



**CHARITY COMMISSION
FOR ENGLAND AND WALES**

Trustees' Annual Report for the period

From 1st September 2019 to 31st August 2020

Charity name: Chacewater Playgroup – Stepping Stones (Chacewater)

Charity registration number:

Objectives and Activities

| | SORP reference | |
|--|--------------------|---|
| Summary of the purposes of the charity as set out in its governing document | Para 1.17 | The aims of the Pre-school are to enhance the development and education of children primarily under statutory school age by encouraging parents to understand and provide for the needs of their children through community groups. |
| 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 | <p>The aims of the Pre-school are to enhance the development and education of children primarily under statutory school age by encouraging parents to understand and provide for the needs of their children through community groups and by:</p> <ul style="list-style-type: none">a) offering appropriate play, education and care facilities, family learning and extended hour groups, together with the right of parents to take responsibility for and to become involved for all children whatever their race, culture, religion, means and ability.b) encouraging the study of the needs of such children and their families and promoting public interest in and recognition of such needs in the local area.c) instigation and adhering to and furthering the aims and objects of the Pre-school Learning Alliance. |
| Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit | Para 1.18 | The Trustees have reviewed the guidance issued by the Charity Commission with regard to public benefit but the year has been difficult due to the effects of Covid 19 when the Pre-school was closed for the summer term of the 2020 year. |

Additional information (optional)

You may choose to include further statements where relevant about:

| | SORP reference | |
|------------------------|----------------|--|
| Policy on grant making | Para 1.38 | |

| | | |
|--|-----------|--|
| Policy on social investment including program related investment | Para 1.38 | |
| Contribution made by volunteers | Para 1.38 | |
| 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 | As the Pre-school had to close because of Covid 19 for the summer 2020 term, a full year could not be provided to the children in our care. |

Additional information (optional)

You may choose to include further statements where relevant about:

| | | |
|--|-----------|--|
| Achievements against objectives set | Para 1.41 | |
| Performance of fundraising activities against objectives set | Para 1.41 | |
| Investment performance against objectives | Para 1.41 | |
| Other | | |

Financial Review

| | | |
|--|-----------|--|
| Review of the charity's financial position at the end of the period | Para 1.21 | Continued funding by the local authority covering the summer term of enforced closure ensured the Pre-school remained viable ready to reopen. |
| Statement explaining the policy for holding reserves stating why they are held | Para 1.22 | Reserves held at a level to enable the Pre-school to be a responsible employer while at the same time ensuring that equipment and facilities are updated/refurbished as necessary. |
| Amount of reserves held | Para 1.22 | £ 15,000 |
| Reasons for holding zero reserves | Para 1.22 | |
| Details of fund materially in deficit | Para 1.24 | |
| Explanation of any uncertainties about the charity continuing as a going concern | Para 1.23 | |

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 | |
| Investment policy and objectives including any social investment policy adopted | Para 1.46 | |
| A description of the principal risks facing the charity | Para 1.46 | |
| Other | | |

Structure, Governance and Management

| | | |
|---|-----------|---|
| Description of charity's trusts: | | |
| Type of governing document (trust deed, royal charter) | Para 1.25 | Pre-school Learning Alliance model pre-school 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 | Elected by parents at AGM |

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 | |
| The charity's organisational structure and any wider network with which the charity works | Para 1.51 | |
| Relationship with any related parties | Para 1.51 | |
| Other | | |

Reference and Administrative details

| | |
|-----------------------------|--|
| Charity name | Chacewater Playgroup |
| Other name the charity uses | Stepping Stones Pre-school |
| Registered charity number | 1043234 |
| Charity's principal address | Parish Rooms Falmouth Road Chacewater TRURO TR4 8LP |
| | |

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 | Alina Dicker | Chair | | |
| 2 | Lorna Burrows | Vice chair | Until 20 th October 2019 | |
| 3 | Christina Martin | Secretary | | |
| 4 | Ayla Davidson | Treasurer | | |
| 5 | Holly Seymour | Fundraising | | |
| 6 | Emily Michell | Fundraising | | |
| 7 | Karen Mallett | Fundraising | Until 20 th October 2019 | |
| 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

[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 | none |
| 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)

Mrs Kirsty Chapman - manager

Exemptions from disclosure

Reason for non-disclosure of key personnel details

| |
|--|
| |
|--|

Other optional information

| |
|--|
| |
|--|

Declarations

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

Signed on behalf of the charity's trustees

| | | |
|-------------------------------------|----------------------------|----------------------|
| Signature(s) | <i>S Pearce</i> | <i>KM Chapman</i> |
| Full name(s) | Sandra Pearce | Kirsty Marie Chapman |
| Position (eg Secretary, Chair, etc) | Trustee | <i>Manager</i> |
| Date | 21 st June 2021 | |



CHARITY COMMISSION
FOR ENGLAND AND WALES

Chacewater Playgroup
Stepping Stones Pre-school

No (if any)
1043234

Receipts and payments accounts

CC16a

For the period
from

Period start date
1st September 2019

To

Period end date
31st August 2020

Section A Receipts and payments

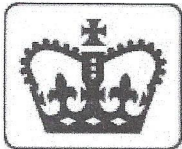
| | Unrestricted funds to the nearest £ | Restricted funds to the nearest £ | Endowment funds to the nearest £ | Total funds to the nearest £ | Last year to the nearest £ |
|---|--|---|--|---------------------------------|-------------------------------|
| A1 Receipts | | | | | |
| Funding | 62,939 | - | - | 62,939 | 46,304 |
| Fees, vouchers & enrolment | 8,275 | - | - | 8,275 | 9,549 |
| Milk funding | 462 | - | - | 462 | 178 |
| Donations | - | - | - | - | - |
| Fundraising | 271 | - | - | 271 | 478 |
| Sundry | 175 | - | - | 175 | 164 |
| Bank interest | 9 | - | - | 9 | 1 |
| | - | - | - | - | - |
| Sub total (Gross income for AR) | 72,131 | - | - | 72,131 | 56,674 |
| A2 Asset and investment sales, (see table). | | | | | |
| | - | - | - | - | - |
| | - | - | - | - | - |
| Sub total | - | - | - | - | - |
| Total receipts | 72,131 | - | - | 72,131 | 56,674 |
| A3 Payments | | | | | |
| Salaries | 55,269 | - | - | 55,269 | 61,779 |
| Fees & services | 1,852 | - | - | 1,852 | 2,791 |
| Office costs | 681 | - | - | 681 | 1,115 |
| Lease payments etc. | 4,093 | - | - | 4,093 | 4,455 |
| Uniform & staff costs | - | - | - | - | 1,088 |
| Consumables | 373 | - | - | 373 | 974 |
| Sundry | 196 | - | - | 196 | - |
| Fundraising | 120 | - | - | 120 | 453 |
| | - | - | - | - | - |
| Sub total | 62,584 | - | - | 62,584 | 72,655 |
| A4 Asset and investment purchases, (see table) | | | | | |
| Equipment | 1,137 | - | - | 1,137 | 1,024 |
| | - | - | - | - | - |
| Sub total | 1,137 | - | - | 1,137 | 1,024 |
| Total payments | 63,721 | - | - | 63,721 | 73,679 |
| Net of receipts/(payments) | 8,410 | - | - | 8,410 | - 17,005 |
| A5 Transfers between funds | - | - | - | - | - |
| A6 Cash funds last year end | 22,920 | - | - | 22,920 | 39,925 |
| Cash funds this year end | 31,330 | - | - | 31,330 | 22,920 |

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 £ |
|---|--|------------------------------------|----------------------------------|---------------------------------|
| B1 Cash funds | Reserve bank account | 16,312 | - | - |
| | Bank current account | 15,011 | - | - |
| | Cash | 7 | - | - |
| | Total cash funds | 31,330 | - | - |
| | (agree balances with receipts and payments account(s)) | OK | OK | OK |
| | | Unrestricted funds to nearest £ | Restricted funds to nearest £ | Endowment funds to nearest £ |
| B2 Other monetary assets | | - | - | - |
| | | - | - | - |
| | | - | - | - |
| | | - | - | - |
| | | - | - | - |
| | | - | - | - |
| | | - | - | - |
| B3 Investment assets | | Fund to which asset belongs | Cost (optional) | Current value (optional) |
| | | | - | - |
| | | | - | - |
| | | | - | - |
| | | | - | - |
| | | | - | - |
| | | | - | - |
| B4 Assets retained for the charity's own use | | Fund to which asset belongs | Cost (optional) | Current value (optional) |
| | | | - | - |
| | | | - | - |
| | | | - | - |
| | | | - | - |
| | | | - | - |
| | | | - | - |
| | | | - | - |
| | | | - | - |
| B5 Liabilities | | Fund to which liability relates | Amount due (optional) | When due (optional) |
| | | | - | |
| | | | - | |
| | | | - | |
| | | | - | |
| | | | - | |

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

| Signature | Print Name | Date of approval |
|-------------------|----------------------|------------------|
| <i>S Pearce</i> | Sandra Pearce | 21/06/2021 |
| <i>KM Chapman</i> | Kirsty Marie Chapman | 21/06/2021 |



Section A

Independent Examiner's Report

**Report to the trustees/
members of**

Charity Name

Chacewater Playgroup – Stepping Stones (Chacewater)

**On accounts for the year
ended**

31st August 2020

**Charity no
(if any)**

1043234

Set out on pages

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 31st August 2020.

**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:

Date:

20th June 2021

Name:

Malcolm Heard

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

FFA, FAIA

Address:

33 Trevoise Close

St Agnes

TR5 0SN

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.