

**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	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

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

		31 December 2021		
		Unrestricted funds	Restricted funds	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

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

	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>

4. Other Income

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

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

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