

TIME STEP DANCE

England & Wales · Charity number 1190717

Details

Status Registered

Legal form CIO

Registered 2020-08-04

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

Contact

Address 63 Dudley Road
Tipton
West Midlands
DY4 8EE

Phone 07703793958

Email timestepdance@outlook.com

Website www.timestepdance.org

Activities

Objects: THE OBJECTS OF THE CIO, FOR THE PUBLIC BENEFIT, ARE: 1. TO ADVANCE THE EDUCATION AND DEVELOPMENT OF CHILDREN AND YOUNG PEOPLE OF ALL ABILITIES THROUGH THE PROMOTION OF DANCE, GYMNASTICS AND THE PERFORMING ARTS.2. TO PROVIDE OR ASSIST IN THE PROVISION OF FACILITIES IN THE INTEREST OF SOCIAL WELFARE FOR RECREATION OR OTHER LEISURE TIME OCCUPATION OF INDIVIDUALS WHO HAVE NEED OF SUCH FACILITIES BY REASON OF THEIR YOUTH, AGE INFIRMITY OR DISABILITY, FINANCIAL HARDSHIP OR SOCIAL CIRCUMSTANCES WITH THE OBJECT OF IMPROVING THEIR CONDITIONS OF LIFE.

Activities: Free or low cost Performing arts and sports / dance sessions for children and the community in general

Classification

- **How:** Provides Services
- **What:** General Charitable Purposes
- **Who:** Children/young People, The General Public/mankind

Geography

- Dudley
- Sandwell

Finances

Period end	Income	Expenditure	Assets	Employees
2024-12-31	£113,581	£112,707	-	-
2023-12-31	£106,058	£105,755	-	-
2022-12-31	£38,719	£37,188	-	-
2021-12-31	£53,134	£51,086	-	-

Trustees

Name	Role	Appointed
Elanor Mary Parkinson		2020-03-31
Kristy Gilbert		2022-01-09
MICHELLE VERLAINE JAQUES		2025-01-13
NAOMI LEEANNE MILLARD		2025-01-13

TIME STEP DANCE

England & Wales - Charity number 1190717

Accounts

**TIME STEP DANCE
STRATEGIC REPORT, TRUSTEES' REPORT AND
UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2024**



TIME STEP DANCE Contents

	Page
Trustees' Report	1—6
Independent Examiner's Report	7
Statement of Financial Activities	8
Comparative Statement of Financial Activities	9
Statement of Financial Position	10
Notes to the Financial Statements	11—13

TIME STEP DANCE

Trustees' Report For The Year Ended 31 December 2024

The trustees present their report and the financial statements for the year ended 31 December 2024.

Objectives and Activities

Aims and Objectives

1. To advance the education and development of children and young people of all abilities through the promotion of dance, gymnastics and the performing arts.
2. To provide or assist in the provision of facilities in the interest of social welfare for recreation or other leisure time occupation of individuals who have need of such facilities by reason of their youth, age infirmity or disability, financial hardship or social circumstances with the object of improving their conditions of life.

Significant Activities

In 2024 we provided each week:

Main Venue st Marks Church hall

- 19 Dance classes (children)
- 3 gymnastics sessions (children)
- 3 musical theatre clubs (children)

Outreach sessions

- Brickhouse community centre 1 dance and 1 gymnastics
- Christ Church Coseley 1 dance and 1 gymnastics
- Woodside Methodist Church 1 dance and 1 gymnastics

HAF holiday clubs Sandwell

- Easter – Pantos 6 sessions
- Summer – Pantos & Holiday clubs 16 sessions
- Christmas Pantos 6 sessions

Dudley

- Easter Panto – 6 sessions
- Summer Pantos & Holiday club 16 sessions
- Christmas panto 6 sessions

Dudley Family Hubs

- April onwards peer to peer support 5 sessions per week
- 3 in Sedgley 1 in Dudley 1 in Coseley

Go Play Sandwell

- February Half term – 4 sessions
- May Half term – 4 sessions
- November – 4 sessions

Public Benefit

The trustees confirm they are aware of and have read the Charity Commission's guidance on public benefit.

The trustees confirm that they have complied with the requirements of Section 17 of the Charities Act 2011 to have due regard to the Charity Commission's guidance on public benefit.

TIME STEP DANCE
Trustees' Report (continued)
For The Year Ended 31 December 2024

Additional Note

Contribution made by volunteers:

Volunteers have been a huge part of reestablishing Time Step after the covid shutdowns.

We have a regular group of volunteers who help with everything from basic housekeeping to manning reception, taking weekly subscriptions. These people are essential to keep Time Step running smoothly.

We have had additional volunteers join us this year to assist with the Peer 2 Peer sessions helping to run the activities and provide refreshments.

Achievements and Performance

Main Achievements

2024 was a year of consolidation after the difficulties of the previous year and the troubles with the collapse of WMA CFC. Whilst not being a part of that organisation Much of the community associated us with them and It has been hard work to rise above and to continue on our forward progress.

The classes at St Marks and at our outreach sessions have continued strongly though the sessions in Rowley fluctuate from low to very high numbers on a weekly basis.

We had to increase our fees slightly due to the costs of halls and general activities. Our rate is still around 50% less than a standard children's activity session. We have continued with the weekly passes for individuals and siblings which has allowed greater participation from the children from lower income families and families with multiple children.

We saw a slight increase to 65% of families who responded to us reporting that they are in low income households or rely on state benefits as their principle source of income. The rate of SEND and additional needs remained consistent between 20-22% Some sessions, particularly our gymnastics sessions appear to have a higher level of SEND participants and there appears to be higher reporting of additional need in younger children aged 6 and under.

We saw increases in self-confidence, coordination, fine and gross motor skills and socialisation skills across the board. Some of our young people are now assisting the instructors as student helpers, allowing them to learn leadership skills.

We had an individual reach of over 300 with a base line figure of 250 regular weekly participants.

The HAF (holiday activities and food) programme was a huge success again this year. We provided physical sessions of dance and gymnastics, General Holiday club sessions with crafts, sports and stem activities. Also, we had Creature feature attended with animals and the magic man who hosted magic shows and disco party time. Additionally, we provided family pantos over all 3 main holidays.

This programme provides free activities for children who receive income based free school meals, giving them the opportunities to take part in activities and experiences. These activities build confidence and resilience as well as helping children to create social bonds. The play activities encourage creativity and self-expression through play as well as introducing basic STEM activities. We provide food during these which eases the burdens on families who may struggle to feed their children as the free school meals are not available during the holidays. This year we opened up the offer to universal children as the cost of living crisis is affecting a huge amount of people locally and many families are struggling to make ends meet. 30% of the spaces we offered at these sessions were universal spaces. We also ran Family pantomimes which were open to the children and their caregivers. These were a tremendous success and we saw families spending quality time together enjoying a break from reality.

The panto sessions reached over 200 families with around 300 individual children attending.

The other sessions saw a lot of children attending multiple sessions but we still exceeded 400 individual children.

The peer 2 peer sessions that we ran on behalf of Dudley Family hub were specialist sessions for the under 2's. These sessions were designed on two fronts firstly to bring parents and grand parents together to provide support for each other, To combat social isolation in parents and to improve the emotional wellbeing of the adults. Additionally we provided activities that encouraged bonding between the child and their adult and where appropriate provided advice and guidance around breast feeding, weaning and other developmental stages These sessions reached 47 families which included 58 children.

We provided cheerleading sessions in a local primary school helping the children to keep active. These were fewer than last year as school budgets were being stretched. We continued with the senior exercise sessions on behalf of Life in community, assisting over 50's keep active and again providing the socialisation which helps to prevent loneliness in seniors.

After school sessions reached on average 15 children per week and senior exercise 8-15.

This year we did 3 christmas shows with 75-100 children in each. Over 600 family and friends attended and supported the children. This really boosted the confidence of the young people as many of them had not taken part in this type of activity. We provided all the costumes and equipment so that all the children could take part no matter their financial situation. The children also performed again at the Christmas light switch on in December bringing some festive entertainment to the event.

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TIME STEP DANCE
Trustees' Report (continued)
For The Year Ended 31 December 2024

Main Achievements - continued

In May some of our cheerleaders attended a competition in Worcester which was amazing. This really inspired the children who attended as they saw some really talented dancers and they all came back with a prize of some kind. This in turn inspired the dancers who hears the stories to try harder and achieve more.

We received funding from SCVO vision 2030 sports fund to purchase cheerleading and gymnastics training for our staff and for equipment upgrades for out sessions.

We also were granted funding from Go Play Sandwell to run sessions during the half terms. In a similar vein to the Haf sessions we provided crafting, sports, dance and gymnastics and visiting performers along with food for all.

Financial Review

Financial Position

The Charity again is stable throughout the year. The reaching communities fund paid for our sessional instructors and the money raised from session fees and the show was more than adequate to finance other outgoings. Once again the HAF funding was a major contributor to our income and our out goings.

Incoming

Grant Funding £94742.25
Fees £9479.50
Tickets £5107.50
Services Rendered £3400
Fundraising/donations £450
Uniform £400.61

Outgoing

Staff £48,014.75
Hall Hire £27,465.10
Equipment & Uniforms £16,435.25
Activity & Foods £14,369.68
Volunteer Expenses £80
Insurance £671.31
Cheer Comp £952.18
Training £2909.50
TNL training £664.95
Accountant £660
Website £152.86
Microsoft 365 £79.99
Sellers £150
DBS £36
Show tickets £35.38
Trophies £180

Reserves Policy

Time Step Dance is a small charity based in Tipton providing performing arts sessions and other activities to children and families across the Black Country. We are governed by a board of 3 trustees.

Time Step Dance will hold reserves to maintain our financial health and achieve our objectives. We will hold reserves for the following reasons:

Working Capital: To meet day-to-day operating expenses and cash flow needs.

Operational Continuity: To ensure that the organization can continue to deliver its services and meet its obligations even during periods of financial uncertainty.

Financial Stability: To protect against unexpected financial shocks, such as a decline in grant income or sudden increases in operating costs.

Planned Investments: To fund future strategic initiatives, such as new programs, service expansion, or capital purchases.

Income Volatility: To manage fluctuations in income.

Unforeseen Circumstances: To cover emergency repairs, unexpected long-term staff absences, or other unanticipated needs.

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TIME STEP DANCE
Trustees' Report (continued)
For The Year Ended 31 December 2024

Reserves Policy - continued

Time Step Dance will aim to hold 3 months of reserves or a total of £7500.
Reserves will be reviewed at the end of each financial period by the trustees.

Additional Note

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

Grant Funding

Reaching Communities £15,155.25
SCVO V2030 £5,000
Sandwell HAF £25,438
Dudley HAF £31,410
Go Play Sandwell £4,239
DCVS Family hub £13,500

TOTAL GRANTS £94,742.25

Fundraising £851

The principal risks to the charity would come from increasing fees for Hall hire and other services due to the cost of living.

Structure, Governance and Management

Governing Document

Type of governing document: Constitution

Organisation type: CIO

Trustee Selection Methods

Trustees are elected at yearly AGM.
Roles for said trustees are voted at AGM. Trustees may be nominated by others or may volunteer themselves. AGM is held annually in February. This role is held for 4 years unless the trustee resigns or is for any other reason unable to continue in that role.

Additional Note

Policies and procedures adopted for the induction and training of trustees:

Constitution, Equality and diversity policy, Child protection Policy, Health and Safety policy, GDPR Policy, Health & Safety Policy, Online/social media policy, Safeguarding training & DBS checks.

The charity's organisational structure and any wider network with which the charity works

Trustees
Principle instructor/manager
Sessional instructors
Volunteers

Reference and Administrative Details

Trustees

Kristy Gilbert
Elanor Parkinson
Stacey Lote

TIME STEP DANCE
Trustees' Report (continued)
For The Year Ended 31 December 2024

Charity Number

1190717

Principal Address

63 Dudley Road
Tipton
West Midlands
DY4 8EE

Independent Examiner

Mr Umber Khan, AFA MIPA
Taxwise Accountancy
16 Titan Court, Laporte Way
Luton
Bedfordshire
LU4 8EF

TIME STEP DANCE
Trustees' Report (continued)
For The Year Ended 31 December 2024

Statement of Trustees' Responsibilities

The trustees are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England and Wales requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that period. In preparing the financial statements the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charity SORP;
- make judgments and accounting estimates that are reasonable and prudent; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The trustees are responsible for keeping adequate accounting records which disclose with reasonable accuracy at anytime the financial position of the charity and to enable them to ensure that the accounts comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the trust deed. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charity's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

The trustees' report was approved by the board of trustees and signed on its behalf by:

Elanor parkinson

Elanor Parkinson

Trustee
29/09/2025

TIME STEP DANCE
Independent Examiner's Report to the Trustees of TIME STEP DANCE
For The Year Ended 31 December 2024

I report to the trustees on my examination of the accounts of TIME STEP DANCE (the Trust) for the year ended 31 December 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 in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Trust as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and contents of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination.

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



Mr Umber Khan, AFA MIPA
29/09/2025
Taxwise Accountancy
16 Titan Court, Laporte Way
Luton
Bedfordshire
LU4 8EF

TIME STEP DANCE
Statement of Financial Activities
For The Year Ended 31 December 2024

		2024	2023		
		Total funds	Total funds		
		£	£		
	Notes	Unrestricted funds	Restricted funds		
		£	£		
INCOME AND ENDOWMENTS FROM:					
Donations and legacies	3	10,331	94,742	105,073	94,638
Other	4	8,508	-	8,508	11,420
		<u>18,839</u>	<u>94,742</u>	<u>113,581</u>	<u>106,058</u>
EXPENDITURE ON:					
Charitable activities:	5				
Charitable activities		(17,890)	(94,817)	(112,707)	(106,011)
NET INCOME		<u>949</u>	<u>(75)</u>	<u>874</u>	<u>47</u>
NET MOVEMENT IN FUNDS		<u>949</u>	<u>(75)</u>	<u>874</u>	<u>47</u>
RECONCILIATION OF FUNDS:					
Total funds brought forward		<u>2,570</u>	<u>1,056</u>	<u>3,626</u>	<u>3,579</u>
TOTAL FUNDS CARRIED FORWARD	7	<u><u>3,519</u></u>	<u><u>981</u></u>	<u><u>4,500</u></u>	<u><u>3,626</u></u>

The notes on pages 11 to 13 form part of these financial statements.

TIME STEP DANCE
Comparative Statement of Financial Activities
For The Year Ended 31 December 2024

		Unrestricted funds	Restricted funds	2023 Total funds
	Notes	£	£	£
INCOME AND ENDOWMENTS FROM:				
Donations and legacies	3	13,544	81,094	94,638
Other	4	11,420	-	11,420
		24,964	81,094	106,058
EXPENDITURE ON:				
Charitable activities:	5			
Charitable activities		(25,182)	(80,829)	(106,011)
		(218)	265	47
NET INCOME				
		(218)	265	47
NET MOVEMENT IN FUNDS				
RECONCILIATION OF FUNDS:				
Total funds brought forward		2,788	791	3,579
TOTAL FUNDS CARRIED FORWARD	7	2,570	1,056	3,626

The notes on pages 11 to 13 form part of these financial statements.

TIME STEP DANCE
Statement of Financial Position
As At 31 December 2024

	Notes	Unrestricted funds £	Restricted funds £	2024 Total funds £	2023 Total funds £
CURRENT ASSETS					
Cash at bank and in hand		3,519	981	4,500	3,626
		3,519	981	4,500	3,626
NET CURRENT ASSETS (LIABILITIES)					
		3,519	981	4,500	3,626
TOTAL ASSETS LESS CURRENT LIABILITIES					
		3,519	981	4,500	3,626
NET ASSETS					
		3,519	981	4,500	3,626
FUNDS OF THE CHARITY					
Restricted Funds				981	1,056
Unrestricted Funds				3,519	2,570
TOTAL FUNDS	7			4,500	3,626

On behalf of the board

Elanor parkinson

Elanor Parkinson

Trustee

29/09/2025

The notes on pages 11 to 13 form part of these financial statements.

TIME STEP DANCE
Notes to the Financial Statements
For The Year Ended 31 December 2024

1. General Information

TIME STEP DANCE is a charitable incorporated organisation registered with the Charity Commission, registered charity number 1190717. The principal address is 63 Dudley Road, Tipton, West Midlands, DY4 8EE.

2. Accounting Policies

2.1. Basis of Preparation of Financial Statements

The financial statements have been prepared in accordance with the Charities SORP (FRS 102) "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)", Financial Reporting Standard 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" and the Charities Act 2011.

The charity is a Public Benefit Entity as defined by FRS 102.

TIME STEP DANCE accounts have been prepared on the receipts and payments basis under section 133 of the Charities Act 2011. This basis is permitted where the charity's gross income does not exceed £250,000.

2.2. Cash and Cash Equivalents

Cash and cash equivalents are basic financial assets and include cash in hand and deposits held at call with banks, other short-term highly liquid investments that mature in no more than three months from the date of acquisition and are readily convertible to a known amount of cash with insignificant risk of change in value, and bank overdrafts.

3. Income from Donations and Legacies

	Unrestricted funds	Restricted funds	2024 Total funds
	£	£	£
Donations and gifts	851	-	851
Member subscriptions and sponsorships	9,480	-	9,480
Grants	-	94,742	94,742
	<u>10,331</u>	<u>94,742</u>	<u>105,073</u>
			2023
	Unrestricted funds	Restricted funds	Total funds
	£	£	£
Donations and gifts	1,032	-	1,032
Member subscriptions and sponsorships	12,432	-	12,432
Grants	80	81,094	81,174
	<u>13,544</u>	<u>81,094</u>	<u>94,638</u>

4. Other Income

	2024 Unrestricted funds	2023 Unrestricted funds
	£	£
Classes supplied	3,400	11,420
Ticket sales	5,108	-
	<u>8,508</u>	<u>11,420</u>

TIME STEP DANCE
Notes to the Financial Statements (continued)
For The Year Ended 31 December 2024

5. Analysis of Expenditure

	2024 Support costs (see note 6) £				
Charitable activities	112,707				
<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 80%;"></th> <th style="text-align: right; vertical-align: bottom;"> 2023 Support costs (see note 6) £ </th> </tr> </thead> <tbody> <tr> <td>Charitable activities</td> <td style="text-align: right; border-top: 1px solid black; border-bottom: 3px double black;">106,011</td> </tr> </tbody> </table>			2023 Support costs (see note 6) £	Charitable activities	106,011
	2023 Support costs (see note 6) £				
Charitable activities	106,011				

6. Support Costs

	2024 Charitable activities £										
Employee costs	51,661										
Premises expenses	27,465										
General administration	33,581										
	112,707										
<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 80%;"></th> <th style="text-align: right; vertical-align: bottom;"> 2023 Charitable activities £ </th> </tr> </thead> <tbody> <tr> <td>Employee costs</td> <td style="text-align: right;">37,214</td> </tr> <tr> <td>Premises expenses</td> <td style="text-align: right;">23,476</td> </tr> <tr> <td>General administration</td> <td style="text-align: right;">45,321</td> </tr> <tr> <td></td> <td style="text-align: right; border-top: 1px solid black; border-bottom: 3px double black;">106,011</td> </tr> </tbody> </table>			2023 Charitable activities £	Employee costs	37,214	Premises expenses	23,476	General administration	45,321		106,011
	2023 Charitable activities £										
Employee costs	37,214										
Premises expenses	23,476										
General administration	45,321										
	106,011										

7. Movement in Funds

	As at 1 January 2024 £	Income £	Expenditure £	As at 31 December 2024 £
Unrestricted funds				
General:				
Unrestricted Funds	2,570	18,839	(17,890)	3,519
Restricted funds				
Restricted Funds	1,056	94,742	(94,817)	981
Total funds	3,626	113,581	(112,707)	4,500

TIME STEP DANCE
Notes to the Financial Statements (continued)
For The Year Ended 31 December 2024

	As at 1 January 2023	Income	Expenditure	As at 31 December 2023
	£	£	£	£
Unrestricted funds				
General:				
Unrestricted Funds	2,788	24,964	(25,182)	2,570
Restricted funds				
Restricted Funds	791	81,094	(80,829)	1,056
Total funds	<u>3,579</u>	<u>106,058</u>	<u>(106,011)</u>	<u>3,626</u>

8. Related Party Disclosures

TIME STEP DANCE

England & Wales - Charity number 1190717

Accounts

**TIME STEP DANCE
STRATEGIC REPORT, TRUSTEES' REPORT AND
UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2023**



TIME STEP DANCE **Contents**

	Page
Trustees' Report	1—5
Independent Examiner's Report	6
Statement of Financial Activities	7
Comparative Statement of Financial Activities	8
Statement of Financial Position	9
Notes to the Financial Statements	10—12

TIME STEP DANCE

Trustees' Report For The Year Ended 31 December 2023

The trustees present their report and the financial statements for the year ended 31 December 2023.

Objectives and Activities

Aims and Objectives

1. To advance the education and development of children and young people of all abilities through the promotion of dance, gymnastics and the performing arts.
2. To provide or assist in the provision of facilities in the interest of social welfare for recreation or other leisure time occupation of individuals who have need of such facilities by reason of their youth, age infirmity or disability, financial hardship or social circumstances with the object of improving their conditions of life.

Significant Activities

In 2023 we provided each week

Main Venue WMA CFC

- 17 Dance classes (children)
- 4 gymnastics sessions (children)
- 2 drama clubs (mixed adults & children)

Outreach sessions

- St Marks 1 dance and 1 gymnastics sessions
- In September these session joined together to run from St Marks Church

Knowle methodist church/brickhouse community centre 1 dance and 1 gymnastics

Christ Church Coseley 1 dance and 1 gymnastics

Woodside Methodist Church 1 dance and 1 gymnastics

HAF holiday clubs Sandwell

- Easter – Pantos 4 sessions
- Summer – Pantos & Holiday clubs 16 sessions
- Christmas Pantos 4 sessions

Dudley

- Summer Pantos & Holiday club 16 sessions
- Christmas panto 4 sessions
- Go play Sandwell
- 2 weekly sessions September – December. 10 sessions

Kings' coronation tea party – scvo

Costume Cabin lending costumes to other community group

Public Benefit

The trustees confirm they are aware of and have read the Charity Commission's guidance on public benefit.

The trustees confirm that they have complied with the requirements of Section 17 of the Charities Act 2011 to have due regard to the Charity Commission's guidance on public benefit.

TIME STEP DANCE
Trustees' Report (continued)
For The Year Ended 31 December 2023

Achievements and Performance

Main Achievements

2023 was a both a fabulous and a difficult year for Time Step Dance

We began running HAF sessions on behalf of Sandwell and Dudley Councils in addition to our regular weekly sessions. This allowed us to bring our services to many more children and families across the two boroughs. We also received funding from the "making a playable Sandwell" fund where we provided afterschool free play sessions for families.

Our standard sessions provided structures performing arts and gymnastics for approximately 250 children regularly, with a total reach over 300. These sessions were provided at a low cost to allow children and families on low incomes to access the sessions and participate in activities they wouldn't ordinarily be able to access due to financial restraints. We kept to the steady 60% of our participants who responded to us reporting as living on a low income or depending on state benefits as their main source of income. We also kept steady rate of approximately 20% of the children attending having SEND or some form of additional needs.

We saw steady improvements in children's confidence, self-esteem, fine and gross motor skills as well as much improved levels of social skills from previous years. The time step community is building with more families spending time together to chat in our social spaces. This was highlighted when we had the king's coronation party where over 50 families come together to celebrate the festivities.

Having the regular teachers provided by the Reaching communities fund provided a stable space for children and give them a trusted adult they can rely on and who is a positive role model who can inspire them to achieve

The HAF (holiday activities and food) programme provides free activities and food for children and young people who receive income related free school meals. We provided family pantomimes across Sandwell and Dudley as well as standard holiday club sessions with crafts, sports and activities like the animal man, magic shows etc. We provided 44 individual sessions with attendance close to 2000 and a reach of 1250 children aged 5-16 years. These sessions are designed to provide these children with a safe welcoming environment where they can play, learn and experience something that they wouldn't normally have the chance to. For families it slows time for adults and children to experience fun times together where they can develop closer familial bonds. The provision of food helps to relieve the pressure on low income families who may struggle during the holidays to feed their children as the free school meal provision isn't available

The Making a Playable Sandwell sessions provide open access free play sessions for Sandwell children and their care givers. These sessions are designed to build family bonds by encouraging the adults and the children to play together. They also aim to help children learn how to play together, play imaginatively and to build and create without the use of technology. These sessions benefit the young people by encouraging creativity and free thinking, by providing a safe space, by encouraging socialising with other children and building bonds with their family members.

We provided afterschool clubs for a local primary school providing cheerleading and gymnastics sessions twice weekly in addition to providing the seniors exercise session for "Life in Community"

Once again the children performed at the Christmas light switch on and did a large Christmas show for friends and family and in addition a small group of children performed at the Shape your talent, talent show organised by Sandwell council

Unfortunately, we had to move our main venue from WMA CFC in September after it came to light that there was some financial mismanagement there and their future was uncertain. Our primary sessions moved to St Marks Church hall in Princes end. Whilst this meant that we did lose some of our regular children due to the distance and their lack of transport it did mean that we gained children from this area that were unable to attend for the same reasons.

This year saw a new project begin within Time Step Dance. The Costume Cabin is a project that evolved from providing costumes for our children during shows and them sitting in boxes until the next year. We decided that it would be a great idea if we could help other organisations with their performance. We took on a small space where we could store costumes and with donations from other groups including Wolverhampton Youth Theatre we built up a store of dance and drama costumes in a range of sizes. This year we lent costumes to two primary schools, one drama club and one secondary school. We still have a lot of cataloguing to do before it is fully operational but it is an exciting project with lots of potential

Financial Review

Financial Position

The amount of money awarded in grants this financial year is significantly increased due to the HAF programme and the increase in the sessions provided. There is also a significant portion earned by providing dance and exercise sessions to other community groups and local schools

Again the reaching communities fund has paid for our teaching staff which has kept us stable across all sessions. We haven't managed to build up the reserves that we had been hoping for however sessions are remaining at a steady rate with a small amount remaining at the end of the financial year

...CONTINUED

TIME STEP DANCE
Trustees' Report (continued)
For The Year Ended 31 December 2023

Financial Position - continued

Incoming

Grant Funding £81174.25 – 77%
Fees £12,432.20 – 12%
Services Rendered £11,420 -11%
Fundraising £1032.35 – 1%
Total Income £106,058.80

Outgoing

Staff £37162.46 – 35%
Hall Hire £23,475.67 – 22%
Equipment £13767.76 – 13%
Activities & food £30,327.55 – 29%
Volunteer Expenses £175
Insurance £606.78
Training £352
Accountant £192
Stationary/admin £250.84
Misc £52
Total outgoings £105,755.28

Reserves Policy

Time Step Dance is a small charity based in Tipton providing performing arts sessions and other activities to children and families across the Black Country. We are governed by a board of 3 trustees.

Time Step Dance will hold reserves to maintain our financial health and achieve our objectives. We will hold reserves for the following reasons:

Working Capital: To meet day-to-day operating expenses and cash flow needs.

Operational Continuity: To ensure that the organization can continue to deliver its services and meet its obligations even during periods of financial uncertainty.

Financial Stability: To protect against unexpected financial shocks, such as a decline in grant income or sudden increases in operating costs.

Planned Investments: To fund future strategic initiatives, such as new programs, service expansion, or capital purchases.

Income Volatility: To manage fluctuations in income.

Unforeseen Circumstances: To cover emergency repairs, unexpected long-term staff absences, or other unanticipated needs.

Time Step Dance will aim to hold 3 months of reserves or a total of £7500.

Reserves will be reviewed at the end of each financial period by the trustees.

Additional Note

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

Grant Funding

TNL Reaching Communities £19504.25
SCVO Vision 2030 £500
Sandwell HAF £24856
Dudley HAF £25070
Go Play Sandwell £11164
Blakemore £80

TOTAL GRANTS £81174.25

Fundraising £1032.35

TIME STEP DANCE
Trustees' Report (continued)
For The Year Ended 31 December 2023

Structure, Governance and Management

Governing Document

Type of governing document: Constitution

Organisation type: CIO

Trustee Selection Methods

Trustees are elected at yearly AGM.

Roles for said trustees are voted at AGM. Trustees may be nominated by others or may volunteer themselves. AGM is held annually in February. This role is held for 4 years unless the trustee resigns or is for any other reason unable to continue in that role.

Additional Note

Policies and procedures adopted for the induction and training of trustees:

Constitution, Equality and diversity policy, Child protection Policy, Health and Safety policy, GDPR Policy, Health & Safety Policy, Online/social media policy, Safeguarding training & DBS checks.

Reference and Administrative Details

Trustees

Kristy Gilbert
Elanor Parkinson
Stacey Lote

Charity Number

1190717

Principal Address

63 Dudley Road
Tipton
West Midlands
DY4 8EE

Independent Examiner

Mr Umber Khan, AFA MIPA
Taxwise Accountancy
16 Titan Court, Laporte Way
Luton
Bedfordshire
LU4 8EF

TIME STEP DANCE
Trustees' Report (continued)
For The Year Ended 31 December 2023

Statement of Trustees' Responsibilities

The trustees are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England and Wales requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that period. In preparing the financial statements the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charity SORP;
- make judgments and accounting estimates that are reasonable and prudent; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The trustees are responsible for keeping adequate accounting records which disclose with reasonable accuracy at anytime the financial position of the charity and to enable them to ensure that the accounts comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the trust deed. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charity's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

The trustees' report was approved by the board of trustees and signed on its behalf by:

Elanor parkinson

Elanor Parkinson

Trustee
29/09/2025

TIME STEP DANCE
Independent Examiner's Report to the Trustees of TIME STEP DANCE
For The Year Ended 31 December 2023

I report to the trustees on my examination of the accounts of TIME STEP DANCE (the Trust) for the year ended 31 December 2023.

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 giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Trust as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and contents of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination.

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



Mr Umber Khan, AFA MIPA
29/09/2025
Taxwise Accountancy
16 Titan Court, Laporte Way
Luton
Bedfordshire
LU4 8EF

TIME STEP DANCE
Statement of Financial Activities
For The Year Ended 31 December 2023

		Unrestricted funds	Restricted funds	2023 Total funds	2022 Total funds
	Notes	£	£	£	£
INCOME AND ENDOWMENTS FROM:					
Donations and legacies	3	13,544	81,094	94,638	37,457
Other	4	11,420	-	11,420	1,262
		<u>24,964</u>	<u>81,094</u>	<u>106,058</u>	<u>38,719</u>
EXPENDITURE ON:					
Charitable activities:	5				
Charitable activities		(25,182)	(80,829)	(106,011)	(37,188)
NET INCOME		<u>(218)</u>	<u>265</u>	<u>47</u>	<u>1,531</u>
NET MOVEMENT IN FUNDS		<u>(218)</u>	<u>265</u>	<u>47</u>	<u>1,531</u>
RECONCILIATION OF FUNDS:					
Total funds brought forward		<u>2,788</u>	<u>791</u>	<u>3,579</u>	<u>2,048</u>
TOTAL FUNDS CARRIED FORWARD	7	<u><u>2,570</u></u>	<u><u>1,056</u></u>	<u><u>3,626</u></u>	<u><u>3,579</u></u>

The notes on pages 10 to 12 form part of these financial statements.

TIME STEP DANCE
Comparative Statement of Financial Activities
For The Year Ended 31 December 2023

		31 December 2022	
	Unrestricted funds	Restricted funds	Total funds
Notes	£	£	£
INCOME AND ENDOWMENTS FROM:			
Donations and legacies	13,339	24,118	37,457
Other	1,262	-	1,262
	14,601	24,118	38,719
EXPENDITURE ON:			
Charitable activities:			
Charitable activities	(13,414)	(23,774)	(37,188)
	1,187	344	1,531
NET INCOME			
	1,187	344	1,531
NET MOVEMENT IN FUNDS			
RECONCILIATION OF FUNDS:			
Total funds brought forward	1,601	447	2,048
TOTAL FUNDS CARRIED FORWARD	2,788	791	3,579

The notes on pages 10 to 12 form part of these financial statements.

TIME STEP DANCE
Statement of Financial Position
As At 31 December 2023

	Notes	Unrestricted funds £	Restricted funds £	2023 Total funds £	2022 Total funds £
CURRENT ASSETS					
Cash at bank and in hand		2,570	1,056	3,626	3,579
		<u>2,570</u>	<u>1,056</u>	<u>3,626</u>	<u>3,579</u>
NET CURRENT ASSETS (LIABILITIES)					
		<u>2,570</u>	<u>1,056</u>	<u>3,626</u>	<u>3,579</u>
TOTAL ASSETS LESS CURRENT LIABILITIES					
		<u>2,570</u>	<u>1,056</u>	<u>3,626</u>	<u>3,579</u>
NET ASSETS					
		<u>2,570</u>	<u>1,056</u>	<u>3,626</u>	<u>3,579</u>
FUNDS OF THE CHARITY					
Restricted Funds				1,056	791
Unrestricted Funds				2,570	2,788
TOTAL FUNDS	7			<u>3,626</u>	<u>3,579</u>

On behalf of the board

Elanor parkinson

Elanor Parkinson

Trustee

29/09/2025

The notes on pages 10 to 12 form part of these financial statements.

TIME STEP DANCE
Notes to the Financial Statements
For The Year Ended 31 December 2023

1. General Information

TIME STEP DANCE is a charitable incorporated organisation registered with the Charity Commission, registered charity number 1190717. The principal address is 63 Dudley Road, Tipton, West Midlands, DY4 8EE.

2. Accounting Policies

2.1. Basis of Preparation of Financial Statements

The financial statements have been prepared in accordance with the Charities SORP (FRS 102) "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)", Financial Reporting Standard 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" and the Charities Act 2011.

The charity is a Public Benefit Entity as defined by FRS 102.

TIME STEP DANCE accounts have been prepared on the receipts and payments basis under section 133 of the Charities Act 2011. This basis is permitted where the charity's gross income does not exceed £250,000.

2.2. Cash and Cash Equivalents

Cash and cash equivalents are basic financial assets and include cash in hand and deposits held at call with banks, other short-term highly liquid investments that mature in no more than three months from the date of acquisition and are readily convertible to a known amount of cash with insignificant risk of change in value, and bank overdrafts.

3. Income from Donations and Legacies

	Unrestricted funds	Restricted funds	2023 Total funds
	£	£	£
Donations and gifts	1,032	-	1,032
Member subscriptions and sponsorships	12,432	-	12,432
Grants	80	81,094	81,174
	<u>13,544</u>	<u>81,094</u>	<u>94,638</u>
			2022
	Unrestricted funds	Restricted funds	Total funds
	£	£	£
Donations and gifts	1,384	-	1,384
Member subscriptions and sponsorships	11,955	-	11,955
Grants	-	24,118	24,118
	<u>13,339</u>	<u>24,118</u>	<u>37,457</u>

4. Other Income

	2023	31 December 2022
	Unrestricted funds	Unrestricted funds
	£	£
Uniform sales	-	242
Classes supplied	11,420	1,020
	<u>11,420</u>	<u>1,262</u>

TIME STEP DANCE
Notes to the Financial Statements (continued)
For The Year Ended 31 December 2023

5. Analysis of Expenditure

	2023 Support costs (see note 6) £				
Charitable activities	106,011				
<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 80%;"></th> <th style="text-align: right; vertical-align: bottom;"> 2022 Support costs (see note 6) £ </th> </tr> </thead> <tbody> <tr> <td>Charitable activities</td> <td style="text-align: right; border-top: 1px solid black; border-bottom: 3px double black;">37,188</td> </tr> </tbody> </table>			2022 Support costs (see note 6) £	Charitable activities	37,188
	2022 Support costs (see note 6) £				
Charitable activities	37,188				

6. Support Costs

	2023 Charitable activities £										
Employee costs	37,214										
Premises expenses	23,476										
General administration	45,321										
	106,011										
<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 80%;"></th> <th style="text-align: right; vertical-align: bottom;"> 2022 Charitable activities £ </th> </tr> </thead> <tbody> <tr> <td>Employee costs</td> <td style="text-align: right;">10,420</td> </tr> <tr> <td>Premises expenses</td> <td style="text-align: right;">12,810</td> </tr> <tr> <td>General administration</td> <td style="text-align: right;">13,958</td> </tr> <tr> <td></td> <td style="text-align: right; border-top: 1px solid black; border-bottom: 3px double black;">37,188</td> </tr> </tbody> </table>			2022 Charitable activities £	Employee costs	10,420	Premises expenses	12,810	General administration	13,958		37,188
	2022 Charitable activities £										
Employee costs	10,420										
Premises expenses	12,810										
General administration	13,958										
	37,188										

7. Movement in Funds

	As at 1 January 2023 £	Income £	Expenditure £	As at 31 December 2023 £
Unrestricted funds				
General:				
Unrestricted Funds	2,788	24,964	(25,182)	2,570
Restricted funds				
Restricted Funds	791	81,094	(80,829)	1,056
Total funds	3,579	106,058	(106,011)	3,626

TIME STEP DANCE
Notes to the Financial Statements (continued)
For The Year Ended 31 December 2023

	As at 1 January 2022	Income	Expenditure	As at 31 December 2022
	£	£	£	£
Unrestricted funds				
General:				
Unrestricted Funds	1,601	14,601	(13,414)	2,788
Restricted funds				
Restricted Funds	447	24,118	(23,774)	791
Total funds	<u>2,048</u>	<u>38,719</u>	<u>(37,188)</u>	<u>3,579</u>

8. Related Party Disclosures

TIME STEP DANCE

England & Wales - Charity number 1190717

Accounts

**TIME STEP DANCE
STRATEGIC REPORT, TRUSTEES' REPORT AND
UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2022**



TIME STEP DANCE **Contents**

	Page
Trustees' Report	1—5
Independent Examiner's Report	6
Statement of Financial Activities	7
Comparative Statement of Financial Activities	8
Statement of Financial Position	9
Notes to the Financial Statements	10—12

TIME STEP DANCE

Trustees' Report For The Year Ended 31 December 2022

The trustees present their report and the financial statements for the year ended 31 December 2022.

Objectives and Activities

Aims and Objectives

1. To advance the education and development of children and young people of all abilities through the promotion of dance, gymnastics and the performing arts.
2. To provide or assist in the provision of facilities in the interest of social welfare for recreation or other leisure time occupation of individuals who have need of such facilities by reason of their youth, age infirmity or disability, financial hardship or social circumstances with the object of improving their conditions of life.

Significant Activities

In 2022 we provided each week

Main Venue WMA CFC:

- 17 Dance classes (children)
- 4 gymnastics sessions (children)
- 2 drama clubs (mixed adults & children)

Outreach sessions:

- St Marks 1 dance and 1 gymnastics sessions
- Knowle methodist church 1 dance and 1 gymnastics
- Christ Church Coseley 1 dance and 1 gymnastics
- Woodside Methodist Church 1 dance and 1 gymnastics

Public Benefit

The trustees confirm they are aware of and have read the Charity Commission's guidance on public benefit.

The trustees confirm that they have complied with the requirements of Section 17 of the Charities Act 2011 to have due regard to the Charity Commission's guidance on public benefit.

Achievements and Performance

Main Achievements

2022 was a good consolidation and building year for Time Step. The sessions within WMA CFC grew and became stable. While the attendance was lower than the overall attendance last year when everything was new and lots of people were trying things out it did however settle to a good amount but with steady growth throughout the year. We were also able to begin some outreach sessions. Sessions in Rowley Regis and in Princes End began in January with sessions in Coseley starting in February and at Woodside in April. These provided 8 additional sessions to those we already provided and an additional reach of around 70 children and their families. This brings the total number of children regularly benefiting from our sessions to around 300 each week.

We had the privilege of hosting a Jubilee celebration supported by Sandwell Council for voluntary service (SCVO) which brought the community together and built bonds within the community.

The most exciting thing from this year is that we secured funding for 3 years from the National Lottery Reaching Communities fund which will pay for our sessional staff and will allow us to build funding reserves.

...CONTINUED

TIME STEP DANCE
Trustees' Report (continued)
For The Year Ended 31 December 2022

Main Achievements - continued

We are still seeing significant impacts on children's socialisation skills as well as anxiety and other emotional well being as a result of the pandemic. This is especially prominent in toddlers and children heading towards school age. We have been working hard within our sessions to help to build the confidence of those children attending our sessions and to help them develop their social skills and we have seen marked improvements across the board and younger children are learning to take turns and to share equipment. During the sessions for older children where we saw considerable anxiety from the children we have thanks to reaching communities employed 2 sessional teachers to give the children a more stable foundation which they can depend on and learn to trust. We have also been working on the importance of team work and working together.

We have continued to see the confidence and self esteem of those attending our sessions grow. And we have seen real friendship bonds grow between the children attending and a strong sense of community is building between the families attending. Children have continued to develop their coordination, balance and motor skills and we have seen slight increases in concentration which had been an issue after the pandemic.

The social space has provided a welcome, warm space for families which has continued to provide a place for people to come together to combat isolation and loneliness.

We have continued to keep our classes at a lower cost than standard dance classes in the area allowing lower income families to attend. We introduced a weekly pass which further reduced the cost to participants so that they were able to attend more sessions. For those who filled out our monitoring we recorded almost 60% of our attendees classes themselves as living on a low income and 90% of these relying on state benefits as their principle source of income.

The young people performed again at the Christmas light switch on again this year which brought the children out into the community and brought entertainment to those attending.

Drama group put on a pantomime again bringing the community together and giving the children a chance to show off their talents.

All our young people performed in our Christmas show. They showcased their talents in front of 400 family and friends. We provided all the costumes for the performers which allowed the children to fully take part in and enjoy the experience. This is an experience that many of them would not be able to engage in if the fees and other costs were not low enough to allow participation.

We also started providing exercise sessions for another local community group providing light exercise to the more senior members of our community. These sessions help to combat social isolation in older adults as well as providing exercise.

Financial Review

Financial Position

Our financial position was stable this year and was substantially helped by the Reaching Communities fund. Session fees were substantially up from the previous year due to the stability of sessions and the new outreach sessions. The Reaching communities fund will allow us to keep a stable base for the period of the grant and assist us to build up a reasonable reserve.

Income:

Session fees £11,955 – 30.7%
Grants £24,118 – 63.3%
Fundraising £1384 -3.6%
Sessions Provided £1020 – 2.6%
Other £242- 0.5%
Total income – £38,719

Outgoings:

Rent £12,810 – 34%
Staff £7902 – 21%
Insurance £626 – 1.7%
Equipment £10,370 - 29%
Activities £1186 – 3.2%
Training £1332 – 3.6%
Admin £1211 – 3.3%
Uniform £1751 – 4.7%
Total outgoings £37,188

TIME STEP DANCE
Trustees' Report (continued)
For The Year Ended 31 December 2022

Reserves Policy

Time Step Dance is a small charity based in Tipton providing performing arts sessions and other activities to children and families across the Black Country. We are governed by a board of 3 trustees.

Time Step Dance will hold reserves to maintain our financial health and achieve our objectives. We will hold reserves for the following reasons:

Working Capital: To meet day-to-day operating expenses and cash flow needs.

Operational Continuity: To ensure that the organization can continue to deliver its services and meet its obligations even during periods of financial uncertainty.

Financial Stability: To protect against unexpected financial shocks, such as a decline in grant income or sudden increases in operating costs.

Planned Investments: To fund future strategic initiatives, such as new programs, service expansion, or capital purchases.

Income Volatility: To manage fluctuations in income.

Unforeseen Circumstances: To cover emergency repairs, unexpected long-term staff absences, or other unanticipated needs.

Time Step Dance will aim to hold 3 months of reserves or a total of £7500.

Reserves will be reviewed at the end of each financial period by the trustees

Structure, Governance and Management

Governing Document

Type of governing document: Constitution

Organisation type: CIO

Trustee Selection Methods

Trustees are elected at yearly AGM.

Roles for said trustees are voted at AGM. Trustees may be nominated by others or may volunteer themselves. AGM is held annually in February. This role is held for 4 years unless the trustee resigns or is for any other reason unable to continue in that role.

Additional Note

Policies and procedures adopted for the induction and training of trustees:

Constitution, Equality and diversity policy, Child protection Policy, Health and Safety policy, GDPR Policy, Health & Safety Policy, Online/social media policy, Safeguarding training & DBS checks.

Reference and Administrative Details

Trustees

Kristy Gilbert (appointed 09/01/2022)
Elanor Parkinson
Stacey Lote

Charity Number

1190717

Principal Address

TIME STEP DANCE
Trustees' Report (continued)
For The Year Ended 31 December 2022

63 Dudley Road
Tipton
West Midlands
DY4 8EE

Independent Examiner

Mr Umber Khan, AFA MIPA
Taxwise Accountancy
16 Titan Court, Laporte Way
Luton
Bedfordshire
LU4 8EF

TIME STEP DANCE
Trustees' Report (continued)
For The Year Ended 31 December 2022

Statement of Trustees' Responsibilities

The trustees are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England and Wales requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that period. In preparing the financial statements the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charity SORP;
- make judgments and accounting estimates that are reasonable and prudent; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The trustees are responsible for keeping adequate accounting records which disclose with reasonable accuracy at anytime the financial position of the charity and to enable them to ensure that the accounts comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the trust deed. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charity's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

The trustees' report was approved by the board of trustees and signed on its behalf by:

Elanor parkinson

Elanor Parkinson

Trustee
29/09/2025

TIME STEP DANCE
Independent Examiner's Report to the Trustees of TIME STEP DANCE
For The Year Ended 31 December 2022

I report to the trustees on my examination of the accounts of TIME STEP DANCE (the Trust) for the year ended 31 December 2022.

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 giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Trust as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and contents of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination.

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



Mr Umber Khan, AFA MIPA
29/09/2025
Taxwise Accountancy
16 Titan Court, Laporte Way
Luton
Bedfordshire
LU4 8EF

TIME STEP DANCE
Statement of Financial Activities
For The Year Ended 31 December 2022

		31 December 2022	31 December 2021		
	Notes	Unrestricted funds £	Restricted funds £	Total funds £	Total funds £
INCOME AND ENDOWMENTS FROM:					
Donations and legacies	3	13,339	24,118	37,457	49,567
Other	4	1,262	-	1,262	3,567
		14,601	24,118	38,719	53,134
EXPENDITURE ON:					
Charitable activities:	5				
Charitable activities		(13,414)	(23,774)	(37,188)	(51,086)
NET INCOME		1,187	344	1,531	2,048
NET MOVEMENT IN FUNDS		1,187	344	1,531	2,048
RECONCILIATION OF FUNDS:					
Total funds brought forward		1,601	447	2,048	-
TOTAL FUNDS CARRIED FORWARD	7	2,788	791	3,579	2,048

The notes on pages 10 to 12 form part of these financial statements.

TIME STEP DANCE
Comparative Statement of Financial Activities
For The Year Ended 31 December 2022

		31 December 2021		
	Unrestricted funds	Restricted funds	Total funds	
	£	£	£	
INCOME AND ENDOWMENTS FROM:				
Donations and legacies	3	9,368	40,199	49,567
Other	4	3,567	-	3,567
		<hr/>	<hr/>	<hr/>
		12,935	40,199	53,134
EXPENDITURE ON:				
Charitable activities:	5			
Charitable activities		(11,334)	(39,752)	(51,086)
		<hr/>	<hr/>	<hr/>
NET INCOME		1,601	447	2,048
		<hr/>	<hr/>	<hr/>
NET MOVEMENT IN FUNDS		1,601	447	2,048
RECONCILIATION OF FUNDS:				
Total funds brought forward		-	-	-
		<hr/>	<hr/>	<hr/>
TOTAL FUNDS CARRIED FORWARD	7	1,601	447	2,048
		<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>

The notes on pages 10 to 12 form part of these financial statements.

TIME STEP DANCE
Statement of Financial Position
As At 31 December 2022

	Notes	Unrestricted funds £	Restricted funds £	31 December 2022 Total funds £	31 December 2021 Total funds £
CURRENT ASSETS					
Cash at bank and in hand		2,788	791	3,579	2,048
		<u>2,788</u>	<u>791</u>	<u>3,579</u>	<u>2,048</u>
NET CURRENT ASSETS (LIABILITIES)		<u>2,788</u>	<u>791</u>	<u>3,579</u>	<u>2,048</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>2,788</u>	<u>791</u>	<u>3,579</u>	<u>2,048</u>
NET ASSETS		<u>2,788</u>	<u>791</u>	<u>3,579</u>	<u>2,048</u>
FUNDS OF THE CHARITY					
Restricted Funds				791	447
Unrestricted Funds				2,788	1,601
TOTAL FUNDS	7			<u>3,579</u>	<u>2,048</u>

On behalf of the board

Elanor parkinson

Elanor Parkinson
Trustee
29/09/2025

The notes on pages 10 to 12 form part of these financial statements.

TIME STEP DANCE
Notes to the Financial Statements
For The Year Ended 31 December 2022

1. General Information

TIME STEP DANCE is a charitable incorporated organisation registered with the Charity Commission, registered charity number 1190717. The principal address is 63 Dudley Road, Tipton, West Midlands, DY4 8EE.

2. Accounting Policies

2.1. Basis of Preparation of Financial Statements

The financial statements have been prepared in accordance with the Charities SORP (FRS 102) "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)", Financial Reporting Standard 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" and the Charities Act 2011.

The charity is a Public Benefit Entity as defined by FRS 102.

TIME STEP DANCE accounts have been prepared on the receipts and payments basis under section 133 of the Charities Act 2011. This basis is permitted where the charity's gross income does not exceed £250,000.

2.2. Cash and Cash Equivalents

Cash and cash equivalents are basic financial assets and include cash in hand and deposits held at call with banks, other short-term highly liquid investments that mature in no more than three months from the date of acquisition and are readily convertible to a known amount of cash with insignificant risk of change in value, and bank overdrafts.

3. Income from Donations and Legacies

	Unrestricted funds	Restricted funds	31 December 2022 Total funds
	£	£	£
Donations and gifts	1,384	-	1,384
Member subscriptions and sponsorships	11,955	-	11,955
Grants	-	24,118	24,118
	<u>13,339</u>	<u>24,118</u>	<u>37,457</u>
			31 December 2021
	Unrestricted funds	Restricted funds	Total funds
	£	£	£
Donations and gifts	2,350	-	2,350
Member subscriptions and sponsorships	7,018	-	7,018
Grants	-	40,199	40,199
	<u>9,368</u>	<u>40,199</u>	<u>49,567</u>

TIME STEP DANCE
Notes to the Financial Statements (continued)
For The Year Ended 31 December 2022

4. Other Income

31 December 2022	31 December 2021
Unrestricted funds	Unrestricted funds
£	£
Uniform sales	154
Classes supplied	2,700
Refund for theatre hire	713
1,262	3,567
1,262	3,567

5. Analysis of Expenditure

	31 December 2022
	Support costs (see note 6)
	£
Charitable activities	37,188
	37,188

	31 December 2021
	Support costs (see note 6)
	£
Charitable activities	51,086
	51,086

6. Support Costs

	31 December 2022
	Charitable activities
	£
Employee costs	10,420
Premises expenses	12,810
General administration	13,958
	37,188
	37,188

TIME STEP DANCE
Notes to the Financial Statements (continued)
For The Year Ended 31 December 2022

	31 December 2021
	Charitable activities
	£
Employee costs	4,682
Premises expenses	24,504
General administration	21,900
	51,086
	51,086

7. Movement in Funds

	As at 1 January 2022	Income	Expenditure	As at 31 December 2022
	£	£	£	£
Unrestricted funds				
General:				
Unrestricted Funds	1,601	14,601	(13,414)	2,788
Restricted funds				
Restricted Funds	447	24,118	(23,774)	791
Total funds	2,048	38,719	(37,188)	3,579

	As at 4 August 2020	Income	Expenditure	As at 31 December 2021
	£	£	£	£
Unrestricted funds				
General:				
Unrestricted Funds	-	12,935	(11,334)	1,601
Restricted funds				
Restricted Funds	-	40,199	(39,752)	447
Total funds	-	53,134	(51,086)	2,048

8. Related Party Disclosures

TIME STEP DANCE

England & Wales - Charity number 1190717

Accounts

**TIME STEP DANCE
TRUSTEES' REPORT AND
UNAUDITED FINANCIAL STATEMENTS
FOR THE PERIOD 4 AUGUST 2020 TO 31 DECEMBER 2021**



TIME STEP DANCE **Contents**

	Page
Trustees' Report	1—4
Independent Examiner's Report	5
Statement of Financial Activities	6
Statement of Financial Position	7
Notes to the Financial Statements	8—9

TIME STEP DANCE

Trustees' Report For the Period 4 August 2020 to 31 December 2021

The trustees present their report and the financial statements for the period ended 31 December 2021.

Objectives and Activities

Aims and Objectives

1. To advance the education and development of children and young people of all abilities through the promotion of dance, gymnastics and the performing arts.
2. To provide or assist in the provision of facilities in the interest of social welfare for recreation or other leisure time occupation of individuals who have need of such facilities by reason of their youth, age infirmity or disability, financial hardship or social circumstances with the object of improving their conditions of life.

Public Benefit

In 2020 we provided:

- 10 separate Dance classes (children)
- 2 gymnastics sessions (children)
- 1 drama club (mixed adults & Children)

In 2021 we provided:

- 17 Dance classes (children)
- 4 gymnastics sessions (children)
- 2 drama clubs (mixed adults & children)

The trustees confirm that they have complied with the requirements of Section 17 of the Charities Act 2011 to have due regard to the Charity Commission's guidance on public benefit.

Additional Note

Contribution made by volunteers:

Volunteers have been a huge part of reestablishing Time Step after the covid shutdowns.

We have a regular group of volunteers who help with everything from basic housekeeping to manning reception, taking weekly subscriptions. These people are essential to keep Time Step running smoothly.

Moving into our new space at WMA CFC was a huge undertaking and required lots of manual work which was undertaken by our volunteers. They worked so hard during the difficult conditions, they made the difference between reopening immediately after the pandemic or not

Achievements and Performance

Main Achievements

This financial period has been both challenging and rewarding. With the lockdown period we were unable to provide face to face sessions which meant that the children and young people were not able to get the benefits of our services. During this time we set up Time Step Online to allow people to do some dance and exercise at home. We produced exercise videos for adults as well as instructional and dance videos for children. We did have some uptake however there was by this time quite a bit of lethargy around using tech for learning so it wasn't as popular as we had hoped for.

Helping to build and Moving into our full time studio in April 2021 was a huge turning point for TSD. It allowed us to provide more sessions and reach more young people and a wider section of the community.

The additional sessions made possible by the new venue saw the number of beneficiaries attending rise by two thirds to approaching 200 regular attendees. These attendees ranged from 18 months to 17 years for the children. Around 60% of those who filled our monitoring forms reported relying on government benefits as their main source of income. 20% approximately of the children attending were reported as having SEND or other additional needs. Our sessions are kept at a low price which means that people from lower incomes families who would be less able to attend are able to do so.

The adults attending structures sessions remained constant at 7.

The new venue also provided a social space for adults where they could chat with other adults and receive support as well as a warm space. This space helped to combat isolation and loneliness in the adults attending as they had been separated from social situations for a prolonged period of time.

...CONTINUED

TIME STEP DANCE
Trustees' Report (continued)
For the Period 4 August 2020 to 31 December 2021

Main Achievements - continued

We saw an increase in benefits in lots of areas due to our sessions. Particularly on reopening there was a significant reduction in the social skills of children, most evident in those under 5 and there was an increase in anxiety in older children. Through the course of our sessions through April- December 2021 we saw the social skills (sharing, taking turns and communication skills) improve dramatically and there was a marked reduction in situational anxiety. We saw the expected rise in confidence and self esteem through our sessions as well as the expected rise in fine and gross motor skills, balance and coordination and general flexibility in the children attending sessions. Additionally our sessions allowed the children to create more friendship bonds and build friendship groups outside the school and home settings.

The children were able to attend two community events where they performed for the general public at the Christmas light Switch Ons providing entertainment and building community spirit.

Financial Review

Financial Position

The start of this financial period was difficult as we were right in the middle of the pandemic and unable to provide our face to face sessions which would have made up a significant portion of your income and we still had to meet the overheads of our studio space. We were lucky enough to receive several covid relief grants which allowed us to pay our core costs and to provide the online services. After opening in April we saw an increase in fees received due to the increased numbers attending our sessions. We also received grants to buy gymnastics equipment and to lay a dance floor in the new space.

Total grants received - £40,199
Fees and classes provided - £9718
Fundraising - £2504
Other income - £713
Total income - £53134

Hall hire - £16,080
Staff - £3075
Insurance - £1036
Equipment - £16,346
Activities & food - £1225
Floor - £8424
Admin - £270
Training - £382
Total Out Goings - £51086

Funds remaining £2048

Reserves Policy

Time Step Dance is a small charity based in Tipton providing performing arts sessions and other activities to children and families across the Black Country. We are governed by a board of 3 trustees.

Time Step Dance will hold reserves to maintain our financial health and achieve our objectives. We will hold reserves for the following reasons:

Working Capital: To meet day-to-day operating expenses and cash flow needs.

Operational Continuity: To ensure that the organization can continue to deliver its services and meet its obligations even during periods of financial uncertainty.

Financial Stability: To protect against unexpected financial shocks, such as a decline in grant income or sudden increases in operating costs.

Planned Investments: To fund future strategic initiatives, such as new programs, service expansion, or capital purchases.

Income Volatility: To manage fluctuations in income.

Unforeseen Circumstances: To cover emergency repairs, unexpected long-term staff absences, or other unanticipated needs.

Time Step Dance will aim to hold 3 months of reserves or a total of £7500.

Reserves will be reviewed at the end of each financial period by the trustees.

TIME STEP DANCE
Trustees' Report (continued)
For the Period 4 August 2020 to 31 December 2021

Additional Note

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

Total grants received £40,199 = 75.5%
Fees and classes provided £9718 = 18.2%
Fundraising - £2504 = 4.7%
Other income - £713 = 1.3%
Total income - £53134

The principal risks to the charity would come from increasing fees for hall hire

Structure, Governance and Management

Governing Document

Type of governing document: Constitution

Organisation type: CIO

Trustee Selection Methods

Trustees are elected at yearly AGM.
Roles for said trustees are voted at AGM. Trustees may be nominated by others or may volunteer themselves. AGM is held annually in February. This role is held for 4 years unless the trustee resigns or is for any other reason unable to continue in that role.

Additional Note

Policies and procedures adopted for the induction and training of trustees:

Constitution, Equality and diversity policy, Child protection Policy, Health and Safety policy, GDPR Policy, Health & Safety Policy, Online/social media policy, Safeguarding training & DBS checks.

Reference and Administrative Details

Trustees

Elanor Parkinson
Stacey Lote
Kristy Gilbert (appointed 09/01/2022)

Charity Number

1190717

Principal Address

63 Dudley Road
Tipton
West Midlands
DY4 8EE

Independent Examiner

Mr Umber Khan, AFA MIPA
Taxwise Accountancy
16 Titan Court, Laporte Way
Luton
Bedfordshire
LU4 8EF

TIME STEP DANCE
Trustees' Report (continued)
For the Period 4 August 2020 to 31 December 2021

Statement of Trustees' Responsibilities

The trustees are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England and Wales requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that period. In preparing the financial statements the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charity SORP;
- make judgments and accounting estimates that are reasonable and prudent; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The trustees are responsible for keeping adequate accounting records which disclose with reasonable accuracy at anytime the financial position of the charity and to enable them to ensure that the accounts comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the trust deed. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charity's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

The trustees' report was approved by the board of trustees and signed on its behalf by:

Elanor parkinson

Elanor Parkinson

Trustee
29/09/2025

TIME STEP DANCE
Independent Examiner's Report to the Trustees of TIME STEP DANCE
For the Period 4 August 2020 to 31 December 2021

I report to the trustees on my examination of the accounts of TIME STEP DANCE (the Trust) for the period ended 31 December 2021.

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 giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Trust as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and contents of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination.

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



Mr Umber Khan, AFA MIPA
29/09/2025
Taxwise Accountancy
16 Titan Court, Laporte Way
Luton
Bedfordshire
LU4 8EF

TIME STEP DANCE
Statement of Financial Activities
For the Period 4 August 2020 to 31 December 2021

		31 December 2021	
	Unrestricted funds	Restricted funds	Total funds
Notes	£	£	£
INCOME AND ENDOWMENTS FROM:			
Donations and legacies	9,368	40,199	49,567
Other	3,567	-	3,567
	12,935	40,199	53,134
EXPENDITURE ON:			
Charitable activities:			
Charitable activities	(11,334)	(39,752)	(51,086)
	1,601	447	2,048
NET INCOME			
	1,601	447	2,048
NET MOVEMENT IN FUNDS			
	1,601	447	2,048
RECONCILIATION OF FUNDS:			
Total funds brought forward	-	-	-
TOTAL FUNDS CARRIED FORWARD	1,601	447	2,048

The notes on pages 8 to 9 form part of these financial statements.

TIME STEP DANCE
Statement of Financial Position
As At 31 December 2021

		Unrestricted funds	Restricted funds	31 December 2021 Total funds
	Notes	£	£	£
CURRENT ASSETS				
Cash at bank and in hand		1,601	447	2,048
		1,601	447	2,048
NET CURRENT ASSETS (LIABILITIES)				
		1,601	447	2,048
TOTAL ASSETS LESS CURRENT LIABILITIES				
		1,601	447	2,048
NET ASSETS				
		1,601	447	2,048
FUNDS OF THE CHARITY				
Restricted Funds				447
Unrestricted Funds				1,601
TOTAL FUNDS	7			2,048

On behalf of the board

Elanor parkinson

Elanor Parkinson
Trustee
29/09/2025

The notes on pages 8 to 9 form part of these financial statements.

TIME STEP DANCE
Notes to the Financial Statements
For the Period 4 August 2020 to 31 December 2021

1. General Information

TIME STEP DANCE is a charitable incorporated organisation registered with the Charity Commission, registered charity number 1190717. The principal address is 63 Dudley Road, Tipton, West Midlands, DY4 8EE.

2. Accounting Policies

2.1. Basis of Preparation of Financial Statements

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TIME STEP DANCE accounts have been prepared on the receipts and payments basis under section 133 of the Charities Act 2011. This basis is permitted where the charity's gross income does not exceed £250,000.

2.2. Cash and Cash Equivalents

Cash and cash equivalents are basic financial assets and include cash in hand and deposits held at call with banks, other short-term highly liquid investments that mature in no more than three months from the date of acquisition and are readily convertible to a known amount of cash with insignificant risk of change in value, and bank overdrafts.

3. Income from Donations and Legacies

	Unrestricted funds	Restricted funds	31 December 2021 Total funds
	£	£	£
Donations and gifts	2,350	-	2,350
Member subscriptions and sponsorships	7,018	-	7,018
Grants	-	40,199	40,199
	9,368	40,199	49,567

4. Other Income

	31 December 2021 Unrestricted funds £
Uniform sales	154
Classes supplied	2,700
Refund for theatre hire	713
	3,567

TIME STEP DANCE
Notes to the Financial Statements (continued)
For the Period 4 August 2020 to 31 December 2021

5. Analysis of Expenditure

	31 December 2021
	Support costs
	(see note 6)
	£
Charitable activities	51,086
	51,086

6. Support Costs

	31 December 2021
	Charitable activities
	£
Employee costs	4,682
Premises expenses	24,504
General administration	21,900
	51,086

7. Movement in Funds

	As at 4 August 2020	Income	Expenditure	As at 31 December 2021
	£	£	£	£
Unrestricted funds				
General:				
Unrestricted Funds	-	12,935	(11,334)	1,601
Restricted funds				
Restricted Funds	-	40,199	(39,752)	447
Total funds	-	53,134	(51,086)	2,048

8. Related Party Disclosures