

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
Total receipts	<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	-	-
Total payments	<hr/> 52,000	<hr/> 60,178
Net (payments)/receipts	12,360	(3,496)
Cash funds at last year end	13,694	17,190
Cash funds at this year end	<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

26,054

Debtors

Donation to contribute towards new play house purchased in 2020 year	450
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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

Liabilities

£

Independent examination fees	624
Professional fees	460
PAYE	381

1,465

Signed on behalf of the trustees on 24 March 2021.

Mr Craig Moloney (Chairman)