



Trustees' Annual Report for the period

		Period start date			Period end date		
From	01	04	2021	To	31	03	2022

Section A Reference and administration details

Charity name	First Steps Pre-School (Long Marston)		
Other names charity is known by			
Registered charity number (if any)	1102166		
Charity's principal address	Victory Hall Station Road Long Marston Postcode HP23 4QS		

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	Peter Kemp	Chairperson		Management Committee
2	Rosie Coles	Treasurer		Management Committee
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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, but suffered from an extremely low number of children on roll from the start of the new academic year in September 2021, with those attending often only attending for a few hours each week.

A new deputy manager joined the pre-school in September 2021 and various measures have been undertaken to advertise and make the pre-school more attractive including introduction of a new online learning journal, notices in the local village magazine and on the local Facebook page, and a well-attended fundraising event in February 2022.

Despite these actions the number of children on roll and hours they attend has not significantly increased. Careful cash management has ensured the pre-school could continue to operate until the end of the 2022 academic year but the majority of children currently in attendance will start school in September 2022 and there is no obvious new pipeline of children waiting to join, therefore the Committee consider that the pre-school has no viable financial future. As such, the members voted in June 2022 to close at the end of the summer term 2022. All necessary activities to fully wind up the pre-school are ongoing.

Section E

Financial review

Brief statement of the charity's policy on reserves

First Steps Pre-School (Long Marston) policy is to retain reserves ensuring that it has sufficient funds to act as a buffer in years with lower child numbers. However as noted above, current child numbers are so low, with no near-term prospect of increase, that reserves are no sufficient to allow the charity to continue to operate. Available cash funds were carefully managed during the academic year ended July 2022 to ensure the pre-school could operate to the end of the year and pay all outstanding liabilities, particularly amounts owing to staff and for rent of the Village Hall premises.

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

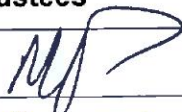
Section G

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)	Chair	
Date	08/08/22	



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 2022

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 **31/03/2022**.

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:

05/12/2022

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 2022

Receipts and payments for the period

Receipts

Child fees in	11,290
Funding received	12,629
Interest income	1
Other income	8,656
Gross income	32,575

Payments

Staff costs	(31,472)
Other costs	(7,519)
Total costs	(38,991)

Net income	(6,416)
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Opening cash funds - petty cash	57
Opening cash funds - bank	13,488
Total opening cash funds	13,544
Net income	(6,416)
Closing funds - petty cash	27
Closing cash funds - bank	7,101
Total closing cash funds	7,128

Statement of assets and liabilities at the end of the period

Cash in hand	27
Cash at bank	7,101
Total cash funds	7,128



Section A

Independent Examiner's Report

**Report to the trustees/
members of**

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First Steps Pre-School (Long Marston)

**On accounts for the year
ended**

31 March 2022

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(if any)**

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Signed:

Date:

05/12/2022

Name:

AMY COX

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

AAT MAAT

Address:

VALLEY VIEW

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