

The Step Up Pre-School

Trustees' Annual Report for the period ended 31 March 2022

The Trustees present their Report and Accounts for the period ended 31 March 2022. This Charitable Incorporated Organisation was set up on 8 July 21 to take over from the former Unincorporated Charity (charity number 1073372).

The assets and all business activities were transferred to the Charitable Incorporated Organisation on 21 February 2022.

Reference and administrative details

The charity name: -

The legal name of the charity is: - The Step Up Pre-school

The trustees are all individuals: -

Nicola Brooke
Jill Bringham
Rhiann Ellis
Hayley Bottomley
Louise Hobson

The charity is registered in England & Wales with charity number 1195100

The principal operating address, telephone number and email and web addresses of the charity are:-

The Step Up Pre-School
The Bungalow
Hook C of E Primary School
Garth Lane
Hook
DN14 6TL
manager@thestepupgroup.co.uk

The Trustees in office on the date the report was approved were:-

Nicola Brooke
Jill Bringham
Rhiann Ellis
Hayley Bottomley
Louise Hobson

The Trustees in office during the year were:-

The trustees who served as a trustee in the reporting period and, if applicable, their dates of appointment or resignation during the year: -

Name	Appointed	Resigned/Retired
Nicola Brooke	21 Feb 22	
Jill Brigham	21 Feb 22	
Rhiann Ellis	21 Feb 22	
Hayley Bottomley	21 Feb 22	
Louise Hobson	03 Nov 22	

All the trustees are also members of the charity.

Objects and activities of the charity

The purposes of the charity are as set out in its governing document.

The objects of the charity are:

To enhance the development and education of children primarily from under statutory school age by encouraging parents to understand and provide for the needs of their children through community groups.

To offer appropriate play, education and care facilities, family learning and extended hours groups, 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 their race, culture, religion, means or ability.

To encourage the study of the needs of children and their families and promote public interest in the recognition of such needs in the local area and to aim to promote and adhere to the aims of the Early Year Alliance and Ofsted.

The main activities undertaken in relation to those purposes during the year.

The charity encourages the study of the needs of children and their families and promote public interest in the recognition of such needs in the local area. It aims to promote and adhere to the aims of the Early Year Alliance and Ofsted.

The charity provides affordable sessions on Monday- Friday during term time. Various structured activities, including arts, crafting, role-playing, exploring different materials and story time, are offered in conjunction with activities planned in response to the children's interests. Following the Early Years Foundation Stage set by the government.

The main activities undertaken during the year to further the charity's purpose for the public benefit.

The trustees believe that they have complied with the Charity Commission's guidance on Public Benefit and have delivered Public Benefit during the year by virtue of the activities undertaken by the charity.

The trustees have had regard to the Charity Commission's guidance on public benefit in managing the activities of the charity.

The main achievements and performance of the charity during the year.

The charity ran sessions **Monday- Friday 8.00am – 6.00pm term time only**. In addition the charity aims to engaged with the local primary school to establish a transition programme to prepare children for the move up to infant classes.

Fundraising activities during the year.

Nothing undertaken in the period from 21 February 2022 to 31 March 2022

The difference the charity's performance during the year has made to the beneficiaries of the charity and wider society.

The charity has provided play activities, promoted social development together with personal and educational development and preparation for entry into mainstream education.

The charity believes that by providing safe childcare facilities for 2-4 year olds it benefits the wider community by building an understanding of the child's place within its community.

Structure, governance and management of the charity

The methods used to recruit and appoint new charity trustees.

AGM held for all new parents/ grandparents early September. If any places become available within the charity, they will advertise locally for committee members and trustees.

The trustees' bankers and advisors

Bankers: NatWest Bank
 13 Boothferry Road
 Goole
 DN14 5GD

Accountants: Suite 7
Brackenholme Business Park
Brackenholme
North Yorkshire
YO8 6EL

The charity's financial position as at 31 March 2022

The financial position of the charity at 31 March 2022 as more fully detailed in the accounts, can be summarised as follows:-

	2022 £
Net (deficit)/Income	<u>(2,936)</u>
Unrestricted Revenue Funds available for the general purposes of the charity	<u>25,347</u>
Total Funds	<u>22,411</u>

Financial review of the position at the reporting date, 31 March 2022.

The trustees consider the financial performance by the charitable incorporated organisation during the year to have been satisfactory.

Policies on reserves.

The charity runs sessions 8.00am - 6.00pm Monday- Friday term time only. The Reserves Policy is to maintain sufficient level of reserves to enable normal operating activities to continue over a period of up to 3 months should a shortfall in income occur and to take account of potential risks and contingencies that may arise from time to time.

In order to make a judgment on the amount of reserve the Trustees have considered the risks in respect of expenditure, unrestricted income and where funds can only be realised by the disposal of assets. Also taken into consideration are any external identified potential major risks to income and expenditure during the year under consideration.

A risk assessment has been undertaken for the year 2021-2022 and the following has been determined that the major risks to the charity are:-

- Change of Government policy (Statutory Grants may be withdrawn)
- Economic Environment (Brexit and inflation)
- Effects of Covid-19 and any other possible pandemics

The charity's reserves policy is to ensure that reserves are sufficient to cover liabilities such as redundancy, creditors, lease commitments and provide sufficient monies to cover advance fees paid by users.

Availability and adequacy of assets of each of the funds.

The Board of Trustees is satisfied that the charity's impending cash assets are available and adequate to fulfil its obligations.

Plans for the Future

The charity plans to:

- Develop our sensory area
- Improve the outside area
- Provide new facilities and upgrade existing provision
- Hold more fund raising events
- Become more environmentally friendly

Employment of disabled persons

The charity has an equal opportunities policy.

Statement of Trustees' Responsibilities

The charity's trustees are responsible for the preparation of the accounts in accordance with the terms of the Companies Act 2006/ Charities Act 2011 and the Charities (Accounts and Reports) Regulations 2008.

In particular charity law requires the Board of Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity as at the end of the financial year and of the surplus or deficit of the charity. In preparing those financial statements the Trustees are required to :-

- select suitable accounting policies and then apply them consistently;
- make judgements and 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.
- state whether applicable accounting standards and Statements of Recommended Practice have been followed, subject to any material departures disclosed and explained in the financial statements.

The law requires that the trustees must not approve the accounts unless they are satisfied that they give a true and fair view of the state of affairs of the charity and of the surplus or deficit of the charity for the year.

The Trustees are also responsible for the contents of the Trustees' report, and the statutory responsibility of the Independent Examiner in relation to the Trustees' report is limited to examining the report and ensuring that, on the face of the report, there are no material inconsistencies with the figures disclosed in the financial statements.

The Trustees are also responsible for maintaining adequate accounting records which disclose with reasonable accuracy at any time the financial position of the charity and which are sufficient to show and explain the charity's transactions and enable them to ensure that the financial statements comply with regulations made under the Charities Act.

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.

This report was approved by the board of trustees on 4 November 2022

<i>Nicola Brooke</i>	Nicola Brooke
Trustee	

<i>Jill Brigham</i>	Jill Brigham
Trustee	

<i>Rhiann Ellis</i>	Rhiann Ellis
Trustee	

<i>Hayley Bottomley</i>	Hayley Bottomley
Trustee	

<i>Louise Hobson</i>	Louise Hobson
Trustee	

Registered charity number : 1195100

The Step Up Pre-School
Charitable Incorporated Organisation

Accounts

31 March 2022

The Step Up Pre-School
Statement of Financial Activities
for the period from 8 July 2021 to 31 March 2022

	2022
	£
Incoming Resources	
ERYC Funded Childcare	6,779
Other Childcare Fees	3,774
	<u>10,553</u>
Total incoming resources	<u>10,553</u>
 Resources Expended	
Staff costs	
Wages and salaries	10,139
Pensions	151
Staff training and welfare	348
	<u>10,638</u>
 Depreciation and other amounts written off assets	
Depreciation	<u>30</u>
 Premises costs:	
Rent	334
Rates	106
Light and heat	459
Repairs and maintenance	150
	<u>1,049</u>
 Office costs:	
Telephone and fax	150
Stationery and printing	7
Other legal and professional	95
	<u>252</u>
 Legal and professional costs:	
Accountancy fees	115
	<u>115</u>
 Other expenses	
Supplies	747
Food and cleaning	622
Licences	27
Advertising and PR	9
	<u>1,405</u>
 Total resources expended	<u>13,489</u>
 Net movement in funds	<u>(2,936)</u>

**The Step Up Pre-School
Balance Sheet
as at 31 March 2022**

	2022 £
Fixed assets	
Plant and machinery etc	547
Current assets	
Natwest account 0929	1,695
Barclays account 6984	25,975
Barclays account 9981	1,167
Petty cash	98
	28,935
Creditors: amounts falling due within one year	
Trade creditors	828
Employee, Other taxes and social security costs	2,512
Other creditors	1,381
	4,721
Accruals and deferred income	
Accruals	2,350
Funds of the Charitable Incorporated Organisation	
Unrestricted reserves	22,411
Unrestricted Reserves	
Transferred from The Step Up Group	25,347
Net movement in funds	(2,936)
	22,411