

BRAMFIELD STEPPING STONES PRE-SCHOOL

England & Wales · Charity number 1109971

Details

Other names STEPPING STONES PRE-SCHOOL

Status Registered

Legal form Other

Registered 2005-06-13

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

Contact

Address Bramfield Stepping Stones Preschool
Village Hall
Bridge Street
Bramfield
IP19 9HZ

Phone 01986784586

Email ANNAANDCRAIG@BRAMFIELDPRESCHOOL.CO.UK

Website www.bramfieldpreschool.co.uk

Activities

Objects: TO ENHANCE THE DEVELOPMENT AND EDUCATION OF CHILDREN PRIMARILY UNDER STATUTORY SCHOOL AGE BY ENCOURAGING PARENTS TO UNDERSTAND AND PROVIDE FOR THE NEEDS OF THEIR CHILDREN THROUGH COMMUNITY GROUPS AND BY:(A) OFFERING APPROPRIATE PLAY FACILITIES AND TRAINING COURSES, TOGETHER WITH THE RIGHT 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 REGARDLESS OF THEIR RACE, CULTURE, RELIGION, MEANS OR ABILITY(B) ENCOURAGING THE STUDY OF THE NEEDS OF SUCH CHILDREN AND THEIR FAMILIES AND PROMOTING PUBLIC INTEREST IN AND RECOGNITION OF SUCH NEEDS IN THE LOCAL AREAS(C) INSTIGATING AND ADHERING TO AND FURTHERING THE AIM OF THE PRE-SCHOOL LEARNING ALLIANCE.

Activities: Pre-school providing nursery education and child care

Classification

- **How:** Provides Human Resources, Provides Buildings/facilities/open Space, Provides Services
- **What:** Education/training
- **Who:** Children/young People

Geography

- **Area of benefit:** NOT DEFINED. IN PRACTICE SUFFOLK.
- Suffolk

Finances

Period end	Income	Expenditure	Assets	Employees
2024-08-31	£98,028	£73,356	-	-
2023-08-31	£57,691	£68,736	-	-
2022-08-31	£59,060	£56,597	-	-
2021-08-31	£50,018	£53,599	-	-
2020-08-31	£64,360	£52,000	-	-

Trustees

Name	Role	Appointed
Ellis Rix	Chair	2025-01-12
Kimberley Rae Holdcroft		2026-03-05
Victoria Tubbritt		2020-12-15

BRAMFIELD STEPPING STONES PRE-SCHOOL

England & Wales - Charity number 1109971

Accounts

Bramfield Stepping Stones Pre-School

Report and Financial Statements

For the year ended

31 August 2024

Charity Registration Number 1109971

Bramfield Stepping Stones Pre-School

Financial Statements

Year ended 31 August 2024

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Bramfield Stepping Stones Pre-School

Trustees' annual report

Year ended 31 August 2024

The Trustees present their report and the unaudited financial statements of the Charity for the year ended 31 August 2024.

Reference and administrative details

Registered Charity name Bramfield Stepping Stones Pre-School

Charity registration number 1109971

Principal office Bramfield Village Hall
Bridge Street
Bramfield
Halesworth
Suffolk
IP19 9HZ

The Trustees

Chairman Lynda Whitbread (Appointed 25 April 2024)
Craig Moloney (Resigned 25 April 2024)

Treasurer Victoria Tubbritt

Secretary Ellis Rix (Appointed 12 January 2025)
Lauren Moloney (Resigned 25 April 2024)

Independent examiner Mr M Proctor FCA
Lovewell Blake LLP Chartered Accountants
The Wherry
Quay Street
Halesworth
Suffolk
IP19 8ET

Bankers Barclays Bank plc

Bramfield Stepping Stones Pre-School

Trustees' annual report (continued)

Year ended 31 August 2024

Objectives and activities

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

- a) Offering appropriate play, education and care facilities, family learning and extended hours groups, together with the right 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 ability.
- b) Encouraging the study of the needs of such children and their families and promoting public interest in and recognition of such needs in the local areas.
- c) Instigating and adhering to and furthering the aims and objectives of the Pre-school Learning Alliance.

Summary of activities undertaken for public benefit

The Charity is a Pre-school offering play, education and care facilities for children aged 2 to rising 5 years. It is open for full day-care from 9.15-15.15. Staff at the Pre-school also run the 'out-of-school club' at the adjoining primary school and are therefore able to accommodate children from 3 years whose parents may require them to be in extended care (from 8am to 6pm).

Achievements and performance

As this is my first AGM as chair, I hope you will forgive me for not quite filling the shoes of our last chair Craig Maloney, who did such an excellent job. I must, most importantly, thank Anna, Craig and Eryka for their hard work and the way they take such a high standard of care of their young charges. To quote from the 2024 Ofsted report, 'staff create a homely setting which children thrive in'. I can fully support this with my own experiences whenever I drop my granddaughter off 4 days a week to the pre-school. Having already mentioned the Ofsted inspection of July 2024, I must congratulate the team for achieving a good grade for the overall effectiveness of the pre-school. Although Anna and Craig might have felt a little frustrated with this judgement, I think they should feel enormously proud. Knowing Ofsted which be so challenging and unpredictable, we can all feel delighted with the achievements of the staff. All five areas that were judged were graded good, an amazing attainment. There was only one area that required improvement and it is one that can be easily developed to achieve a good rating next time, if not outstanding. All staff worked incredibly hard to ensure all documentation was correct and in place for the inspection. Craig and Anna, remember please the committee are here to support you, you need to ask for help whenever you can.

Eryka has settled into her role and has proved to be a supportive, competent asset to the team able to form positive relationships with the children. Giving some additional support, starting this term is Elliot Frost Warwick as an administrator joining the team 4 hours a week, at present. We are delighted to welcome 2 new members to the committee, Emily and Ellis, and hope to have all roles on the committee filled when members feel comfortable with how the committee operates. Victoria has continued to be an active, dedicated member of the committee and we thank her for all the time and support she has given.

As we enter the 2024-2025 year we have 15 children on role, with the number expected to rise to 18 in January. There are 8 children due to leave the nursery in July as they continue their learning journey. On behalf of the committee I would like to thank the Village Hall Committee for their continued help and support to keep the Pre school running. I have attended, so far one, one Village Hall committee meeting and have been pleased to represent the Pre-school and inform others of the successes and hard work to maintain the Pre-school facilities internally and externally.

Bramfield Stepping Stones Pre-School

Trustees' annual report (continued)

Year ended 31 August 2024

Achievements and performance (continued)

Accounts clerk Mel still continues to keep our funds and finances in order and remains a valuable asset to the Pre-school, whilst Victoria has remained our treasurer and has worked excellently alongside Mel. We need to fill the role of secretary as soon as we can. We also need to look at ways of fund raising and promoting the pre-school to the community not just in Bramfield but also beyond. This again could be a designated role for a new member of the committee.

Victoria and I organised a cake sale in July and raised £83.60. I think this is something we can improve upon, especially with new members on the committee. I hope that in 2024 we will continue to develop committee roles, continue with the ethos of the Preschool as it is now and see our intake grow for 2025. I would personally like to give more time and support to the setting. All of us working together can only help to strengthen the important role this pre-school has to play in the community in Bramfield and beyond.

Chairman
Lynda Whitbread

Financial review

The Charity had net receipts of £24,672 (2023 net payments £11,045) as shown on the Receipts and Payments account on page 7.

Investment Policy

There are no restrictions of the Charity's power to invest. The investment strategy is set by the Trustees and takes into account known expenses and allows for unforeseen demands. The Trustees also consider the income requirements.

Risk Management Policy

The Trustees have examined the major strategic business and operational risks, which the Charity faces and confirms that systems have been established to enable regular reports to be produced so that the necessary steps can be taken to lessen the risks.

Reserves Policy

It is the policy of the Charity to maintain sufficient funds to enable it to carry out its objectives and to meet periodic capital expenditure, repairs to the building and unforeseen circumstances.

Bramfield Stepping Stones Pre-School

Trustees' annual report (continued)

Year ended 31 August 2024

Structure, governance and management

Governing document

The Charity was founded by a trust deed dated 18 April 2005 and was registered with the Charity Commission on 13 June 2005 number 1109971.

It works to the Constitution recommended by the Pre-school Learning Alliance and approved by the committee.

Recruitment and Appointment of Trustees

The Charity is administered by a Board of Trustees who has the power of appointing new Trustee/Trustees. Trustees are appointed by majority vote where unanimity has not been achieved.

Future Trustees shall be appointed for a minimum of one year.

In selecting persons to be appointed as Trustees, the Trustees shall take into account the benefits of appointing a person whose qualifications and employment of knowledge will make a contribution to the pursuit of the objects or management of the Charity.

Induction and Training of Trustees

On appointment to the board, Trustees are provided with copies of:

- The Trust Deed and amendment thereto.
- Minutes of Trustee's meetings held.
- The latest set of statutory accounts.

In addition Trustees are encouraged to read Charity and other newsletters and to attend courses designed to keep them abreast of their duties and responsibilities.

Organisational Structure

The Trustees meet at least three times a year to discuss all governance matters concerning the Charity. At these meetings the Trustees consider and make decisions on actions to be taken in accordance with the Charity's objectives. Discussions are reached by majority vote where unanimity has not been achieved.

Relationship with related parties

The Charity is registered with Ofsted to enable the setting to operate and with the Pre-school Learning Alliance, which provides any necessary social and legal advice. Support is also provided by Suffolk County Council Early Years Department by funding and general advice.

Bramfield Stepping Stones Pre-School

Trustees' annual report (continued)

Year ended 31 August 2024

Independent examiner

A resolution to reappoint Mr M Proctor FCA will be proposed at the Annual General Meeting.

Signed on behalf of the trustees on 3 March 2025

Mrs V Tubbritt (Treasurer)

Independent examiner's report to the trustees of Bramfield Stepping Stones Pre-School

Year ended 31 August 2024

I report to the charity trustees on my examination of the financial statements of the charity for the year ended 31 August 2023 which comprise the statement of financial activities (including income and expenditure account), statement of assets and liabilities and the related notes.

Responsibilities and Basis of Report

As the charity's trustees, you are responsible for the preparation of the financial statements in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the charity's financial statements carried out under section 145 of the Act and in carrying out my examination i have followed all 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 matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

- 1 accounting records were not kept in respect of the company as required by section 130 of the Act; or
- 2 the financial statements do not accord with those records; or
- 3 the financial statements do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

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

Your attention is drawn to the fact that the Charity has prepared the accounts (financial statements) 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) in preference to the Accounting and Reporting by Charities: Statement of Recommended Practice issued on 1 April 2005 which is referred to in the extant regulations but has since been withdrawn.

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

Mr M Proctor FCA
Independent Examiner

Lovewell Blake LLP
Chartered accountants
The Wherry
Quay Street
Halesworth
Suffolk IP19 8ET

14 March 2025

Bramfield Stepping Stones Pre-School

Receipts and Payments

Year ended 31 August 2024

	2024	2023
	£	£
Receipts		
SCC Early Years Funding	86,472	44,024
Fees and lunch club	6,039	12,505
Donations	5,000	1,011
Fundraising	47	53
Sundry receipts	148	39
	<hr/>	<hr/>
	97,706	57,632
Bank interest	322	59
	<hr/>	<hr/>
Total receipts	98,028	57,691
	<hr/>	<hr/>
Payments		
Wages	54,246	52,289
Pensions	2,971	2,605
Courses and training	68	722
Rent and electricity	2,515	2,216
Telephone	636	849
Advertising	267	302
Insurance and OFSTED	768	735
Admin and sundry items	979	899
Lunches	2,188	1,626
Property repairs	4,473	3,977
Independent examination fees	738	690
Professional fees	1,947	1,245
Equipment purchases	1,560	582
	<hr/>	<hr/>
Total payments	73,356	68,736
	<hr/>	<hr/>
Net (payments)/receipts	24,672	(11,045)
Cash funds at last year end	13,893	24,938
	<hr/>	<hr/>
Cash funds at this year end	38,565	13,893
	<hr/> <hr/>	<hr/> <hr/>

Bramfield Stepping Stones Pre-School

Statement of assets and liabilities

Year ended 31 August 2024

	£
Cash funds	
Community Account	1,578
Business Saver Account	36,975
Active Saver Account	12
	<hr/> 38,565 <hr/>

	£
Assets retained for the Charity's own use	
Various furniture, computer/electrical equipment, kitchen appliances, toys, games, instruments and materials for activities (at estimated secondhand value)	<hr/> 5,000 <hr/>

	£
Liabilities	
Independent examination fees	750
Professional fees	476
PAYE	592
	<hr/> 1,818 <hr/>

Signed on behalf of the trustees on 3 March 2025

Mrs V Tubbritt (Treasurer)

BRAMFIELD STEPPING STONES PRE-SCHOOL

England & Wales - Charity number 1109971

Accounts

Bramfield Stepping Stones Pre-School

Report and Financial Statements

For the year ended

31 August 2023

Charity Registration Number 1109971

Bramfield Stepping Stones Pre-School

Financial Statements

Year ended 31 August 2023

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Bramfield Stepping Stones Pre-School

Trustees' annual report

Year ended 31 August 2023

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Reference and administrative details

Registered Charity name Bramfield Stepping Stones Pre-School

Charity registration number 1109971

Principal office Bramfield Village Hall
Bridge Street
Bramfield
Halesworth
Suffolk
IP19 9HZ

The Trustees

Chairman Craig Moloney

Treasurer Victoria Tubbritt

Secretary Lauren Moloney (Appointed 15/09/22)

Independent examiner Mr M Proctor FCA
Lovewell Blake LLP Chartered Accountants
The Wherry
Quay Street
Halesworth
Suffolk
IP19 8ET

Bankers Barclays Bank plc
23A New Market
Beccles
Suffolk
NR34 9HD

Bramfield Stepping Stones Pre-School

Trustees' annual report (continued)

Year ended 31 August 2023

Objectives and activities

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

- a) Offering appropriate play, education and care facilities, family learning and extended hours groups, together with the right 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 ability.
- b) Encouraging the study of the needs of such children and their families and promoting public interest in and recognition of such needs in the local areas.
- c) Instigating and adhering to and furthering the aims and objectives of the Pre-school Learning Alliance.

Summary of activities undertaken for public benefit

The Charity is a Pre-school offering play, education and care facilities for children aged 2 to rising 5 years. It is open for full day-care from 9.15-15.15. Staff at the Pre-school also run the 'out-of-school club' at the adjoining primary school and are therefore able to accommodate children from 3 years whose parents may require them to be in extended care (from 8am to 6pm).

Achievements and performance

As this is my final AGM and meeting I would like to open by saying a big thank you to Anna and Craig for having me as the chair of Stepping Stones for the past 3 years, it has been an honour and I hope I have managed to do the role justice. The past three years have seen a steady increase in children within the setting, and have overseen the change in personnel between Elizabeth and Eyrka, currently there are 16 children on the role however we are looking to be able to sustain the numbers for the start of the 2024 year.

There are areas where we need to improve such as adding more people to the committee and increasing our fundraising, but on the whole I feel I have left the setting in a good position to allow the new members to take the pre school forward, and with the pre school recording a £1000 profit this year this gives us a buffer to do so.

I would like to take this opportunity to thank Craig , Anna, Eyrka & Mel for their outstanding work they do and the joy they bring to the children attending. Eyrka has settled very quickly into the setting, working hard to complete her apprenticeship and I know she has been greatly liked by the children.

Currently within the setting Anna and Craig are supported by Eyrka as she has taken Elizabeth's role while she undertook maternity leave. Elizabeth has decided not to return to the pre school due to the commitments of being a new mother. Elizabeth has said that she would like to remain on the books as bank staff, which will provide invaluable cover if ever needed for sickness or other absences.

As we enter the 2023 - 2024 term we have 16 children on the role. This has been a slight decline from our predicted numbers, due to a large volume of children proceeding to primary school at the same time. This is likely to happen again next year as there are 8 children going up in September 2024. So after a few steady years of growth there is now a slight downturn in numbers. This must be one of the main focuses of new committee members, in how to increase the numbers. This may be through maintaining the existing advertisement and recruitment processes or by providing some new ideas. I hope these are successful and I wish the committee all the best in adding to the numbers.

Bramfield Stepping Stones Pre-School

Trustees' annual report (continued)

Year ended 31 August 2023

Achievements and performance (continued)

On behalf of the committee I would like to thank the Village Hall Committee for their continued help and support to keep the Pre school running. Accounts clerk Mel still continues to keep our funds and finances in order and remains a valuable asset to the Pre school, whilst Victoria Tubbritt has remained our treasurer and has worked excellently alongside Mel. Lauren Moloney will also be stepping down following this AGM leaving the post of secretary vacant, this should potentially be filled by Charlette pending the ofsted application process clearing. I would also like to extend a welcome and thanks to our new committee member Lynda. It is great to have new members on board who can help with new ideas and running the committee.

Finally as my last meeting I would just like to again extend my thanks to Anna and Craig and everyone involved with the setting. I did announce in 2022 that I intended to step down as my children would no longer be attending, and I have stayed on for two further AGMs as an interim chair. However, now that our children are no longer in the setting I feel the time is right for me to fully step aside, as I do not have the daily interactions with the pre school, and as I am now working nights I can't provide as much time and commitment to the pre-school as it deserves. By stepping down the committee will also be able to return to face to face meetings, rather than having to rely on virtual meetings, as it won't require both Lauren and I to be present which has always hindered organising meetings. Although I am stepping down I will remain available to try and help with a smooth transition for the new members.

I hope that in 2024 we can continue to maintain the excellent standard of the pre school, to grow and to introduce new members, and continue bringing so much to the children who attend.

Chairman

Craig Moloney

Financial review

The Charity had net payments of £11,045 (2022 net receipts £2,465) as shown on the Receipts and Payments account on page 7.

Investment Policy

There are no restrictions of the Charity's power to invest. The investment strategy is set by the Trustees and takes into account known expenses and allows for unforeseen demands. The Trustees also consider the income requirements.

Risk Management Policy

The Trustees have examined the major strategic business and operational risks, which the Charity faces and confirms that systems have been established to enable regular reports to be produced so that the necessary steps can be taken to lessen the risks.

Reserves Policy

It is the policy of the Charity to maintain sufficient funds to enable it to carry out its objectives and to meet periodic capital expenditure, repairs to the building and unforeseen circumstances.

Bramfield Stepping Stones Pre-School

Trustees' annual report (continued)

Year ended 31 August 2023

Structure, governance and management

Governing document

The Charity was founded by a trust deed dated 18 April 2005 and was registered with the Charity Commission on 13 June 2005 number 1109971.

It works to the Constitution recommended by the Pre-school Learning Alliance and approved by the committee.

Recruitment and Appointment of Trustees

The Charity is administered by a Board of Trustees who has the power of appointing new Trustee/Trustees. Trustees are appointed by majority vote where unanimity has not been achieved.

Future Trustees shall be appointed for a minimum of one year.

In selecting persons to be appointed as Trustees, the Trustees shall take into account the benefits of appointing a person whose qualifications and employment of knowledge will make a contribution to the pursuit of the objects or management of the Charity.

Induction and Training of Trustees

On appointment to the board, Trustees are provided with copies of:

- The Trust Deed and amendment thereto.
- Minutes of Trustee's meetings held.
- The latest set of statutory accounts.

In addition Trustees are encouraged to read Charity and other newsletters and to attend courses designed to keep them abreast of their duties and responsibilities.

Organisational Structure

The Trustees meet at least three times a year to discuss all governance matters concerning the Charity. At these meetings the Trustees consider and make decisions on actions to be taken in accordance with the Charity's objectives. Discussions are reached by majority vote where unanimity has not been achieved.

Relationship with related parties

The Charity is registered with Ofsted to enable the setting to operate and with the Pre-school Learning Alliance, which provides any necessary social and legal advice. Support is also provided by Suffolk County Council Early Years Department by funding and general advice.

Bramfield Stepping Stones Pre-School

Trustees' annual report (continued)

Year ended 31 August 2023

Independent examiner

A resolution to reappoint Mr M Proctor FCA will be proposed at the Annual General Meeting.

Signed on behalf of the trustees on 21/6/2024



Mrs V Tubbritt (Treasurer)

Independent examiner's report to the trustees of Bramfield Stepping Stones Pre-School

Year ended 31 August 2023

I report to the charity trustees on my examination of the financial statements of the charity for the year ended 31 August 2023 which comprise the statement of financial activities (including income and expenditure account), balance sheet and the related notes.

Responsibilities and Basis of Report

As the charity's trustees, you are responsible for the preparation of the financial statements in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the charity's financial statements carried out under section 145 of the Act and in carrying out my examination i have followed all 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 matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

- 1 accounting records were not kept in respect of the company as required by section 130 of the Act; or
- 2 the financial statements do not accord with those records; or
- 3 the financial statements do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

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

Your attention is drawn to the fact that the Charity has prepared the accounts (financial statements) 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) in preference to the Accounting and Reporting by Charities: Statement of Recommended Practice issued on 1 April 2005 which is referred to in the extant regulations but has since been withdrawn.

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

Mr M Proctor FCA
Independent Examiner

Lovewell Blake LLP
Chartered accountants
The Wherry
Quay Street
Halesworth
Suffolk IP19 8ET

Bramfield Stepping Stones Pre-School

Receipts and Payments

Year ended 31 August 2023

	2023	2022
	£	£
Receipts		
SCC Early Years Funding	44,024	52,256
Fees and lunch club	12,505	6,607
Donations	1,011	55
Fundraising	53	81
Sundry receipts	39	62
	<hr/>	<hr/>
	57,632	59,060
Bank interest	59	2
	<hr/>	<hr/>
Total receipts	57,691	59,062
	<hr/>	<hr/>
Payments		
Wages	52,289	46,467
Pensions	2,605	2,484
Courses and training	722	399
Rent and electricity	2,216	2,059
Telephone	849	632
Advertising	302	-
Insurance and OFSTED	735	716
Admin and sundry items	899	617
Lunches	1,626	1,563
Property repairs	3,977	-
Independent examination fees	690	600
Professional fees	1,245	635
Equipment purchases	582	425
	<hr/>	<hr/>
Total payments	68,736	56,597
	<hr/>	<hr/>
Net (payments)/receipts	(11,045)	2,465
Cash funds at last year end	24,938	22,473
	<hr/>	<hr/>
Cash funds at this year end	13,893	24,938
	<hr/> <hr/>	<hr/> <hr/>

Bramfield Stepping Stones Pre-School

Statement of assets and liabilities

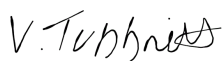
Year ended 31 August 2023

	£
Cash funds	
Community Account	1,228
Business Saver Account	12,662
Active Saver Account	3
	<hr/>
	13,893
	<hr/> <hr/>

	£
Assets retained for the Charity's own use	
Various furniture, computer/electrical equipment, kitchen appliances, toys, games, instruments and materials for activities (at estimated secondhand value)	5,000
	<hr/> <hr/>

	£
Liabilities	
Independent examination fees	744
Professional fees	1,117
	<hr/>
	1,861
	<hr/> <hr/>

Signed on behalf of the trustees on 21/6/2024



Mrs V Tubbritt (Treasurer)

BRAMFIELD STEPPING STONES PRE-SCHOOL

England & Wales - Charity number 1109971

Accounts

Bramfield Stepping Stones Pre-School

Report and Financial Statements

For the year ended

31 August 2022

Charity Registration Number 1109971

Bramfield Stepping Stones Pre-School

Financial Statements

Year ended 31 August 2022

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Bramfield Stepping Stones Pre-School

Trustees' annual report

Year ended 31 August 2022

The Trustees present their report and the unaudited financial statements of the Charity for the year ended 31 August 2022.

Reference and administrative details

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Principal office Bramfield Village Hall
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IP19 9HZ

The Trustees

Chairman Craig Moloney

Treasurer Victoria Tubbritt

Secretary Kelly Parker (Resigned 15/09/22)
Lauren Moloney (Appointed 15/09/22)

Independent examiner Mr M C Waters ACA FCCA
Lovewell Blake LLP Chartered Accountants
The Wherry
Quay Street
Halesworth
Suffolk
IP19 8ET

Bankers Barclays Bank plc
23A New Market
Beccles
Suffolk
NR34 9HD

Bramfield Stepping Stones Pre-School

Trustees' annual report (continued)

Year ended 31 August 2022

Objectives and activities

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

- a) Offering appropriate play, education and care facilities, family learning and extended hours groups, together with the right 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 ability.
- b) Encouraging the study of the needs of such children and their families and promoting public interest in and recognition of such needs in the local areas.
- c) Instigating and adhering to and furthering the aims and objectives of the Pre-school Learning Alliance.

Summary of activities undertaken for public benefit

The Charity is a Pre-school offering play, education and care facilities for children aged 2 to rising 5 years. It is open for full day-care from 9.15-15.15. Staff at the Pre-school also run the 'out-of-school club' at the adjoining primary school and are therefore able to accommodate children from 3 years whose parents may require them to be in extended care (from 8am to 6pm).

Achievements and performance

After the previous few years of covid and unsettled times, I am pleased to say that 2022 has been a better year for us. We currently have nearly 20 children on role, with the majority looking to stay next year as well. There are areas where we need to improve such as adding more people to the committee and increasing our fundraising, but on the whole we are in a good position to take the pre school forward.

I would like to take this opportunity to thank Craig , Anna, Elizabeth & Mel for their outstanding work they do and the joy they bring to the children attending. We have tried to reflect this with pay increases across the board, however it is not as much as we would like to be able to give to reflect the outstanding work you all do.

Currently within the setting Anna and Craig are supported by Elizabeth, however Elizabeth is due to undertake maternity leave starting in March. Whilst we are looking to find someone to temporarily fill Elizabeth's shoes I would like to thank Elizabeth for all her hard work in the setting and for all the help and happiness that she brings to the children. We wish Elizabeth all the best in her maternity leave and hope to see you again in the future. As we enter 2023 we have maintained the growth in attendance from 2022, from the rate at the end of 2021 we predicted to have nearly 26 children on the books by the end of 2022. We have nearly reached that target and hopefully we can maintain this and progress forward to try and reach 30 children on the books again by the end of 2023. To achieve this we will look to increase our activity on advertising and social media as this is something which has had great feedback from new parents joining. We would also like to try and add new members to the committee so that they can bring some new ideas of things we could do differently or how we can improve the setting and add new children.

On behalf of the committee I would like to thank the Village Hall Committee for their continued help and support to keep the Pre school running.

Accounts clerk Mel still continues to keep our funds and finances in order and remains a valuable asset to the Pre school, whilst Victoria Tubbritt has remained our treasurer and has worked excellently alongside Mel.

Bramfield Stepping Stones Pre-School

Trustees' annual report (continued)

Year ended 31 August 2022

Achievements and performance (continued)

Lauren Moloney has taken on the role of secretary temporarily as Kelly Parker resigned from the committee. Lauren has continued working with Craig and Anna to do staff appraisals and has also been an invaluable asset in assisting with the recruitment of someone to cover Elizabeth's maternity leave.

I would also like to extend a welcome and thanks to our new committee member Charlette who is going to be taking on the role of committee secretary. It is great to have new members on board who can help with new ideas and running the committee.

As we are a committee managed pre-school we rely upon volunteers and parents to help run the setting and we would like to extend our thanks not just to Anna, Craig & the committee members but also to the parents of the children within the pre school and the help they provide, especially a member of the community who has allowed the children to start a vegetable patch in their garden.

Finally I would like to announce that this year was my last full year as chair of the committee, as of September our children will longer be attending the setting so I feel that the time is right to step aside and give someone else the opportunity to chair the committee and have a say in its development. I will stay on as acting chair until a replacement can be found. I would like to thank everyone involved with the pre school for allowing me to be chair and part of the committee. I would like to say a special thanks to Anna and Craig who have always made us feel welcome since the very first time we came to look at the setting. Our two children have been attending for several years now and have had such a fantastic time. We have seen them grow as people and learn so many new things and I think a large part of this is due to the fantastic care that you provide. I know that with two children attending for over two years there has never been a single day where either has come home and said they have had a bad day at pre school, I think this is testament to the joy that you bring to all children in the setting and is something that we can never thank you enough for.

I hope that in 2023 we can continue to maintain the excellent standard of the pre school, to grow and to introduce new members, and continue bringing so much to the children who attend.

Chairman

Craig Moloney

Financial review

The Charity had net receipts of £2,465 (2021 net payments £3,581) as shown on the Receipts and Payments account on page 7.

Investment Policy

There are no restrictions of the Charity's power to invest. The investment strategy is set by the Trustees and takes into account known expenses and allows for unforeseen demands. The Trustees also consider the income requirements.

Risk Management Policy

The Trustees have examined the major strategic business and operational risks, which the Charity faces and confirms that systems have been established to enable regular reports to be produced so that the necessary steps can be taken to lessen the risks.

Reserves Policy

It is the policy of the Charity to maintain sufficient funds to enable it to carry out its objectives and to meet periodic capital expenditure, repairs to the building and unforeseen circumstances.

Bramfield Stepping Stones Pre-School

Trustees' annual report (continued)

Year ended 31 August 2022

Structure, governance and management

Governing document

The Charity was founded by a trust deed dated 18 April 2005 and was registered with the Charity Commission on 13 June 2005 number 1109971.

It works to the Constitution recommended by the Pre-school Learning Alliance and approved by the committee.

Recruitment and Appointment of Trustees

The Charity is administered by a Board of Trustees who has the power of appointing new Trustee/Trustees. Trustees are appointed by majority vote where unanimity has not been achieved.

Future Trustees shall be appointed for a minimum of one year.

In selecting persons to be appointed as Trustees, the Trustees shall take into account the benefits of appointing a person whose qualifications and employment of knowledge will make a contribution to the pursuit of the objects or management of the Charity.

Induction and Training of Trustees

On appointment to the board, Trustees are provided with copies of:

- The Trust Deed and amendment thereto.
- Minutes of Trustee's meetings held.
- The latest set of statutory accounts.

In addition Trustees are encouraged to read Charity and other newsletters and to attend courses designed to keep them abreast of their duties and responsibilities.

Organisational Structure

The Trustees meet at least three times a year to discuss all governance matters concerning the Charity. At these meetings the Trustees consider and make decisions on actions to be taken in accordance with the Charity's objectives. Discussions are reached by majority vote where unanimity has not been achieved.

Relationship with related parties

The Charity is registered with Ofsted to enable the setting to operate and with the Pre-school Learning Alliance, which provides any necessary social and legal advice. Support is also provided by Suffolk County Council Early Years Department by funding and general advice.

Bramfield Stepping Stones Pre-School

Trustees' annual report (continued)

Year ended 31 August 2022

Independent examiner

A resolution to reappoint Mr M C Waters ACA FCCA will be proposed at the Annual General Meeting.

Signed on behalf of the trustees on 25 April 2023

Mr Craig Moloney (Chairman)

Independent examiner's report to the trustees of Bramfield Stepping Stones Pre-School

Year ended 31 August 2022

I report to the charity trustees on my examination of the financial statements of the company for the year ended 31 August 2021 which comprise the statement of financial activities (including income and expenditure account), balance sheet and the related notes.

Responsibilities and Basis of Report

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

Having satisfied myself that the financial statements 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 company's financial statements 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)(b) of the 2011 Act.

Independent Examiner's Statement

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

- 1 accounting records were not kept in respect of the company as required by section 386 of the 2006 Act; or
- 2 the financial statements do not accord with those records; or
- 3 the financial statements 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 financial statements 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.

Mr M C Waters ACA FCCA
Independent Examiner

Lovewell Blake LLP
Chartered accountants
The Wherry
Quay Street
Halesworth
Suffolk IP19 8ET

25 April 2023

Bramfield Stepping Stones Pre-School

Receipts and Payments

Year ended 31 August 2022

	2021	2020
	£	£
Receipts		
SCC Early Years Funding	52,256	41,410
Fees and lunch club	6,607	8,390
Donations	55	124
Fundraising	81	-
Sundry receipts	62	89
Furlough Scheme Grants	-	-
	<hr/> 59,060	<hr/> 50,013
Bank interest	2	5
	<hr/> 59,062	<hr/> 50,018
Payments		
Wages	46,467	42,777
Pensions	2,484	2,427
Courses and training	399	154
Rent and electricity	2,059	2,177
Telephone	632	560
Advertising	-	-
Insurance and OFSTED	716	754
Admin and sundry items	617	1,404
Lunches	1,563	1,279
Property repairs	-	203
Independent examination fees	600	600
Professional fees	635	1,001
Equipment purchases	425	264
	<hr/> 56,597	<hr/> 53,599
Net (payments)/receipts	2,465	(3,581)
Cash funds at last year end	22,473	26,054
	<hr/> 24,938	<hr/> 22,473

Bramfield Stepping Stones Pre-School

Statement of assets and liabilities

Year ended 31 August 2022

	£
Cash funds	
Community Account	14,106
Business Saver Account	9,109
Active Saver Account	1,723
	<u>24,938</u>

	£
Assets retained for the Charity's own use	
Various furniture, computer/electrical equipment, kitchen appliances, toys, games, instruments and materials for activities (at estimated secondhand value)	<u>4,500</u>

	£
Liabilities	
Independent examination fees	678
Professional fees	766
PAYE	342
	<u>1,786</u>

Signed on behalf of the trustees on 25 April 2023

Mr Craig Moloney (Chairman)

BRAMFIELD STEPPING STONES PRE-SCHOOL

England & Wales - Charity number 1109971

Accounts

Bramfield Stepping Stones Pre-School

Report and Financial Statements

For the year ended

31 August 2021

Bramfield Stepping Stones Pre-School

Financial Statements

Year ended 31 August 2021

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Bramfield Stepping Stones Pre-School

Trustees' annual report

Year ended 31 August 2021

The Trustees present their report and the unaudited financial statements of the Charity for the year ended 31 August 2021.

Reference and administrative details

Registered Charity name Bramfield Stepping Stones Pre-School

Charity registration number 1109971

Principal office Bramfield Village Hall
Bridge Street
Bramfield
Halesworth
Suffolk
IP19 9HZ

The Trustees

Chairman Craig Moloney (elected 15 December 2020)
Marc O'Hagan (resigned 15 Decemember 2020)

Treasurer Victoria Tubbritt (elected 15 December 2020)
Rebecca Hitcham (resigned 15 December 2020)

Secretary Kelly Parker (elected 30 September 2021)
Ellen Bond (resigned 6 August 2021)

Independent examiner Mr M C Waters FCCA
Lovewell Blake LLP Chartered Accountants
The Wherry
Quay Street
Halesworth
Suffolk
IP19 8ET

Bankers Barclays Bank plc
23A New Market
Beccles
Suffolk
NR34 9HD

Bramfield Stepping Stones Pre-School

Trustees' annual report (continued)

Year ended 31 August 2021

Objectives and activities

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

- a) Offering appropriate play, education and care facilities, family learning and extended hours groups, together with the right 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 ability.
- b) Encouraging the study of the needs of such children and their families and promoting public interest in and recognition of such needs in the local areas.
- c) Instigating and adhering to and furthering the aims and objectives of the Pre-school Learning Alliance.

Summary of activities undertaken for public benefit

The Charity is a Pre-school offering play, education and care facilities for children aged 2 to rising 5 years. It is open for full day-care from 9.15-15.15. Staff at the Pre-school also run the 'out-of-school club' at the adjoining primary school and are therefore able to accommodate children from 3 years whose parents may require them to be in extended care (from 8am to 6pm).

Achievements and performance

After an initially slow and worrying start to 2021 I am pleased to say that we have ended the year in a relatively stable position which will allow us to build throughout 2022 and hopefully end the year in a stronger position and a return to normality post covid.

I would like this opportunity to thank Craig , Anna, Elizabeth, Charlotte & Mel for their outstanding work they do and have shown great resolve through this current situation.

Currently within the setting Anna and Craig are supported by Elizabeth and Charlotte, it has been hard to maintain continuity of shifts, and days worked throughout the year due to the pandemic and the need for staff to isolate, and support their own families. I would like to say a special thank you to Charlotte for all her help in covering shifts when needed and being flexible enough to help so much. On occasion I have helped to support within the setting personally and have found it a real pleasure to be able to help the children as well as Anna & Craig and see first hand the excellent work they do and the joy it brings the children. As we enter 2022 we are in a stronger position than at the end of the 2021 term when there were genuine concerns about the amount of children on the books, however we have seen a steady increase in enquiries and attendees and have gone from having only 8 children in July to 14 now, which if we continued at that growth rate would see us on 26 by the end of 2022.

On behalf of the committee I would like to thank the Village Hall Committee for their continued help and support to keep the Pre school running and for helping us to set up and run our first Kiddy Winks market sale in the setting.

I would like to thank Ellie for all her hard work on behalf of the committee. It was a great shame that Elle was forced to withdraw from committee duties due to personal circumstances but we hope that she will be able to return at the end of the year.

Bramfield Stepping Stones Pre-School

Trustees' annual report (continued)

Year ended 31 August 2021

Achievements and performance (continued)

Accounts clerk Mel still continues to keep our funds and finances in order and remains a valuable asset to the Pre school.

I would also like to extend a welcome and thanks to our new committee members, Kelly Parker, Victoria Tubbritt and Lauren Moloney. It has been great to get some additional ideas for helping to run the setting, and Victoria has been doing a great job as the committee treasurer. I would like to especially thank Lauren Moloney for the extensive appraisals she has been performing for Anna, Craig & Elizabeth. I know from the feedback of Anna and Craig that it has been a great help to them and added some additional structure to the way the setting is run.

As we are a committee managed pre-school we rely upon volunteers and parents to help run the setting and we would like to extend our thanks not just to Anna, Craig & the committee members but also to the parents of the children within the pre school and the help they provide.

A special thanks also to the Coop in Halesworth who provided fruit and snacks for the children for the majority of the term.

I hope that in 2022 we can continue to maintain the excellent standard of the pre school, to grow and to introduce new members, and continue bringing so much joy to the children who attend.

Chairman

Craig Moloney

Financial review

The Charity had net payments of £3,581 (2020 net receipts £12,360) as shown on the Receipts and Payments account on page 7.

Investment Policy

There are no restrictions of the Charity's power to invest. The investment strategy is set by the Trustees and takes into account known expenses and allows for unforeseen demands. The Trustees also consider the income requirements.

Risk Management Policy

The Trustees have examined the major strategic business and operational risks, which the Charity faces and confirms that systems have been established to enable regular reports to be produced so that the necessary steps can be taken to lessen the risks.

Reserves Policy

It is the policy of the Charity to maintain sufficient funds to enable it to carry out its objectives and to meet periodic capital expenditure, repairs to the building and unforeseen circumstances.

Bramfield Stepping Stones Pre-School

Trustees' annual report (continued)

Year ended 31 August 2021

Structure, governance and management

Governing document

The Charity was founded by a trust deed dated 18 April 2005 and was registered with the Charity Commission on 13 June 2005 number 1109971.

It works to the Constitution recommended by the Pre-school Learning Alliance and approved by the committee.

Recruitment and Appointment of Trustees

The Charity is administered by a Board of Trustees who has the power of appointing new Trustee/Trustees. Trustees are appointed by majority vote where unanimity has not been achieved.

Future Trustees shall be appointed for a minimum of one year.

In selecting persons to be appointed as Trustees, the Trustees shall take into account the benefits of appointing a person whose qualifications and employment of knowledge will make a contribution to the pursuit of the objects or management of the Charity.

Induction and Training of Trustees

On appointment to the board, Trustees are provided with copies of:

- The Trust Deed and amendment thereto.
- Minutes of Trustee's meetings held.
- The latest set of statutory accounts.

In addition Trustees are encouraged to read Charity and other newsletters and to attend courses designed to keep them abreast of their duties and responsibilities.

Organisational Structure

The Trustees meet at least three times a year to discuss all governance matters concerning the Charity. At these meetings the Trustees consider and make decisions on actions to be taken in accordance with the Charity's objectives. Discussions are reached by majority vote where unanimity has not been achieved.

Relationship with related parties

The Charity is registered with Ofsted to enable the setting to operate and with the Pre-school Learning Alliance, which provides any necessary social and legal advice. Support is also provided by Suffolk County Council Early Years Department by funding and general advice.

Bramfield Stepping Stones Pre-School

Trustees' annual report (continued)

Year ended 31 August 2021

Independent examiner

A resolution to reappoint Mr M C Waters FCCA will be proposed at the Annual General Meeting.

Signed on behalf of the trustees on 7 March 2022.

Mr Craig Moloney (Chairman)

Independent examiner's report to the trustees of Bramfield Stepping Stones Pre-School

Year ended 31 August 2021

I report to the charity trustees on my examination of the financial statements of the company for the year ended 31 August 2021 which comprise the statement of financial activities (including income and expenditure account), balance sheet and the related notes.

Responsibilities and Basis of Report

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

Having satisfied myself that the financial statements 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 company's financial statements 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)(b) of the 2011 Act.

Independent Examiner's Statement

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

- 1 accounting records were not kept in respect of the company as required by section 386 of the 2006 Act; or
- 2 the financial statements do not accord with those records; or
- 3 the financial statements 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 financial statements 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.



Mr M C Waters FCCA
Independent Examiner

Lovewell Blake LLP
Chartered accountants
The Wherry
Quay Street
Halesworth
Suffolk IP19 8ET

8 March 2022

Bramfield Stepping Stones Pre-School

Receipts and Payments

Year ended 31 August 2021

	2021	2020
	£	£
Receipts		
SCC Early Years Funding	41,410	57,287
Fees and lunch club	8,390	5,368
Donations	124	527
Fundraising	-	420
Sundry receipts	89	9
Furlough Scheme Grants	-	726
	<hr/> 50,013	<hr/> 64,338
Bank interest	5	22
	<hr/> 50,018	<hr/> 64,360
Payments		
Wages	42,777	43,696
Pensions	2,427	2,505
Courses and training	154	300
Rent and electricity	2,177	1,257
Telephone	560	662
Advertising	-	126
Insurance and OFSTED	754	-
Admin and sundry items	1,404	993
Lunches	1,279	674
Property repairs	203	-
Independent examination fees	600	600
Professional fees	1,001	985
Equipment purchases	264	203
	<hr/> 53,599	<hr/> 52,000
Net (payments)/receipts	(3,581)	12,360
Cash funds at last year end	26,054	13,694
	<hr/> 22,473	<hr/> 26,054

Bramfield Stepping Stones Pre-School

Statement of assets and liabilities

Year ended 31 August 2021

	£
Cash funds	
Community Account	10,312
Business Saver Account	10,108
Active Saver Account	2,053
	<hr/>
	22,473
	<hr/> <hr/>

	£
Assets retained for the Charity's own use	
Various furniture, computer/electrical equipment, kitchen appliances, toys, games, instruments and materials for activities (at estimated secondhand value)	4,500
	<hr/> <hr/>

	£
Liabilities	
Independent examination fees	636
Professional fees	774
PAYE	355
	<hr/>
	1,765
	<hr/> <hr/>

Signed on behalf of the trustees on 7 March 2022.

Mr Craig Moloney (Chairman)

BRAMFIELD STEPPING STONES PRE-SCHOOL

England & Wales - Charity number 1109971

Accounts

Bramfield Stepping Stones Pre-School

Report and Financial Statements

For the year ended

31 August 2020

Bramfield Stepping Stones Pre-School

Financial Statements

Year ended 31 August 2020

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Bramfield Stepping Stones Pre-School

Trustees' annual report

Year ended 31 August 2020

The Trustees present their report and the unaudited financial statements of the Charity for the year ended 31 August 2020.

Reference and administrative details

Registered Charity name	Bramfield Stepping Stones Pre-School
Charity registration number	1109971
Principal office	Bramfield Village Hall Bridge Street Bramfield Halesworth Suffolk IP19 9HZ
The Trustees	
Chairman	Craig Moloney (elected 15 December 2020) Marc O'Hagan (resigned 15 Decemember 2020)
Treasurer	Victoria Tubbritt (elected 15 December 2020) Rebecca Hitcham (resigned 15 December 2020)
Secretary	Ellen Bond
Independent examiner	Mr J P Shipp ACA Lovewell Blake LLP Chartered Accountants The Wherry Quay Street Halesworth Suffolk IP19 8ET
Bankers	Barclays Bank plc 23A New Market Beccles Suffolk NR34 9HD

Bramfield Stepping Stones Pre-School

Trustees' annual report (continued)

Year ended 31 August 2020

Objectives and activities

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

- a) Offering appropriate play, education and care facilities, family learning and extended hours groups, together with the right 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 ability.
- b) Encouraging the study of the needs of such children and their families and promoting public interest in and recognition of such needs in the local areas.
- c) Instigating and adhering to and furthering the aims and objectives of the Pre-school Learning Alliance.

Summary of activities undertaken for public benefit

The Charity is a Pre-school offering play, education and care facilities for children aged 2 to rising 5 years. It is open for full day-care from 9.15-15.15. Staff at the Pre-school also run the 'out-of-school club' at the adjoining primary school and are therefore able to accommodate children from 3 years whose parents may require them to be in extended care (from 8am to 6pm).

Achievements and performance

I was hoping that 2020 was going to be a prosperous year for Pre-School as we didn't have the greatest 2019 however due to the Global Pandemic with Covid-19 We have been lucky to stay open and been able to support the Children we have and also their parents.

We have also been unable to have open days to try and bring in more children and fundraising has also been very poor this year as Chelle has been unable to sell things as she did in the past 12 months

I would like this opportunity to thank Craig, Anna and Elizabeth for their outstanding work they do and have shown great resolve through this current situation.

Unfortunately due to low numbers Elizabeth is still only doing 16 hrs Mondays and Fridays as well as Tuesday morning and Lunch Club but as intake numbers increase her hours can be reinstated as she is a valuable asset to the Pre- School. We also have Charlotte Flint working with us as an Unpaid Student on placement for 2 days a week and also Kacey has been with us during the Autumn term as a student on placement from Lowestoft Collage unpaid 2 days a week. I would also like to take it upon myself on behalf of the committee to thank Craig & Anna for still being on a reduced pay cut which has helped our finances and we also hope to reinstate there wages as soon as we can.

On behalf of the committee I would like to thank the Village Hall Committee (our landlords) for their continued help and support to keep the Pre-school running and their generosity towards our situation as they themselves have been greatly affected in the Covid Pandemic. I would like to thank Ellie for continuing to be secretary and taking notes at our meetings and making sense of it all. Accounts clerk Mel still continues to keep our funds and finances in order and remains a valuable asset to the Pre-school.

Bramfield Stepping Stones Pre-School

Trustees' annual report (continued)

Year ended 31 August 2020

Achievements and performance (continued)

A massive thankyou to Becky for her tireless work within the Committee and making sure that information about Covid-19 has been available to parents and staff so there is clear advice being given out and on behalf of the committee wish her all the best as she nears the end of her role of Treasurer.

Unfortunately due to unseen circumstances in my personal life I have had to give in my Resignation to stand down as Chairman and I would just like to say this was a difficult decision to come to but I will stay on in my role until a new Chairman has been appointed.

As we are a committee managed pre-school we rely upon volunteers helping in a variety of ways. To those parents who have assisted in helping in any way we value your contribution highly and we welcome other parents to get involved or contribute.

I hope that into the New Year and throughout 2021 we can continue to grow and bring in new children and increase our numbers, and hopefully we can come out of this Pandemic a very prosperous and valued Pre-School.

- Marc O'Hagan (Outgoing Chairman)

Financial review

The Charity had net receipts of £12,360 (2019 net payments £3,496) as shown on the Receipts and Payments account on page 7.

Investment Policy

There are no restrictions of the Charity's power to invest. The investment strategy is set by the Trustees and takes into account known expenses and allows for unforeseen demands. The Trustees also consider the income requirements.

Risk Management Policy

The Trustees have examined the major strategic business and operational risks, which the Charity faces and confirms that systems have been established to enable regular reports to be produced so that the necessary steps can be taken to lessen the risks.

Reserves Policy

It is the policy of the Charity to maintain sufficient funds to enable it to carry out its objectives and to meet periodic capital expenditure, repairs to the building and unforeseen circumstances.

Bramfield Stepping Stones Pre-School

Trustees' annual report (continued)

Year ended 31 August 2020

Structure, governance and management

Governing document

The Charity was founded by a trust deed dated 18 April 2005 and was registered with the Charity Commission on 13 June 2005 number 1109971.

It works to the Constitution recommended by the Pre-school Learning Alliance and approved by the committee.

Recruitment and Appointment of Trustees

The Charity is administered by a Board of Trustees who has the power of appointing new Trustee/Trustees. Trustees are appointed by majority vote where unanimity has not been achieved.

Future Trustees shall be appointed for a minimum of one year.

In selecting persons to be appointed as Trustees, the Trustees shall take into account the benefits of appointing a person whose qualifications and employment of knowledge will make a contribution to the pursuit of the objects or management of the Charity.

Induction and Training of Trustees

On appointment to the board, Trustees are provided with copies of:

- The Trust Deed and amendment thereto.
- Minutes of Trustee's meetings held.
- The latest set of statutory accounts.

In addition Trustees are encouraged to read Charity and other newsletters and to attend courses designed to keep them abreast of their duties and responsibilities.

Organisational Structure

The Trustees meet at least three times a year to discuss all governance matters concerning the Charity. At these meetings the Trustees consider and make decisions on actions to be taken in accordance with the Charity's objectives. Discussions are reached by majority vote where unanimity has not been achieved.

Relationship with related parties

The Charity is registered with Ofsted to enable the setting to operate and with the Pre-school Learning Alliance, which provides any necessary social and legal advice. Support is also provided by Suffolk County Council Early Years Department by funding and general advice.

Bramfield Stepping Stones Pre-School

Trustees' annual report (continued)

Year ended 31 August 2020

Independent examiner

A resolution to reappoint Mr J P Shipp will be proposed at the Annual General Meeting.

Signed on behalf of the trustees on 24 March 2021.

Mr Craig Moloney (Chairman)

Independent examiner's report to the trustees of Bramfield Stepping Stones Pre-School

Year ended 31 August 2020

I report to the charity trustees on my examination of the financial statements of the company for the year ended 31 August 2020 which comprise the statement of financial activities (including income and expenditure account), balance sheet and the related notes.

Responsibilities and Basis of Report

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

Having satisfied myself that the financial statements 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 company's financial statements 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)(b) of the 2011 Act.

Independent Examiner's Statement

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

- 1 accounting records were not kept in respect of the company as required by section 386 of the 2006 Act; or
- 2 the financial statements do not accord with those records; or
- 3 the financial statements 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 financial statements 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.

Mr J P Shipp ACA
Independent Examiner

Lovewell Blake LLP
Chartered accountants
The Wherry
Quay Street
Halesworth
Suffolk IP19 8ET

21 April 2021

Bramfield Stepping Stones Pre-School

Receipts and Payments

Year ended 31 August 2020

	2020	2019
	£	£
Receipts		
SCC Early Years Funding	57,287	45,419
Fees and lunch club	5,368	9,586
Donations	527	150
Fundraising	420	1,251
Sundry receipts	9	247
Furlough Scheme Grants	726	
	<hr/> 64,338	<hr/> 56,653
Bank interest	22	29
	<hr/> 64,360	<hr/> 56,682
Payments		
Wages	43,696	47,183
Pensions	2,505	2,554
Courses and training	300	217
Rent and electricity	1,257	2,871
Telephone	662	828
Advertising	126	173
Insurance and OFSTED	-	1,341
Admin and sundry items	993	1,048
Lunches	674	672
Property repairs	-	-
Independent examination fees	600	576
Professional fees	985	1,425
Equipment purchases	203	1,292
Loan repayment	-	-
	<hr/> 52,000	<hr/> 60,178
Net (payments)/receipts	12,360	(3,496)
Cash funds at last year end	13,694	17,190
	<hr/> 26,054	<hr/> 13,694

Bramfield Stepping Stones Pre-School

Statement of assets and liabilities

Year ended 31 August 2020

£

Cash funds

Community Account	1,898
Business Saver Account	22,104
Active Saver Account	2,052
	<hr/>
	26,054
	<hr/> <hr/>

Debtors

Donation to contribute towards new play house purchased in 2020 year	450
	<hr/> <hr/>

Assets retained for the Charity's own use

£

Various furniture, computer/electrical equipment, kitchen appliances, toys, games, instruments and materials for activities (at estimated secondhand value)	4,500
	<hr/> <hr/>

Liabilities

£

Independent examination fees	624
Professional fees	460
PAYE	381
	<hr/>
	1,465
	<hr/> <hr/>

Signed on behalf of the trustees on 24 March 2021.

Mr Craig Moloney (Chairman)