

Bramfield Stepping Stones Pre-School

Report and Financial Statements

For the year ended

31 August 2022

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

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 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 no 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
Total receipts	<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
Total payments	<hr/> 56,597	<hr/> 53,599
Net (payments)/receipts	2,465	(3,581)
Cash funds at last year end	22,473	26,054
Cash funds at this year end	<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)	4,500
	<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)