

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

The Trustees present their report and the unaudited financial statements of the Charity for the year ended 31 August 2023.

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

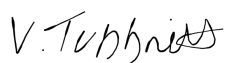
Trustees' annual report (continued)

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

A handwritten signature in black ink, appearing to read 'V. Tubbritt', with a stylized flourish at the end.

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
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Bramfield Stepping Stones Pre-School

Statement of assets and liabilities

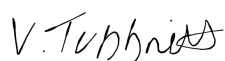
Year ended 31 August 2023

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

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
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Liabilities	£
Independent examination fees	744
Professional fees	1,117
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	1,861
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Signed on behalf of the trustees on 21/6/2024



Mrs V Tubbritt (Treasurer)