

# STEPPING STONES PRE-SCHOOL (HARROW)

England & Wales · Charity number 1029770

## Details

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**Other names** ROXETH HILL PLAYGROUP, ROXETH HILL PRE-SCHOOL

**Status** Registered

**Legal form** Other

**Registered** 1993-12-08

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

## Contact

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**Address** 17 Harrow Scouts  
Roxborough Park  
Harrow On The Hill  
Middlesex  
HA1 3BA

**Phone** 07952204022

**Email** [donnaoare@yahoo.co.uk](mailto:donnaoare@yahoo.co.uk)

**Website** [www.steppingstonesharrow.com](http://www.steppingstonesharrow.com)

## Activities

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**Objects:** TO ENHANCE THE DEVELOPMENT AND EDUCATION OF CHILDREN UNDER STATUTORY SCHOOL AGE BY ENCOURAGING PARENTS TO UNDERSTAND AND PROVIDE FOR THE NEEDS OF THEIR CHILDREN THROUGH COMMUNITY GROUPS

**Activities:** Stepping Stones Pre School's objectives in the Setting are to enhance the development and education of the children under statutory school age.

## Classification

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- **How:** Provides Services
- **What:** Education/training
- **Who:** Children/young People

## Geography

- Harrow

## Finances

Period end	Income	Expenditure	Assets	Employees
2024-12-31	£131,437	£118,366	-	-
2023-12-31	£109,222	£111,685	-	-
2022-12-31	£112,179	£101,941	-	-
2021-12-31	£81,417	£107,140	-	-
2020-12-31	£104,041	£97,960	-	-

## Trustees

Name	Role	Appointed
<b>MICHELLE McCALDEN</b>	Chair	2024-02-07
Glenda Dunne		2021-11-25
MICHELLE LINDSAY		2025-03-05

**STEPPING STONES PRE-SCHOOL (HARROW)**

England & Wales - Charity number 1029770

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# Accounts

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**Stepping Stones Pre-School  
AGM  
Treasurer's Report  
Year ended 31 December 2024**

In 2024, Stepping Stones Pre-School made a profit of £13,071.84 (in contrast for the year ending 31 December 2023 when a loss of £2,463 was made).

Its overall income (inclusive of breakfast club income of £4,550) for the year was £131,437 (£109,222 in 2023) Expenditure amounted to £118,365 (£111,646 in 2023).

The pre-school was at capacity of children and as a result received government funding of £65,171 (£52,888 for 2023) for all three and four year olds.

Fees from parents during the year brought in additional income of £58,555 (£49,620 in 2022).

Total salary costs (including staff overtime required) represents the pre-school's largest expenditure and in 2024 amounted to £87,534 (£83,488 in 2023). Other related salary costs including national insurance, pension costs, training costs and staff wellbeing mounted to £14,791 (15,084 in 2023)

The annual cost of rent amounted to £6,107 (£6,173 in 2023).

Child activities and resource costs amounted to £6,078 (£3,472 in 2023) which can be broken down into consumables including the children's daily snacks, drinks, cooking ingredients, food for celebrations, day trip costs, uniform costs, materials, equipment, toy purchases and arts & crafts supplies that need to be renewed regularly, such as paper, paint and craft materials, ink, sand and play-doh.

Other significant expenditures were management and administration fees consisting of audit & accounting fees, DBS checks, insurance costs, IT costs, postage, printing, subscriptions and telephone & internet costs amounted to £3,855 (£3,469 in 2023).



## Receipts and payments account

For the period from	Period start date	To
	1/1/2024	

### Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £
<b>A1 Receipts</b>			
Government Funding	65,171	-	-
Attendance Fees	58,555	-	-
Breakfast Club	4,550	-	-
Donations	700	-	-
Fundraising	1,266	-	-
Others	1,196	-	-
	-	-	-
	-	-	-
<b>Sub total</b> (Gross income for AR)	<b>131,437</b>	<b>-</b>	<b>-</b>
(see table).			
	-	-	-
	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>131,437</b>	<b>-</b>	<b>-</b>
<b>A3 Payments</b>			
Staff Costs	102,326	-	-
Premises	6,107	-	-
Child activities and resources	6,078	-	-
Management and administration	3,855	-	-
	-	-	-
	-	-	-
	-	-	-
	-	-	-
	-	-	-
<b>Sub total</b>	<b>118,366</b>	<b>-</b>	<b>-</b>
<b>A4 Asset and investment</b>			
	-	-	-
	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>118,366</b>	<b>-</b>	<b>-</b>
<b>Net of receipts/(payments)</b>	<b>13,071</b>	<b>-</b>	<b>-</b>
<b>A5 Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>18,541</b>	<b>-</b>	<b>-</b>
<b>Cash funds this year end</b>	<b>31,612</b>	<b>-</b>	<b>-</b>

# Section B Statement of assets and liabilities at the end of the

Categories	Details	Unrestricted to nearest £
<b>B1 Cash funds</b>	Bank current	31,207
	Petty cash / Savings	120
	Accounts Receivable (incl. roundings)	285
	<b>Total cash funds</b>	<b>31,612</b>
	(agree balances with receipts and payments account(s))	OK

Categories	Details	Unrestricted funds to nearest £
<b>B2 Other monetary assets</b>		-
		-
		-
		-
		-
		-

Categories	Details	Fund to which asset belongs
<b>B3 Investment assets</b>		

Categories	Details	Fund to which asset belongs
<b>B4 Assets retained for the charity's own use</b>		

Categories	Details	Fund to which
<b>B5 Liabilities</b>	Roundings	

Signed by one or two trustees on



Signature

Print N



o (if any)  
029770

## Accounts

Period end date  
12/31/2024

## CC16a

**Total funds**                      **Last year**  
**to the nearest £**                      **to the nearest £**

65,171	52,888
58,555	49,620
4,550	4,409
700	-
1,266	1,185
1,196	1,120
-	-
-	-
<b>131,437</b>	<b>109,222</b>

-	
-	-
-	-

**131,437**                      **109,222**

102,326	98,571
6,107	6,173
6,078	3,472
3,855	3,469
-	-
-	-
-	-
-	-
-	-
<b>118,366</b>	<b>111,685</b>

-	
-	
-	-

**118,366**                      **111,685**

13,071	- 2,463
-	-
18,541	21,004
<b>31,612</b>	<b>18,541</b>

**Period**

Restricted to nearest £	Endowment to nearest £
-	-
-	-
-	-
-	-

OK OK

Restricted funds to nearest £	Endowment funds to nearest £
-	-
-	-
-	-
-	-
-	-
-	-

Cost (optional)	Current value (optional)
-	-
-	-
-	-
-	-
-	-

Cost (optional)	Current value (optional)
-	-
-	-
-	-
-	-
-	-
-	-
-	-
-	-
-	-

Amount due	When due
10	
-	
-	

-	
-	

name	Date of approval



**Independent examiner's  
report on the accounts**



**Report to the trustees/  
members of**

Charity Name  
Stepping Stones Preschool

**On accounts for the year  
ended**

31st December 2024

**Charity no  
(if any)**

1029770

**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 / 12 / 2024**.

**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 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.

**Signed:**

*Sweta Digga*

**Date:**

28th October 2025

**Name:**

Sweta Digga

	<b>Relevant professional qualification(s) or body (if any):</b>	Qualified Chartered Accountant from The Institute of Chartered Accountants of India having an experience of 10 years plus.
	<b>Address:</b>	Flat 27, Baldwin House
		2 Gayton Road, Harrow-on-the-Hill
		HA1 2XE



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

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

N/A

**STEPPING STONES PRE-SCHOOL (HARROW)**

England & Wales - Charity number 1029770

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# Accounts

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## Trustees' Annual Report for the period

From **STEPPING STONES PRESCHOOL** Period start date **01/01/2023** To  
Period end date **31/12/2023**

Charity name: **STEPPING STONES PRE SCHOOL**

Charity registration number: **1029770**

## Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	<b>Stepping Stones Pre School is a educational establishment, caring for children's early years development from 2 years to 5 years old(preschool)We follow Ofsted guidance of the Early Years Foundation Stage for children's learning. We are a charity run preschool, where our children's parents are our trustees.</b>
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	<b>We receive the government funding for children that our attend our setting. Additional fees are paid by parents for extra hours and services we provide. We have termly small fundraising events to enable us to buy extra resources for the children.</b>
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	<b>The trustees are aware of the constitution we follow and are given account information at committee meetings and our AGM, where reports are issued to all present. Termly meetings are arranged to update trustees on setting and any ideas/additions we consider will be of benefit to the setting.</b>

### Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	<b>N/A</b>
Policy on social investment including program related investment	Para 1.38	<b>N/A</b>

Contribution made by volunteers	Para 1.38	<b>We have termly fundraising events during the year, which include raffles at Christmas for Hampers, sponsored bounce/hop at Easter, Halloween children's party. Contributions are made by parents, family and friends towards these events.</b>
Other		

## Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	<b>By fundraising for the charity, this enables us to buy extra resources for the children to develop their learning and the basic running of costs for the setting.</b>

### Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	<b>Before we raise funds for each event, we like to inform parents what we would like to purchase from the money we have raised e.g. art materials, display screens, Physical play equipment, new learning resources.</b>
Performance of fundraising activities against objectives set	Para 1.41	<b>Any purchases made via fundraising is shown to parents via our messaging system.</b>
Investment performance against objectives	Para 1.41	<b>All Monies remaining from funding, fees and fundraising is kept in the account to pay for the expenditure for the next term. We have outgoing expenditure to pay for Staff wages, Rent, insurances etc.</b>

## Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	<b>At the end of the year the preschool had <b>£18,433.35</b> in the bank</b>
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	<b>All money are kept in the account to cover costs for the following term.</b>
Amount of reserves held	Para 1.22	<b>All monies are kept in the bank account</b>
Reasons for holding zero reserves	Para 1.22	<b>N/A</b>
Details of fund materially in deficit	Para 1.24	<b>N/A</b>
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	<b>N/A</b>

### Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	<b>Explained in SORP ref 1.17, 1.19 and 1.38</b>
Investment policy and objectives including any social investment policy adopted	Para 1.46	<b>N/A</b>
A description of the principal risks facing the charity	Para 1.46	<b>N/A</b>
Other		

## Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	N/A
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	<b>We are an Unincorporated association</b>
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	<b>All our trustees are voted in by parents of our setting, elected at our AGM each year.</b>

### Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	<b>Trustees are given Job descriptions before being appointed so that they are aware of responsibilities. Once voted in by parents, trustees are given further information regarding the settings present and future outlook, requirements, staffing and possibilities that could come into effect with the setting. Committee members have to complete Enhanced DBS's, EY2 forms so that they are accepted by Ofsted and Safeguarding courses etc.</b>
The charity's organisational structure and any wider network with which the charity works	Para 1.51	<b>Our financial record/accounts are recorded and accessed by our book keeper who uses "Zero system" to record all our incoming/outing expenditure. We are a cashless setting, all monies for fees/fundraising/donations etc have to be paid via bank transfer.</b>
Relationship with any related parties	Para 1.51	N/A
Other		

### Reference and Administrative details

Charity name	STEPPING STONES PRE SCHOOL
Other name the charity uses	
Registered charity number	1029770

Charity's principal address	17 HARROW SCOUTS (REAR OF CATHOLIC CHURCH) ROXBOROUGH PARK HARROW ON THE HILL HA1 3BA

**Names of the charity trustees who manage the charity**

	<b>Trustee name</b>	<b>Office (if any)</b>	<b>Dates acted if not for whole year</b>	<b>Name of person (or body) entitled to appoint trustee (if any)</b>
1	FIONA CURRAN	CHAIRPERSON	JANUARY 2022-FEB 24	PARENTS OF SETTING
2	GLEND A DUNNE	TREASURER	JANUARY 2022-PRESENT	PARENTS OF SETTING
3	MARGARET WALLS	SECRETARY	JANUARY 2023-PRESENT	PARENTS OF SETTING
4	MICHELLE MC CALDEN	CHAIRPERSON	FEB 2024 - PRESENT	PARENT OF SETTING
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

**Corporate trustees – names of the directors at the date the report was approved**

<b>Director name</b>	<b>N/A</b>	

**Name of trustees holding title to property belonging to the charity**

<b>Trustee name</b>	<b>Dates acted if not for whole year</b>	
<b>N/A</b>		

## Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	N/A ALL MONIES ARE HELD IN CURRENT BUSINESS ACCOUNT
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	N/A
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	N/A

### Additional information (optional)

#### Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
N/A		

#### Name of chief executive or names of senior staff members (Optional information)

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### Exemptions from disclosure

Reason for non-disclosure of key personnel details

N/A
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### Other optional information

N/A
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## Declarations

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

<b>Signature(s)</b>	GLEND A DUNNE	PLEASE SEE SIGNATURE ON CC16a form
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<b>Full name(s)</b>	GLEND A DUNNE	
---------------------	---------------	--

<b>Position (eg Secretary, Chair, etc)</b>	Treasurer	
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<b>Date</b>	27/10/2023
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**Stepping Stones Pre-School  
Treasurer's Report  
Year ended 31 December 2023**

In 2023, Stepping Stones Pre-School made a loss of £2,463 in contrast for the year ending 31 December 2022 when a profit of £10,238 was made.

Its overall income for the year was £109,222 (inclusive of breakfast club income of £4,409 (£112,179 in 2021), whilst expenditure amounted to £111,686 (£101,941 in 2022).

The pre-school received government funding of £52,888 (£60,480 for 2022) for children over the age of three years old.

Fees from parents during the year brought in additional income of £49,620 (£44,216 in 2022).

Total salary costs, (including staff overtime required) represents the pre-school's largest expenditure and in 2023 amounted to £83,488 (£77,138 in 2022). Other related salary costs including national insurance, pension costs, training costs and staff wellbeing amounted to £15,084 (£11,262 in 2022)

The annual cost of rent amounted to £6,173 (£6,148 in 2022).

Child activities and resource costs amounted to £3,472 (£4,020 in 2022) which can be broken down into consumables including the children's daily snacks, drinks, cooking ingredients, food for celebrations, day trip costs, uniform costs, materials, equipment, toy purchases and arts & crafts supplies that need to be renewed regularly, such as paper, paint and craft materials, ink, sand and play-doh.

Other significant expenditures were management and administration fees consisting of audit & accounting fees, DBS checks, insurance costs, IT costs, postage, printing, subscriptions and telephone & internet costs amounted to £3,469 (£3,374 in 2022).



Section A

Independent Examiner's Report

Report to the trustees/ members of

Charity Name: STEPPING STONES PRESCHOOL (HARROW)

On accounts for the year ended

2023

Charity no (if any)

1029770

Set out on pages

1-2

(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 31/12/2023 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").

Independent examiner's statement

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.

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:

K Hindocha

Date:

10/10/2024

Name:

Kiran Hindocha

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

WORKS IN ACCOUNTANCY

Address:

42 Princess Drive  
Harrow  
HA1 1XH

Only complete if the examiner needs to highlight 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 rectangular box for disclosure details]

**STEPPING STONES PRE-SCHOOL (HARROW)**

England & Wales - Charity number 1029770

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# Accounts

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**Stepping Stones Pre-School  
AGM  
Treasurer's Report  
Year ended 31 December 2022**

In 2022, Stepping Stones Pre-School made a profit of £10,223 (in contrast for the year ending 31 December 2021 when a loss of £25,724 was made). Profit was due to an increase in the number of children attending 5 days per week from September 2022.

Overall income for the year was £112,170 (inclusive of Breakfast Club income of £3,074 (£81,417 in 2021)). Expenditure amounted to £101,947 (£107,141 in 2021).

The pre-school received Government Funding of £60,480 (£44,418 for 2021) for children over the age of three years old.

Fees from parents during the year brought in additional income of £44,207 (£31,938 in 2021).

Total salary costs, including employers national insurance and pension costs represents the pre-school's largest expenditure and in 2022 amounted to £87,472 (£88,971 in 2021).

The cost of rent amounted to £6,148 (£9,075 in 2021).

General/admin costs of £731 went towards printing, newsletters, etc (£1,891 in 2021).

Liability Insurance equates to £835 (£820 in 2021).

Materials/equipment/toys included purchases that need to be renewed regularly, such as paper, paint and craft materials, ink, sand and play-doh.

**PROFIT AND LOSS**  
**Stepping Stones Pre-School/Breakfast Club**  
**For the year ended 31 December 2022**  
**Cash Basis**

	<b>2022</b>	<b>2021</b>	<b>2020</b>
<b>Turnover</b>			
Other Revenue	(32)	(32)	(139)
Playgroup Income	44,207	31,938	25,200
<b>Total Turnover</b>	<b>44,175</b>	<b>31,906</b>	<b>25,060</b>
<b>Gross Profit</b>	<b>44,175</b>	<b>31,906</b>	<b>25,060</b>
<b>Administrative Costs</b>			
Amazon Purchases	-	-	64
Audit & Accountancy Fees	963	787	684
Breakfast Club rent	-	-	-
Uniforms costs	322	443	258
Charitable & Political Donations	-	-	-
Children's training/external teachers	-	-	150
Consumables	51	-	(8)
Day trips & Tour costs	1,252	-	-
DBS checks	152	185	189
Employers National Insurance	7,097	8,391	9,445
Entertainment - Staff	56	288	-
Fund raising costs	-	-	(43)
General/Admin Expenses	731	1,891	1,262
Insurance	835	820	145
IT software & consumables	99	-	585
Materials - Arts & Crafts	893	-	707
Materials - Toys/Equipment/Resources	601	-	804
Pension Costs	3,238	5,185	4,028
Postage, Freight & Courier	388	-	11
Printing & Stationary	-	-	356
Rent	6,148	9,075	2,400
Salaries	77,138	75,394	75,357
Session parties cost	175	1,787	-
Staff training	871	2,437	320
Subscriptions	494	-	519
Telephone & Internet	443	457	576
<b>Total Administrative Costs</b>	<b>101,947</b>	<b>107,141</b>	<b>97,809</b>
<b>Operating Profit</b>	<b>(57,772)</b>	<b>(75,235)</b>	<b>(72,749)</b>
<b>Other Income</b>			
Breakfast Club Income	3,074	2,226	7,692
Day trip fees/Session Party Fees	1,189	-	(108)
Donations	200	452	1,327
Fund raising activity	2,172	2,415	2,012
Funding	60,480	44,418	67,021
Registration Fees	200	-	290
Uniform fees	680	-	319
<b>Total Other Income</b>	<b>67,995</b>	<b>49,511</b>	<b>78,553</b>
<b>Profit on Ordinary Activities Before Taxati</b>	<b>10,223</b>	<b>(25,724)</b>	<b>5,804</b>
<b>Profit after taxation</b>	<b>10,223</b>	<b>(25,724)</b>	<b>5,804</b>

**PROFIT AND LOSS**  
**Stepping Stones Pre-School/Breakfast Club**  
**For the year ended 31 December 2022**  
**Cash Basis**

	<b>2022</b>	<b>2021</b>
<b>Turnover</b>		
Other Revenue	(32)	(32)
Playgroup Income	44,207	31,938
<b>Total Turnover</b>	<b>44,175</b>	<b>31,906</b>
<b>Gross Profit</b>		
	<b>44,175</b>	<b>31,906</b>
<b>Administrative Costs</b>		
Amazon Purchases		-
Audit & Accountancy Fees	963	787
Breakfast Club rent		-
Uniforms costs	322	443
Charitable & Political Donations		-
Children's training/external teachers	-	-
Consumables	51	-
Day trips & Tour costs	1,252	-
DBS checks	152	185
Employers National Insurance	7,097	8,391
Entertainment - Staff	56	288
Fund raising costs	-	-
General/Admin Expenses	731	1,891
Insurance	835	820
IT software & consumables	99	-
Materials - Arts & Crafts	893	-
Materials - Toys/Equipment/Resources	601	-
Pension Costs	3,238	5,185
Postage, Freight & Courier	388	-
Printing & Stationary	-	-
Rent	6,148	9,075
Salaries	77,138	75,394
Session parties cost	175	1,787
Staff training	871	2,437
Subscriptions	494	-
Telephone & Internet	443	457
<b>Total Administrative Costs</b>	<b>101,947</b>	<b>107,141</b>
<b>Operating Profit</b>		
	<b>(57,772)</b>	<b>(75,235)</b>

**Other Income**

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Breakfast Club Income	3,074	2,226
Day trip fees	1,189	-
Donations	200	452
Fund raising activity	2,172	2,415
Funding	60,480	44,418
Registration Fees	200	-
Uniform fees	680	-
<b>Total Other Income</b>	<b>67,995</b>	<b>49,511</b>
<hr/>		
<b>Profit on Ordinary Activities Before Taxati</b>	<b>10,223</b>	<b>(25,724)</b>
<hr/>		
<b>Profit after taxation</b>	<b>10,223</b>	<b>(25,724)</b>
<hr/>		

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**2020**

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(139)  
25,200  
**25,060**

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**25,060**

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64  
684  
-  
258  
-  
150  
**(8)**  
-  
189  
9,445  
-  
**(43)**  
1,262  
145  
585  
707  
804  
4,028  
11  
356  
2,400  
75,357  
-  
320  
519  
576  
**97,809**

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**(72,749)**

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7,692  
(108)  
1,327  
2,012  
67,021  
290  
319  
**78,553**

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**5,804**

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**5,804**

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## Receipts and payments accounts

CC16a

For the period from	Period start date	To	Period end date
	01/01/2022		31/12/2022

### Section A Receipts and payments

	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Last year
	to the nearest £	to the nearest £	to the nearest £	to the nearest £	to the nearest £
<b>A1 Receipts</b>					
Government funding	60,480	-	-	60,480	44,418
Attendance fees	44,184	-	-	44,184	31,521
Breakfast Club	3,074	-	-	3,074	2,226
Donations	200	-	-	200	702
Fundraising	2,172	-	-	2,172	2,415
Others	2,069	-	-	2,069	956
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>112,179</b>	<b>-</b>	<b>-</b>	<b>112,179</b>	<b>82,238</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>112,179</b>	<b>-</b>	<b>-</b>	<b>112,179</b>	<b>82,238</b>
<b>A3 Payments</b>					
Staff costs	88,400	-	-	88,400	91,534
Premises	6,148	-	-	6,148	9,075
Child activities and resources	4,020	-	-	4,020	3,546
Management and administration	3,374	-	-	3,374	3,447
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>101,941</b>	<b>-</b>	<b>-</b>	<b>101,941</b>	<b>107,602</b>
<b>A4 Asset and investment purchases, (see table)</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>101,941</b>	<b>-</b>	<b>-</b>	<b>101,941</b>	<b>107,602</b>
<b>Net of receipts/(payments)</b>	<b>10,238</b>	<b>-</b>	<b>-</b>	<b>10,238</b>	<b>- 25,364</b>
<b>A5 Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>10,766</b>	<b>-</b>	<b>-</b>	<b>10,766</b>	<b>36,130</b>
<b>Cash funds this year end</b>	<b>21,004</b>	<b>-</b>	<b>-</b>	<b>21,004</b>	<b>10,766</b>

## Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B1 Cash funds</b>	Bank current	20,686	-	-
	Bank deposit	198	-	-
	Petty cash	120	-	-
	<b>Total cash funds</b>	<b>21,004</b>	<b>-</b>	<b>-</b>
	(agree balances with receipts and payments account(s))	OK	OK	OK

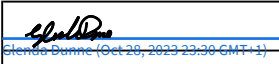
Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B2 Other monetary assets</b>		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B3 Investment assets</b>			-	-
			-	-
			-	-
			-	-
			-	-

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B4 Assets retained for the charity's own use</b>			-	-
			-	-
			-	-
			-	-
			-	-

Categories	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
<b>B5 Liabilities</b>			-	
			-	
			-	

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval
 <small>Glenda Dunne (Oct 28, 2023 22:30 GMT+1)</small>	Glenda Dunne	28/10/2023



## Trustees' Annual Report for the period

From **STEPPING STONES PRESCHOOL** Period start date **01/01/2022** To  
Period end date **31/12/2022**

Charity name: **STEPPING STONES PRE SCHOOL**

Charity registration number: **1029770**

## Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	<b>Stepping Stones Pre School is a educational establishment, caring for children's early years development from 2 years 6 months to 5 years old(preschool)We follow Ofsted guidance of the Early Years Foundation Stage for children's learning. We are a charity run preschool, where our children's parents are our trustees.</b>
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	<b>We receive the government funding for children that our attend our setting. Additional fees are paid by parents for extra hours and services we provide. We have termly small fundraising events to enable us to buy extra resources for the children.</b>
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	<b>The trustees are aware of the constitution we follow and are given account information at committee meetings and our AGM, where reports are issued to all present. Termly meetings are arranged to update trustees on setting and any ideas/additions we consider will be of benefit to the setting.</b>

### Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	<b>N/A</b>
Policy on social investment including program related investment	Para 1.38	<b>N/A</b>

Contribution made by volunteers	Para 1.38	<b>We have termly fundraising events during the year, which include raffles at Christmas for Hampers, sponsored bounce/hop at Easter, Halloween children's party. Contributions are made by parents, family and friends towards these events.</b>
Other		

## Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	<b>By fundraising for the charity, this enables us to buy extra resources for the children to develop their learning and the basic running of costs for the setting.</b>

### Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	<b>Before we raise funds for each event, we like to inform parents what we would like to purchase from the money we have raised e.g.new slide, art materials, display screens, new learning resources.</b>
Performance of fundraising activities against objectives set	Para 1.41	<b>Any purchases made via fundraising is shown to parents via our messaging system.</b>
Investment performance against objectives	Para 1.41	<b>All Monies remaining from funding, fees and fundraising is kept in the account to pay for the expenditure for the next term. We have outgoing expenditure to pay for Staff wages, Rent, insurances etc.</b>

## Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	<b>At the end of the year the preschool had £20,686.61 in the bank</b>
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	<b>All money are kept in the account for the to cover costs for the following term.</b>
Amount of reserves held	Para 1.22	<b>All monies are kept in the bank account</b>
Reasons for holding zero reserves	Para 1.22	<b>N/A</b>
Details of fund materially in deficit	Para 1.24	<b>N/A</b>
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	<b>N/A</b>

### Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	<b>Explained in SORP ref 1.17, 1.19 and 1.38</b>
Investment policy and objectives including any social investment policy adopted	Para 1.46	<b>N/A</b>
A description of the principal risks facing the charity	Para 1.46	<b>N/A</b>
Other		

## Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	N/A
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	<b>We are an Unincorporated association</b>
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	<b>All our trustees are voted in by parents of our setting, elected at our AGM each year.</b>

### Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	<b>Trustees are given Job descriptions before being appointed so that they are aware of responsibilities. Once voted in by parents, trustees are given further information regarding the settings present and future outlook, requirements, staffing and possibilities that could come into effect with the setting. Committee members have to complete Enhanced DBS's, EY2 forms so that they are accepted by Ofsted and Safeguarding courses etc.</b>
The charity's organisational structure and any wider network with which the charity works	Para 1.51	<b>Our financial record/accounts are recorded and accessed by our book keeper who uses "Zero system" to record all our incoming/outing expenditure. We are a cashless setting, all monies for fees/fundraising/donations etc have to be paid via bank transfer.</b>
Relationship with any related parties	Para 1.51	N/A
Other		

### Reference and Administrative details

Charity name	STEPPING STONES PRE SCHOOL
Other name the charity uses	
Registered charity number	1029770

Charity's principal address	17 HARROW SCOUTS (REAR OF CATHOLIC CHURCH) ROXBOROUGH PARK HARROW ON THE HILL HA1 3BA

**Names of the charity trustees who manage the charity**

	<b>Trustee name</b>	<b>Office (if any)</b>	<b>Dates acted if not for whole year</b>	<b>Name of person (or body) entitled to appoint trustee (if any)</b>
1	FIONA CURRAN	CHAIRPERSON	JANUARY 2022-PRESENT	PARENTS OF SETTING
2	GLEND A DUNNE	TREASURER	JANUARY 2022-PRESENT	PARENTS OF SETTING
3	MARGARET WALLS	SECRETARY	JANUARY 2023-PRESENT	PARENTS OF SETTING
4	CARLOS REY			
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

**Corporate trustees – names of the directors at the date the report was approved**

<b>Director name</b>	<b>N/A</b>	

**Name of trustees holding title to property belonging to the charity**

<b>Trustee name</b>	<b>Dates acted if not for whole year</b>	
<b>N/A</b>		

## Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	N/A ALL MONIES ARE HELD IN CURRENT BUSINESS ACCOUNT
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	N/A
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	N/A

### Additional information (optional)

#### Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
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N/A		

#### Name of chief executive or names of senior staff members (Optional information)

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## Exemptions from disclosure

Reason for non-disclosure of key personnel details

N/A
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## Other optional information

N/A
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## Declarations

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

<b>Signature(s)</b>	 <small>Glenda Dunne (Oct 28, 2023 23:30 GMT+1)</small>	
<b>Full name(s)</b>	GLEND A DUNNE	
<b>Position (eg Secretary, Chair, etc)</b>	Treasurer	
<b>Date</b>	28/10/2023	



**Section A**

**Independent Examiner's Report**

**Report to the trustees/  
members of**

Charity Name
STEPPING STONES PRE-SCHOOL (HARROW)

**On accounts for the year  
ended**

31 December 2022	<b>Charity no (if any)</b>	1029770
------------------	--------------------------------	---------

**Set out on pages**

1-2
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(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 **31/12/2022**.

**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 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:** M 76P

**Date:** 28/10/23

**Name:** Matthew Yep

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

FCCA
------

**Address:**

29 Nelson Road
Harrow
HA1 3ET

Only complete if the examiner needs to highlight 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.**





# 2022 Stepping Stones Annual Report

Final Audit Report

2023-10-28

Created:	2023-10-28
By:	Matthew Yep (matt@evolve.tax)
Status:	Signed
Transaction ID:	CBJCHBCAABAAoK-z5XqR2gXeQRDbCkisG8KYI6GIFnVh

## "2022 Stepping Stones Annual Report" History

-  Document created by Matthew Yep (matt@evolve.tax)  
2023-10-28 - 1:42:42 PM GMT
-  Document emailed to Glenda (glendadunne@hotmail.com) for signature  
2023-10-28 - 1:42:45 PM GMT
-  Email viewed by Glenda (glendadunne@hotmail.com)  
2023-10-28 - 10:24:25 PM GMT
-  Signer Glenda (glendadunne@hotmail.com) entered name at signing as Glenda Dunne  
2023-10-28 - 10:30:30 PM GMT
-  Document e-signed by Glenda Dunne (glendadunne@hotmail.com)  
Signature Date: 2023-10-28 - 10:30:32 PM GMT - Time Source: server
-  Agreement completed.  
2023-10-28 - 10:30:32 PM GMT

**STEPPING STONES PRE-SCHOOL (HARROW)**

England & Wales - Charity number 1029770

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# Accounts

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# Profit and Loss

## Stepping Stones Pre-school/Breakfast Club

For the year ended 31 December 2020

### Cash Basis

	2020	2019
<b>Turnover</b>		
Other Revenue	(139.32)	-
Playgroup Income	25,199.75	32,301.56
<b>Total Turnover</b>	<b>25,060.43</b>	<b>32,301.56</b>
<b>Cost of Sales</b>		
Cost of Uniforms sold	257.50	474.50
<b>Total Cost of Sales</b>	<b>257.50</b>	<b>474.50</b>
<b>Gross Profit</b>	<b>24,802.93</b>	<b>31,827.06</b>
<b>Administrative Costs</b>		
Amazon purchases	63.92	370.92
Audit & Accountancy fees	684.36	988.08
Breakfast club rent	-	500.00
Charitable and Political Donations	-	33.00
Children's training/external teachers	150.00	-
Consumables	(8.46)	306.72
Day trips & Tours Costs	-	2,032.00
DBS Checks	189.40	119.20
Employers National Insurance	9,444.71	7,679.16
Entertainment - Staff	-	229.70
Fund raising costs	(42.50)	1,146.16
General Expenses	1,261.90	1,210.62
Insurance	145.28	619.16
IT Software and Consumables	584.78	88.75
Materials - Arts and Crafts	706.61	832.47
Materials - Toys/Equipment/Resources	804.24	1,616.02
Pensions Costs	4,028.31	4,081.05
Postage, Freight & Courier	11.26	4.89
Printing & Stationery	355.97	350.75
Rent	2,400.00	6,950.00
Salaries	75,356.98	77,765.51
Session parties costs	-	773.71
Staff Training	320.00	300.00
Subscriptions	518.81	363.59
Telephone & Internet	575.79	476.37
<b>Total Administrative Costs</b>	<b>97,551.36</b>	<b>108,837.83</b>
<b>Operating Profit</b>	<b>(72,748.43)</b>	<b>(77,010.77)</b>
<b>Other Income</b>		

	2020	2019
Breakfast Club Income	7,692.00	17,291.30
Day trips fees	(108.00)	1,449.45
Donations	1,327.00	10,698.46
Fund raising activity	2,012.06	3,429.52
Funding	67,021.03	45,183.09
Registration fees	290.00	100.00
Uniform Fees	319.00	405.00
<b>Total Other Income</b>	<b>78,553.09</b>	<b>78,556.82</b>
<b>Profit on Ordinary Activities Before Taxation</b>	<b>5,804.66</b>	<b>1,546.05</b>
<b>Profit after Taxation</b>	<b>5,804.66</b>	<b>1,546.05</b>

# Profit & Loss

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## Stepping Stones Pre-school/Breakfast Club 1 January 2021 to 31 December 2021 Cash Basis

31 Dec 21

<b>Income</b>	
Playgroup Income	31,938
<b>Funding/Fundraising</b>	
Funding	44,418
Fundraising (after costs)	2,415
<b>Total Funding/Fundraising</b>	<b>46,832</b>
<b>Total Income</b>	<b>78,771</b>
<b>Gross Profit</b>	<b>78,771</b>
<b>Plus Other Income</b>	
Breakfast Club Income	2,226
Donations	452
Other Revenue	(32)
<b>Total Other Income</b>	<b>2,646</b>
<b>Less Operating Expenses</b>	
Administration Costs	458
DBS Checks	185
Entertainment, Outings & Other	288
General Costs	1,433
Liability Insurance	820
Professional Costs	787
Rent	9,075
Salary Costs	88,971
Sessions costs	1,787
Staff Training	2,437
Telephone & Internet Costs	457
Uniform Costs	443
<b>Total Operating Expenses</b>	<b>107,140</b>
<b>Net Profit</b>	<b>(25,724)</b>



**Section A**

**Independent Examiner's Report**

**Report to the trustees/  
members of**

Charity Name  
Stepping Stones Preschool

**On accounts for the year  
ended**

31st December 2021	<b>Charity no (if any)</b>	1029770
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**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 in accordance with the requirements of the Charities Act 2011 ("the Act").

The charity's trustees consider that an audit is not required for this year under section 144 of the 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 applicable Directions given by the Charity Commission (under section 145(5)(b) of the 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 material matters have come to my attention (other than that disclosed below \*) which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Charities 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:**

**Date:**

4th October 2022

**Name:**

Noreen Sherry

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

<b>Address:</b>	40 Merton Road
	Harrow
	HA2 0AB

**Section B****Disclosure**

Only complete if the examiner needs to highlight 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.**

**STEPPING STONES PRE-SCHOOL (HARROW)**

England & Wales - Charity number 1029770

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# Accounts

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## **Play Leaders Report - 26<sup>th</sup> January 2021 Donna Hoare Preschool Manager of Stepping Stones**

Welcome and thank you all for attending this zoom meeting today. For some of you this will be your first AGM at Stepping Stones, unfortunately due to the present situation, this meeting has to be arranged via zoom. We hope you are all happy with our setting and the way we are currently working at Stepping Stones so far?

It is extremely important, and we are grateful that you have been able to attend this meeting as the preschool is a committee run Charity setting, where the parent/carers of the children who attend, agree/disagree with the way the setting is run.

Over the past year that some of you here have attended Stepping Stones, you will remember that this has been a very unsettling year for everyone, due to the pandemic. We are happy to include our new families since September, and that we continue to have wonderful parents/carers attending our setting.

I would like to go through with you what we have completed over the last year at preschool.

We started our Autumn term by taking 17 new children onto our register, joining the 4 children who stayed on from July 2020. We found that Settling the children in did take slightly longer than usual, but are happy to say that all children appear to be settled nicely now. We were prepared for children to take slightly longer due to them being at home with family members, and not being able to socialize outside their "bubble" like they would of normally. We are Ofsted registered to take 26 children each day. At the moment our days varies with the number of children attending. At present we have 21 children on our register. We have another five children starting from January/February and also, I am still receiving enquiries from prospective parents for a place for their child. We continue to have a waiting list for children who are not yet at the 2 years 6 months age that we can accept them from. We are happy that we have been able to fill all our places as due to the current situation, many nurseries are struggling with the number of children attending.

Every year, each child is given a key person who will observe your child's development and keep their folders up to date with their progress. These folders are confidential between yourselves and us. When your child sadly leaves us, the folder will go home with you.

You would of all attended a meeting with your child's key person to talk about their development progress.

The staff all continue to work extremely hard with all the children, and have put every effort into treating each child as an individual, getting to know the new children and valuing their ideas and interests, so that each one of their next steps of development can be achieved. I can already see that each child has built a "bond" with their key person. The children know who their key person is, this is also thanks to you as parents as you talk to your child about their day and involve their key person's name in the conversation, this helps to make your child feel secure when they are at preschool. I hope you are all happy with the

progress they have made, whilst being with us, most importantly their Personal and social development.

We continue to have weekly planning meetings where we discuss and cover all areas of the EYFS, and plan accordingly for the following week which focus activities, resources and learning objectives we want to meet. All staff in each group are involved in the learning and development of the children, as each key person will advise other staff what their child's next steps of learning they are working on.

Each Key Person has/will continue to have at least 2 meetings per school year, with their child's parent/carers so that we can show you your child's Learning Journey, discuss the progress your child is making, and raise any concerns together you or we may have about your child. We encourage parent/guardians to speak to either myself or their Key Person at any time if you would like something discussed. As it is more difficult for key persons to speak to you at drop off or collection times, please message/ring me if you would like to speak to your child's key person or myself at any time. You are always welcome to speak to either/both of us in the morning or afternoon if you have any concerns.

The staff and I continue to include in our meetings updated information regarding safeguarding, government guidelines and to develop our CPD. Ideas to develop children's learning is always discussed with putting different resources into play. We find that the ideas that come forward during these meetings, help to develop our practice. We have all attended different training courses either via Zoom or on line, especially during lockdown. Safeguarding and First Aid are always revised at our weekly staff meeting. The staff and myself attend conferences/courses/forums that Harrow Early Years provide, to make sure we are putting the best we can into our setting. Training courses are usually chargeable, even some of our on line courses we attend. On most occasions, one member of staff will attend the course and then relate the information to rest of the staff at our weekly meeting.

We continue to have the same staff working at the Pre School on a daily basis.

I am the Child Protection officer for our setting and regularly update myself with procedures we should be following according to Ofsted and our Local Harrow Safeguarding Board. Please be aware that we always put safeguarding at the highest priority at Stepping Stones. Please can I ask for all parent's to be aware of Ofsted's Safeguarding to Parents. I have a copy in the parent/carer folder if anyone would like to see it?

There are times throughout the year we have work experience students come into our setting to work with alongside the children. We never leave a child/children on their own in a room with the student and they are not allowed to take your child to the toilet. We presently have Roberta, who is studying for her Level 2 in Early Years with us for the year. She has settled well into our setting and the children look forward to seeing her on a Thursday.

I work Monday to Friday term time only. I am one of the SENCO Co-Ordinator's and attend termly meetings, which is now over Zoom, with leaders at Harrow Council who help children with special education needs develop. They update us on all areas of help we may need should we have children in the setting who will benefit from this. Arleta Lamek is also SENCO qualified and assists me at the meetings.

I am extremely proud to have the staff we have at our setting who continue to provide a warm, caring and secure setting. We all work well together, even now with the present situation, we all bring different talents to the setting, and continue to work as a team making Stepping Stones our other family.

Debbie continues to work Monday to Thursday. She is acting Deputy manager and the Deputy Safeguarding Officer, who also updates herself with Safeguarding requirements regularly and completes on line courses whenever possible. She holds a good bond with the children, having an extremely caring and nurturing way. Debbie continues to use resources and activities to help develop her key children's learning to enable them to reach their next step.

Arleta works Monday to Friday. She continues to work hard with the children, to ensure that she uses activities/resources that are of interest to them, in order to keep them interested in their learning development. Arleta always offers great ideas for literacy and numeracy resources she has made up herself, which the children enjoy. Her art work is an asset to our setting!

Oana works Tuesday to Friday. She continues to work well with her children and the rest of the children in the setting. Oana works well ensuring that she has resources and activities planned to make sure her next steps for her children's development are met. Oana is also SENCO qualified and offers great support.

Grace works Monday to Friday and qualified as an Early Years Educator in January 2020. She brings great IT skills to the setting, helping all staff with any IT issues they have. She has good patience is all I can say to that! Grace has updated our Website; however, it does have new information which needs to be updated, which will be completed soon. She is our youngest member of the team and is full of enthusiasm. Grace also prepares work for the children in her group, making sure the theme is connected to their interests.

All staff continue to provide excellent care and encouragement to the children, to help them achieve their goals by planning challenging activities to help reach their learning development. All ideas are shared with other staff. Praise is always given to the children by staff and I thank my staff daily for their hard work.

Claudia Sylvester is currently our Lunch time Supervisor. Claudia was originally employed for the Breakfast Club we first opened in September 2018. The children from St Anselm's School attended as well as the children from Stepping Stones. Due to the government guidelines, we decided that it was not possible for us to mix the two groups together as it would not be safe, so therefore from March 23<sup>rd</sup>, our very first lockdown, we have not been able to re-open the breakfast club. Since October 2020, Claudia now comes into the preschool for her lunchtime hours only. She is a fantastic help to us, especially with the daily resource washing we have to do, and keeps the kitchen and our equipment spotless!

Nuala Guiney is our book keeper and has set up a system for our accounts. She is in charge of all incoming/outgoing expenditure, invoices for the preschool, and all other account

Records. Nuala also gets everything ready to submit to our accountant for our charity end of the year accounts, and then to the Charity commissioner, which gets submitted by October 31<sup>st</sup> each year.

Katherine Jones is our fundraiser Organiser. We are extremely grateful to Kat for all her enthusiasm she has in organizing events to help us raise money for our preschool. Unfortunately, we have not been able to complete any fundraising ideas outside the preschool this year, but thank Kat for her efforts in getting donations from shops for our hampers when we have had our raffles.

This year has been a totally different experience for us, finding ourselves in a situation we never thought we would have to face, the COVID19 Pandemic.

As you are aware, we have all had to follow, in your own home/work lives, government guidelines in the way we are living/working. This is something that has affected every single one of us, and has been a hard journey for us all.

At Stepping Stones we have made a lot of changes in the way we have had to re-structure our preschool, to enable us to keep things safe for all those who attend, especially our staff and children.

You will be all aware of the risk assessments and policies we are following in order for us to open safely and to ensure guidelines are followed. I regularly receive up to date information from our local Early Years department and Early Years Alliance whom we are members of, to make sure we are following the correct procedures. Unfortunately, we have had to change the way our children enter and leave the setting, and we are not allowing parents to come past the gates. This is different for us as we have always been used to parent/carers being able to come inside and talk to myself or keypersons on a daily basis. This had to change to make the setting a safe place.

I can honestly say this has been an extremely hard year for us as a preschool, as especially when we had to close and was not able to open for the children who was on our register at that time.

Stepping Stones followed the guidelines at all times.

We closed from 23<sup>rd</sup> March to 1<sup>st</sup> June 2020.

During that time, all staff were "furloughed" apart from myself, as being the manager, was the point of contact for everyone and all information received from Early Years at Harrow Council, keeping up to date with the guidelines, all committee members, Staff, Parents and most importantly, providing our children with daily videos to continue to help with their learning development. I know this was a hard time for everyone, as some parents were still having to go into work, especially our key workers, who we thank so much.

We were able to open once again from 1<sup>st</sup> June 2020. We updated our Risk Assessments and Policies to coincide with all the new guidelines, and updated the policies accordingly. All this information was sent out to parents before their child returned to preschool.

Due to guidelines we have had to follow, we have not been able to re-open the Breakfast Club for St Anselm's children as we do not have the space to accommodate them safely and then be ready for Stepping Stones Children at 8.55am. We will re- consider this at all times and will hopefully re-open when it is safe to do so.

We re-opened Stepping Stones on the 3<sup>rd</sup> June 2020, after the staff and myself carried out a deep clean of all our resources. Parents were given the option to allow their children to return to Pre School from the 3<sup>rd</sup> June, start them back week commencing the 29<sup>th</sup> June or not until September. 15 children returned in June and 13 followed from 29<sup>th</sup> June.

Due to the number of children returning, and the loss of fees from the term before, we found it beneficial to open the preschool on a Tuesday, Wednesday and Thursday from June, and from 29<sup>th</sup> June we opened Monday to Thursday.

Children attended in small groups of no more than 5 in each and with their key person.

Each group had their own area in the setting and a garden area.

Unfortunately, we were unable to organize our usual summer activities which we missed so much, e.g. Willows Farm Summer trip, Sports day, visits to the parks for our sessions and our children's Graduation. We felt extremely sad for the children and parents who missed out on these activities.

This is our first term for this year, and we aim to have another great, but slightly different year at Stepping Stones for the Parents/carers and off course the children. We will provide the children with activities and learning resources to encourage their learning development to the best of their ability. We really hope we will be able to go back to all our usual activities so that we can show you how your children have progressed.

I would like to say a special thank you to all the staff, who make our setting a warm and caring environment, where we hope you and your child feel secure, happy and feel that your child is encouraged to reach their learning goals.

A big Thank You to all the parent and carers who has supported us and respected our policies we have had to put in place due to Covid. I know this would have been difficult for you as many of you have children who have been with us for the first time and you still have trusted us even though you have only been able to visit our setting once at your child's taster session.

I would like to also thank Peter Boonman our Chairperson who has been part of our committee over the past year and has kindly offered to continue to support us. His Charity knowledge and experience is greatly appreciated.

I thank Mariana Lossiana-Kelly for being our Secretary and Emily Morton for being our treasurer. They have both helped us throughout the year at our meetings and especially their help during Lockdown was greatly appreciated.

It has been a certainly different year at Stepping Stones, especially between March and June, but we feel positive that things are getting better and our children are once again forming great relationships between staff, and starting to feel secure once again. it's a great pleasure to have you all at our preschool. We feel that by working together, we have and are able to build great relationships with all your families.

Thank you all for continuous support and loyalty to our pre-school.

Donna Hoare  
Pre School Manager

Access tools and advice to help your business through COVID-19.

[Go to Xero Central](#)

## Dashboard

**Stepping Stones Pre-school/Breakfast Club - Profit & Loss****Profit & Loss**

Stepping Stones Pre-school/Breakfast Club

1 January 2020 to 31 December 2020

Cash Basis

[Add Summary](#)**31 Dec 20****Income**

Playgroup Income	25,808.75
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**Funding/Fundraising**

Funding	67,021.03
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Fundraising (after costs)	2,054.56
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<b>Total Funding/Fundraising</b>	<b>69,075.59</b>
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**Total Income****94,884.34****Gross Profit****94,884.34****Plus Other Income**

Breakfast Club Income	7,692.00
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Donations	1,327.00
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Other Revenue	(139.32)
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<b>Total Other Income</b>	<b>8,879.68</b>
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**Less Operating Expenses**

Administration Costs	311.27
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Children's training/external teachers	150.00
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DBS Checks	189.40
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Entertainment, Outings & Other	108.00
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General Costs	2,670.85
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Liability Insurance	145.28
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Professional Costs	684.36
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Rent	2,400.00
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Salary Costs	88,830.00
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Sessions costs	1,316.91
Staff Training	320.00
Telephone & Internet Costs	575.79
Uniform Costs	257.50
<b>Total Operating Expenses</b>	<b>97,959.36</b>
<b>Net Profit</b>	<b>5,804.66</b>



Section A Independent Examiner's Report

Report to the trustees/ members of **STEPPING STONES PRE-SCHOOL (HARROW)**

On accounts for the year ended **31ST DECEMBER 2020** Charity no (if any) **1029770**

Set out on pages  

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended **31/12/2020**.

**Responsibilities and basis of report** As the charity trustees, you are responsible for the preparation of the accounts in accordance with 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 (other than that disclosed below \*) in connection with the examination which gives me cause to believe that in, any material respect,;

- the accounting records were not kept in accordance with section 130 of the 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: *Noreen Sherry* Date: 20/10/2021

Name: NOREEN SHERRY

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

Address:


**Section B**

**Disclosure**

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

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

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