

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



TIME STEP DANCE

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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.

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

				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
		<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

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

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

	31 December 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>

	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	242	154
Classes supplied	1,020	2,700
Refund for theatre hire	-	713
	<u>1,262</u>	<u>3,567</u>

5. Analysis of Expenditure

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

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

6. Support Costs

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

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
	<u>51,086</u>

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	<u>2,048</u>	<u>38,719</u>	<u>(37,188)</u>	<u>3,579</u>

	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	<u>-</u>	<u>53,134</u>	<u>(51,086)</u>	<u>2,048</u>

8. Related Party Disclosures