FIRST STEPS PLAYGROUP

England & Wales · Charity number 1167009

Details

Status	Registered
Legal form	CIO
Registered	2016-05-10
Register	View on the Charity Commission register

Contact

Address	Smart Business Recovery Limited The Old Rectory Main Street Glenfield Leicester LE3 8DG
Phone	0116 2967507
Email	SARAH@SMARTBUSINESSRECOVERY.CO.UK
Website	HTTPS://WWW.SMARTBUSINESSRECOVERY.CO.UK/SITE/MAIN-MENU/USEFUL-REFERENCE/GDPR-PRIVACY-NOTICE

Activities

Objects: THE CHARITY WORKS FOR THE PUBLIC BENEFIT HAVING AS ITS OBJECTS THE DEVELOPMENT AND EDUCATION OF CHILDREN PRIMARILY UNDER STATUTORY SCHOOL AGE BY:(1) PROMOTING THEIR CARE AND SAFETY;(2) PROMOTING THEIR EDUCATION AND PROMOTING PARENTAL INVOLVEMENT;(3) PROMOTING THEIR HEALTH AND WELLBEING;(4) PROVIDING SERVICES TO SUPPORT THEM AND THEIR FAMILIES AND CARERS;(5) PROVIDING SERVICES TO INDIVIDUALS HOLDING MEMBERSHIP OF THE CIO;(6) FOLLOWING THE EARLY YEARS FOUNDATION STAGE (OR EQUIVALENT) GUIDELINES; AND(7) FURTHERING THE AIMS OF THE PRE-SCHOOL LEARNING ALLIANCE.

Activities: To provide care and Education for 2-4 year olds

Classification

- **How:** Provides Services
- **What:** Education/training
- **Who:** Children/young People

Geography

- Leicestershire

Finances

Period end	Income	Expenditure	Assets	Employees
2025-07-31	-	-	-	-
2024-07-31	-	-	-	-
2023-07-31	-	-	-	-
2022-07-31	£137,545	£136,799	-	-
2021-07-31	£123,635	£128,281	-	-
2020-07-31	£117,031	£114,497	-	-
2019-07-31	£96,441	£126,030	-	-
2018-07-31	£133,374	£108,495	-	-

Trustees

Name	Role	Appointed
Angela Elizabeth English		2025-01-17
Christine Marilyn Hayes		2022-04-06
Joanna Louise West		2022-04-06
Mark Simon Lickess		2018-10-03
Rachael Margaret Amberley Colman		2020-10-14

FIRST STEPS PLAYGROUP

England & Wales - Charity number 1167009

Accounts

Trustees' Annual Report for the period

	Period start date				Period end date		
From	01	08	2021	To	31	07	2022

Section A Reference and administration details

Charity name	First Steps Playgroup
Other names charity is known by	
Registered charity number (if any)	1167009
Charity's principal address	The Old School Hall
	Church Road
	Barlestone
	Postcode CV13 0EE

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	Mark Lickess	Chairperson		
2	Rachael Colman	Secretary	to 9th March 2022	
3	Christine Hayes	Secretary	from 6th April 2022	
4	Philip Hayes	Treasurer	from 6th April 2022	
5	Ashleigh Chapman			
6	Emma Taylor			
7	Alicia Hunt		from 17th February 2022	
8	Joanna West		from 6th April 2022	
9	Patricia Mahon	Treasurer	to 1st March 2022	
10	Alison Blackery	Manager	to 31st October 2021	

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
Business Development Adviser	Praksha Bathia	Leicestershire County Council

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

Emma Gadsby, Manager (from January 2022)

Elaine Belcher, Deputy Manager

Section B Structure, governance and management

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Constitution
How the charity is constituted (eg. trust, association, company)	Charitable Incorporated Organisation
Trustee selection methods (eg. appointed by, elected by)	Trustees are appointed or reappointed annually at the Annual General Meeting through election of members present. Up to 3 trustees can be co-opted during the year, again through election by members.

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.

Safeguarding, financial and operating procedures are in place to address and mitigate all significant perceived risks. Where new risks arise or are highlighted, procedures are strengthened accordingly and other remedial action (e.g. training) considered as appropriate. A comprehensive insurance policy, including employer and trustee liability insurance, is in place with the Early Years Alliance.

DBS and local authority checks are performed for all trustees and members of staff prior to commencement of trusteeship or employment. These are repeated as required by the relevant regulations.

Employees receive regular training updates on health and safety, safeguarding and EYFS requirements in line with the relevant regulations.

First Steps Playgroup is a member of the Early Years Alliance, which provides helpful advice, guidance, resources and training support. It is also in regular contact with the Leicestershire County Council Business Development support team.

All trustees give their time voluntarily and receive no remuneration or other benefits for carrying out their role. If a member of staff is also a trustee, the constitution is worded and followed to ensure that potential conflicts of interest and / or trustee benefits do not arise.

Section C Objectives and activities

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

The charity works for the public benefit, having as its objects the development and education of children primarily under statutory school age by:

(1) promoting their care and safety;

(2) promoting their education and promoting parental involvement;

(3) promoting their health and wellbeing;

(4) providing services to support them and their families and carers;

(5) providing services to individuals holding membership of the CIO;

(6) following the Early Years Foundation Stage (or equivalent) guidelines; and

(7) furthering the aims of the Early Years Alliance.

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)

In planning our activities throughout the year, our charitable aims and the guidance issued by the Charity Commission on public benefit are at the core of all decisions made by the trustees. These, along with the safeguarding, EYFS and other regulatory obligations on us as a childcare setting, are factored into everything we do.

Our main activity is the provision of an early years pre-school setting, which is open every weekday during school term time. Four days a week it was open for morning and afternoon sessions, and one day a week (Tuesdays) for the morning session only.

We welcome all children from the locality, regardless of family circumstances, age, disability, gender, race, nationality, religion or belief. Where a child's attendance is not paid for by the government's Free Early Education Entitlement (FEEE) scheme, we set fees as low as possible, whilst ensuring sufficient funds are maintained, to make the setting as affordable as possible.

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.

No grant-making or investment activities.

A written policy is in place to handle volunteers. Apart from staff contributing unpaid time towards fundraising activities and Committee members carrying out their trustee and fundraising duties, we received support this year from a Level 3 Childcare student who volunteered as work experience towards her college course.

Summary of the main achievements of the charity during the year

This was another unusual year which saw First Steps, like so many charities and businesses, significantly impacted by the coronavirus (Covid-19) pandemic.

COVID-19 – After restrictions had been eased during summer 2021, a new variant (Omicron) appeared, which gave rise to the reintroduction of measures in December 2021, including the requirement to wear face masks. We adapted with the implementation of procedures which included parents waiting outside the setting and children being collected and returned by staff.

Lateral flow tests were made available to staff and twice weekly testing was encouraged.

The setting was unfortunately forced to close for one week during February 2022 and operated with reduced child numbers for a further week due to severe staff shortages caused by a combination of Covid-19 and other illness / absences.

The government's Coronavirus Statutory Sick Pay Rebate scheme was used where possible to recover some salary costs for staff members who were obliged to isolate.

Our Covid-19 policy, contingency plan and risk assessments were updated regularly throughout the year.

Staffing and Training – It was another busy and unusual year at First Steps. We experienced high levels of staff sickness, including Covid-19 related absences.

One member of staff was on long term sickness absence from November 2021, but began a phased return to work in April 2022.

Alison Blackery resigned from her post as Playgroup Manager and left in October 2021. Elaine Belcher acted as temporary manager until January 2022, when she resumed her position as Deputy Manager and existing staff member Emma Gadsby (née Reeve) was promoted to the Manager's role.

We welcomed two new apprentices to the team, one of them studying for a Level 3 qualification and the other for Level 2. We also recruited a newly qualified practitioner who had previously worked within the setting as a trainee during her college course.

This year training was received via a combination of in person and remote methods. Paediatric First Aid training was delivered to the majority of staff members in November 2021. One of our practitioners successfully undertook training to become a SENCO (Special Educational Needs Co-ordinator) for the setting.

Other core training was kept up-to-date and weekly staff meetings were used to provide in-house training as appropriate. Any areas of weakness identified were followed up through additional sharing of information from the management team, arranging external training, or supervision meetings.

Outings – Visits were curtailed during the early part of the academic year due to ongoing Covid-19 restrictions. However, we were pleased to be able to resume some of our usual outings as the year progressed, including a visit to a local farm, walks around the village and a picnic at the park for children and families. These were greatly appreciated by all involved and provided valuable learning opportunities for the children.

The Setting – We had 20 children transfer to local schools in July 2021 and began the Autumn Term 2021 with 47 children on roll.

We held parents evenings in June to keep families informed of their children's progress, which generated positive feedback.

Over the past year, the children have made good progress in their learning through play opportunities and adult-led activities. Those children with an additional need have also shown steady progress, thanks to a key person working closely with the children and families using strategies from their targeted plan.

Ofsted – A reportable incident occurred at the setting on 3 February 2022, in which a child was injured and received hospital treatment. An investigation was conducted by our Chairperson and a detailed report was prepared. Some improvements and learning points were identified and implemented. A complaint was made to Ofsted by the child's parent, but after receipt of the investigation report, Ofsted were satisfied that no further action was required. A copy of the response from Ofsted is available from their website.

We arranged for an improvement adviser from the Local Authority to conduct a mock Ofsted inspection in May 2022. The following report and feedback given to the management team was extremely positive.

The Finances – Our main source of income is session fees received via the Free Early Education Entitlement (FEEE) scheme from Leicestershire County Council (for funded sessions) and from parents / carers (for unfunded sessions).

In addition, we usually carry out a number of fundraising activities throughout the year to boost our income.

This year's fundraising was somewhat curtailed due to the Covid-19 pandemic. Fortunately early years settings were permitted to remain open throughout the year, which meant that our government funding was unaffected and helped to keep our overall financial position stable.

Staff salaries form the majority of our outgoings, as might be expected for a childcare setting, and this expenditure continues to rise each year with statutory increases to minimum wage rates.

We were able to recover a small amount of money for Covid-related sickness absences via the government's Coronavirus Statutory Sick Pay Rebate scheme.

Most other expenses are directly related to the number of sessions provided, including rent, snack costs, session resources and toiletries.

Rent continued to be paid on a monthly basis, in line with our rental agreement with The Old School Hall, and saw only a minimal increase during this financial year.

Fundraising – We were unable to carry out all of our usual fundraising activities due to the impact of Covid-19. However, the events that went ahead were very profitable, particularly the Christmas Fayre, Halloween and Easter discos, and our Summer BBQ.

We are grateful to all the staff and Committee members who helped with the organisation and manning of these events, and to the parents and local community who supported them.

Our event income was supplemented by other fundraising initiatives, which included the sale of uniform items embroidered with our First Steps logo, car boot sales, selling Christmas baubles and donated toys, and the introduction of a large collecting bottle in the setting.

During the year we also received donations from a number of supporters, including Market Bosworth Rotary Club, which were greatly appreciated.

Moving forward – Looking ahead to the next year, we hope to continue to build our charity.

We aim to keep enhancing the setting by implementing new ideas and activities, to include learning walks around the village, along with stay and play sessions to involve parents and carers.

We intend to evaluate how we can improve our service in line with Ofsted requirements and set up a revised improvement plan.

We will continue to support staff in their professional development by using peer and paired observations and regular supervision meetings. We hope this will further enhance the quality of provision at First Steps so that we can offer the best possible learning environment for all the children.

We will continue with our fundraising activities throughout the year, as they are vital to the success of First Steps and enjoyed by all who attend, and we also hope to raise some additional funds by applying for grants.

We will continue to publicise First Steps in the immediate and surrounding areas and focus on keeping staffing levels as low as possible, without compromising the quality of care, to help minimise our outgoings.

Section E Financial review

Brief statement of the charity's policy on reserves	Our policy is to hold a minimum of £10,000 reserve to ensure sufficient funds are available at any time to pay for costs in arrears, namely wages, payroll taxes and rent. Our aim is to increase our level of reserves to between £20,000 and £25,000 as our financial position improves. At the end of this year, we also held £1,143 of restricted funds that are to be used specifically for improving the outdoor space.
Details of any funds materially in deficit	Not applicable

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.

Our main source of income is session fees received via the Free Early Education Entitlement (FEEE) scheme from Leicestershire County Council (for funded sessions). Where children are not eligible for this funding, the session fees are funded by parents / carers.

We do not have any investments.

Any surplus funds at the end of the year are used in part to continue building our reserves to a more robust level and in part carried forward to pay towards costs in the following year, including essential staff training and wage increases to ensure that the overall staff package remains sufficiently competitive to retain employees.

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)	Mh Lickess	
Full name(s)	Mark Lickess	
Position (eg Secretary, Chair, etc)	Chairperson	
Date	10/12/2023	

First Steps Playgroup	1167009

Receipts and payments accounts

CC16a

For the period from	01/08/2021	To	31/07/2022

Section A Receipts and payments

	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £	Total funds to nearest £	Last year to nearest £
A1 Receipts					
Donations	136	-	-	136	341
Parents / Carers' Fees	26,055	-	-	26,055	29,362
Government Funded Fees	107,712	-	-	107,712	77,473
Fundraising	2,776	-	-	2,776	2,530
Grants	838	-	-	838	13,924
Event income	-	-	-	-	-
Other receipts	27	1	-	28	5
	-	-	-	-	-
Sub(Gross income for AR)	137,544	1	-	137,545	123,635
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
Sub	-	-	-	-	-
Total receipts	137,544	1	-	137,545	123,635
A3 Payments					
Fundraising Costs	461	-	-	461	337
Salaries & NIC	115,342	-	-	115,342	110,097
Premises Costs	8,855	-	-	8,855	8,770
Consumables & Equipment	1,759	-	-	1,759	1,912
Catering	1,449	-	-	1,449	1,532
Office Expenses	5,398	-	-	5,398	3,590
Event Costs	215	-	-	215	138
Staff Training etc	1,663	-	-	1,663	546
Insurance	731	-	-	731	723
Other Expenses	926	-	-	926	636
Sub	136,799	-	-	136,799	128,281
Asset and investment purchases, (see table)					
	-	-	-	-	
Sub	-	-	-	-	-
Total payments	136,799	-	-	136,799	128,281
Net of receipts/(payments)	745	1	-	746	- 4,646
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	40,526	1,142	-	41,668	46,314
Cash funds this year end	41,271	1,143	-	42,414	41,668

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	Bank	41,183	1,143	-
	Cash	65	-	-
	Miscellaneous debtors / creditors	21	-	-
	Total cash funds	41,269	1,143	-
	(agree balances with receipts and payments account(s))	Agreement Error	OK	OK

	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets		-	-	-
		-	-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets			-	-
			-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use			-	-
			-	-
			-	-

	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities			-	
			-	

Signed by one or two trustees on behalf of all the trustees

	Signature	Print Name	Date of approval
Chair	M S Lickess	M S Lickess	10/12/2023

CHARITY COMMISSION FOR ENGLAND AND WALES

Independent examiner's report on the accounts

Section A Independent Examiner's Report

Report to the trustees/ members of	First Step Playgroup		
On accounts for the year ended	31 July 2022	**Charity no (if any)**	1167009
Set out on pages	(remember to include the page numbers of additional sheets)		

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/12/2020.

Responsibilities and basis of report

As the charity trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

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

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention (other than that disclosed below *) in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed:	M Wright	**Date:**	02/02/2024
Name:	Marzena Wright		
	Working Week Ltd		
Address:	2 West End		
	Barlestone		
	CV13 0EJ		

Section B Disclosure

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

FIRST STEPS PLAYGROUP

England & Wales - Charity number 1167009

Accounts

Trustees' Annual Report for the period

	Period start date				Period end date		
From	01	08	2020	To	31	07	2021

Section A Reference and administration details

Charity name	First Steps Playgroup
Other names charity is known by	
Registered charity number (if any)	1167009
Charity's principal address	The Old School Hall
	Church Road
	Barlestone
	Postcode CV13 0EE

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	Mark Lickess	Chairperson		
2	Rachael Colman	Secretary	from 14th October 2020	
3	Patricia Mahon	Treasurer	from 14th October 2020	
4	Alison Blackery	Manager		
5	Ashleigh Chapman			
6	Emma Taylor		from 14th October 2020	
7	Chloe Carrington	Secretary	to 14th October 2020	
8	Cathie Watkins		to 22nd April 2021	
9	John Watkins		to 14th October 2020	
10	Vicki Stoddart		to 14th October 2020	

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
Business Development Adviser	Praksha Bathia	Leicestershire County Council

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

Alison Blackery, Manager

Section B Structure, governance and management

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Constitution
How the charity is constituted (eg. trust, association, company)	Charitable Incorporated Organisation
Trustee selection methods (eg. appointed by, elected by)	Trustees are appointed or reappointed annually at the Annual General Meeting held in October through election of members present. Up to 3 trustees can be co-opted during the year, again through election by members.

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.

Safeguarding, financial and operating procedures are in place to address and mitigate all significant perceived risks. Where new risks arise or are highlighted, procedures are strengthened accordingly and other remedial action (e.g. training) considered as appropriate. A comprehensive insurance policy, including employer and trustee liability insurance, is in place with the Early Years Alliance.

DBS and local authority checks are performed for all trustees and members of staff prior to commencement of trusteeship or employment. These are repeated as required by the relevant regulations.

Employees receive regular training updates on health and safety, safeguarding and EYFS requirements in line with the relevant regulations.

First Steps Playgroup is a member of the Early Years Alliance, which provides helpful advice, guidance, resources and training support. It is also in regular contact with the Leicestershire County Council Business Development support team.

All trustees give their time voluntarily and receive no remuneration or other benefits for carrying out their role. If a member of staff is also a trustee, the constitution is worded and followed to ensure that potential conflicts of interest and / or trustee benefits do not arise.

Section C Objectives and activities

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

The charity works for the public benefit, having as its objects the development and education of children primarily under statutory school age by:

(1) promoting their care and safety;

(2) promoting their education and promoting parental involvement;

(3) promoting their health and wellbeing;

(4) providing services to support them and their families and carers;

(5) providing services to individuals holding membership of the CIO;

(6) following the Early Years Foundation Stage (or equivalent) guidelines; and

(7) furthering the aims of the Early Years Alliance.

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)

In planning our activities throughout the year, our charitable aims and the guidance issued by the Charity Commission on public benefit are at the core of all decisions made by the trustees. These, along with the safeguarding, EYFS and other regulatory obligations on us as a childcare setting, are factored into everything we do.

Our main activity is the provision of an early years pre-school setting, which is open every weekday during school term time. Four days a week it was open for morning and afternoon sessions, and one day a week (Tuesdays) for the morning session only.

We welcome all children from the locality, regardless of family circumstances, age, disability, gender, race, nationality, religion or belief. Where a child's attendance is not paid for by the government's Free Early Education Entitlement (FEEE) scheme, we set fees as low as possible, whilst ensuring sufficient funds are maintained, to make the setting as affordable as possible.

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.

No grant-making or investment activities.

A written policy is in place to handle volunteers. Apart from staff contributing unpaid time towards fundraising activities and Committee members carrying out their trustee and fundraising duties, we received support this year from two students who each volunteered for two days per week as work experience towards their college course.

Summary of the main achievements of the charity during the year

This was another unusual year which saw First Steps, like so many charities and businesses, significantly impacted by the coronavirus (Covid-19) pandemic.

COVID-19 – In September 2020, we re-opened with our full capacity of 32 children, but implemented various safety measures which included rigorous cleaning, staggered drop off and pick up times, and the removal of certain toys and soft furnishings that could not easily be cleaned.

From January 2021, schools were closed with the introduction of national lockdown, but early years settings were permitted to remain open. The furlough scheme was used for employees who were unable to work for health reasons, with other staff working additional hours to provide cover.

Lateral flow tests were made available to staff and twice weekly testing was encouraged. We had a number of staff members who tested positive during the year, including four cases in November 2020, which resulted in the setting being closed for two weeks. As an additional safety measure, an external company was engaged to perform a deep clean during this closure.

The government's Coronavirus Statutory Sick Pay Rebate scheme was used where possible to recover some salary costs for staff members who were obliged to isolate.

Our Covid-19 policy, contingency plan and risk assessments were updated regularly throughout the year.

Staffing and Training – It was another busy and unusual year at First Steps. We experienced high levels of staff sickness, mostly Covid-19 related absences.

A total of 3 staff members were furloughed at various times between November 2020 and April 2021.

During this year a decision was made to stop using bank staff, although contracts were continued until 27 August 2021 and one of our bank staff became a member of the permanent staff team.

One of our staff members completed her Level 3 Childcare qualification in May 2021 and another employee began a Level 3 apprenticeship. We also had two students undertaking a college placement with us for two days a week, one of whom finished in April 2021 after accepting an offer of employment at another setting.

This year the majority of training was conducted remotely, rather than in person. Nevertheless, we kept up-to-date with all mandatory training online and used our weekly staff meetings to provide in-house training as appropriate. Any areas of weakness identified were followed up through additional sharing of information from the management team, arranging external training, or supervision meetings.

Outings – Unfortunately we were unable to enjoy our usual outings due to lockdown and Covid-19 restrictions. We look forward to a time when we can get back to making visits and taking the children out into the local community, which we believe really enhances their learning experience.

The Setting – We had 20 children transfer to local schools in July 2021 and began the Autumn Term 2021 with 47 children on roll.

We were restricted in meeting parents face-to-face this year, but held parents evenings in February over the telephone to keep families informed of their children's progress, which generated positive feedback.

Over the past year, the children have made good progress in their learning through play opportunities and adult-led activities. Those children with an additional need have also shown steady progress, thanks to a key person working closely with the children and families using strategies from their targeted plan.

Learning Journeys – We continued to use online learning journeys to make the children's experiences with us more accessible to parents. Families were able to give feedback and share achievements that the children made outside of the setting, such as uploading photographs of holidays or trips, and of drawings or crafts the children had made.

The Finances – Our main source of income is session fees received via the Free Early Education Entitlement (FEEE) scheme from Leicestershire County Council (for funded sessions) and from parents / carers (for unfunded sessions).

In addition, we usually carry out a number of fundraising activities throughout the year to boost our income.

This year's fundraising was significantly curtailed due to the Covid-19 pandemic. Fortunately we were able to remain open throughout the year, despite national lockdown and the closure of schools, which meant that our government funding was unaffected and helped to keep our overall financial position stable.

We were also fortunate to secure a grant for £6,000 from Hinckley & Bosworth Borough Council, which was awarded to local businesses that had suffered a financial impact from Covid-19.

Staff salaries form the majority of our outgoings, as might be expected for a childcare setting, and this expenditure continues to rise each year with statutory increases to minimum wage rates.

We placed three staff members on furlough at various times as they were unable to work for health reasons. We were able to benefit from the government's Coronavirus Job Retention Scheme to recover some of this money, although specific guidelines for early years providers meant that we could only claim for a certain percentage of our wage bill. In spite of this, we were pleased to be able to continue paying 100% of normal salaries to all our staff.

Most other expenses are directly related to the number of sessions provided, including rent, snack costs, session resources and toiletries. Additional costs incurred this year included new IT equipment in the form of Kindle Fire tablets to enhance the children's learning experience within the setting.

During this financial year, we signed a new rental agreement with The Old School Hall, moving from termly to quarterly rent payments, which should provide greater consistency in both our cash flow and theirs.

Fundraising – We were unable to carry out many of our normal fundraising activities this year due to the pandemic, and some events that were organised sadly had to be cancelled in light of Covid-19 restrictions. However, the events that went ahead were very profitable, particularly the Christmas Fayre in November and a Summer raffle and garage sale.

We are grateful to all the staff and Committee members who helped with the organisation and manning of these events, and to the parents and local community who supported them.

Our event income was supplemented by other fundraising initiatives, including the sale of uniform items embroidered with our First Steps logo.

During the year we also received donations from a number of local organisations, including BOCA (Barlestone & Osbaston Community Association) and Central England Co-op, which were greatly appreciated.

Moving forward – Looking ahead to the next year, we hope to continue to build our charity.

We aim to keep enhancing the setting by implementing new ideas and activities, to include learning walks around the village, along with stay and play sessions to involve parents and carers, when we are able to do this safely.

We intend to evaluate how we can improve our service in line with Ofsted requirements and set up a revised improvement plan.

We will continue to support staff in their professional development by using peer and paired observations and regular supervision meetings. We hope this will further enhance the quality of provision at First Steps so that we can offer the best possible learning environment for all the children.

We look forward to resuming many of our usual fundraising activities in the coming months as Covid-19 restrictions are lifted.

We will continue to publicise First Steps in the immediate and surrounding areas and focus on keeping staffing levels as low as possible, without compromising the quality of care, to help minimise our outgoings.

Section E Financial review

Brief statement of the charity's policy on reserves	Our policy is to hold a minimum of £10,000 reserve to ensure sufficient funds are available at any time to pay for costs in arrears, namely wages, payroll taxes and rent. During this financial year we were able to increase our level of reserves to £16,000, thanks to the discretionary grant received from Hinckley & Bosworth Borough Council. Our aim is to further increase our reserves to between £20,000 and £25,000 as our financial position improves. At the end of this year, we also held £1,142 of restricted funds that are to be used specifically for improving the outdoor space.
Details of any funds materially in deficit	Not applicable

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.

Our main source of income is session fees received via the Free Early Education Entitlement (FEEE) scheme from Leicestershire County Council (for funded sessions). Where children are not eligible for this funding, the session fees are funded by parents / carers.

We do not have any investments.

Any surplus funds at the end of the year are used in part to continue building our reserves to a more robust level and in part carried forward to pay towards costs in the following year, including essential staff training and wage increases to ensure that the overall staff package remains sufficiently competitive to retain employees.

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)	mh lickess	
Full name(s)	Mark Lickess	
Position (eg Secretary, Chair, etc)	Chairperson	
Date	07/07/2022	

First Steps Playgroup	1167009

Receipts and payments accounts

CC16a

For the period from	01/08/2020	To	31/07/2021

Section A Receipts and payments

	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £	Total funds to nearest £	Last year to nearest £
A1 Receipts					
Donations	341	-	-	341	733
Parents / Carers' Fees	29,362	-	-	29,362	18,671
Government Funded Fees	77,473	-	-	77,473	91,522
Fundraising	2,530	-	-	2,530	1,420
Grants	13,924	-	-	13,924	4,436
Event income	-	-	-	-	227
Other receipts	5	-	-	5	22
	-	-	-	-	-
Sub(Gross income for AR)	123,635	-	-	123,635	117,031
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
Sub	-	-	-	-	-
Total receipts	123,635	-	-	123,635	117,031
A3 Payments					
Fundraising Costs	337	-	-	337	314
Salaries & NIC	110,097	-	-	110,097	98,565
Premises Costs	8,749	21	-	8,770	7,692
Consumables & Equipment	1,912	-	-	1,912	1,416
Catering	1,532	-	-	1,532	878
Office Expenses	3,590	-	-	3,590	2,976
Event Costs	138	-	-	138	95
Staff Training etc	546	-	-	546	669
Insurance	723	-	-	723	717
Other Expenses	636	-	-	636	1,175
Sub	128,260	21	-	128,281	114,497
A4 Asset and investment purchases, (see table)					
	-	-	-	-	
Sub	-	-	-	-	-
Total payments	128,260	21	-	128,281	114,497
Net of receipts/(payments)	- 4,625	- 21	-	- 4,646	2,534
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	45,151	1,163	-	46,314	43,780
Cash funds this year end	40,526	1,142	-	41,668	46,314

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	Bank	40,426	1,142	-
	Cash	100	-	-
	Miscellaneous debtors / creditors	-	-	-
	Total cash funds	40,526	1,142	-
	(agree balances with receipts and payments account(s))	OK	OK	OK

	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets		-	-	-
		-	-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets			-	-
			-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use			-	-
			-	-
			-	-

	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities			-	
			-	

Signed by one or two trustees on behalf of all the trustees

	Signature	Print Name	Date of approval
Chair		M S Lickess	07/07/2022

CHARITY COMMISSION FOR ENGLAND AND WALES

Independent examiner's report on the accounts

Section A Independent Examiner's Report

Report to the trustees/ members of	First Step Playgroup		
On accounts for the year ended	31 July 2021	**Charity no (if any)**	1167009
Set out on pages	(remember to include the page numbers of additional sheets)		

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/ 12/ 2020.

Responsibilities and basis of report

As the charity trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

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

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention (other than that disclosed below *) in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed: MWright **Date:** 09/07/2022

Name: Marzena Wright

Working Week Ltd

Address: 2 West End
Barlestone
CV13 0EJ

Section B Disclosure

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.

FIRST STEPS PLAYGROUP

England & Wales - Charity number 1167009

Accounts

Trustees' Annual Report for the period

	Period start date				Period end date		
From	01	08	2019	To	31	07	2020

Section A Reference and administration details

Charity name First Steps Playgroup

Other names charity is known by

Registered charity number (if any) 1167009

Charity's principal address
The Old School Hall
Church Road
Barlestone
Postcode CV13 0EE

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	Mark Lickess	Chairperson		
2	Chloe Carrington	Secretary		
3	Cathie Watkins	Treasurer		
4	Alison Blackery	Manager		
5	Vicki Stoddart	Fundraising Co-ordinator		
6	John Watkins			
7	Beth Binns		to 14th October 2019	
8	Gemma Kendrick		to 14th October 2019	
9	Ashleigh Chapman		from 14th October 2019	

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
Business Development Adviser	Praksha Bathia	Leicestershire County Council

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

Alison Blackery, Manager

Section B Structure, governance and management

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Constitution
How the charity is constituted (eg. trust, association, company)	Charitable Incorporated Organisation
Trustee selection methods (eg. appointed by, elected by)	Trustees are appointed or reappointed annually at the Annual General Meeting held in October through election of members present. Up to 3 trustees can be co-opted during the year, again through election by members.

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.

Safeguarding, financial and operating procedures are in place to address and mitigate all significant perceived risks. Where new risks arise or are highlighted, procedures are strengthened accordingly and other remedial action (e.g. training) considered as appropriate. A comprehensive insurance policy, including employer and trustee liability insurance, is in place with the Early Years Alliance.

DBS and local authority checks are performed for all trustees and members of staff prior to commencement of trusteeship or employment. These are repeated as required by the relevant regulations.

Employees receive regular training updates on health and safety, safeguarding and EYFS requirements in line with the relevant regulations.

First Steps Playgroup is a member of the Early Years Alliance, which provides helpful advice, guidance, resources and training support. It is also in regular contact with the Leicestershire County Council Business Development support team.

All trustees give their time voluntarily and receive no remuneration or other benefits for carrying out their role. If a member of staff is also a trustee, the constitution is worded and followed to ensure that potential conflicts of interest and / or trustee benefits do not arise.

Section C Objectives and activities

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

The charity works for the public benefit, having as its objects the development and education of children primarily under statutory school age by:

(1) promoting their care and safety;

(2) promoting their education and promoting parental involvement;

(3) promoting their health and wellbeing;

(4) providing services to support them and their families and carers;

(5) providing services to individuals holding membership of the CIO;

(6) following the Early Years Foundation Stage (or equivalent) guidelines; and

(7) furthering the aims of the Early Years Alliance.

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)

In planning our activities throughout the year, our charitable aims and the guidance issued by the Charity Commission on public benefit are at the core of all decisions made by the trustees. These, along with the safeguarding, EYFS and other regulatory obligations on us as a childcare setting, are factored into everything we do.

Our main activity is the provision of an early years pre-school setting, which is open every weekday during school term time. Four days a week it was open for morning and afternoon sessions, and one day a week (Tuesdays) for the morning session only. In addition, during this year we visited the local church on a number of occasions, took the children to sing songs at a day centre for older residents in the community, and held a Valentines disco for the children and their families to enjoy.

We welcome all children from the locality, regardless of family circumstances, age, disability, gender, race, nationality, religion or belief. Where a child's attendance is not paid for by the government's Free Early Education Entitlement (FEEE) scheme, we set fees as low as possible, whilst ensuring sufficient funds are maintained, to make the setting as affordable as possible.

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.

No grant-making or investment activities.

A written policy is in place to handle volunteers. Apart from staff contributing unpaid time towards fundraising activities and Committee members carrying out their trustee and fundraising duties, we received support this year from a student volunteering for two days per week as work experience towards her college course.

Summary of the main achievements of the charity during the year

This was a very unusual year which saw First Steps, like so many charities and businesses, significantly impacted by the coronavirus (Covid-19) pandemic.

COVID-19 – From 23 March 2020, early years settings were closed with the introduction of national lockdown. However, under government guidelines we were able to remain open for key worker families and vulnerable children only. We operated with a minimum level of staffing and the rest of the staff were placed on furlough.

On 1 June 2020, we re-opened for all children, but at only half our usual capacity, having a maximum of 16 children at any one time. We used a bubble system, with the staff and children separated into two rooms and no mixing between the two groups. This system continued until the end of the academic year in July 2020.

Staffing and Training – We had an eventful and busy year, with one staff member on maternity leave, two leavers and two new recruits, plus another new starter who was only with us for a month before sadly having to leave again for personal reasons.

In addition, we also welcomed two new apprentices to the team, one of them studying for a Level 3 in Childcare and the other for Level 2.

Prior to lockdown in March, we had a student undertaking her college placement with us for two days a week, working towards her Level 3 in Childcare.

A total of 7 staff members were furloughed between March and May 2020. We welcomed 5 of these staff back to the workplace in June 2020, with the other 2 remaining on furlough.

We were unable to undertake as much training as we would have liked this year due to staff shortages, together with our forced closure during lockdown. Nevertheless, we kept core training up-to-date and used our weekly staff meetings to provide in-house training as appropriate. Any areas of weakness identified were followed up through additional sharing of information from the management team, arranging external training, or supervision meetings.

Outings – We started off the year well, visiting St Giles Day Centre and the local churches at Christmas time to sing some festive songs. These were greatly appreciated by all involved and provided valuable learning opportunities for the children, who were able to identify sights and sounds in the local environment as we walked there.

Unfortunately we did not manage any further outings due to lockdown and Covid-19 restrictions. We look forward to a time when we can get back to making visits and taking the children out into the local community, which we believe really enhances their learning experience.

The Setting – We had 30 children transfer to local schools in July 2020 and began the Autumn Term 2020 with 41 children on roll.

We held parents evenings in November and February to keep families informed of their children's progress, which generated positive feedback.

Over the past year, the children have made good progress in their learning through play opportunities and adult-led activities. Those children with an additional need have also shown steady progress, thanks to a key person working closely with the children and families using strategies from their targeted plan.

Learning Journeys – We continue to use online learning journeys to make the children's experiences with us more accessible to parents. There is also the facility for families to give feedback and share achievements that the children have made outside of the setting – for example, uploading photographs of holidays or trips the children have enjoyed, and of drawings or crafts the children have made.

All of this can aid the staff to tailor each child's learning to their particular likes and dislikes, thereby enriching their experience within the setting. The process is running smoothly and is well received by parents. We do also continue with the traditional paper learning journeys as well.

The Finances – Our main source of income is session fees received via the Free Early Education Entitlement (FEEE) scheme from Leicestershire County Council (for funded sessions) and from parents / carers (for unfunded sessions). In addition, we carry out a number of fundraising activities throughout the year to boost our income.

This year's fundraising was curtailed due to the Covid-19 pandemic, and we also saw a significant reduction in our parent-paid fees during lockdown, when we were closed to all except key worker and vulnerable children. Fortunately, our government funding was unaffected, which has helped to keep our overall financial position stable.

Staff salaries form the majority of our outgoings, as might be expected for a childcare setting, and this expenditure continues to rise each year with statutory increases to minimum wage rates.

We had to furlough a number of staff when we were forced to close for lockdown in March. We were able to benefit from the government's Coronavirus Job Retention Scheme to recover some of this money, although specific government guidelines for early years providers meant that we could only claim for a certain percentage of our wage bill. In spite of this, we were pleased to be able to continue paying 100% of normal salaries to all our staff.

The uncertainty surrounding the Covid-19 pandemic and its potential impact on cash flow meant that we had to cut back on non-essential purchases, apart from items which could be financed from our designated Garden Project Fund. We were very grateful that one of our charity trustees kindly volunteered his time and expertise to undertake tasks such as painting and repairing the sheds.

During this financial year, we completed the transition of our bank accounts from HSBC to Yorkshire Bank. We now have three accounts with Yorkshire Bank: a main current account, plus two savings accounts – one for our reserves and one for our Garden Project restricted funds.

Fundraising – We have been unable to carry out many of our normal fundraising activities this year due to the Covid-19 situation. However, the events that were held prior to this were very profitable, particularly the Christmas Fayre in November.

We are grateful to all the staff and Committee members who helped with the organisation and manning of these events, and to the parents and local community who supported them.

Our event income was supplemented by other fundraising initiatives, particularly the sale of uniform items embroidered with our First Steps logo, as well as commission generated from children's DVD sessions held at the setting.

During the year we also received donations from a number of local organisations, including Market Bosworth Rotary Club and Mind, Body & Soles, which were greatly appreciated.

Moving forward – Looking ahead to the next year, we hope to continue to build our charity.

We aim to keep enhancing the setting by implementing new ideas and activities, to include some stay and play sessions which have been requested by parents, when we are able to do this safely.

We intend to evaluate how we can improve our service in line with Ofsted requirements and set up a revised improvement plan.

We will continue to support staff in their professional development by using more peer and paired observations. We hope this will further enhance the quality of provision at First Steps so that we can offer the best possible learning environment for all the children.

Future fundraising methods may require some imagination as we seek to work within ongoing restrictions. We hope to raise some additional funds by applying for grants.

We will continue to publicise First Steps in the immediate and surrounding areas and focus on keeping staffing levels as low as possible, without compromising the quality of care, to help minimise our outgoings.

Section E Financial review

Brief statement of the charity's policy on reserves	Our policy is to hold a minimum of £10,000 reserve to ensure sufficient funds are available at any time to pay for costs in arrears, namely wages, payroll taxes and rent. Our aim is to increase our level of reserves to between £15,000 and £20,000 as our financial position improves. At the end of this financial year, we also held £1,163 of restricted funds that are to be used specifically for improving the outdoor space.
Details of any funds materially in deficit	Not applicable

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.	Our main source of income is session fees received via the Free Early Education Entitlement (FEEE) scheme from Leicestershire County Council (for funded sessions). Where children are not eligible for this funding, the session fees are funded by parents / carers. We do not have any investments. Any surplus funds at the end of the year are used in part to continue building our reserves to a more robust level and in part carried forward to pay towards costs in the following year, including essential staff training and wage increases to ensure that the overall staff package remains sufficiently competitive to retain employees.

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)	Mark Lickess	Cathie Watkins
Position (eg Secretary, Chair, etc)	Chairperson	Treasurer
Date	25/03/2021	29/3/2021

First Steps Playgroup	1167009

Receipts and payments accounts

CC16a

For the period from	01/08/2019	To	31/07/2020

Section A Receipts and payments

	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £	Total funds to nearest £	Last year to nearest £
A1 Receipts					
Donations	733	-	-	733	480
Parents / Carers' Fees	18,671	-	-	18,671	33,652
Government Funded Fees	91,522	-	-	91,522	58,400
Fundraising	1,420	-	-	1,420	2,655
Grants	4,436	-	-	4,436	500
Event income	227	-	-	227	731
Other receipts	19	3	-	22	23
	-	-	-	-	-
Sub(Gross income for AR)	117,028	3	-	117,031	96,441
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
Sub	-	-	-	-	-
Total receipts	117,028	3	-	117,031	96,441
A3 Payments					
Fundraising Costs	314	-	-	314	595
Salaries & NIC	98,565	-	-	98,565	106,723
Premises Costs	7,176	516	-	7,692	8,713
Consumables & Equipment	1,108	308	-	1,416	1,774
Catering	878	-	-	878	1,129
Office Expenses	2,965	11	-	2,976	2,997
Event Costs	95	-	-	95	955
Staff Training etc	644	25	-	669	1,987
Insurance	717	-	-	717	710
Other Expenses	1,175	-	-	1,175	447
Sub	113,637	860	-	114,497	126,030
A4 Asset and investment purchases, (see table)					
	-	-	-	-	
Sub	-	-	-	-	-
Total payments	113,637	860	-	114,497	126,030
Net of receipts/(payments)	3,391	- 857	-	2,534	- 29,589
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	41,760	2,020	-	43,780	73,369
Cash funds this year end	45,151	1,163	-	46,314	43,780

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	Bank	45,051	1,163	-
	Cash	100	-	-
	Miscellaneous debtors / creditors	-	-	-
	Total cash funds	45,151	1,163	-
	(agree balances with receipts and payments account(s))	OK	OK	OK

	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets		-	-	-
		-	-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets			-	-
			-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use			-	-
			-	-
			-	-

	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities			-	
			-	

Signed by one or two trustees on behalf of all the trustees

	Signature	Print Name	Date of approval
Treasurer	C A Watkins	C A Watkins	29/3/2021
Chair	M S Lickess	M S Lickess	26/03/2021

CHARITY COMMISSION FOR ENGLAND AND WALES

Independent examiner's report on the accounts

Section A Independent Examiner's Report

Report to the trustees/ members of	First Step Playgroup
On accounts for the year ended	31 July 2020 — **Charity no (if any)** 1167009
Set out on pages	(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/ 12/ 2020.

Responsibilities and basis of report

As the charity trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

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

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention (other than that disclosed below *) in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed: MWright **Date:** 26/05/2021

Name: Marzena Wright

Working Week Ltd

Address: 2 West End
Barlestone
CV13 0EJ

Section B Disclosure

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.