

# LITTLE STEPS PRE-SCHOOL

England & Wales · Charity number 1021256

## Details

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**Other names** NORTH NEWTON PLAYGROUP

**Status** Registered

**Legal form** Other

**Registered** 1993-05-20

**Register** [View on the Charity Commission register](#)

## Contact

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**Address** 39 Broadlands Avenue  
North Petherton  
Bridgwater  
TA6 6QS

**Phone** 01278287050

## Activities

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**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:** We are a comittee run preschool for children from the ages of 2-4. We also offer breakfast club care to primary aged school children from age 4-11.

## Classification

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- **How:** Provides Services
- **What:** Education/training, Economic/community Development/employment
- **Who:** Children/young People

## Geography

- **Area of benefit:** IN PRACTICE THE CATCHMENT AREA OF THE PLAYGROUP
- Somerset

## Finances

Period end	Income	Expenditure	Assets	Employees
2024-08-31	£119,796	£114,703	-	-
2023-08-31	£106,284	£102,422	-	-
2022-08-31	£70,821	£69,557	-	-
2021-08-31	£41,694	£37,520	-	-
2020-08-31	£39,916	£39,332	-	-

## Trustees

Name	Role	Appointed
<b>SHARON NICOLA HOOPER</b>	Chair	
Christina Toft		2023-09-01
Leanne Laird		2021-11-30
Megan Boxell		2023-09-01

**LITTLE STEPS PRE-SCHOOL**

England & Wales - Charity number 1021256

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# Accounts

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# AGM Meeting Minutes

## Tuesday 22<sup>nd</sup> October 2024

### Village Hall

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**Present:**, Sharon Hooper, Sarah Williams, Helen Barham, Leanne Laird, Chrissie Toft & Sarah Moore.

**Apologies:** Megan Boxall

#### 1 Welcome

Chair welcomes everybody and thanks to everyone for coming.

#### 2 Minutes of the previous meeting

The chair reads and signs them.

#### 3 Pre school Manager Report

Numbers of children were good for the start of the year and we progressed through the Autumn term. At the beginning of Dec held our fantastic Xmas Extravaganza and we went back to our usual festive period with the children being able to participate in a Nativity play & Xmas Lunch was delicious.

After the government announcement regarding funding for 2 year olds, I very quickly knew all spaces were allocated from Sept 24 – July 25. We employed Natasha & Tina to work with Nina in those vital support roles that keep the cogs turning behind the scenes allowing the keyworkers to do their stuff!

As the rest of the year went on, we maintained our excellent program of activities, however it quickly became evident that our planning had to be trimmed slightly as there were constant restraints on resources ie staffing & time, resulting from having children with additional needs in our Little Steps family. At this point I must make a special mention to Jess & Stacy, I had the easy bit co-ordinating the special educational needs programme, they did the work on the ground with the children, aiding them to reach their full potential and getting them ready for the transition into full-time education. We did however manage a couple of outdoor days at the Playingfield thanks to the Government! Unfortunately the Playday at Apex Park, Highbridge will be no more, due to restructuring of the local government, there seems to be a common thread here.....!

We had a lovely day out at Greatwood at the end of the summer term and were joined by many parents, yet again the weather was kind to us. The school leavers had their transition visits, and all settled in well in September and I was immensely proud of them all. We continued to rebuild our good links with the school and they seem keen to share resources with lots of joint ventures planned. By working closely we are able to develop a strong partnership which pays

dividends not only during the year but when it comes to the transition for the children starting full time education, in the same way Stay & play has helped with the transition into preschool.

I would to thank you, the committee for your efforts in helping me take Little Steps forward in a very professional manner. Without their support & understanding of the early years requirements, we wouldn't be able to achieve this. I say this every year - I sometimes feel I am just repeating what I said last year (or copying & pasting!) but in all honesty we have a formula that works and I mean every word.

Going forward in Sept 2024, with everyone having recharged their batteries, we are very much looking to fine tune our Keyperson skills, parent partnerships & planning, to make our working practice even better.

Saving the best till last, and most importantly, I must say a big thankyou to all the staff team who always give 110%, but this year 150%, and are a real asset to Little Steps always going "above & beyond". I really appreciate and value their input, enthusiasm & motivation in making Little Steps a place for us to be proud of!

#### 4 Treasurers Report

In this report I am looking at the financial year of September 2023 to August 2024. Our income has increased from £106,000 in the 2022-2023 year to nearly £120,000 in the 2023-2024 year. An increase of over 13%. There are several factors in this. We had a rise to the grant funding, even more children through the door, good fundraising and we also received over £7500 SEN funding in this year.

Our outgoings for the year also increased with wages rising to nearly £97,000 - an increase of 13% from the previous years £86,000. This is to be expected as we have even more members of staff now, all working more hours than previously and their hourly rate increased during the year.

Fundraising for the year brought in £2134 as opposed to the £3800 from the previous year so a decrease of nearly 40%. This would mainly be due to the fact that the Christmas extravaganza didn't do quite as well as the previous year or that the Apex fundraiser was cancelled this year whereas the previous year raised over £800. Hundred club was again a big success.

Rent increased along with the cost of electricity and other household goods so we have seen our rent and utilities payment increase to just under £6200 in comparison to £5637 last year so approx 10% increase which we had budgeted for.

Helen has managed to keep the cost of food at roughly the same, coming in £75 under the previous year at £1661.

We made the decision not to transfer into our savings during this year because we wanted to use that money to pay for increasing our staffing to help now it is so busy and also we want to use that money to help support the staff who are working with our SEN children by allowing them to become almost one to one. We decided to look at transferring money across at the end of the 23/24 financial year which we have since done.

The books for this past financial year are now ready to go into the auditor but the figures at the moment show us turning a profit of £5092 which is great. So long as we can cover our costs and continue to staff well and to carry on

providing an excellent learning environment and continue to invest in new items and training for staff that is all that we want.

We opened September 2023 with a bank balance of £9034.71 and we closed August 2024 with a balance of £14127.39.

We also at the end of August 2024 had £13231.33 in our savings account although we have since transferred £10,000 into this account.

## 5 Chairs Report

What a year! Due to child numbers we increased staffing by taking on Natasha and Tina as well as more hours for the others. Nina handed in her notice at the end of the summer term and we wished her well. Looking forward, we promoted Jess to deputy and gave Stacy and Claire permanent contracts as again this coming year we are nearly full.

As this year went on, it became very busy and we also provided some children with 1-1's. It was a challenge at times and it took its toll on the staff by the end of the year. I would like to thank each and every staff member for their hard work and commitment and for supporting Helen when she needed them.

Also, a big thank you to Sarah, without you we would be lost. Sorting out funding, bills and everything else you do is mind blowing to me. A bit congratulations to Claire for passing her maths, English and level 2 apprenticeship.

As chair, which I've been for many years I can honestly say that this has been the most toughest and I hope I have provided a little bit of support to the staff.

James has laid new astro grass in the garden and we have had some fencing replaced ready for the new year. We had a good cleaning day too and finally sorted the puzzles.

Another good year financially as well and we will endeavor to spend some of it on some new equipment.

## 6 Election of New Committee

Position	Nominee	Proposed by	Second by
Chair	Sharon Hooper	Helen Barham	Leanne Laird
Treasurer	Leanne Laird	Sharon Hooper	Helen Barham

### **Committee Members**

Sharon Hooper	Helen Barham	Chrissie Toft
Leanne Laird	Megan Boxall	Sarah Moore

Sarah Williams – Bookkeeper/Accounts administrator/Secretary

## 7 AOB

Discussed plans for Christmas and for fundraising over this period.

Discussed trips and photos booked for Autumn term 2024.

New purchases planned for the next academic/financial year.

Next meeting at Village Hall at 7pm on Weds 27<sup>th</sup> November.

# Little Steps Pre-school Annual Accounts

OPENING BALANCE £9034.71

## Income Sept 2023 - Aug 2024

Month	Grants	Fees	B Club	FR	Misc	Total
Sept	£15,184.50	£2,453.75	£40.00	£0.00	£0.00	£17,678.25
Oct	£617.45	£3,591.87	£510.00	£75.00	£0.00	£4,794.32
Nov	£1,717.84	£1,843.12	£552.50	£172.50	£0.00	£4,285.96
Dec	£2,729.32	£1,394.39	£457.50	£15.00	£0.00	£4,596.21
Jan	£18,777.06	£3,276.39	£502.50	£0.00	£0.00	£22,555.95
Feb	£2,670.43	£1,767.50	£792.50	£0.00	£0.00	£5,230.43
Mar	£2,799.52	£2,378.40	£910.00	£180.00	£1,279.08	£7,547.00
Apr	£31,678.61	£2,475.25	£312.50	£1,492.38	£0.00	£35,958.74
May	£5,385.24	£1,422.14	£441.00	£200.00	£0.00	£7,448.38
Jun	£0.00	£752.12	£915.50	£0.00	£0.00	£1,667.62
Jul	£5,949.32	£924.99	£746.50	£0.00	£0.00	£7,620.81
Aug	£0.00	£139.25	£273.00	£0.00	£0.00	£412.25
<b>TOTALS</b>	<b>£87,509.29</b>	<b>£22,419.17</b>	<b>£6,453.50</b>	<b>£2,134.88</b>	<b>£1,279.08</b>	<b>£119,795.92</b>

Lloyds Current Acc Opening Balance	£9,034.71
Plus Income (Sept - Aug)	£119,795.92
Plus Transfers from Current Account	£0.00
Less Transfers to Current Accounts	£0.00
Minus Expenditure	£114,703.24
Closing balance 31.08.2021	£14,127.39
Profit / Loss	£5,092.68
Lloyds Savings Acc Opening Balance	£13,089.96
Plus Transfers from Current Account	£0.00
Less Transfers to Current Account	£0.00
Plus Interest	£141.37
Balance	£13,231.33

*Handwritten notes: 13077.92 AS AT 9/9, AS AT 9/8*

## Little Steps Pre-school Expenditure Sept 23 - Aug 2024

Month	Wages	Admin	Consum	Equip	PC	Rent /Utilities	Train/Proff	FR	Other	TOTAL
Sept	£7,243.90	£126.00	£107.06	£69.68	£0.00	£463.29	£50.00	£0.00	£0.00	£8,059.93
Oct	£6,658.09	£147.32	£149.33	£169.23	£0.00	£497.66	£173.91	£0.00	£0.00	£7,795.54
Nov	£7,854.10	£168.00	£282.12	£898.82	£0.00	£546.44	£0.00	£0.00	£353.62	£10,103.10
Dec	£6,224.30	£168.00	£134.98	£716.94	£0.00	£626.43	£0.00	£0.00	£150.20	£8,020.85
Jan	£8,257.37	£140.00	£276.53	£130.54	£0.00	£485.49	£0.00	£0.00	£187.65	£9,477.58
Feb	£7,925.27	£210.00	£0.00	£1,686.74	£0.00	£472.49	£0.00	£0.00	£-24.09	£10,270.41
Mar	£8,114.16	£168.00	£128.18	£426.42	£0.00	£477.69	£124.00	£0.00	£0.00	£9,438.45
Apr	£8,628.58	£203.00	£194.07	£34.97	£0.00	£474.44	£0.00	£0.00	£676.01	£10,211.07
May	£8,109.26	£135.00	£143.42	£67.95	£0.00	£656.29	£64.80	£0.00	£726.91	£9,903.63
Jun	£9,257.58	£180.00	£97.89	£188.00	£0.00	£501.92	£84.00	£0.00	£10.00	£10,319.39
Jul	£9,705.35	£285.00	£148.16	£272.62	£0.00	£487.02	£190.00	£0.00	£252.82	£11,340.97
Aug	£8,787.60	£243.75	£0.00	£133.95	£0.00	£487.02	£0.00	£0.00	£110.00	£9,762.32
<b>TOTALS</b>	<b>£96,765.56</b>	<b>£2,174.07</b>	<b>£1,661.74</b>	<b>£4,795.86</b>	<b>£0.00</b>	<b>£6,176.18</b>	<b>£686.71</b>	<b>£0.00</b>	<b>£2,443.12</b>	<b>£114,703.24</b>

# Independent examiner's report on the accounts

## Section A

## Independent Examiner's Report

**Report to the trustees/  
members of**

Charity Name  
Little Steps Pre-School

**On accounts for the year  
ended**

2024

**Charity no  
(if any)**

1021256

**Set out on pages**

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31 08 2024

**Responsibilities and  
basis of report**

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

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

**Independent  
examiner's statement**

[The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of [insert name of applicable listed body]]. *Delete [ ] if not applicable.*

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

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did 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 accounts to be reached.

*\* Please delete the words in the brackets if they do not apply.*

**Signed:**

*W. Carver*

**Date:**

24/6/25

**Name:**

TEREY. A. CARVER

**Relevant professional  
qualification(s) or body**

AAT ADVANCED CERTIFICATE  
NIP BUSINESS FINANCE

(if any):

[Empty box]

Address:

28 VIRGINIA GREENS  
LUSHAN  
TAUNTON TA3 5P SOMERSET

**Section B**

**Disclosure**

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.

[Large empty box for disclosure details]

**LITTLE STEPS PRE-SCHOOL**

England & Wales - Charity number 1021256

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# Accounts

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**AGM Meeting Minutes**  
**Tuesday 7<sup>th</sup> November 2023**  
**Village Hall**

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**Present:** Sharon Hooper, Sarah Williams, Helen Barham, Leanne Laird, Emma Bult, Chloe Worthington, Rachel Stewart, Megan Boxall

**Apologies:** Natasha Willis, Rebecca Marshall, Verity Rees, Louise Nicholls & Claire Woodland

1 Welcome

Chair welcomes everybody and thanks to everyone for coming.

2 Minutes of the previous meeting

The chair reads and signs them.

3 Pre school Leaders Report

We hit the ground running in September, numbers of children were good for the start of the year and we progressed through the Autumn term. We held a fantastic Xmas fare and the children were able to participate in a Nativity & Xmas Lunch. Unfortunately Chloe moved onto pasture new and Claire stepped very nicely into the apprentice spot. We employed Stacy & Nina and they will continue into next year.

Our stay & Play group on a Wednesday was a bit depleted as the majority decided they wanted to start at preschool, lovely for continuity and settling in but however it left us with a smallish cohort of regulars; and a room full of 2 year olds! After the government announcement regarding funding for 2 year olds, throughout the spring term I seemed to be continually giving out waiting list forms. By February half term we knew we all spaces were allocated until Sept 24.

As the rest of the year went on, we maintained our excellent program of activities, with a trip on the Somersun canal boat and outdoor days at the playing field. We had a lovely day out at Greatwood at the end of the summer term and were joined by many parents. We participated in the Playday at Apex Park, Highbridge topped up our reserves by £600+! The children also completed a sponsored treasure hunt and raised in excess of £400.

During the summer term we held some very successful parent workshops, looking at school readiness and what it actually means for the children with lots of examples of activities to try at home. The feedback was very positive so we will be looking to put these on again after easter once the school place allocations have been announced. The school leavers had their transition visits, and all settled in well in September and I was immensely proud of them all. We continued to rebuild our good links with the school and the new head teacher who seems to have Early Years very much at the heart of the lower school and keen to share resources with lots of joint ventures planned. This can only be a good thing in my view and I will continue to foster this relationship as much as I possibly can. By working closely we are able

to develop a strong partnership which pays dividends not only during the year but when it comes to the transition for the children starting full time education, in the same way Stay & play has helped with the transition into preschool. The year rounded off very nicely with the dreaded phone call on the last Monday of the summer term saying we would be inspected by Ofsted on the Tuesday, thank goodness she didn't pick Thursday our last day, but it would have been interesting to see how Crazy Kev measured up!!

After a stressful, panicky half an hour, pre settled down and came to the conclusion, with a few minor tweaks, we were actually ready and all knew our stuff. On the day, I was very pleased of the team performance and everybody played their part. More importantly the children were amazing, not phased at all by our important visitor, and were confident, chatty and showed Little Steps off to its best advantage. I was so proud of everyone that day and all our hard work showed through in the final report. The inspectors feedback was "consistently good in all areas", I couldn't ask for more.

#### 4 Treasurers Report

Looking back on our last financial year – the pre-school is booming. Our income jumped from £70,000 in the 2021-2022 year to over £106,000 in the 2022-2023. An increase of over 50% in one year. There are several factors in this. We had a nice rise to the grant funding, we put our fees up, more children through the door, good fundraising, some spare money came through the government left from the covid pot. We are also in receipt of SEN funding.

Our outgoings for the year also increased with wages increasing to over £86,000 an increase from the previous years £54,000. This is to be expected as we have 7 members of staff now, all working more hours than previously and their hourly rate increased during the year.

Fundraising for the year brought in £3800 with the hundred club again being a huge success along with the apex and the Christmas extravaganza so well done to all involved.

Rent increased along with the cost of electricity and other household goods so we have seen our rent and utilities payment increase to just under £5637 in comparison to £5000 last year so not too bad.

Food has increased from just over £1000 in the previous year to £1735 this year mostly down to higher prices during the cost of living crisis.

We made the decision not to transfer into our savings during this year (aside from the quick lend in the middle of the year that was repaid due to my mess up with the grant funding) because we wanted to use that money to pay for increasing our staffing to help now it is so busy and also we want to use that money to help support the staff who are working with our SEN children by allowing them to become almost one to one.

The books for this past financial year are now ready to go into the auditor but the figures at the moment show us turning a profit of £3861 which is great. So long as we can cover our costs and continue to staff well and to carry on providing an excellent learning environment and continue to invest in new items and training for staff that is all that we want.

We opened September 2022 with a bank balance of £5173.59 and we closed August 2023 with a balance of £9034.71.

#### 5 Chairs Report

6 Election of New Committee

Position	Nominee	Proposed by	Second by
Chair	Sharon Hooper	Helen Barham	Emma Bult
Treasurer	Leanne Laird	Sharon Hooper	Emma Bult

**Committee Members**

Sharon Hooper	Helen Barham	Chloe Worthington	Rebecca Marshall
Leanne Laird	Rachel Stewart	Megan Boxall	Chrissie Toft

Sarah Williams – Bookkeeper/Accounts administrator/Secretary

7 AOB

Verbal warning with Nina regarding absences – Sharon has spoken.  
Helen and Sharon are going to the Nursery World Show next February 2024.

Next meeting Tuesday 5<sup>th</sup> December @ 7pm at Village Hall

# Little Steps Pre-school Annual Accounts

OPENING BALANCE £5173.59

Income Sept 2022 - Aug 2023

Month	Grants	Fees	B Club	FR	Misc	Total		
Sept	£14,226.89	£5,356.77	£72.00	£20.00	£0.00	£19,675.66	Lloyds Current Acc Opening Balance	£5,173.59
Oct	£52.01	£2,312.49	£875.00	£145.00	£500.00	£3,884.50	Plus Income (Sept - Aug)	£106,283.51
Nov	£0.00	£2,343.41	£210.00	£60.00	£1,500.00	£4,113.41		
Dec	£498.11	£2,652.58	£585.00	£722.88	£0.00	£4,458.57	Plus Transfers from Current Account	£7,500.00
Jan	£417.70	£2,943.21	£210.00	£0.00	£0.00	£3,570.91	Less Transfers to Current Accounts	£7,500.00
Feb	£238.14	£1,128.96	£777.50	£0.00	£0.00	£2,144.60		
Mar	£21,786.47	£2,103.91	£185.00	£0.00	£0.00	£24,075.38	Minus Expenditure	£102,422.39
Apr	£25,009.22	£3,079.24	£490.00	£1,420.00	£0.00	£29,998.46		
May	£590.94	£2,995.00	£110.00	£542.50	£0.00	£4,238.44	Closing balance 31.08.2023	£9,034.71
Jun	£1,078.00	£1,891.25	£575.00	£20.00	£34.50	£3,598.75		
Jul	£3,086.20	£1,200.63	£620.00	£0.00	£0.00	£4,906.83	Profit / Loss	£3,861.12
Aug	£0.00	£285.00	£440.00	£893.00	£0.00	£1,618.00		
<b>TOTALS</b>	<b>£66,983.68</b>	<b>£28,292.45</b>	<b>£5,149.50</b>	<b>£3,823.38</b>	<b>£2,034.50</b>	<b>£106,283.51</b>	Lloyds Savings Acc Opening Balance	£13,007.46
							Plus Transfers from Current Account	£7,500.00
							Less Transfers to Current Account	£7,500.00
							Plus Interest	£58.25
							Balance	£13,065.71

Little Steps Pre-school Expenditure Sept 22 - Aug 2023

Month	Wages	Admin	Consum	Equip	PC	Rent /Utilities	Train/Proff	FR	Other	TOTAL
Sept	£5,834.22	£134.04	£262.44	£388.65	£0.00	£434.18	£50.00	£0.00	£0.00	£7,103.53
Oct	£5,902.80	£184.00	£21.75	£62.68	£0.00	£443.64	£292.69	£0.00	£262.45	£7,170.01
Nov	£7,750.12	£247.25	£289.73	£425.45	£0.00	£443.64	£267.32	£0.00	£106.78	£9,530.29
Dec	£6,859.96	£269.94	£77.08	£706.97	£0.00	£447.29	£0.00	£80.00	£500.00	£8,941.24
Jan	£7,483.17	£97.75	£112.38	£227.88	£0.00	£499.79	£210.00	£0.00	£-10.34	£8,620.63
Feb	£5,865.18	£281.75	£155.55	£314.15	£0.00	£457.79	£0.00	£0.00	£18.36	£7,092.78
Mar	£8,955.38	£120.75	£104.68	£228.32	£0.00	£454.14	£87.67	£22.30	£793.95	£10,767.19
Apr	£6,570.44	£224.25	£153.15	£121.02	£0.00	£448.35	£60.00	£0.00	£216.00	£7,793.21
May	£8,335.32	£129.50	£152.62	£36.49	£0.00	£546.50	£0.00	£0.00	£87.67	£9,288.10
Jun	£7,725.95	£133.00	£94.84	£490.85	£0.00	£537.33	£479.00	£0.00	£14.95	£9,475.92
Jul	£6,880.94	£252.00	£245.71	£375.94	£0.00	£461.99	£35.00	£0.00	£278.50	£8,530.08
Aug	£6,846.39	£147.00	£65.60	£389.98	£0.00	£462.64	£0.00	£197.80	£0.00	£8,109.41
<b>TOTALS</b>	<b>£85,009.87</b>	<b>£2,221.23</b>	<b>£1,735.53</b>	<b>£3,768.38</b>	<b>£0.00</b>	<b>£5,637.28</b>	<b>£1,481.68</b>	<b>£300.10</b>	<b>£2,268.32</b>	<b>£102,422.39</b>

# Independent examiner's report on the accounts

Section A

Independent Examiner's Report

**Report to the trustees/  
members of**

Charity Name  
Little Steps Pre-School

**On accounts for the year  
ended**

2023

**Charity no  
(if any)**

1021256

**Set out on pages**

*(remember to include the page numbers of additional sheets)*

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 2023/24.

**Responsibilities and  
basis of report**

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

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

**Independent  
examiner's statement**

[The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of [insert name of applicable listed body]]. *Delete [ ] if not applicable.*

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

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did 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 accounts to be reached.

*\* Please delete the words in the brackets if they do not apply.*

**Signed:**

*Tracey*

**Date:**

19/7/24

**Name:**

TRACEY - A - CALVEY

**Relevant professional  
qualification(s) or body**

AAT ADVANCED CERTIFICATE  
NUQ BUSINESS FINANCE

(if any):

--

Address:

28 VIRGINIA AVE
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WINDYBROOK
------------

793 SP SUNDAY
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**Section B**

**Disclosure**

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.

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**LITTLE STEPS PRE-SCHOOL**

England & Wales - Charity number 1021256

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# Accounts

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# AGM Meeting Minutes

## Wednesday 5<sup>th</sup> October

### Church Meeting Room

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**Present:**, Sharon Hooper, Sarah Williams, Helen Barham, Leanne Laird, Emma Bult, Claire Woodland, Chloe Worthington, Louise Nicholls, Shelley Rees, Jo Down & Verity Teal

**Apologies:** Natasha Willis, Jessica Reeman

1 Welcome

Chair welcomes everybody and thanks to everyone for coming.

2 Minutes of the previous meeting

The chair reads and signs them

3 Pre school Leaders Report

Well at last we were able to get back to some semblance of “normal”. Numbers of children were ok for a start in September and we progressed through the Autumn term. We managed to fundraise with a fantastic Xmas fayre and the children were able to participate in a Nativity, party & Xmas Lunch. Unfortunately Becky decided on a change in career and went to work as a teaching assistant. We spent a few weeks recruiting and appointed Chloe as an apprentice in Oct and then Jess as Deputy Manager in the New Year. In January the dreaded Covid hit the staff team and we were forced to close for a week. Our stay & Play group on a Wednesday went from strength to strength with a good cohort of regulars.

As the rest of the year went on, we maintained our excellent program of activities, with a trip on the Somersun canal boat and outdoor days at the playingfield. We had a lovely day out at Greatwood at the end of the summer term and were joined by many parents. We participated in the Village Festival and even Apex happened which was a bonus and topped up our reserves by £800+!

Throughout the summer term I seemed to be continually giving out waiting list forms. By May half term we knew we were on the up from the previous couple of years dip. By June all spaces on 3 days in the next academic year were full until Sept 23. 75% of these new starters were from the stay & play group and only 2 years old. This meant that in September we would start back with more children on the register than we finished in July with. Unheard of in the 40+ year history of Little Steps. We employed Jill & Claire and they will continue into next year.

The school leavers had their transition visits, and all settled in well in September and I was immensely proud of them all. We are starting to rebuild our good links with the school next year as a new head teacher Debbie Leach is in post and seems to have Early Years very much at the

heart of the lower school. This can only be a good thing in my view and I will be fostering this relationship as much as I possibly can. By working closely we are able to develop a strong partnership which pays dividends not only during the year but when it comes to the transition for the children starting full time education, in the same way Stay & play has helped with the transition into preschool.

I would to thank you, the committee for your efforts in helping me take Little Steps forward in a very professional manner. Without their support & understanding of the early years requirements, we wouldn't be able to achieve this. I sometimes feel I am just repeating what I said last year (or copying & pasting!) but in all honesty we have a formula that works and I mean every word.

Saving the best till last, and most importantly, I must say a big thankyou to all the staff who always give 110% and are a real asset to Little Steps always going "above & beyond". I really appreciate and value their input, enthusiasm & motivation in making Little Steps a place for us to be proud of!

#### 4 Treasurers Report

Looking back on our last financial year – the pre-school is booming. Our income jumped from £40,000 in the last comparable year (pre-covid) to over £70,000 in this past year.

We have had an influx of younger children which is brilliant news for the pre-school and as Helen has just said, we are now nearly full. Opening on a Friday has made quite a difference and the breakfast club continues to bring in a good amount of money each month.

Fundraising for the year brought in £3700 with the hundred club again being a huge success along with a phenomenal amount raised at the apex this year so well done to all involved.

We have had to employ more members of staff so our wages for this year has jumped up to £54,000 compared to last years £33,000. We now have 7 members of staff and are currently advertising for two more.

Rent increased along with the cost of electricity and other household goods so we have seen our rent and utilities payment increase to just under £5000 in comparison to £3000 last year.

We were able to transfer £4,500 to our savings account last September and will likely do similar this year as we continue to make sure we have enough in our drawings account to cover us for emergency closure plans and for any other eventualities.

The books for this past financial year are now ready to go into the auditor but the figures at the moment show us turning a profit of £1263. Which is great. So long as we can cover our costs and continue to staff well and to carry on providing an excellent learning environment and continue to invest in new items and training for staff that is all that we want.

We opened September 2021 with a bank balance of £8409 and we closed September 2022 with a balance of £5173.

## 5 Chairs Report

Helen is the backbone of the pre-school. The committee is incredibly grateful to her efforts both with the pre-school and with the fundraising. Credit to the staff and we are happy with how the pre-school is running. We like to invest everything back into the pre-school. The pre-school is getting very busy and we need to continue to grow and be successful.

## 6 Election of New Committee

Position	Nominee	Proposed by	Second by
Chair	Sharon Hooper	Helen Barham	Emma Bult
Treasurer	Verity Teal	Sharon Hooper	Helen Barham

### **Committee Members**

Sharon Hooper	Helen Barham	Claire Woodland	Chloe Worthington
Verity Teal	Emma Bult	Leanne Laird	
Natasha Willis	Jo Down	Louise Nicholls	

Sarah Williams - Book keeper/Accounts administrator

## 7 AOB

Stay and play has been the lifeline for the pre-school, we have so many new children through from the group so really pleased.

No other business.

# Little Steps Pre-school Annual Accounts

OPENING BALANCE £8409.77

Income Sept 2021 - Aug 2022

Month	Grants	Fees	B Club	FR	Misc	Total		
Sept	£10,542.03	£893.35	£151.00	£260.00	£0.00	£11,846.38	Lloyds Current Acc Opening Balance	£8,409.77 ✓
Oct	£335.96	£617.58	£544.00	£25.00	£0.00	£1,522.54	Plus Income (Sept - Aug)	£70,821.16 ✓
Nov	£0.00	£869.93	£196.00	£120.00	£0.00	£1,185.93		
Dec	£2,695.58	£366.76	£664.00	£670.00	£0.00	£4,396.34	Plus Transfers from Current Account	£0.00
Jan	£14,362.49	£463.89	£216.00	£0.00	£0.00	£15,042.38	Less Transfers to Current Accounts	£4,500.00 ✓
Feb	£114.96	£802.46	£429.10	£0.00	£0.00	£1,346.52		
Mar	£2,129.81	£1,341.85	£756.00	£32.63	£0.00	£4,260.29	Minus Expenditure	£69,557.34 ✓
Apr	£15,999.04	£1,348.56	£394.80	£1,480.00	£0.00	£19,222.40		
May	£826.45	£1,413.44	£243.20	£150.00	£150.00	£2,783.09	Closing balance 31.08.2021	£5,173.59 ✓
Jun	£0.00	£860.40	£406.00	£0.00	£0.00	£1,266.40		
Jul	£4,158.80	£613.10	£414.00	£0.00	£0.00	£5,185.90	Profit / Loss	£5,173.59
Aug	£0.00	£1,357.69	£411.40	£993.90	£0.00	£2,762.99		
<b>TOTALS</b>	<b>£51,165.12</b>	<b>£10,949.01</b>	<b>£4,825.50</b>	<b>£3,731.53</b>	<b>£150.00</b>	<b>£70,821.16</b>	Lloyds Savings Acc Opening Balance	£8,505.34 ✓

Plus Transfers from Current Account	£4,500.00 ✓
Less Transfers to Current Account	£0.00
Plus Interest	£0.17 ✓
<b>Balance</b>	<b>£13,005.51</b> 13,006.91

## Little Steps Pre-school Expenditure Sept 21 - Aug 2022

Month	Wages	Admin	Consum	Equip	PC	Rent /Utilities	Train/Proff	FR	Other	TOTAL
Sept	£3,116.48	£77.00	£109.18	£451.73	£0.00	£292.61	£50.00	£0.00	£11.30	£4,108.30
Oct	£3,446.80	£170.50	£41.23	£458.79	£0.00	£293.09	£267.25	£0.00	£209.20	£4,886.86
Nov	£3,375.83	£0.00	£149.58	£266.72	£50.00	£0.00	£0.00	£62.04	£40.82	£3,944.99
Dec	£3,707.12	£203.50	£41.93	£524.24	£0.00	£582.10	£182.04	£0.00	£102.76	£5,343.69
Jan	£4,122.36	£132.00	£69.65	£63.59	£0.00	£340.87	£142.93	£0.00	£424.15	£5,295.55
Feb	£4,071.11	£148.50	£0.00	£736.46	£0.00	£24.90	£89.22	£0.00	£0.00	£5,070.19
Mar	£5,007.48	£77.00	£170.00	£837.92	£0.00	£551.45	£64.00	£0.00	£144.00	£6,851.85
Apr	£5,004.35	£187.00	£100.13	£228.38	£0.00	£280.57	£0.00	£0.00	£583.05	£6,383.48
May	£5,504.07	£149.50	£72.44	£426.38	£0.00	£424.56	£122.00	£0.00	£34.55	£6,733.50
Jun	£5,880.70	£240.14	£78.82	£140.73	£0.00	£781.40	£84.00	£0.00	£171.70	£7,377.49
Jul	£5,675.13	£0.00	£142.60	£181.45	£0.00	£434.18	£35.00	£0.00	£129.40	£6,597.76
Aug	£5,601.41	£204.13	£92.25	£583.71	£0.00	£482.18	£0.00	£0.00	£0.00	£6,963.68
<b>TOTALS</b>	<b>£54,512.84</b>	<b>£1,589.27</b>	<b>£1,067.81</b>	<b>£4,900.10</b>	<b>£50.00</b>	<b>£4,487.91</b>	<b>£1,036.44</b>	<b>£62.04</b>	<b>£1,850.93</b>	<b>£69,557.34</b>



Section A

Independent Examiner's Report

Report to the trustees

Charity Name

On accounts for the year ended

Charity no (if any)

Set out on pages

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended DD / MM / YYYY.

Responsibilities and basis of report

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

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

Independent examiner's statement

[The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of [insert name of applicable listed body]]. Delete [ ] if not applicable.

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

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did 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 accounts to be reached.

\* Please delete the words in the brackets if they do not apply.

Signed:

[Signature]

Date:

15/3/23

Name:

TRACEY - A - CAWDE

Relevant professional qualification(s) or body

NVQ BUSINESS FINANCE  
AAT - ADVANCED CERTIFICATE

(if any):

Address:

28 VIRGINIA OCEANO
RUSSINGTON, TAUNTON
TA3 5LP SOMERSET

**Section B**

**Disclosure**

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.

**LITTLE STEPS PRE-SCHOOL**

England & Wales - Charity number 1021256

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# Accounts

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# Little Steps Pre-school Annual Accounts

Income Sept 2020 - Aug 2021

5233

Month	Grants	Fees	FR	Misc	Total
Sept	£5,602.91	£130.74	£0.00	£0.00	£5,733.65
Oct	£0.00	£1,651.22	£150.00	£0.00	£1,801.22
Nov	£0.00	£769.34	£0.00	£0.00	£769.34
Dec	£3,635.15	£971.07	£368.30	£0.00	£4,974.52
Jan	£6,524.71	£835.46	£0.00	£0.00	£7,360.17
Feb	£0.00	£872.81	£0.00	£0.00	£872.81
Mar	£427.97	£1,116.43	£1,525.00	£0.00	£3,069.40
Apr	£10,039.19	£944.41	£0.00	£0.00	£10,983.60
May	£47.70	£682.66	£0.00	£0.00	£730.36
Jun	£0.00	£1,535.62	£133.44	£0.00	£1,669.06
Jul	£847.46	£696.64	£280.00	£0.00	£1,824.10
Aug	£1,598.00	£448.00	£-280.00	£0.00	£1,766.00
<b>TOTALS</b>	<b>£28,723.09</b>	<b>£10,654.40</b>	<b>£2,176.74</b>	<b>£0.00</b>	<b>£41,554.23</b>

# OPENING BALANCE £4235.17

Lloyds Current Acc Opening Balance	£4,235.17
Plus Income (Sept - Aug)	£41,554.23
Plus Transfers from Current Account	£0.00
Less Transfers to Current Accounts	£0.00
Minus Expenditure	£37,519.63
Plus xmas 2022 Stall money	£140.00
Closing balance 31.08.2021	£8,409.77
<b>Profit / Loss</b>	<b>£4,034.50</b>
Lloyds Savings Acc Opening Balance	£8,504.49
Plus Transfers from Current Account	£0.00
Less Transfers to Current Account	£0.00
Plus Interest	£0.85
<b>Balance</b>	<b>£8,505.34</b>

# Little Steps Pre-school Expenditure Sept 20 - Aug 2021

Month	Wages	Admin	Consum	Equip	PC	Rent /Utilities	Train/Prof	FR	Other	TOTAL
Sept	£2,185.65	£105.00	£50.26	£138.70	£0.00	£13.14	£50.00	£0.00	£0.00	£2,542.75
Oct	£2,334.71	£85.00	£0.00	£47.78	£50.00	£212.56	£166.00	£0.00	£0.00	£2,896.05
Nov	£2,388.57	£60.00	£0.00	£132.96	£0.00	£216.46	£60.00	£32.00	£209.20	£3,099.19
Dec	£2,272.54	£60.00	£28.00	£159.93	£0.00	£212.56	£0.00	£36.00	£16.81	£2,785.84
Jan	£2,272.34	£47.50	£0.00	£191.33	£0.00	£212.56	£0.00	£0.00	£0.00	£2,723.73
Feb	£2,272.74	£75.00	£51.89	£42.34	£0.00	£310.34	£219.00	£0.00	£0.00	£2,971.31
Mar	£2,271.74	£95.00	£0.00	£99.98	£0.00	£292.82	£200.00	£0.00	£0.00	£2,959.54
Apr	£2,559.72	£90.00	£70.97	£547.92	£0.00	£293.10	£24.30	£0.00	£514.86	£4,100.87
May	£2,586.10	£115.50	£49.43	£68.73	£0.00	£293.26	£64.00	£0.00	£0.00	£3,177.02
Jun	£2,714.70	£0.00	£130.55	£290.02	£0.00	£326.36	£202.80	£0.00	£68.50	£3,732.93
Jul	£2,652.67	£258.50	£39.96	£31.89	£0.00	£307.68	£35.00	£0.00	£0.00	£3,325.70
Aug	£2,484.87	£94.23	£0.00	£276.74	£0.00	£281.36	£0.00	£0.00	£67.50	£3,204.70
<b>TOTALS</b>	<b>£28,996.35</b>	<b>£1,085.73</b>	<b>£421.06</b>	<b>£2,028.32</b>	<b>£50.00</b>	<b>£2,972.20</b>	<b>£1,021.10</b>	<b>£68.00</b>	<b>£876.87</b>	<b>£37,519.63</b>



# Independent examiner's report on the accounts

Section A

Independent Examiner's Report

Report to the trustees/  
members of

Charity Name

Little Steps Pre-school

On accounts for the year  
ended

2021

Charity no  
(if any)

1021256

Set out on pages

(remember to include the page numbers of additional sheets)

Respective  
responsibilities of  
trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act, and
- to state whether particular matters have come to my attention.

Basis of independent  
examiner's statement

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

Independent  
examiner's statement

In connection with my examination, no matter has come to my attention (other than that disclosed below \*)

1. which gives me reasonable cause to believe that in, any material respect, the requirements:
  - to keep accounting records in accordance with section 130 of the Charities Act; and
  - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act have not been met; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

\* Please delete the words in the brackets if they do not apply.

Signed:

*Tracey A. Cause*

Date:

11/5/22

Name:

TRACEY - A. CAUSE

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

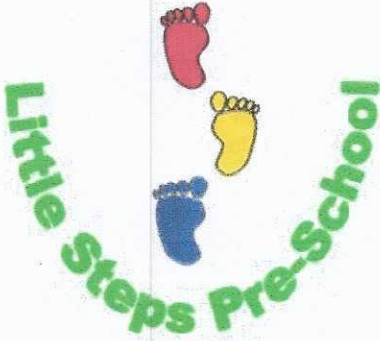
NVQ BUSINESS FINANCE  
AAT - ADVANCED CERTIFICATE

Address: 28 VIRGINIA ORCHARD  
LUSHTON TAUNTON MA 01351

**Section B Disclosure**

Only complete if the examiner needs to highlight material problems.

Give here brief details of any items that the examiner wishes to disclose.



**AGM Meeting Minutes**  
**Wednesday 3<sup>rd</sup> November**  
**Church Meeting Room**

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**Present:**, Sharon Hooper, Emma Bult, Claire Woodland, Sarah Williams, Helen Barham, Heather Moffat, Claire Davies, Leanne Laird, Natasha, Chloe, Jo, Sarah Bult, Becky

**Apologies:** Verity Teal

1 Welcome

Chair welcomes everybody.

2 Minutes of the previous meeting

The chair reads and signs them

3 Pre school Leaders Report

Firstly, I must and most importantly say a big thankyou to Becky & Sarah who always give 110% and are a real asset to Little Steps always going "above & beyond".

I really appreciate and value their input, enthusiasm & motivation in making Little Steps a place for us to be proud of!

We started the year with some trepidation and lots of Government guidelines in place. But with no group gatherings there was no Halloween disco, trips out or our popular Xmas Extravaganza. We did however manage a nativity with no audience which was posted securely on You Tube for families to access and a delicious xmas lunch with much reduced numbers. In January with yet more school closures except for keyworkers, Boris announced all Early Years settings were to be "open for all" quite how we differed from the reception year at school I'll never know! But that's just a personal observation! Several families decided to stay away but it wasn't long before everyone returned to their normal sessions, I think the thought of home schooling with a preschooler running around was just too much for some.

The rest of the year passed with the continued thinking that everything would be back to normal soon,

and indeed, we managed to maintain our excellent program of activities with just a few tweaks. We had a lovely day out at Greatwood at the end of the summer term and were joined by many of our Stay & Play Group which we started after Easter. I had so many people talk to me about loneliness, feelings of isolation & post-natal depression during lockdown, I felt there was a real need for new mums to get together to share experiences. In fact, just this week I saw a photo on Facebook of 3 babies at the soft play centre. None of the mums knew each other until they met at Stay & Play and a real friendship formed. I count that as a real triumph and it just goes to show my gut instinct was spot on. Preschool is for making friends, no matter whether you are a child or an adult!

Registered Charity No. 1021256

Unfortunately, yet again the school leavers missed out transition visits, but they all settled in well in September and I was immensely proud of them all. We are starting to rebuild our good links with the school next year as much as the restrictions still in place allow. By working closely, we are able to develop a strong partnership which pays dividends not only during the year but when it comes to the transition for the children starting full time education, hopefully we will be able to return to some degree of normality soon.

So finally, I need to thank the committee for their efforts in helping me take Little Steps forward in a very professional manner. Without their support & understanding of the early year's requirements, we wouldn't be able to achieve this. I sometimes feel I am just repeating what I said last year (or copying & pasting!) but in all honesty we have a formula that works, and I mean every word.

#### 4 Treasurers Report

Looking back on our last financial year – after a tricky start in September with low numbers and then with the pandemic following, we did have times where it was all a bit worrying. However, with the sterling work of the staff, namely Helen, in running the 100 club and with the help of government support via the furlough pay scheme we did manage to finish the year in profit of £583.90. In total for the year, we fundraised nearly £3000. We had the Halloween disco, Christmas extravaganza, 100 club and sponsorship for local businesses. We managed to curtail our wages bill to under £33k and the village hall kindly agreed to no rent through the Coronavirus first lockdown meaning that our rent outgoings came in under £2.5k for the year. We transferred £1500 across from our savings to help us when things got a bit tight. The books have all been audited and as soon as I have the minutes from this AGM, I will be able to submit to the charities commission.

Looking now to the current financial year that we are in, things are looking much more positive. We had a slow start again in September which is often the case but more so given the circumstances with people being wary of sending their children. We applied for numerous grants and were successful in securing the variance grant which was provided by Somerset County Council. They looked at our average grant payment for the Sep-Dec term for the past three years and compared it to what we were receiving this year. They then paid us the difference which in our case was over £3k. With the ongoing fundraising and the uptake in children's places across the school year we are on course to make a profit and to be able to pay back the £1500 into our savings account and perhaps even more. Thanks to the rises we gave the staff a couple of years ago when we had more money, the recent changes to minimum wage has not affected us. Obviously, come September we will need to look again at staff wages and the possibility of needing to employ another member of staff if the register keeps on growing.

#### 5 Chairs Report

Preschool doors remained open throughout lockdown with parents gradually increasing their children's hours to bring a bit of normality to their lives. We all continued to follow government guidelines and ensured the children and parents followed our protocols.

We ended the year in a good financial position after obtaining some government grants and the number of children attending the pre school increasing.

Fund raising was limited but we managed to raise some funds through the 100 club and the gin raffle at Christmas I would like to say a huge thank you to Helen, Becky and Sarah for all their commitment to keep the pre school open during difficult times and keeping everyone safe and clean. Also thank you to Sarah Williams for liaising with us on government and Ofsted updates, funding/grants and everything she does for us.

As the Chair of the committee, I have seen members join then leave as their children move up to big school. Some stay for another year and some for more. I am still here, and my children left preschool 13 years ago. Looking forward fingers for a better 2021/2022

#### 6 Election of New Committee

Position	Nominee	Proposed by	Second by
Chair	Sharon Hooper	Helen Barham	Emma Bult
Treasurer	Verity Teal	Sharon Hooper	Helen Barham

#### **Committee Members**

Sharon Hooper	Helen Barham	Claire Woodland
Verity Teal	Emma Bult	Leanne Laird
Natasha Willis	Jo	

Sarah Williams – Book keeper/Accounts administrator

Heather Moffat and Claire Davies stepping down

#### 7 Constitution

Committee discussed no need to have Secretary as per the pre school constitution. The requirement is for minutes to be taken at all meetings which will be done by Sarah Williams in future.

#### 8 AOB

Xmas extravaganza going ahead. One stallholder cancelled due to Covid concerns. Table will be used by pre school to sell cards which were donated to pre school. Helen has asked for committee to help set up during the day..

There is no Christmas Sanders trip this year. Nativity to go ahead hopefully with an audience, who can sit in family bubbles if required. Xmas lunch has been ordered in same format as last year.

Sarah Bult had an accident in the primary school mini bus on a pre school outing. Luckily only a small bump caused by hitting a post. No one was injured. Pre school to pay the excess as per the agreement we have with the primary school and the loaning of the mini bus.

#### 9 Date of Meeting

Wednesday 12<sup>th</sup> January 2022 venue to be confirmed

**LITTLE STEPS PRE-SCHOOL**

England & Wales - Charity number 1021256

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# Accounts

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## AGM Meeting Minutes

Wednesday 21<sup>st</sup> April

Zoom Call

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**Present:** Sharon Hooper, Emma Bult, Claire Woodland, Sarah Williams, Helen Barham, Heather Moffat, Verity Lowdon, Claire Davies, Verity Teal, Leanne Laird.

**Apologies:** Natasha Willis

### Welcome

Chair welcomes everybody.

1 Minutes of the previous meeting

The chair reads and signs them.

2 Pre school Leaders Report

I'd like to start by saying a big thankyou to Becky & Sarah who have been a real asset to Little Steps always going "above & beyond".

I really appreciate and value their input, enthusiasm & motivation in making Little Steps a place to be proud of! We have maintained good links with the school this year. By working closely we have a strong partnership which pays dividends not only during the year but when it comes to the transition for the children starting full time education.

The year started relatively normal, with all "the usual" happening, Halloween disco, nativity, trips out right up until January. After spending most of February & March waiting to see what was happening with school closures, the Government finally made the decision to close all settings. We kept the Little Steps family together by setting up Zoom storytime which was accessed by most children at some point. Home activities were shared via our Facebook page and kept us in the Community profile.

Unfortunately the school leavers missed out on our intense input for the last term and a half due to the National lockdown in March. Initially I was quite concerned about what we hadn't given them yet, but they all settled in well in September and I was immensely proud of them all. We've taken heart that we had laid excellent foundations for the school to build on.

So finally I need to thank the committee for their efforts in helping me take Little Steps forward in a professional manner. Without their support & understanding of the early years requirements, this wouldn't be attainable. I sometimes feel I am just repeating what I said last year (or copying & pasting!) but in all honesty we have a formula that works and I mean every word. Next year we have the Early Years Foundation Stage Reforms to contend with so big changes, we will spend next year preparing for September 2021 while still carrying on with the current year!

#### 4 Treasurers Report

Looking back on our last financial year – after a tricky start in September with low numbers and then with the pandemic following we did have times where it was all a bit worrying. However, with the sterling work of the staff, namely Helen, in running the 100 club and with the help of government support via the furlough pay scheme we did manage to finish the year in profit of £583.90. In total for the year, we fundraised nearly £3000. We had the Halloween disco, Christmas extravaganza, 100 club and sponsorship for local businesses. We managed to curtail our wages bill to under £33k and the village hall kindly agreed to no rent through the Coronavirus first lockdown meaning that our rent outgoings came in under £2.5k for the year. We transferred £1500 across from our savings to help us when things got a bit tight. The books have all been audited and as soon as I have the minutes from this AGM I will be able to submit to the charities commission.

Looking now to the current financial year that we are in, things are looking much more positive. We had a slow start again in September which is often the case but more so given the circumstances with people being wary of sending their children. We applied for numerous grants and were successful in securing the variance grant which was provided by Somerset County Council. They looked at our average grant payment for the Sep-Dec term for the past three years and compared it to what we were receiving this year. They then paid us the difference which in our case was over £3k. With the ongoing fundraising and the uptake in children's places across the school year we are on course to make a profit and to be able to pay back the £1500 into our savings account and perhaps even more. Thanks to the rises we gave the staff a couple of years ago when we had more money, the recent changes to minimum wage has not affected us. Obviously, come September we will need to look again at staff wages and the possibility of needing to employ another member of staff if the register keeps on growing.

#### 5 Chairs Report

Fundraising for the year started at the Halloween disco which 100 children attended and the all inclusive ticket was a great success. The Xmas extravaganza was a lovely festive evening and raised over £700. Helen ran the 100 club with 176 tickets sold

The start of the year was plodding along nicely. Before we knew it it was the Xmas play and a party at Jolly Jumpers to end the celebrations at Xmas. All was well in January and February then March came along as did Covid. Unfortunately, the Committee took the decision close the pre school as it wasn't financially viable to keep it open. All staff were placed on placed on furlough for the remainder of the year. End of year celebrations for school leavers were cancelled.

I would like to thank all the staff for sticking with us and to Helen for volunteering to hold zoom sessions for the children and keeping everyone in control which can be difficult with children so young and technology. I would also like to thank the village hall who were a great help over this past year.

#### 6 Election of New Committee

<b>Position</b>	<b>Nominee</b>	<b>Proposed by</b>	<b>Second by</b>
Chair	Sharon Hooper	Helen Barham	Verity Lowdon
Secretary	Heather Moffat	Sharon Hooper	Verity Lowdon
Treasurer	Verity Teal	Sharon Hooper	Helen Barham
H&S Rep	Claire Woodland	Sharon Hooper	Heather Moffat

## Committee Members

Sharon Hooper          Helen Barham          Heather Moffat          Claire Woodland

Verity Teal          Emma Bult          Claire Davies          Leanne Laird

Natasha Willis

Sarah Williams – Book keeper/Accounts administrator

Verity Lowdon stepping down

<b>New members</b>	<b>Proposed by</b>	<b>Second By</b>
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Verity Teal	Sharon Hooper	Helen Barham
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Leanne Laird	Sharon Hooper	Helen Barham
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Natasha Willis	Sharon Hooper	Helen Barham
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## 7 Constitution

Early Years Alliance is an Early Years membership in England that Little Steps is a member. The Committee were asked to review the updated constitution provided by the alliance. All members read the entire document and were in agreement to use the constitution. It will be signed ASAP by the Chair and the Secretary and submitted to Charities Commission by Sarah.

## 8 AOB

Apex fundraising event for 2021 has been cancelled

The room is booked for Halloween disco

**Action** – Helen to provisionally book the DJ

Xmas Extravaganza to be held on December 3<sup>rd</sup>.

**Action** – Heather to start contact previous stall holders

Pre school website has been redesigned and updated

Toddlers stay and play morning to start running on Wednesday morning. First session booked for 14<sup>th</sup> April. Committee agree price should be £2 per session

## 9 Date of Next Meeting

Wednesday 30<sup>th</sup> June 19.30 - Zoom call

# Little Steps Pre-school Annual Accounts

Income Sept 2019 - Aug 2020

Month	Grants	Fees	FR	Misc	Total
Sept	£6,343.51	£1,023.00	£20.00	£0.00	£7,386.51
Oct	£802.45	£144.00	£94.88	£0.00	£1,041.33
Nov	£0.00	£624.00	£348.16	£0.00	£972.16
Dec	£2,222.89	£701.00	£0.00	£0.00	£2,923.89
Jan	£5,544.23	£664.00	£714.44	£0.00	£6,922.67
Feb	£180.40	£1,087.00	£300.00	£0.00	£1,567.40
Mar	£1,374.52	£927.00	£1,016.53	£0.00	£3,318.05
Apr	£9,422.12	£340.00	£0.00	£0.00	£9,762.12
May	£226.80	£100.00	£0.00	£2,003.48	£2,330.28
Jun	£0.00	£100.00	£430.00	£992.94	£1,522.94
Jul	£0.00	£100.00	£0.00	£0.00	£100.00
Aug	£0.00	£88.00	£0.00	£1,980.72	£2,068.72
<b>TOTALS</b>	<b>£26,116.92</b>	<b>£5,898.00</b>	<b>£2,924.01</b>	<b>£4,977.14</b>	<b>£39,916.07</b>

OPENING BALANCE £2151.27

Lloyds Current Acc Opening Balance	£2,151.27
<b>Plus Income (Sept - Aug)</b>	<b>£39,916.07</b>
<b>Plus Transfers from Current Account</b>	<b>£1,500.00</b>
<b>Less Transfers to Current Accounts</b>	<b>£0.00</b>
<b>Minus Expenditure</b>	<b>£39,332.17</b>
<b>Closing balance 31.08.2020</b>	<b>£4,235.17</b>
<b>Profit / Loss</b>	<b>£583.90</b>
Lloyds Savings Acc Opening Balance	£10,000.00
Plus Transfers from Current Account	£0.00
Less Transfers to Current Account	£1,500.00
Plus Interest	£4.49
<b>Balance</b>	<b>£8,504.49</b>

## Little Steps Pre-school Expenditure Sept 19 - Aug 2020

Month	Wages	Admin	Consum	Equip	PC	Rent /Utilities	Train/Proff	FR	Other	TOTAL
Sept	£3,293.20	£165.00	£95.74	£159.99	£30.00	£302.68	£86.00	£0.00	£25.00	£4,157.61
Oct	£2,981.62	£105.00	£17.95	£214.97	£0.00	£280.67	£58.00	£0.00	£0.00	£3,658.21
Nov	£3,138.89	£70.00	£51.16	£52.33	£0.00	£280.67	£114.00	£0.00	£312.16	£4,019.21
Dec	£2,974.70	£157.50	£82.10	£0.00	£0.00	£280.12	£89.99	£0.00	£182.45	£3,766.86
Jan	£3,068.75	£45.00	£78.70	£99.34	£0.00	£319.12	£148.80	£0.00	£0.00	£3,759.71
Feb	£2,945.44	£136.22	£0.00	£111.93	£0.00	£280.12	£0.00	£0.00	£0.00	£3,473.71
Mar	£2,750.34	£85.00	£60.60	£42.70	£0.00	£180.70	£0.00	£0.00	£0.00	£3,119.34
Apr	£2,405.35	£160.00	£0.00	£0.00	£0.00	£210.70	£70.00	£0.00	£453.14	£3,299.19
May	£2,365.81	£75.00	£0.00	£0.00	£0.00	£11.58	£0.00	£0.00	£0.00	£2,452.39
Jun	£2,364.12	£75.00	£0.00	£0.00	£0.00	£83.52	£195.92	£0.00	£0.00	£2,718.56
Jul	£2,392.89	£115.00	£0.00	£33.91	£0.00	£11.58	£122.82	£0.00	£0.00	£2,676.20
Aug	£1,993.21	£70.00	£0.00	£74.84	£0.00	£11.58	£81.55	£0.00	£0.00	£2,231.18
<b>TOTALS</b>	<b>£32,674.32</b>	<b>£1,258.72</b>	<b>£386.25</b>	<b>£790.01</b>	<b>£30.00</b>	<b>£2,253.04</b>	<b>£967.08</b>	<b>£0.00</b>	<b>£972.75</b>	<b>£39,332.17</b>



Section A

Independent Examiner's Report

Report to the trustees/ members of

Charity Name: LITTLE STEPS PRE-SCHOOL

On accounts for the year ended

2020

Charity no (if any)

1021256

Set out on pages

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended DD/MM/YYYY.

Responsibilities and basis of report

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

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

Independent examiner's statement

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

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

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

\* Please delete the words in the brackets if they do not apply.

Signed: T. A. Colwell

Date: 18/2/21

Name: T. A. Colwell

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

AAT ADVANCED CERTIFICATE  
NDP BUSINESS FINANCE

Address:

28 VIRGINIA ORCHARD

RUSHTON

TAWNTON TA3 5LP