS PRE SCHOOL

BALANCE SHEET

AS AT 31 AUGUST 2020

	Notes	2020 £	£	2019 £	£
Fixed assets					
Tangible assets	9		103,172		112,445
Current assets					
Debtors	10	438		4,297	
Cash at bank and in hand		33,964		32,553	
		<u>34,402</u>		<u>36,850</u>	
Creditors: amounts falling due within one year	11	(32,443)		(60,698)	
Net current assets/(liabilities)			1,959		(23,848)
Total assets less current liabilities			<u>105,131</u>		<u>88,597</u>
Income funds					
Unrestricted funds			105,131		88,597
			<u>105,131</u>		<u>88,597</u>

The financial statements were approved by the Trustees on 28 June 2021

M Gaskin
Trustee

OUR LADY'S FIRST STEPS PRE SCHOOL

STATEMENT OF CASH FLOWS

FOR THE YEAR ENDED 31 AUGUST 2020

	Notes	2020 £	£	2019 £	£
Cash flows from operating activities					
Cash generated from operations	13		10,781		94,381
Investing activities					
Purchase of tangible fixed assets		(9,370)		(102,072)	
Net cash used in investing activities			(9,370)		(102,072)
Net cash used in financing activities			-		-
Net increase/(decrease) in cash and cash equivalents			1,411		(7,691)
Cash and cash equivalents at beginning of year			32,553		40,244
Cash and cash equivalents at end of year			33,964		32,553

OUR LADY'S FIRST STEPS PRE SCHOOL

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 AUGUST 2020

1 Accounting policies

1.1 Accounting convention

The financial statements have been prepared in accordance with the charity's constitution adopted on 14 January 1993 as amended on 1 December 1999 and by a scheme of variation dated 1 March 2017, the Charities Act 2011 and "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 2019)". The charity is a Public Benefit Entity as defined by FRS 102.

The financial statements have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a true and fair view. This departure has involved following the Statement of Recommended Practice for charities applying FRS 102 rather than the version of the Statement of Recommended Practice which is referred to in the Regulations but which has since been withdrawn.

The financial statements are prepared in sterling, which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention. The principal accounting policies adopted are set out below.

1.2 Going concern

At the time of approving the financial statements, and having due regard to the impact of Covid-19, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives.

Restricted funds are subject to specific conditions by donors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

Endowment funds are subject to specific conditions by donors that the capital must be maintained by the charity.

1.4 Income

Income is recognised when the charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Cash donations are recognised on receipt. Other donations are recognised once the charity has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Legacies are recognised on receipt or otherwise if the charity has been notified of an impending distribution, the amount is known, and receipt is expected. If the amount is not known, the legacy is treated as a contingent asset.

OUR LADY'S FIRST STEPS PRE SCHOOL

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2020

1 Accounting policies (Continued)

1.5 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

Improvements to property	10% straight line
Fixtures and fittings	15% straight line
Computers	33.3% straight line

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in net income/(expenditure) for the year.

1.6 Impairment of fixed assets

At each reporting end date, the charity reviews the carrying amounts of its tangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any).

1.7 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

1.8 Financial instruments

The charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the charity's balance sheet when the charity becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

Basic financial assets

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

OUR LADY'S FIRST STEPS PRE SCHOOL

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2020

1 Accounting policies

(Continued)

Basic financial liabilities

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

Derecognition of financial liabilities

Financial liabilities are derecognised when the charity's contractual obligations expire or are discharged or cancelled.

1.9 Employee benefits

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the charity is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

1.10 Retirement benefits

Payments to defined contribution retirement benefit schemes are charged as an expense as they fall due.

2 Critical accounting estimates and judgements

In the application of the charity's accounting policies, the trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

3 Donations and legacies

	Unrestricted funds	Unrestricted funds
	2020	2019
	£	£
Performance related grants	302,312	299,576

OUR LADY'S FIRST STEPS PRE SCHOOL

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2020

4 Charitable activities

	Unrestricted funds 2020 £	Unrestricted funds 2019 £
Nursery fees	196,569	355,751
Milk reimbursement	1,371	1,909
Other income	891	298
School trips	960	-
	<u>199,791</u>	<u>357,958</u>

5 Other income

	Unrestricted funds 2020 £	Total 2019 £
Government grants receivable	<u>98,892</u>	<u>-</u>

OUR LADY'S FIRST STEPS PRE SCHOOL

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2020

6 Charitable activities

	Charitable Expenditure 2020 £	Charitable Expenditure 2019 £
Staff costs	494,558	469,908
Depreciation and impairment	18,643	6,411
Insurance and rates	2,949	3,506
Repairs and maintenance	4,821	18,615
Telephone costs	1,179	1,207
Groceries	9,125	15,911
School meals	22,697	43,276
Consumables	9,340	8,560
Toys and equipment	6,333	15,150
Printing, stationery and postage	1,328	406
Sundry expenses	4,152	10,343
Accountancy	202	2,000
Trips	990	-
Bank charges and interest	2,084	2,197
Utilities	3,035	1,988
Professional subscriptions	3,025	1,216
	<u>584,461</u>	<u>600,694</u>
	<u>584,461</u>	<u>600,694</u>

7 Trustees

None of the trustees (or any persons connected with them) received any remuneration or benefits from the charity during the year.

There were no expenses reimbursed to trustees during the year.

OUR LADY'S FIRST STEPS PRE SCHOOL

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2020

8 Employees

The average monthly number of employees during the year was:

	2020 Number	2019 Number
	33	35
	<u>33</u>	<u>35</u>
Employment costs	2020	2019
	£	£
Wages and salaries	467,842	442,854
Social security costs	21,994	22,820
Other pension costs	4,722	4,234
	<u>494,558</u>	<u>469,908</u>
	<u>494,558</u>	<u>469,908</u>

There were no employees earning at the rate of £60,000 or more during the year.

9 Tangible fixed assets

	Improvements to property £	Fixtures and fittings £	Computers £	Total £
Cost				
At 1 September 2019	-	114,414	4,442	118,856
Additions	7,603	1,767	-	9,370
	<u>7,603</u>	<u>116,181</u>	<u>4,442</u>	<u>128,226</u>
At 31 August 2020	7,603	116,181	4,442	128,226
	<u>7,603</u>	<u>116,181</u>	<u>4,442</u>	<u>128,226</u>
Depreciation and impairment				
At 1 September 2019	-	5,671	740	6,411
Depreciation charged in the year	-	17,162	1,481	18,643
	<u>-</u>	<u>22,833</u>	<u>2,221</u>	<u>25,054</u>
At 31 August 2020	-	22,833	2,221	25,054
	<u>-</u>	<u>22,833</u>	<u>2,221</u>	<u>25,054</u>
Carrying amount				
At 31 August 2020	7,603	93,348	2,221	103,172
	<u>7,603</u>	<u>93,348</u>	<u>2,221</u>	<u>103,172</u>
At 31 August 2019	-	108,743	3,702	112,445
	<u>-</u>	<u>108,743</u>	<u>3,702</u>	<u>112,445</u>

OUR LADY'S FIRST STEPS PRE SCHOOL

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2020

10 Debtors	2020	2019
	£	£
Amounts falling due within one year:		
Trade debtors	438	4,297
	<u> </u>	<u> </u>
11 Creditors: amounts falling due within one year	2020	2019
	£	£
Other taxation and social security	2,826	4,139
Trade creditors	18,780	43,237
Other creditors	7,846	-
Accruals and deferred income	2,991	13,322
	<u> </u>	<u> </u>
	<u>32,443</u>	<u>60,698</u>
12 Related party transactions		
There were no disclosable related party transactions during the year (2019 - none).		
13 Cash generated from operations	2020	2019
	£	£
Surplus for the year	16,534	56,840
Adjustments for:		
Depreciation and impairment of tangible fixed assets	18,643	6,411
Movements in working capital:		
Decrease in debtors	3,859	3
(Decrease)/increase in creditors	(28,255)	31,127
	<u> </u>	<u> </u>
Cash generated from operations	<u>10,781</u>	<u>94,381</u>
14 Analysis of changes in net funds		
The charity had no debt during the year.		
