

STEPS COMMUNITY NURSERY (HIGH GREEN)

England & Wales · Charity number 1097620

Details

Status Registered

Legal form Charitable company

Company number [04334254](#)

Registered 2003-05-21

Register [View on the Charity Commission register](#)

Contact

Address The Campus
Pack Horse Lane
High Green
Sheffield
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Website www.stepsnursery.co.uk

Activities

Objects: TO ENHANCE THE DEVELOPMENT AND EDUCATION OF CHILDREN OF OR BELOW STATUTORY SCHOOL AGE BY ENCOURAGING PARENTS TO UNDERSTAND AND PROVIDE FOR THE NEEDS OF THEIR CHILDREN THROUGH COMMUNITY GROUPS AND BY3.1 OFFERING APPROPRIATE PLAY, EDUCATION AND CARE FACILITIES AND TRAINING COURSES, TOGETHER WITH RIGHTS OF PARENTS TO TAKE RESPONSIBILITY FOR AND TO BECOME INVOLVED IN THE ACTIVITIES OF SUCH GROUPS, ENSURING THAT SUCH GROUPS OFFER OPPORTUNITIES FOR ALL CHILDREN WHATEVER THEIR RACE, CULTURE, RELIGION, MEANS OR ABILITY3.2 ENCOURAGING THE STUDY OF THE NEEDS OF SUCH CHILDREN AND THEIR FAMILIES AND PROMOTING PUBLIC INTEREST IN AND RECOGNITION OF SUCH NEEDS3.3 INSTIGATING, ADHERING TO AND FURTHERING THE AIMS OF THE PRE-SCHOOL LEARNING ALLIANCE.

Activities: To enhance the development and education of children of or below statutory school age by encouraging parents to understand and provide for the needs of their children through community groups.

Classification

- **How:** Provides Services
- **What:** Education/training
- **Who:** Children/young People

Geography

- Sheffield City

Finances

Period end	Income	Expenditure	Assets	Employees
2025-08-31	£517,678	£415,856	£274,955	23
2024-08-31	£427,085	£396,728	-	-
2023-08-31	£369,847	£370,906	-	-
2022-08-31	£322,649	£321,653	-	-
2021-08-31	£316,747	£311,149	-	-

Trustees

Name	Role	Appointed
Andrea Jane Simpson		2023-09-19
CHARLOTTE GARRATT		2025-06-11
CHRISTY BOND		2024-10-23
LAUREN SANDERSON		2022-06-08
SARAH TYLER		2016-11-15

STEPS COMMUNITY NURSERY (HIGH GREEN)

England & Wales - Charity number 1097620

Accounts

Charity number: 1097620

Company number: 04334254

Steps Community Nursery (High Green)

(A company limited by guarantee)

**Financial Statements for the year
ending 31 August 2025**

Steps Community Nursery (High Green)
Contents of the financial statements

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Steps Community Nursery (High Green)
Directors` report (incorporating the Trustees` annual report)
for the year ending 31 August 2025

The trustees and directors present their report with the financial statements of the charity for the year ended 31 August 2025.

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 2019).

Structure, governance and management

The Charitable Company is governed by the Memorandum and Articles of Association incorporated 4 December 2001, as amended by special resolution dated 25 March 2003 and certificate of change of name date 11 April 2003 and was entered on the Register of Charities effective 21 May 2003.

The company has no share capital. The guarantee of each member is limited to £1.

STEPS is managed by a voluntary management committee and day to day running of the charity is undertaken by the appointed Nursery Manager who manages a team of paid staff.

Appointment of Trustees

New Trustees are recruited by invitation and/or application. They are representative of the community, (either geographical or of interest). A full induction must be undertaken by all new trustees and a skills analysis completed.

The Trustees meet at regular intervals during the year and are responsible for strategic direction and policy of the charity.

Objectives and Activities

The objects of STEPS Community Nursery are:

To enhance the development and education of children under statutory school age by encouraging parents to understand and provide for the needs of their children through community groups.

Public benefit statement

The trustees of Steps Community Nursery (High Green) give due consideration to the Charity Commission public benefit guidance, when carrying out activities to meet its aims.

Our beneficiaries are pre-school children and their families. The activities this year continued to meet the aim to enhance the development and education of children of or below statutory school age by encouraging parents to understand and provide for the needs of their children through community groups.

Steps Community Nursery (High Green)
Directors` report (incorporating the Trustees` annual report) continued
for the year ending 31 August 2025

Achievements and performance

This last year has been very busy full of changes and extremely rewarding we have had highs and lows and the team have pulled together and shown hard work and commitment throughout.

At the start of the term we had a visit from our local councillor Marie Tidball. She spent a short time in nursery and spoke to both the staff and children.

Two members of staff embarked on training projects for Rainbow talk and maths and literacy both were very useful and have been implemented well in nursery practice.

October and November saw us lose four members of staff as one left to go into a school setting and two went on maternity leave and one went to have an operation! So we welcomed a new fully qualified lunchtime / cover member of staff and our current lunchtime supervisor signed up for her apprenticeship with Sheffield College to take on her Level 3 qualification.

In December we hosted our nativity outside in our wooded shelter complete with hay bales. It was lovely and the parents thoroughly enjoyed it. We held our annual Christmas party and a Christmas raffle which was a huge success. We also had our health and hygiene inspection which saw us retain our 5 star rating.

One of our families kindly brought us in an incubator and some duck eggs, this was an amazing project that the whole nursery enjoyed, even the parents! It was fabulous to see them hatch and grow day by day.

The new year brought the snow and another busy half term our ducks got bigger and moved outside during the day, they became increasingly popular!

At the end of the half term Valentine's Day saw Ann return from sick leave and our OFSTED inspection!! This went extremely well the inspector was really nice and loved what she saw. She put both staff and children at ease and drew the best from everyone and we are proud to keep our Outstanding rating!!!. The staff worked very hard showing the inspector everything that we do and all that we are and it was well deserved there were lots of happy tears and celebrations for both the children and staff. We also said goodbye to the ducks as they went to their new home.

Easter was difficult a time with a couple of staff members needing compassionate leave; again the team pulled together and ensured there was no disruption to nursery life and gave support to their colleagues.

We also saw an increase in our wages and nursery bills. More changes came in May as our Deputy Manager left to start her Maternity leave which meant the assistant deputy redeployed the office 3 days a week. The rest of the Summer term saw new developments outside and successful harvest from our allotment plot .

We also welcomed our new Trustee Charlotte Garratt onto the board.

Steps Community Nursery (High Green)
Directors` report (incorporating the Trustees` annual report) continued
for the year ending 31 August 2025

Activities and performance continued

We welcomed 3 students from the local secondary school for Work experience for the last 2 weeks of term, one of whom attended nursery as a child. They were very good and enthusiastic and it was nice to see them taking an interest in the sector. The children really enjoyed having them and they joined in well with our end of term Pirate Party.

We also took on an extra room to develop into a sensory room, this has been very successful and was a great help over the summer holidays too.

Unfortunately, Adele informed us that she would not be returning from her maternity leave and has taken a job in a school, she has been here since her student placement and will be missed.

The government announced the increase of the working parent entitlement from 15 hrs to 30 for all ages from September 25, this has brought about challenges within itself and a lot more admin.

We have had a positive fundraising effort this year with a successful Christmas raffle, Cauliflower cards and a photographer, followed by a smaller spring raffle and a sponsored bounce/ goal kick in the summer. We were also fortunate to be a part of the Tesco blue tokens scheme which took our final fundraising effort to £4741.21

Looking to the next year ahead we are looking forward to welcoming all staff back from Maternity leave and moving forward with our outdoor area and more development within the sensory room.

Debra Goldsworthy
Nursery Manager

Steps Community Nursery (High Green)
Directors' report (incorporating the Trustees' annual report) continued
for the year ending 31 August 2025

Chair's Report

A standout achievement for the nursery this year has to be gaining the 'Outstanding' rating from the Ofsted inspection in February 2025. Achieving and maintaining 'outstanding' is a fantastic achievement and shows the expertise, hard work and dedication of our whole team. A special thank you to all the staff for delivering first class services every day, not just on inspections, which is one of the many areas we received positive feedback on. Here are just a couple of the highlights from the report:

"All children thrive at this extremely inclusive, welcoming and community-spirited nursery. Highly dedicated leaders and the passionate staff team have designed their own precise, broad and ambitious curriculum that is superbly tailored to meet each child's learning needs. Staff provide high-quality learning experiences and always demonstrate the utmost care and respect for children"... (staff) show warmth, care and affection to children". Ofsted report March 2025.

Wow and tears all round again as this was my second inspection feedback meeting.

In terms of our trustees, this has been a static year with positions being retained which has contributed to governance stability. We welcomed a new Trustee, Charlotte Garratt onto the board who brings a wealth of experience and will support the Vice Chair with fund raising activity. We have benefited from a broad range of expertise on our board, supporting our priorities and staff in areas such as outdoors development, fundraising, HR and governance expertise.

At our AGM this year we were pleased to report that we had made good progress on our forward plan, launched for the first time last year. In particular making good progress in boosting our fundraising targets, looking at a range of options including applying for grants. In brief the plan covers the following 5 themes: Maintaining excellence; Valuing our staff; Fundraising; Governance and Communications; and these themes will continue to be refreshed to guide or working priorities.

Thank you to all of the staff and trustees for their continued hard work, in particular a big thank you to Debra, our nursery manager on a successful first year.

I am looking forward to celebrating 10 years on the trustee board in December and another good year supporting our children to have the best start in life.

Sarah Tyler
Chair of the Board of Trustees

Steps Community Nursery (High Green)
Directors` report (incorporating the Trustees` annual report) continued
for the year ending 31 August 2025

Future Plans

We continue to move forward with our 2 year development plan and working on our outdoor environment, which involves enhancing staff training in this area of practice. We will looking at planning for the staff team as retirement is close for some. It will be yet another challenging year as the government roll out the increase of 30hrs "free" childcare to all working families if parents work over 16hrs a week and we will see what this looks like for both us as a nursery and our families.

Financial Review

The financial statements are set out on pages 11 to 21. Details of grants received during the year are provided on page 16 of this report.

The Statement of Financial Activities shows a surplus of £101,822 (2024: £30,357). The total funds at the year-end stand at £274,955 (2024: £173,133). Which is made up of general funds of £174,891, designated funds of £97,917 and restricted funds of £2,147.

Reserves Policy

The Charitable Company has a formal reserves policy in place, this was reviewed in February 2025. The Charity aims to hold unrestricted reserves that take into account planned activity level and the organisations current and likely future commitments.

Current organisational commitments include:

- Staff salaries and on-costs for the current year
- Redundancy payments
- Payment for services charge and outgoing premises
- Business rates
- Essential equipment replacement fund.

With the above in mind the reserves required is £161,000. The charity has designated an amount of £89,917 towards redundancy and winding up costs. At the end of 31 August 2025 the reserves held by the charity (represented by unrestricted and designated funds) is £272,808 (2024: £170,053).

The trustees have considered the reserves at 31 August, this is in excess of the reserves required. This financial year they have received funding for two children with a high level of need, two members of staff have been on maternity leave which in turn has meant projects such as the outdoors and IT have been put on hold. These will move forward in the coming months.

The trustees are looking to review the reserves policy within the next couple of months, in line with current staffing, redundancy costs and other commitments.

Steps Community Nursery (High Green)
Directors` report (incorporating the Trustees` annual report) continued
for the year ending 31 August 2025

Trustees' responsibilities for the financial statement

The trustees (who are also directors for the purposes of company law) are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the directors to prepare financial statements for each financial year, which give a true and fair view of the state of affairs of the company at the end of the year and of the surplus or deficiency for the year then ended.

In preparing those financial statements, the trustees are required to:

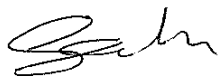
- select suitable accounting policies and then apply them consistently
- observe the methods and principles in the Charities SORP 2019 (FRS102)
- make judgements and estimates that are reasonable and prudent
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Small company provisions:

This report has been prepared in accordance with the special provisions for small companies under Part 15 of the Companies Act 2006.

The trustees declare that they have approved the trustees' annual report and are signed on their behalf by:

Signed 
Print Name: SARAH TYLER
Position: Trustee

Date: 5/12/25

**Independent examiners report to the trustees of
Steps Community Nursery (High Green) Charitable Company**

I report to the charity trustees on my examination of the accounts of the Charitable Company for the year ended 31 August 2025.

Responsibilities and basis of report

As the charity trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5) of the 2011 Act.

Independent examiner's statement

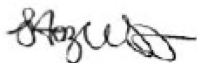
Since the Company's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of the Association of Accounting Technician, which is one of the listed bodies.

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:

1. accounting records were not kept in respect of the Company as required by section 386 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act 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; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

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.

Signed:



Date: 08/12/2025

Faye Hazlehurst FMAAT
FH Accountancy Services
Community Accountant

Steps Community Nursery (High Green)
Statement of Financial Activities (including Income and Expense Account)
for the year ending 31 August 2025

	Unrestricted Funds	Designated Funds	Restricted Funds	2025 Total	2024 Total
	£	£	£	£	£
INCOMING RESOURCES					
Donations & Legacies	2 487	398	-	885	2,089
Charitable Activities	3 481,729	275	29,259	511,263	420,454
Bank interest	5,530	-	-	5,530	4,153
Misc income	-	-	-	-	389
TOTAL INCOMING RESOURCES	487,746	673	29,259	517,678	427,085
RESOURCES EXPENDED					
Charitable activities	4 385,664	-	30,192	415,856	396,728
TOTAL EXPENDED RESOURCES	385,664	-	30,192	415,856	396,728
Net income/expenditure	102,082	673	(933)	101,822	30,357
Transfers between funds	(2,000)	2,000	-	-	-
Net movement in funds	100,082	2,673	(933)	101,822	30,357
Total funds brought forward	74,809	95,244	3,080	173,133	142,776
Total funds carried forward	174,891	97,917	2,147	274,955	173,133

The Statement of Financial Activities includes all gains and losses recognised in the year.

The activities of the charitable company are classed as continuing.

Prior year comparatives by fund are detailed in the notes to the accounts.

Steps Community Nursery (High Green)
Balance Sheet
as at 31 August 2025

	Notes	2025 £	2024 £
Tangible fixed assets	5	769	1,025
Current assets			
Debtors	6	2,349	3,786
Cash at Bank and in hand		366,263	231,468
Total current assets		<u>368,612</u>	<u>235,254</u>
Current Liabilities			
Creditors - due within one year	7	(94,426)	(63,146)
Total liabilities		<u>(94,426)</u>	<u>(63,146)</u>
Net current assets/(liabilities)		274,955	173,133
Net assets		<u>274,955</u>	<u>173,133</u>
Represented by:			
General funds		174,891	74,809
Designated funds	9	97,917	95,244
Restricted funds	8	2,147	3,080
Total Charity funds		<u>274,955</u>	<u>173,133</u>


The notes on the following pages form part of these financial statements.

For the period ending 31st August 2025, the company is entitled to the audit exemption under 477 of the Companies Act 2006. The members have not required the company to obtain an audit in accordance with section 476 of the Companies Act 2006.

The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime.

These financial statements were approved and signed by the Board of directors.

Signed: 
 Print name: SARAH TYLER
 Director

Date: 5/12/25

Steps Community Nursery (High Green)
Statement of Cashflows
as at 31 August 2025

	Total Funds 2025 £	Total Funds 2024 £
Cashflow from operating activities	101,822	30,357
Net income/(expenditure) for the reporting period (as per the Statement of Financial Activities)	<u>101,822</u>	<u>30,357</u>
Adjustments for:		
Interest receivable	(5,530)	(4,153)
Depreciation charge	256	256
Payment to acquire tangible fixed asset	-	(1,281)
(Increase)/decrease in debtors	1,437	1,891
Increase/(decrease) in creditors	<u>31,280</u>	<u>30,473</u>
Net cash provided by (used in) operating activities	129,265	57,543
Cash flows from investing activities	5,530	4,153
Net increase in cash and cash equivalents	<u>134,795</u>	<u>61,696</u>
Cash and cash equivalents at the beginning of the reporting period	<u>231,468</u>	<u>169,772</u>
Cash and cash equivalents at the end of the reporting period	<u>366,263</u>	<u>231,468</u>
Cash and cash equivalents consists of:		
Cash at bank and in hand	<u>366,263</u>	<u>231,468</u>
Cash and cash equivalents at 31 August 2025	<u>366,263</u>	<u>231,468</u>

Steps Community Nursery (High Green)
Notes to the financial statements
for the year ending 31 August 2025

1 Accounting policies

Basis of preparation

The financial statements have been prepared in accordance with 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 2019) - (Charities SORP (FRS102)) and the Companies Act 2006.

The charity meets the definition of a public benefit entity under FRS102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant account policy notes.

The accounts have been analysed using the natural classification method.

Funds

Unrestricted funds are funds which are available for use at the discretion of the trustees in furtherance of the general objectives of the charity and which have not been designated for other purposes.

Designated funds comprise of unrestricted funds that have been set aside by the trustees for particular purposes. The aim and use of each designated fund is set out in the notes to the financial statements.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the charity for particular purposes. The cost of raising and administering such funds are charged against the specific fund.

Incoming Resources

All income is included in the Statement of Financial Activities when the charity is entitled to the income, the receipt is probable and the amount can be measured reliably.

Donations and sundry income are accounted for on a receipts basis. Grant and fee income are accounted for on an accruals basis, insofar as it is prudent to do so.

Donated services, assets and facilities are included as income at fair value where it is practical to quantify and the value can be measured reliably. A corresponding amount is recognised as expenditure or an asset as appropriate. No amounts are included for the value of services provided by volunteers which is in line with SORP (FRS102).

Donations and legacies are accounted for when they are receivable.

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charity; this is normally upon notification of the interest paid or payable by the bank.

Steps Community Nursery (High Green)
Notes to the financial statements
for the year ending 31 August 2025

Expenditure

All expenditure is accounted for on an accruals basis and recognised as a liability is incurred. The charity is not registered for VAT and accordingly resources expended are shown gross of irrecoverable VAT.

Expenditure is recognised once there is a legal or constructive obligation to make a payment to a third party, it is probable that settlement will be required and the amount of the obligation can be measured reliably.

Tangible Fixed Assets

Tangible fixed assets with a cost exceeding £1,000, are capitalised and depreciated over their expected useful lives. The rates applicable are:

- Fixtures, fittings and equipment - 20% straight line basis

In the year of acquisition, assets are depreciated for the full year.

Debtors and creditors receivable/payable within one year

Debtors and creditors with no stated interest rate and receivable or payable within one year are recorded at transaction price. Any losses arising from impairment are recognised in expenditure.

Support costs allocation

Support costs are those that assist the work of the charity but do not directly represent charitable activities and include office costs, governance costs, and administrative payroll costs. Where support costs cannot be directly attributed to particular headings they have been allocated to cost of raising funds and expenditure on charitable activities on a basis consistent with use of the resources.

Going Concern Note

The financial statements have been prepared on a going concern basis. The trustees have considered the level of funds held and the expected level of income and expenditure for the 12 months following the authorising of these financial statements and consider the going concern basis appropriate.

Pension costs and other post-retirement benefits

The charity operates a defined contribution pension scheme. Contributions payable to the charity's pension scheme are charged to the SOFA in the period to which they relate.

Tax

The charity is exempt from corporation tax on income from its charitable activities.

Steps Community Nursery (High Green)
Notes to the financial statements
for the year ending 31 August 2025

Analysis of Income

	Unrestricted Funds £	Designated Funds £	Restricted Funds £	Total 2025 £	Total 2024 £
2 Donations and legacies:					
Gifts and donations	487	-	-	487	1,508
Gift Aid	-	398	-	398	581
	<u>487</u>	<u>398</u>	<u>-</u>	<u>885</u>	<u>2,089</u>
Total 2024	<u>581</u>	<u>1,508</u>	<u>-</u>	<u>2,089</u>	
3 Charitable activities					
Grants received:					
High Green Development Trust	145	-	-	145	456
Sheffield City Council	1,000	-	-	1,000	-
Sheffield 1000	1,000	-	-	1,000	-
J G Greaves Charitable Trust	-	-	1,000	1,000	-
Tesco - Stronger starts	-	-	500	500	-
Contracts and fees:					
Nursery fees	473,785	-	27,759	501,544	416,329
Milk	2,584	-	-	2,584	1,254
Event costs	249	-	-	249	
Fundraising:					
School fundraising	2,966	275	-	3,241	2,415
	<u>481,729</u>	<u>275</u>	<u>29,259</u>	<u>511,263</u>	<u>420,454</u>
Total 2024	<u>390,668</u>	<u>2,205</u>	<u>27,581</u>	<u>420,454</u>	

Steps Community Nursery (High Green)
Notes to the financial statements
for the year ending 31 August 2025

Analysis of expenditure

	Unrestricted Funds	Designated Funds	Restricted Funds	Total 2025	Total 2024
	£	£	£	£	£
4 Cost of Charitable activities					
Salary costs	8 317,229	-	25,320	342,548	328,994
Training, travel & expenses	630	-	55	685	892
Bank charges	57	-	-	57	60
Rent, rates & room hire	54,229	-	-	54,229	51,033
Equipment, books & software	2,947	-	2,054	5,002	5,079
Play materials & stationery	-	-	807	807	820
Nursery events	123	-	4	127	-
Cleaning and nursery supplies	-	-	1,696	1,696	1,564
Milk & refreshments	4,644	-	-	4,644	2,789
Insurance	1,636	-	-	1,636	1,477
Memberships and subs	776	-	-	776	667
Administration and office costs	746	-	-	746	827
Telephone & internet	527	-	-	527	566
DBS checks	570	-	-	570	187
Professional fees	1,550	-	-	1,550	1,018
Depreciation	-	-	256	256	256
Other expenses	-	-	-	-	499
	<u>385,664</u>	<u>-</u>	<u>30,192</u>	<u>415,856</u>	<u>396,728</u>
Total 2024	<u>372,227</u>	<u>-</u>	<u>24,501</u>	<u>396,728</u>	

Steps Community Nursery (High Green)
Notes to the financial statements (continued)
for the year ending 31 August 2025

5 Fixed Assets	Fixtures & Equipment	Total Assets
	£	£
Cost		
Balance b/wd 01.09.24	1,281	1,281
Additions in the year	-	-
Disposals	-	-
Balance c/f at 31.08.25	<u>1,281</u>	<u>1,281</u>
Depreciation		
Balance b/wd 01.09.24	256	256
Disposals	-	-
Charge for the year	256	256
Balance c/f at 31.08.25	<u>512</u>	<u>512</u>
Net book value at 31.08.25	769	769
Net book value at 31.08.24	<u>1,025</u>	<u>1,025</u>

All fixed assets are held for direct charitable purposes.

6 Debtors	2025	2024
	£	£
Fees	570	2,969
Prepayments and accrued income	1,779	817
	<u>2,349</u>	<u>3,786</u>

7 Creditors	2025	2024
	£	£
Fees in advance	777	583
Government funding received in advance	85,025	55,949
Accruals	2,833	2,151
Taxation & Social Security	3,902	3,987
Creditors	1,120	356
Other creditors	768	120
	<u>94,426</u>	<u>63,146</u>

Other creditors is the balance owed on the credit card at the end of the financial year.

8 Staff Costs	Total 2025	Total 2024
	£	£
Salaries	319,223	309,642
Employers national insurance	26,312	17,772
Employers allowance	(10,500)	(5,000)
Employer pension contributions	6,188	5,480
Payroll costs	1,325	1,100
	<u>342,548</u>	<u>328,994</u>

Steps Community Nursery (High Green)
Notes to the financial statements (continued)
for the year ending 31 August 2025

No employee received emoluments of more than £60,000 (2024: none). The average number of employees during the year was 22.5 (2024: 22).

The organisation was supported by a total of 2 volunteers during the year (2024: 2)

9 Trustees and key management remuneration, benefits and expenses

The trustees were not paid or received any other benefits or reimbursed expenses during the year. (2024: £nil).

The total amount of employee benefits received by key management personnel including employer pension and national insurance contributions is £60,834.

The Trustees consider the key management personnel comprise the Nursery Manager and Deputy Manager.

10 Related party transactions

The Vice-Chair of the charity is a senior employee of High Green Development Trust, the charity's landlord. She has no involvement with the premises service charge setting. High Green Development Trust received payments during the year amounting to £53,122 (2024: £49,922) for premises service charge and room hire.

The spouse of the Deputy Manager who is part of the Senior Management Team, received a payment of £60 for computer services provided to the charity (2024: £60).

There were no other related party transactions.

11 Independent examination and accountancy services

During the period, the cost of the independent examination and accountancy services was £1,550 (2024: £950).

Steps Community Nursery (High Green)
Notes to the financial statements (continued)
for the year ending 31 August 2025

8 Movement in funds	Opening	Incoming	Resources	Transfers	Closing
Restricted funds	balance	resources	expended		balance
	£	£	£	£	£
<u>2025</u>					
Sheffield City Council - Restricted	3,080	27,759	(29,170)	-	1,669
J G Greaves Charitable Trust	-	1,000	(1,000)	-	-
Tesco - Stronger starts	-	500	(22)	-	478
	<u>3,080</u>	<u>29,259</u>	<u>(30,192)</u>	<u>-</u>	<u>2,147</u>
<u>2024</u>					
	Opening	Incoming	Resources	Transfers	Closing
	balance	resources	expended		balance
	£	£	£	£	£
Sheffield City Council - Restricted	-	27,125	24,045	-	3,080
High Green Development Trust	-	456	456	-	-
	<u>-</u>	<u>27,581</u>	<u>24,501</u>	<u>-</u>	<u>3,080</u>

Sheffield City Council - Restricted fund

The grants received from Sheffield City Council is restricted and for the following purposes:

DAF - Disability Access funding, this can be applied for once a year for a child who fits the criteria, the aim is to ensure that a child can access funded childcare.

EYIP - Early Years inclusion funding, this funding is for support if a need is identified. The fund is given while a more formal identification takes place. This could be extra staffing or resources/experiences.

EHCP - Education and Health care plan - this is to cover whatever the child needs to keep them safe and to meet their needs such as extra staffing or equipment etc set out in their plan.

EYPP - Early Years pupil premium - Given to some children who may come from low income families. This is to help towards anything extra that they may need food, resources or experiences that we can provide to assist their development including extra support staff.

J G Greaves Charitable Trust

Funding received to create space for exploration, problem-solving and building confidence through safe risk-taking adopting forest schools principles. Will also fund training for two members of staff to undertake accredited Forest School Training.

Tesco - Stronger Start (Groundwork UK)

To improve the outdoor environment for the children within the nursery setting.

Steps Community Nursery (High Green)
Notes to the financial statements (continued)
for the year ending 31 August 2025

9 Movement in funds	Opening	Incoming	Resources	Transfers	Closing
Designated funds	balance	resources	expended		balance
	£	£	£	£	£
<u>2025</u>					-
Future redundancy costs & winding up	89,244	673	-	-	89,917
Equipment costs	6,000	-	-	-	6,000
Outdoor area	-	-	-	2,000	2,000
	<u>95,244</u>	<u>673</u>	<u>-</u>	<u>2,000</u>	<u>97,917</u>

Transfers

The trustees have designated the two unrestricted grants received during the year towards the costs of the outdoor project.

<u>2024</u>	Opening	Incoming	Resources	Transfers	Closing
	balance	resources	expended		balance
					-
Future redundancy costs & winding up	86,000	3,264	20	-	89,244
Equipment costs	6,000	-	-	-	6,000
	<u>92,000</u>	<u>3,264</u>	<u>20</u>	<u>-</u>	<u>95,244</u>

STEPS COMMUNITY NURSERY (HIGH GREEN)

England & Wales - Charity number 1097620

Accounts

Charity number: 1097620

Company number: 04334254

Steps Community Nursery (High Green)

(A company limited by guarantee)

**Financial Statements for the year
ending 31 August 2024**

Steps Community Nursery (High Green)
Contents of the financial statements

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Steps Community Nursery (High Green)
Legal and administrative details

Registered Charity number	1097620	
Registered company number company limited by guarantee	4334254	
Directors (Trustees):	Julie Bullman - resigned 2 January 2024 Sarah Tyler Lauren Sanderson Alice Bartlett - resigned 10 October 2024 Andrea Jane Simpson Christy Bond - appointed 23 October 2024	
Company Secretary	Lorraine Hague - resigned 6 March 2024 Debra Goldsworth - appointed 1 March 2024	
Registered office	The Campus Pack Horse Lane High Green Sheffield S35 3HY	
Bankers	HSBC 49-63 Fargate Sheffield S1 2HD	Nationwide Building Society Kings Park Road Moulton Park Northampton NN3 6NW
Independent examiner	F Hazlehurst FMAAT FH Accountancy Services Anston Sheffield S25 4JU	

Steps Community Nursery (High Green)
Directors` report (incorporating the Trustees` annual report)
for the year ending 31 August 2024

The trustees and directors present their report with the financial statements of the charity for the year ended 31 August 2024.

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 2019).

Structure, governance and management

The Charitable Company is governed by the Memorandum and Articles of Association incorporated 4 December 2001, as amended by special resolution dated 25 March 2003 and certificate of change of name date 11 April 2003 and was entered on the Register of Charities effective 21 May 2003.

The company has no share capital. The guarantee of each member is limited to £1.

STEPS is managed by a voluntary management committee and day to day running of the charity is undertaken by the appointed Nursery Manager who manages a team of paid staff.

Appointment of Trustees

New Trustees are recruited by invitation and/or application. They are representative of the community, (either geographical or of interest). A full induction must be undertaken by all new trustees and a skills analysis completed.

The Trustees meet at regular intervals during the year and are responsible for strategic direction and policy of the charity.

Objectives and Activities

The objects of STEPS Community Nursery are:

To enhance the development and education of children under statutory school age by encouraging parents to understand and provide for the needs of their children through community groups.

Public benefit statement

The trustees of Steps Community Nursery (High Green) give due consideration to the Charity Commission public benefit guidance, when carrying out activities to meet its aims.

Our beneficiaries are pre-school children and their families. The activities this year continued to meet the aim to enhance the development and education of children of or below statutory school age by encouraging parents to understand and provide for the needs of their children through community groups.

Steps Community Nursery (High Green)
Directors` report (incorporating the Trustees` annual report) continued
for the year ending 31 August 2024

Achievements and performance

The last year has been a big year of changes, we have now been in our new space for a year with everyone feeling more settled although we continue to develop and change the classrooms.

It is nice to be able to have direct access to the outdoors and the outdoor area is our next big change to make as we continue to plan, develop and seek funding to make our outdoor space a continued learning environment. It is also now more easily accessible for the baby room.

In December we were able to welcome our parents for a Christmas nativity held in the Dragonflies room, and the children also joined all together for a Christmas party where a staff member entertained them as Leo the Lion. The children thoroughly enjoyed it and a visit from Father Christmas gave a great end to the party.

Our fundraising efforts began with a Christmas raffle which with the support of our fundraising trustee securing a whole range of prizes was a success and we again signed up for Cauliflower cards where the children designed their own Christmas cards, wrapping paper etc.

We have also managed to hold an easter raffle and a sponsored bounce this year and with one of our parents running a half marathon for us meant we managed £3,595 in fundraising the year!!

In March after 25 years as Manager Lorraine retired, she had fulfilled her wish to move the nursery downstairs and had led the team to gain an outstanding rating Ofsted 5 years ago. She will be missed by all and we celebrated her retirement with a children's disco followed by drop in afternoon for coffee and cakes for parents and colleagues and she had many well wishes!! The staff team also celebrated with her on a team outing for afternoon tea.

This also led to more changes with the new leadership team consisting of myself as the Manager, Haley Hague as Deputy Manager and Cheryl Drewry as the assistant Deputy Manager. We also welcomed Jamie Leigh onto the staff team to join the Dragonflies room.

In January Julie Bullman also stepped down from the management Board and took up a paid position on the team as our new cleaner and helps with the occasional lunchtime. We were happy to welcome both to the team.

In April we saw the introduction of the 15 hrs working parent entitlement for all children from the term after their 2nd birthday. This has also led to a small charge of £1.00 per session for consumable resources. It has been tricky to both facilitate and administrate and we have had lots of enquiries!!.

Steps Community Nursery (High Green)
Directors` report (incorporating the Trustees` annual report) continued
for the year ending 31 August 2024

Activities and performance continued

It has also led to some children extending their days to the funding hours of 8.30 till 4. The funding is term time only and we had a very busy Summer term.

The summer term has also seen a huge rise in applications for baby places as the funding will stretch to children from the term after they turn 9 months old, and again the administration for this has been a challenge with the government's directions not being clear to families.

During the Summer term we also started to develop the outdoor area and had an outdoor shelter put up by 2 two volunteers to enable our SEN children to be able to enjoy the outdoor area and we also managed to re develop the mud kitchen. We have a long way to go but it was a start which made an impact on the way the area could be used. At the end of term our school leavers managed to enjoy a final pirate party together before the next part of their learning journey began.

Debra Goldsworthy
Nursery Manager

Chair's Report

In March we said goodbye to Lorraine who retired after nearly 30 years of service and we held a party with the children and partners past and present to celebrate. The trustees were then delighted to appoint Debra as new Nursery Manager, Haley as Deputy Manager and Cheryl as Assistant Deputy Manager DSD & SENDCO. This is a great management team with all the drive and skills we need to continue to deliver a quality service for children and local families.

On behalf of all the staff and trustees, a big thank you to Alice who resigned from the board and we were pleased to welcome new parent trustee Christy at our AGM in July.

In July, the board met to discuss a pay review exercise led by our HR trustee, Jane. This was following a commitment to undertake a pay review exercise to enable trustees to have a clear view of the current salary commitments and wider market view. It was concluded that Steps salaries generally seem to be comparable with other surrounding employers and the board agreed that at this stage there wouldn't be any immediate need to look at reviewing the rates of pay. There were other issues to consider such as uncertainty of the next National Minimum Wage uplift and possible changes as the result of the new government which meant any changes within the budget could not be committed at this time. Trustees are however still committed to continually reviewing the position and talked about other options to support staff such as rewards and discount schemes, which are under consideration. The outcome of the review was fed back to the wider staff team.

At our AGM we also agreed our priorities for 2024 – 2026 in our new forward plan covering the following 5 themes: Maintaining excellence; Valuing our staff; Fundraising; Governance and Communications. I am very pleased we have this in place as it will help to shape and direct our work over the next year or so.

Finally, I would like to thank all of the staff and trustees for all their continued hard work and I look forward to welcoming the new cohort of children to nursery in September.

Sarah Tyler
Chair of the Board of Trustees

Steps Community Nursery (High Green)
Directors` report (incorporating the Trustees` annual report) continued
for the year ending 31 August 2024

Future Plans

Moving forward into the next year we are looking at enhancing our fundraising effort to enable us to develop our outdoor area to both encourage and enable more outdoor learning. We have a forward plan that has been created by both the board and the management team with what we are hoping to achieve by the end of 2026 including strengthening the board and increasing our fundraising targets. It will be another challenging year as the government move forward with the extension of the working parent entitlement funding to babies aged 9months plus, this will see us continuing to be busy.

Financial Review

The financial statements are set out on pages 10 to 17. Over 50% of the income received is via government funded nursery fees and the remainder through generated nursery fee income. Details of grants received during the year are provided on page 15 of this report.

The Statement of Financial Activities shows a surplus of £30,357 (2023: deficit £1,058). The total funds at the year-end stand at £173,133 (2023: £142,776). Which is made up of general funds of £74,809, designated funds of £95,244 and restricted funds of £3,080.

Reserves Policy

The Charitable Company has a formal reserves policy in place, this was reviewed in February 2024. The Charity aims to hold unrestricted reserves that take into account planned activity level and the organisations current and likely future commitments.

Current organisational commitments include:

- Staff salaries and on-costs for the current year
- Redundancy payments
- Business rates
- Essential equipment replacement fund.

With the above in mind the reserves required is £161,000. The charity has designated an amount of £95,244 towards the reserves. At the end of 31 August 2024 the reserves held by the charity (represented by unrestricted and designated funds) is £170,053 (2023: £142,776).

Steps Community Nursery (High Green)
Directors` report (incorporating the Trustees` annual report) continued
for the year ending 31 August 2024

Trustees' responsibilities for the financial statement

The trustees (who are also directors for the purposes of company law) are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the directors to prepare financial statements for each financial year, which give a true and fair view of the state of affairs of the company at the end of the year and of the surplus or deficiency for the year then ended.

In preparing those financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently
- observe the methods and principles in the Charities SORP 2019 (FRS102)
- make judgements and estimates that are reasonable and prudent
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Small company provisions:

This report has been prepared in accordance with the special provisions for small companies under Part 15 of the Companies Act 2006.

The trustees declare that they have approved the trustees' annual report and are signed on their behalf by:

Signed



Print Name:

SARAH TYLER

Position:

Trustee

Date:

6/12/2024

**Independent examiners report to the trustees of
Steps Community Nursery (High Green) Charitable Company**

I report to the charity trustees on my examination of the accounts of the Charitable Company for the year ended 31 August 2024.

Responsibilities and basis of report

As the charity trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5) of the 2011 Act.

Independent examiner's statement

Since the Company's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of the Association of Accounting Technician, which is one of the listed bodies.

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:

1. accounting records were not kept in respect of the Company as required by section 386 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act 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; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

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.

Signed: 

Date: 14/1/2025

Faye Hazlehurst FMAAT
FH Accountancy Services

Steps Community Nursery (High Green)
Statement of Financial Activities (including Income and Expense Account)
for the year ending 31 August 2024

Re-stated - see note 2

	Unrestricted Funds	Restricted Funds	2024 Total	Unrestricted Funds	Restricted Funds	2023 Total
	£	£	£	£	£	£
INCOMING RESOURCES						
Grants	3	-	27,581	-	15,349	15,349
Fees		389,204	-	389,204	-	345,996
Donations & Gift Aid		2,089	-	2,089	-	-
Fundraising		2,415	-	2,415	-	2,705
Milk		1,254	-	1,254	-	2,582
Sundry income		389	-	389	-	599
Bank interest		4,153	-	4,153	-	2,617
TOTAL INCOMING RESOURCES		399,504	27,581	427,085	354,498	15,349
						369,847
RESOURCES EXPENDED						
Staff	4	307,519	21,475	328,994	259,173	13,145
Training & travel		892	-	892	46	-
Bank charges		60	-	60	30	-
Rent, rates & room hire		50,993	40	51,033	37,000	-
Equipment, books and software		3,169	1,910	5,079	1,857	2,204
Play materials & stationery		-	820	820	2,254	-
Cleaning & hygiene		1,564	-	1,564	1,903	-
Milk and refreshments		2,789	-	2,789	4,124	-
Subscription & insurance		2,144	-	2,144	1,831	-
Administration and office costs		827	-	827	745	-
Refurbishment & Maintenance		-	-	-	37,324	-
Telephone		566	-	566	1,023	-
DBS checks		187	-	187	182	-
Activities & events		-	-	-	210	-
Professional fees		1,018	-	1,018	1,159	-
Penalties & fines		-	-	-	6,577	-
Depreciation		-	256	256	-	-
Other expenses		498	-	498	120	-
						-
TOTAL EXPENDED RESOURCES		372,227	24,501	396,728	355,557	15,349
						370,906
Net income/expenditure		27,277	3,080	30,357	(1,059)	-
						(1,058)
Transfers between funds		-	-	-	-	-
Net movement in funds		27,277	3,080	30,357	(1,059)	-
						(1,058)
Total funds brought forward		142,776	-	142,776	143,835	-
						143,835
Total funds carried forward		170,053	3,080	173,133	142,776	-
						142,776

The Statement of Financial Activities includes all gains and losses recognised in the year.
The activities of the charitable company are classed as continuing.

Steps Community Nursery (High Green)
Balance Sheet
as at 31 August 2024

	Notes	2024 £	2023 £
Tangible fixed assets	5	1,025	-
Current assets			
Debtors	6	3,786	5,677
Cash at Bank and in hand		231,468	169,772
Total current assets		<u>235,254</u>	<u>175,449</u>
Current Liabilities			
Creditors - due within one year	7	(63,146)	(32,673)
Total liabilities		<u>(63,146)</u>	<u>(32,673)</u>
Net current assets/(liabilities)		173,133	142,776
Net assets		<u>173,133</u>	<u>142,776</u>
Represented by:			
General funds		74,809	50,776
Designated funds	9	95,244	92,000
Restricted funds	8	3,080	-
Total Charity funds		<u>173,133</u>	<u>142,776</u>


The notes on the following pages form part of these financial statements.

For the period ending 31st August 2024, the company is entitled to the audit exemption under 477 of the Companies Act 2006. The members have not required the company to obtain an audit in accordance with section 476 of the Companies Act 2006.

The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime.

These financial statements were approved and signed by the Board of directors.

Signed: 
 Print name: SARAH TYLER
 Director

Date: 6/12/2024

Steps Community Nursery (High Green)
Notes to the financial statements
for the year ending 31 August 2024

1 Accounting policies

Basis of preparation

The financial statements have been prepared in accordance with 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 2019) - (Charities SORP (FRS102)) and the Companies Act 2006.

The charity meets the definition of a public benefit entity under FRS102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant account policy notes.

The accounts have been analysed using the natural classification method.

Funds

Unrestricted funds are funds which are available for use at the discretion of the trustees in furtherance of the general objectives of the charity and which have not been designated for other purposes.

Designated funds comprise of unrestricted funds that have been set aside by the trustees for particular purposes. The aim and use of each designated fund is set out in the notes to the financial statements.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the charity for particular purposes. The cost of raising and administering such funds are charged against the specific fund.

Incoming Resources

All income is included in the Statement of Financial Activities when the charity is entitled to the income, the receipt is probable and the amount can be measured reliably.

Donations and sundry income are accounted for on a receipts basis. Grant and fee income are accounted for on an accruals basis, insofar as it is prudent to do so.

Donated services, assets and facilities are included as income at fair value where it is practical to quantify and the value can be measured reliably. A corresponding amount is recognised as expenditure or an asset as appropriate. No amounts are included for the value of services provided by volunteers which is in line with SORP (FRS102).

Donations and legacies are accounted for when they are receivable.

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charity; this is normally upon notification of the interest paid or payable by the bank.

Steps Community Nursery (High Green)
Notes to the financial statements
for the year ending 31 August 2024

Expenditure

All expenditure is accounted for on an accruals basis and has been classified using the natural classification.

Expenditure is recognised once there is a legal or constructive obligation to make a payment to a third party, it is probable that settlement will be required and the amount of the obligation can be measured reliably.

Irrecoverable VAT is charged as a cost against the activity for which the expenditure was incurred.

Tangible Fixed Assets

Tangible fixed assets with a cost exceeding £1,000, are capitalised and depreciated over their expected useful lives. The rates applicable are:

- Fixtures, fittings and equipment - 20% straight line basis

In the year of acquisition, assets are depreciated for the full year.

Debtors and creditors receivable/payable within one year

Debtors and creditors with no stated interest rate and receivable or payable within one year are recorded at transaction price. Any losses arising from impairment are recognised in expenditure.

Leases

Rentals payable and receivable under operating leases are charged to the SoFA on a straight line basis over the period of the lease.

Going Concern Note

The financial statements have been prepared on a going concern basis. The trustees have considered the level of funds held and the expected level of income and expenditure for the 12 months following the authorising of these financial statements and consider the going concern basis appropriate.

Pension costs and other post-retirement benefits

The charity operates a defined contribution pension scheme. Contributions payable to the charity's pension scheme are charged to the SOFA in the period to which they relate.

Tax

The charity is exempt from corporation tax on income from its charitable activities.

Steps Community Nursery (High Green)
Notes to the financial statements
for the year ending 31 August 2024

2 Reconciliation statement: funds restated under Charities SORP (FRS102)

	<u>As at 1 September 2023</u>		
	Unrestricted Funds	Restricted Funds	Total Funds
	£	£	£
Grant income breakdown originally stated 2023	402	189,103	189,505
Funds re-stated after confirmation that SCC Nursery Education Funding is not restricted, moved to fee income	173,754	(173,754)	-
Funds restated under FRS102	174,156	15,349	189,505

Note 4: The cost of salaries funded via the above fund has been moved from restricted salary expenditure into unrestricted salary expenditure to reflect the above income re-statement.

Analysis of Income

	Unrestricted Funds	Restricted Funds	Total 2024	Total 2023
	£	£	£	£
3 Grants				
SCC - Restricted funds	-	27,125	27,125	15,349
High Green Development Trust	-	456	456	-
	-	27,581	27,581	15,349

All income received from grants during 2023 was restricted.

	Total 2024	Total 2023
	£	£
4 Staff Costs		
Salaries	309,642	259,341
Employers national insurance	17,772	13,315
Employers allowance	(5,000)	(5,000)
Employer pension contributions	5,480	3,914
Payroll costs	1,100	748
	328,994	272,318

The average number of employees during the year was 22 (2023: 21), all of whom were engaged in activities in furtherance of the objects of the charity.

No employee receive emoluments in excess of £50,000 per year (2023: none).

Steps Community Nursery (High Green)
Notes to the financial statements (continued)
for the year ending 31 August 2024

5 Fixed Assets	Fixtures & Equipment	Total Assets
	£	£
Cost		
Balance b/wd 01.09.23	-	-
Additions in the year	1,281	1,281
Disposals	-	-
Balance c/f at 31.08.24	<u>1,281</u>	<u>1,281</u>
Depreciation		
Balance b/wd 01.09.23	-	-
Disposals	-	-
Charge for the year	256	256
Balance c/f at 31.08.24	<u>256</u>	<u>256</u>
Net book value at 31.08.24	<u>1,025</u>	<u>1,025</u>
6 Debtors	2024	2023
	£	£
Fees	2,969	4,576
Prepayments and accrued income	817	1,100
	<u>3,786</u>	<u>5,676</u>
7 Creditors	2024	2023
	£	£
Fees in advance	583	302
Government funding received in advance	55,949	28,595
Accruals	950	1,882
Taxation & Social Security	5,188	287
Creditors	356	900
Other creditors	120	707
	<u>63,146</u>	<u>32,673</u>

Other creditors is the balance owed on the credit card at the end of the financial year.

Steps Community Nursery (High Green)
Notes to the financial statements (continued)
for the year ending 31 August 2024

8 Movement in funds	Opening	Incoming	Resources	Transfers	Closing
Restricted funds	balance	resources	expended		balance
	£	£	£	£	£
<u>2024</u>					
Sheffield City Council - Restricted	-	27,125	24,045	-	3,080
High Green Development Trust	-	456	456	-	-
	<u>-</u>	<u>27,581</u>	<u>24,501</u>	<u>-</u>	<u>3,080</u>
<u>2023</u>					
	<i>Opening</i>	<i>Incoming</i>	<i>Resources</i>	<i>Transfers</i>	<i>Closing</i>
	<i>balance</i>	<i>resources</i>	<i>expended</i>		<i>balance</i>
	£	£	£	£	£
SCC Special Needs	-	15,349	15,349	-	-
	<u>-</u>	<u>15,349</u>	<u>15,349</u>	<u>-</u>	<u>-</u>

Sheffield City Council - Restricted fund

The grants received from Sheffield City Council is restricted and for the following purposes:

DAF - Disability Access funding, this can be applied for once a year for a child who fits the criteria, the aim is to ensure that a child can access funded childcare.

EYIP - Early Years inclusion funding, this funding is for support if a need is identified. The fund is given while a more formal identification takes place. This could be extra staffing or resources/experiences.

EHCP - Education and Health care plan - this is to cover whatever the child needs to keep them safe and to meet their needs such as extra staffing or equipment etc set out in their plan.

EYPP - Early Years pupil premium - Given to some children who may come from low income families. This is to help towards anything extra that they may need food, resources or experiences that we can provide to assist their development including extra support staff.

SNIPs - Special needs inclusion play care service - These payments are usually for support staff or childcare and can be because a child has an additional need or are under social care or both.

High Green Development Trust (HGDT)

Funding received for hours worked by SEND Staff member for HGDT.

Steps Community Nursery (High Green)
Notes to the financial statements (continued)
for the year ending 31 August 2024

9 Movement in funds	Opening	Incoming	Resources	Transfers	Closing
Designated funds	balance	resources	expended		balance
	£	£	£	£	£
<u>2024</u>					-
Future redundancy costs & winding up	86,000	3,264	20	-	89,244
Equipment costs	6,000	-	-	-	6,000
	<u>92,000</u>	<u>3,264</u>	<u>20</u>	<u>-</u>	<u>95,244</u>
<u>2023</u>					
	Opening	Incoming	Resources	Transfers	Closing
	balance	resources	expended		balance
	£	£	£	£	£
<i>Future redundancy costs & winding up</i>	<i>86,000</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>86,000</i>
<i>Equipment cost</i>	<i>6,000</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>6,000</i>
	<u><i>92,000</i></u>	<u><i>-</i></u>	<u><i>-</i></u>	<u><i>-</i></u>	<u><i>92,000</i></u>

10 Trustees remuneration and expenses

The trustees were not paid or received any other benefits or reimbursed expenses during the year. (2023: £nil).

11 Related party transactions

One trustee is an employee of High Green Development Trust, the charity's landlord. They have no involvement with the lease or rent setting. High Green Development Trust received payments during the year amounting to £49,922 for rent and room hire.

The spouse of the Deputy Manager who is part of the Senior Management Team, received a payment of £60 for computer services provided to the charity.

There were no other related party transactions.

12 Independent examination and accountancy services

During the period, the cost of the independent examination and accountancy services was £950 (2023: £795).

STEPS COMMUNITY NURSERY (HIGH GREEN)

England & Wales - Charity number 1097620

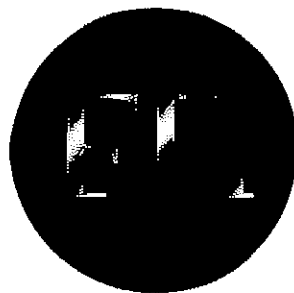
Accounts

Steps Community Nursery (High Green)
(A company limited by guarantee)

**Financial Statements for the year
ending 31 August 2023**

Charity number: 1097620

Company number: 04334254



Steps Community Nursery (High Green)
Contents of the financial statements

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**Steps Community Nursery (High Green)
Legal and administrative details**

Registered Charity number 1097620

Registered company number 4334254
company limited by guarantee

Directors (Trustees): Julie Bullman
 Sarah Tyler
 Lauren Sanderson
 Alice Bartlett - appointed 12 November 2020
 Jane Simpson - appointed 19 June 2023

Company Secretary Lorraine Hague

Registered office The Campus
 Pack Horse Lane
 High Green
 Sheffield
 S35 3HY

Bankers HSBC Nationwide Building Society
 49-63 Fargate Kings Park Road
 Sheffield Moulton Park
 S1 2HD Northampton
 NN3 6NW

Independent examiner F Hazlehurst FMAAT
 FH Accountancy Services
 Anston
 Sheffield
 S25 4JU

Steps Community Nursery (High Green)
Directors` report (incorporating the Trustees` annual report)
for the year ending 31 August 2023

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

Structure, governance and management

The Charitable Company is governed by the Memorandum and Articles of Association incorporated 4 December 2001, as amended by special resolution dated 25 March 2003 and certificate of change of name date 11 April 2003 and was entered on the Register of Charities effective 21 May 2003.

The company has no share capital. The guarantee of each member is limited to £1.

STEPS is managed by a voluntary management committee and day to day running of the charity is undertaken by the appointed Nursery Manager who manages a team of paid staff.

Appointment of Trustees

New Trustees are recruited by invitation and/or application. They are representative of the community, (either geographical or of interest). A full induction must be undertaken by all new trustees and a skills analysis completed.

The Trustees meet at regular intervals during the year and are responsible for strategic direction and policy of the charity.

Objectives and Activities

The objects of STEPS Community Nursery are:

To enhance the development and education of children under statutory school age by encouraging parents to understand and provide for the needs of their children through community groups.

Public benefit statement

The trustees of Steps Community Nursery (High Green) give due consideration to the Charity Commission public benefit guidance, when carrying out activities to meet its aims.

Our beneficiaries are pre-school children and their families. The activities this year continued to meet the aim to enhance the development and education of children of or below statutory school age by encouraging parents to understand and provide for the needs of their children through community groups.

Steps Community Nursery (High Green)
Directors` report (incorporating the Trustees` annual report) continued
for the year ending 31 August 2023

Achievements and performance

The last year has been one of highs & lows, but we are all really pleased to have achieved our aim of moving downstairs – at last! The move in August was a great way to celebrate our 25th year at The Campus.

Everything is gradually returning to the normal we knew before the pandemic, apart from some meetings and training sessions still being online.

A new space became available in The Campus in November 2022 and in January we set about trying to obtain quotes for the work that needed doing to make the move into a bigger space; mainly new children's toilets, a kitchen, and an additional fire door. The trustees had agreed to spend around £30,000 from the reserves we have built up over the last 20+ years, without touching the redundancy reserve pot. We have waited so long to move to a much better area.

We had hoped to move at the end of May but we seemed to take one step forwards and three back, whilst trying to appoint contractors and fulfil all the health & safety requirements. The staff worked really hard to prepare the new area, including painting & cleaning, and we were also very grateful for help from parents, family members, and trustees. It took us three weeks to move everything downstairs but we were determined to give those children who were leaving to go to school, a couple of weeks in the new area. A huge thank you to the whole of the staff team for their hard work, we were all shattered!

In September 2022 following the sad news of the death of HM Queen Elizabeth, we closed on the day of her funeral as a mark of respect.

In December the children were able to join together for the Christmas party, and for the first time in three years the older children performed a traditional nativity for parents, in the Studio. We held our annual Christmas Hamper Raffle and the children again designed Christmas cards for their families to buy, raising a little more money to buy resources & equipment. In May we held a sponsored bounce and raised over £2,000, a fantastic amount and a great help towards purchasing extras for our new area.

In January we received a visit from Kevin Straughan, Director of Education & Skills, and a big advocate for Early Years. We took the opportunity to inform him of all our good work and our long-standing wish to move downstairs, as well as the issues around limited funding. HGDT's CEO joined us to chat about The Campus and its future. Kevin asked us to keep him informed of developments.

In March 2023 the government announced Funded Early Learning hours for 2 year olds from April 2024, and under 2's from the following September. The next few days saw a rise in enquiries, although we await the finer details of the scheme.

Steps Community Nursery (High Green)
Directors` report (incorporating the Trustees` annual report) continued
for the year ending 31 August 2023

Activities and performance continued

In April 2023 the National Minimum Wage (NMW) increased by 9.7% (92p an hour), meaning we had to find over £24,000 additional income! We had no choice but to increase fees by a similar percentage.

We have tried over the years to widen the gap between those staff on NMW and our qualified, experienced staff, however this is becoming increasingly difficult to achieve.

Our staffing has remained steady over the last year with a new lunch assistant joining the team, but we are still not having any luck employing a cleaner. We also welcomed a new trustee to the board, who has extensive HR experience.

Following a very generous donation from one of our past families, we finally signed up to Family in June – ‘A digital platform for early educators and families to collaborate, share the workload, and nurture children together’.

It enables us to send messages, invoices, observations and photographs directly to parents. We’re all still getting used to it but the parents love it, and it’s much easier and less time-consuming for staff to record children’s development.

For almost a year, HMRC have been conducting an investigation into how our staff salaries were paid. We were told that our staff have to be classed as ‘measured workers’ and we couldn’t pay them an equal amount each month, but have to pay for all the hours worked in a calendar month.

It has been an extremely stressful and upsetting time, and the staff were not happy with the changes to pay dates, and not knowing exactly how much they would be getting paid each month.

In March we had to pay several members of staff an additional lump sum, as well as a fine to HMRC. Despite trying to do the right thing during Covid, and continuing to pay staff a proportion of their salaries when they weren’t working, we were being hit again financially. It was a huge blow to us, making a big hole in our vital funds. In light of this, the trustees decided to appoint a new payroll provider and accountant, to take effect from September

Now we are finally downstairs we enter a new chapter. I will be retiring in March 2024 after 26 years managing the nursery at The Campus, and 4 years prior to that volunteering when we were a playgroup at the local church hall.

I wish the whole team all the very best for the future, and thank them for their hard work and dedication in making this nursery the success it is. Without the fabulous staff we would not be able to offer so many children a good start in life, and support families with the challenges that life throws at them. I am proud that we have made a BIG difference, and the lovely comments we receive from families are testament to this.

Lorraine Hague
Nursery Manager

Steps Community Nursery (High Green)
Directors` report (incorporating the Trustees` annual report) continued
for the year ending 31 August 2023

Chair`s Report

The ongoing challenges around funding were exacerbated this year by the impact of a HMRC fine. The impact on us a small charity was huge and had both a financial and mental toll.

Despite these challenges, the staff team have continued to impress and make the big move happen on top of the day job. The new nursery looks fantastic and it gives us more flexibility and a bright new space for the children to enjoy and thrive in.

In addition to delivering the ambition for a better space, myself and the trustees have been planning for the future, and strengthening the board. As a result, we appointed a new trustee, specifically to advise on HR. Jane brings a wealth of expertise to our board in this area. We were not successful in recruiting an additional trustee with finance experience, but are looking at further options to pursue next year, as well as a further drive to encourage new parent trustees to ensure our continued governance sustainability.

I would like to take this opportunity to thank Lorraine for all the hard work, passion and commitment she has given the nursery over nearly three decades! Too many highlights, but I wanted to particularly flag the fantastic achievement of leading the team to achieve the `outstanding` rating from Ofsted in 2019, which we are all very proud of. Lorraine will be missed by all, and myself and the trustees wish Lorraine a very happy retirement.

Finally, I would like to thank all of the staff and trustees for all their continued hard work. It was amazing to see all the positive comments from the parents of this year`s leavers, with children moving on to their next chapter having had the best experience at Steps Community Nursery.

Sarah Tyler
Chair of the Board of Trustees

Future Plans

Plans for the immediate future are to appoint for the new management team, and for them to settle into their new roles.

Steps Community Nursery (High Green)
Directors' report (incorporating the Trustees' annual report) continued
for the year ending 31 August 2023

Financial Review

Income received during the year is £369,847 (2022: £322,649) and this is split between 51% grant funding and 49% self generated income.

Expenditure is shown at £370,906 (2022: £321,653) with a year end carried forward of unrestricted funds of £143,835 (2022: £143,835). This is made up of £50,776 general funds and £92,000 designated funds.

Reserves Policy

The Charitable Company aims to hold unrestricted reserves to the value of three months running costs, based upon the expenditure in the 2022/23 this would be in the region of £92,726. As at 31 August 2023 unrestricted general funds stand at £50,776 (2022: £51,835). The trustees are aware that they need to build their general funds and aim to do so over the next few years.

Additionally we are holding designated funds to the value of £92,000 (2022: £92,000) these are protected funds to cover £86,000 of any future redundancy costs and an additional £6,000 to replace essential equipment. These figures will be reviewed annually.

Steps Community Nursery (High Green)
Directors` report (incorporating the Trustees` annual report) continued
for the year ending 31 August 2023

Trustees` responsibilities for the financial statement

The trustees (who are also directors for the purposes of company law) are responsible for preparing the Trustees` Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally

Company law requires the directors to prepare financial statements for each financial year, which give a true and fair view of the state of affairs of the company at the end of the year and of the surplus or deficiency for the year then ended.

In preparing those financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently
- observe the methods and principles in the Charities SORP 2019 (FRS102)
- make judgements and estimates that are reasonable and prudent
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation

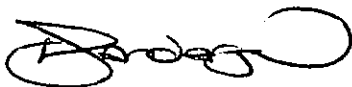
The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Small company provisions:

This report has been prepared in accordance with the special provisions for small companies under Part 15 of the Companies Act 2006.

The trustees declare that they have approved the trustees` annual report and are signed on their behalf by:

Signed



Print Name: LAUREN SANDERSON
Position: Trustee

Date: 4.12.2023

**Independent examiners report to the trustees of
Steps Community Nursery (High Green) Charitable Company**

I report to the charity trustees on my examination of the accounts of the Charitable Company for the year ended 31 August 2023.

Responsibilities and basis of report

As the charity trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5) of the 2011 Act.

Independent examiner's statement

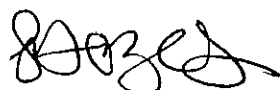
Since the Company's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of the Association of Accounting Technician, which is one of the listed bodies.

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:

1. accounting records were not kept in respect of the Company as required by section 386 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act 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; or
4. the accounts have been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

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.

Signed:



Date: 5/12/23

Faye Hazlehurst FMAAT
FH Accountancy Services

Steps Community Nursery (High Green)
Statement of Financial Activities (including Income and Expense Account)
for the year ending 31 August 2023

	Unrestricted Funds £	Restricted Funds £	2023 Total £	2022 Total £
INCOMING RESOURCES				
Grants	2 402	189,103	189,505	139,158
Fees	171,840	-	171,840	174,456
Fundraising	2,705	-	2,705	471
Milk	2,582	-	2,582	2,117
Sundry income	599	-	599	5,952
Bank interest	2,617	-	2,617	495
TOTAL INCOMING RESOURCES	180,744	189,103	369,847	322,649
RESOURCES EXPENDED				
Staff	3 85,419	186,899	272,318	271,113
Training & travel	46	-	46	664
Bank charges	30	-	30	-
Rent, rates & room hire	37,000	-	37,000	36,269
Equipment, books and software	1,857	2,204	4,060	1,740
Play materials	2,254	-	2,254	563
Cleaning & hygiene	1,903	-	1,903	1,641
Milk and refreshments	4,124	-	4,124	4,401
Subscription & insurance	1,831	-	1,831	2,028
Administration and office costs	745	-	745	456
Refurbishment & Maintenance	37,324	-	37,324	-
Telephone	1,023	-	1,023	690
DBS checks	182	-	182	188
Activities & events	210	-	210	169
Nappy Unit	-	-	-	337
Professional fees	1,159	-	1,159	530
Advertising and recruitment	-	-	-	190
Penalties & fines	6,577	-	6,577	-
Other expenses	120	-	120	675
TOTAL EXPENDED RESOURCES	181,803	189,103	370,906	321,654
Net income/expenditure	(1,059)	-	(1,059)	995
Transfers between funds	-	-	-	-
Net movement in funds	(1,059)	-	(1,059)	995
Total funds brought forward	143,835	-	143,835	142,840
Total funds carried forward	142,776	-	142,776	143,835

Steps Community Nursery (High Green)
Balance Sheet
as at 31 August 2023

	Notes	2023 £	2022 £
Current assets			
Debtors	4	5,677	2,172
Cash at Bank and in hand		169,772	177,959
Total assets		<u>175,449</u>	<u>180,131</u>
Liabilities			
Creditors - due within one year	5	(32,673)	(36,296)
Total liabilities		<u>(32,673)</u>	<u>(36,296)</u>
Net current assets/(liabilities)		142,776	143,835
Net assets		<u>142,776</u>	<u>143,835</u>
Represented by:			
General funds		50,776	51,835
Designated funds	7	92,000	92,000
Restricted funds	6	-	-
Total Charity funds		<u>142,776</u>	<u>143,835</u>

The notes on the following pages form part of these financial statements.

For the period ending 31st August 2023, the company is entitled to the audit exemption under 477 of the Companies Act 2006. The members have not required the company to obtain an audit in accordance with section 476 of the Companies Act 2006.

The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime.

These financial statements were approved and signed by the Board of directors.

Signed:

Print name:

Director

SARAH TYLER

Date:

4/12/2023.

Steps Community Nursery (High Green)
Notes to the financial statements
for the year ending 31 August 2023

1 Accounting policies

Basis of preparation

The financial statements have been prepared in accordance with 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 2019) - (Charities SORP (FRS102)) and the Companies Act 2006.

The charity meets the definition of a public benefit entity under FRS102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant account policy notes.

Funds

Unrestricted funds are funds which are available for use at the discretion of the trustees in furtherance of the general objectives of the charity and which have not been designated for other purposes.

Designated funds comprise of unrestricted funds that have been set aside by the trustees for particular purposes. The aim and use of each designated fund is set out in the notes to the financial statements.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the charity for particular purposes. The cost of raising and administering such funds are charged against the specific fund.

Incoming Resources

All income is included in the Statement of Financial Activities when the charity is entitled to the income, the receipt is probable and the amount can be measured reliably.

Donations and sundry income are accounted for on a receipts basis. Grant and fee income are accounted for on an accruals basis, insofar as it is prudent to do so.

Donated services, assets and facilities are included as income at fair value where it is practical to quantify and the value can be measured reliably. A corresponding amount is recognised as expenditure or an asset as appropriate. No amounts are included for the value of services provided by volunteers which is in line with SORP (FRS102).

Donations and legacies are accounted for when they are receivable.

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charity; this is normally upon notification of the interest paid or payable by the bank.

Steps Community Nursery (High Green)
Notes to the financial statements
for the year ending 31 August 2023

Expenditure

All expenditure is accounted for on an accruals basis and has been classified using the natural classification.

Expenditure is recognised once there is a legal or constructive obligation to make a payment to a third party, it is probable that settlement will be required and the amount of the obligation can be measured reliably.

Irrecoverable VAT is charged as a cost against the activity for which the expenditure was incurred.

Debtors and creditors receivable/payable within one year

Debtors and creditors with no stated interest rate and receivable or payable within one year are recorded at transaction price. Any losses arising from impairment are recognised in expenditure.

Leases

Rentals payable and receivable under operating leases are charged to the SoFA on a straight line basis over the period of the lease.

Going Concern Note

The financial statements have been prepared on a going concern basis. The trustees have considered the level of funds held and the expected level of income and expenditure for the 12 months following the authorising of these financial statements and consider the going concern basis appropriate.

Pension costs and other post-retirement benefits

The charity operates a defined contribution pension scheme. Contributions payable to the charity's pension scheme are charged to the SOFA in the period to which they relate.

Tax

The charity is exempt from corporation tax on income from its charitable activities.

Steps Community Nursery (High Green)
Notes to the financial statements
for the year ending 31 August 2023

Analysis of Income

	Unrestricted Funds £	Restricted Funds £	Total 2023 £	Total 2022 £
2 Grants				
SCC - Nursery Education Funding	-	173,754	173,754	122,920
SCC Special Needs	-	15,349	15,349	13,608
SCC - Covid Business Grant	-	-	-	2,630
	<u>-</u>	<u>189,103</u>	<u>189,103</u>	<u>139,158</u>
Total 2022	<u>2,630</u>	<u>136,528</u>	<u>139,158</u>	

	Total 2023 £	Total 2022 £
3 Staff Costs		
Salaries	259,341	246,266
Employers national insurance	13,315	17,785
Employers allowance	(5,000)	(4,000)
Employer pension contributions	3,914	10,332
Payroll costs	748	730
	<u>272,318</u>	<u>271,113</u>

The figure for pension contributions for 2022 includes employee pension contributions.

The average number of employees during the year was 21 (2022: (21), all of whom were engaged in activities in furtherance of the objects of the charity.

No employee receive emoluments in excess of £50,000 per year (2022: none).

Steps Community Nursery (High Green)
Notes to the financial statements (continued)
for the year ending 31 August 2023

4 Debtors	2023	2022
	£	£
Fees	4,576	1,206
Prepayments and accrued income	1,100	966
	<u>5,677</u>	<u>2,172</u>
 5 Creditors	 2023	 2022
	£	£
Fees in advance	302	5,251
Grants received in advance	28,595	30,515
Accruals	1,882	530
Taxation & Social Security	287	-
Creditors	900	-
Other creditors	707	-
	<u>32,673</u>	<u>36,296</u>

Other creditors is the balance owed on the credit card at the end of the financial year.

Steps Community Nursery (High Green)
Notes to the financial statements (continued)
for the year ending 31 August 2023

6 Movement in funds	Opening	Incoming	Resources	Transfers	Closing
Restricted funds	balance	resources	expended		balance
	£	£	£	£	£
SCC - Nursery Education Funding	-	173,754	173,754	-	-
SCC Special Needs	-	15,349	15,349	-	-
	<u>-</u>	<u>189,103</u>	<u>189,103</u>	<u>-</u>	<u>-</u>
2022	Opening	Incoming	Resources	Transfers	Closing
	balance	resources	expended		balance
	£	£	£	£	£
SCC - Nursery Education Funding	-	122,920	122,920	-	-
SCC Special Needs	-	13,608	13,608	-	-
SCC Covid grant	-	2,630	2,630	-	-
	<u>-</u>	<u>139,158</u>	<u>139,158</u>	<u>-</u>	<u>-</u>

Sheffield City Council - Nursery Education Funding

Education funding grant received for free education for children in the nursery care

Sheffield City Council - Special Needs

Grant received towards children in the nursery care who have been assessed with Special Needs.

7 Movement in funds	Opening	Incoming	Resources	Transfers	Closing
Designated funds	balance	resources	expended		balance
	£	£	£	£	£
	-	-	-	-	-
Future redundancy costs & winding up	86,000	-	-	-	86,000
Equipment costs	6,000	-	-	-	6,000
	<u>92,000</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>92,000</u>
2022	Opening	Incoming	Resources	Transfers	Closing
	balance	resources	expended		balance
	£	£	£	£	£
Future redundancy costs & winding up	86,000	-	-	-	86,000
Equipment cost	6,000	-	-	-	6,000
	<u>92,000</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>92,000</u>

Steps Community Nursery (High Green)
Notes to the financial statements (continued)
for the year ending 31 August 2023

8 Analysis of net assets by fund

	Unrestricted funds	Designated funds	Restricted funds	Total funds
	£	£	£	£
Current assets	83,449	92,000	-	175,449
Current Liabilities	<u>(32,673)</u>	<u>-</u>	<u>-</u>	<u>(32,673)</u>
	<u>50,776</u>	<u>92,000</u>	<u>-</u>	<u>142,776</u>

2022	Unrestricted funds	Designated funds	Restricted funds	Total funds
	£	£	£	£
Current assets	88,131	92,000	-	180,131
Current Liabilities	<u>(36,296)</u>	<u>-</u>	<u>-</u>	<u>(36,296)</u>
	<u>51,835</u>	<u>92,000</u>	<u>-</u>	<u>143,835</u>

9 Trustees remuneration and expenses

The trustees were not paid or received any other benefits or reimbursed expenses during the year. (2022: £nil).

10 Related party transactions

The daughter of a trustee's was employed by the charity under the same terms and conditions of other staff members, her employment ended in September 2022.

One trustee is employed by High Green Development Trust, the charity's landlord.

The son of the General Manager provides ICT services, including website updates, during the year he was paid £60 for services to the charity.

Two trustees have children that attend the nursery setting, normal fees are applied.

11 Independent examination and accountancy services

During the period, the cost of the independent examination and accountancy services was £795 (2022: £530).

STEPS COMMUNITY NURSERY (HIGH GREEN)

England & Wales - Charity number 1097620

Accounts

STEPS Community Nursery (High Green)

(Registered charity number 1097620)

(Company limited by guarantee. Registered Number 04334254)

FINANCIAL STATEMENTS

for the year ended 31 August 2022

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STEPS Community Nursery (High Green)

Legal and administrative information

Directors

Julie Bullman

Rachel King

Resigned June 2022

Sarah Tyler

Lauren Sanderson

Appointed June 2022

Trustees

Alice Bartlett

Company Secretary

Lorraine Hague

Registered Charity number

1097620

Company Ltd by Guarantee number

04334254

Principal address

The Campus

Pack Horse Lane

High Green

Sheffield

S35 3HY

Reporting Accountant

White Rose Accounting for Charities

The Ghyll

Threapland

Aspatria

CA7 2EL

Banks

HSBC

49 - 63 Fargate

Sheffield

S1 2HD

Nationwide Building Society

Kings Park Road

Moulton Park

Northampton NN3 6NW

STEPS Community Nursery (High Green)

Trustee report

The Trustees present their annual report and financial statements for the year ended 31 August 2022 which are also prepared to meet the requirements for a directors' report and accounts for Companies Act purposes.

The financial statements comply with the Charities Act 2011, the Companies Act 2006, the Memorandum and Articles of Association, and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standards for Smaller Entities.

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The Charitable Company is governed by the Memorandum and Articles of Association incorporated 4 December 2001, as amended by special resolution dated 25 March 2003 and certificate of change of name date 11 April 2003 and was entered on the Register of Charities effective 21 May 2003.

The company has no share capital. The guarantee of each member is limited to £1.

STEPS is managed by a voluntary management committee and day to day running of the charity is undertaken by the appointed Nursery Manager who manages a team of paid staff.

New Trustees are recruited by invitation and / or application. They are representative of the community, (either geographical or of interest). A full induction must be undertaken by all new trustees and a skills analysis completed.

The Trustees meet at regular intervals during the year and are responsible for the strategic direction and policy of the charity.

The trustees who served during the year are listed on page 2 on the report.

Objective and Activities

The objects of Steps Community Nursery are:-

To enhance the development and education of children under statutory school age by encouraging parents to understand and provide for the needs of their children through community groups.

Public benefit statement

The trustees of Steps Community Nursery (High Green) give due consideration to the Charity Commission public benefit guidance, when carrying out activities to meet its aims.

Our beneficiaries are pre-school children and their families. The activities this year continued to meet the aim to enhance the development and education of children of or below statutory school age by encouraging parents to understand and provide for the needs of their children through community groups.

STEPS Community Nursery (High Green)

Trustee report

Achievements and performance

In September 2021 we reopened with good numbers of children in most rooms, apart from the baby room which was very quiet for most of the Autumn term. Numbers started to increase from January 2022.

The new Early Years Foundation Stage (EYFS) started in September 2021. The changes to the statutory framework were made to:

- improve outcomes at age 5, particularly in early language and literacy
- reduce workload such as unnecessary paperwork, so that staff can spend more time with the children.

Generally the staff are adapting well to the new format, and very much welcome spending more time with the children.

Early in the Autumn term we advertised again for a cleaner, also for a lunchtime assistant, and a part-time Nursery Practitioner as one of the staff was due to start her Maternity leave in December.

Kelly, who originally started working for us as a lunch assistant; successfully completed her Level 3 training and qualified as a Nursery Practitioner, increasing her hours.

In November we successfully recruited a lunch assistant and a part-time practitioner, as well as a cleaner. Unfortunately the cleaner only stayed for 3 months as she experienced childcare issues. We have been unable to recruit since!

Our new practitioner decided on a change of career and left at the end of July 2022. We have not replaced her as yet. Alex will return from Maternity Leave during the next month.

The staff continue to update their statutory training every three years, and many staff have attended Early Years online training with SCC during the year. Two members of staff have also attended Fire Marshall training provided by HGDT.

After a long break due to Covid we started providing children's hot lunches again from November, supplied by the Cafe on the Campus.

Due to rising Covid cases towards the end of 2021 we were advised by the local authority not to hold indoor events, so again the children practiced, dressed up, and were filmed performing a Nativity so that we could show it to parents.

The Christmas parties were held in individual rooms, as last year, and we managed to raise a little money through the Hamper Raffle and children's Christmas cards.

In December we received a visit from Andrew Jones, Director of Education & Skills, who had consistently emailed settings weekly throughout the pandemic. We took the opportunity to inform him of all our good work and our long-standing wish to move downstairs. He was aware of Paces School's intention to move to Thorncliffe and asked us to keep him informed of developments. Andrew is now Director of Children's Services for Sheffield City Council.

January & February 2022 were very difficult months when several members of staff contracted Covid and had to isolate until they had two consecutive negative lateral flow test results on days five & six. To make matters worse, those staff who were unvaccinated and perfectly well, had to isolate if they had been in contact with a positive case. We had to report every positive case to Ofsted and complete a weekly DfE survey.

We were able to claim a small amount of furlough funding for this time, and thankfully the requirements were dropped towards the end of February. Slowly but surely we returned to life as it was pre 2020, whilst still being careful with regards to hygiene and ventilation.

STEPS Community Nursery (High Green)

Trustee report

In April 2022 the National Minimum Wage increased by 6.6% (59p an hour), and the Early Learning funding for 3+ years only increased by 3.6% (16p an hour).

The Management Committee met online in early March to look at the budget costs for the coming year. With rising costs for everything it was agreed to increase fees by 3.8% (20p an hour) from 19th April. Thankfully, despite rising costs, the Premises Service Charge increase was held down to 3%.

In April, following Paces' confirmation that they would be moving out of The Campus later in the year; Debra and I visited the school space with Chris Hallam (CEO) to see how much of it we would need for nursery. A couple of months later we received a copy of the plans and we identified the area we would like. The request is now subject to HGDT approval, however they are keen for us to move downstairs as soon as possible. Some building and refurbishment work will be required.

In May we celebrated HM Queen Elizabeth's Diamond Jubilee by having a picnic provided by the Cafe on the Campus. Unfortunately the wet weather meant we had to eat indoors but the children were able to play outside for a while. Each child received a packet of wildflower seeds.

This year's AGM was held in June, a face-to-face meeting with a couple of trustees joining via Zoom. After more than 12 years serving on our management committee, Rachel King stepped down from her role. We would like to extend our greatest thanks for everything Rachel has contributed to the running of Steps Nursery, and wish her and her family well for the future.

We were very pleased to welcome another parent to the Committee, Lauren Sanderson, who was elected as Secretary.

The summer brought us unprecedented high temperatures resulting in us having to close early on one day as it was just unbearable to work in, and the children were unable to take part in any physical activities. On 19th July we recorded a temperature of 36c in the office!!

The campus has now formally changed its name to The Campus, and the new Chair of HGDT is Ian Drayton. There has been increased activity onsite with the introduction of a Community Shop, Food Bank and Community Fridge which are all essential services during the current climate.

We are very much looking forward to celebrating our 25th Anniversary during 2023, and moving downstairs would be a wonderful way to mark the occasion.

Lorraine Hague

September 2021

Financial review

Income for the year is shown at £322,649 (2021: £316,747) and this is split between 43% grant funding and 57% self generated income.

Expenditure is shown at £321,653 (2021: £311,149) with a year end carried forward of unrestricted funds balance of £143,835 (2021: £142,840)

STEPS Community Nursery (High Green)

Trustee report

Reserves Policy

The Company aims to hold unrestricted reserves to the value of three months running costs, based upon the expenditure in 2021/22 this would be in the region of £80,000. As at 31 August 2022 unrestricted funds stand at £51,835.

Additionally we are holding designated funds to the value of £92,000 these are protected funds to cover £86,000 of any future redundancy costs and an additional £6,000 to replace essential equipment. These figures will be reviewed annually.

Trustees responsibilities for the financial statements

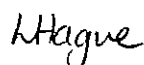
Company and charity law requires the trustees to prepare financial statements for each financial period which show the state of affairs of the charity and of net income or expenditure of the charity for that period. In preparing those financial statements, the Trustees are required to:

- select suitable accounting policies and apply them consistently;
- make judgements and estimates that are reasonable and prudent.
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.
- state whether applicable accounting standards of recommended practice have been followed subject to any departures disclosed and explained in the financial statements.

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and enable the Trustees to prepare financial statements. The Trustees are responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention of fraud and other irregularities.

This report has been prepared in accordance with the special provisions for small companies under Part 15 of the Companies Act 2006.

This report was approved by the Trustees on 22.2.23 and is signed on their behalf by:



Lorraine Hague
Company Secretary

STEPS Community Nursery (High Green)

**Independent Examiner's report on the Accounts of
STEPS Community Nursery (High Green)
for the year ended 31 August 2022**

I report on the accounts of the company for the year ended 31 August 2022, which are set out on pages 8 to 11.

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145 (5)(b) of the 2011 Act; and
- to state whether particular matters have come to my attention.

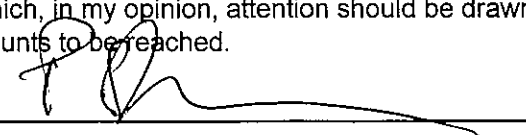
Basis of independent examiner's report

My examination was carried out in accordance with the general Directions given by the Charity Commission. 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 you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination, no matter has 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 386 of the Companies Act 2006; and
 - to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities
- 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.

Signed: 

P Simpson ACA
White Rose Accounting for Charities
The Ghyll
Threapland
Aspatia
CA7 2EL

Date: 7/5/23

STEPS Community Nursery (High Green)

Statement of financial activities for the year ended 31 August 2022

	Notes	Unrestricted funds	Restricted funds	Total 2022	Total 2021
Incoming resources		£	£	£	£
Grants	1		139,158	139,158	146,809
Fees	2	174,456	-	174,456	163,285
Fundraising		471	-	471	2,458
Milk		2,117	-	2,117	1,035
Sundry income & donations		5,952	-	5,952	2,884
Bank interest		495	-	495	276
Total incoming resources		183,491	139,158	322,649	316,747
Resources expended					
Staff	3	131,955	139,158	271,113	264,872
Training		653	-	653	756
Travel		11	-	11	16
Accommodation		36,269	-	36,269	34,722
Equipment, books and software		1,740	-	1,740	538
Play materials		563	-	563	1,762
Cleaning & hygiene		1,641	-	1,641	1,733
Milk and refreshments		4,401	-	4,401	3,188
Subscription & insurance		2,028	-	2,028	2,122
Administration and office costs		456	-	456	443
Telephone		690	-	690	332
DBS checks		188	-	188	95
Activities & events		169	-	169	70
Nappy Unit		337	-	337	-
Independent examination		530	-	530	500
Advertising and recruitment		190	-	190	-
Other Expenses		674	-	674	-
Total resources expended		182,495	139,158	321,653	311,149
Net incoming/(outgoing)resources		996	-	996	5,598
Fund balances brought forward		142,840	-	142,840	137,243
Fund balances carried forward	7	143,835	-	143,835	142,840

STEPS Community Nursery (High Green)

Balance Sheet as at 31 August 2022

Company Number: 04334254		2022	2021
	Notes	£	£
Current assets			
Debtors	4	1,206	307
Prepayments	5	966	945
Balance at bank and cash in hand		177,959	167,719
Total current assets		180,131	168,971
Creditors: amounts falling due within one year			
	6	(36,296)	(26,131)
Net current assets/(liabilities)		143,835	142,840
Total assets less current liabilities			
		143,835	142,840
Net assets			
		143,835	142,840
Represented by			
Unrestricted general fund		51,835	62,840
Designated funds		92,000	80,000
		143,835	142,840

For the year ending 31 August 2022 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Director's responsibilities;

The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476,

The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

This report was approved by the Trustees on 22.2.23 and is signed on their behalf by:

Sarah Tyler
Trustee



STEPS Community Nursery (High Green)

Notes to the accounts for the year ended 31 August 2022

1 Accounting policies:-

(a) Basis of preparation

The Financial Statements have been prepared in accordance with the Companies Act 2006, the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102), and the Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with FRS102 (effective from January 2015 and updated with effect from January 2016) - (the Charities SORP (FRS102)), as modified for smaller charities.

The Charity meets the definition of a public benefit entity as defined under FRS102.

(b) Accounting for income

Donations and sundry income are accounted for on receipts basis. Grant income and fee income are accounted for on an accruals basis, insofar as it is prudent to do so.

(c) Accounting for purchases with an expected life of more than one year

It has been considered prudent to write off the costs of such items in the year of purchase

2 Grants

Grants received during the year were:-

	Unrestricted £	Restricted £	Total £
Sheffield City Council - Nursery Education Funding	-	122,920	122,920
SCC Special Needs	-	13,608	13,608
SCC - Covid Business Grant	2,630	-	2,630
	<u>2,630</u>	<u>136,528</u>	<u>139,158</u>

3 Staff numbers and costs:-

	£
Wages and salaries	246,266
Employers National Insurance	13,785
Pension	10,332
Payroll costs	730
	<u>271,113</u>

The average number of employees during the year was 21, all of whom were engaged in activities in furtherance of the objects of the charity.

No employees received emoluments in excess of £50,000 per year

Trustees are not remunerated. No trustees received reimbursement of out-of-pocket expenses.

STEPS Community Nursery (High Green)

Notes to the accounts (continued) for the year ended 31 August 2022

4 Debtors:-

These refer to monies being due to the charity at the year end.

They are in respect of:-

	2022	2021
	£	£
Fees	1,206	307
	<u>1,206</u>	<u>307</u>

5 Prepayments:-

These are services and expenses that have been paid for in advance but not used during the accounting period. They are in respect of:

	2022	2021
	£	£
Insurance	966	945
	<u>966</u>	<u>945</u>

6 Creditors and accruals

These are expenses owed by the group but not paid during the accounting period. They are in respect of:

	2022	2021
	£	£
Fees in advance	5,251	7,430
Grant in advance	30,515	18,201
Independent examination	530	500
	<u>36,296</u>	<u>26,131</u>

7 Restricted funds

	Opening balance 01/09/21 £	Incoming resource s £	Outgoing resources £	Closing balance 31/08/22 £
Sheffield City Council - Nursery Education Funding	-			-
SCC Special Needs	-			-
SCC - Training				
HMRC Coronavirus Job Retention Scheme				
	<u>-</u>	<u>0</u>	<u>0</u>	<u>-</u>

STEPS COMMUNITY NURSERY (HIGH GREEN)

England & Wales - Charity number 1097620

Accounts

STEPS Community Nursery (High Green)

(Registered charity number 1097620)

(Company limited by guarantee. Registered Number 04334254)

FINANCIAL STATEMENTS

for the year ended 31 August 2021

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STEPS Community Nursery (High Green)

Legal and administrative information

Directors

Julie Bullman
Rachel King
Sarah Tyler

Trustees

Alice Bartlett Appointed 12 November 2020

Company Secretary

Lorraine Hague

Registered Charity number

1097620

Company Ltd by Guarantee number

04334254

Principal address

The Campus
Pack Horse Lane
High Green
Sheffield
S35 3HY

Reporting Accountant

White Rose Accounting for Charities
The Ghyll
Threapland
Aspatria
CA7 2EL

Banks

HSBC	Nationwide Building Society
49 - 63 Fargate	Kings Park Road
Sheffield	Moulton Park
S1 2HD	Northampton NN3 6NW

STEPS Community Nursery (High Green)

Trustee report

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New Trustees are recruited by invitation and or application. They are representative of the community, (either geographical or of interest). A full induction must be undertaken by all new trustees and a skills analysis completed.

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To enhance the development and education of children under statutory school age by encouraging parents to understand and provide for the needs of their children through community groups.

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Our beneficiaries are pre-school children and their families. The activities this year continued to meet the aim to enhance the development and education of children of or below statutory school age by encouraging parents to understand and provide for the needs of their children through community groups.

STEPS Community Nursery (High Green)

Trustee report

Achievements and performance

FOREWARD

Wow what a year it has been! With the ongoing challenges related to COVID-19, which have affected many of us, I would like to thank everyone, our children and families for supporting us and adapting to the changes needed over this period. Even the Trustee board had to meet over Zoom, so we were still able to hear about the latest news from the nursery, although it's not quite the same as being there in person!

This past year, we welcomed new Trustee, Alice to the board and we continue to encourage other parents and carers to join us.

I am particularly proud of what the nursery continues to achieve around the excellent support for children and their families around special educational needs and disabilities, delivering outstanding child development and supporting your children into their next stage to be school ready.

On behalf of the Trustee board, I would like to thank all of the staff who have yet again, done an exceptional job in their respective roles to make the magic happen at Steps!

We are proud that most of our families come to us following a personal recommendation – and of course we are still beaming to have been rated 'Outstanding' by Ofsted in April 2019.

Sarah Tyler (Director)

ANNUAL REPORT

In September 2020 we were pleased to be able to welcome more children back to nursery although numbers were lower than before Covid -19 hit. Because of this we sadly had to make two part-time staff redundant during the summer.

We struggled with having to keep groups of staff & children in separate bubbles, but staff needed to start taking their annual leave as no one had been anywhere due to lockdowns. It was very difficult to cover staff absences. However, we were very lucky not to have any positive cases in nursery for *almost* a year, until March 2021. We then had to close two rooms for just over a week when three members of staff and one child tested positive. It was a bit of a blow but we haven't had any further cases since then.

The country had several more lockdowns of varying degrees, but nurseries continued to work throughout, providing a very important service for our children. I have nothing but admiration for our staff team, who kept going, supporting each other and supporting children and families. They have been stoic.

The endless risk assessments, hand washing, sanitising, surface cleaning, social distancing and wearing of face coverings in corridors, all became a part of daily life. Although we longed for the good old days, we got on with our jobs.

We were unable to hold a nativity and coffee morning but the children learnt their Christmas songs, dressed up, and we filmed them for parents & grandparents to see. The parties were held in individual rooms.

We were able to raise money through the children's Christmas card designs, and we also held a remote hamper raffle. A big thank you to the parents who donated items for the hamper, and other prizes.

Restrictions and less customers obviously meant loss of income, but when more children returned to nursery and we were able to admit new children, we started to see the effects of the fees increase from April 2020. Whilst staffing costs had been reduced, other costs such as cleaning & hygiene supplies were increasing substantially. We were grateful for the continued temporary reduction in business rates, and for the additional Covid grant from Sheffield City Council.

STEPS Community Nursery (High Green)

Trustee report

April 2021 saw a 2.2% increase in the National Minimum Wage, and the age lowered from 25 to 23 years. As the hourly funding rate for Funded Early Learning is not increasing at the same rate, we again had to increase fees for paying parents. We are however finding that very few families of 3 & 4 year olds are paying for additional hours, only using their funded hours between 9am & 3pm.

We really need to continue widening the pay gap between the unqualified, inexperienced staff, and our hugely experienced, knowledgeable nursery practitioners. Following a good start to 2021, where our income improved; I was able to conduct a salary review and make a further small increase towards the end of the financial year.

We have struggled to recruit this year for three roles, with very few applications of a poor standard, and with little relevant experience. However our sector is not alone in suffering recruitment problems.

This year's AGM was held via Zoom which caused us quite a few logging-on issues! I gave a short PowerPoint presentation covering the main points of the 2019 to 2020 Financial Statements, and we were able to have a general update discussion following completion of the statutory requirements.

Again, no parents attended, other than those who are trustees.

In August of this year we suffered a bad flood in our Red & Blue rooms, and the corridor, due to a burst pipe under the sink! The carpets and a lot of furniture and equipment had to be disposed of. The children in attendance through the summer holiday had to be moved to another room down the corridor. Thankfully our insurance company were very good and arranged for a specialist team to dry the rooms out.

Following a lot of very hard work by the staff, and the help and co-operation of HGDT, we were able to have new carpets fitted and re-open the rooms in time for the start of the Autumn term.

We also received financial reimbursement within a few weeks and we have been able to order new pieces of furniture and equipment.

There have been quite a few changes of staff in the centre this year and HGDT has a new CEO, building Manager, and Community Engagement Manager. We hope to continue to work closely with the team to progress our move downstairs to a more suitable part of the building.

Lorraine Hague

September 2021

Financial review

Income for the year is shown at £316,747 (2020: £300,537) and this is split between 46% grant funding and 54% self generated income.

Expenditure is shown at £311,149 (2020: £304,350) with a year end carried forward of unrestricted funds balance of £142,840 (2020: £137,243)

Trustee report

Reserves Policy

The Company aims to hold unrestricted reserves to the value of three months running costs, based upon the expenditure in 2020/21 this would be in the region of £78,000. As at 31 August 2021 unrestricted funds stand at £62,840

Additionally we are holding designated funds to the value of £80,000 these are protected funds to cover £74,000 of any future redundancy costs and an additional £6,000 to replace essential equipment. These figures will be reviewed annually.

Trustees responsibilities for the financial statements

Company and charity law requires the trustees to prepare financial statements for each financial period which show the state of affairs of the charity and of net income or expenditure of the charity for that period. In preparing those financial statements, the Trustees are required to:

- select suitable accounting policies and apply them consistently;
- make judgements and estimates that are reasonable and prudent.
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.
- state whether applicable accounting standards of recommended practice have been followed subject to any departures disclosed and explained in the financial statements.

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and enable the Trustees to prepare financial statements. The Trustees are responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention of fraud and other irregularities.

This report has been prepared in accordance with the special provisions for small companies under Part 15 of the Companies Act 2006.

This report was approved by the Trustees on 16.5.22 and is signed on their behalf by:



Lorraine Hague
Company Secretary

STEPS Community Nursery (High Green)

Independent Examiner's report on the Accounts of STEPS Community Nursery (High Green) for the year ended 31 August 2021

I report on the accounts of the company for the year ended 31 August 2021, which are set out on pages 8 to 11.

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145 (5)(b) of the 2011 Act; and
- to state whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the general Directions given by the Charity Commission. 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 you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination, no matter has 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 386 of the Companies Act 2006; and
- to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities

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.

Signed: _____

Paul Simpson ACA
White Rose Accounting for Charities
The Ghyll
Threapland
Aspatria
CA7 2EL

Date: _____

17/5/2022

STEPS Community Nursery (High Green)

Statement of financial activities for the year ended 31 August 2021

	Notes	Unrestricted funds	Restricted funds	Total 2021	Total 2020
		£	£	£	£
Incoming resources	1				
Grants	2	2,700	144,109	146,809	171,747
Fees		163,285	-	163,285	125,363
Fundraising		2,458	-	2,458	1,099
Additional charges		-	-	-	93
Milk		1,035	-	1,035	1,208
Sundry income & donations		2,884	-	2,884	312
Bank interest		276	-	276	715
Total incoming resources		172,638	144,109	316,747	300,537
Resources expended					
Staff	3	121,519	143,353	264,872	259,541
Training		-	756	756	456
Travel		16	-	16	129
Accommodation		34,722	-	34,722	34,633
Refurbishment, repairs and maintenance		-	-	-	-
Equipment, books and software		538	-	538	1,223
Play materials		1,762	-	1,762	284
Fundraising expenses		-	-	-	564
Cleaning & hygiene		1,733	-	1,733	1,810
Milk and refreshments		3,188	-	3,188	2,157
Subscription & insurance		2,122	-	2,122	1,742
Administration and office costs		443	-	443	207
Telephone		332	-	332	353
DBS checks		95	-	95	-
Activities & events		70	-	70	157
Nappy Unit		-	-	-	349
Independent examination		500	-	500	550
Advertising and recruitment		-	-	-	70
Other Expenses		-	-	-	126
Total resources expended		167,040	144,109	311,149	304,350
Net incoming/(outgoing)resources		5,598	-	5,598	(3,814)
Fund balances brought forward		137,243	-	137,243	141,058
Fund balances carried forward	7	142,840	-	142,840	137,243

STEPS Community Nursery (High Green)

Balance Sheet as at 31 August 2021

Company Number: 04334254		2021	2020
	Notes	£	£
Current assets			
Debtors	4	307	4,933
Prepayments	5	945	942
Balance at bank and cash in hand		167,719	163,297
Total current assets		168,971	169,172
Creditors: amounts falling due within one year	6	(26,131)	(31,929)
Net current assets/(liabilities)		142,840	137,243
Total assets less current liabilities		142,840	137,243
Net assets		142,840	137,243
Represented by			
Unrestricted general fund		62,840	51,433
Designated funds		80,000	85,810
		142,840	137,243

For the year ending 31 August 2021 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Director's responsibilities;

The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476,

The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

This report was approved by the Trustees on 16.5.22 and is signed on their behalf by:

Sarah Tyler
Trustee



STEPS Community Nursery (High Green)

Notes to the accounts for the year ended 31 August 2021

1 Accounting policies:-

(a) Basis of preparation

The Financial Statements have been prepared in accordance with the Companies Act 2006, the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102), and the Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with FRS102 (effective from January 2015 and updated with effect from January 2016) - (the Charities SORP (FRS102)), as modified for smaller charities.

The Charity meets the definition of a public benefit entity as defined under FRS102.

(b) Accounting for income

Donations and sundry income are accounted for on receipts basis. Grant income and fee income are accounted for on an accruals basis, insofar as it is prudent to do so.

(c) Accounting for purchases with an expected life of more than one year

It has been considered prudent to write off the costs of such items in the year of purchase

2 Grants

Grants received during the year were:-

	Unrestricted £	Restricted £	Total £
Sheffield City Council - Nursery Education Funding	-	128,850	128,850
SCC Special Needs	-	12,517	12,517
SCC - Covid Business Grant	2,700	-	2,700
SCC - Training	-	2,000	2,000
HMRC Coronavirus Job Retention Scheme	-	742	742
	<u>2,700</u>	<u>144,109</u>	<u>146,809</u>

3 Staff numbers and costs:-

	£
Wages and salaries	243,627
Employers National Insurance	12,204
Pension	8,278
Payroll costs	763
	<u>264,872</u>

The average number of employees during the year was 22, all of whom were engaged in activities in furtherance of the objects of the charity.

No employees received emoluments in excess of £50,000 per year

Trustees are not remunerated. No trustees received reimbursement of out-of-pocket expenses.

STEPS Community Nursery (High Green)

Notes to the accounts (continued) for the year ended 31 August 2021

4 Debtors:-

These refer to monies being due to the charity at the year end.

They are in respect of:-

	2021	2020
	£	£
Fees	307	1,394
HMRC Coronavirus Job Retention Scheme	-	3,539
	<u>307</u>	<u>4,933</u>

5 Prepayments:-

These are services and expenses that have been paid for in advance

but not used during the accounting period. They are in respect of:

	2021	2020
	£	£
Insurance	945	942
	<u>945</u>	<u>926</u>

6 Creditors and accruals

These are expenses owed by the group but not paid during the accounting period. They are in respect of:

	2021	2020
	£	£
Fees in advance	7,430	5,509
Grant in advance	18,201	25,870
Independent examination	500	550
	<u>26,131</u>	<u>31,929</u>

7 Restricted funds

	Opening balance 01/09/20	Incoming resources	Outgoing resources	Closing balance 31/08/21
	£	£	£	£
Sheffield City Council - Nursery Education Funding	-	128,850	(128,850)	-
SCC Special Needs	-	12,517	(12,517)	-
SCC - Training		2,000	(2,000)	
HMRC Coronavirus Job Retention Scheme		742	(742)	
	<u>-</u>	<u>144,109</u>	<u>(144,109)</u>	<u>-</u>

