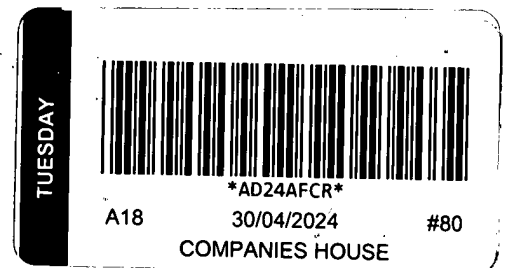


SMALL STEPS PRE-SCHOOL BOREHAM

Charity number 1146534
Company registration number 07601172

FINANCIAL STATEMENTS FOR THE YEAR ENDED 31st JULY 2023



SMALL STEPS PRE-SCHOOL BOREHAM

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SMALL STEPS PRE-SCHOOL BOREHAM

LEGAL AND ADMINISTRATIVE INFORMATION FOR THE YEAR ENDED 31 JULY 2023

Registered Address	76 Orchard Way Boreham Chelmsford Essex CM3 3GR
Charity Number	1146534
Company Number	07601172
Trustees	Laura Voss (appointed 24 October 2022) Kate Reilly (resigned 24 October 2022) Donna Fitzgerald (appointed 16th March 2023) Zoe Hamblin (resigned 24 October 2022) Samantha Spong Sarah Tout Hayley Ward (appointed 24 October 2022)
Bankers	Santander UK plc Business Banking 301 St Vincent Street Glasgow, G2 5NT
Independent Examiner	Community360 Winsley's House Colchester Essex CO1 1UG

SMALL STEPS PRE-SCHOOL BOREHAM

TRUSTEES ANNUAL REPORT FOR THE YEAR ENDED 31 JULY 2023

AFFILIATIONS

Early Years Alliance (membership number 106396) Small Steps Preschool is a member of the Early Years Alliance.

Ofsted (membership number EY399734) Small Steps Preschool is a member of the childcare register and is subject to inspections every three years. The preschool complies with Ofsted regulations that stipulate the staff:child ratios and the number of children that can be cared for at the premises. All staff and trustees have a DBS check.

PUBLIC BENEFIT

Small Steps Preschool provides a valuable childcare service for families in Boreham and the surrounding community. The setting operates during academic term-time and from 9am-12pm Monday and 9am-3pm Tuesday-Friday, providing families with educational, social and emotional development of children aged 2-4. Sessions are priced with consideration to the community and local area to make the setting accessible and affordable to families whether or not they are in receipt of funding from Essex County Council.

The preschool periodically holds fundraising events, of which the funds can be used to help pay for resources and equipment for the setting.

STRUCTURE, GOVERNANCE AND MANAGEMENT

The Board of Trustees are the board of directors of Small Steps Preschool. The trustees are predominantly parents of children attending the preschool, and elected friends of the preschool and community members. Members are selected and co-opted onto the Board by other members of the Board of Trustees, and new members are elected in the autumn half term at the Annual General Meeting. The board meets approximately four times per year.

The Chairperson of the Board of Trustees oversees the day to day implementation of Board activities, and ensures the preschool manager is implementing the policies and procedures. New Trustees are inducted into the role by outgoing Trustees, and handed roles and responsibilities as outlined by the Early Years Alliance.

SMALL STEPS PRE-SCHOOL BOREHAM

TRUSTEES ANNUAL REPORT FOR THE YEAR ENDED 31 JULY 2023

AIMS AND OBJECTIVES

The objective of Small Steps Preschool is to provide sessional childcare and education to preschool aged children. We aim to enable children to develop emotionally, educationally and physically in a friendly, supportive and caring environment. We continue to support families by providing local, affordable childcare. We encourage carers to be involved in the preschool through becoming trustees, and in meeting with parents to discuss their childrens' development and education at regular intervals.

ACHIEVEMENTS AND PERFORMANCE

Small Steps provides space for up to 26 children to attend each three hour session throughout the academic year. Children can attend for the full 6 hour day, enabling flexibility for working parents and carers, and allows for good preparation for the older children in their transition to school life. There is an early drop off service for those who require it.

The preschool enjoys the benefit of being able to use the on-site outdoor playground, goes on walks around the adjacent recreation ground with staff, and continues to use the local Scout Association garden in which the children can partake in forest school activities and other outdoor activities and experiences including the mud kitchen, imaginative role play and gardening.

We enjoy celebrating those children leaving preschool to attend Reception class in a graduation attended by their families, and presented with a small gift. The preschool also takes the opportunity to celebrate events such as Christmas and the end of the school year with a party organised for the children.

Staff are kept up to date with their relevant training for the setting, including safeguarding and first aid.

FUTURE PLANS

The Trustees will continue to promote the preschool in the immediate and surrounding area to encourage new children from the age of two, to ensure the longevity of the preschool, and providing continuity to children until they are ready to leave for school.

The setting has secured two staff members, one of which will be trained in post. The current staffing level is 7. A staff uniform supplier has been secured.

The preschool is looking into the possibility of becoming a Charitable Incorporated Organisation (CIO). This would ensure the future security and longevity of the preschool in that it will not have to rely on recruiting committee members for the Board of Trustees. It has been noted that this process could take 34 weeks to implement.

SMALL STEPS PRE-SCHOOL BOREHAM

TRUSTEES ANNUAL REPORT FOR THE YEAR ENDED 31 JULY 2023

FINANCIAL REVIEW

The last inspected accounts for the year ending 31st July 2022 show our net assets to be £27,208. This financial year we have made a profit of £16,488. The preschool remains financially healthy at this time.

RESERVES POLICY

The preschool maintains a reserve to allow the setting to continue to operate for three months should funds be withheld, allowing time to seek alternative revenue sources and maintain stability.

ONGOING CONCERNS

Each year the preschool loses a high proportion of children as they move on to school in September. 27 children have left at the end of academic year 2021/22. Numbers for 2022/23 are currently strong with most sessions almost full.

Laura Voss



Chairperson

Date 26th April 2024

SMALL STEPS PRE-SCHOOL BOREHAM

INDEPENDENT EXAMINER'S REPORT FOR THE YEAR ENDED 31 JULY 2023

I report on the accounts of Small Steps Pre-School Boreham for the year ended 31 July 2023 which are set out on pages 6 to 9.

Respective responsibilities of trustees and examiner

The Charity's Trustees are responsible for the preparation of the accounts. The Charity's Trustees consider that an audit is not required for this year (under section 144 (2) of the Charities Act 2011 (The Act) but that an independent examination is needed.

It is my responsibility to:

- Examine the accounts under section 145 of the Charities Act,
- To follow the procedures laid down in the General Directions given by the Charity Commissioners (under section 145(5)(b) of the Charities Act, and
- To state whether particular matters have come to my attention.

Basis of independent examiner's Statement

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the Charity and a comparison of the accounts presented with those records. It also includes considerations of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently I do not express an audit opinion on the view given by the accounts.

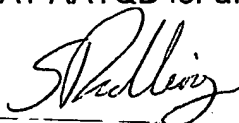
Independent examiner's statement

In the course of my examination, no material matters have come to my attention which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of the 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 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.

Shelley-Marie Rudling FMAAT AATQB for and on behalf of:



Community360

Winsley's House, High Street, Colchester, Essex

Date 26/04/2023

SMALL STEPS PRE SCHOOL BOREHAM

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 JULY 2023

	Note	2023 £	2022 £
Incoming Resources			
Charitable income	2	113,518	99,730
Other income		186	1,122
Total Income		113,704	100,852
Resources Expended:			
Charitable activities	3	106,095	84,364
Total Expenditure		106,095	84,364
Net Income/(Expense)		7,609	16,488
Total funds brought forward at 31 July 2022		27,208	10,720
Total funds carried forward at 31 July 2023		34,817	27,208

The notes on page 8 and 9 form part of these financial statements.

SMALL STEPS PRE SCHOOL BOREHAM

BALANCE SHEET AS AT 31 JULY 2023

	Note	2023 £	2022 £
Current Assets			
Cash at bank and in hand		35,488	28,309
Other debtors	5	71	55
Total Current Assets		35,559	28,364
Current Liabilities			
Creditors: Due within one year	6	742	1,156
Total Current Liabilities		742	1,156
Net Current Assets		34,817	27,208
Net Assets		34,817	27,208
Total Unrestricted Funds		34,817	27,208

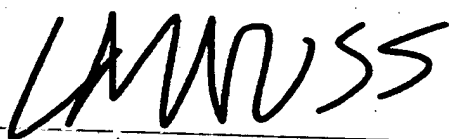
For the year ended 31 July 2023 the company was entitled to exemption from audit under section 477 of the Companies Act 2006.

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.



Laura Voss

Date:

26/04/2024

SMALL STEPS PRE SCHOOL BOREHAM

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 JULY 2023

1. Accounting Policies

Charity status

The charity is limited by guarantee, incorporated in England and Wales, and consequently does not have share capital. Each of the Trustees is liable to contribute an amount not exceeding £1 towards the asset of the charity in the event of liquidation.

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 2019).

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

	2023	2022
	£	£
Essex County Council - fees	109,557	89,317
Session fees	3,907	10,313
Other charitable income	54	100
	<u>113,518</u>	<u>99,730</u>

SMALL STEPS PRE SCHOOL BOREHAM

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 JULY 2023

3. Cost of Charitable Activities	2023	2022
	£	£
Staff costs	87,232	69,895
Website	-	420
Rent	12,825	9,424
Professional fees	1,548	664
Insurance	856	832
Subscriptions	400	153
Telephone, stationery & postage	510	529
Equipment	170	498
Activity costs & snacks	1,389	860
Refreshments	417	390
Activities & trips	285	175
Miscellaneous	463	524
	106,095	84,364

4. Staff

Average number of staff employed during the year was 7.

No staff member, including key staff, were paid more than £60,000 per annum.

5. Debtors	2023	2022
	£	£
Prepayments	71	55
	71	55

6. Creditors	2023	2022
	£	£
Accruals	742	1,156
	742	1,156