

Little Steps Pre-school Annual Accounts

OPENING BALANCE £4235.17

Income Sept 2020 - Aug 2021

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
TOTALS	£28,723.09	£10,654.40	£2,176.74	£0.00	£41,554.23

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

Profit / Loss £4,034.60

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

Balance £8,505.34

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
TOTALS	£28,996.35	£1,085.73	£421.06	£2,028.32	£50.00	£2,972.20	£1,021.10	£68.00	£876.87	£37,519.63



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

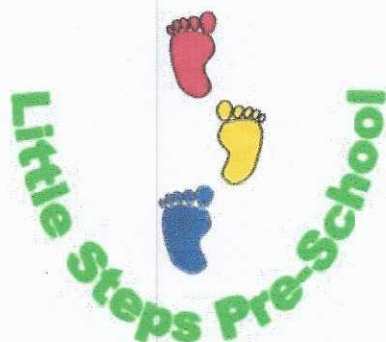
ELIZABETH TANTON MA 35LP.

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 3rd November
Church Meeting Room

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 12th January 2022 venue to be confirmed