

STEPPING STONES NURSERY AND PRE-SCHOOL (CLAVERDON) CIO

England & Wales · Charity number 1173990

Details

Status Registered

Legal form CIO

Registered 2017-07-27

Register [View on the Charity Commission register](#)

Contact

Address Stepping Stones Nursery And Prescho
Claverdon Church Centre
Church Road
Claverdon
Warwick
CV35 8PD

Phone 07973910572

Email Clavsteppingstones@welearn365.com

Website www.claverdonsteppingstones.org.uk

Activities

Objects: THE CHARITY WORKS FOR THE PUBLIC BENEFIT HAVING AS ITS OBJECTS THE DEVELOPMENT AND EDUCATION OF CHILDREN AND YOUNG PEOPLE IN PARTICULAR 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; AND(6) FURTHERING THE AIMS OF THE PRE-SCHOOL LEARNING ALLIANCE.

Activities: We operate a nursery and pre-school for local children aged between 2 - 4. We follow the Early Years Foundation Stage curriculum and run on a termly basis. We are fee-paying but offer hardship grants on a case-by-case basis.

Classification

- **How:** Makes Grants To Individuals, Provides Advocacy/advice/information
- **What:** Education/training
- **Who:** Children/young People

Geography

- Warwickshire

Finances

| Period end | Income | Expenditure | Assets | Employees |
|------------|----------|-------------|--------|-----------|
| 2024-08-31 | £140,430 | £125,533 | - | - |
| 2023-08-31 | £108,440 | £108,926 | - | - |
| 2022-08-31 | £109,724 | £110,584 | - | - |
| 2021-08-31 | £76,680 | £88,437 | - | - |
| 2020-08-31 | £119,941 | £78,399 | - | - |

Trustees

| Name | Role | Appointed |
|-----------------------------|-------|------------|
| Katherine Rose Jones | Chair | 2021-03-10 |
| Julia Stephanie Wagstaffe | | 2020-02-11 |
| Kirstie Ann Morgan Smith | | 2026-02-26 |
| Rachel Louise Wild | | 2023-05-26 |
| Stacey Altham | | 2023-10-18 |

STEPPING STONES NURSERY AND PRE-SCHOOL (CLAVERDON) CIO

England & Wales - Charity number 1173990

Accounts



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

From 01/09/2023 **Period start date** **To** 31/08/2024 **Period end date**

Charity name: Stepping Stones nursery and pre-school (Claverdon) CIO

Charity registration number: 1173990

Objectives and Activities

Summary of the purposes of the charity as set out in its governing document

To enhance the development and education of children under statutory school age by encouraging parents to understand and provide for the needs of their children through community groups and by offering appropriate play, education and care facilities, ensuring that they offer opportunities for all children whatever their race, culture, religion, means or ability; by encouraging the study of the needs of such children and their families and promoting public interest in and recognition of such needs in the local area; and by adhering to and furthering the aims and objectives of the Pre-School Learning Alliance.

Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.

- The Charity opens five days per week to children under 5 years of age, reaching a maximum of 30 children.
- We continue to write a monthly update and advertise in the parish magazine as well as maintain a social media presence, paying regard to child privacy.
- We attend various activities at the local church to which we are invited to attend.

Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit

The Trustees have due regard to the guidance published by The Charity Commission on public benefit.

Policy on grant making

We welcome all applications, and try to offer at least one free place where we reasonably can. This is based on financial need and agreed between the manager and treasurer.

We were given a donation of money several years ago to be allocated to children within the local community who would otherwise not be able to attend.

Contribution made by volunteers

We rely and appreciate the support from individuals who give time and resources free of charge to support the pre-school:

- All committee members are volunteers who give their time freely.
- Running fundraising events and the setting's website. Fundraising activities have resumed following COVID measures being relaxed. The hugely popular cinema club has recommenced.

Achievements and Performance

Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.

Play is organised and planned in accordance with guidelines set out by Ofsted to ensure all areas of the appropriate curriculum are covered; all activities are available to all children and activities are planned with varying levels of ability in mind. Information about the children's abilities and achievements at the pre-school is recorded and shared with their parents and carers. The pre-school communicates details about each term's topics and activities via a newsletter to all parents.

We have continued to provide support to families through one on one staffing and preparing Educational Health and Care plans for those children who require our support.

The setting received an inspection visit from OFSTED in July 2022. The result was outstanding, which is testament to the hard work of the manager and all staff.

Financial Review

Review of the charity's financial position at the end of the period

We finished the year at 31/08/2024 with a cash balance of £46,335, an increase of circa fifteen thousand pounds. Grant income has risen considerably following the changes made by the government to expand the eligibility of the 15 hours childcare offering to include two year olds.

Other factors have remained consistent, however, minimum wage rose again and the wage bill accordingly.

We continue to monitor the local environment and plan ahead for any likely changes to impact the finances.

Statement explaining the policy for holding reserves stating why they are held

We try to maintain a level of 6 months cashflow at the end of the financial year. This includes any expected costs likely to be paid: rent, staff wages, redundancy payments and an allowance for reduced income potential.

We monitor and recalculate the required redundancy payments in the event of the permanent closure of the pre-school.

There is no long term rent requirement. The financial outlook is discussed between the manager and treasurer on a regular basis. The cashbook and bank balance are monitored monthly paying regard to timing of invoice and grant payments.

Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)

The main sources are almost an even split between government grant for eligible 2 and 3 year olds and private fee income.

Any further grants for SEN are listed separately.

A description of the principal risks facing the charity

The risks include:

- Inability to retain or attract staff with the appropriate levels of qualifications.
- As tenants we face the risk of no longer having a building to run the playgroup from.
- Changes to government policy on free childcare entitlements and restrictions on charges we can apply outwith the government funded hourly rate.
- Competition from other local nurseries.
- An event which forces our closure or seriously impacts our reputation.

We have no long-term financial commitments. The main commitment relates to staff payments and any staff members entitled to redundancy payments. We monitor the amounts required bi-annually.

The cash balance of the pre-school are monitored monthly.

Structure, Governance and Management

Description of charity's trusts:

Type of governing document

The Pre-School Learning Alliance Model pre-school constitution was adopted on 1/9/2019 when the pre-school became a CIO.

How is the charity constituted?

The charity is a CIO.

Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees.

Trustees are appointed or re-appointed annually at the AGM in May/June of each year.

Additional information (optional)

You may choose to include further statements where relevant about:

Reference and Administrative details

| | |
|-----------------------------|--------------------------------------------------------|
| Charity name | Stepping Stones nursery and pre-school (Claverdon) CIO |
| Other name the charity uses | |
| Registered charity number | 1173990 |
| Charity's principal address | Church Centre, Church Rd, Claverdon, Warwick CV35 8PB |

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 | Francesca Lever | TREASURER | | |
| 2 | Katy Jones | Chair | | |
| 3 | Julia Stephanie Wagstaffe | | | |
| 4 | | | | |

Funds held as custodian trustees on behalf of others

| | |
|-------------------------------------------------------------------------------------------------------------------------------|-----|
| Description of the assets held in this capacity | N/A |
| Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects | |
| Details of arrangements for safe custody and segregation of such assets from the charity's | |

| | |
|------------|--|
| own assets | |
|------------|--|

Additional information (optional)

Names and addresses of advisers (Optional information)

| Type of adviser | Name | Address |
|-----------------|------|---------|
| | | |
| | | |
| | | |
| | | |

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

| |
|--|
| |
|--|

Exemptions from disclosure

Reason for non-disclosure of key personnel details

| |
|-----|
| N/A |
|-----|

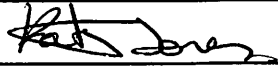

Other optional information

| |
|--|
| |
|--|

Declarations

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

Signed on behalf of the charity's trustees

| | | |
|--------------------------------------------|-----------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|
| Signature(s) |  |  |
| Full name(s) | Katy Jones | Francesca Lever |
| Position (eg Secretary, Chair, etc) | Chair | Treasurer |

Date 5/6/25.

| | |
|-------------------------------------------------------------------------|------------------------|
| Charity Name Stepping Stones nursery and pre-school Claverdon | No (if any) 1173990 |
|-------------------------------------------------------------------------|------------------------|

CC16a

Receipts and payments accounts

| | | | |
|---------------------|---------------------------------|----|-------------------------------|
| For the period from | Period start date 01/09/2023 | To | Period end date 31/08/2024 |
|---------------------|---------------------------------|----|-------------------------------|

Section A Receipts and payments

| | Unrestricted funds to the nearest £ | Restricted funds to the nearest £ | Endowment funds to the nearest £ | Total funds to the nearest £ | Last year to the nearest £ |
|-------------------------------------------------------|-------------------------------------------|-----------------------------------------|----------------------------------------|------------------------------------|----------------------------------|
| A1 Receipts | | | | | |
| Warwickshire Council Grant 2/3/4 year old | 72,451 | - | - | 72,451 | 44,967 |
| Additional Grant | 4,280 | - | - | 4,280 | 3,768 |
| Fees | 59,770 | - | - | 59,770 | 53,921 |
| Fundraising | 2,691 | - | - | 2,691 | 1,045 |
| Miscellaneous | 907 | - | - | 907 | 4,673 |
| interest on savings | 331 | - | - | 331 | 66 |
| | - | - | - | - | - |
| Sub total (Gross income for AR) | 140,430 | - | - | 140,430 | 108,440 |
| A2 Asset and investment sales, (see table). | | | | | |
| | - | - | - | - | - |
| Sub total | - | - | - | - | - |
| Total receipts | 140,430 | - | - | 140,430 | 108,440 |
| A3 Payments | | | | | |
| SALARIES | 95,757 | - | - | 95,757 | 87,074 |
| RENT & PREMISES | 8,118 | - | - | 8,118 | 8,262 |
| OFFICE COSTS/ADMIN | 5,536 | - | - | 5,536 | 4,767 |
| TAX & N.I | 7,876 | - | - | 7,876 | 2,233 |
| EDUCATIONAL ACTIVITY | 5,210 | - | - | 5,210 | 3,677 |
| TRAINING | 1,562 | - | - | 1,562 | 129 |
| MISCELLANEOUS | 1,473 | - | - | 1,473 | 1,514 |
| FUNDRAISING | - | - | - | - | 1,269 |
| | - | - | - | - | - |
| Sub total | 125,533 | - | - | 125,533 | 108,926 |
| A4 Asset and investment purchases, (see table) | | | | | |
| | - | - | - | - | - |
| Sub total | - | - | - | - | - |
| payments | 125,533 | - | - | 125,533 | 108,926 |
| payments) | 14,897 | - | - | 14,897 | - 486 |
| A5 Transfer | - | - | - | - | - |
| A6 Cash funds year end | 31,439 | - | - | 31,439 | - |
| | 46,335 | - | - | 46,335 | - 486 |

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 | Current Account | 22,273 | - | - |
| | Savings account | 24,062 | - | - |
| | | - | - | - |
| | Total cash funds | 46,335 | - | - |
| | <small>account(s)</small> | <small>OK</small> | <small>OK</small> | <small>OK</small> |
| B2 Other monetary assets | <small>Details</small> | - | - | - |
| | | - | - | - |
| | | - | - | - |
| | | - | - | - |
| | | - | - | - |
| B3 Investment assets | <small>Details</small> | <small>Fund to which asset belongs</small> | <small>Cost (optional)</small> | <small>Current value (optional)</small> |
| | | - | - | - |
| | | - | - | - |
| | | - | - | - |
| | | - | - | - |
| B4 Assets retained for the charity's own use | <small>Details</small> | <small>Fund to which asset belongs</small> | <small>Cost (optional)</small> | <small>Current value (optional)</small> |
| | | - | - | - |
| | | - | - | - |
| | | - | - | - |
| | | - | - | - |
| | | - | - | - |
| | | - | - | - |
| | | - | - | - |
| B5 Liabilities | <small>Details</small> | <small>Fund to which liability relates</small> | <small>Amount due (optional)</small> | <small>When due (optional)</small> |
| | | - | - | - |
| | | - | - | - |
| | | - | - | - |
| | | - | - | - |
| Signed by one or two trustees on behalf of all the trustees | Signature | Print Name | Date of approval | |
| | _____ | _____ | _____ | |
| | _____ | _____ | _____ | |



Section A

Independent Examiner's Report

**Report to the trustees/
members of**

Charity Name
Stepping Stones Nursery and pre-school Claverdon

**On accounts for the year
ended**

31st August 2024

**Charity no
(if any)**

1173990

Set out on pages

1-2

(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 31st August 2024.

**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.

** Please delete the words in the brackets if they do not apply.*

Signed:

K. W. Baldwin

Date:

24th June 2025

Name:

Keith Baldwin – KWB Accounting Limited

**Relevant professional
qualification(s) or body
(if any):**

Address:

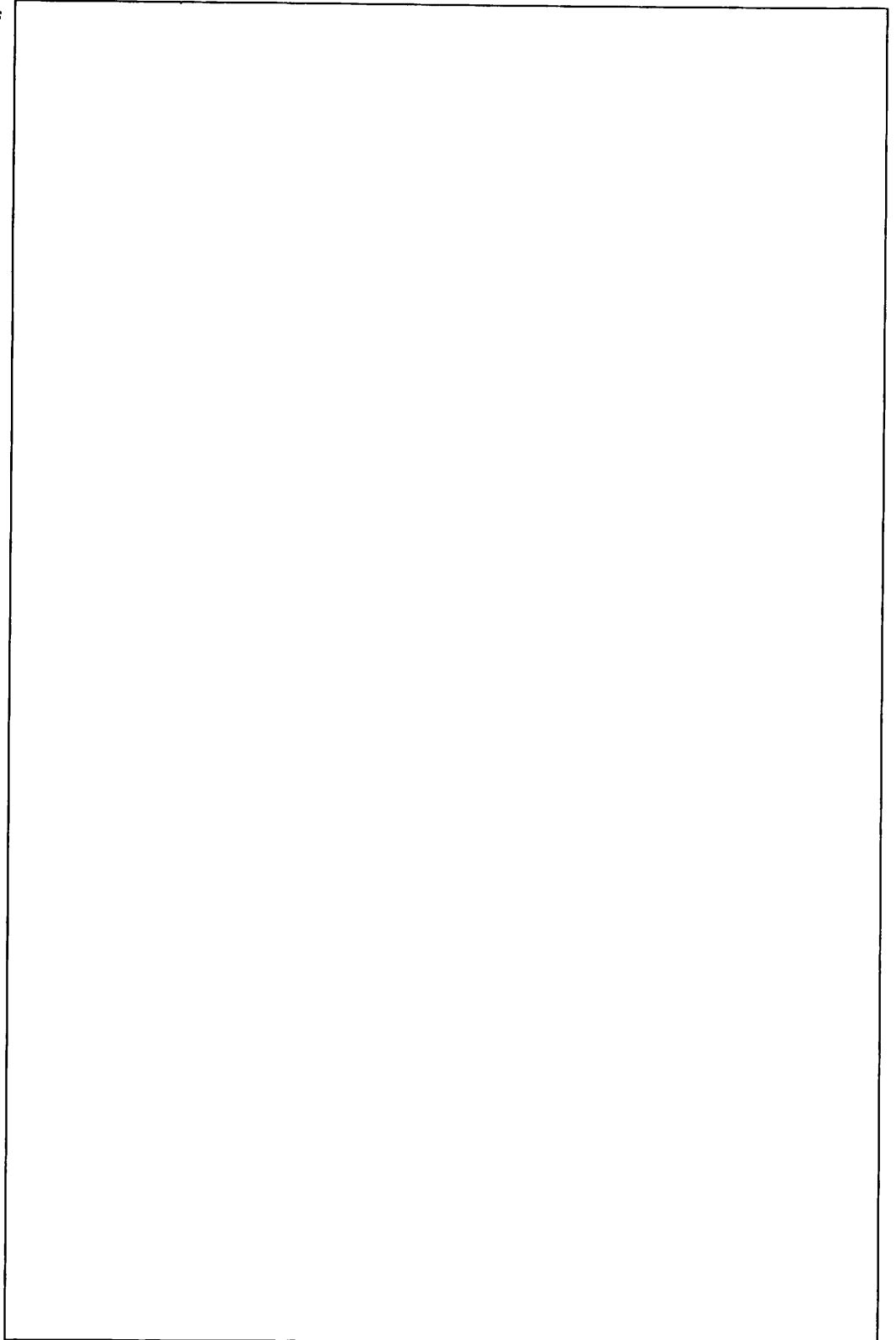
13 Newfield Crescent

Halesowen

B63 3SS

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.



STEPPING STONES NURSERY AND PRE-SCHOOL (CLAVERDON) CIO

England & Wales - Charity number 1173990

Accounts



**CHARITY COMMISSION
FOR ENGLAND AND WALES**

Trustees' Annual Report for the period

From 01/09/2022 **Period start date** **To** 31/08/2023 **Period end date**

Charity name: Stepping Stones nursery and pre-school (Claverdon) CIO

Charity registration number: 1173990

Objectives and Activities

Summary of the purposes of the charity as set out in its governing document

To enhance the development and education of children under statutory school age by encouraging parents to understand and provide for the needs of their children through community groups and by offering appropriate play, education and care facilities, ensuring that they offer opportunities for all children whatever their race, culture, religion, means or ability; by encouraging the study of the needs of such children and their families and promoting public interest in and recognition of such needs in the local area; and by adhering to and furthering the aims and objectives of the Pre-School Learning Alliance.

Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.

- The Charity opens five days per week to children under 5 years of age, reaching a maximum of 30 children.
- We continue to write a monthly update and advertise in the parish magazine as well as maintain a social media presence, paying regard to child privacy.
- We attend various activities at the local church to which we are invited to attend.

Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit

The Trustees have due regard to the guidance published by The Charity Commission on public benefit.

Policy on grant making

We welcome all applications, and try to offer at least one free place where we reasonably can. This is based on financial need and agreed between the manager and treasurer.

We were given a donation of money several years ago to be allocated to children within the local community who would otherwise not be able to attend.

Contribution made by volunteers

We rely and appreciate the support from individuals who give time and resources free of charge to support the pre-school:

- All committee members are volunteers who give their time freely.
- Running fundraising events and the setting's website. Fundraising activities have resumed following COVID measures being relaxed. The hugely popular cinema club has recommenced.

Achievements and Performance

Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.

Play is organised and planned in accordance with guidelines set out by Ofsted to ensure all areas of the appropriate curriculum are covered; all activities are available to all children and activities are planned with varying levels of ability in mind. Information about the children's abilities and achievements at the pre-school is recorded and shared with their parents and carers. The pre-school communicates details about each term's topics and activities via a newsletter to all parents.

Following the Warwickshire Inclusion Kitemarking Scheme (WIncKS) award last year, which celebrates high quality SEND provision, we have continued to provide support to families through one on one staffing and preparing Educational Health and Care plans for those children who require our support.

The setting received an inspection visit from OFSTED in July 2022. The result was outstanding, which is testament to the hard work of the manager and all staff.

Financial Review

Review of the charity's financial position at the end of the period

We finished the year at 31/08/2023 with a cash balance of £31,431. Fee and grant income has remained consistent with the year before.

- Staff training grant received of £3530.
- Wage rise and resignation of a member of staff who has been replaced by a part time playleader.
- Decision taken to increase the fees due to inflationary pressures and preparation for the implementation of the additional government funded hours.

Statement explaining the policy for holding reserves stating why they are held

We try to maintain a level of 6 months cashflow at the end of the financial year. Staffing hours are discussed should levels appear insufficient.

We monitor the required redundancy payments in the event of the permanent closure of the pre-school.

There is no long term rent requirement. The financial outlook is discussed between the manager and treasurer on a regular basis. The cashbook and bank balance are monitored monthly paying regard to timing of invoice and grant payments.

Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)

The main sources are almost an even split between government grant for eligible 2 and 3 year olds and private fee income.

We have also been in receipt of an additional grant for **three** children with additional needs.

A description of the principal risks facing the charity

The risks include:

- Inability to retain or attract staff with the appropriate levels of qualifications.
- As tenants we face the risk of no longer having a building to run the playgroup from.
- Changes to government policy on free childcare entitlements and restrictions on charges we can apply outwith the government funded hourly rate.

We have no long-term financial commitments. The main commitment relates to staff payments and any staff members entitled to redundancy payments. We monitor the amounts required bi-annually.

The cash balance of the pre-school are monitored monthly.

Structure, Governance and Management

Description of charity's trusts:

Type of governing document

The Pre-School Learning Alliance Model pre-school constitution was adopted on 1/9/2019 when the pre-school became a CIO.

How is the charity constituted?

The charity is a CIO.

Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees.

Trustees are appointed or re-appointed annually at the AGM in May/June of each year.

Additional information (optional)

You may choose to include further statements where relevant about:

Reference and Administrative details

| | |
|-----------------------------|--------------------------------------------------------|
| Charity name | Stepping Stones nursery and pre-school (Claverdon) CIO |
| Other name the charity uses | |
| Registered charity number | 1173990 |
| Charity's principal address | Church Centre, Church Rd, Claverdon, Warwick CV35 8PB |

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 | Francesca Lever | TREASURER | | |
| 2 | Katy Jones | Chair | | |
| 3 | Julia Stephanie Wagstaffe | | | |
| 4 | | | | |

Funds held as custodian trustees on behalf of others

| | |
|-------------------------------------------------------------------------------------------------------------------------------|-----|
| Description of the assets held in this capacity | N/A |
| Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects | |
| Details of arrangements | |

| | |
|-------------------------------------------------------------------------------|--|
| for safe custody and segregation of such assets from the charity's own assets | |
|-------------------------------------------------------------------------------|--|

Additional information (optional)

Names and addresses of advisers (Optional information)

| Type of adviser | Name | Address |
|-----------------|------|---------|
| | | |
| | | |
| | | |
| | | |

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

| |
|--|
| |
|--|

Exemptions from disclosure

Reason for non-disclosure of key personnel details

| |
|-----|
| N/A |
|-----|


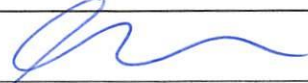
Other optional information

| |
|--|
| |
|--|

Declarations

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

Signed on behalf of the charity's trustees

| | | |
|-------------------------------------|-----------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|
| Signature(s) |  |  |
| Full name(s) | Katy Jones | Francesca Lever |
| Position (eg Secretary, Chair, etc) | Chair | Treasurer |

Date



Charity Name: Stepping Stones nursery and pre-school Claverdon
 No (if any): 1173393

CC16a

Receipts and payments accounts

For the period from: 01/09/2022 To: 31/08/2023

Section A Receipts and payments

| | Unrestricted funds to the nearest £ | Restricted funds to the nearest £ | Endowment funds to the nearest £ | Total funds to the nearest £ | Last year to the nearest £ |
|-------------------------------------------------------|-------------------------------------------|--------------------------------------|-------------------------------------|---------------------------------|-------------------------------|
| A1 Receipts | | | | | |
| Warwickshire Council Grant 2/3/4 year old | 44,967 | - | - | 44,967 | 57,784 |
| Additional Grant | 3,768 | - | - | 3,768 | 2,800 |
| Fees | 53,921 | - | - | 53,921 | 48,012 |
| Job retention Scheme | - | - | - | - | - |
| Fundraising | 1,045 | - | - | 1,045 | 1,065 |
| Miscellaneous | 4,673 | - | - | 4,673 | 63 |
| Interest on savings | 66 | - | - | 66 | - |
| | - | - | - | - | - |
| Sub total (Gross income for AR) | 108,440 | - | - | 108,440 | 109,724 |
| A2 Asset and investment sales, (see table). | | | | | |
| | - | - | - | - | - |
| | - | - | - | - | - |
| Sub total | - | - | - | - | - |
| Total receipts | 108,440 | - | - | 108,440 | 109,724 |
| A3 Payments | | | | | |
| SALARIES | 87,074 | - | - | 87,074 | 83,704 |
| RENT & PREMISES | 8,262 | - | - | 8,262 | 8,540 |
| OFFICE COSTS/ADMIN | 4,767 | - | - | 4,767 | 5,833 |
| TAX & N.I | 2,233 | - | - | 2,233 | 7,199 |
| EDUCATIONAL ACTIVITY | 3,677 | - | - | 3,677 | 2,564 |
| TRAINING | 129 | - | - | 129 | 1,437 |
| MISCELLANEOUS | 1,514 | - | - | 1,514 | 884 |
| FUNDRAISING | 1,269 | - | - | 1,269 | 423 |
| | - | - | - | - | - |
| Sub total | 108,926 | - | - | 108,926 | 110,584 |
| A4 Asset and investment purchases, (see table) | | | | | |
| | - | - | - | - | - |
| | - | - | - | - | - |
| Sub total | - | - | - | - | - |
| Total payments | 108,926 | - | - | 108,926 | 110,584 |
| Net of receipts/(payments) | - 486 | - | - | - 486 | - 860 |
| A5 Transfers between funds | - | - | - | - | - |
| A6 Cash funds last year end | 31,924 | - | - | 31,924 | - |
| Cash funds this year end | 31,439 | - | - | 31,439 | - 860 |

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 | Current Account | 27,901 | - | - |
| | Savings account | 3,538 | - | - |
| | | - | - | - |

| | | | |
|-------------------------|---------------|----------|----------|
| Total cash funds | 31,439 | - | - |
| account(s) | | | |

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

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

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

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

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

| Signature | Print Name | Date of approval |
|-----------|-----------------|------------------|
| | FRANCESCA ZAVER | 6/6/24 |
| | Katy Jones | 6/6/24 |

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.

STEPPING STONES NURSERY AND PRE-SCHOOL (CLAVERDON) CIO

England & Wales - Charity number 1173990

Accounts



**CHARITY COMMISSION
FOR ENGLAND AND WALES**

Trustees' Annual Report for the period

From 01/09/2021 **Period start date** **To** 31/08/2022 **Period end date**

Charity name: Stepping Stones nursery and pre-school (Claverdon) CIO

Charity registration number: 1173990

Objectives and Activities

Summary of the purposes of the charity as set out in its governing document

To enhance the development and education of children under statutory school age by encouraging parents to understand and provide for the needs of their children through community groups and by offering appropriate play, education and care facilities, ensuring that they offer opportunities for all children whatever their race, culture, religion, means or ability; by encouraging the study of the needs of such children and their families and promoting public interest in and recognition of such needs in the local area; and by adhering to and furthering the aims and objectives of the Pre-School Learning Alliance.

Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.

- The Charity opens five days per week to children under 5 years of age, reaching a maximum of 26 children.
- We continue to write a monthly update and advertise in the parish magazine as well as maintain a social media presence, paying regard to child privacy.
- We attend various activities at the local church to which we are invited to attend.

Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit

The Trustees have due regard to the guidance published by The Charity Commission on public benefit.

Policy on grant making

We welcome all applications, and try to offer at least one free place where we reasonably can. This is based on financial need and agreed between the manager and treasurer.

We were given a donation of money several years ago to be allocated to children within the local community who would otherwise not be able to attend.

Contribution made by volunteers

We rely and appreciate the support from individuals who give time and resources free of charge to support the pre-school:

- All committee members are volunteers who give their time freely.
- Running fundraising events and the setting's website. Fundraising activities have resumed following COVID measures being relaxed. The hugely popular cinema club has recommenced.

Achievements and Performance

Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.

Play is organised and planned in accordance with guidelines set out by Ofsted to ensure all areas of the appropriate curriculum are covered; all activities are available to all children and activities are planned with varying levels of ability in mind. Information about the children's abilities and achievements at the pre-school is recorded and shared with their parents and carers. The pre-school communicates details about each term's topics and activities via a newsletter to all parents.

Following the Warwickshire Inclusion Kitemarking Scheme (WinckS) award last year, which celebrates high quality SEND provision, we have continued to provide support to families through one on one staffing and preparing Educational Health and Care plans for those children who require our support.

The setting received an inspection visit from OFSTED in July 2022. The result was outstanding, which is testament to the hard work of the manager and all staff.

Financial Review

Review of the charity's financial position at the end of the period

We finished the year at 31/08/2022 with a cash balance of £31,924. Fee and grant income rose considerably relative to the previous year as the setting returned to pre-COVID levels of child numbers and no lockdown restrictions.

The wage bill also has risen, in part due to the minimum wage rising to £9.50 and additional staffing requirements due to the setting no longer being subject to any COVID restrictions.

We continually monitor child numbers and projected income to ensure we can continue to meet our financial obligations.

Statement explaining the policy for holding reserves stating why they are held

We try to maintain a level of 6 months cashflow at the end of the financial year. Staffing hours are discussed should levels appear insufficient.

We monitor the required redundancy payments in the event of the permanent closure of the pre-school.

There is no long term rent requirement. The financial outlook is discussed between the manager and treasurer on a regular basis. The cashbook and bank balance are monitored monthly paying regard to timing of invoice and grant payments.

Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)

The main sources are almost an even split between government grant for eligible 2 and 3 year olds and private fee income.

We have also been in receipt of an additional grant for two children with additional needs.

A description of the principal risks facing the charity

The risks include:

- Inability to retain or attract staff with the appropriate levels of qualifications.
- Low numbers of children attending and therefore loss of income.
- As tenants we face the risk of no longer having a building to run the playgroup from.
- Changes to government policy on free childcare entitlements.

We have no long-term financial commitments. The main commitment relates to staff payments and there are only two staff members entitled to redundancy payments.

The cash balance of the pre-school are monitored monthly.

Structure, Governance and Management

Description of charity's trusts:

Type of governing document

The Pre-School Learning Alliance Model pre-school constitution was adopted on 1/9/2019 when the pre-school became a CIO.

How is the charity constituted?

The charity is a CIO.

Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees.

Trustees are appointed or re-appointed annually at the AGM in May/June of each year.

Additional information (optional)

You may choose to include further statements where relevant about:

Reference and Administrative details

| | |
|-----------------------------|-----------------------------------------------------------|
| Charity name | Stepping Stones nursery and pre-school (Claverdon) CIO |
| Other name the charity uses | |
| Registered charity number | 1173990 |
| Charity's principal address | Church Centre, Church Rd, Claverdon, Warwick CV35 8PB |

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 | Francesca Lever | TREASURER | | |
| 2 | Louise Barlow | Chair | | |
| 3 | Catriona Margaret MacNeill Howard | | | |
| 4 | Julia Stephanie Wagstaffe | | | |

Funds held as custodian trustees on behalf of others

| | |
|-------------------------------------------------------------------------------------------------------------------------------|-----|
| Description of the assets held in this capacity | N/A |
| Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects | |
| Details of arrangements | |

| | |
|--------------------------------------------------------------------------------------|--|
| <p>for safe custody and segregation of such assets from the charity's own assets</p> | |
|--------------------------------------------------------------------------------------|--|

Additional information (optional)

Names and addresses of advisers (Optional information)

| Type of adviser | Name | Address |
|-----------------|------|---------|
|-----------------|------|---------|

| | | |
|--|--|--|
| | | |
| | | |
| | | |
| | | |

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

| |
|--|
| |
|--|

Exemptions from disclosure

Reason for non-disclosure of key personnel details

| |
|------------|
| <p>N/A</p> |
|------------|

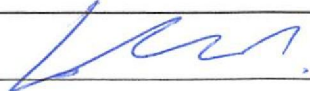
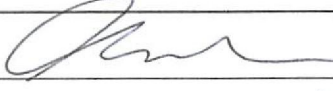
Other optional information

| |
|--|
| |
|--|

Declarations

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

Signed on behalf of the charity's trustees

| | | |
|-------------------------------------|-----------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|
| Signature(s) |  |  |
| Full name(s) | LOUISE BARLOW. | FRANCISCA LEVER |
| Position (eg Secretary, Chair, etc) | CHAIR | TREASURER |
| Date | 23/8/23 | |



CHARITY COMMISSION
FOR ENGLAND AND WALES

| | |
|-------------------------------------------------------------------------|------------------------|
| Charity Name Stepping Stones nursery and pre-school Claverdon | No (if any) 1173990 |
|-------------------------------------------------------------------------|------------------------|

Receipts and payments accounts

CC16a

| | | | |
|---------------------|-------------------------------|----|-----------------------------|
| For the period from | Period start date 01/09/21 | To | Period end date 31/08/22 |
|---------------------|-------------------------------|----|-----------------------------|

Section A Receipts and payments

| | Unrestricted funds to the nearest £ | Restricted funds to the nearest £ | Endowment funds to the nearest £ | Total funds to the nearest £ | Last year to the nearest £ |
|-------------------------------------------------------|----------------------------------------|--------------------------------------|-------------------------------------|---------------------------------|-------------------------------|
| A1 Receipts | | | | | |
| Warwickshire Council Grant 2/3/4 year old | 57,784 | - | - | 57,784 | 40,312 |
| Additional Grant | 2,800 | - | - | 2,800 | - |
| Fees | 48,012 | - | - | 48,012 | 35,242 |
| Job retention Scheme | - | - | - | - | 1,965 |
| Fundraising | 1,065 | - | - | 1,065 | 286 |
| Miscellaneous | 63 | - | - | 63 | 875 |
| | - | - | - | - | - |
| | - | - | - | - | - |
| Sub total(Gross income for AR) | 109,724 | - | - | 109,724 | 78,680 |
| A2 Asset and investment sales, (see table). | | | | | |
| | - | - | - | - | - |
| | - | - | - | - | - |
| Sub total | - | - | - | - | - |
| Total receipts | 109,724 | - | - | 109,724 | 78,680 |
| A3 Payments | | | | | |
| SALARIES | 83,704 | - | - | 83,704 | 70,578 |
| RENT & PREMISES | 8,540 | - | - | 8,540 | 6,403 |
| OFFICE COSTS/ADMIN | 5,833 | - | - | 5,833 | 5,683 |
| TAX & N.I | 7,199 | - | - | 7,199 | 2,896 |
| EDUCATIONAL ACTIVITY | 2,564 | - | - | 2,564 | 1,285 |
| TRAINING | 1,437 | - | - | 1,437 | 800 |
| MISCELLANEUS | 884 | - | - | 884 | 386 |
| FUNDRAISING | 423 | - | - | 423 | 407 |
| | - | - | - | - | - |
| Sub total | 110,584 | - | - | 110,584 | 88,437 |
| A4 Asset and investment purchases, (see table) | | | | | |
| | - | - | - | - | - |
| | - | - | - | - | - |
| Sub total | - | - | - | - | - |
| Total payments | 110,584 | - | - | 110,584 | 88,437 |
| Net of receipts/(payments) | - 860 | - | - | - 860 | - 9,757 |
| A5 Transfers between funds | - | - | - | - | - |
| A6 Cash funds last year end | 32,784 | - | - | 32,784 | - |
| Cash funds this year end | 31,924 | - | - | 31,924 | - 9,757 |

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 | Current Account | 31,924 | - | - |
| | | - | - | - |
| | | - | - | - |
| | | - | - | - |
| | Total cash funds | 31,924 | - | - |
| | (agree balances with receipts and payments account(s)) | OK | OK | OK |
| B2 Other monetary assets | | - | - | - |
| | | - | - | - |
| | | - | - | - |

| |
|--|
| |
| |
| |
| |

| |
|---|
| - |
| - |
| - |
| - |

| |
|---|
| - |
| - |
| - |
| - |

| |
|---|
| - |
| - |
| - |
| - |

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 asset belongs

| |
|--|
| |
| |
| |
| |
| |
| |
| |
| |
| |
| |
| |

Cost (optional)

| |
|---|
| - |
| - |
| - |
| - |
| - |
| - |
| - |
| - |
| - |
| - |
| - |

Current value (optional)

| |
|---|
| - |
| - |
| - |
| - |
| - |
| - |
| - |
| - |
| - |
| - |
| - |

B5 Liabilities

Details

| |
|--|
| |
| |
| |
| |
| |
| |

Fund to which liability relates

| |
|--|
| |
| |
| |
| |
| |
| |

Amount due (optional)

| |
|---|
| - |
| - |
| - |
| - |
| - |
| - |

When due (optional)

| |
|--|
| |
| |
| |
| |
| |
| |

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

Signature

| |
|-------------------------------------------------------------------------------------|
|  |
| |

Print Name

| |
|-----------------|
| FRANCISIA LOVAT |
| LOUISE BARLOW |

Date of approval

| |
|---------|
| 28/6/23 |
| 29/6/23 |

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

A large, empty rectangular box with a thin black border, occupying the central portion of the page. It is intended for the user to provide details as requested in the text to its left.

STEPPING STONES NURSERY AND PRE-SCHOOL (CLAVERDON) CIO

England & Wales - Charity number 1173990

Accounts



**CHARITY COMMISSION
FOR ENGLAND AND WALES**

Trustees' Annual Report for the period

From 01/09/2020 **Period start date** **To** 31/08/2021 **Period end date**

Charity name: Stepping Stones nursery and pre-school (Claverdon) CIO

Charity registration number: 1173990

Objectives and Activities

Summary of the purposes of the charity as set out in its governing document

To enhance the development and education of children under statutory school age by encouraging parents to understand and provide for the needs of their children through community groups and by offering appropriate play, education and care facilities, ensuring that they offer opportunities for all children whatever their race, culture, religion, means or ability; by encouraging the study of the needs of such children and their families and promoting public interest in and recognition of such needs in the local area; and by adhering to and furthering the aims and objectives of the Pre-School Learning Alliance.

Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.

- The Charity opens five days per week to children under 5 years of age, reaching a maximum of 26 children.
- We continue to write a monthly update and advertise in the parish magazine as well as maintain a social media presence, paying regard to child privacy.
- We attend various activities at the local church to which we are invited to attend.

Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit

The Trustees have due regard to the guidance published by The Charity Commission on public benefit.

Policy on grant making

We welcome all applications, and try to offer at least one free place where we reasonably can. This is based on financial need and agreed between the manager and treasurer.

We were given a donation of money several years ago to be allocated to children within the local community who would otherwise not be able to attend. This amount

stands at £3822. We have not made drawdowns from this pot during the global pandemic and allocate any free place from the pre-school cash funds. This pot is held within the overall cashfund.

Contribution made by volunteers

We rely and appreciate the support from individuals who give time and resources free of charge to support the pre-school:

- All committee members are volunteers who give their time freely.
- Running fundraising events and the setting's website.

Achievements and Performance

Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.

Play is organised and planned in accordance with guidelines set out by Ofsted to ensure all areas of the appropriate curriculum are covered; all activities are available to all children and activities are planned with varying levels of ability in mind. Information about the children's abilities and achievements at the pre-school is recorded and shared with their parents and carers. The pre-school communicates details about each term's topics and activities via a newsletter to all parents.

The setting continued to remain open following the second government lockdown. The setting did not have to close due to an outbreak of Covid.

Following the Warwickshire Inclusion Kitemarking Scheme (WinCKS) award last year, which celebrates high quality SEND provision, we have continued to provide support to families through one on one staffing and preparing Educational Health and Care plans for those children who require our support.

Financial Review

Review of the charity's financial position at the end of the period

The charity has continued to face significant financial challenges due to the global pandemic. We operated on reduced child numbers and hence fee income for a number of months. We were fortunate to continue to receive our full government grant based on the expected number of children had we not had to close.

We finished the year at 31/08/2021 with a cash balance of £32,784. This was a deficit of almost ten thousand pounds for the year, directly felt as a loss of fee income from children who did not attend. The wage bill also rose due to extra staffing required.

Additional points:

- We were able to access the government job retention scheme for one member of staff. We took the decision as a charity to top-up staff wages from the 80% to 100%.
- We did not charge parents fees for children who did not attend.

We are confident with the child numbers predicted for September that the charity can meet its commitments. This will be monitored and actions discussed should income not be as expected.

Statement explaining the policy for holding reserves stating why they are held

We try to maintain a level of 6 months cashflow at the end of the financial year. Staffing hours are discussed should levels appear insufficient.

There are only two members of staff who would be entitled to redundancy payments in the event of the permanent closure of the pre-school.

There is no long term rent requirement. The financial outlook is discussed between the manager and treasurer on a regular basis. The cashbook and bank balance are monitored monthly paying regard to timing of invoice and grant payments.

Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)

The main sources are almost an even split between government grant for eligible 2 and 3 year olds and private fee income.

A description of the principal risks facing the charity

The risks include:

- Inability to retain or attract staff with the appropriate levels of qualifications.
- Low numbers of children attending and therefore loss of income.
- As tenants we face the risk of no longer having a building to run the playgroup from.

We have no long term financial commitments. The main commitment relates to staff payments and there are only two staff members entitled to redundancy payments.

The cash balance of the pre-school are monitored monthly.

Structure, Governance and Management

Description of charity's trusts:

Type of governing document

The Pre-School Learning Alliance Model pre-school constitution was adopted on 1/9/2019 when the pre-school became a CIO.

How is the charity constituted?

The charity is a CIO.

Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees.

Trustees are appointed or re-appointed annually at the AGM in May/June of each year.

Additional information (optional)

You may choose to include further statements where relevant about:

This organisation was set up in advance to allow the transition of the current unincorporated charity, Stepping Stones Nursery (charity number 1027310) to become an incorporated charity. This process has been completed with OFSTED (a certificate issued) and the CIO organisation opened from September 2019.

Reference and Administrative details

| | |
|-----------------------------|--------------------------------------------------------|
| Charity name | Stepping Stones nursery and pre-school (Claverdon) CIO |
| Other name the charity uses | |
| Registered charity number | 1173990 |
| Charity's principal address | Church Centre, Church Rd, Claverdon, Warwick CV35 8PB |

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 | Francesca Lever | TREASURER | | |
| 2 | Louise Barlow | Chair | | |
| 3 | Catriona Margaret MacNeill Howard | | | |
| 4 | Julia Stephanie Wagstaffe | | 11 February 2020 | |

Funds held as custodian trustees on behalf of others

| | |
|--------------------------------------------------------------------------------------------------------------------------------------|-----|
| Description of the assets held in this capacity | N/A |
| Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects | |
| Details of arrangements for safe custody and segregation of such assets from the charity's own assets | |

Additional information (optional)

Names and addresses of advisers (Optional information)

Type of adviser Name Address

| | | |
|--|--|--|
| | | |
| | | |
| | | |
| | | |

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

| |
|--|
| |
|--|

Exemptions from disclosure

Reason for non-disclosure of key personnel details

| |
|-----|
| N/A |
|-----|

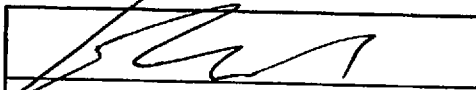

Other optional information

| |
|--|
| |
|--|

Declarations

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

Signed on behalf of the charity's trustees

| | | |
|--------------------------------------------|-------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|
| Signature(s) |  |  |
| Full name(s) | Louise Barlow | Francesca Lever |
| Position (eg Secretary, Chair, etc) | Chair | Treasurer |

Date

| |
|-----------|
| 29/6/2022 |
|-----------|



Receipts and payments accounts

| | | | |
|---------------------|-------------------------------|----|-----------------------------|
| For the period from | Period start date 01/09/20 | To | Period end date 31/08/21 |
|---------------------|-------------------------------|----|-----------------------------|

Section A Receipts and payments

| | Unrestricted funds to the nearest £ | Restricted funds to the nearest £ | Endowment funds to the nearest £ | Total funds to the nearest £ | Last year to the nearest £ |
|-------------------------------------------------------|----------------------------------------|--------------------------------------|-------------------------------------|---------------------------------|-------------------------------|
| A1 Receipts | | | | | |
| Warwickshire Council Grant 2/3/4 year old | 40,312 | - | - | 40,312 | 38,995 |
| Additional Grant | - | - | - | - | 4,844 |
| Fees | 35,242 | - | - | 35,242 | 27,705 |
| Job retention Scheme | 1,965 | - | - | 1,965 | 8,177 |
| Fundraising | 286 | - | - | 286 | 1,673 |
| Miscellaneous | 875 | - | - | 875 | 352 |
| Transfer funding from unincorporated charity | - | - | - | - | 38,194 |
| Sub total (Gross income for AR) | 78,680 | - | - | 78,680 | 119,941 |
| A2 Asset and investment sales, (see table). | | | | | |
| | - | - | - | - | - |
| Sub total | - | - | - | - | - |
| Total receipts | 78,680 | - | - | 78,680 | 119,941 |
| A3 Payments | | | | | |
| SALARIES | 70,578 | - | - | 70,578 | 63,391 |
| RENT & PREMISES | 6,403 | - | - | 6,403 | 7,886 |
| OFFICE COSTS/ADMIN | 5,683 | - | - | 5,683 | 2,393 |
| TAX & N.I | 2,896 | - | - | 2,896 | 494 |
| EDUCATIONAL ACTIVITY | 1,285 | - | - | 1,285 | 1,909 |
| TRAINING | 800 | - | - | 800 | 590 |
| MISCELLANEOUS | 386 | - | - | 386 | 1,529 |
| FUNDRAISING | 407 | - | - | 407 | 208 |
| Sub total | 88,437 | - | - | 88,437 | 78,399 |
| A4 Asset and investment purchases, (see table) | | | | | |
| | - | - | - | - | - |
| Sub total | - | - | - | - | - |
| Total payments | 88,437 | - | - | 88,437 | 78,399 |
| Net of receipts/(payments) | - 9,757 | - | - | - 9,757 | 41,541 |
| A5 Transfers between funds | - | - | - | - | 1,000 |
| A6 Cash funds last year end | 42,541 | - | - | 42,541 | 42,541 |
| Cash funds this year end | 32,784 | - | - | 32,784 | 42,541 |

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 | Current Account | 32,784 | - | - |
| | | - | - | - |
| | | - | - | - |
| | Total cash funds | 32,784 | - | - |
| | (agree balances with receipts and payments account(s)) | OK | OK | OK |
| | | Unrestricted funds to nearest £ | Restricted funds to nearest £ | Endowment funds to nearest £ |

B2 Other monetary assets

| | | | |
|--|---|---|---|
| | - | - | - |
| | - | - | - |
| | - | - | - |
| | - | - | - |
| | - | - | - |
| | - | - | - |
| | - | - | - |

B3 Investment assets

| Details | Fund to which asset belongs | Cost (optional) | Current value (optional) |
|---------|-----------------------------|-----------------|--------------------------|
| | | - | - |
| | | - | - |
| | | - | - |
| | | - | - |
| | | - | - |
| | | - | - |
| | | - | - |

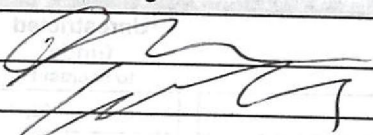
B4 Assets retained for the charity's own use

| Details | Fund to which asset belongs | Cost (optional) | Current value (optional) |
|---------|-----------------------------|-----------------|--------------------------|
| | | - | - |
| | | - | - |
| | | - | - |
| | | - | - |
| | | - | - |
| | | - | - |
| | | - | - |
| | | - | - |
| | | - | - |
| | | - | - |

B5 Liabilities

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

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

| Signature | Print Name | Date of approval |
|-------------------------------------------------------------------------------------|-----------------|------------------|
|  | Francesca Lever | 29-6-2022 |
| | Louise Barlow | 29/6/2022 |

STEPPING STONES NURSERY AND PRE-SCHOOL (CLAVERDON) CIO

England & Wales - Charity number 1173990

Accounts



**CHARITY COMMISSION
FOR ENGLAND AND WALES**

Trustees' Annual Report for the period

From 01/09/2019 **Period start date** **To** 31/08/2020 **Period end date**

Charity name: Stepping Stones nursery and pre-school (Claverdon) CIO

Charity registration number: 1173990

Objectives and Activities

Summary of the purposes of the charity as set out in its governing document

To enhance the development and education of children under statutory school age by encouraging parents to understand and provide for the needs of their children through community groups and by offering appropriate play, education and care facilities, ensuring that they offer opportunities for all children whatever their race, culture, religion, means or ability; by encouraging the study of the needs of such children and their families and promoting public interest in and recognition of such needs in the local area; and by adhering to and furthering the aims and objectives of the Pre-School Learning Alliance.

Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.

- The Charity provides 5 days per week to children under 5 years of age, reaching a maximum of 26 children.
- We continue to write a monthly update and advertise in the parish magazine as well as maintain a social media presence, paying regard to child privacy.
- The nursery website has been significantly enhanced and one committee member has been looking at ways we can enhance our online presence. We are also now part of nursery world.
- We attend various activities at the local church to which we are invited to attend.
- The toddler group had to close at the start of the pandemic.

Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit

The Trustees have due regard to the guidance published by The Charity Commission on public benefit.

Additional information (optional)

You may choose to include further statements where relevant about:

Policy on grant making

We welcome all applications, and try to offer at least one free place where we reasonably can. This is based on financial need and agreed between the manager and treasurer.

We were given a donation of money several years ago to be allocated to children within the local community who would otherwise not be able to attend. This amount stands at £3822 and keep this amount within the cash account. We have not made drawdowns from this pot during the global pandemic and allocated any free place from the pre-school cash funds.

Contribution made by volunteers

We rely and appreciate the support from individuals who give time and resources free of charge to support the pre-school and Toddler group.

- All committee members are volunteers who give their time freely.
- Running fundraising events and the setting's website.

Achievements and Performance

Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.

- The setting transferred from an unincorporated charity, Stepping Stones Nursery (charity number 1027310) to become an incorporated charity. This process has been completed with OFSTED (a certificate issued) and approval from the Early years
- The setting also financially survived the global pandemic, beginning March 2020. We only closed for a short period before opening to a number of key worker children. The setting opened to all when allowed, but numbers were down from those parents who chose not to send their children. No staff or children fell ill over the period.
- Held two cinema events for the village with additional fundraising for the play group.
- Successfully invested in the Wellcomm screening tool and became a Warwickshire Inclusion Kite-Making Scheme (W.inc.K.s) in July 2020. This award is presented to those early years settings that have demonstrated excellent inclusive practice in supporting children with Special Educational Needs and Disabilities (SEND) and their families.

Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set

Play is organised and planned in accordance with guidelines set out by Ofsted to ensure all areas of the appropriate curriculum are covered; all activities are available to all children and activities are planned with varying levels of ability in mind. Information about the children's abilities and achievements at the pre-school is recorded and shared with their parents and carers. The pre-school communicates details about each term's topics and activities via a newsletter to all parents.

Performance of fundraising activities against objectives set

A review of fundraising activities was held to focus on a few key events. The children's cinema is a popular event held on a weekend for all the community to attend. Two events were held pre-Covid: Toy Story 2 and Frozen 2

Fundraising activities were curtailed following the pandemic.

Financial Review

Review of the charity's financial position at the end of the period

The charity faced significant financial challenges due to the global pandemic. We were operating on reduced child numbers and hence fee income for a number of months. We were fortunate to continue to receive our full government grant based on the expected number of children.

We finished the year at 31/08/2020 with a cash balance of £42,541. This is sufficient to cover staff costs and rent commitments for approximately 6 months.

Additional points:

- We were able to access the government job retention scheme for a small number of staff. We took the decision as a charity to top-up staff wages from the 80% to 100%.
- Min wage rose to £8.72 –a 6.2% increase. After discussions we chose not to apply this percentage increase to those on deputy and manager salaries
- We did not charge parents fees for children who did not attend.
- Fees for the day were reduced to encourage children to attend for longer.

We are confident with the child numbers predicted for September that the charity can meet its commitments. This will be monitored and actions discussed should income not be as expected.

Statement explaining the policy for holding reserves stating why they are held

We try to maintain a level of 6 months cashflow within the cashfund at the end of the financial year.

Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)

The main sources are almost an even split between government grant for eligible 2 and 3 year olds and private fee income.

A description of the principal risks facing the charity

The risks include:

- Inability to retain or attract staff with the appropriate levels of qualifications.
- Low numbers of children attending and therefore loss of income.
- As tenants we face the risk of no longer having a building to run the playgroup from.

We have no long term financial commitments. The main commitment relates to staff payments including any staff redundancy payments.

The cash balance of the pre-school are monitored monthly.

Structure, Governance and Management

Description of charity's trusts:

Type of governing document

The Pre-School Learning Alliance Model pre-school constitution was adopted on 1/9/2019.

How is the charity constituted?

The charity is a CIO.

Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees

Trustees are appointed or re-appointed annually at the AGM in May/June of each year.

Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees

This organisation was set up in advance to allow the transition of the current unincorporated charity, Stepping Stones Nursery (charity number 1027310) to become an incorporated charity. This process has been completed with OFSTED (a certificate issued) and the CIO organisation opened from September 2019

Reference and Administrative details

| | |
|-----------------------------|-----------------------------------------------------------|
| Charity name | Stepping Stones nursery and pre-school (Claverdon) CIO |
| Other name the charity uses | |
| Registered charity number | 1173990 |
| Charity's principal address | Church Centre, Church Rd, Claverdon, Warwick CV35 8PB |

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 | FRANCESCA LEVER | TREASURER | | |
| 2 | Catriona Margaret MacNeill Howard | | | |
| 3 | Louise Barlow | | | |

Funds held as custodian trustees on behalf of others

| | |
|-------------------------------------------------------------------------------------------------------------------------------|-----|
| Description of the assets held in this capacity | N/A |
| Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects | |
| Details of arrangements for safe custody and segregation of such assets from the charity's own assets | |

Additional information (optional)

Names and addresses of advisers (Optional information)

Type of adviser Name Address

| | | |
|--|--|--|
| | | |
| | | |
| | | |
| | | |

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

| |
|--|
| |
|--|

Exemptions from disclosure

Reason for non-disclosure of key personnel details

| |
|-----|
| N/A |
|-----|

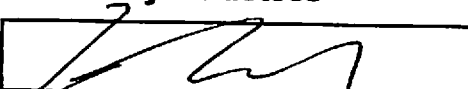
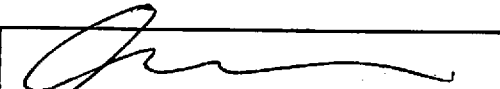
Other optional information

| |
|--|
| |
|--|

Declarations

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

Signed on behalf of the charity's trustees

| | | |
|--------------------------------------------|-----------------------------------------------------------------------------------|------------------------------------------------------------------------------------|
| Signature(s) |  |  |
| Full name(s) | Louise Barlow | Francesca Lever |
| Position (eg Secretary, Chair, etc) | Secretary | Treasurer |

Date 28/6/2022



Receipts and payments accounts

| | | | |
|---------------------|-------------------------------|----|-----------------------------|
| For the period from | Period start date 01/09/19 | To | Period end date 31/08/20 |
|---------------------|-------------------------------|----|-----------------------------|

Section A Receipts and payments

| | Unrestricted funds to the nearest £ | Restricted funds to the nearest £ | Endowment funds to the nearest £ | Total funds to the nearest £ | Last year to the nearest £ |
|-------------------------------------------------------|----------------------------------------|--------------------------------------|-------------------------------------|---------------------------------|-------------------------------|
| A1 Receipts | | | | | |
| Warwickshire Council Grant 2/3/4 year old | 38,995 | - | - | 38,995 | - |
| Additional Grant | 4,844 | - | - | 4,844 | - |
| Fees | 27,705 | - | - | 27,705 | - |
| Job retention Scheme | 8,177 | - | - | 8,177 | - |
| Fundraising | 1,673 | - | - | 1,673 | - |
| Miscellaneous | 352 | - | - | 352 | - |
| Transfer funding from unincorporated charity | 38,194 | - | - | 38,194 | 1,000 |
| | - | - | - | - | - |
| | - | - | - | - | - |
| Sub total (Gross income for AR) | 119,941 | - | - | 119,941 | 1,000 |
| A2 Asset and investment sales, (see table). | | | | | |
| | - | - | - | - | - |
| | - | - | - | - | - |
| Sub total | - | - | - | - | - |
| Total receipts | 119,941 | - | - | 119,941 | 1,000 |
| A3 Payments | | | | | |
| SALARIES | 63,391.09 | - | - | 63,391 | - |
| RENT & PREMISES | 7,885.50 | - | - | 7,886 | - |
| OFFICE COSTS/ADMIN | 2,393.11 | - | - | 2,393 | - |
| TAX & N.I | 494.00 | - | - | 494 | - |
| EDUCATIONAL ACTIVITY | 1,908.74 | - | - | 1,909 | - |
| TRAINING | 589.70 | - | - | 590 | - |
| MISCELLANEOUS | 1,529.12 | - | - | 1,529 | - |
| FUNDRAISING | 208.00 | - | - | 208 | - |
| | - | - | - | - | - |
| Sub total | 78,399 | - | - | 78,399 | - |
| A4 Asset and investment purchases, (see table) | | | | | |
| | - | - | - | - | - |
| | - | - | - | - | - |
| Sub total | - | - | - | - | - |
| Total payments | 78,399 | - | - | 78,399 | - |
| Net of receipts/(payments) | 41,541 | - | - | 41,541 | 1,000 |
| A5 Transfers between funds | - | - | - | - | - |
| A6 Cash funds last year end | 1,000 | - | - | 1,000 | - |
| Cash funds this year end | 42,541 | - | - | 42,541 | 1,000 |

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 | Current Account | 42,541 | - | - |
| | | - | - | - |
| | | - | - | - |
| | Total cash funds | 42,541 | - | - |

(agree balances with receipts and payments account(s))

B2 Other monetary assets

| Details | Unrestricted funds to nearest £ | Restricted funds to nearest £ | Endowment funds to nearest £ |
|---------|------------------------------------|----------------------------------|---------------------------------|
| | - | - | - |
| | - | - | - |
| | - | - | - |
| | - | - | - |
| | - | - | - |
| | - | - | - |
| | - | - | - |

B3 Investment assets

| Details | Fund to which asset belongs | Cost (optional) | Current value (optional) |
|---------|--------------------------------|-----------------|-----------------------------|
| | | - | - |
| | | - | - |
| | | - | - |
| | | - | - |
| | | - | - |
| | | - | - |
| | | - | - |

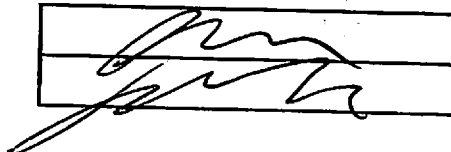
B4 Assets retained for the charity's own use

| Details | Fund to which asset belongs | Cost (optional) | Current value (optional) |
|---------|--------------------------------|-----------------|-----------------------------|
| | | - | - |
| | | - | - |
| | | - | - |
| | | - | - |
| | | - | - |
| | | - | - |
| | | - | - |
| | | - | - |
| | | - | - |
| | | - | - |

B5 Liabilities

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

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

| Signature | Print Name | Date of approval |
|-------------------------------------------------------------------------------------|----------------------------------|------------------------|
|  | Francesca Lever Louise Barlow | 28/6/2019 28/6/2022 |