

# **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

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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**

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### **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**

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### **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**

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### **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**

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## **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**

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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').

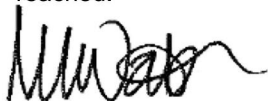
Having satisfied myself that the financial statements of the company are not required to be audited under part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your company's financial statements as carried out under section 145 of the Charities 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
	£	£
<b>Receipts</b>		
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
<b>Total receipts</b>	<hr/> <b>50,018</b>	<hr/> <b>64,360</b>
<b>Payments</b>		
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
<b>Total payments</b>	<hr/> <b>53,599</b>	<hr/> <b>52,000</b>
<b>Net (payments)/receipts</b>	<b>(3,581)</b>	<b>12,360</b>
Cash funds at last year end	26,054	13,694
<b>Cash funds at this year end</b>	<hr/> <b>22,473</b>	<hr/> <b>26,054</b>

# Bramfield Stepping Stones Pre-School

## Statement of assets and liabilities

Year ended 31 August 2021

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	£
<b>Cash funds</b>	
Community Account	10,312
Business Saver Account	10,108
Active Saver Account	2,053
	<hr/>
	<b>22,473</b>
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<b>Assets retained for the Charity's own use</b>	£
Various furniture, computer/electrical equipment, kitchen appliances, toys, games, instruments and materials for activities (at estimated secondhand value)	<b>4,500</b>
	<hr/>

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

Signed on behalf of the trustees on 7 March 2022.

Mr Craig Moloney (Chairman)