

**CHARITY NUMBER: 1030424**



**RECEIPTS AND PAYMENTS ACCOUNTS  
FOR THE YEAR ENDED 31ST AUGUST 2020  
FOR  
STEPPING STONES  
PRE-SCHOOL PLAYGROUP**

**Stepping Stones Pre-school Playgroup**

**Contents of the Accounts**  
**Year ended 31<sup>st</sup> August 2020**

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**Stepping Stones Pre-school Playgroup**  
**Year ended 31<sup>st</sup> August 2020**

I report to the Trustees on my examination of the accounts of Stepping Stones Pre-school playgroup for the year ended 31st August 2020.

**Respective 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).

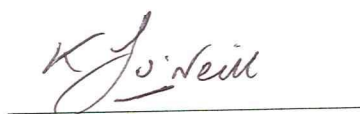
I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

**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 giving me cause to believe that in any material respect:

1. Accounting records were not kept in respect of the Trust as required by section 130 of the Act; or
2. The accounts do not accord with those records; or
3. The accounts do not comply with 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.



Kerry O'Neill BA (Hons) FCCA  
KJO Accountancy Services Limited

Chartered Certified Accountants  
Fairmile, Whitsbury Road  
Tinkers Cross  
Fordingbridge  
Hampshire  
SP6 1NQ

2<sup>nd</sup> June 2021

**Stepping Stones Pre-school Playgroup**  
**Year ended 31<sup>st</sup> August 2020**

**Statement of Trustees Responsibilities**

The Charities Acts requires the officials, as charity trustees, to prepare accounts for each financial year which give a true and fair view of its financial activities during the year and of its financial position at the end of the year. In preparing the accounts the trustees should show best practice and:

- select suitable accounting policies and apply them consistently
- make judgments and estimates that are reasonable and prudent
- follow applicable accounting standards and the Charities SORP, disclosing and explaining any departures in the accounts, and
- prepare the accounts on the going concern basis unless it is inappropriate to assume that the charity will continue in operation.

The Trustees are responsible for keeping accounting records which are such to disclose, with reasonable accuracy, the financial position of the Charity at any time, and to enable them as trustees to ensure that the accounts comply with Charity law. The Trustees are also responsible for safeguarding the Charity's assets and ensuring their proper application in accordance with Charity law, and hence for taking reasonable steps for the prevention and detection of error, fraud and other irregularities.

Approved by the Board of Trustees



Lorraine Thompson

Dated 16<sup>th</sup> June 2021

**Stepping Stones Pre-school Playgroup**  
**Year ended 31<sup>st</sup> August 2020**

**Trustees Report**

**Reference and Administration**

The charity name:	Stepping Stones Pre-school play group
Charity Number:	1030424
Ofsted	511673
Address:	Avonway Community Centre 36 Shaftesbury Street Fordingbridge Hampshire SP6 1JF
Telephone	01425 653517

**Names of the trustees who managed the trust during the year**

Lorraine Thompson	Chairperson
Clare Paterson	Secretary
Janine Slattery	Treasurer

**Objectives and Activities**

The object of the charity is to enhance the development and education of children under statutory school age by encouraging parents to understand and provide for their needs of their children through community groups.

**Public benefit**

Stepping Stones preschool is for the provision of affordable Early Years educational childcare, for the public benefit, for all children aged 2-5 years from Fordingbridge and the surrounding area. It is delivered by providing fully qualified staff and suitable resources and equipment in accordance with EYFS guidelines. It is a non-profit making organisation run by a parent committee comprising of unpaid volunteers (Trustees) where any funds raised are reinvested into the preschool to improve and enhance the provision of childcare within the community. Flexible hours are offered within the opening times of 8.45am-4pm to suit individual requirements.

**Review of the Year**

We started the Autumn term well with a healthy 20 children on the register, although the number of sessions per week was only 122. This was due to the children being young. The numbers rose to 26 by the start of the Spring term but then of course, the country went into Lockdown.

Throughout the lockdown, the government continued to pay for those children that were funded through Hampshire County Council in the normal way, but we did not receive the income from the families that paid for extra or unfunded sessions. This amounted to approximately £897.00 per month.

The funding received, enabled us to continue to pay some staff and keep the pre-school running. This time was used to continue with on-line training or to carry out other administration jobs such as funding, accounting, emails etc. We were only able to furlough staff to the value of our lost income but this we did, which was a great help. 3 members of staff were furloughed. We had paid our Spring term rent in advance but did not seek a discount for the short time in March that we were not in. This decision seemed only right as we were not expected to return the funding received for the same period.

During the start of the summer term, we remained in Lockdown and did not pay rent for this period. We returned to pre-school on the 1<sup>st</sup> of June, but our sessions were limited to 3 mornings a week (Mon, Wed and Fri), 09:00 to 12:00. We looked at Government advice at the time and limited the number of children returning to those who would be starting school in September 2020. This worked well and we believe the children had a nice, 'normal time' while they were in.

We ended August 2020 with £957.42 in outstanding fees. Of this amount, £573.52 remains. We continue to pursue this, and small payments have been forthcoming. During the Spring term of this year, we changed our policy and now ask parents to pay in advance. This is working and we will continue to review but children's welfare is always our priority and must be taken into consideration when deciding whether a child with outstanding debt can attend.

2019/2020 was not a normal year and we ended with a deficit of £3,996.00. Fortunately, our reserves were healthy with £8561.67 in our current account, £4,262.91 in our fundraising account, £42.46 in an historic account and £18,405.82 in our Contingency fund.

In addition to the funding received from the government for 3- 4-year-olds and eligible 2-year-olds, Stepping Stones also receive Pupil Premium which in the past we have used towards extra curricula activities such as music lessons and cooking lessons which benefit all the children.

### **Fundraising**

Fundraising was difficult during the lockdown period but prior to that we raised £302.00 from a sponsored obstacle course, selling Christmas crafts and a Christmas raffle. As previously mentioned, the balance in the fundraising account was £4,262.91 as of the 31<sup>st</sup> of August 2020.

We also received £24.96 from Easy Fundraising donations.

### **Reserve policy**

We aim to hold cash at bank of not less than one term's operating costs in unrestricted funds. These funds are required to meet immediate every day running costs, for example staff cost.

Approved by the Trustees on 16<sup>th</sup> June 2021 and signed on its behalf by

A handwritten signature in blue ink, appearing to read 'J. Slattery', is written over a horizontal line.

**Janine Slattery**  
**Treasurer**



**Stepping Stones Pre-school Playgroup**  
**Year ended 31<sup>st</sup> August 2020**  
**Receipts and Payments account:**

	Unrestricted Funds £	Restricted Funds £	Total Funds £	2019 £
<b>RECEIPTS</b>				
Nursery income & HCC NEG funding	54,564	-	54,564	75,885
Donations	-	-	-	6,757
Outings/Events	44	-	44	332
Fund raising activities	317	-	317	258
Other Nursery receipts	60	-	60	235
Furlough grant	1,672	-	1,672	-
Bank interest	60	-	60	63
<b><u>TOTAL RECEIPTS</u></b>	56,717	-	56,717	83,530
<b>PAYMENTS</b>				
Rent	9,304		9,304	11,962
Staff costs	44,137		44,137	56,504
Music Teacher	345		345	570
Staff training and travel	767		767	1,833
Staff uniforms	-		-	117
Insurance	924		924	914
Consumables	219		219	410
Equipment	992		992	3,568
Administration	1,911		1,911	2,851
Repairs and renewals	155		155	630
Membership subscriptions	417		417	595
Independent Examination	456		456	420
Professional fees	40		40	100
Outings & Events	1,046		1,046	1,136
<b><u>TOTAL PAYMENTS</u></b>	60,713	-	60,713	81,610
<b><u>SURPLUS /EXCESS OF PAYMENTS OVER RECEIPTS</u></b>	-	3,996	-	1,920
Cash funds brought forward	35,288	-	35,288	33,368
<b>TOTAL CARRIED FORWARD</b>	31,292	-	31,292	35,288

**Stepping Stones Pre-school Playgroup**  
**Year ended 31<sup>st</sup> August 2020**  
**Statement of Assets and Liabilities**

	<b>Unrestricted Funds</b>	<b>Restricted Funds</b>
<b>Notes</b>	<b>£</b>	<b>£</b>
<b>MONETARY ASSETS</b>		
Pre-school Current account	8,562	-
HSBC BMM Savings account	42	
Santander savings account	18,406	
HSBC Fundraiser account	4,263	
Pre-school Petty cash	19	-
	<hr/>	<hr/>
<b>TOTAL MONETARY ASSETS</b>	<b>31,292</b>	<b>-</b>
	<hr/>	<hr/>
<b>LIABILITIES</b>		
Outstanding fees	957	
PAYE tax & NI	569	
Pension	29	
<b>FIXED ASSETS</b>		
Equipment	5,000	

Approved on behalf of the Trustees



\_\_\_\_\_  
Lorraine Thompson  
Chairperson



\_\_\_\_\_  
Janine Slattery  
Treasurer

Dated 16<sup>th</sup> June 2021