



# Trustees' Annual Report for the period

**From**

Period start date

Day  
1

Month  
April

Year  
2021

**To**

Period end date

Day  
31

Month  
March

Year  
2022

## Section A

## Reference and administration details

**Charity name**

Stepping Stones Pre School Playgroup

**Other names charity is known by**

Stepping Stones

**Registered charity number (if any)**

1061711

**Charity's principal address**

Community Centre

1 Border Road

Strensall, Nr York

**Postcode**

YO32 5SR

### 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 david kirkbride

2 craig atkin

3 vicky fenwick

4 helen oldroyd

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**Names of the trustees for the charity, if any, (for example, any custodian trustees)**

**Name**

**Dates acted if not for whole year**

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## 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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# Section B Structure, governance and management

## Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Pre School Learning Alliance Constitution
How the charity is constituted (eg. trust, association, company)	Pre School Learning Alliance Constitution
Trustee selection methods (eg. appointed by, elected by)	Management Committee elected by Parent group at AGM

## Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees; the charity's
- organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

Stepping Stones Pre School Playgroup is a stand alone charitable group that is a member of the National body the Pre School Learning Alliance.

Stepping Stones is a military sponsored group in that operates out of a military community centre and primarily supports the children of the service community from the York Garrison area. However, children from the local community are permitted to access the group on a fill up basis.

The main cause for concern/risk, is that the group must have sufficient reserves to meet its staff redundancy liabilities should the group close. The group has therefore had a long standing commitment to ensure that sufficient reserves are always in place to meet this cost.

# Section C Objectives and activities

**Summary of the objects of the charity set out in its governing document**

To provide an Early Years setting for the dependants of Service personnel and local civilian families, offering a stimulating and nurturing environment for which the Early Years Foundation State framework provide policy learning guidelines.

**Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)**

Stepping Stones Pre School Playgroup exists to provide a safe and nurturing environment for children aged 2 to 4 to develop. These children are the beneficiaries of the Charity and enrol in the Pre School on a voluntary basis from the Service and local Communities in the Strensall area of York.

**Additional details of objectives and activities (Optional information)**

N/A

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

## Section D

## Achievements and performance

## Section D

## Achievements and performance

### Summary of the main achievements of the charity during the year

Stepping Stones Pre School Playgroup is thriving with a constant flow of applications from Parents to enrol their child/children in the group.

The group is multi cultural with the children of Gurkha families and other Foreign & Commonwealth personnel enrolled.

The group continues to excel at the OFSTED inspection.

## Section E

## Financial review

**Brief statement of the charity's policy on reserves**

Stepping Stones Pre School Playgroup management committee ensures that the amount held in reserves will cover the cost of staff redundancies should the group close.

**Details of any funds materially in deficit**

N/A

**Further financial review details (Optional information)**

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

The prime source of funding is from LEA funding and parental fees.

A small sum of money will be raised through fundraising.

The key cost to the charity are staff wages and PAYE/NIC contributions to HMRC. This cost is in line with the key objectives of the charity as the employment of quality staff is pivotal to the existence of the group.

The group is non profit making with every penny put back into the running costs of the group. The group has approx. **£35,000** reserve, in the event the group should close and redundancy payments made.

**Section F****Other optional information****Section G****Declaration**

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

**Signed on behalf of the charity's trustees****Signature(s)**

Signed on original

Signed on original

**Full name(s)**

David Kirkbride

Jackie Mortimer

**Position (eg Secretary, Chair, etc)**

Chair of Management Committee

Supervisor

**Date**

7 January 2022



Charity Name Stepping Stones Pre School	No (if any) 1061711
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## Receipts and payments accounts

CC16a

For the period from	01/04/2021	To	31/03/2022
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### 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 £
<b>A1 Receipts</b>					
Fees, Childcare Vouchers and Grants	131,356			131,356	152,326
Fundraising	215			215	230
Interest Received	5			5	26
Visits/Trips				-	-
Other	-			-	-
				-	-
				-	-
				-	-
<b>Sub total (Gross income for AR)</b>	<b>131,576</b>	<b>-</b>	<b>-</b>	<b>131,576</b>	<b>152,582</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>131,576</b>	<b>-</b>	<b>-</b>	<b>131,576</b>	<b>152,582</b>
<b>A3 Payments</b>					
Pre School Expenditure	23,990			23,990	18,214
Wages	98,969			98,969	99,347
PAYE/NIC	10,667			10,667	25,804
Admin expenses	7,350			7,350	5,830
Fundraising Expenses	-			-	-
Insurance	1,118			1,118	-
Premises Expenses	366			366	-
Training	429			429	2,632
Bank charges				-	-
<b>Sub total</b>	<b>142,890</b>	<b>-</b>	<b>-</b>	<b>142,890</b>	<b>151,827</b>
<b>A4 Asset and investment purchases, (see table)</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>142,890</b>	<b>-</b>	<b>-</b>	<b>142,890</b>	<b>151,827</b>
<b>Net of receipts/(payments)</b>	<b>- 11,314</b>	<b>-</b>	<b>-</b>	<b>- 11,314</b>	<b>755</b>
<b>A5 Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>89,949</b>			<b>89,949</b>	<b>89,194</b>
<b>Cash funds this year end</b>	<b>78,635</b>	<b>-</b>	<b>-</b>	<b>78,635</b>	<b>89,949</b>



## 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 £
<b>B1 Cash funds</b>	Deposit Account	47,116		-
	HSBC	-		-
	Barclays	31,519		-
	<b>Total cash funds</b>	<b>78,635</b>	<b>-</b>	<b>-</b>
	(agree balances with receipts and payments account(s))	OK	OK	OK
<b>B2 Other monetary assets</b>	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
<b>B3 Investment assets</b>	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
<b>B4 Assets retained for the charity's own use</b>	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
<b>B5 Liabilities</b>	Details	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	



Section A

Independent Examiner's Report

Report to the trustees/  
members of

Stepping Stones Pre School

On accounts for the year  
ended

31<sup>st</sup> March 2022

Charity no  
(if any)

1061711

Set out on pages

1 and 2

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/03/2021.

Responsibilities and  
basis of report

As the charity's trustees, 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 all 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:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the 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.

Signed: *Signed copy held on file*

Date: 20/06/2023

Name: Mrs Sharon Jackson

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

Address:

1 Cundall Close

Strensall

York, YO32 5ZW

**Section B****Disclosure**

Only complete if the examiner needs to highlight material 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.**