

7 June 2023

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Bridge Road
Colby
Aylsham
Norfolk
NR11 7EATel/Fax: 01263 733958
email: soniakevneke@aol.com

Dear Trustees

Stepping Stones Pre-School**Year Ended 31 August 2021****Year Ended 31 August 2022**

I am pleased to enclose two copies of the charity's accounts for each of the above years for formal approval by the trustees. I also enclose a further copy for each year, which I would be grateful if you could get signed on pages 3 and 6 and then return to me for my files.

The accounts reflect a surplus in 2021 of £3,139 and a deficit of £3,829 in 2022, where fees and subsidies received were lower, whilst expenses for both years remained at a level of around £93,000. The charity's net assets over the past two years highlight the surplus and deficit arising, but overall, have remained at a similar level, with net assets as at 31 August 2022 totalling £47,396.

There remains a good balance in the charity's bank accounts, with funds held of £48,406 as at 31 August 2022, though the falling attendance numbers and reduced opening times may, impact the figures for the current year to 31 August 2023.

If you need any specific clarification of the enclosures then please do not hesitate to contact me.

Finally, I enclose my fee invoice for the work undertaken in finalising the accounts both for 2021 and 2022.

Yours sincerely

A handwritten signature in black ink that appears to read "Kevin".**Kevin Eke FCCA**

Registered Charity No. 1077895

STEPPING STONES PRE-SCHOOL

ANNUAL REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 AUGUST 2021

**STEPPING STONES PRE-SCHOOL
REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2021**

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**STEPPING STONES PRE-SCHOOL
REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2021**

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
	Christian Fowler	Appointed November 2016
	Tina Casburn	Appointed November 2015
	Annmarie Goldson	Appointed November 2015
	Stephanie Copps	Resigned December 2020
	Rebecca Dunham	Resigned December 2020
	Gemma Radley	Appointed July 2019
	Benjamin Radley	Appointed July 2019
	Alice Poynton	Appointed July 2019
	Sean Cannon	Appointed July 2019
	Emma Magee	Appointed December 2020
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 2021**

The committee presents their annual report and the financial statements for the year ended 31 August 2021.

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 surplus this year of £3,139. The surplus is considerably lower than the previous year, which in the main, is due to the much higher payroll costs this 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 £52,265 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

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

I report on the accounts for the year ended 31 August 2021 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

7 June 2023

**STEPPING STONES PRE-SCHOOL
STATEMENTS OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 AUGUST 2021**


	Unrestricted Funds	Restricted Funds	Total 2021	Total 2020
	£	£	£	£
RECEIPTS				
Fees	28,138	0	28,138	20,365
Fund Raising	225	0	225	6,141
	<hr/>	<hr/>	<hr/>	<hr/>
	28,363	0	28,363	26,506
OTHER RECEIPTS				
NCC Subsidy	67,550	0	67,550	71,572
Bank Interest	55	0	55	32
Donations	50	0	50	0
	<hr/>	<hr/>	<hr/>	<hr/>
	67,655	0	67,655	71,604
	<hr/>	<hr/>	<hr/>	<hr/>
TOTAL INCOMING RESOURCES	<hr/>	<hr/>	<hr/>	<hr/>
	96,018	0	96,018	98,110
	<hr/>	<hr/>	<hr/>	<hr/>
DIRECT CHARITABLE EXPENDITURE				
Wages, NIC and Pension	80,434	0	80,434	61,115
	<hr/>	<hr/>	<hr/>	<hr/>
ADMINISTRATION EXPENSES				
Refreshments	584	0	584	675
Professional Fees and Registration Fees	2,080	0	2,080	845
Postage, Stationery and Computer Cons	1,240	0	1,240	665
Telephone and Internet	673	0	673	680
Light, Heat, Rates and Water	2,079	0	2,079	915
Insurance	660	0	660	644
Equipment and Maintenance	2,974	0	2,974	4,260
Training and Courses	979	0	979	266
Sundry	531	0	531	529
Fund Raising Expenses	0	0	0	254
Cleaning	645	0	645	1,025
Bad Debts	0	0	0	304
	<hr/>	<hr/>	<hr/>	<hr/>
	12,445	0	12,445	11,062
	<hr/>	<hr/>	<hr/>	<hr/>
TOTAL PAYMENTS	<hr/>	<hr/>	<hr/>	<hr/>
	92,879	0	92,879	72,177
	<hr/>	<hr/>	<hr/>	<hr/>
NET SURPLUS OF INCOMING RESOURCES OVER PAYMENTS	<hr/>	<hr/>	<hr/>	<hr/>
	3,139	0	3,139	25,933
	<hr/>	<hr/>	<hr/>	<hr/>

**STEPPING STONES PRE-SCHOOL
STATEMENTS OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 AUGUST 2021**

	Unrestricted Funds £	Restricted Funds £	Total 2021 £	Total 2020 £
NET SURPLUS OF INCOMING RESOURCES OVER PAYMENTS	3,139	0	3,139	25,933
Fund Balances Brought Forward at 1 September 2020	48,086	0	48,086	22,153
Fund Balances Carried Forward at 31 August 2021	51,225	0	51,225	48,086
REPRESENTED BY:				
CURRENT ASSETS				
Debtors and Prepayments	397	0	397	1,607
Business Select Instant Access Account	30,067	0	30,067	15,012
Community Directplus Account	22,198	0	22,198	32,884
Cash in Hand	2	0	2	2
	52,664	0	52,664	49,505
CURRENT LIABILITIES				
Creditors and Accruals	1,439	0	1,439	1,419
NET ASSETS	51,225	0	51,225	48,086

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 2021.


Chairperson


Treasurer

**STEPPING STONES PRE-SCHOOL
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2021**

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 £475.

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:

	2021 Number	2020 Number
Trustees (of whom 3 are officers: 2020 - 3)	10	12
Officers	3	3
Staff	10	12

7 June 2023

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