



**CHARITY COMMISSION**  
FOR ENGLAND AND WALES

## **Trustees' Annual Report for the period**

**From**        **Sept 2021**    **Period start date**    **To**                **August 2022**  
**Period end date**

**Charity name: Stepping Stones Pre-school Leverington**

**Charity registration number: 298420**

## **Objectives and Activities**

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	<b>To provide quality care and education for children 2-5 years. To offer a stimulating learning environment, supported by a knowledgeable staff team.</b>
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	<b>Supporting all children and their families who attend, by working closely together with our parents to ensure that each child is reaching their full potential. To ensure every child feels safe and secure To offer families the opportunity to experience activities in a safe and supported environment. To support families through childhood early years difficulties To provide a skilled workforce that can meet these challenges</b>
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	

## **Additional information (optional)**

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	
Policy on social investment including	Para 1.38	

program related investment		
Contribution made by volunteers	Para 1.38	
Other		

## Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	<p><b>This year Stepping Stones has concentrated on supporting children's speech development, staff have attended training in this area.</b></p> <p><b>Through fundraising we have been able to offer children a variety of experiences both at pre-school and in the wider community, trips to see father Christmas &amp; a local farm where they experienced feeding baby lambs.</b></p>

### Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	<b>Children's development has been well supported through in-house support from senior staff as well as on-going training opportunities</b>
Performance of fundraising activities against objectives set	Para 1.41	<b>Fundraising objectives were well received by families due to the benefits of the children.</b>
Investment performance against objectives	Para 1.41	

Other		

## Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	<b>Stepping Stones has a solid financial position at the end of this financial year</b>
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	<b>Stepping Stones pre-school holds a reserve account -this is 3 months of finances that can be used to cover staffing costs (redundancy) and settlement of bills if we were to close. Also this money can be used for major maintenance -but must be replaced overtime.</b>
Amount of reserves held	Para 1.22	<b>£35,000</b>
Reasons for holding zero reserves	Para 1.22	<b>N/A</b>
Details of fund materially in deficit	Para 1.24	<b>N/A</b>
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	<b>No concerns</b>

### Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	
Investment policy and objectives including any social investment policy adopted	Para 1.46	
A description of the principal risks facing the charity	Para 1.46	
Other		

## Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	<b>Constitution 2011</b>
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	<b>A new committee is elected annually at the AGM.</b>

### Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	
The charity's organisational structure and any wider network with which the charity works	Para 1.51	
Relationship with any related parties	Para 1.51	
Other		

### Reference and Administrative details

Charity name	Stepping Stones Pre-school Leverington
Other name the charity uses	
Registered charity number	298420

Charity's principal address	Church Road Leverington Wisbech Cambridgeshire PE13 5DE

## Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Louise Rawlings	chairperson		
2	Jose Bowers	Treasurer		
3	Anna Morris	Secretary		
4	Sarah Briston			
5	Keeley Ryan			
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

## Corporate trustees - names of the directors at the date the report was approved

Director name		

## Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	




## Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	

### Additional information (optional)

#### Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

#### Name of chief executive or names of senior staff members (Optional information)

--

## Exemptions from disclosure

Reason for non-disclosure of key personnel details

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## Other optional information

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## Declarations

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

**Signature(s)**

*L.Rawlings*

**Full name(s)**

Louise Rawlings

**Position (eg  
Secretary, Chair, etc)**

Chairperson

**Date**

01/06/2023

**17 MAY 2023**

**CHARITY NO 298420**

**STEPPING STONES PRE-SCHOOL LEVERINGTON CHARITY  
TRUSTEES' REPORT AND FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31ST AUGUST 2022**

**STEPPING STONES PRE-SCHOOL LEVERINGTON CHARITY**

**FOR THE YEAR ENDED 31ST AUGUST 2022**

**CONTENTS**

	<b>Page</b>
Legal and Administrative information	1
Independent Examiners report	2
Report of the Trustees	3
Balance Sheet	5
Statement of Financial Activities	6
Notes	8

**STEPPING STONES PRE-SCHOOL LEVERINGTON CHARITY**  
**LEGAL AND ADMINISTRATIVE INFORMATION**

<b>Charity Number:</b>	298420
<b>Chairperson:</b>	Louise Rawlings
<b>Treasurer:</b>	Jose Bowers
<b>Trustees:</b>	Luke Feeley (appointed 7.11.19) Sarah Briston (appointed 7.11.19) Nicholas Jude (appointed 7.11.19) Nicola Smith (appointed 7.11.19) Anna Morris (appointed 4.3.21) Keeley Ryan (appointed 4.3.21)
<b>Registered Office:</b>	Stepping Stones Pre-School Church End Leverington Wisbech Cambridgeshire PE13 5DD
<b>Accountants:</b>	Bruch & Co Ltd Chartered Accountants 1 School Lane Wisbech Cambridgeshire PE13 1AW

**INDEPENDENT EXAMINER'S REPORT**  
**TO THE TRUSTEES OF**  
**STEPPING STONES PRE-SCHOOL LEVERINGTON CHARITY**  
**FOR THE YEAR ENDED 31ST AUGUST 2022**

I report on the accounts for the year ended 31<sup>st</sup> August 2022, which are set out on pages 5 to 11.

**Respective Responsibilities of Trustees and Examiner**

The Charity's Trustees are responsible for the preparation of the accounts. The Charity's Trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- to follow the procedures laid down in the General Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- to state whether particular matters have come to my attention.

**Basis of Independent Examiner's Report**

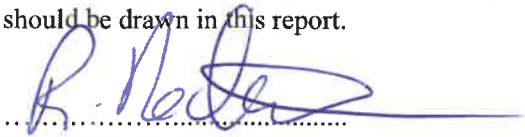
My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the Charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeking explanations from you as Trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a "true and fair view" and the report is limited to those matters set out in the statement below.

**Independent Examiner's Statement**

In connection with my examination, no matter has come to my attention:

- (1) which gives me reasonable cause to believe that in any material respect the requirements:
  - to keep accounting records in accordance with section 130 of the 2011 Act; and
  - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act.
  - have not been met; or
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

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.

  
.....  
Mr R.O.Dedman FMAAT  
1 School Lane  
Wisbech, Cambridgeshire, PE13 1AW

Dated: 01/06/23 .....

# **STEPPING STONES PRE-SCHOOL LEVERINGTON CHARITY**

## **REPORT OF THE LEVERINGTON PRE-SCHOOL**

### **FOR THE YEAR ENDED 31ST AUGUST 2022**

Stepping Stones Pre-School present their report with the financial statements of the Charity for the year ended 31st August 2022. The financial statements have been prepared in accordance with the accounting policies set out in the notes to the financial statements and comply with the Charity's trust deed, applicable law and the requirements of the Statement of Recommended Practice, "Accounting and Reporting by Charities" issued in 2015.

#### **Trustees**

The Trustees who served during the year are set out on the Charity information page at the front of these accounts.

#### **Principal activities and objects of the Charity**

The principal activity of the Charity continues to be that of providing pre-school education for children under 5.

#### **Development, activities and achievements**

The Trustees consider the deficit on ordinary activities to be particularly unsatisfactory and intend to address this in the forthcoming year.

#### **Future developments**

The Trustees are looking forward to offering pre-school education for the forthcoming year and continuing their fund raising efforts.

#### **Fixed assets**

Changes in fixed assets during the year are set out in the notes to the financial statements.

#### **Organisation**

A Board of Trustees of up to 8 members, who meet at least 4 times a year, administers the Charity.

#### **Reserves policy**

It is the policy of the Charity to maintain unrestricted funds, which are the free cash reserves of the Charity, at a level which equates to approximately 4 months expenditure, which is to cover administration costs and salaries.

#### **Risk review**

The trustees have implemented and can confirm that systems have been established to enable regular reports to be produced so that the necessary steps can be taken to lessen these risks.

**STEPPING STONES PRE-SCHOOL LEVERINGTON CHARITY**  
**REPORT OF THE LEVERINGTON PRE-SCHOOL (Continued)**  
**FOR THE YEAR ENDED 31ST AUGUST 2022**

**Statement of Stepping Stones Pre-school responsibilities**

Charity law 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 its financial position at the end of that year. In preparing those financial statements the Trustees are required to:

- select suitable accounting policies and apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards and statements of recommended practice have been followed, subject to any departures disclosed and explained in the financial statements; and
- prepare the financial statements on a going concern basis unless it is inappropriate to presume that the Charity will continue in existence.

The Trustees are responsible for keeping proper accounting records which 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 1993. 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 the Trustees on .....29/11/2022..... signed on its behalf by:

.....L. Rawlings.....  
Louise Rawlings (Chairperson)



# STEPPING STONES PRE-SCHOOL LEVERINGTON CHARITY

## BALANCE SHEET

AT 31ST AUGUST 2022

	Note	2022 £	2021 £
<b>Tangible fixed assets</b>			
Tangible assets	10	39,078	40,293
<b>Current assets</b>			
Bank Accounts		97,205	66,465
Cash Accounts		-	100
Debtors	12	-	-
		<u>97,205</u>	<u>66,565</u>
<b>Creditors</b>			
Amounts falling due within one year	13	604	-
<b>Net current assets</b>		<u>96,601</u>	<u>66,565</u>
<b>Total assets less current liabilities</b>		<u>135,679</u>	<u>106,858</u>
<b>Net assets</b>		<u>£135,679</u>	<u>£106,858</u>
<b>Capital funds</b>			
Unrestricted funds		135,679	106,858
Restricted Funds		-	-
<b>Total funds</b>		<u>£135,679</u>	<u>£106,858</u>

Approved by the Trustees on 29/11/2022 and signed on its behalf by:

L. Rawlings  
Louise Rawlings

Further details of the Charity's funds are given on pages 6 and 7.

The annexed notes form part of these financial statements.

# STEPPING STONES PRE-SCHOOL LEVERINGTON CHARITY

## STATEMENT OF FINANCIAL ACTIVITIES

FOR THE YEAR ENDED 31ST AUGUST 2022

	Note	Total Funds 2022 £	Total Funds 2021 £
<b>Incoming resources</b>			
Donations, legacies & similar incoming resources	5	114,709	100,204
Other income	5	500	1,000
Investment income	5	-	10
<b>Total incoming resources</b>		<u>115,209</u>	<u>101,214</u>
<b>Resources expended</b>			
Costs of generating funds	6	10,265	8,732
Resources expended on managing and administering the charity	6	76,123	72,429
<b>Total resources expended</b>		<u>86,388</u>	<u>81,161</u>
<b>Net movement in funds</b>		28,821	20,053
<b>Total funds brought forward</b>		<u>106,858</u>	<u>86,805</u>
<b>Total funds carried forward</b>		<u>£135,679</u>	<u>£106,858</u>

Details of incoming resources and resources used are given in notes 5 and 6 to the financial statements.

**STEPPING STONES PRE-SCHOOL LEVERINGTON CHARITY**

**STATEMENT OF FINANCIAL ACTIVITIES**

**DETAILED ANALYSIS OF MOVEMENTS IN FUNDS**

**FOR THE YEAR ENDED 31ST AUGUST 2022**

	<b>2022</b>		<b>2021</b>	
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>General Fund</b>				
Balance B/fwd	106,858		86,805	
(Deficit)/Surplus for the year	<u>28,821</u>		<u>20,053</u>	
		135,679		106,858
<b>Restricted Fund</b>				
Balance B/fwd	-		-	
Surplus for the year	<u>-</u>		<u>-</u>	
		-		-
<b>Total funds at 31st August 2022</b>		<u><u>£135,679</u></u>		<u><u>£106,858</u></u>

# STEPPING STONES PRE-SCHOOL LEVERINGTON CHARITY

## NOTES TO THE FINANCIAL STATEMENTS

### FOR THE YEAR ENDED 31ST AUGUST 2022

#### 1. Accounting Policies

The financial statements have been prepared under the historical cost convention as modified by the inclusion of investments at market value and in accordance with applicable accounting standards. In preparing the financial statements the Charity follows best practice as set out in the Statement of Recommended Practice "Accounting and Reporting by Charities (SORP) issued in 2015".

##### Incoming Resources

All incoming resources are included in the SOFA when the Charity is legally entitled to the income and the amount can be quantified with reasonable accuracy.

##### Resources Expended

All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with use of the resources.

##### Fund Accounting

General Funds are unrestricted funds, which are available for use at the discretion of the Trustees for particular purposes, the aim and use of each designated fund is set out in the notes to the financial statements.

Restricted Funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the Charity for particular purposes, the cost of raising and administering such funds are charged against the specific fund, the aim and use of each restricted fund as set out in the notes to the financial statements.

#### 2. Taxation

The Trust is a registered Charity and accordingly is exempt from taxation on its income and gains where they are applied for charitable purposes.

#### 3. Analysis of Employee Costs:

	2022	2021
	£	£
Salaries & Pension contributions	73,310	69,355

No employee received emoluments of over £60,000 during the year (2021 nil).

The average number of full-time equivalent employees for the period was 7 (2021 – 7).

# STEPPING STONES PRE-SCHOOL LEVERINGTON CHARITY

## NOTES TO THE FINANCIAL STATEMENTS (Continued)

FOR THE YEAR ENDED 31ST AUGUST 2022

### 4. Related Party Transactions

None of the Trustees were paid any remuneration or expenses by the Charity during the year.

### 5. Incoming Resources

Notes	Unrestricted Fund	Restricted Fund	Total 2022 £	Total 2021 £
<b>Donations, legacies &amp; similar incoming resources</b>				
Fees Received	1,158	-	1,158	1,160
Government Funding	110,833	-	110,833	97,365
Fund Raising	1,635	-	1,635	1,165
Donations	250	-	250	100
Misc income	<u>833</u>	-	<u>833</u>	<u>414</u>
	114,709	-	114,709	100,204
<b>Other Income</b>				
Grant	500	-	500	10,000
<b>Investment Income</b>				
Interest	<u>-</u>	<u>-</u>	<u>-</u>	<u>10</u>
<b>Total incoming resources</b>	<u>£115,209</u>	<u>-</u>	<u>£115,209</u>	<u>£101,214</u>

### 6. Total Resources Expended

	2022 £	2021 £
<u>Costs directly allocated to Activities</u>		
Utilities	2,279	1,605
General Expenses	868	1,427
Trips & Entertainment	1,513	642
Insurance	625	425
Catering	477	457
Consumables	207	235
Equipment	282	1,632
Office Costs	961	2,309
Maintenance	1,868	-
Cleaning	<u>1,185</u>	<u>-</u>
	10,265	8,732

# STEPPING STONES PRE-SCHOOL LEVERINGTON CHARITY

## NOTES TO THE FINANCIAL STATEMENTS (Continued)

FOR THE YEAR ENDED 31ST AUGUST 2022

### 6. Total Resources Expended (continued)

	2022 £	2021 £
<u>Support Costs allocated to Activities</u>		
Legal & Professional	1,278	857
Recruit & Training Costs	320	788
Staff Salaries & Pensions	73,310	69,355
Depreciation	<u>1,215</u>	<u>1,429</u>
	<u>76,123</u>	<u>72,429</u>
	<u>£86,288</u>	<u>£81,161</u>

### 7. Tangible Fixed Assets

	Land & Buildings £	Plant & Machinery etc £	Total £
Cost:			
At 1st September 2021	32,193	13,192	45,385
Additions in year	-	-	-
	<u>32,193</u>	<u>13,192</u>	<u>45,385</u>
At 31st August 2022	32,193	13,192	45,385
Accumulated depreciation	-	5,092	5,092
Depreciation in year	-	1,215	1,215
	<u>-</u>	<u>6,307</u>	<u>6,307</u>
Net book value:			
At 31st August 2021	£32,193	£ 8,100	£40,293
	<u>£32,193</u>	<u>£ 8,100</u>	<u>£40,293</u>
At 31st August 2022	£32,193	£ 6,885	£39,078
	<u>£32,193</u>	<u>£ 6,885</u>	<u>£39,078</u>

Land and buildings are freehold.

# STEPPING STONES PRE-SCHOOL LEVERINGTON CHARITY

## NOTES TO THE FINANCIAL STATEMENTS (Continued)

FOR THE YEAR ENDED 31ST AUGUST 2022

### 8. Analysis of Fund Assets and Liabilities

	<u>Unrestricted Funds</u>	<u>Restricted Funds</u>	<u>Total</u>
Tangible Fixed Assets	39,078	-	39,078
Current Assets	97,205	-	97,205
Current Liabilities	<u>(604)</u>	<u>-</u>	<u>(604)</u>
	<u>135,679</u>	<u>-</u>	<u>135,679</u>

The Unrestricted Funds of the Charity may be applied for any charitable purpose at the discretion of the Trustees.

### 9. Analysis of Debtors

	<b>2022</b> <b>£</b>	<b>2021</b> <b>£</b>
Prepayment	<u>£ -</u>	<u>£ -</u>

### 10. Analysis of Creditors

	<b>2022</b> <b>£</b>	<b>2021</b> <b>£</b>
Taxation	<u>604</u>	<u>-</u>
	<u>£ 604</u>	<u>£ -</u>





**17 MAY 2023**

**CHARITY NO 298420**

**STEPPING STONES PRE-SCHOOL LEVERINGTON CHARITY  
TRUSTEES' REPORT AND FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31ST AUGUST 2022**

**STEPPING STONES PRE-SCHOOL LEVERINGTON CHARITY**

**FOR THE YEAR ENDED 31ST AUGUST 2022**

**CONTENTS**

	<b>Page</b>
Legal and Administrative information	1
Independent Examiners report	2
Report of the Trustees	3
Balance Sheet	5
Statement of Financial Activities	6
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**STEPPING STONES PRE-SCHOOL LEVERINGTON CHARITY**  
**LEGAL AND ADMINISTRATIVE INFORMATION**

<b>Charity Number:</b>	298420
<b>Chairperson:</b>	Louise Rawlings
<b>Treasurer:</b>	Jose Bowers
<b>Trustees:</b>	Luke Feeley (appointed 7.11.19) Sarah Briston (appointed 7.11.19) Nicholas Jude (appointed 7.11.19) Nicola Smith (appointed 7.11.19) Anna Morris (appointed 4.3.21) Keeley Ryan (appointed 4.3.21)
<b>Registered Office:</b>	Stepping Stones Pre-School Church End Leverington Wisbech Cambridgeshire PE13 5DD
<b>Accountants:</b>	Bruch & Co Ltd Chartered Accountants 1 School Lane Wisbech Cambridgeshire PE13 1AW

**INDEPENDENT EXAMINER'S REPORT**  
**TO THE TRUSTEES OF**  
**STEPPING STONES PRE-SCHOOL LEVERINGTON CHARITY**  
**FOR THE YEAR ENDED 31ST AUGUST 2022**

I report on the accounts for the year ended 31<sup>st</sup> August 2022, which are set out on pages 5 to 11.

**Respective Responsibilities of Trustees and Examiner**

The Charity's Trustees are responsible for the preparation of the accounts. The Charity's Trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- to follow the procedures laid down in the General Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- to state whether particular matters have come to my attention.

**Basis of Independent Examiner's Report**

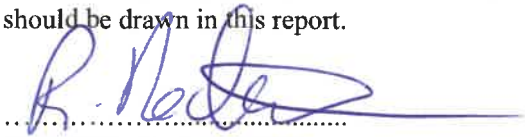
My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the Charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeking explanations from you as Trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a "true and fair view" and the report is limited to those matters set out in the statement below.

**Independent Examiner's Statement**

In connection with my examination, no matter has come to my attention:

- (1) which gives me reasonable cause to believe that in any material respect the requirements:
  - to keep accounting records in accordance with section 130 of the 2011 Act; and
  - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act.
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- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

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.

  
.....  
Mr R.O.Dedman FMAAT  
1 School Lane  
Wisbech, Cambridgeshire, PE13 1AW

Dated: 01/06/23 .....

# **STEPPING STONES PRE-SCHOOL LEVERINGTON CHARITY**

## **REPORT OF THE LEVERINGTON PRE-SCHOOL**

### **FOR THE YEAR ENDED 31ST AUGUST 2022**

Stepping Stones Pre-School present their report with the financial statements of the Charity for the year ended 31st August 2022. The financial statements have been prepared in accordance with the accounting policies set out in the notes to the financial statements and comply with the Charity's trust deed, applicable law and the requirements of the Statement of Recommended Practice, "Accounting and Reporting by Charities" issued in 2015.

#### **Trustees**

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#### **Principal activities and objects of the Charity**

The principal activity of the Charity continues to be that of providing pre-school education for children under 5.

#### **Development, activities and achievements**

The Trustees consider the deficit on ordinary activities to be particularly unsatisfactory and intend to address this in the forthcoming year.

#### **Future developments**

The Trustees are looking forward to offering pre-school education for the forthcoming year and continuing their fund raising efforts.

#### **Fixed assets**

Changes in fixed assets during the year are set out in the notes to the financial statements.

#### **Organisation**

A Board of Trustees of up to 8 members, who meet at least 4 times a year, administers the Charity.

#### **Reserves policy**

It is the policy of the Charity to maintain unrestricted funds, which are the free cash reserves of the Charity, at a level which equates to approximately 4 months expenditure, which is to cover administration costs and salaries.

#### **Risk review**

The trustees have implemented and can confirm that systems have been established to enable regular reports to be produced so that the necessary steps can be taken to lessen these risks.

**STEPPING STONES PRE-SCHOOL LEVERINGTON CHARITY**  
**REPORT OF THE LEVERINGTON PRE-SCHOOL (Continued)**  
**FOR THE YEAR ENDED 31ST AUGUST 2022**

**Statement of Stepping Stones Pre-school responsibilities**

Charity law 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 its financial position at the end of that year. In preparing those financial statements the Trustees are required to:

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- state whether applicable accounting standards and statements of recommended practice have been followed, subject to any departures disclosed and explained in the financial statements; and
- prepare the financial statements on a going concern basis unless it is inappropriate to presume that the Charity will continue in existence.

The Trustees are responsible for keeping proper accounting records which 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 1993. 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 the Trustees on .....29/11/2022..... signed on its behalf by:

.....L. Rawlings.....  
Louise Rawlings (Chairperson)

# STEPPING STONES PRE-SCHOOL LEVERINGTON CHARITY

## BALANCE SHEET

AT 31ST AUGUST 2022

	Note	2022 £	2021 £
<b>Tangible fixed assets</b>			
Tangible assets	10	39,078	40,293
<b>Current assets</b>			
Bank Accounts		97,205	66,465
Cash Accounts		-	100
Debtors	12	-	-
		<u>97,205</u>	<u>66,565</u>
<b>Creditors</b>			
Amounts falling due within one year	13	604	-
<b>Net current assets</b>		<u>96,601</u>	<u>66,565</u>
<b>Total assets less current liabilities</b>		<u>135,679</u>	<u>106,858</u>
<b>Net assets</b>		<u>£135,679</u>	<u>£106,858</u>
<b>Capital funds</b>			
Unrestricted funds		135,679	106,858
Restricted Funds		-	-
<b>Total funds</b>		<u>£135,679</u>	<u>£106,858</u>

Approved by the Trustees on 29/11/2022 and signed on its behalf by:

L. Rawlings  
Louise Rawlings

Further details of the Charity's funds are given on pages 6 and 7.

The annexed notes form part of these financial statements.

# STEPPING STONES PRE-SCHOOL LEVERINGTON CHARITY

## STATEMENT OF FINANCIAL ACTIVITIES

FOR THE YEAR ENDED 31ST AUGUST 2022

	Note	Total Funds 2022 £	Total Funds 2021 £
<b>Incoming resources</b>			
Donations, legacies & similar incoming resources	5	114,709	100,204
Other income	5	500	1,000
Investment income	5	-	10
<b>Total incoming resources</b>		<u>115,209</u>	<u>101,214</u>
<b>Resources expended</b>			
Costs of generating funds	6	10,265	8,732
Resources expended on managing and administering the charity	6	76,123	72,429
<b>Total resources expended</b>		<u>86,388</u>	<u>81,161</u>
<b>Net movement in funds</b>		28,821	20,053
<b>Total funds brought forward</b>		<u>106,858</u>	<u>86,805</u>
<b>Total funds carried forward</b>		<u>£135,679</u>	<u>£106,858</u>

Details of incoming resources and resources used are given in notes 5 and 6 to the financial statements.



**STEPPING STONES PRE-SCHOOL LEVERINGTON CHARITY**

**STATEMENT OF FINANCIAL ACTIVITIES**

**DETAILED ANALYSIS OF MOVEMENTS IN FUNDS**

**FOR THE YEAR ENDED 31ST AUGUST 2022**

	<b>2022</b>		<b>2021</b>	
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>General Fund</b>				
Balance B/fwd	106,858		86,805	
(Deficit)/Surplus for the year	<u>28,821</u>		<u>20,053</u>	
		135,679		106,858
<b>Restricted Fund</b>				
Balance B/fwd	-		-	
Surplus for the year	<u>-</u>		<u>-</u>	
		-		-
<b>Total funds at 31st August 2022</b>		<u><u>£135,679</u></u>		<u><u>£106,858</u></u>

# STEPPING STONES PRE-SCHOOL LEVERINGTON CHARITY

## NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31ST AUGUST 2022

### 1. Accounting Policies

The financial statements have been prepared under the historical cost convention as modified by the inclusion of investments at market value and in accordance with applicable accounting standards. In preparing the financial statements the Charity follows best practice as set out in the Statement of Recommended Practice "Accounting and Reporting by Charities (SORP) issued in 2015".

#### Incoming Resources

All incoming resources are included in the SOFA when the Charity is legally entitled to the income and the amount can be quantified with reasonable accuracy.

#### Resources Expended

All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with use of the resources.

#### Fund Accounting

General Funds are unrestricted funds, which are available for use at the discretion of the Trustees for particular purposes, the aim and use of each designated fund is set out in the notes to the financial statements.

Restricted Funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the Charity for particular purposes, the cost of raising and administering such funds are charged against the specific fund, the aim and use of each restricted fund as set out in the notes to the financial statements.

### 2. Taxation

The Trust is a registered Charity and accordingly is exempt from taxation on its income and gains where they are applied for charitable purposes.

### 3. Analysis of Employee Costs:

	2022	2021
	£	£
Salaries & Pension contributions	73,310	69,355

No employee received emoluments of over £60,000 during the year (2021 nil).

The average number of full-time equivalent employees for the period was 7 (2021 – 7).

# STEPPING STONES PRE-SCHOOL LEVERINGTON CHARITY

## NOTES TO THE FINANCIAL STATEMENTS (Continued)

FOR THE YEAR ENDED 31ST AUGUST 2022

### 4. Related Party Transactions

None of the Trustees were paid any remuneration or expenses by the Charity during the year.

### 5. Incoming Resources

Notes	Unrestricted Fund	Restricted Fund	Total 2022 £	Total 2021 £
<b>Donations, legacies &amp; similar incoming resources</b>				
Fees Received	1,158	-	1,158	1,160
Government Funding	110,833	-	110,833	97,365
Fund Raising	1,635	-	1,635	1,165
Donations	250	-	250	100
Misc income	<u>833</u>	-	<u>833</u>	<u>414</u>
	114,709	-	114,709	100,204
<b>Other Income</b>				
Grant	500	-	500	10,000
<b>Investment Income</b>				
Interest	<u>-</u>	<u>-</u>	<u>-</u>	<u>10</u>
<b>Total incoming resources</b>	<u>£115,209</u>	<u>-</u>	<u>£115,209</u>	<u>£101,214</u>

### 6. Total Resources Expended

	2022 £	2021 £
<u>Costs directly allocated to Activities</u>		
Utilities	2,279	1,605
General Expenses	868	1,427
Trips & Entertainment	1,513	642
Insurance	625	425
Catering	477	457
Consumables	207	235
Equipment	282	1,632
Office Costs	961	2,309
Maintenance	1,868	-
Cleaning	<u>1,185</u>	<u>-</u>
	10,265	8,732

# STEPPING STONES PRE-SCHOOL LEVERINGTON CHARITY

## NOTES TO THE FINANCIAL STATEMENTS (Continued)

FOR THE YEAR ENDED 31ST AUGUST 2022

### 6. Total Resources Expended (continued)

	2022 £	2021 £
<u>Support Costs allocated to Activities</u>		
Legal & Professional	1,278	857
Recruit & Training Costs	320	788
Staff Salaries & Pensions	73,310	69,355
Depreciation	<u>1,215</u>	<u>1,429</u>
	<u>76,123</u>	<u>72,429</u>
	<u>£86,288</u>	<u>£81,161</u>

### 7. Tangible Fixed Assets

	Land & Buildings £	Plant & Machinery etc £	Total £
Cost:			
At 1st September 2021	32,193	13,192	45,385
Additions in year	-	-	-
	<u>32,193</u>	<u>13,192</u>	<u>45,385</u>
At 31st August 2022	32,193	13,192	45,385
Accumulated depreciation	-	5,092	5,092
Depreciation in year	-	1,215	1,215
	<u>-</u>	<u>6,307</u>	<u>6,307</u>
Net book value:			
At 31st August 2021	£32,193	£ 8,100	£40,293
	<u>£32,193</u>	<u>£ 8,100</u>	<u>£40,293</u>
At 31st August 2022	£32,193	£ 6,885	£39,078
	<u>£32,193</u>	<u>£ 6,885</u>	<u>£39,078</u>

Land and buildings are freehold.

# STEPPING STONES PRE-SCHOOL LEVERINGTON CHARITY

## NOTES TO THE FINANCIAL STATEMENTS (Continued)

FOR THE YEAR ENDED 31ST AUGUST 2022

### 8. Analysis of Fund Assets and Liabilities

	<u>Unrestricted Funds</u>	<u>Restricted Funds</u>	<u>Total</u>
Tangible Fixed Assets	39,078	-	39,078
Current Assets	97,205	-	97,205
Current Liabilities	<u>(604)</u>	<u>-</u>	<u>(604)</u>
	<u>135,679</u>	<u>-</u>	<u>135,679</u>

The Unrestricted Funds of the Charity may be applied for any charitable purpose at the discretion of the Trustees.

### 9. Analysis of Debtors

	<b>2022</b> <b>£</b>	<b>2021</b> <b>£</b>
Prepayment	<u>£ -</u>	<u>£ -</u>

### 10. Analysis of Creditors

	<b>2022</b> <b>£</b>	<b>2021</b> <b>£</b>
Taxation	<u>604</u>	<u>-</u>
	<u>£ 604</u>	<u>£ -</u>

