

**REPORT OF THE TRUSTEES AND
UNAUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 AUGUST 2020
FOR
FIRST STEPS PRE-SCHOOL**

Stiles & Company
Chartered Certified Accountants
2 Lake End Court
Taplow
Maidenhead
Berkshire
SL6 0JQ

FIRST STEPS PRE-SCHOOL

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FOR THE YEAR ENDED 31 AUGUST 2020**

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FIRST STEPS PRE-SCHOOL

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 AUGUST 2020

The trustees present their report with the financial statements of the charity for the year ended 31 August 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 2015).

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

1078387

Principal address

Manor Youth Centre
7 Hanover Way
Windsor
Berkshire
SL4 5NL

Trustees

Mrs K Bush
Mrs S McCormack
Ms N Pryer

Independent Examiner

Darren Parsons
F.C.C.A
Stiles & Company
Chartered Certified Accountants
2 Lake End Court
Taplow
Maidenhead
Berkshire
SL6 0JQ

Approved by order of the board of trustees on6-4-21..... and signed on its behalf by:

.....
Mrs K Bush - Trustee

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF FIRST STEPS PRE-SCHOOL

Independent examiner's report to the trustees of First Steps Pre-School

I report to the charity trustees on my examination of the accounts of First Steps Pre-School (the Trust) for the year ended 31 August 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.



Darren Parsons
F.C.C.A
Stiles & Company
Chartered Certified Accountants
2 Lake End Court
Taplow
Maidenhead
Berkshire
SL6 0JQ

Date: 6-4-21

FIRST STEPS PRE-SCHOOL

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 AUGUST 2020

				31.8.20	31.8.19
	Notes	Unrestricted fund £	Restricted funds £	Restricted fixed asset funds £	Total funds £
INCOME AND ENDOWMENTS FROM					
Donations and legacies		9,154	134,117	-	143,271
Other trading activities	2	-	-	0	518
JRS grant income		3,937		3,937	
Investment income	3	<u>8</u>	<u>-</u>	<u>8</u>	<u>6</u>
Total		13,099	134,117	-	147,216
EXPENDITURE ON					
Raising funds		2,059	109,786	-	111,845
Other		<u>840</u>	<u>3,214</u>	<u>-</u>	<u>4,054</u>
Total		<u>2,899</u>	<u>113,000</u>	<u>-</u>	<u>115,899</u>
NET INCOME		10,200	21,117	-	31,317
RECONCILIATION OF FUNDS					
Total funds brought forward		<u>132,441</u>	<u>102,017</u>	<u>550</u>	<u>213,858</u>
TOTAL FUNDS CARRIED FORWARD		<u>142,641</u>	<u>123,134</u>	<u>550</u>	<u>235,008</u>

The notes form part of these financial statements

FIRST STEPS PRE-SCHOOL

BALANCE SHEET 31 AUGUST 2020

					31.8.20	31.8.19
	Notes	Unrestricted fund £	Restricted funds £	Restricted fixed asset funds £	Total funds £	Total funds £
FIXED ASSETS						
Tangible assets	8	2,280	6,627	-	8,907	4,234
CURRENT ASSETS						
Debtors	9	-	-	-	-	-
Cash at bank and in hand		<u>140,932</u>	<u>119,131</u>	<u>-</u>	<u>260,063</u>	<u>234,553</u>
		140,932	119,131	-	260,063	234,553
CREDITORS						
Amounts falling due within one year	10	(580)	(2,067)	-	(2,647)	(3,780)
NET CURRENT ASSETS		<u>140,352</u>	<u>117,064</u>	<u>-</u>	<u>257,416</u>	<u>230,773</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>142,632</u>	<u>123,691</u>	<u>-</u>	<u>266,323</u>	<u>235,007</u>
NET ASSETS		<u><u>142,632</u></u>	<u><u>123,691</u></u>	<u><u>-</u></u>	<u><u>266,323</u></u>	<u><u>235,007</u></u>
FUNDS	12					
Unrestricted funds					142,632	132,441
Restricted funds					<u>123,691</u>	<u>102,566</u>
TOTAL FUNDS					<u><u>266,323</u></u>	<u><u>235,007</u></u>

The financial statements were approved by the Board of Trustees and authorised for issue on 6-4-21 and were signed on its behalf by:



K Bush - Trustee

The notes form part of these financial statements

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 2015)', 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.

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.

Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Plant and machinery	- 20% on reducing balance
Fixtures and fittings	- 20% on reducing balance
Computer equipment	- 20% on reducing balance

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.

Hire purchase and leasing commitments

Rentals paid under operating leases are charged to the Statement of Financial Activities on a straight line basis over the period of the lease.

FIRST STEPS PRE-SCHOOL

NOTES TO THE FINANCIAL STATEMENTS - continued FOR THE YEAR ENDED 31 AUGUST 2020

2. OTHER TRADING ACTIVITIES

	31.8.20	31.8.19
	£	£
Fundraising events	-	518
JRS grant income	<u>3,937</u>	<u>-</u>

3. INVESTMENT INCOME

	31.8.20	31.8.19
	£	£
Deposit account interest	<u>8</u>	<u>6</u>

4. INDEPENDENT EXAMINERS FEE

During the year the Charity incurred expenditure in relation to the Independent examiner's statement of £900 including VAT (2019: £900)

5. TRUSTEES' REMUNERATION AND BENEFITS

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

Trustees' expenses

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

6. STAFF COSTS

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

	31.8.20	31.8.19
Education	10	10

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

7. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted fund £	Restricted funds £	Restricted fixed asset funds £	Total funds £
INCOME AND ENDOWMENTS FROM				
Donations and legacies	11,314	115,491	-	126,805
Other trading activities	518	-	-	518
Investment income	<u>6</u>	<u>-</u>	<u>-</u>	<u>6</u>
Total	11,838	115,491	-	127,329
EXPENDITURE ON				
Raising funds	2,175	100,604	-	102,779
Other	-	3,400	-	3,400

NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 AUGUST 2020

7. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES - continued

	Unrestricted fund £	Restricted funds £	Restricted fixed asset funds £	Total funds £
Total	2,175	104,004	-	106,179
NET INCOME	9,663	11,487	-	21,150

RECONCILIATION OF FUNDS

Total funds brought forward	122,778	90,530	550	213,858
TOTAL FUNDS CARRIED FORWARD	<u>132,441</u>	<u>102,017</u>	<u>550</u>	<u>235,008</u>

8. TANGIBLE FIXED ASSETS

	Plant and machinery £	Fixtures and fittings £	Computer equipment £	Totals £
COST				
At 1 September 2019 and 31 August 2020	<u>1,091</u>	<u>19,571</u>	<u>1,150</u>	<u>21,812</u>
DEPRECIATION				
At 1 September 2019	862	8,996	820	10,678
Charge for year	<u>46</u>	<u>2,115</u>	<u>66</u>	<u>2,227</u>
At 31 August 2020	<u>908</u>	<u>11,111</u>	<u>886</u>	<u>12,905</u>
NET BOOK VALUE				
At 31 August 2019	<u>286</u>	<u>4,595</u>	<u>412</u>	<u>5,293</u>
At 31 August 2020	<u>183</u>	<u>8,460</u>	<u>264</u>	<u>8,907</u>

9. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.8.20 £	31.8.19 £
Other debtors	<u>-</u>	<u>-</u>

NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 AUGUST 2020

10. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.8.20	31.8.19
	£	£
Trade creditors	1,278	2,888
Taxation and social security		113
Other creditors	<u>1,369</u>	<u>779</u>
	<u>2,647</u>	<u>3,780</u>

11. LEASING AGREEMENTS

Minimum lease payments under non-cancellable operating leases fall due as follows:

	31.8.20	31.8.19
	£	£
Within one year	<u>8,000</u>	<u>8,000</u>

12. MOVEMENT IN FUNDS

	At 1.9.19	Net movement in funds	At 31.8.20
	£	£	£
Unrestricted funds			
General fund	132,441	10,200	142,641
Restricted funds			
Education	102,017	21,117	123,134
Restricted Fixed Asset	<u>550</u>	<u>-</u>	<u>550</u>
	<u>102,567</u>	<u>21,117</u>	<u>123,684</u>
TOTAL FUNDS	<u>235,008</u>	<u>31,317</u>	<u>266,325</u>

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

	Incoming resources	Resources expended	Movement in funds
	£	£	£
Unrestricted funds			
General fund	13,099	(2,899)	10,200
Restricted funds			
Education	134,117	(113,000)	21,117
	<u>147,216</u>	<u>(115,899)</u>	<u>31,317</u>
TOTAL FUNDS	<u>147,216</u>	<u>(115,899)</u>	<u>31,317</u>

NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 AUGUST 2020

12. MOVEMENT IN FUNDS - continued

Comparatives for movement in funds

	At 1.9.18 £	Net movement in funds £	At 31.8.19 £
Unrestricted funds			
General fund	122,778	9,663	132,441
Restricted funds			
Education	90,529	11,487	102,016
Restricted Fixed Asset	550	-	550
	<u>91,079</u>	<u>11,487</u>	<u>102,566</u>
TOTAL FUNDS	<u>213,857</u>	<u>21,150</u>	<u>235,007</u>

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

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	11,838	(2,175)	9,663
Restricted funds			
Education	115,491	(104,004)	11,487
	<u>127,329</u>	<u>(106,179)</u>	<u>21,150</u>
TOTAL FUNDS	<u>127,329</u>	<u>(106,179)</u>	<u>21,150</u>

13. RELATED PARTY DISCLOSURES

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

FIRST STEPS PRE-SCHOOL**DETAILED STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 AUGUST 2020**

	31.8.20 £	31.8.19 £
INCOME AND ENDOWMENTS		
Donations and legacies		
Donations	-	-
Grants	138,054	115,491
Pre-school fees	<u>9,154</u>	<u>11,314</u>
	147,208	126,805
Other trading activities		
Fundraising events	-	518
Investment income		
Deposit account interest	<u>8</u>	<u>6</u>
Total incoming resources	147,216	127,329
EXPENDITURE		
Raising donations and legacies		
Wages, National Ins & Pension	98,930	87,398
Other operating leases	3,521	7,781
Insurance	432	425
Postage and stationery	266	179
Materials and equipment	5,922	5,318
Staff welfare	373	304
Staff training	27	-
Recruitment	48	105
Plant and machinery	46	57
Fixtures and fittings	2,115	919
Computer equipment	<u>66</u>	<u>82</u>
	111,746	102,568
Other trading activities		
Photographs	99	211
Support costs		
Management		
Telephone	590	558
Sundries	48	185
Repairs and Renewals	<u>944</u>	<u>459</u>
	1,582	1,202
Governance costs		
Independent examiner's fees	900	900
Carried forward	900	900

This page does not form part of the statutory financial statements

FIRST STEPS PRE-SCHOOL**DETAILED STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 AUGUST 2020**

	31.8.20 £	31.8.19 £
Governance costs		
Brought forward	900	900
Accountancy and legal fees	1,522	1,248
Ofsted fee	<u>50</u>	<u>50</u>
	<u>2,472</u>	<u>2,198</u>
 Total resources expended	 <u>115,899</u>	 <u>106,179</u>
 Net income	 <u><u>31,317</u></u>	 <u><u>21,150</u></u>