



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	1	September	2020		31	August	2021

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				
8				
9				
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

Unaudited Financial Statements

For the year ended 31 August 2021

Accountants' Report

The charity's trustees consider that an audit is not required for the year ending 31 August 2021 (under section 144 of the Charities Act 2011) and that an independent examination is needed.

Respective responsibilities of trustees and examiner

We report to the trustees on our examination of the accounts of the above charity ("the Trust") for the year ended 31 August 2021.

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").

We report in respect of our examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out our examination, we have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

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

We have completed our examination. We confirm that no material matters have come to our attention in connection with the examination which gives us 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 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.

We 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.

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

Receipts and Payments Account
For the year ended 31 August 2021

	2021		2020	
	£	£	£	£
Fees and grants		167,486		133,346
Interest received		30		67
Expenditure				
Resources and equipment	13,264		7,629	
Wages	131,657		131,858	
Staff training and other costs	2,113		80	
Rent	9,551		5,728	
Telephone	2,459		2,347	
Postage and stationery	34		-	
Repairs and equipment running	-		2,536	
Insurance and subscriptions	2,269		2,331	
Accountancy	840		720	
		<u>162,187</u>		<u>153,228</u>
Surplus / (deficit) for the year		<u><u>5,329</u></u>		<u><u>(19,815)</u></u>

Balance Sheet
31 August 2021

	£	2021	£	£	2020	£
CURRENT ASSETS						
Debtors and prepayments		-			-	
Cash at bank and in hand		33,226			28,557	
		<u>33,226</u>			<u>28,557</u>	
CURRENT LIABILITIES						
Accruals		780			1,440	
			<u>32,446</u>			<u>27,117</u>
NET ASSETS			<u>32,446</u>			<u>27,117</u>
			<u><u>32,446</u></u>			<u><u>27,117</u></u>
FINANCED BY:						
Reserve fund						
Balance brought forward			27,117			46,932
Total surplus / (deficit) for the year			5,329			(19,815)
			<u>32,446</u>			<u>27,117</u>
Balance carried forward			<u><u>32,446</u></u>			<u><u>27,117</u></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

Next Steps Pre-School Group

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