



Ofsted no: 127646

Charity no: 1038393

Lynsted Little Hall  
Lynsted Lane  
Sittingbourne  
Kent  
ME9 0RL

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#### Annual Report Apr 2022-Mar 2023

Our staff team saw some changes with the same core staff still in place-manager; deputy manager; 1 level 3 full-time staff member; 2 practitioners became permanent staff on zero hours contracts; administrator & 1 volunteer.

Our numbers levelled out but were still lower than other years.

We are still using our independent SALT (Speech & Language Teacher) to support staff and assess complex language needs.

During summer, we had the local bee keeper visit the setting again & children used their learnt knowledge to do the 'Question & answer'.

At the beginning of term 6, we welcomed a new team member, who has a level 2 & was working towards a level 3.

During June & July, we offered parents evening in person, on an individual basis.

We continued to have a high level of SEND children, 3 of which were supported at a high level.

In early July, we returned to Sports Day in person.

All staff supported their key children with transitions to school by sharing social stories featuring their school environment & uniform, meeting with teachers in person at the setting or over the phone, to pass on end of year reports & any relevant information.

Graduation was held outside in the garden at the end of term. It was a lovely day to celebrate our children's achievements with parents, after such challenging times.

In July, our administrator handed in her notice. During the summer, the committee & manager had meetings to consider her replacement.

We welcomed a new administrator to the team in September, as her replacement. Numbers were low & some expected returning children did not materialize-this meant we were over staffed on most days.

The dentist visited & resources were given to every family to support good dental hygiene & practices.

Xmas themed photos were taken for families and we received a small commission for this.



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In November, we held a joint 'Welly Walk' fundraiser with Lynsted & Norton School and December saw the children perform their Christmas production in person again, in the school hall with a total of £574 being raised over these events.

Covid restrictions were no longer in place but Strep caused illness and we continued to clean & sanitise to minimize the spread.

Over the year, staff also attended ICAN training and implemented this with a small group.

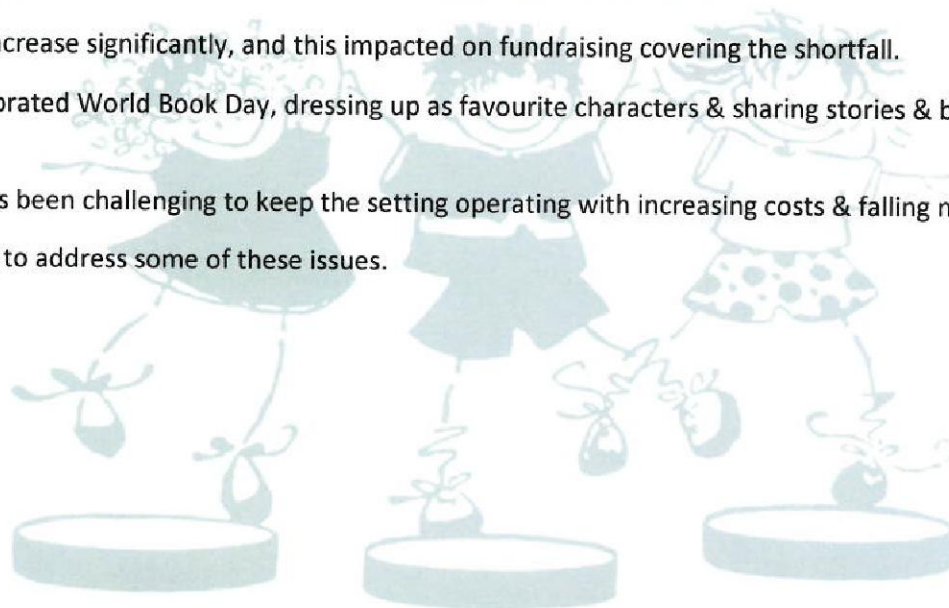
Our deputy did some mental health CACHE online training in her own time which will help us support children & families post Covid.

Numbers didn't increase significantly, and this impacted on fundraising covering the shortfall.

In March we celebrated World Book Day, dressing up as favourite characters & sharing stories & book themed activities.

To conclude, it has been challenging to keep the setting operating with increasing costs & falling numbers.

We are beginning to address some of these issues.



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

**INCOME AND EXPENDITURE ACCOUNT**  
**FOR THE YEAR ENDED 5th APRIL 2023**

**INCOME**

**EXPENDITURE**

Fees from parents	15,960.30	Premises costs	
Local authority grant	0.00	Rent and services	1,063.99
Fund raising	320.00	Repairs and renewals	2,117.70
KCC vouchers	61,179.24	Phone	1,598.89
Donations	212.20	DBS Checks / Ofsted	476.38
Staff training and wages	0.00	Equipment	644.90
Interest received	2.21	Insurance	1,068.00
Staff furlough grants	0.00	Wages	
		Net Wages	65,927.59
		Paye	4,104.60
		NEST Pension	2,283.44
		Training	900.00
		Accountancy	240.00
		Payroll / Software Charges	828.43
		Bank Charges	87.58
		Uniform purchases	193.27
		Refreshments etc.	1,516.46
		Sundries	1,465.00
Excess of expenditure over income	77,673.95	Excess of income over expenditure	84,516.23
	6,842.28		
	84,516.23		84,516.23

**STEPPING STONES PRE SCHOOL (Lynsted)**

**BALANCE SHEET AS AT 5th APRIL 2023**

Section 2

Balances brought forward:

Lloyds Business Extra Account	3,248
Cash in hand	1
Retained Cash	562
Instant access	1,502

Excess of income over expenditure

5,313

Balances carried forward

Lloyds Business Extra Account	-2,020
Cash in hand	32
Retained Cash	219
Instant access	240
	<u>-1,529</u>

 Excess of expenditure over income

6,842

5,313

## **Independent Examiner's Report to the Trustees of Stepping Stones Pre-School**

I reported the accounts on the Stepping Stones Pre School for the year ended 5<sup>th</sup> April 2023, which are enclosed.

### **Respective responsibilities of trustees and examiner.**

As the charity's trustees you are responsible for the preparation of the accounts; you consider that the audit requirement of section 43 (2) of the Charities Act 1993 (the Act) does not apply. It is my responsibility to state, on the basis of procedures specified in the General Directions given by the Charity Commissioners under section 43 (7) (b) of the Act, whether particular matter have come to my attention.

### **Basis of independent examiner's report.**

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. 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 you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required for an audit, and consequently I do not express an audit opinion on the view given by the accounts.

### **Independent examiner's statement**

In connection with my examination, no matter has come to my attention:

- (1) which gives me reason to believe that in any material respect the requirements:

to keep accounting records in accordance with section 41 of the Act;  
and

to prepare accounts which accord with the accounting records and to  
comply with the accounting requirements of the Act

have not been met; or

- (2) to which in my opinion, attention should be drawn in order to enable a proper  
understanding of the accounts to be reached.

Name: John Crowder

Date: 24.10.2023

Relevant professional qualification of body: FPA FTA

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