

Charity number: 1128288
Company number: 6403351



Steady Steps Pre-School

Trustees' annual report and financial statements

For the year ended 31st August 2024

**Compass Accountants
Venture House
The Tanneries
East Street
Titchfield
Hampshire
PO14 4AR**

STEADY STEPS PRE-SCHOOL

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STEADY STEPS PRE-SCHOOL

Charity number	1128288
Company number	6403351
Principal address	Copse Lane Gosport Hampshire PO13 0DH
Trustees	Teresa Arnold Michelle Aston Clarice Bailey Andrew Brown Lauren Carpenter Julie Pickthall Joseph Harris (resigned 29 December 2024)
Company secretary	Clarice Bailey
Management Early Years Practitioner	Julie Pickthall
Accountants	Compass Accountants Limited Venture House The Tanneries East Street Titchfield Hampshire PO14 4AR
Independent examiner	Kerry Lawrance FCA
Bankers	Lloyds Bank PLC 20 – 24 High Street Gosport Hampshire PO12 1DE

STEADY STEPS PRE-SCHOOL

Report of the trustees (including the directors' report) for the year ended 31st August 2024

The trustees, who are also directors of the charity, present their annual report and financial statements for the year ended 31 August 2024.

The Trustees have had due regard to the guidance issued by the Charity Commission on Public Benefit.

Aims and Objectives

Steady Steps Pre-School provides quality care and education to children aged from 2 years rising to 5. Our aim is to enhance the learning and development of children under the statutory school age by:

- Providing a warm safe environment
- Providing appropriate play based educational activities and care facilities based on the child's individual needs, interests and abilities
- Respecting diversity and promote equality of opportunity to children to ensure each child can reach their full potential while in our care
- Working closely with parents and carers
- Working closely with other agencies involved in the welfare of the child and or family
- Ensure the practice manager remains up to date with current practice and legislation
- Ensuring all staff have relevant qualifications and experience to carry out their duties to a high standard and can evidence on-going continual professional development
- Adhering to the aims and objectives of the pre-school Learning Alliance

Powers

To pursuance of the objectives, the pre-school shall have the following powers:

- To provide accommodation and equipment
- To raise money to pay for the pre-school activities
- To make such payments as shall be necessary

Reserves policy

To set aside funds for special purposes or as reserves against future expenditure. In accordance with the pre-schools Articles of Association the setting is permitted to engage in lawful activity that shall further the Charitable objectives. Money not immediately required to meet objectives eg. future sustainability and development. We aim to utilise income from restricted funds as soon as reasonably possible after receipt.

Financial position

This year has seen a surplus of £7,895 (2023: deficit of £15,447).

Family dynamics

As an inclusive setting we continue to provide care and education to a diverse range of families within our local community and surrounding areas. Family dynamics this year include:

- Vulnerable families
- Young parents
- Service families
- Children with SEND
- Looked After children
- Ethnic Minority
- Mental Health related illnesses

STEADY STEPS PRE-SCHOOL

Report of the trustees (including the directors' report) for the year ended 31st August 2024

At Steady Steps we aim to ensure every child regardless of the family circumstance can reach their full potential during their time with us. To achieve this we value the importance of working in partnership with the parent/carers by offering throughout the year:

- Open door policy
- Informal and formal meetings
- Service family coffee mornings
- Family events
- Stay and play sessions
- Celebrate family members day
- Working with other agencies for support and guidance

In the Nursery room we had children attend who were in receipt of 2-year funding, and in the pre-school vulnerable children who were in receipt of Early Years Pupil Premium. The enrolment of children aged from 18 months has been a success and one that has been welcomed by the families in our community.

Achievements and performance

Jessica Morby Bagley successfully completed her apprenticeship at the end of December 2023, we have now offered her a contract of employment as a newly qualified Early Years Educator.

Mrs Brown completed her Foundation degree and will start her final year of study with Portsmouth University in September 2024.

Charlotte Moxham completed her Level 2 award and will commence her level 3 in Early Years Childcare and Education in September 2024.

Jenna Hooper completed her SENDCO training in September, this is a big achievement and now means we have the benefit of a qualified Special Educational Needs Coordinator in the Nursery and Dolphin Room.

Fundraising has been very successful, the year ended with the children and families coming together to take part in a sponsored obstacle course and summer fair, this event was enjoyed by everyone who attended. Mrs Arnold continues to support our settings fundraising, coordinating sponsors and writing letters to local companies requesting donations to include in our raffle.

At the end of term, we organised a staff and family BBQ. This was well received by all attendees and was a lovely way to celebrate the end of a very busy school year.

Development plans for the future

The summer term saw us open up the Dolphin room to offer childcare and education to children aged 9 months to 18 months. Taking just one baby, we were able to make an informed decision moving forward in September where it was agreed that we would open up the Dolphin room to accommodate up to 8 babies. The intake would be a graduated intake starting with the enrolment of 4 babies from September 2024.

During the month of August, we had contractors in to open the quiet room to improve the space for the children in the Dolphin room from September. This however has taken away space for one-to-one teaching/care time and activities with our SENDCO, and ELSA. We are now looking into giving space back in the form of a Garden Room. We also managed to secure full funding from Hampshire County Council to have a completely new roof for the school building, securing the future and longevity of our modular building.

STEADY STEPS PRE-SCHOOL

Report of the trustees (including the directors' report) for the year ended 31st August 2024

In the future we would like to offer a broader curriculum for all children to include yoga sessions for the children. Mrs Duffield would like to run these sessions and has accessed Accredited Training to become a Qualified Children's Yoga Instructor. We are hoping to be able to include this in the curriculum from September 2025.

The development plans over the next two years will continue to focus on the impact of the Government reforms and how they plan to address the childcare funding for working families.

The level of funding available is continually monitored and how we respond to the potential increase in demand for spaces with an emphasis on meeting the needs of children as young as 9 months. We need to closely monitor intake during 2024 - 2025 to ensure we are ready to accommodate the additional demands for session from September 2025 when the Government increases the entitlement of funded hours from 15 to 30 for children aged from 9 months, this will have a significant impact on how we manage our admissions and waiting list moving forward.

Structure, governance and management

Our setting continues to be governed by its Memorandum and Articles of Association, and is a company limited by guarantee as defined by the Companies Act 2006. In accordance with the Articles the Charity is managed by the Committee. The Board of Trustee Directors is made up of affiliated and non-affiliated members. The Trustees are appointed on the basis of their willingness to meet the roles and responsibilities of a Trustee, complete a full induction and have an enhanced DBS certificate (this process is part of the induction requirements). The Committee meet termly and decisions are made by a majority decision.

The Trustees have had regard to the Charity Commission guidance on public benefit.

We continue to employ a manager who is also a Trustee Director in accordance with the Memorandum and Articles of Association.

STEADY STEPS PRE-SCHOOL

Statement of trustees' responsibilities for the year ended 31st August 2024

The Board of Trustees (who are also Directors of Steady Steps Pre-School for the purposes of company law) are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the Trustees to prepare financial statements for each financial year, which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing these financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP FRS 102 (2019);
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

The Trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charitable company's transactions and disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

.....
Julie Pickthall

On behalf of the Board of Trustees

Date:

Independent Examiner's Report to the Trustees of Steady Steps Pre-School

I report to the charity trustees on my examination of the accounts of the company for the year ended 31st August 2024 which are set out on pages 7 to 16.

Responsibilities and basis of report

As the charity's trustees you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the charity's accounts 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 material 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 charity as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts 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.

.....
Kerry Lawrance FCA

Date:

Compass Accountants Limited
Venture House, The Tanneries
East Street, Titchfield, Hants.
PO14 4AR

STEADY STEPS PRE-SCHOOL
**STATEMENT OF FINANCIAL ACTIVITIES (INCORPORATING THE INCOME AND EXPENDITURE ACCOUNT)
FOR THE YEAR ENDED 31 AUGUST 2024**

	Notes	Unrestricted Funds £	Restricted Funds £	2024 Total £	Unrestricted Funds £	Restricted Funds £	2023 Total £
Income							
Charitable activities	7	314,287	11,246	325,533	250,468	27,725	278,193
Other trading activities	8	4,337	-	4,337	4,626	-	4,626
Investments		186	-	186	76	-	76
Total Income		318,810	11,246	330,056	255,170	27,725	282,895
Expenditure							
Charitable activities	9	306,812	15,349	322,161	270,999	27,343	298,342
Total expenditure		306,812	15,349	322,161	270,999	27,343	298,342
Net income/expenditure		11,998	(4,103)	7,895	(15,829)	382	(15,447)
Transfers between funds		-	-	-	-	-	-
Net movement in funds		11,998	(4,103)	7,895	(15,829)	382	(15,447)
Reconciliation of funds:							
Total funds brought forward		145,408	4,103	149,511	161,237	3,721	164,958
Total funds carried forward		157,406	-	157,406	145,408	4,103	149,511

All transactions are derived from continuing activities.

All recognised gains and losses are included in the Statement of Financial Activities

The notes on pages 9 to 16 form an integral part of these financial statements

STEADY STEPS PRE-SCHOOL
BALANCE SHEET - COMPANY REGISTRATION NUMBER 6403351
AS AT 31 AUGUST 2024

	Notes	2024 £	2023 £
Fixed Assets			
Tangible Assets	2	82,226	88,362
Current Assets			
Stock		142	308
Debtors	3	4,302	6,567
Cash at bank and in hand		79,504	63,910
		<u>83,948</u>	<u>70,785</u>
Creditors: amounts falling due within one year	4	<u>8,768</u>	<u>9,636</u>
Net Current Assets		75,180	61,149
Net Assets		<u>£ 157,406</u>	<u>£ 149,511</u>
Funds			
Unrestricted Funds	5,6	157,406	145,408
Restricted Funds	5,6	-	4,103
		<u>£ 157,406</u>	<u>£ 149,511</u>

For the financial year in question the company was entitled to exemption under section 477 of the Companies Act 2006 relating to small companies.

No members have required the company to obtain an audit of its accounts for the year in question in accordance with section 476 of the Companies Act 2006.

The directors acknowledge their responsibility for complying with the requirements of the Act with respect to accounting records and for the preparation of accounts.

The financial statements are prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

The financial statements were approved by the Board on and signed on its behalf by:

Julie Pickthall
On behalf of the Board of Trustees

Date:

The notes on pages 9 to 16 form an integral part of these financial statements

**STEADY STEPS PRE-SCHOOL
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2024**

1 Accounting Policies

1.1 Charity information

Steady Steps Pre-School is a company limited by guarantee and not having a share capital and is a charity registered under the Charities Act 2011. It is managed by a Board of Trustees, the members of which are directors and charity trustees respectively within the meaning of the Companies Act 2006 and the Charities Act 2011.

The objectives of Steady Steps Pre-School are to provide quality early years care and education to children and their families within the community of Gosport and the neighbourhood.

1.2 Nature and purpose of designated and restricted funds

Restricted

a) Early year pupil premium funding

Targeted funding for early years education for disadvantaged children.

b) Meal grants

Funding to support vulnerable households affected by COVID-19 that would meet the 'Free School Meals' criteria.

c) Disability funding

Targeted additional support for disabled children.

d) Special education needs

Targeted funding for early years education for special needs children.

e) Income deprivation funding

Targeting funding for early years education for low income household children. bills, food and water bills.

f) Discretionary grant

Funding to support and provide assistance to vulnerable families who would otherwise struggle with energy bills, food and water bills.

g) DWP grant

Funding to help purchase equipment for member of staff with hearing impairment.

h) Expert and mentors programme

Funding to cover the cost of expert/mentor to provide support to other settings.

1.3 Basis of preparation of financial statements

The financial statements have been prepared 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) (issued October 2019) - Charities SORP (FRS102), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

1.4 Going Concern

The Charity's financial statements have been prepared on a going concern basis as the trustees believe that no material uncertainties exist. The trustees have considered the levels of funds held and the expected level of income and expenditure for 12 months from authorising these financial statements. The budgeted income and expenditure is sufficient with the level of reserves for the charity to be able to continue as a going concern.

STEADY STEPS PRE-SCHOOL
NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31 AUGUST 2024

1 Accounting Policies (continued)

1.5 Tangible Fixed Assets and Depreciation

Depreciation is provided at rates calculated to write off the cost less residual value of each asset over its expected useful life, as follows:

Buildings	- 5% Straight Line
Furniture and Equipment	- 25% Reducing Balance

1.6 Stock

Stock of clothing and resources is valued at the lower of cost and net realisable value.

1.7 Debtors

Debtors are stated at the amounts due to the Charity at the balance sheet date. Prepayments are recorded for the proportion of time-based expenditures attributable to ensuing year.

1.8 Cash and cash equivalents

Amounts held in bank accounts and cash at the balance sheet date. This is held to meet the day to day running costs of the charity as they fall due.

1.9 Creditors

Creditors are recognised as soon as an outflow of economic benefit is considered more likely than not to occur under a legal or constructive obligation committing the Charity to pay out resources. Creditors that are current liabilities are recognised at the settlement amount expected to be paid at the balance sheet date.

1.10 Taxation

The company is a registered charity and, in the opinion of the Board, is exempt from corporation tax on its surpluses on financial activities in accordance with S.486 of the Corporation Tax Act 2010.

1.11 Grant income recognition

A grant that becomes receivable on the occurrence of a certain specified future event is recognised in the financial accounts when the specified event has occurred and all the grantor's requirements associated with it have been complied with.

1.12 Allocation and analysis of resources used

Central expenditures for charitable support and administration are partly met through core funding and partly from attributions to restricted funds for centrally-borne support costs.

STEADY STEPS PRE-SCHOOL
NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31 AUGUST 2024

2 Tangible fixed assets

	Furniture & Equipment £	Buildings £	Total £
Cost			
At 1 September 2023	27,465	128,963	156,428
Additions	2,719	-	2,719
Disposals	-	-	-
At 31 August 2024	30,184	128,963	159,147
Depreciation			
At 1 September 2023	20,581	47,485	68,066
On Disposals	-	-	-
Charge for the year	2,406	6,449	8,855
At 31 August 2024	22,987	53,934	76,921
Net book values			
At 31 August 2024	7,197	75,029	82,226
At 31 August 2023	6,884	81,478	88,362

3 Debtors

	2024 £	2023 £
Prepayments	320	1,076
Trade debtors	3,982	5,390
Other debtors	-	101
	4,302	6,567

4 Creditors: amounts falling due within one year

	2024 £	2023 £
Taxes and social security	5,841	2,519
Other creditors	707	3,334
Accrued charges	2,220	3,783
	8,768	9,636

STEADY STEPS PRE-SCHOOL
NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31 AUGUST 2024

5 Movement on funds in the year

	1 September 2023 £	Income £	Expenditure	31 August 2024 £
Unrestricted				
General Fund	145,408	318,810	(306,812)	157,406
	<u>145,408</u>	<u>318,810</u>	<u>(306,812)</u>	<u>157,406</u>
Restricted				
- Early year pupil premium	3,132	3,644	(6,776)	-
- Meal grants	30	-	(30)	-
- Disability funding	-	648	(648)	-
- Special education needs	445	6,954	(7,399)	-
- Discretionary grant	496	-	(496)	-
	<u>4,103</u>	<u>11,246</u>	<u>(15,349)</u>	<u>-</u>
	<u>149,511</u>	<u>330,056</u>	<u>(322,161)</u>	<u>157,406</u>
	1 September 2022 £	Income £	Expenditure	31 August 2023 £
Unrestricted				
General Fund	161,237	255,170	(270,999)	145,408
	<u>161,237</u>	<u>255,170</u>	<u>(270,999)</u>	<u>145,408</u>
Restricted				
- Early year pupil premium	3,091	3,270	(3,229)	3,132
- Meal grants	180	-	(150)	30
- Disability funding	-	1,656	(1,656)	-
- Special education needs	445	-	-	445
- Income deprivation funding	-	3,739	(3,739)	-
- Discretionary grant	5	660	(169)	496
- Expert and mentors programme	-	18,400	(18,400)	-
	<u>3,721</u>	<u>27,725</u>	<u>(27,343)</u>	<u>4,103</u>
	<u>164,958</u>	<u>282,895</u>	<u>(298,342)</u>	<u>149,511</u>

STEADY STEPS PRE-SCHOOL
NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31 AUGUST 2024

6 Analysis of net assets between funds

Fund balances at 31 August 2024 as represented by:

Unrestricted

General Fund

Fixed Assets	Net Current Assets	Net Assets
£	£	£
82,226	75,180	157,406
82,226	75,180	157,406

Fund balances at 31 August 2023 as represented by:

Unrestricted

General Fund

Fixed Assets	Net Current Assets	Net Assets
£	£	£
86,007	59,401	145,408

Restricted

- Early year pupil premium
- Meal grants
- Special education needs
- Discretionary grant

2,355	777	3,132
-	30	30
-	445	445
-	496	496
88,362	61,149	149,511

STEADY STEPS PRE-SCHOOL
NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31 AUGUST 2024

7 Income received from charitable activities

	Unrestricted	Restricted	2024
	£	£	£
Grants receivable			
Two-year old funding	48,569	-	48,569
Early years education grant	215,864	-	215,864
Early years pupil premium funding	-	3,644	3,644
Special education needs funding	-	6,954	6,954
Disability funding	-	648	648
	<u>264,433</u>	<u>11,246</u>	<u>275,679</u>
Fees and other income			
User fees	49,854	-	49,854
	<u>49,854</u>	<u>-</u>	<u>49,854</u>
	<u>314,287</u>	<u>11,246</u>	<u>325,533</u>
	Unrestricted	Restricted	2023
	£	£	£
Grants receivable			
Two-year old funding	35,824	-	35,824
Early years education grant	165,637	-	165,637
Early years pupil premium funding	-	3,270	3,270
Income deprivation funding	-	3,739	3,739
Disability funding	-	1,656	1,656
Staff grant	500	-	500
Discretionary grant	-	660	660
Expert and mentors programme grant	-	18,400	18,400
	<u>201,961</u>	<u>27,725</u>	<u>229,686</u>
Fees and other income			
User fees	48,450	-	48,450
Other operating income	57	-	57
	<u>48,507</u>	<u>-</u>	<u>48,507</u>
	<u>250,468</u>	<u>27,725</u>	<u>278,193</u>

8 Other trading activities

	Unrestricted	Restricted	2024
	£	£	£
Fundraising	4,337	-	4,337
	<u>4,337</u>	<u>-</u>	<u>4,337</u>
	Unrestricted	Restricted	2023
	£	£	£
Fundraising	4,626	-	4,626
	<u>4,626</u>	<u>-</u>	<u>4,626</u>

STEADY STEPS PRE-SCHOOL
NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31 AUGUST 2024

9 Expenditure on charitable activities

	Unrestricted	Restricted	2024
	£	£	£
Payroll and related costs			
Wages and salaries	252,626	15,049	267,675
Training, welfare and hospitality	1,908	-	1,908
Rent	14,488	-	14,488
Resources	10,794	-	10,794
Repairs and maintenance	9,391	-	9,391
Cleaning and waste disposal	120	-	120
Insurance	977	-	977
Depreciation of operating equipment	2,405	-	2,405
Meal grant vouchers	1,684	300	1,984
Telephone and interent	1,048	-	1,048
Printing and stationery	193	-	193
Memberships and subscriptions	1,865	-	1,865
Depreciation of buildings	6,448	-	6,448
Miscellaneous expenses	645	-	645
Accountancy fees	1,620	-	1,620
Independent examiners fee	600	-	600
	306,812	15,349	322,161

9 Expenditure on charitable activities - continued

	Unrestricted	Restricted	2023
	£	£	£
Payroll and related costs			
Wages and salaries	221,054	6,884	227,938
Training, welfare and hospitality	3,581	-	3,581
Subcontractor costs	-	18,400	18,400
Rent	16,741	624	17,365
Resources	8,793	1,285	10,078
Repairs and maintenance	2,942	-	2,942
Cleaning and waste disposal	618	-	618
Insurance	786	-	786
Depreciation of operating equipment	2,289	-	2,289
Meal grant vouchers	-	150	150
Telephone and interent	1,037	-	1,037
Printing and stationery	86	-	86
Memberships and subscriptions	2,680	-	2,680
Depreciation of buildings	6,448	-	6,448
Miscellaneous expenses	704	-	704
Accountancy fees	2,430	-	2,430
Independent examiners fee	810	-	810
	270,999	27,343	298,342

10 Transfers

No transfers have been made between funds during the period.

STEADY STEPS PRE-SCHOOL
NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31 AUGUST 2024

11 Payroll and staffing

	2024	2023
Staff costs	£	£
Gross wages and salaries	224,188	218,313
Employer's national insurance	33,950	6,186
Pension contributions	9,537	3,439
	<u>267,675</u>	<u>227,938</u>

Staff numbers

Average number of staff employed	20	20
Number of full-time equivalent staff	7	7
No employees received emoluments exceeding £60,000 p.a. (2023: £60,000).		

12 Trustees' emoluments and expenses

The following director received a salary for their services as staff in accordance with their respective employment contract. No remuneration was paid to them in connection with their services as charity trustees.

	2024	2023
Julie Pickthall	32,033	31,390
- Pension contributions	861	771
	<u>32,894</u>	<u>32,161</u>

No trustees or anyone connected with them received reimbursement of expenses relating to their services as trustees.

13 Related party transactions

Julie Pickthall, a director, invoiced the charity £16,750 in relation to services provided, this related to work performed for the Expert and Mentors programme that the Charity received funding for.