



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	1	September	2019		31	August	2020

Section A Reference and administration details

Charity name

NEXT STEPS PRE-SCHOOL GROUP

Other names charity is known by

Registered charity number (if any)

1156391

Charity's principal address

CHURCH ROAD

DOVER

KENT

Postcode

CT17 9LW

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Cheryl Morris	Chairperson		
2	Virginia McCarthy	Administrator		
3	Alan Morris	Treasurer		
4				
5				
6				
7				
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10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

Name of chief executive or names of senior staff members (Optional information)

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Section B Structure, governance and management

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	TRUST DEED
How the charity is constituted (eg. trust, association, company)	TRUST
Trustee selection methods (eg. appointed by, elected by)	APPOINTED BY EXISTING TRUSTEES

Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

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Section C Objectives and activities

Summary of the objects of the charity set out in its governing document

TO ENHANCE THE DEVELOPMENT AND EDUCATION OF CHILDREN UNDER THE STATUTORY SCHOOL AGE BY ENCOURAGING PARENTS TO UNDERSTAND AND PROVIDE FOR THE NEEDS OF THEIR CHILDREN THROUGH COMMUNITY GROUPS.

OPERATION OF A REGISTERED PRE-SCHOOL GROUP.

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

**Summary of the main
achievements of the charity
during the year**

Section E

Financial review

Brief statement of the charity's policy on reserves

THE TRUSTEES HAVE DECIDED THAT A SUFFICIENT RESERVE FUND WILL BE MAINTAINED FOR THE FUTURE RUNNING OF THE PRE-SCHOOL.

Details of any funds materially in deficit

Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

Section F

Other optional information

Section G

Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Cheryl Morris	Virginia McCarthy
Position (eg Secretary, Chair, etc)	Chairperson	
Date		

Next Steps Pre-School Group

Balance Sheet
31 August 2020

	£	2020	£	£	2019	£
CURRENT ASSETS						
Debtors and prepayments		-			-	
Cash at bank and in hand		28,557			47,652	
		<u>28,557</u>			<u>47,652</u>	
CURRENT LIABILITIES						
Accruals		1,440			720	
		<u>1,440</u>			<u>720</u>	
			27,117			46,932
NET ASSETS			<u>27,117</u>			<u>46,932</u>
FINANCED BY:						
Reserve fund						
Balance brought forward			46,932			8,294
Total surplus / (deficit) for the year			(19,815)			38,638
			<u>27,117</u>			<u>46,932</u>

Client Approval Certificate

We approve the financial statements and confirm that we have made available all relevant records and information for their preparation.



C Morris
Chairperson



V McCarthy
Administrator

18.5.21

Date

18.5.21

Date

Next Steps Pre-School Group

Unaudited Financial Statements

For the year ended 31 August 2020

Accountants' Report

The charity's trustees consider that an audit is not required for this year (under section 43 (2) of the Charities Act 1993 (the Act), as amended by s.28 of the Charities Act 2006) and that an independent examination is needed.

Respective responsibilities of trustees and examiner

It is our responsibility to:

- Examine the accounts (under section 43 of the Act, as amended);
- To follow the procedures laid down in the General Directions given by the Charity Commission (under section 43(7)(b) of the Act, as amended); and
- To state whether particular matters have come to my attention.

Basis of independent examiner's statement

Our examination was carried out in accordance with General Directions given by the Charity Commission. 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 consideration of any unusual items or disclosures in the accounts, and seeking explanations from the 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 accounts.

Independent examiner's statement

In the course of our examination, no matter has come to our attention:

1. Which gives us reasonable cause to believe that, in any material respect, the trustees have not met the requirements to ensure that:
 - proper accounting records are kept (in accordance with section 41 of the Act); and
 - accounts are prepared which agree with the accounting records and comply with the accounting requirements of the Act; or
2. To which, in our opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

K Williams & Co
Incorporated Financial Accountants
47 Castle Street
Dover
Kent
CT16 1PT

Receipts and Payments Account
For the year ended 31 August 2020

	2020		2019	
	£	£	£	£
Fees and grants		133,346		200,806
Interest received		67		3
Expenditure				
Resources and equipment	7,629		12,284	
Wages	131,858		125,897	
Staff training and other costs	80		1,530	
Rent	5,728		8,654	
Telephone	2,347		2,031	
Postage and stationery	-		120	
Repairs and equipment running	2,536		8,945	
Insurance and subscriptions	2,331		1,989	
Accountancy	720		720	
		<u>153,228</u>		<u>162,171</u>
Surplus / (deficit) for the year		<u>(19,815)</u>		<u>38,638</u>

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			<u>27,117</u>			<u>46,932</u>
Balance carried forward			<u>27,117</u>			<u>46,932</u>

Client Approval Certificate

We approve the financial statements and confirm that we have made available all relevant records and information for their preparation.

C Morris
Chairperson

V McCarthy
Administrator

Date

Date