

First Steps Pre-School (Princes Risborough)

England & Wales · Charity number 1035692

Details

Other names	FIRST STEPS PLAYGROUP (PRINCES RISBOROUGH), FIRST STEPS PRE-SCHOOL, FIRST STEPS PRE-SCHOOL (PRINCES RISBOROUGH), First Steps Pre-School (Princes Risborough)
Status	Registered
Legal form	Other
Registered	1994-04-06
Register	View on the Charity Commission register

Contact

Address	Scout & Guide Centre Longwick Road Princes Risborough HP27 9HN
Phone	07762326772
Email	chair@firststepsrisborough.org.uk
Website	www.firststepsrisborough.org.uk

Activities

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: Provision of pre-school facilities

Classification

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

Geography

- **Area of benefit:** PRINCES RISBOROUGH
- Buckinghamshire

Finances

Period end	Income	Expenditure	Assets	Employees
2025-07-31		-	-	-
2024-07-31	£129,007	£92,065	-	-
2023-07-31	£106,330	£97,202	-	-
2022-07-31	£125,607	£110,550	-	-
2021-07-31	£76,380	£67,354	-	-
2020-07-31	£55,987	£50,903	-	-

Trustees

Name	Role	Appointed
Caira Lowe	Chair	2020-11-24
Andrea hook		2021-04-30
Emma Williams		2022-03-14
Martha Batting		2024-08-01

First Steps Pre-School (Princes Risborough)

England & Wales - Charity number 1035692

Accounts

Charity number 1035692

FIRST STEPS PRE-SCHOOL PRINCESS RISBOROUGH
UN-AUDITED ACCOUNTS
YEAR ENDED 31 JULY 2023

FIRST STEPS PRE-SCHOOL PRINCESS RISBOROUGH LEGAL AND ADMINISTRATIVE INFORMATION

Charity name First Steps Pre-School Princess Risborough

Charity number 1035692

Principle Address Scout & Guide Centre
Longwick Road
Princes Risborough
Bucks
HP27 9HN

Charity Trustees Caira Lowe
Martha Batting
Emma Williams
Andrea Hook

Independent examiner Rebekah Heywood
Dashwoods Accountants Limited
31 Dashwood Avenue
High Wycombe
Bucks
HP16 9HF

FIRST STEPS PRE-SCHOOL PRINCESS RISBOROUGH

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**FIRST STEPS PRE-SCHOOL PRINCESS RISBOROUGH
YEAR ENDED 31 JULY 2023
TRUSTEES' ANNUAL REPORT**

Objectives and Activities

Summary of the purposes of the charity as set out in its governing document	To Provide a pre-school environment to enhance the development and education of children under statutory school age.
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.	Offer appropriate play education and care facilities.
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	The Trustees's have had due regard to the guidance issued by the Charity commision on public benefit when determining the acitvities the charity does. The main activity for the public benefit during the year were the provision of care and education for pre-school children within the pre-school.

Achievements and Performance

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.	Provided care and education for up to 24 children each term time day.
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Financial Review

Review of the charity's financial position at the end of the period	The cash position of the charity at the year end is shown on page 4 of the accounts. The charity has held sufficient reserves in line with the reserves policy throughout the year.
Statement explaining the policy for holding reserves stating why they are held	The charity aims to hold 3 months running costs including the costs required for redunancy in the event of closure.
Reasons for holding zero reserves	Not applicable
Details of fund materially in deficit	Not applicable
Explanation of any uncertainties about the charity continuing as a going concern	Not applicable

**FIRST STEPS PRE-SCHOOL PRINCESS RISBOROUGH
YEAR ENDED 31 JULY 2023
TRUSTEES' ANNUAL REPORT Cont...**

Additional information

The charity's principal sources of funds (including any fundraising)	Fees paid by parents or government funding for each child attending the pre-school.
A description of the principal risks facing the charity	Increasing costs of staff and equipment and the limited ability to earn additional income.

Structure, Governance and Management

Description of charity's trusts:	
Type of governing document	Pre-school learning alliance constitution
How is the charity constituted?	Unincorporated association
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	Selection made by annual vote at the AGM.

Reference and Administrative details

Charity name	First Steps Pre-School Princess Risborough
Other name the charity uses	Not applicable
Registered charity number	1035692
Charity's principal address	Scout and Guide Hut Longwick Road Princess Risborough, HP27 9HN

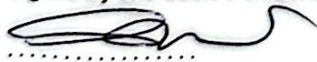
Trustees

Trustee name	Dates acted if not for whole year
Caira Lowe	
Martha Batting	
Emma Williams	
Andrea hook	

Declarations

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

Signed by one trustee on behalf of all the trustees



Andrea Hook

6/11/25

Date

FIRST STEPS PRE-SCHOOL PRINCESS RISBOROUGH
YEAR ENDED 31 JULY 2023
RECEIPTS AND PAYMENTS ACCOUNTS

Section A Receipts and Payments

	Unrestricted funds	Unrestricted funds
	2023	2022
	£	£
Receipts		
Fees	32,962	20,720
Voluntary Contributions	343	823
Council Funding	66,839	90,201
Grants	3,000	12,500
Fundraising	2,690	1,039
Sundry	354	319
Bank Interest	142	5
Total Receipts	106,330	125,607
Payments		
Payroll	80,167	92,015
NI&PAYE	-	-
Pension (Nest)	1,180	-
Food	642	-
Toys & equipment	870	6,639
Uniforms	-	640
Stationary	264	-
General running	1,049	832
Telephone and internet	696	548
Website	-	60
Training	977	1,221
Rent	8,145	6,317
Fundraising	210	231
Bookkeeping	986	761
DBS	46	239
Ink, insurances etc	1,903	50
Sundry	67	998
Total Payments	97,202	110,550
Net receipts/Payments	9,128	15,057
Cash Funds at start of the year	58,984	44,055
Cash Funds this year end	68,111	58,984

**FIRST STEPS PRE-SCHOOL PRINCESS RISBOROUGH
 YEAR ENDED 31 JULY 2023
 RECEIPTS AND PAYMENTS ACCOUNTS**

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

	Unrestricted funds	Unrestricted funds
	2023	2022
	£	£
Current assets		
Bank Current account	32,648	16,477
Bank Current account	35,312	42,506
Petty Cash	151	-
Total current assets	<u>68,111</u>	<u>58,984</u>
Liabilities		
Independent Examiners fee	480	-
Total Liabilities	<u>480</u>	<u>-</u>

The financial statements were approved by the Trustees on *6/11/23*

Signed by one trustee on behalf of all the trustees

[Signature]

 Andrea Hook

6/11/23

 Date

FIRST STEPS PRE-SCHOOL PRINCESS RISBOROUGH YEAR ENDED 31 JULY 2023 INDEPENDENT EXAMINER'S REPORT

Report to the trustees of First Steps Pre-School Princess Risborough (the charity)

On accounts for the year ended 31 July 2023.

Set out on pages 3 to 4

Responsibilities and basis of the report

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31 /07 /2023.


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.



Rebekah Haywood FCCA
Dashwoods Accountants Limited
31 Dashwood Avenue
High Wycombe
Bucks
HP12 3DZ

Date: 11 November 2023

First Steps Pre-School (Princes Risborough)

England & Wales - Charity number 1035692

Accounts



Trustees' Annual Report for the period

From 01/08/2021 To 01/08/2022

Charity name: First Steps Pre-School Princes Risborough

Charity registration number: 1035692

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	To provide a preschool environment to enhance the development and education of children under statutory school age
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	Offer appropriate play education and care facilities
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	

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	Provided Care for to up to 24 children in each term time day

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	We are holding enough in reserve and have managed to increase our reserves to reflect the increased number of employed staff and redundancy requirements
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	3 months running costs including and required redundancy in the event of closure
Amount of reserves held	Para 1.22	42,506.03
Reasons for holding zero reserves	Para 1.22	N/A
Details of fund materially in deficit	Para 1.24	N/A
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	Only concern we currently have is the amount of government funding and increasing rental costs

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	Fees paid by parents and Government funding per child
Investment policy and objectives including any social investment policy adopted	Para 1.46	N/A
A description of the principal risks facing the charity	Para 1.46	Increasing costs and limited ability to earn additional income
Other		

Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	Preschool learning alliance constitution
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	Unincorporated association
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	Selection made by annual vote at the AGM

Reference and Administrative details

Charity name	First Steps Pre-School Princes Risborough
Other name the charity uses	
Registered charity number	1035692
Charity's principal address	Scout and Guide Hut Longwick Road Princes Risborough

Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	

Additional information (optional)

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

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

--

Other optional information

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Declarations

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

Signed on behalf of the charity's trustees

Signature(s)

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Full name(s)

Andrea Glasgow	Caira Lowe
----------------	------------

Position (eg Secretary,
Chair, etc)

Chair	Vice Chair
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Date

01/12/2022



Section A Independent Examiner's Report			
Report to the trustees/ members of		Charity Name First Steps Pre-school (Princes Risborough)	
On accounts for the year ended	31/07/2022	Charity no (if any)	1035692
Set out on pages	1 <small>(remember to include the page numbers of additional sheets)</small>		
Responsibilities and basis of report	<p>I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/07/2022.</p> <p>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").</p> <p>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.</p>		
Independent examiner's statement	<p>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:</p> <ul style="list-style-type: none"> • accounting records were not kept in accordance with section 130 of the Act or • the accounts do not accord with the accounting records <p>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.</p>		
Signed:		Date:	20/11/2023
Name:	VICTORIA HAMILTON		
Relevant professional qualification(s) or body (if any):			
Address:	1 BROAD LEYS PRINCES RISBOROUGH HP27 9BJ		
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.	NONE		

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.

	2021	2022
Recei pts		
Fees	19233.18	20720.28
Buckinghamshire Council funding	41809.14	90200.8
Buckinghamshire Council grants	11814.07	7500
HMRC CJRS funding	1296.87	-
Voluntary Contributions	580.15	822.73
Heart Of Bucks Grant	-	5000
Early bird sessions	-	-
Lunch Club	-	-
Donations	400.7	-
Fundraising	463.6	1039.11
Raffle	432.6	-
Sale of uniforms etc	295	319
HMRC Gift Aid	50.07	0
Bank & COIF interest	5	5.26
	£76,380	£125,607
Total Receipts	.38	.18
Payments		
Wages, Tax & NI	50997.11	92014.62
Trainin g	565.6	1221.42
Recruitment costs	2388	-
Disclosure & Barring Service fees	239	239
Rent	5568.49	6317.48
Advertising	-	-
Telephone & Internet	435.02	548.17
Administrator fees	1229.53	-
Payroll administration & Bookkeeping	500	761.2
Insurance	732.56	
Websit e	78.36	59.76
Equipment	2631.59	6638.59
Purchase of uniforms	471.18	639.93
Petty Cash	1050	831.51
Sundry expenditure	367.4	997.72
OFSTED fees	100	50
Fundraising cost	-	231
	£67,353	£110,550
Total Payments	.84	.40

**Surplu
s**

9026.54

**£15,056.
78**

First Steps Pre-School (Princes Risborough)

Statement of Assets and Liabilities as at 31 July 2022

	2021	2022
Current Assets		
Bank current account	£11,139. 57	£16,477.4 7
Bank savings account	£32,500. 78	£42,506.0 3
COIF account	£414.20	0
Total Current Assets	<u>£44,054. 55</u>	<u>£58,983.5 0</u>



Section A Independent Examiner's Report			
Report to the trustees/ members of		Charity Name First Steps Pre-school (Princes Risborough)	
On accounts for the year ended	31/07/2022	Charity no (if any)	1035692
Set out on pages	1 <small>(remember to include the page numbers of additional sheets)</small>		
Responsibilities and basis of report	<p>I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/07/2022.</p> <p>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").</p> <p>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.</p>		
Independent examiner's statement	<p>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:</p> <ul style="list-style-type: none"> • accounting records were not kept in accordance with section 130 of the Act or • the accounts do not accord with the accounting records <p>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.</p>		
Signed:		Date:	20/11/2023
Name:	VICTORIA HAMILTON		
Relevant professional qualification(s) or body (if any):			
Address:	1 BROAD LEYS PRINCES RISBOROUGH HP27 9BJ		
Section B Disclosure			
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Give here brief details of any items that the examiner wishes to disclose.	NONE		

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Early bird sessions	-	-
Lunch Club	-	-
Donations	400.7	-
Fundraising	463.6	1039.11
Raffle	432.6	-
Sale of uniforms etc	295	319
HMRC Gift Aid	50.07	0
Bank & COIF interest	5	5.26
	£76,380	£125,607
Total Receipts	.38	.18
Payments		
Wages, Tax & NI	50997.11	92014.62
Trainin g	565.6	1221.42
Recruitment costs	2388	-
Disclosure & Barring Service fees	239	239
Rent	5568.49	6317.48
Advertising	-	-
Telephone & Internet	435.02	548.17
Administrator fees	1229.53	-
Payroll administration & Bookkeeping	500	761.2
Insurance	732.56	
Websit e	78.36	59.76
Equipment	2631.59	6638.59
Purchase of uniforms	471.18	639.93
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Fundraising cost	-	231
	£67,353	£110,550
Total Payments	.84	.40

**Surplu
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9026.54

**£15,056.
78**

First Steps Pre-School (Princes Risborough)

Statement of Assets and Liabilities as at 31 July 2022

	2021	2022
Current Assets		
Bank current account	£11,139. 57	£16,477.4 7
Bank savings account	£32,500. 78	£42,506.0 3
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Total Current Assets	<u>£44,054. 55</u>	<u>£58,983.5 0</u>

First Steps Pre-School (Princes Risborough)

England & Wales - Charity number 1035692

Accounts

First Steps Pre-School (Princes Risborough)

Registered Charity No 1035692

Accounts and Independent Examiner's Report for the year ended 31 July 2021

Trustees

Chairperson

Andrea Glasgow

Vice Chairperson

Caira Lowe

Alaine O'Brien

Katherine Dickinson

Maxine Miller

Bankers

Barclays Bank plc

Princes Risborough



First Steps Pre-School (Princes Risborough)

Registered Charity No 1035692

Accounts and Independent Examiner's Report for the year ended 31 July 2021

Trustees

Chairperson

Andrea Glasgow

Vice Chairperson

Caira Lowe

Alaine O'Brien

Katherine Dickinson

Maxine Miller

Bankers

Barclays Bank plc

Princes Risborough



First Steps Pre-School (Princes Risborough)

Chairperson's Report

Recruitment

Since the previous chairperson's report of 2020, we have sadly said goodbye to our Manager Vicky Rimmer. We have recruited a new Manager – Jenny Roper, a new deputy – Deborah Whale and a New Room Leader – Rebecca Roberts. We have also recruited an apprentice – Emma Williams who unfortunately will not be continuing with her apprenticeship this year due to pregnancy however we look forward to her re-joining us after maternity leave for her apprenticeship. To assist us with recruitment we have utilised the expertise of an agency and therefore incurred some additional costs.

Pay

All pre-existing members of staff received their April increases. All new recruits have now passed their probation and have received their pay increases

Finance

Reviewing our finances and comparing 20/21 with 19/20, we have increased our surplus by approx. £4000 (£9026.54 total). In 2021 we have increased our salary payments by over £7500 however we have also increased revenue purely through attendance by £9500. Towards the end of 20/21 we have placed more focus on cash flow, ensuring a sustainable income and calculated investment in resources. Word of mouth has been our biggest asset this year and we are projecting a full contingent of students starting in Autumn 2021.

Covid-19 has not resulted in any closures other than national lockdowns, and therefore we have incurred little impact on our income.

We received £11,814.07 in grants to assist the preschool during covid-19 which enabled us to recruit 2 new members of staff – Vacancies that have been available for quite some time. We have also introduced voluntary contributions, had more revenue from fundraising and sale of uniforms than in previous years due to the larger number of parents.

Marketing

We have not outwardly invested in marketing this year other than time into social media. Our asset of the outdoor space and word of mouth have left us as the only full preschool in the area (alongside one privately managed nursery)

Fundraising

Due to Covid –19 our fundraising opportunities have been limited to virtual however a successful virtual quiz at Christmas and Raffle raised us almost £900. We now have 2 strong committed members of the committee that are focused on 21/22 fundraising with 4 events planned for autumn/winter term.

In closing I would like to thank the full team especially our new Leader Jenny Roper for the renewed focus and energy on First Steps and the continued commitment to driving the best possible environment for our children. The preschool is thriving and set for its most successful year to date.

Andrea Glasgow
Chairperson

Reserves Report

The Trustees have established a policy whereby the unrestricted funds neither designated nor invested in tangible assets should be maintained at a level sufficient for the Trustees to be able to continue the current activities of the Pre School in the event of a significant change in income or expenditure. The current level of unrestricted reserves remains satisfactory.

Investment Report

The Trustees have considered the most appropriate policy for investing surplus funds and have decided that surplus funds should be placed with Barclays Bank plc and the Charities Official Investment Fund which are considered to be free of risk and provide an acceptable level of income in the current environment.

Responsibilities of the Trustees

The Trustees are required to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the First Steps Pre School as at the balance sheet date and of its income and expenditure for the financial year. In preparing those financial statements the Trustees should follow best practice and

- select suitable accounting policies and apply them consistently;
- make judgements and estimates that are reasonable and prudent; and
- prepare the financial statements on the going concern basis unless it is inappropriate to assume that the First Steps Pre School will continue on that basis.

The Trustees are responsible for maintaining proper accounting records which disclose with reasonable accuracy at any time the financial position of the First Steps Pre School and to enable them to ensure that the financial statements meet the requirements of the Charity Commission. The Trustees are also responsible for safeguarding the assets of the First Steps Pre School and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The Accounts have been drawn up on the Receipts and Payments basis and prepared in accordance with the Statement of Recommended Practice – Accounting and Reporting by Charities.

Approved by the Trustees and signed on their behalf by

Andrea Glasgow

Caira Lowe

Chair

Vice Chair

12 October 2021

First Steps Pre-School (Princes Risborough)

Receipts and Payments Account for the 12 months ended 31 July 2021

	2021	2020
Receipts		
Fees	19233.18	7842.00
Buckinghamshire Council funding	41809.14	43524.06
Buckinghamshire Council grants	11814.07	-
HMRC CJRS funding	1296.87	3288.10
Voluntary Contributions	580.15	-
Early bird sessions	-	89.00
Lunch Club	-	21.00
Donations	400.70	500.00
Fundraising	463.60	578.25
Raffle	432.60	-
Sale of uniforms etc	295.00	35.00
HMRC Gift Aid	50.07	-
Bank & COIF interest	5.00	109.88
Total Receipts	£76,380.38	£55,987.29
Payments		
Wages, Tax & NI	50997.11	43341.87
Training	565.60	400.00
Recruitment costs	2388.00	-
Disclosure & Barring Service fees	239.00	47.80
Rent	5568.49	3648.00
Advertising	-	120.00
Telephone & Internet	435.02	443.86
Administrator fees	1229.53	-
Payroll administration & Bookkeeping	500.00	500.00
Insurance	732.56	671.18
Website	78.36	250.00
Equipment	2631.59	202.06
Purchase of uniforms	471.18	-
Petty Cash	1050.00	500.00
Sundry expenditure	367.40	682.00
OFSTED fees	100.00	-
Motion Picture Licence etc	-	96.77
Total Payments	£67,353.84	£50,903.54
Surplus	9026.54	

First Steps Pre-School (Princes Risborough)

Statement of Assets and Liabilities as at 31 July 2021

	2021	2020
Current Assets		
Bank current account	£11,139.57	£14,118.03
Bank savings account	£32,500.78	-
COIF account	£414.20	£20,909.98
Total Current Assets	<u>£44,054.55</u>	<u>£35,028.01</u>
Net Assets	£44,054.55	£34,978.01

Scrutineer's Report to the Trustees of the First Steps Pre-School (Princes Risborough)

I report on the accounts of the First Steps Pre School (Princes Risborough) for the year ended 31 July 2021

Respective responsibilities of Trustees and Scrutineer

As the Pre School's trustees you are responsible for the preparation of the accounts. You consider that neither the audit nor independent examination requirements of the Charities Act 2011 apply. It is my responsibility without carrying out an audit or independent examination to scrutinise the accounts and to report to you.

Basis of Scrutineer's Statement

In accordance with the directions given in the Pre School's constitution, I have scrutinised the records and the accounts.

Scrutineer's Statement

In my opinion the accounts are in accordance with the records produced to me and comply with the constitution.

M D Thornton

Name: . Mr M D Thornton

Address: 15 Copes Shroves
Hazlemere
High Wycombe
HP15 7AG

Date: 16 September 2021

First Steps Pre-School (Princes Risborough)

England & Wales - Charity number 1035692

Accounts

First Steps Pre-School (Princes Risborough)

Registered Charity No 1035692

Accounts and Independent Examiner's Report for the year ended 31 July 2020

Trustees

Chairman

Laura Godfrey

Treasurer

Carole Tompkins

Katherine Dickinson

Amanda-Jane Harris

Alaine O'Brien

Chris Wardle

Emma Williams

Bankers

Barclays Bank plc

Princes Risborough



First Steps Pre-School (Princes Risborough)

Chairman's Report

- Finance

Looking at the finances from 2019 and 2020, we have made a similar surplus this year than we did last year. However, if you look at the overall finances you can clearly see that we have spent more this year on wages, tax and national insurance. However due to Covid-19 we have lacked bringing money in with Early Bird sessions, Fundraising and Lunch Club. We have also had more fees come in this year, but our Bucks CC fund is a lot lower. You also need to consider that this year we have had a £3,288 funding from the HMRC Coronavirus Job Retention Scheme and had the support from the Scout and Guide Site Trustees who deferred the rent payment for the summer term. So, I feel that overall, the setting is doing well regarding the financial side which shows with the increase in the net assets this year than last year.

- Marketing

Due to Covid-19 we have not done much marketing this year. However, I have been noticing our pre-school being recommended a lot on social networks, so this is potentially good, free advertising. I still think this is something that the committee need to address in the next year for more interest in the school once Covid-19 is under control.

- Fundraising

Again, due to Covid-19 not much fundraising has happened this year. The last event we did was a Christmas fayre. Once Covid-19 is under control, I think the committee need to think outside the box and put on some great events to make some extra fundraising funds.

To finish my report, I would like to thank the staff and parents for how you have dealt with this pandemic. I know it has been extremely hard when the pre-school was shut in lockdown for everyone. I would like to say a special thank you to Vicky Rimmer for all her hard work, all year round but more importantly for all the work she put in throughout lockdown and the summer holidays, whilst home-schooling her own child and not spending time with family in the holidays. Vicky did this all on her own without any help. Without the work that Vicky put in none of the children or the staff would have been able to return in September.

Since returning in September, I am incredibly happy with how the pre-school is being run and feel all staff and children are safe. I feel that First Steps Pre-School has had an average year all round due to the Covid-19 and think if this hadn't have happened, looking at the accounts we could have had a very good year.

Laura Godfrey

Laura Godfrey

Chairperson

1st October 2020

Reserves Report

The Trustees have established a policy whereby the unrestricted funds neither designated nor invested in tangible assets should be maintained at a level sufficient for the Trustees to be able to continue the current activities of the Pre School in the event of a significant change in income or expenditure. The current level of unrestricted reserves remains satisfactory.

Investment Report

The Trustees have considered the most appropriate policy for investing surplus funds and have decided that surplus funds should be placed with Barclays Bank plc and the Charities Official Investment Fund which are considered to be free of risk and provide an acceptable level of income.

Responsibilities of the Trustees

The Trustees are required to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the First Steps Pre School as at the balance sheet date and of its income and expenditure for the financial year. In preparing those financial statements the Trustees should follow best practice and

- select suitable accounting policies and apply them consistently;
- make judgements and estimates that are reasonable and prudent; and
- prepare the financial statements on the going concern basis unless it is inappropriate to assume that the First Steps Pre School will continue on that basis.

The Trustees are responsible for maintaining proper accounting records which disclose with reasonable accuracy at any time the financial position of the First Steps Pre School and to enable them to ensure that the financial statements meet the requirements of the Charity Commission. The Trustees are also responsible for safeguarding the assets of the First Steps Pre School and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The Accounts have been drawn up on the Receipts and Payments basis and prepared in accordance with the Statement of Recommended Practice – Accounting and Reporting by Charities.

Approved by the Trustees and signed on their behalf by

Laura Godfrey

Carole Tompkins

Chairperson

Treasurer

24th November 2020

First Steps Pre-School (Princes Risborough)

Receipts and Payments Account for the 12 months ended 31 July 2020

	2020	2019
Receipts		
Fees	7842.00	5880.00
Bucks CC funding	43524.06	49966.07
HMRC CJRS funding	3288.10	-
Early bird sessions	89.00	164.00
Lunch Club	21.00	72.00
Donations	500.00	-
Fundraising	274.50	675.74
Buy a Ball	175.00	-
EasyFundraising	128.75	-
Sale of uniforms etc	35.00	25.00
COIF interest	109.85	98.21
Bank interest	0.03	-
Total Receipts	£ 55,987.29	£ 56,881.02
Payments		
Wages, Tax & NI	43341.87	41005.51
Training	400.00	647.40
Rent	3648.00	5201.25
Advertising	120.00	734.00
Telephone & Internet	443.86	508.62
Disclosure & Barring Service fees	47.80	207.20
Payroll administration & Bookkeeping	500.00	500.00
Insurance	671.18	662.96
Website	250.00	250.00
Toys, Books & Equipment	202.06	1070.63
Petty Cash	500.00	600.00
Entertainer etc	120.00	200.00
Fund Raising Committee float	500.00	-
Gratuities	62.00	50.00
OFSTED fees	0.00	50.00
Motion Picture Licence etc	96.77	93.96
Total Payments	£ 50,903.54	£ 51,781.53
Surplus	5083.75	5099.49

First Steps Pre-School (Princes Risborough)

Statement of Assets and Liabilities as at 31 July 2020

	2020	2019
Current Assets		
Bank current account	14118.03	£ 5,094.13
COIF account	20909.98	£ 24,800.13
Total Current Assets	£ 35,028.01	£ 29,894.26
Current Liabilities		
Creditors	£ 50.00	£ -
Net Assets	£ 34,978.01	£ 29,894.26

Scrutineer's Report to the Trustees of the First Steps Pre-School (Princes Risborough)

I report on the accounts of the First Steps Pre School (Princes Risborough) for the year ended 31 July 2020

Respective responsibilities of Trustees and Scrutineer

As the Pre School's trustees you are responsible for the preparation of the accounts. You consider that neither the audit nor independent examination requirements of the Charities Act 2011 apply. It is my responsibility without carrying out an audit or independent examination to scrutinise the accounts and to report to you.

Basis of Scrutineer's Statement

In accordance with the directions given in the Pre School's constitution, I have scrutinised the records and the accounts.

Scrutineer's Statement

In my opinion the accounts are in accordance with the records produced to me and comply with the constitution.

M D Thornton

Name: . Mr M D Thornton
Address: 15 Copes Shroves
Hazlemere
High Wycombe
HP15 7AG

Date: 3 September 2020