



**CHARITY COMMISSION**  
FOR ENGLAND AND WALES

## Trustees' Annual Report for the period

From 01/04/2024 Period start date To 31/03/2025 Period end date

Charity name: Step by Step

Charity registration number: 1181590

## Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	<b>The object of the CIO is to enhance the development and education of children in Wales, for the public benefit, by encouraging parents to understand and care for their needs through high quality childcare.</b>
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.	Para 1.17 and 1.19	<b>Pre-school education for children aged 2 years – 11 years. (as this now includes our after school club which is now part of Step by Step).</b>
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	<b>All relevant decisions have been made by trustees with regard to the public benefit guides.</b>

## Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	
Policy on social investment including program related investment	Para 1.38	
Contribution made by volunteers	Para 1.38	

Other		
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## Achievements and Performance

	SORP reference	
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.	Para 1.20	<p><b>St David's Playgroup and Nursery Plus changed it's name to Step by Step as of 03.09.2025 and continues to provide pre-school education to local children.</b></p> <p><b>Step by Step continues to offer Flying Start which has given more parents the opportunity to take up the childcare provision.</b></p> <p><b>We have had a significant increase in the number of children that are attending playgroup.</b></p>

### Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	
Performance of fundraising activities against objectives set	Para 1.41	
Investment performance against objectives	Para 1.41	
Other		

## Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	<p>The balance for the provision as at 31 March 2025 was <b>£31,663.88</b> This was a slight decrease from the end of the previous financial year of £32,203.03</p> <p>The total turnover was <b>£47295.66</b> and expenses were <b>£48,082.31</b></p>
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	<p>The CIO hold reserves equivalent to 3-months of operating costs. This is sufficient to cover any outstanding salary and redundancy payments to staff as well as to pay any outstanding running costs in the event that the provision had to close.</p> <p>Any grants paid to the provision for a specific purpose are also held in reserve until needed.</p>
Amount of reserves held	Para 1.22	<b>£8000.00</b>
Reasons for holding zero reserves	Para 1.22	<b>N/A</b>
Details of fund materially in deficit	Para 1.24	<b>None</b>
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	<b>None</b>

### Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	<p><b>The CIO has four main funding sources:</b></p> <ul style="list-style-type: none"> <li>• <b>Flying Start Funding from Flintshire County Council</b></li> <li>• <b>Early entitlement payments made by Flintshire County Council.</b></li> <li>• <b>30-hours free childcare payments made by Flintshire County Council</b></li> <li>• <b>Payments received directly from the families of the children attending the provision.</b></li> </ul>
Investment policy and objectives including any social investment policy adopted	Para 1.46	<b>None</b>
A description of the principal risks facing the charity	Para 1.46	<b>There are no imminent risks facing the charity. However, changes to either early-entitlement, 30-hours free childcare funding, Flying start funding or a reduction in the number of children</b>

		<p><b>attending the provision could pose a risk in future.</b></p> <p><b>These are both monitored closely by the staff and trustees.</b></p>
Other		

## Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	<b>Constitution</b>
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	<b>CIO</b>
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	Para 1.25	<p><b>Two of the trustees were elected at the EGM of members when the charity was established and continue with their roles.</b></p> <p><b>The two further trustees elected last year continue in their role also.</b></p> <p><b>New trustees are elected at the AGM. If it is not possible for a trustee vacancy to be filled at the AGM, the existing trustees can appoint new trustees.</b></p>

### Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	
The charity's organisational structure and any wider network with which the charity works	Para 1.51	
Relationship with any related parties	Para 1.51	
Other		

## Reference and Administrative details

Charity name	Step by Step
Other name the charity uses	
Registered charity number	1181590

Charity's principal address	St David's RC School, St David's Lane, Mold, CH7 1LH

### 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	Claire Morris	Chair		EGM of members
2	Emma Baker	Secretary		EGM of members
3	Rachel Fitzpatrick	Treasurer		EGM of members
4	Ruth John	Trustee		EGM of members
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20				

Corporate trustees – names of the directors at the date the report was approved

[illegible]

Name of trustees holding title to property belonging to the charity

[illegible]

## Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	
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)

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## Exemptions from disclosure

Reason for non-disclosure of key personnel details

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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)

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Full name(s)

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Position (eg Secretary,  
Chair, etc)

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Date

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Gwernaffield Church Hall  
Summary year ended March 2024

**Summary**

Opening Balance	38,461.66	
Add Income	47,295.66	
Less Expenditure	48,082.31	
Closing Balance	37,675.01	<b>Agreed to Bank Statement</b>

Checked

Bank Reconciliation	April 2024	May	June	July	Aug	Sept
Opening Balance	32,203.03	33,762.07	35,598.89	36,547.77	35,801.08	33,929.70
Income	4,758.02	5,698.94	3,981.99	4,605.21	964.50	2,018.14
Expenditure	3,198.98	3,862.12	3,055.61	5,351.90	2,835.88	4,997.93
Closing Balance	33,762.07	35,598.89	36,525.27	35,801.08	33,929.70	30,949.91
Checked as per Statement	agree	agree	agree	agree	agree	agree

Oct	Nov	Dec	Jan	Feb	Mar-25
30,949.91	34,519.10	37,212.08	29,052.75	30,401.23	31,419.48
4,122.10	2,825.58	4,037.90	5,803.30	4,590.05	3,889.93
552.91	132.60	12,197.23	4,454.82	3,571.80	3,645.53
34,519.10	37,212.08	29,052.75	30,401.23	31,419.48	31,663.88
agree	agree	agree	agree	agree	agree

<b>Expenditure</b>	<b>April 2024</b>	<b>May</b>	<b>June</b>	<b>July</b>
HR Davis - Payroll				
Wages	3,198.98	3,424.64	3,055.61	3,401.78
HMRC				
Coach hire		300.00		
NEST		137.48		1,950.12
ICO				
Audit				
AILB Wales Client				
<b>Total</b>	<b>3,198.98</b>	<b>3,862.12</b>	<b>3,055.61</b>	<b>5,351.90</b>

August	Sept	Oct	Nov	Dec	Jan 2025	Feb	Mar	Total
				136.80		136.80	36.00	309.60
2,729.19	4,187.86			11,927.83	4,011.39	3,002.40	2,972.64	41,912.32
	659.37	437.21			309.08			1,405.66
								300.00
106.69	115.70	115.70	132.60	132.60	134.35	132.60	134.48	3,092.32
	35.00							35.00
					225.00	300.00		525.00
							502.41	502.41
								0.00
2,835.88	4,997.93	552.91	132.60	12,197.23	4,454.82	3,571.80	3,645.53	48,082.31

[illegible]



Oct	Nov	Dec	Jan	Feb	Mar	Total
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## Statement of Financial Activities and Retained Funds

Period 1 April 2024 to 31 March 2025

	£	£		£
<b><u>Income</u></b>			Deficit for the Year	-786.65
Flintshire CC - childcare funding	11,608.91			
123 Comms - parents	4,041.56		Retained Funds represented by:	
Parent direct	11,547.03		Funds brought forward	32,203.03
Welsh Gov - childfunding	15,947.50		Deficit in year	-786.65
National Savings - childcare vouchers	1,420.75			
Wage repayment	2,729.91		Bank Current Account	
			as at 31 March 2025	31,663.88
<b>Total</b>		<b>47295.66</b>		

**Expenditure**

HR Davis - Payroll	309.60
Wages	44,642.23
HMRC	1,405.66
Coach hire	300.00
NEST	3,092.32
ICO	35.00
Audit	525.00
AILB Wales Client	502.41
<b>Total</b>	<b>48,082.31</b>



**Section A Independent Examiner's Report**

**Report to the trustees/  
members of**

Charity Name  
St David's Playgroup and Nursery Plus

**On accounts for the year  
ended**

31 March 2025

**Charity no  
(if any)**

1181590

**Set out on pages**

1 to 1

(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 **31/03/2025**

**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.

**Signed:**

**Date:**

20/12/25

**Name:**

Susan Anne Ridings

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

ACMA

**Address:**

Holly Cottage Cilcain Road

Gwernaffield

Mold CH7 5DQ

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.**

Nothing to note