

7 June 2023

Oak Cottage
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 reads "Kevin".**Kevin Eke FCCA**

Registered Charity No. 1077895

STEPPING STONES PRE-SCHOOL

ANNUAL REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 AUGUST 2022

**STEPPING STONES PRE-SCHOOL
REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2022**

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**STEPPING STONES PRE-SCHOOL
REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2022**

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
	Alice Poynton	Appointed July 2019
	Annmarie Goldson	Resigned November 2021
	Gemma Radley	Resigned November 2021
	Benjamin Radley	Resigned November 2021
	Sean Cannon	Resigned November 2021
	Emma Magee	Appointed December 2020
	Ashley Smith	Appointed November 2021
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 2022**

The committee presents their annual report and the financial statements for the year ended 31 August 2022.

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 despite the deficit this year of £3,829. The deficit this year in comparison to last years surplus is as a result of lower fees and subsidies received.

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 £48,406 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 have been falling in recent times and are expected to continue to fall for the next few years. 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 2022 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 2022**


	Unrestricted Funds £	Restricted Funds £	Total 2022 £	Total 2021 £
RECEIPTS				
Fees	25,130	0	25,130	28,138
Fund Raising	206	0	206	225
	<hr/> 25,336	<hr/> 0	<hr/> 25,336	<hr/> 28,363
OTHER RECEIPTS				
NCC Subsidy	64,119	0	64,119	67,550
Bank Interest	9	0	9	55
Donations	0	0	0	50
	<hr/> 64,128	<hr/> 0	<hr/> 64,128	<hr/> 67,655
TOTAL INCOMING RESOURCES	<hr/> 89,464	<hr/> 0	<hr/> 89,464	<hr/> 96,018
DIRECT CHARITABLE EXPENDITURE				
Wages, NIC and Pension	79,458	0	79,458	80,434
	<hr/>	<hr/>	<hr/>	<hr/>
ADMINISTRATION EXPENSES				
Refreshments	870	0	870	584
Professional Fees and Registration Fees	2,505	0	2,505	2,080
Postage, Stationery and Computer Cons	763	0	763	1,240
Telephone and Internet	645	0	645	673
Light, Heat, Rates and Water	2,017	0	2,017	2,079
Insurance	747	0	747	660
Equipment and Maintenance	3,315	0	3,315	2,974
Training and Courses	769	0	769	979
Sundry	1,164	0	1,164	531
Fund Raising Expenses	0	0	0	0
Cleaning	1,040	0	1,040	645
Bad Debts	0	0	0	0
	<hr/> 13,835	<hr/> 0	<hr/> 13,835	<hr/> 12,445
TOTAL PAYMENTS	<hr/> 93,293	<hr/> 0	<hr/> 93,293	<hr/> 92,879
NET DEFICIT / SURPLUS OF INCOMING RESOURCES OVER PAYMENTS	<hr/> -3,829	<hr/> 0	<hr/> -3,829	<hr/> 3,139

**STEPPING STONES PRE-SCHOOL
STATEMENTS OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 AUGUST 2022**

	Unrestricted Funds £	Restricted Funds £	Total 2022 £	Total 2021 £
NET DEFICIT / SURPLUS OF INCOMING RESOURCES OVER PAYMENTS	-3,829	0	-3,829	3,139
Fund Balances Brought Forward at 1 September 2021	51,225	0	51,225	48,086
Fund Balances Carried Forward at 31 August 2022	47,396	0	47,396	51,225
REPRESENTED BY:				
CURRENT ASSETS				
Debtors and Prepayments	290	0	290	397
Business Select Instant Access Account	30,076	0	30,076	30,067
Community Directplus Account	18,330	0	18,330	22,198
Cash in Hand	2	0	2	2
	48,698	0	48,698	52,664
CURRENT LIABILITIES				
Creditors and Accruals	1,302	0	1,302	1,439
NET ASSETS	47,396	0	47,396	51,225

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 2022.


Chairperson


Treasurer

**STEPPING STONES PRE-SCHOOL
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2022**

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 £300.

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:

	2022 Number	2021 Number
Trustees (of whom 3 are officers: 2021 - 3)	10	10
Officers	3	3
Staff	10	10

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