



**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	

for safe custody and segregation of such assets from the charity's own assets	
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**Additional information (optional)**

**Names and addresses of advisers (Optional information)**

Type of adviser	Name	Address
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**Name of chief executive or names of senior staff members (Optional information)**

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**Exemptions from disclosure**

**Reason for non-disclosure of key personnel details**

N/A
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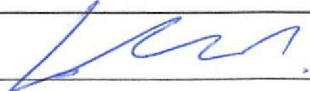
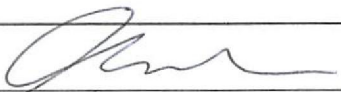
**Other optional information**

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## 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 LOVER
Position (eg Secretary, Chair, etc)	CHAIR	TREASURER
Date	23/8/23	



CHARITY COMMISSION  
FOR ENGLAND AND WALES

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

## Receipts and payments accounts

CC16a

For the period from	Period start date	To	Period end date
	01/09/21		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 £
<b>A1 Receipts</b>					
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
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>109,724</b>	<b>-</b>	<b>-</b>	<b>109,724</b>	<b>78,680</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>109,724</b>	<b>-</b>	<b>-</b>	<b>109,724</b>	<b>78,680</b>
<b>A3 Payments</b>					
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
MISCELLANEOUS	884	-	-	884	386
FUNDRAISING	423	-	-	423	407
	-	-	-	-	-
<b>Sub total</b>	<b>110,584</b>	<b>-</b>	<b>-</b>	<b>110,584</b>	<b>88,437</b>
<b>A4 Asset and investment purchases, (see table)</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>110,584</b>	<b>-</b>	<b>-</b>	<b>110,584</b>	<b>88,437</b>
<b>Net of receipts/(payments)</b>	<b>- 860</b>	<b>-</b>	<b>-</b>	<b>- 860</b>	<b>- 9,757</b>
<b>A5 Transfers between funds</b>					
<b>A6 Cash funds last year end</b>	<b>32,784</b>	<b>-</b>	<b>-</b>	<b>32,784</b>	<b>-</b>
<b>Cash funds this year end</b>	<b>31,924</b>	<b>-</b>	<b>-</b>	<b>31,924</b>	<b>- 9,757</b>

### 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 £
<b>B1 Cash funds</b>				
	Current Account	31,924	-	-
		-	-	-
		-	-	-
	<b>Total cash funds</b>	<b>31,924</b>	<b>-</b>	<b>-</b>
	(agree balances with receipts and payments account(s))	OK	OK	OK
		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B2 Other monetary assets</b>				
		-	-	-
		-	-	-




-
-
-
-

-
-
-
-

-
-
-
-

### 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

FRANÇOISE LEMAIRE
LOUISE BARTON

Date of  
approval

28/6/23
29/6/23



**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**

31<sup>st</sup> August 2022

**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 31/08/2020.

**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 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:**

30<sup>th</sup> June 2023

**Name:**

Keith Baldwin – KWB Accounting Limited

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

**Address:**

13 Newfield Crescent

Halesowen

B63 3SS

**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.**