

SMALL STEPS PRE-SCHOOL BOREHAM

Charity number 1146534
Company registration number 07601172

FINANCIAL STATEMENTS FOR THE YEAR ENDED 31st JULY 2024



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SMALL STEPS PRE-SCHOOL BOREHAM

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SMALL STEPS PRE-SCHOOL BOREHAM

**LEGAL AND ADMINISTRATIVE INFORMATION
FOR THE YEAR ENDED 31 JULY 2024**

Registered Address	76 Orchard Way Boreham Chelmsford Essex CM3 3GR
Charity Number	1146534
Company Number	07601172
Trustees	Laura Voss Donna Fitzgerald Samantha Spong Sarah Tout Hayley Ward
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 2024

AFFILIATIONS

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

Ofsted (membership number EY399734)

Small Steps Pre-school is registered with Ofsted to provide childcare and Early Years education, and is subject to regular inspections. The pre-school 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 hold DBS checks.

PUBLIC BENEFIT

Small Steps Pre-school provides childcare for families in Boreham and the local surrounding area. The setting operates during academic term time, open Monday 9am-12pm and Tuesday-Friday 9am-3pm. Children can attend for a 3 hour session or full 6 hour day, and provides families with educational, social and emotional development of children from 2 to school age. 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 pre-school holds fundraising events, of which the funds are used for operational costs, and to buy and update equipment and resources for the setting.

STRUCTURE, GOVERNANCE AND MANAGEMENT

The Board of Trustees are the board of directors of Small Steps Pre-school. The current trustees are current and former parents of children attending the preschool. Members are 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 every two months, and two staff members have joined the trustees to form the committee.

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

AIMS AND OBJECTIVES

The objective of Small Steps Pre-school is to provide sessional childcare and education to preschool aged children. We aim to enable children to develop emotionally, socially and physically in a friendly, supportive and caring environment.

We continue to support families by providing local, affordable childcare. We encourage

SMALL STEPS PRE-SCHOOL BOREHAM

TRUSTEES ANNUAL REPORT FOR THE YEAR ENDED 31 JULY 2024

carers to be involved in the pre-school through joining the committee or with fundraising efforts, and meetings with parents and carers to discuss their childrens' development and education are held at regular intervals throughout the year.

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 six hour day, enabling flexibility for working parents and carers, and allows for good preparation for the older children in their transition to school life. An early drop off service has been available from 8am, but this has recently ended due to reduced usage/need.

The pre-school enjoys the use of the on-site outdoor playground and adjacent recreation grounds, and continues to use the local Scout Association garden. Here, the children can engage in forest school and outdoor activities including gardening, mud kitchen and role play.

Children leaving pre-school to attend Reception class are celebrated at the end of the academic year with a graduation attended by the families. This year Small Steps successfully held a Graduation Day at the Scout Association garden/grounds, and invited all of our families to celebrate those graduating. Pre-school also takes the opportunity to celebrate events such as Christmas and the end of the academic year with a party organised for the children. 18 children left the setting at the end of the academic year.

Two new staff members have been employed, one Level 3 and one to be trained in post. Staff continue to keep their relevant training up to date, including safeguarding and first aid. The current staffing level is 7.

Throughout periods of time, Small Steps has run a Baby Club. This again was initiated in January 2024, but shortly finished due to lack of attendance.

FUTURE PLANS

Small Steps plans to move to being a Charitable Incorporated Organisation (CIO) to gain more stability and control; moving from a parent-led committee to being trust-led. This is being carried out with Dinky Ones Early Years Consultancy. Parents have been consulted and were invited to attend an online meeting to confirm their support. Following this meeting (May 2024), the conversion should take 8-12 weeks and will require re-registration with OFSTED and gain a new OFSTED number. Becoming a CIO will then need a PTA to fundraise for the pre-school.

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TRUSTEES ANNUAL REPORT FOR THE YEAR ENDED 31 JULY 2024

FINANCIAL REVIEW

The last inspected accounts for the year ending 31st July 2023 show our net assets to be £34,817. This financial year we have made a profit of £7,609.

RESERVES POLICY

The pre-school believes it maintains a reserve to allow the setting to continue to operate should funds be withheld, allowing time to seek alternative revenue sources and maintain stability. The trustees are currently unable to access the reserve bank account and plan to explore how to gain this access.

ONGOING CONCERNS

It has been noted that over the past few years the costs of rent and other overheads have increased. Ensuring Small Steps continues to be financially healthy is of paramount importance to the trustees.

18 children left at the end of the academic year 2023/24. There are some new starters due in September, but staff may have to reduce some hours temporarily where needed to provide financial balance. The majority of our intake is from funded places.

Being a term time pre-school can be limiting to the amount of people who choose to use our service. Small Steps plans to advertise the provision more regularly throughout the community to encourage more intake.

Laura Voss



Chairperson

Date 8th April 2025

SMALL STEPS PRE-SCHOOL BOREHAM

INDEPENDENT EXAMINER'S REPORT FOR THE YEAR ENDED 31 JULY 2024

I report on the accounts of Small Steps Pre-School Boreham for the year ended 31 July 2024 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 08/04/2025

SMALL STEPS PRE SCHOOL BOREHAM
STATEMENT OF FINANCIAL ACTIVITIES
(INCLUDING THE INCOME AND EXPENDITURE ACCOUNT)
FOR THE YEAR ENDED 31 JULY 2024

	Note	2024 £	2023 £
Incoming Resources			
Charitable income	2	111,636	113,518
Investments income		360	180
Other income		363	6
Total Income		112,359	113,704
Resources Expended:			
Charitable activities	3	127,586	106,095
Total Expenditure		127,586	106,095
Net Income/(Expense)		(15,227)	7,609
Total funds brought forward at 31 July 2023		34,817	27,208
Total funds carried forward at 31 July 2024		19,590	34,817

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

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BALANCE SHEET AS AT 31 JULY 2024

	Note	2024 £	2023 £
Current Assets			
Cash at bank and in hand		19,267	35,488
Other debtors	5	763	71
Total Current Assets		20,030	35,559
Current Liabilities			
Creditors: Due within one year	6	440	742
Total Current Liabilities		440	742
Net Current Assets		19,590	34,817
Net Assets		19,590	34,817
Total Unrestricted Funds		19,590	34,817

For the year ended 31 July 2024 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: 8th April 2025

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NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 JULY 2024

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

The trustees of the charity deem that there are sufficient funds available to continue operating on a going concern basis for the foreseeable future

2. Charitable Income

	2024	2023
	£	£
Essex County Council - fees	104,825	109,557
Session fees	6,485	3,907
Other charitable income	326	54
	<u>111,636</u>	<u>113,518</u>

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NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 JULY 2024

3. Cost of Charitable Activities	2024	2023
	£	£
Staff costs	101,276	87,232
Rent	15,343	12,825
Training	1,263	-
Professional fees	1,054	1,548
Insurance	618	856
Subscriptions	190	400
Telephone, stationery & postage	1,855	510
Equipment	2,529	170
Activity costs & snacks	2,645	1,674
Refreshments	221	417
Miscellaneous	592	463
	127,586	106,095

4. Staff

Average number of staff employed during the year was 7 (2023:7).

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

5. Debtors	2024	2023
	£	£
Prepayments	763	71
	763	71

6. Creditors	2024	2023
	£	£
Accruals	440	742
	440	742