



Trustees' Annual Report for the period

		Period start date			Period end date		
From	01	04	2020	To	31	03	2021

Section A Reference and administration details

Charity name

Other names charity is known by

Registered charity number (if any)

Charity's principal address

Postcode

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Jo Zygiert	Chairperson	Resigned 16 September 2020	Management Committee
2	Peter Kemp	Chairperson	Appointed 16 September 2020	Management Committee
3	Rosie Coles	Treasurer		Management Committee
4				
5				
6				
7				
8				
9				
10				
14				
15				
16				
17				
18				
19				
20				

Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

Name of chief executive or names of senior staff members (Optional information)

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Section B Structure, governance and management

Description of the charity's trusts

Type of governing document
(eg. trust deed, constitution)

Constitution

How the charity is constituted
(eg. trust, association, company)

Trust

Trustee selection methods
(eg. appointed by, elected by)

Trustees are appointed by the management committee at each AGM

Additional governance issues (Optional information)

You may choose to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

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Section C Objectives and activities

Summary of the objects of the charity set out in its governing document

First steps pre-school (Long Marston) aims to provide affordable childcare for pre-school age children in Long Marston, Puttenham, Gubblecote and Wilstone, as well as villages further afield. The pre-school provides friendly, local care for the children and embraces the community spirit of the villages which it serves. Being the only pre-school in the local area, it provides a service to families which would not otherwise be available. It operates on Monday, Tuesday, Thursday and Friday and attendance can be every session on these days or for specific sessions, enabling parents to return to work or provide dedicated care to younger siblings at home.

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

The pre-school is non-denominational and is open to children of all background regardless of race, religion or nationality, as well as welcoming children with special educational needs or disabilities.

Any surplus funds generated are used to fund equipment or activities to further enhance the educational experience of the children attending.

The Trustees ensure that the pre-school is able to operate in accordance with relevant legal requirements as overseen by Ofsted. By operating to these standards it provides reassurance to the general public that child welfare and education standards are being met.

Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

Summary of the main achievements of the charity during the year

The pre-school continued to offer affordable local childcare for 14 children aged 2, 3 and 4 for four days a week. It was closed from the start of the financial year under review until the beginning of the Autumn term due to COVID restrictions but has operated successfully according to COVID requirements since then, albeit with a smaller number of children attending each session than is ideal. The Committee are working to try to address this and will continue to do so into financial year 2022.

Section E Financial review

Brief statement of the charity's policy on reserves

First Steps Pre-School (Long Marston) retains reserves ensuring that it has sufficient funds to act as a buffer in years with lower child numbers.

Details of any funds materially in deficit

N/A

Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

Section F Other optional information

Section G Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)



Full name(s)

Peter Kemp

Position (eg Secretary, Chair, etc)

Chairperson

Date

16/12/2021.



CHARITY COMMISSION FOR ENGLAND AND WALES

Independent examiner's report on the accounts

Section A

Independent Examiner's Report

Report to the trustees/
members of

Charity Name
First Steps Pre-School (Long Marston)

On accounts for the year
ended

31 March 2021

Charity no
(if any)

1102166

Set out on pages

3

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended **31/03/2021**.

Responsibilities and
basis of report

As the charity trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent
examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

** Please delete the words in the brackets if they do not apply.*

Signed:

Date:

30/11/2021

Name:

AMY COX

Relevant professional
qualification(s) or body
(if any):

AAT MAAT

Address:

VALLEY VIEW
SOUTHBANK ROAD
BERKHAMSTED, HP4 1LL

Section B

Disclosure

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.

First steps pre-school (Long Marston)
Annual accounts for the year to 31 March 2021

Receipts and payments for the period

Receipts

Child fees in	4,961
Funding received	29,347
Interest income	7
Other income	2,427
Gross income	36,742

Payments

Staff costs	(37,065)
Other costs	(4,143)
Total costs	(41,208)

Net income	(4,466)
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Opening cash funds - petty cash	119
Opening cash funds - bank	17,891
Total opening cash funds	18,010
Net income	(4,466)
Closing funds - petty cash	57
Closing cash funds - bank	13,488
Total closing cash funds	13,544

Statement of assets and liabilities at the end of the period

Cash in hand	57
Cash at bank	13,488
Total cash funds	13,544



CHARITY COMMISSION FOR ENGLAND AND WALES

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