



CHARITY COMMISSION
FOR ENGLAND AND WALES

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

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Andrea Glasgow			
2	Caira Lowe			
3	Maxine Miller			
4	Emma William			
5	Katherine Dickson			
6	Alaine Obrien			

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

[illegible]

Name of trustees holding title to property belonging to the charity

[illegible]

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

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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
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Position (eg Secretary,
Chair, etc)

Chair	Vice Chair
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Date

01/12/2022

**CHARITY COMMISSION
FOR ENGLAND AND WALES****Independent examiner's
report on the accounts**

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.</p> <p><i>* Please delete the words in the brackets if they do not apply.</i></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			
Give here brief details of any items that the examiner wishes to disclose.		Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).	
		NONE	

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	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
Total Receipts	£76,380 .38	£125,607 .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
Total Payments	£67,353 .84	£110,550 .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>

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