

**Small Steps Preschool Boreham**  
**Annual Trustees Report**  
**1<sup>st</sup> August 2019 – 31<sup>st</sup> July 2020**

**Charity registered in England and Wales Registration Number 1146534**  
**Company Limited by guarantee in United Kingdom no. 7601172**

**Office Address**

15 Allens Close  
Boreham  
Chelmsford  
Essex  
CM3 3DR

**Setting (Operational) Address**

Lord Perry Hall  
Boreham Village Hall  
Main Road  
Boreham  
CM3 3JD

**Board of Trustees (as at 31<sup>st</sup> July 2020)**

**Chairperson**  
**Treasurer**

Nicola Fung  
Robert Selvage  
Susan Selvage  
Charlie Cook  
Hayley Johnson

**Inspection of Accounts completed by**

Colchester Community Voluntary Service  
Winsley's House  
High Street  
Colchester  
CO1 1UG

## **AFFILIATIONS**

### **Preschool Learning Alliance** (membership number 106396)

Small Steps Preschool is a member of the Preschool Learning Alliance and has adopted the model memorandum and articles of the PSLA as its own.

### **Ofsted** (Membership number EY399734)

Small Steps Preschool is a member of the childcare register and as such is subject to inspections every three years. Small Steps Preschool complies with Ofsted regulations that stipulate the number of children that can be cared for at the premises and the staff:child ratios. DBS checks are carried out on all staff and trustees.

## **PUBLIC BENEFIT**

Small Steps Preschool provides a valuable childcare service for families in the Boreham and surrounding areas. We promote the social, emotional and educational development of children, whilst enabling their parents to continue with employment so that they can support their families financially. We try to keep the cost of childcare low so it is affordable to those who do not receive funding from Essex County Council.

We hold fundraising activities, some of which the children participate in. The money raised from these activities includes paying for new equipment and financing an annual day trip for all pre-school attendees and Christmas and end of year parties.

## **STRUCTURE, GOVERNANCE AND MANAGEMENT**

The Board of Trustees are the board of directors of Small Steps Preschool. The Trustees are predominately parents of children who attend the preschool and elected friends of the Preschool and members of the Boreham community. Members are selected and co-opted onto the Board by other members of the Board of Trustees. They are elected for the knowledge and skills they bring to the Board. The Board meets at least four times a year. Members are elected at the Annual General Meeting in the autumn half term.

New Trustees are inducted into the role by the outgoing Trustees, and handed a list of roles and responsibilities outlined by the Preschool Learning Alliance.

The Chairperson of the Board of Trustees oversees the day to day implementation of Board activities and ensures the preschool Manager is implementing our policies and procedures.

## **OBJECTIVES AND ACTIVITIES**

The objective of Small Steps Preschool is to provide sessional childcare and education to preschool age children. We aim to enable children to develop emotionally, educationally and physically in a friendly, supportive and caring environment. We endeavour to make childcare affordable to all, to enable parents to work and therefore assist their families financially. We seek to involve parents and carers in the education of their children by having parent trustees and consulting with parents to find out their wishes and involving them in the day to day life of the preschool.

## **ACHIEVEMENTS AND PERFORMANCE**

Over the past twelve months the preschool has provided space for between 12-22 children to attend each three hour session (numbers vary slightly at each session). Normally, we have an annual day trip which is subsidised so that all the children can afford to come. This has proved to be a valuable experience for children, staff and parents to get together. We have a party at Christmas and also at the end of the school year, where children leaving to attend Reception class at school 'graduate' and are presented with a certificate and small gift. We have use of a large enclosed private garden belonging to the scout association which has enabled the children to enjoy many more outdoor activities, including growing plants and a mud kitchen and various forest school style activities.

Members of Staff have completed training to extend their experience as child carers particularly in the area of special educational needs. All staff have up to date full first aid training. Staff were all given a pay rise.

The preschool opens for both morning and afternoon sessions, meaning the children can attend the preschool for up to six hours, enabling parents to go to work and pursue financial well being for their children. The full day also prepares the older children for the transition to school. This is primarily demand driven.

We offer a before school club, but this does not have many children attending. Despite this, it remains available, as it assists parents who need to leave home early for work.

## **PLANS FOR THE FUTURE**

The Trustees endeavour to develop procedures that maintain the stability of the work by employing reliable committed staff who share the same values and goals as the board.

The Trustees and staff will develop the preschool, within the new Early Years Foundation Stage Framework, by providing better facilities for play and education.

The Trustees will continue to promote the preschool to encourage new children, from and around the Boreham area, to start at ages 2 and 3 and therefore ensure the continuity of the preschool.

We seek to strengthen links with new parents from which new Trustees may be recruited.

## **FINANCIAL REVIEW**

The last inspected accounts for year ended 31 July 2019 show our net assets to be £17,266. This financial year we have made a profit of £2,198. The setting closed in March 2020 and did not re-open before the financial year ending 31 July 2020 due to the outbreak of Corona virus / Covid-19. Despite this, Small Steps Preschool remains financial healthy with net assets of £19,464.

## **RESERVES POLICY**

We maintain a reserve that will allow the Preschool to operate for three months should funds be withheld. This should give the preschool time to seek new revenue sources and maintain the stability of the preschool.

## **ONGOING CONCERNS**

Each year the Preschool loses a high proportion of the children when they start school in September. This temporarily reduces income, and looking ahead into year 2020/21 predicted numbers are currently strong, this may have been helped by the new housing estate very close to the preschool, consisting of 180 houses, which will potentially bring more children to the preschool after it is completed.

Nicola Stonehouse

Chairperson

*N Stonehouse*

Date *20/3/2021.*

# **SMALL STEPS PRE-SCHOOL BOREHAM**

Charity number 1146534  
Company registration number 07601172

## **FINANCIAL STATEMENTS FOR THE YEAR ENDED 31st JULY 2020**



# **SMALL STEPS PRE-SCHOOL BOREHAM**

## **CONTENTS FOR THE YEAR ENDED 31 JULY 2020**

---

	Page
Legal and Administrative Information	1
Income and Expenditure account	2
Balance Sheet	3
Notes forming part of the financial statements	4-5
Independent Examination report	6

---

# **SMALL STEPS PRE-SCHOOL BOREHAM**

## **LEGAL AND ADMINISTRATIVE INFORMATION FOR THE YEAR ENDED 31 JULY 2020**

---

<b>Registered Address</b>	15 Allens Close Boreham Chelmsford Essex CM3 3DR
<b>Charity Number</b>	1146534
<b>Company Number</b>	07601172
<b>Trustees</b>	Nicola Fung, Chairperson (Resigned 31st October 2020) Kate Reilly, Chairperson (Appointed 1st November 2020) Wendy Parr, Treasurer (Resigned 17th October 2019) Hayley Johnson (Appointed 17th October 2019) Robert Selvage (Appointed 17th October 2019) Susan Selvage Lucie Byrne (Resigned 9th September 2019) Charley Cook
<b>Bankers</b>	Santander UK plc Business Banking 301 St Vincent Street Glasgow, G2 5NT
<b>Independent Examiner</b>	Community360 Winsley's House Colchester Essex CO1 1UG

# SMALL STEPS PRE SCHOOL BOREHAM

## STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 JULY 2020

---

	Note	2020 £	2019 £
<b>Incoming Resources</b>			
Charitable income	2	62,976	44,819
Other income		65	62
<b>Total Income</b>		<b>63,041</b>	<b>44,881</b>
<b>Resources Expended:</b>			
Charitable activities	3	60,843	48,990
Cost of raising funds	4	-	75
<b>Total Expenditure</b>		<b>60,843</b>	<b>49,065</b>
<b>Net Income/(Expense)</b>		<b>2,198</b>	<b>(4,184)</b>
<b>Total funds brought forward at 31 July 2019</b>		17,266	21,450
<b>Total funds carried forward at 31 July 2020</b>		<b>19,464</b>	<b>17,266</b>

The notes on page 4 and 5 form part of these financial statements.



# SMALL STEPS PRE SCHOOL BOREHAM

## BALANCE SHEET AS AT 31 JULY 2020

	Note	2020 £	2019 £
<b>Current Assets</b>			
Cash at bank and in hand		19,979	17,586
Other debtors	6	49	49
<b>Total Current Assets</b>		<b>20,028</b>	<b>17,635</b>
<b>Current Liabilities</b>			
Creditors: Due within one year	7	564	369
<b>Total Current Liabilities</b>		<b>564</b>	<b>369</b>
<b>Net Current Assets</b>		<b>19,464</b>	<b>17,266</b>
<b>Net Assets</b>		<b>19,464</b>	<b>17,266</b>
<b>Total Unrestricted Funds</b>		<b>19,464</b>	<b>17,266</b>

For the year ended 31 July 2020 the company was entitled to exemption from audit under section 477 of the Companies Act 2006.

The members have not required the company to obtain an audit in accordance with section 476 of the Companies Act 2006.

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

These accounts have been prepared in accordance with the provisions applicable to companies subject to small companies regime.

The directors declare that they have approved the accounts above.

\_\_\_\_\_  
Kate Reilly

Date: \_\_\_\_\_

# SMALL STEPS PRE SCHOOL BOREHAM

## NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 JULY 2020

### 1. Accounting Policies

#### Basis of the preparation of the accounts

The financial statements comply with the Charities Act 2011, the Companies Act 2006, the Memorandum and Articles of Association, and 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) (effective 1 January 2015).

The trustees have taken advantage of the exemption in Financial Reporting Standard 1 (revised) from including a cash flow statement in the financial statements on the grounds that the charity is small.

#### Incoming resources

All material incoming resources have been included on a receivable basis i.e. they are included if the date receivable falls within the period covered by these accounts.

#### Resources expended

These have been analysed using a natural classification.

#### Going Concern

These accounts have been prepared on a going concern basis.

### 2. Charitable Income

	2020	2019
	£	£
Essex County Council - fees	57,026	38,219
Session fees	4,991	5,736
Other charitable income	959	864
	<b>62,976</b>	<b>44,819</b>

### 3. Cost of Charitable Activities

	2020	2019
	£	£
Staff costs	49,410	34,589
Training	129	441
Rent	6,863	9,731
Professional fees	462	564
Insurance	594	594
Subscriptions	311	115
Telephone, stationery & postage	562	509
Equipment	238	215
Consumables	1,084	812
Refreshments	341	501
Activities & trips	257	494
Miscellaneous	593	423
	<b>60,843</b>	<b>48,990</b>

## SMALL STEPS PRE SCHOOL BOREHAM

### NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 JULY 2020

---

<b>4. Cost of Raising Funds</b>	<b>2020</b>	<b>2019</b>
	<b>£</b>	<b>£</b>
Advertising & promotions	-	75
	<u>-</u>	<u>75</u>
	<u><u>-</u></u>	<u><u>75</u></u>
<b>5. Staff</b>		
No staff were paid more than £60,000 per annum.		
<b>6. Debtors</b>	<b>2020</b>	<b>2019</b>
	<b>£</b>	<b>£</b>
Prepayments	49	49
	<u>49</u>	<u>49</u>
	<u><u>49</u></u>	<u><u>49</u></u>
<b>7. Creditors</b>	<b>2020</b>	<b>2019</b>
	<b>£</b>	<b>£</b>
Accruals	564	369
	<u>564</u>	<u>369</u>
	<u><u>564</u></u>	<u><u>369</u></u>

# **SMALL STEPS PRE-SCHOOL BOREHAM**

Charity number 1146534  
Company registration number 07601172

## **FINANCIAL STATEMENTS FOR THE YEAR ENDED 31st JULY 2020**



# **SMALL STEPS PRE-SCHOOL BOREHAM**

## **CONTENTS FOR THE YEAR ENDED 31 JULY 2020**

---

	Page
Legal and Administrative Information	1
Income and Expenditure account	2
Balance Sheet	3
Notes forming part of the financial statements	4-5
Independent Examination report	6

---

# **SMALL STEPS PRE-SCHOOL BOREHAM**

## **LEGAL AND ADMINISTRATIVE INFORMATION FOR THE YEAR ENDED 31 JULY 2020**

---

<b>Registered Address</b>	15 Allens Close Boreham Chelmsford Essex CM3 3DR
<b>Charity Number</b>	1146534
<b>Company Number</b>	07601172
<b>Trustees</b>	Nicola Fung, Chairperson (Resigned 31st October 2020) Kate Reilly, Chairperson (Appointed 1st November 2020) Wendy Parr, Treasurer (Resigned 17th October 2019) Hayley Johnson (Appointed 17th October 2019) Robert Selvage (Appointed 17th October 2019) Susan Selvage Lucie Byrne (Resigned 9th September 2019) Charley Cook
<b>Bankers</b>	Santander UK plc Business Banking 301 St Vincent Street Glasgow, G2 5NT
<b>Independent Examiner</b>	Community360 Winsley's House Colchester Essex CO1 1UG

# SMALL STEPS PRE SCHOOL BOREHAM

## STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 JULY 2020

---

	Note	2020 £	2019 £
<b>Incoming Resources</b>			
Charitable income	2	62,976	44,819
Other income		65	62
<b>Total Income</b>		<b>63,041</b>	<b>44,881</b>
<b>Resources Expended:</b>			
Charitable activities	3	60,843	48,990
Cost of raising funds	4	-	75
<b>Total Expenditure</b>		<b>60,843</b>	<b>49,065</b>
<b>Net Income/(Expense)</b>		<b>2,198</b>	<b>(4,184)</b>
<b>Total funds brought forward at 31 July 2019</b>		17,266	21,450
<b>Total funds carried forward at 31 July 2020</b>		<b>19,464</b>	<b>17,266</b>

The notes on page 4 and 5 form part of these financial statements.

# SMALL STEPS PRE SCHOOL BOREHAM

## BALANCE SHEET AS AT 31 JULY 2020

	Note	2020 £	2019 £
<b>Current Assets</b>			
Cash at bank and in hand		19,979	17,586
Other debtors	6	49	49
<b>Total Current Assets</b>		<b>20,028</b>	<b>17,635</b>
<b>Current Liabilities</b>			
Creditors: Due within one year	7	564	369
<b>Total Current Liabilities</b>		<b>564</b>	<b>369</b>
<b>Net Current Assets</b>		<b>19,464</b>	<b>17,266</b>
<b>Net Assets</b>		<b>19,464</b>	<b>17,266</b>
<b>Total Unrestricted Funds</b>		<b>19,464</b>	<b>17,266</b>

For the year ended 31 July 2020 the company was entitled to exemption from audit under section 477 of the Companies Act 2006.

The members have not required the company to obtain an audit in accordance with section 476 of the Companies Act 2006.

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

These accounts have been prepared in accordance with the provisions applicable to companies subject to small companies regime.

The directors declare that they have approved the accounts above.

\_\_\_\_\_  
Kate Reilly

Date: \_\_\_\_\_



# SMALL STEPS PRE SCHOOL BOREHAM

## NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 JULY 2020

### 1. Accounting Policies

#### Basis of the preparation of the accounts

The financial statements comply with the Charities Act 2011, the Companies Act 2006, the Memorandum and Articles of Association, and 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) (effective 1 January 2015).

The trustees have taken advantage of the exemption in Financial Reporting Standard 1 (revised) from including a cash flow statement in the financial statements on the grounds that the charity is small.

#### Incoming resources

All material incoming resources have been included on a receivable basis i.e. they are included if the date receivable falls within the period covered by these accounts.

#### Resources expended

These have been analysed using a natural classification.

#### Going Concern

These accounts have been prepared on a going concern basis.

### 2. Charitable Income

	2020	2019
	£	£
Essex County Council - fees	57,026	38,219
Session fees	4,991	5,736
Other charitable income	959	864
	<b>62,976</b>	<b>44,819</b>

### 3. Cost of Charitable Activities

	2020	2019
	£	£
Staff costs	49,410	34,589
Training	129	441
Rent	6,863	9,731
Professional fees	462	564
Insurance	594	594
Subscriptions	311	115
Telephone, stationery & postage	562	509
Equipment	238	215
Consumables	1,084	812
Refreshments	341	501
Activities & trips	257	494
Miscellaneous	593	423
	<b>60,843</b>	<b>48,990</b>

## SMALL STEPS PRE SCHOOL BOREHAM

### NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 JULY 2020

---

<b>4. Cost of Raising Funds</b>	<b>2020</b>	<b>2019</b>
	<b>£</b>	<b>£</b>
Advertising & promotions	-	75
	<u>-</u>	<u>75</u>
	<b><u>-</u></b>	<b><u>75</u></b>
<b>5. Staff</b>		
No staff were paid more than £60,000 per annum.		
<b>6. Debtors</b>	<b>2020</b>	<b>2019</b>
	<b>£</b>	<b>£</b>
Prepayments	49	49
	<u>49</u>	<u>49</u>
	<b><u>49</u></b>	<b><u>49</u></b>
<b>7. Creditors</b>	<b>2020</b>	<b>2019</b>
	<b>£</b>	<b>£</b>
Accruals	564	369
	<u>564</u>	<u>369</u>
	<b><u>564</u></b>	<b><u>369</u></b>