

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



TIME STEP DANCE

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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 sessions 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

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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

				2023	2022
		Unrestricted funds	Restricted funds	Total funds	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		2,788	791	3,579	2,048
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	3	13,339	24,118	37,457
Other	4	1,262	-	1,262
		<hr/>	<hr/>	<hr/>
		14,601	24,118	38,719
EXPENDITURE ON:				
Charitable activities:	5			
Charitable activities		(13,414)	(23,774)	(37,188)
		<hr/>	<hr/>	<hr/>
NET INCOME		1,187	344	1,531
		<hr/>	<hr/>	<hr/>
NET MOVEMENT IN FUNDS		1,187	344	1,531
RECONCILIATION OF FUNDS:				
Total funds brought forward		1,601	447	2,048
		<hr/>	<hr/>	<hr/>
TOTAL FUNDS CARRIED FORWARD	7	2,788	791	3,579
		<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 2023

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

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
	13,544	81,094	94,638

	Unrestricted funds	Restricted funds	2022 Total funds
	£	£	£
Donations and gifts	1,384	-	1,384
Member subscriptions and sponsorships	11,955	-	11,955
Grants	-	24,118	24,118
	13,339	24,118	37,457

4. Other Income

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

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

	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

	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