

**REPORT OF THE TRUSTEES AND  
UNAUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 AUGUST 2023  
FOR  
FIRST STEPS PRE-SCHOOL**

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

**FIRST STEPS PRE-SCHOOL**

**CONTENTS OF THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 AUGUST 2022**

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	<b>Page</b>
<b>Report of the Trustees</b>	1
<b>Independent Examiner's Report</b>	2
<b>Statement of Financial Activities</b>	3
<b>Balance Sheet</b>	4
<b>Notes to the Financial Statements</b>	5 to 9
<b>Detailed Statement of Financial Activities</b>	10 to 11

## **FIRST STEPS PRE-SCHOOL**

### **REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 AUGUST 2023**

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The trustees present their report with the financial statements of the charity for the year ended 31 August 2023. 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).

#### **OBJECTIVES AND ACTIVITIES**

The aim of the charity is to serve the local community families with a fun safe educational pre-school for children below the compulsory school age.

The trustees have paid due regard to guidance issued by the Charity Commission in deciding what activities the charity should undertake.

#### **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  
Ms N Pryer  
Ms G Clark  
Ms AL Furnell

##### **Independent Examiner**

Philip Ormerod  
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 on ..... and signed on its behalf by:

.....  
Mrs K Bush - Trustee

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

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## **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 2023.

### **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**

Your attention is drawn to the fact that the charity has prepared financial statements in accordance with Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) in preference to the Accounting and Reporting by Charities: Statement of Recommended Practice issued on 1 April 2005 which is referred to in the extant regulations but has now been withdrawn.

I understand that this has been done in order for financial statements to provide a true and fair view in accordance with Generally Accepted Accounting Practice effective for reporting periods beginning on or after 1 January 2015.

I have completed my examination. I confirm that no 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 association as required by section 130 of the 2011 Act; or
2. the financial statements do not accord with those records; or
3. the financial statements 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 financial statements to be reached.

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

Date: .....

# FIRST STEPS PRE-SCHOOL

## STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 AUGUST 2023

					31.8.23	31.8.22
		Unrestricted fund £	Restricted funds £	Restricted fixed asset funds £	Total funds £	Total funds £
INCOME AND ENDOWMENTS FROM	Notes					
Donations and legacies		24,791	110,583	-	135,374	121,102
Other trading activities:	2					
Investment income	3	345	-	-	345	14
JRS grant income		-	-	-	-	-
SSP grant income		-			-	308
<b>Total</b>		25,136	110,583	-	135,719	121,424
<b>EXPENDITURE ON</b>						
Raising funds		3,465	114,967	-	118,432	128,769
Other		-	3,288	-	3,288	3,341
<b>Total</b>		3,465	118,255	-	121,720	132,110
<b>NET INCOME</b>		21,671	(7,672)	-	13,999	(10,686)
<b>RECONCILIATION OF FUNDS</b>						
<b>Total funds brought forward</b>		178,591	101,904	548	281,043	291,729
<b>TOTAL FUNDS CARRIED FORWARD</b>		200,262	94,232	548	295,042	281,043

The notes form part of these financial statements

# FIRST STEPS PRE-SCHOOL

## BALANCE SHEET 31 AUGUST 2023

					31.8.23	31.8.22
	Notes	Unrestricted funds £	Restricted funds £	Restricted fixed asset funds £	Total funds £	Total funds £
<b>FIXED ASSETS</b>						
Tangible assets	8	930	3,675	548	5,153	6,060
<b>CURRENT ASSETS</b>						
Cash at bank and in hand		199,912	92,212	-	292,124	277,170
		199,912	92,212	-	292,124	277,170
<b>CREDITORS</b>						
Amounts falling due within one year	9	(580)	(1,655)	-	(2,235)	(2,187)
<b>NET CURRENT ASSETS</b>		199,332	90,557	-	289,889	274,983
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		200,262	94,232	548	295,042	281,043
<b>NET ASSETS</b>		200,262	94,232	548	295,042	281,043
<b>FUNDS</b>	11					
Unrestricted funds					200,262	178,591
Restricted funds					94,780	102,452
<b>TOTAL FUNDS</b>					295,042	281,043

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

.....  
K Bush - Trustee

## 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 2023

#### 2. OTHER TRADING ACTIVITIES

	31.8.23 £	31.8.22 £
SSP grant	-	308
JRS grant income	<u>-</u>	<u>-</u>

#### 3. INVESTMENT INCOME

	31.8.23 £	31.8.22 £
Deposit account interest	<u>345</u>	<u>14</u>

#### 4. INDEPENDENT EXAMINERS FEE

During the year the Charity incurred expenditure in relation to the Independent examiner's statement of £954 including VAT (2022: £900)

#### 5. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 August 2023 nor for the year ended 31 August 2022.

##### Trustees' expenses

There were no trustees' expenses paid for the year ended 31 August 2023 nor for the year ended 31 August 2022.

#### 6. STAFF COSTS

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

	31.8.23 8	31.8.22 8
Education		

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 £
<b>INCOME AND ENDOWMENTS FROM</b>				
Donations and legacies	21,969	99,133	-	121,102
Other trading activities	-	-	-	-
SSP grant income	308	-	-	308
Investment income	<u>14</u>	<u>-</u>	<u>-</u>	<u>14</u>
<b>Total</b>	22,291	99,133	-	121,424
<b>EXPENDITURE ON</b>				
Raising funds	2,273	126,496	-	128,769
Other	-	3,341	-	3,341



# FIRST STEPS PRE-SCHOOL

## NOTES TO THE FINANCIAL STATEMENTS - continued FOR THE YEAR ENDED 31 AUGUST 2023

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

	Unrestricted fund £	Restricted funds £	Restricted fixed asset funds £	Total funds £
<b>Total</b>	2,273	129,837	-	128,769
<b>NET INCOME</b>	20,018	(30,704)	-	(10,686)

### RECONCILIATION OF FUNDS

<b>Total funds brought forward</b>	158,573	132,608	548	291,729
<b>TOTAL FUNDS CARRIED FORWARD</b>	178,591	101,904	548	281,043

### 8. TANGIBLE FIXED ASSETS

	Plant and machinery £	Fixtures and fittings £	Computer equipment £	Totals £
<b>COST</b>				
At 1 September 2022	1,091	19,571	1,600	22,262
Additions	380	-	-	380
<b>DEPRECIATION</b>				
At 1 September 2022	974	14,156	1,072	16,202
Charge for year	99	1,083	106	1,288
At 31 August 2023	1,073	15,239	1,178	17,490
<b>NET BOOK VALUE</b>				
At 31 August 2022	117	5,415	528	6,060
At 31 August 2023	398	4,332	422	5,152

# FIRST STEPS PRE-SCHOOL

## NOTES TO THE FINANCIAL STATEMENTS - continued FOR THE YEAR ENDED 31 AUGUST 2023

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

	31.8.23	31.8.22
	£	£
Trade creditors	342	648
Taxation and social security	512	263
Other creditors	<u>1,381</u>	<u>1,276</u>
	<u>2,235</u>	<u>2,187</u>

### 10. LEASING AGREEMENTS

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

	31.8.23	31.8.22
	£	£
Within one year	<u>8,000</u>	<u>8,000</u>

### 11. MOVEMENT IN FUNDS

	At 1.9.22	Net movement in funds	At 31.8.23
	£	£	£
<b>Unrestricted funds</b>			
General fund	178,591	21,671	200,253
<b>Restricted funds</b>			
Education	101,904	(7,672)	94,232
Restricted Fixed Asset	<u>548</u>	<u>-</u>	<u>548</u>
	<u>102,452</u>	<u>(7,672)</u>	<u>94,780</u>
<b>TOTAL FUNDS</b>	<u>281,043</u>	<u>13,999</u>	<u>295,033</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	25,136	(3,465)	21,671
<b>Restricted funds</b>			
Education	110,583	(118,255)	(7,672)
	<u>135,719</u>	<u>(121,720)</u>	<u>13,999</u>
<b>TOTAL FUNDS</b>	<u>135,719</u>	<u>(121,720)</u>	<u>13,999</u>

**FIRST STEPS PRE-SCHOOL****NOTES TO THE FINANCIAL STATEMENTS - continued  
FOR THE YEAR ENDED 31 AUGUST 2023****11. MOVEMENT IN FUNDS - continued****Comparatives for movement in funds**

	At 1.9.21 £	Net movement in funds £	At 31.8.22 £
<b>Unrestricted funds</b>			
General fund	158,573	20,018	178,591
<b>Restricted funds</b>			
Education	132,608	(30,704)	101,904
Restricted Fixed Asset	<u>548</u>	<u>-</u>	<u>548</u>
	<u>133,156</u>	<u>(30,704)</u>	<u>102,452</u>
<b>TOTAL FUNDS</b>	<u><u>291,729</u></u>	<u><u>10,686</u></u>	<u><u>281,047</u></u>

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	22,291	(2,273)	20,018
<b>Restricted funds</b>			
Education	99,133	(129,837)	(30,704)
	<u>121,424</u>	<u>(132,106)</u>	<u>(10,686)</u>
<b>TOTAL FUNDS</b>	<u><u>121,424</u></u>	<u><u>(132,106)</u></u>	<u><u>(10,686)</u></u>

**12. RELATED PARTY DISCLOSURES**

There were no related party transactions for the year ended 31 August 2023

**FIRST STEPS PRE-SCHOOL****DETAILED STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE YEAR ENDED 31 AUGUST 2023**

	31.8.23 £	31.8.22 £
<b>INCOME AND ENDOWMENTS</b>		
<b>Donations and legacies</b>		
Grants	110,583	99,441
Pre-school fees	<u>24,323</u>	<u>21,969</u>
	134,906	121,410
<b>Other trading activities</b>		
Fundraising events	468	-
<b>Investment income</b>		
Deposit account interest	<u>345</u>	<u>14</u>
<b>Total incoming resources</b>	135,719	121,424
<b>EXPENDITURE</b>		
<b>Raising donations and legacies</b>		
Wages, National Ins & Pension	100,236	108,901
Other operating leases	7,237	8,955
Insurance	453	440
Postage and stationery	549	174
Materials and equipment	7,155	7,694
Staff welfare	278	379
Staff training	930	257
Recruitment	94	388
Plant and machinery	99	29
Fixtures and fittings	1,083	1,354
Computer equipment	<u>106</u>	<u>42</u>
	118,220	128,613
<b>Other trading activities</b>		
Photographs	211	158
<b>Support costs</b>		
<b>Management</b>		
Telephone	684	647
Sundries	-	238
Repairs and Renewals	<u>246</u>	<u>220</u>
	930	1,105
<b>Governance costs</b>		
Independent examiner's fees	945	900
Carried forward	945	900

**FIRST STEPS PRE-SCHOOL****DETAILED STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE YEAR ENDED 31 AUGUST 2023**

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	31.8.23 £	31.8.22 £
<b>Governance costs</b>		
Brought forward	945	900
Accountancy and legal fees	1,364	1,284
Ofsted fee	<u>50</u>	<u>50</u>
	<u>2,359</u>	<u>2,234</u>
Total resources expended	<u>121,720</u>	<u>132,110</u>
<b>Net income</b>	<u><u>13,999</u></u>	<u><u>(10,686)</u></u>