

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



TIME STEP DANCE

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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 hear 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 our 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 outgoings.

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
		Unrestricted funds	Restricted funds	Total funds	Total funds
	Notes	£	£	£	£
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

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

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

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

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
	10,331	94,742	105,073
	10,331	94,742	105,073

	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
	13,544	81,094	94,638

4. Other Income

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

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
	<hr/>
	2023
	Support costs
	(see note 6)
	£
Charitable activities	106,011
	<hr/>

6. Support Costs

	2024
	Charitable activities
	£
Employee costs	51,661
Premises expenses	27,465
General administration	33,581
	<hr/>
	112,707
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	2023
	Charitable activities
	£
Employee costs	37,214
Premises expenses	23,476
General administration	45,321
	<hr/>
	106,011
	<hr/>

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
	<hr/>	<hr/>	<hr/>	<hr/>
Total funds	3,626	113,581	(112,707)	4,500
	<hr/>	<hr/>	<hr/>	<hr/>

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