

## **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**

<b>Contents</b>	<b>Page</b>
Legal and administrative information	2
Trustees' report	3-6
Examiner's report	7
Statement of financial activities	8
Balance sheet	9
Notes to the accounts	10-11

## **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

Aspatia

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.

### **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.

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 19<sup>th</sup> 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 19<sup>th</sup> 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 25<sup>th</sup> 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**

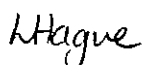
Company and charity law requires the trustees to prepare financial statements for each financial period which show the state of affairs of the charity and of net income or expenditure of the charity for that period. In preparing those financial statements, the Trustees are required to:

- ☐ 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
<b>Incoming resources</b>	<b>1</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Grants	2		139,158	139,158	146,809
Fees		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
<b>Total incoming resources</b>		<b>183,491</b>	<b>139,158</b>	<b>322,649</b>	<b>316,747</b>
<b>Resources expended</b>					
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	-
<b>Total resources expended</b>		<b>182,495</b>	<b>139,158</b>	<b>321,653</b>	<b>311,149</b>
<b>Net incoming/(outgoing)resources</b>		<b>996</b>	<b>-</b>	<b>996</b>	<b>5,598</b>
<b>Fund balances brought forward</b>		<b>142,840</b>	<b>-</b>	<b>142,840</b>	<b>137,243</b>
<b>Fund balances carried forward</b>	7	<b>143,835</b>	<b>-</b>	<b>143,835</b>	<b>142,840</b>



## STEPS Community Nursery (High Green)

### Balance Sheet as at 31 August 2022

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

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>