

STEPPING STONES PRE-SCHOOL CIO
UNAUDITED
TRUSTEES' REPORT AND FINANCIAL STATEMENTS
FOR THE PERIOD FROM 01 APRIL 2024 TO 31 AUGUST 2024

Whitings LLP
George Court
Bartholomew's Walk
Ely
Cambridgeshire
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STEPPING STONES PRE-SCHOOL CIO

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The following pages do not form part of the statutory financial statements:

Charity Detailed income and expenditure account and summaries

STEPPING STONES PRE-SCHOOL CIO

REFERENCE AND ADMINISTRATIVE DETAILS OF THE CHARITY, ITS TRUSTEES AND ADVISERS FOR THE PERIOD ENDED 31 AUGUST 2024

Trustees

Mrs S Lindsay, Chair (appointed 1 January 2023)
Mrs A Collins, Trustee (appointed 4 October 2023)
Mrs L Mullenger, Trustee (appointed 3 October 2023)
Mrs A Parker, Trustee (appointed 3 October 2023)
Mr P Ballard, Trustee (appointed 1 October 2022)

**Charity registered
number**

1193532

Independent Examiner

Ian Piper of Whittings LLP
George Court
Bartholomew's Walk
Ely
Cambridgeshire
CB7 4JW

Bankers

Zempler Bank

STEPPING STONES PRE-SCHOOL CIO

TRUSTEES' REPORT FOR THE PERIOD ENDED 31 AUGUST 2024

The Trustees present their annual report together with the financial statements of the Stepping Stones Pre-School CIO for the period 1 April 2024 to 31 August 2024.

Stepping Stones Pre-School (registered charity number 1137396) took the decision to become formally recognised and registered with the Charity Commission on 15 February 2021 as a C.I.O. The old charity was formally closed on 31 March 2024 and all assets and liabilities totalling £61,288 were transferred to the new charity at 1 April 2024.

Objectives and activities

a. Policies and objectives

The aim of the pre-school is to enhance the development and education of children under statutory school age by encouraging parents to understand and provide for the needs of their children through community groups and by:

- Offering appropriate play facilities and training courses, together with the right of parents to take responsibility for and to become involved in the activities of such groups, ensuring that such groups offer opportunities for all children, regardless of race, religion or means.
- Encouraging the study of the needs of such children and their families and promoting public interest in and recognition of such needs in the local areas.
- Investigating and adhering to and furthering the aim of the Pre-School Playgroups Association.

In setting objectives and planning for activities, the Trustees have given due consideration to general guidance published by the Charity Commission relating to public benefit, including the guidance 'Public benefit: running a charity (PB2)'.

b. Main activities undertaken to further the Charity's purposes for the public benefit

The Trustees confirm that they have been referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing the Charity aims and objectives and setting the grant making policy for the year.

Achievements and performance

a. Review of activities

The committee are pleased to have seen the pre-school consolidate its position this year. The move to its new permanent home has seen a benefit when reviewing the Charity aims and objectives and setting the grant making policy for the year.

Financial review

STEPPING STONES PRE-SCHOOL CIO

TRUSTEES' REPORT (CONTINUED) FOR THE PERIOD ENDED 31 AUGUST 2024

a. Reserves policy

Reserves are held in an interest bearing account, with the trustees holding the opinion that notwithstanding the low rates of interest available they should adopt a risk free approach.

The pre-school currently has a balance of £33,222 in an emergency fund to cover a minimum of 3 months expenditure.

b. Financial Review

The net income over expenditure for the period amount to £9,941. The Trustees are very pleased with the results brought about by the extraordinary hard work from the staff and committee.

Structure, governance and management

a. Constitution

The pre-school began in 1998 and is governed by a standard pre-school constitution. This constitution was updated at the 2009 Annual General Meeting. The day to day running of the pre-school is undertaken by an elected management committee.

b. Methods of appointment or election of Trustees

The management of the Charity is the responsibility of the Trustees who are elected and co-opted under the terms of the Constitution. Trustees are appointed by the members of the committee at the Annual General Meeting (AGM) if and when necessary.

STEPPING STONES PRE-SCHOOL CIO

TRUSTEES' REPORT (CONTINUED) FOR THE PERIOD ENDED 31 AUGUST 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 & Wales requires the Trustees to prepare financial statements for each financial period which give a true and fair view of the state of affairs of the Charity and of its incoming resources and application of resources, including its income and expenditure, for that period. In preparing these financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles of the Charities SORP (FRS 102);
- make judgments and accounting estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards (FRS 102) have been followed, subject to any material departures disclosed and explained in the financial statements;
- 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 that are sufficient to show and explain the Charity's transactions and disclose with reasonable accuracy at any time the financial position of the Charity and enable them to ensure that the financial statements 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.

Approved by order of the members of the board of Trustees and signed on their behalf by:

S Lindsay

.....

Mrs S Lindsay

(Chair of Trustees)

Date:

STEPPING STONES PRE-SCHOOL CIO

INDEPENDENT EXAMINER'S REPORT FOR THE PERIOD ENDED 31 AUGUST 2024

Independent examiner's report to the Trustees of Stepping Stones Pre-School CIO ('the Charity')

I report to the charity Trustees on my examination of the accounts of the Charity for the period ended 31 August 2024.

Responsibilities and basis of report

As the Trustees of the Charity you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the 2011 Act').

I report in respect of my examination of the Charity'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 2011 Act.

STEPPING STONES PRE-SCHOOL CIO

INDEPENDENT EXAMINER'S REPORT (CONTINUED) FOR THE PERIOD ENDED 31 AUGUST 2024

Independent examiner's statement

Your attention is drawn to the fact that the Charity has prepared the accounts in accordance with 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) in preference to the Accounting and Reporting by Charities: Statement of Recommended Practice issued on 1 April 2005 which is referred to in the extant regulations but has been withdrawn.

I understand that this has been done in order for the accounts to provide a true and fair view in accordance with the Generally Accepted Accounting Practice effective for reporting periods beginning on or after 1 January 2015.

I have completed my examination. I confirm that no 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 Charity as required by section 130 of the 2011 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 content 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.

This report is made solely to the Charity's Trustees, as a body, in accordance with Part 4 of the Charities (Accounts and Reports) Regulations 2008. My work has been undertaken so that I might state to the Charity's Trustees those matters I am required to state to them in an Independent examiner's report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the Charity and the Charity's Trustees as a body, for my work or for this report.

Signed:

Dated:

I G C Piper F.C.A

F.C.A.

Whitings LLP
George Court
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Ely
Cambridgeshire
CB7 4JW

STEPPING STONES PRE-SCHOOL CIO

**STATEMENT OF FINANCIAL ACTIVITIES
FOR THE PERIOD ENDED 31 AUGUST 2024**

	Note	Unrestricted funds 2024 £	Total funds 2024 £
Income from:			
Grants	2	74,305	74,305
Other trading activities	3	5,342	5,342
Investments	4	105	105
Total income		<u>79,752</u>	<u>79,752</u>
Expenditure on:			
Charitable activities		69,811	69,811
Total expenditure		<u>69,811</u>	<u>69,811</u>
Net income		9,941	9,941
Transfers between funds	11	61,288	61,288
Net movement in funds		<u>71,229</u>	<u>71,229</u>
Reconciliation of funds:			
Net movement in funds		71,229	71,229
Total funds carried forward		<u>71,229</u>	<u>71,229</u>

The Statement of financial activities includes all gains and losses recognised in the period.

The notes on pages 9 to 14 form part of these financial statements.

STEPPING STONES PRE-SCHOOL CIO

**BALANCE SHEET
AS AT 31 AUGUST 2024**

	Note	2024 £
Fixed assets		
Tangible assets	8	4,295
		<u>4,295</u>
Current assets		
Debtors	9	1,249
Cash at bank and in hand		93,497
		<u>94,746</u>
Creditors: amounts falling due within one year	10	(27,812)
		<u>66,934</u>
Net current assets		<u>66,934</u>
Total assets less current liabilities		<u>71,229</u>
Net assets excluding pension asset		<u>71,229</u>
Total net assets		<u><u>71,229</u></u>
Charity funds		
Restricted funds	11	-
Unrestricted funds	11	71,229
		<u>71,229</u>
Total funds		<u><u>71,229</u></u>

The financial statements were approved and authorised for issue by the Trustees and signed on their behalf by:

S Lindsay

.....
Mrs S Lindsay
 (Chair of Trustees)
 Date:

The notes on pages 9 to 14 form part of these financial statements.

STEPPING STONES PRE-SCHOOL CIO

NOTES TO THE FINANCIAL STATEMENTS FOR THE PERIOD ENDED 31 AUGUST 2024

1. Accounting policies

1.1 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), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Charities Act 2011.

The financial statements have been prepared to give a 'true and fair' view and have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a 'true and fair' view. This departure has involved following the Charities SORP (FRS 102) published in October 2019 rather than the Accounting and Reporting by Charities: Statement of Recommended Practice effective from 1 April 2005 which has since been withdrawn.

Stepping Stones Pre-School CIO meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy.

1.2 Income

All income is recognised once the Charity has entitlement to the income, it is probable that the income will be received and the amount of income receivable can be measured reliably.

Grants are included in the Statement of financial activities on a receivable basis. The balance of income received for specific purposes but not expended during the period is shown in the relevant funds on the Balance sheet. Where income is received in advance of entitlement of receipt, its recognition is deferred and included in creditors as deferred income. Where entitlement occurs before income is received, the income is accrued.

1.3 Expenditure

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use.

Expenditure on charitable activities is incurred on directly undertaking the activities which further the Charity's objectives, as well as any associated support costs.

All expenditure is inclusive of irrecoverable VAT.

1.4 Interest receivable

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the Charity; this is normally upon notification of the interest paid or payable by the institution with whom the funds are deposited.

STEPPING STONES PRE-SCHOOL CIO

NOTES TO THE FINANCIAL STATEMENTS FOR THE PERIOD ENDED 31 AUGUST 2024

1. Accounting policies (continued)

1.5 Tangible fixed assets and depreciation

Tangible fixed assets costing £50 or more are capitalised and recognised when future economic benefits are probable and the cost or value of the asset can be measured reliably.

Tangible fixed assets are initially recognised at cost. After recognition, under the cost model, tangible fixed assets are measured at cost less accumulated depreciation and any accumulated impairment losses. All costs incurred to bring a tangible fixed asset into its intended working condition should be included in the measurement of cost.

Depreciation is charged so as to allocate the cost of tangible fixed assets less their residual value over their estimated useful lives, using the straight-line method.

Depreciation is provided on the following bases:

Fixtures and fittings	- Straight line over 3 years
Computer equipment	- Straight line over 3 years
Other fixed assets	- Straight line over 10 years

1.6 Debtors

Trade and other debtors are recognised at the settlement amount after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

1.7 Cash at bank and in hand

Cash at bank and in hand includes cash and short-term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

1.8 Liabilities and provisions

Liabilities are recognised when there is an obligation to the Balance sheet date as a result of a past event, it is probable that a transfer of economic benefit will be required in settlement, and the amount of the settlement can be estimated reliably. Liabilities are recognised at the amount that the charity anticipates it will pay to settle the debt or the amount it has received as advanced payments for the goods or services it must provide. Provisions are measured at the best estimate of the amounts required to settle the obligation. Where the effect of the time value of money is material, the provision is based on the present value of those amounts, discounted at the pre-tax discount rate that reflects the risks specific to the liability. The unwinding of the discount is recognised within interest payable and similar charges.

1.9 Financial instruments

The Charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently measured at amortised cost using the effective interest method.

1.10 Pensions

The Charity operates a defined contribution pension scheme and the pension charge represents the amounts payable by the Charity to the fund in respect of the period.

STEPPING STONES PRE-SCHOOL CIO

NOTES TO THE FINANCIAL STATEMENTS FOR THE PERIOD ENDED 31 AUGUST 2024

1. Accounting policies (continued)

1.11 Fund accounting

General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the Charity and which have not been designated for other purposes.

Designated funds comprise unrestricted funds that have been set aside by the Trustees for particular purposes. The aim and use of each designated fund is set out in the notes to the financial statements.

Investment income, gains and losses are allocated to the appropriate fund.

2. Income from grants

	Unrestricted funds 2024 £	Total funds 2024 £
Fixed assets transferred from the old charity	3,709	3,709
Grants	70,596	70,596
	74,305	74,305

3. Income from other trading activities

Income from fundraising events

	Unrestricted funds 2024 £	Total funds 2024 £
Fees and subscriptions	5,342	5,342

STEPPING STONES PRE-SCHOOL CIO

NOTES TO THE FINANCIAL STATEMENTS
FOR THE PERIOD ENDED 31 AUGUST 2024

4. Investment income

	Unrestricted funds 2024 £	Total funds 2024 £
Interest received	105	105

5. Independent examiner's remuneration

The independent examiner's remuneration amounts to an independent examiner fee of £933 (2024 - £ -).

6. Staff costs

	2024 £
Wages and salaries	54,268
Contribution to defined contribution pension schemes	2,066
	<u>56,334</u>

The average number of persons employed by the Charity during the period was as follows:

	2024 No.
Average number of employees	<u>10</u>

No employee received remuneration amounting to more than £60,000 in either year.

7. Trustees' remuneration and expenses

During the period, no Trustees received any remuneration or other benefits.

During the period ended 31 August 2024, no Trustee expenses have been incurred.

STEPPING STONES PRE-SCHOOL CIO

NOTES TO THE FINANCIAL STATEMENTS
FOR THE PERIOD ENDED 31 AUGUST 2024

8. Tangible fixed assets

	Other fixed assets £
Cost or valuation	
Additions	1,063
Transfers intra group	3,709
At 31 August 2024	<u>4,772</u>
Depreciation	
Charge for the period	477
At 31 August 2024	<u>477</u>
Net book value	
At 31 August 2024	<u><u>4,295</u></u>

9. Debtors

	2024 £
Due within one year	
Other debtors	1,249
	<u>1,249</u>

10. Creditors: Amounts falling due within one year

	2024 £
Other taxation and social security	1,980
Accruals and deferred income	25,832
	<u><u>27,812</u></u>

STEPPING STONES PRE-SCHOOL CIO

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE PERIOD ENDED 31 AUGUST 2024**

11. Statement of funds

Statement of funds - current period

	Income £	Expenditure £	Transfers in/out £	Balance at 31 August 2024 £
Unrestricted funds				
Designated reserve				
Emergency operating reserve	-	-	33,222	33,222
General funds				
General Funds	79,752	(69,811)	28,066	38,007
Total Unrestricted funds	<u>79,752</u>	<u>(69,811)</u>	<u>61,288</u>	<u>71,229</u>

12. Summary of funds

Summary of funds - current period

	Income £	Expenditure £	Transfers in/out £	Balance at 31 August 2024 £
Designated funds	-	-	33,222	33,222
General funds	79,752	(69,811)	28,066	38,007
	<u>79,752</u>	<u>(69,811)</u>	<u>61,288</u>	<u>71,229</u>

13. Pension commitments

The charity operates a defined contributions pension scheme. The assets of the scheme are held separately from those of the charity in an independent administered fund. The pension cost charge represents contributions payable by the charity to the fund and amounted to £2,066. Contributions are £2,066 were payable to the fund at the balance sheet date and are included in creditors.

STEPPING STONES PRE-SCHOOL CIO

INCOME AND EXPENDITURE ACCOUNT
FOR THE PERIOD ENDED 31 AUGUST 2024

	2024 £	2024 £
Income		
Grants from CCC	70,596	
Fees and subscriptions	5,342	
Bank interest receivable	105	
Fixed assets from the old charity	3,709	
		79,752
Gross income in the reporting period		79,752
Less:		
Expenditure		
Wages and salaries	54,268	
Pension costs	2,066	
Rent and utilities	5,556	
Training	1,271	
Sundries	1,676	
Stationery	422	
Play materials and resources	1,778	
Telephone, broadband and computer costs	1,188	
Bank charges	176	
Depreciation	477	
Accountancy fees	933	
		69,811
Total expenditure		69,811
Net income before taxation for the reporting period		9,941
Net income for the reporting period		9,941
Surplus for the reporting period		9,941
Transfer from the previous charity		61,288
Surplus carried forward at 31 August 2024		71,229

The notes on pages 9 to 14 form part of these financial statements.