

**Report of the Trustees and  
Unaudited Financial Statements  
for the Year Ended 31 December 2020  
for  
Stepping Stones of Chester**

Haines Watts  
Military House  
24 Castle Street  
Chester  
Cheshire  
CH1 2DS

## **Stepping Stones of Chester**

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## Stepping Stones of Chester

### Report of the Trustees for the Year Ended 31 December 2020

The trustees present their report with the financial statements of the charity for the year ended 31 December 2020. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019).

#### OBJECTIVES AND ACTIVITIES

##### Objectives and aims

The object of the charity is the provision of childcare.

##### Public benefit

The Trustees confirm that they have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing the charity's aim and objectives, and in planning future activities.

#### FINANCIAL REVIEW

##### Financial position

As at 31 December 2020 there was cash at bank of £87,660 (2019 - £72,154). During the year there was a net of incomes of £15,757 (2019 - £18,376 - expenditure).

##### Principal funding sources

The principal source of funding is grants. During the year grants totalling £197,248 (2020 £173,671) were received.

#### STRUCTURE, GOVERNANCE AND MANAGEMENT

##### Governing document

The charity is controlled by its governing document, a deed of trust and constitutes an unincorporated charity.

#### REFERENCE AND ADMINISTRATIVE DETAILS

##### Registered Charity number

1070081

##### Principal address

J H Godwin CP School  
Melbourne Road  
Blacon  
Chester  
Cheshire  
CH1 5JG

##### Trustees

Mrs N Barron  
Mrs D Tasker  
Mrs K Liversage  
Mrs L Turner

##### Independent Examiner

Steven Mark Greensill FCA  
Haines Watts  
Military House  
24 Castle Street  
Chester  
Cheshire  
CH1 2DS

Approved by order of the board of trustees on 19 April 2022 and signed on its behalf by:

Mrs K Liversage - Trustee

**Independent Examiner's Report to the Trustees of  
Stepping Stones of Chester**

**Independent examiner's report to the trustees of Stepping Stones of Chester**

I report to the charity trustees on my examination of the accounts of Stepping Stones of Chester (the Trust) for the year ended 31 December 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 Act and in carrying out my examination I have followed all 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 giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Trust as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do 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.

Steven Mark Greensill FCA  
Haines Watts  
Military House  
24 Castle Street  
Chester  
Cheshire  
CH1 2DS

19 April 2022

# Stepping Stones of Chester

## Statement of Financial Activities for the Year Ended 31 December 2020

				31.12.20	31.12.19
	Notes	Unrestricted fund £	Designated fund - Building rental £	Total funds £	Total funds £
<b>INCOME FROM</b>					
Grants		197,248	-	197,248	173,671
Other trading activities	2	33,442	-	33,442	32,245
Investment income	3	-	48	48	92
<b>Total</b>		230,690	48	230,738	206,008
<b>EXPENDITURE ON</b>					
Other trading activities	4	204,647	-	204,647	216,039
Support costs		11,671	-	11,671	8,345
<b>Total</b>		216,318	-	216,318	224,384
<b>NET INCOME/(EXPENDITURE)</b>		14,372	48	14,420	(18,376)
<b>RECONCILIATION OF FUNDS</b>					
<b>Total funds brought forward</b>		52,949	15,260	68,209	86,585
<b>TOTAL FUNDS CARRIED FORWARD</b>		67,321	15,308	82,629	68,209

The notes form part of these financial statements

# Stepping Stones of Chester

## Statement of Financial Position 31 December 2020

			31.12.20	31.12.19
	Notes	Unrestricted fund £	Designated fund - Building rental £	Total funds £
<b>CURRENT ASSETS</b>				
Cash at bank and in hand		72,478	15,308	87,786
<b>CREDITORS</b>				
Amounts falling due within one year	8	(5,157)	-	(5,157)
<b>NET CURRENT ASSETS</b>		<u>67,321</u>	<u>15,308</u>	<u>82,629</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		<u>67,321</u>	<u>15,308</u>	<u>82,629</u>
<b>NET ASSETS</b>		<u>67,321</u>	<u>15,308</u>	<u>82,629</u>
<b>FUNDS</b>	9			
Unrestricted funds				82,629
<b>TOTAL FUNDS</b>				<u>82,629</u>

The financial statements were approved by the Board of Trustees and authorised for issue on 19 April 2022 and were signed on its behalf by:

K Liversage - Trustee

## Stepping Stones of Chester

### Notes to the Financial Statements for the Year Ended 31 December 2020

#### 1. ACCOUNTING POLICIES

##### Basis of preparing the financial statements

The financial statements of the charity, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Charities Act 2011. The financial statements have been prepared under the historical cost convention.

The financial statements are presented in sterling which is the functional currency of the company, rounded to the nearest £1.

##### Income

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

##### Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

##### Taxation

The charity is exempt from tax on its charitable activities.

##### Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

#### 2. OTHER TRADING ACTIVITIES

	31.12.20	31.12.19
	£	£
Fee income	31,722	32,231
Milk income	1,613	-
Purchase refund	107	14
	<u>33,442</u>	<u>32,245</u>

#### 3. INVESTMENT INCOME

	31.12.20	31.12.19
	£	£
Deposit account interest	48	92
	<u>48</u>	<u>92</u>

# Stepping Stones of Chester

## Notes to the Financial Statements - continued for the Year Ended 31 December 2020

### 4. OTHER TRADING ACTIVITIES

#### Investment management costs

	31.12.20	31.12.19
	£	£
Property repairs	76	-
	<u>76</u>	<u>-</u>

### 5. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 December 2020 nor for the year ended 31 December 2019.

#### Trustees' expenses

There were no trustees' expenses paid for the year ended 31 December 2020 nor for the year ended 31 December 2019.

### 6. STAFF COSTS

The average monthly number of employees during the year was as follows:

	31.12.20	31.12.19
	12	12
Support staff	<u>12</u>	<u>12</u>

No employees received emoluments in excess of £60,000.

### 7. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted fund £	Designated fund - Building rental £	Total funds £
<b>INCOME FROM</b>			
Grants	173,671	-	173,671
Other trading activities	32,245	-	32,245
Investment income	-	92	92
<b>Total</b>	<u>205,916</u>	<u>92</u>	<u>206,008</u>
<b>EXPENDITURE ON</b>			
Other trading activities	216,039	-	216,039
Support costs	8,345	-	8,345
<b>Total</b>	<u>224,384</u>	<u>-</u>	<u>224,384</u>
<b>NET INCOME/(EXPENDITURE)</b>	<u>(18,468)</u>	<u>92</u>	<u>(18,376)</u>
<b>RECONCILIATION OF FUNDS</b>			
Total funds brought forward	71,417	15,168	86,585
<b>TOTAL FUNDS CARRIED FORWARD</b>	<u>52,949</u>	<u>15,260</u>	<u>68,209</u>



# Stepping Stones of Chester

## Notes to the Financial Statements - continued for the Year Ended 31 December 2020

### 8. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.12.20	31.12.19
	£	£
Taxation and social security	4,489	2,581
Other creditors	668	1,364
	<u>5,157</u>	<u>3,945</u>

### 9. MOVEMENT IN FUNDS

	At 1.1.20	Net movement in funds	At 31.12.20
	£	£	£
<b>Unrestricted funds</b>			
General fund	52,949	14,372	67,321
Designated fund - Building rental	15,260	48	15,308
	<u>68,209</u>	<u>14,420</u>	<u>82,629</u>
<b>TOTAL FUNDS</b>	<u>68,209</u>	<u>14,420</u>	<u>82,629</u>

Net movement in funds, included in the above are as follows:

	Incoming resources	Resources expended	Movement in funds
	£	£	£
<b>Unrestricted funds</b>			
General fund	230,690	(216,318)	14,372
Designated fund - Building rental	48	-	48
	<u>230,738</u>	<u>(216,318)</u>	<u>14,420</u>
<b>TOTAL FUNDS</b>	<u>230,738</u>	<u>(216,318)</u>	<u>14,420</u>

### Comparatives for movement in funds

	At 1.1.19	Net movement in funds	At 31.12.19
	£	£	£
<b>Unrestricted funds</b>			
General fund	71,417	(18,468)	52,949
Designated fund - Building rental	15,168	92	15,260
	<u>86,585</u>	<u>(18,376)</u>	<u>68,209</u>
<b>TOTAL FUNDS</b>	<u>86,585</u>	<u>(18,376)</u>	<u>68,209</u>

# Stepping Stones of Chester

## Notes to the Financial Statements - continued for the Year Ended 31 December 2020

### 9. MOVEMENT IN FUNDS - continued

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General fund	205,916	(224,384)	(18,468)
Designated fund - Building rental	92	-	92
	<u>206,008</u>	<u>(224,384)</u>	<u>(18,376)</u>
<b>TOTAL FUNDS</b>	<u>206,008</u>	<u>(224,384)</u>	<u>(18,376)</u>

A current year 12 months and prior year 12 months combined position is as follows:

	At 1.1.19 £	Net movement in funds £	At 31.12.20 £
<b>Unrestricted funds</b>			
General fund	71,417	(4,096)	67,321
Designated fund - Building rental	15,168	140	15,308
	<u>86,585</u>	<u>(3,956)</u>	<u>82,629</u>
<b>TOTAL FUNDS</b>	<u>86,585</u>	<u>(3,956)</u>	<u>82,629</u>

A current year 12 months and prior year 12 months combined net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General fund	436,606	(440,702)	(4,096)
Designated fund - Building rental	140	-	140
	<u>436,746</u>	<u>(440,702)</u>	<u>(3,956)</u>
<b>TOTAL FUNDS</b>	<u>436,746</u>	<u>(440,702)</u>	<u>(3,956)</u>

### 10. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 December 2020.

# Stepping Stones of Chester

## Detailed Statement of Financial Activities for the Year Ended 31 December 2020

	31.12.20 £	31.12.19 £
<b>INCOME</b>		
<b>Grants</b>		
Grants including NEG Funding	197,248	173,671
<b>Other trading activities</b>		
Fee income	31,722	32,231
Milk income	1,613	-
Purchase refund	107	14
	<hr/> 33,442	<hr/> 32,245
<b>Investment income</b>		
Deposit account interest	48	92
<b>Total incoming resources</b>	<hr/> 230,738	<hr/> 206,008
<b>EXPENDITURE</b>		
<b>Other trading activities</b>		
Activities and materials	8,573	15,811
Wages	182,317	173,409
Consumables (food)	1,416	1,920
Milk cost	1,380	1,856
Courses/meetings	150	1,907
Insurance	1,082	1,263
Uniform	242	-
Premises expenses	9,319	12,781
Bank loan interest	92	-
	<hr/> 204,571	<hr/> 208,947
<b>Investment management costs</b>		
Property repairs	76	-
<b>Support costs</b>		
<b>Finance</b>		
Administration expenses	10,405	8,210
Consultants	42	60
Other expenses	1,224	7,167
	<hr/> 11,671	<hr/> 15,437
<b>Total resources expended</b>	<hr/> 216,318	<hr/> 224,384
<b>Net income/(expenditure)</b>	<hr/> <hr/> 14,420	<hr/> <hr/> (18,376)

This page does not form part of the statutory financial statements



# Trustees' Annual Report for the period

Period start date		Period end date	
From	To	From	To
Day	Month	Year	Day
1	1	2010	1
2	2	2011	2

## Section A

## Reference and administration details

Charity name

Stepping Stones

Other names charity is known by

Registered charity number (if any)

1070081

Charity's principal address

Stepping Stones

Melbourne Road

Blacon Chester

Postcode

CH1 5JG

### 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	Kerry Liversage	Chair		
2	Natasha Barron	Treasurer		
3	Laura Turner	Secretary		
4	Debbie Tasker			
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

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

Name	Dates acted if not for whole year

## 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	Pre School Alliance constitution
How the charity is constituted	Trust
Trustee selection methods	Parents are invited to AGM, trustees are invited to stand and then appointed by election and check procedures.

### 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 is registered with OFSTED reg No 305344 and is a member of the Pre School Learning Alliance.

Stepping Stones Pre school offers child care and education to the local community and has been operating for in excess of 30 years.

We are registered as Early Years Providers with OFSTED. Our average sessional number of children is approximately 60.

The pre school reviews all current policies and procedures on a regular basis. The review process is ongoing. The Pre school has a child protection policy in place which includes safer recruitment procedures and statutory requirements. Staff DBS checks are carried out in line with recommended guidance (every 3 years).

All committee members give their time voluntarily and receive no remuneration or benefits.

The Pre school is led by an enthusiastic, committed and dedicated team of qualified staff. The group is supported by a voluntary management committee made up by parents.

## Section C Objectives and activities

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

The Pre school receives support from Cheshire west and Chester Early Years team.

The Preschool has good relations with the onsite local primary school. The locality ensure good practice and the smooth transitions for children from the pre school environment in to full time education.

The Pre School aims to provide high quality, affordable and accessible child care to pre school children (aged 2 – statutory school age) in a safe

and supportive environment and to work in partnership with parents and all stake holders involved in the child care profession.

The Pre school is open Monday to Friday during term time, providing sessional day care in a caring and learning environment for children aged 2 to statutory school age.

Children are cared for and educated by highly qualified skilled staff who are dedicated and committed to the pre school.

The Pre School is actively encouraging parental involvement in the management of the Pre school and the development of their children, both within the setting and the home.

The Pre school offer support and advice on a range of issues regarding children's development and wellbeing.

We offer literacy open mornings to develop a love of literature also stay and play opportunities.

Parents meet regularly with their child's key person to discuss their progress and development. This practice benefits children and parents/carers alike by developing confidences and understanding of child development.

The setting welcomes all families regardless of background, ability, gender faith or ethnicity.

**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)**

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

The committee is run on a voluntary basis with all members willingly giving their time.

Particular thanks to the Chair (Kerry Liversage) the Secretary and Treasurer for their support of the Pre school management both financial and administrative. Thanks are also given for the invaluable support and guidance that the setting receives from the Early Years Advisory Service.

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

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

The preschool operates from 2 sites. A classroom in the main school building which is used as a preschool room with children aged 3-4 years and a modular build on the school grounds is used for children aged 2-3 years of age.

Numbers of children were reasonably high in January, however the Covid 19 pandemic forced us to close the nursery 23<sup>rd</sup> March. We initially remained opened to children of key workers only though numbers were extremely low and we took the decision to close the nursery. Staff worked from home completing online training courses and planning for our reopening.

Following Government guidance, the nursery reopened in June 2020. The number of children attending started off low so the decision was made to operate from the classroom in the main school.

September 2020 we opened both rooms to accommodate the children we had on roll.

With Covid regulations still in place we were unable to hold a sports day or invite parents in to watch our normal Christmas performance so our children performed Christmas songs which were recorded and sent to parents via a Private Facebook page.



## Section E Financial review

Brief statement of the charity's policy on reserves

Details of any funds materially in deficit

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.

## 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)

Full name(s)

Kerry Liversage

Position (eg Secretary, Chair, etc)

Chair

Date

1.4.22