

Bramfield Stepping Stones Pre-School

Report and Financial Statements

For the year ended

31 August 2024

Bramfield Stepping Stones Pre-School

Financial Statements

Year ended 31 August 2024

Contents	Page
Trustees' annual report	1-5
Independent examiner's report to the trustees	6
Receipts and payments account	7
Statement of assets and liabilities	8

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
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	97,706	57,632
Bank interest	322	59
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Total receipts	98,028	57,691
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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
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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
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Cash funds at this year end	38,565	13,893
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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
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	38,565
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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)	5,000
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Liabilities	£
Independent examination fees	750
Professional fees	476
PAYE	592
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	1,818
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Signed on behalf of the trustees on 3 March 2025

Mrs V Tubbritt (Treasurer)