

Registered Charity No. 1077895

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STEPPING STONES PRE-SCHOOL

ANNUAL REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 AUGUST 2020

**STEPPING STONES PRE-SCHOOL
REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2020**

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**STEPPING STONES PRE-SCHOOL
REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2020**

Important Data

| | | |
|----------------------------|---|---|
| Charity Number | 1077895 | |
| Trust Deed | Constitution was adopted on 18 February 1999 | |
| Custodian Trustee | Tina Gibbons (Chairperson) | Appointed November 2015 |
| Committee of Trustees: | Ruth Swinbourne (Treasurer) | Appointed November 2018 and Treasurer from July 2019 |
| | Sophie Sellwood (Secretary) | Appointed November 2017 |
| | Peter Moore | Resigned December 2019 |
| | Christian Fowler | Appointed November 2016 |
| | Emma Ashwell | Resigned July 2019 |
| | Tina Casburn | Appointed November 2015 |
| | Sally Smith | Resigned May 2020 |
| | Connie Vaughan | Resigned May 2020 |
| | Annmarie Gibbons | Appointed November 2015 |
| | Elizabeth Brown | Resigned July 2019 |
| | Stephanie Copps | Appointed July 2019 |
| | Rebecca Dunham | Appointed July 2019 |
| | Gemma Radley | Appointed July 2019 |
| | Benjamin Radley | Appointed July 2019 |
| | Alice Poynton | Appointed July 2019 |
| | Sean Cannon | Appointed July 2019 |
| Charity's Principal Office | Stepping Stones Pre-School Aldborough Primary School Alby Hill Norwich Norfolk NR11 7PH | |
| Bankers | The Co-operative Bank plc PO Box 101 1 Balloon Street Manchester M60 4EP | |
| Independent Examiner | K A Eke FCCA Oak Cottage Bridge Road Colby Aylsham Norfolk NR11 7EA | |

**STEPPING STONES PRE-SCHOOL
REPORT OF THE COMMITTEE OF TRUSTEES
FOR THE YEAR ENDED 31 AUGUST 2020**

The committee presents their annual report and the financial statements for the year ended 31 August 2020.

Status

Stepping Stones Pre-School is a registered charity (no. 1077895) established by a constitution document dated 18 February 1999. The accounts are compliant with current statutory requirements in accordance with the constitution document.

Principal Activities

The principal activity of the trust is that of a nursery school. This is achieved by fees paid for attendance together with fund raising, grants and donations.

Review of Development, Activities and Achievements made during the Year

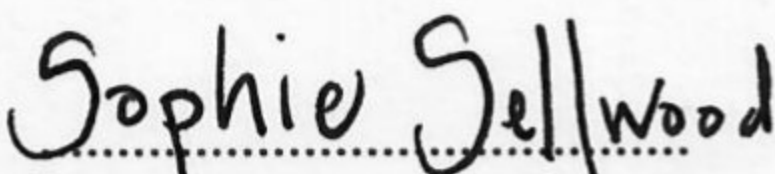
The committee believes the trust's affairs to be satisfactory with the higher surplus this year of £25,933, represented by the increase in the NCC subsidies and the lower payroll costs as a result of the HMRC support grants received in the year.

The trust continues to rely upon the unpaid services of several individuals who live within the locality.

The finances of the trust remains secure with funds of £47,896 being held in bank accounts with the co-operative bank plc.

Reserves Policy

The financial security of the pre-school is dependent on the number of children moving into the locality and upon the birth rates, which are not constant. We need reserves to keep services running in times of lower children numbers attending. We would like to maintain the current reserve levels which roughly equate to six months expenditure.


Secretary

Oak Cottage
Bridge Road
Colby
Aylsham
Norfolk
NR11 7EA

Tel/Fax: 01263 733958
email: soniakevineke@aol.com

Independent Examiners' Report to the Trustees of Stepping Stones Pre-School.

I report on the accounts for the year ended 31 August 2020 which are set out on pages 5 – 7.

Respective responsibilities of trustees and examiners

The charity's trustees are responsible for preparing the accounts. They consider that the charity does not require an audit under section 144 (2) of the Charities Act 2011 and that an independent examination is needed.

It is my responsibility to:

- Examine the accounts (under section 145 of the 2011 Act)
- Follow the procedures laid down in the General Directions given by the Charity Commissioners (under section 145 (5) (b) of the 2011 Act)
- State whether particular matters have come to my attention

Basis of independent examiners' 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 the trustees concerning such matters.

Independent examiners' statement

In connection with my examination, no matters have come to my attention:

1. Which gives me reasonable cause to believe that in any material respect the requirements:

- To keep accounting records in accordance with section 130 of the 2011 Act and
- To prepare accounts which accord with the accounting records and to comply with the accounting requirements of the 2011 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.



K A Eke FCCA

24 June 2021

Sole Proprietor: Kevin A. Eke FCCA



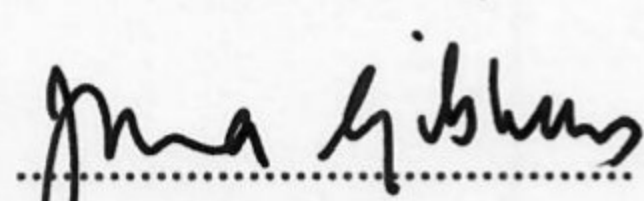
**STEPPING STONES PRE-SCHOOL
STATEMENTS OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 AUGUST 2020**

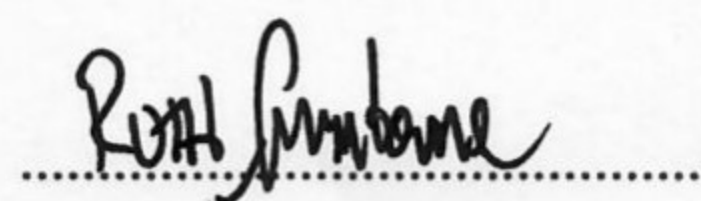
| | Unrestricted Funds £ | Restricted Funds £ | Total 2020 £ | Total 2019 £ |
|--|-------------------------------------|-----------------------------------|-----------------------------|-----------------------------|
| RECEIPTS | | | | |
| Fees | 20,365 | 0 | 20,365 | 28,134 |
| Fund Raising | 6,141 | 0 | 6,141 | 3,903 |
| | <hr/> | <hr/> | <hr/> | <hr/> |
| | 26,506 | 0 | 26,506 | 32,037 |
| OTHER RECEIPTS | | | | |
| NCC Subsidy | 71,572 | 0 | 71,572 | 55,497 |
| NCC Sustainability Grant | 0 | 0 | 0 | 10,000 |
| Bank Interest | 32 | 0 | 32 | 22 |
| Donations | 0 | 0 | 0 | 1,155 |
| | <hr/> | <hr/> | <hr/> | <hr/> |
| | 71,604 | 0 | 71,604 | 66,674 |
| | <hr/> | <hr/> | <hr/> | <hr/> |
| TOTAL INCOMING RESOURCES | <hr/> | <hr/> | <hr/> | <hr/> |
| | 98,110 | 0 | 98,110 | 98,711 |
| DIRECT CHARITABLE EXPENDITURE | | | | |
| Wages, NIC and Pension | 61,115 | 0 | 61,115 | 74,851 |
| | <hr/> | <hr/> | <hr/> | <hr/> |
| ADMINISTRATION EXPENSES | | | | |
| Refreshments | 675 | 0 | 675 | 1,051 |
| Professional Fees and Registration Fees | 845 | 0 | 845 | 375 |
| Postage, Stationery and Computer Cons | 665 | 0 | 665 | 725 |
| Telephone and Internet | 680 | 0 | 680 | 681 |
| Light, Heat, Rates and Water | 915 | 0 | 915 | 170 |
| Insurance | 644 | 0 | 644 | 749 |
| Equipment and Maintenance | 4,260 | 0 | 4,260 | 4,914 |
| Training and Courses | 266 | 0 | 266 | 1,535 |
| Sundry | 529 | 0 | 529 | 762 |
| Fund Raising Expenses | 254 | 0 | 254 | 624 |
| Cleaning | 1,025 | 0 | 1,025 | 1,145 |
| Bad Debts | 304 | 0 | 304 | 0 |
| | <hr/> | <hr/> | <hr/> | <hr/> |
| | 11,062 | 0 | 11,062 | 12,731 |
| | <hr/> | <hr/> | <hr/> | <hr/> |
| TOTAL PAYMENTS | <hr/> | <hr/> | <hr/> | <hr/> |
| | 72,177 | 0 | 72,177 | 87,582 |
| NET SURPLUS OF INCOMING RESOURCES OVER PAYMENTS | <hr/> | <hr/> | <hr/> | <hr/> |
| | 25,933 | 0 | 25,933 | 11,129 |
| | <hr/> | <hr/> | <hr/> | <hr/> |

**STEPPING STONES PRE-SCHOOL
STATEMENTS OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 AUGUST 2020**

| | Unrestricted Funds £ | Restricted Funds £ | Total 2020 £ | Total 2019 £ |
|--|----------------------------|--------------------------|--------------------|--------------------|
| NET SURPLUS OF INCOMING RESOURCES OVER PAYMENTS | 25,933 | 0 | 25,933 | 11,129 |
| Fund Balances Brought Forward at 1 September 2019 | 22,153 | 0 | 22,153 | 11,024 |
| | <hr/> | <hr/> | <hr/> | <hr/> |
| Fund Balances Carried Forward at 31 August 2020 | 48,086 | 0 | 48,086 | 22,153 |
| | <hr/> | <hr/> | <hr/> | <hr/> |
| REPRESENTED BY: | | | | |
| CURRENT ASSETS | | | | |
| Debtors and Prepayments | 1,607 | 0 | 1,607 | 902 |
| Business Select Instant Access Account | 15,012 | 0 | 15,012 | 14,980 |
| Community Directplus Account | 32,884 | 0 | 32,884 | 6,565 |
| Cash in Hand | 2 | 0 | 2 | 4 |
| | <hr/> | <hr/> | <hr/> | <hr/> |
| | 49,505 | 0 | 49,505 | 22,451 |
| | <hr/> | <hr/> | <hr/> | <hr/> |
| CURRENT LIABILITIES | | | | |
| Creditors and Accruals | 1,419 | 0 | 1,419 | 298 |
| | <hr/> | <hr/> | <hr/> | <hr/> |
| NET ASSETS | 48,086 | 0 | 48,086 | 22,153 |
| | <hr/> | <hr/> | <hr/> | <hr/> |

The financial statements on pages 5 - 7 were approved by the trustees on and are signed on its behalf, below. We confirm that the records together with the information and explanations provided to K A Eke constitute a true and correct record of all the transactions of the Trust for the year ended 31 August 2020.


Chairperson


Treasurer

**STEPPING STONES PRE-SCHOOL
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2020**

1 General Notes

Basis of Accounting

The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting by Charities.

2 Interest Received

Interest received consists of interest received on the charity's bank deposit account.

3 Trustees

No remuneration or other benefits were paid to the trustees or people connected with them by the charity.

No transactions were undertaken by the charity in which a trustee or connected person has a material interest.

4 Expenditure

The amount paid for the independent examiner's fee is £275.

5 There were no grants to institutions.

6 The charity does not have any endowment funds.

7 The charity does not have any investment assets.

**8 Employees
Number of Employees**

The average monthly number of employees during the year was:

| | 2020 Number | 2019 Number |
|---|----------------|----------------|
| Trustees (of whom 3 are officers: 2019 - 3) | 12 | 11 |
| Officers | 3 | 3 |
| Staff | 12 | 12 |