

24 APR 2024

**CHARITY NO 298420**

**STEPPING STONES PRE-SCHOOL LEVERINGTON CHARITY  
TRUSTEES' REPORT AND FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31ST AUGUST 2023**

**STEPPING STONES PRE-SCHOOL LEVERINGTON CHARITY**  
**FOR THE YEAR ENDED 31ST AUGUST 2023**

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

### **LEGAL AND ADMINISTRATIVE INFORMATION**

<b>Charity Number:</b>	298420
<b>Chairperson:</b>	Louise Rawlings (resigned 02/11/2023) Lauren Wright (appointed 02/11/2023)
<b>Treasurer:</b>	Jose Bowers
<b>Trustees:</b>	Luke Feeley (resigned 02/11/2023) Sarah Briston (resigned 02/11/2023) Nicholas Jude (resigned 02/11/2023) Nicola Smith (resigned 02/11/2023) Anna Morris (resigned 02/11/2023) Keeley Ryan (appointed 04/03/2021) Elizabeth Black (appointed 02/11/2023) Jo Harrison (appointed 02/11/2023) Colin Mitchell (appointed 04/11/2023)
<b>Registered Office:</b>	Stepping Stones Pre-School Church End Leverington Wisbech Cambridgeshire PE13 5DD
<b>Accountants:</b>	Bruch & Co Ltd Accountants, Taxation & Business Advisors 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 2023**

I report on the accounts for the year ended 31<sup>st</sup> August 2023, 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**

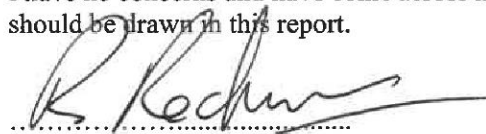
My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the Charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or 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 F.M.A.A.T  
1 School Lane  
Wisbech, Cambridgeshire, PE13 1AW

Dated:.....

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

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

#### **FOR THE YEAR ENDED 31ST AUGUST 2023**

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 2023**

**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 ..... signed on its behalf by:



.....  
Lauren Wright (Chairperson)

# STEPPING STONES PRE-SCHOOL LEVERINGTON CHARITY

## BALANCE SHEET

AT 31ST AUGUST 2023

	Note	2023 £	2022 £
<b>Tangible fixed assets</b>			
Tangible assets	6	38,045	39,078
<b>Current assets</b>			
Bank Accounts		75,600	97,205
		<u>75,600</u>	<u>97,205</u>
<b>Creditors</b>			
Amounts falling due within one year	7	223	604
		<u>75,377</u>	<u>96,601</u>
<b>Net current assets</b>			
		<u>113,422</u>	<u>135,679</u>
<b>Total assets less current liabilities</b>			
		<u>£113,422</u>	<u>£135,679</u>
<b>Net assets</b>			
		<u><u>£113,422</u></u>	<u><u>£135,679</u></u>
<b>Capital funds</b>			
Unrestricted funds		113,422	135,679
Restricted Funds		-	-
		<u>113,422</u>	<u>135,679</u>
<b>Total funds</b>		<u><u>£113,422</u></u>	<u><u>£135,679</u></u>

Approved by the Trustees on ..... and signed on its behalf by:

  
Lauren Wright

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 2023**

	<b>Note</b>	<b>Total Funds 2023 £</b>	<b>Total Funds 2022 £</b>
<b>Incoming resources</b>			
Donations, legacies & similar incoming resources	4	74,591	114,709
Other income	4	-	500
Investment income	4	128	-
<b>Total incoming resources</b>		<u>74,719</u>	<u>115,209</u>
<b>Resources expended</b>			
Costs of generating funds	5	15,735	10,265
Resources expended on managing and administering the charity	5	81,241	76,123
<b>Total resources expended</b>		<u>96,976</u>	<u>86,388</u>
<b>Net movement in funds</b>		(22,257)	28,821
<b>Total funds brought forward</b>		<u>135,679</u>	<u>106,858</u>
<b>Total funds carried forward</b>		<u>£113,422</u>	<u>£135,679</u>

Details of incoming resources and resources used are given in notes 4 and 5 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 2023**

	<b>2023</b>		<b>2022</b>	
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>General Fund</b>				
Balance B/fwd	135,379		106,858	
(Deficit)/Surplus for the year	<u>(22,257)</u>		<u>28,821</u>	
		113,422		135,679
<b>Restricted Fund</b>				
Balance B/fwd	-		-	
Surplus for the year	<u>-</u>		<u>-</u>	
		-		-
<b>Total funds at 31st August 2023</b>		<u><u>£113,422</u></u>		<u><u>£135,679</u></u>

# STEPPING STONES PRE-SCHOOL LEVERINGTON CHARITY

## NOTES TO THE FINANCIAL STATEMENTS

### FOR THE YEAR ENDED 31ST AUGUST 2023

#### 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:

	2023	2022
	£	£
Salaries & Pension contributions	78,368	73,310

No employee received emoluments of over £60,000 during the year (2022 nil).

The average number of full-time equivalent employees for the period was 6 (2022 – 7).

# STEPPING STONES PRE-SCHOOL LEVERINGTON CHARITY

## NOTES TO THE FINANCIAL STATEMENTS (Continued)

FOR THE YEAR ENDED 31ST AUGUST 2023

### 4. Incoming Resources

	Unrestricted Fund	Restricted Fund	Total 2023 £	Total 2022 £
Notes				
<b>Donations, legacies &amp; similar incoming resources</b>				
Fees Received	1,684	-	1,684	1,158
Government Funding	68,521	-	68,521	110,833
Fund Raising	3,823	-	3,823	1,635
Donations	-	-	-	250
Misc income	<u>563</u>	-	<u>563</u>	<u>833</u>
	74,591	-	74,591	114,709
<b>Other Income</b>				
Grant	-	-	-	500
<b>Investment Income</b>				
Interest	<u>128</u>	-	<u>128</u>	<u>-</u>
<b>Total incoming resources</b>	<u>£ 74,719</u>	<u>-</u>	<u>£ 74,719</u>	<u>£115,209</u>

### 5. Total Resources Expended

	2023 £	2022 £
<u>Costs directly allocated to Activities</u>		
Utilities	2,941	2,279
General Expenses	1,132	868
Trips & Entertainment	2,143	1,513
Insurance	754	625
Catering	690	477
Consumables	784	207
Equipment	1,295	282
Office Costs	1,329	961
Maintenance	2,250	1,868
Cleaning	<u>2,417</u>	<u>1,185</u>
	15,735	10,265

**STEPPING STONES PRE-SCHOOL LEVERINGTON CHARITY**

**NOTES TO THE FINANCIAL STATEMENTS (Continued)**

**FOR THE YEAR ENDED 31ST AUGUST 2023**

**5. Total Resources Expended (continued)**

	<b>2023</b>	<b>2022</b>
	<b>£</b>	<b>£</b>
<u>Support Costs allocated to Activities</u>		
Legal & Professional	980	1,278
Recruit & Training Costs	736	320
Staff Salaries & Pensions	78,368	73,310
Depreciation	1,033	1,215
Bank Charges	124	-
	<u>81,241</u>	<u>76,123</u>
	<u>£96,976</u>	<u>£86,388</u>

**6. Tangible Fixed Assets**

	<b>Land &amp; Buildings £</b>	<b>Plant &amp; Machinery etc £</b>	<b>Total £</b>
Cost:			
At 1st September 2022	32,193	13,192	45,385
Additions in year	-	-	-
	<u>32,193</u>	<u>13,192</u>	<u>45,385</u>
At 31st August 2023	32,193	13,192	45,385
	<u>32,193</u>	<u>13,192</u>	<u>45,385</u>
Accumulated depreciation	-	6,307	6,307
Depreciation in year	-	1,033	1,033
	<u>-</u>	<u>7,340</u>	<u>7,340</u>
Net book value:			
At 31st August 2022	£32,193	£ 6,885	£39,078
	<u>£32,193</u>	<u>£ 6,885</u>	<u>£39,078</u>
At 31st August 2023	£32,193	£ 5,852	£38,045
	<u>£32,193</u>	<u>£ 5,852</u>	<u>£38,045</u>

Land and buildings are freehold.

**STEPPING STONES PRE-SCHOOL LEVERINGTON CHARITY**

**NOTES TO THE FINANCIAL STATEMENTS (Continued)**

**FOR THE YEAR ENDED 31ST AUGUST 2023**

**7. Analysis of Fund Assets and Liabilities**

	<u>Unrestricted</u> <u>Funds</u>	<u>Restricted</u> <u>Funds</u>	<u>Total</u>
Tangible Fixed Assets	38,045	-	38,045
Current Assets	75,600	-	75,600
Current Liabilities	<u>(223)</u>	<u>-</u>	<u>(223)</u>
	<u>113,422</u>	<u>-</u>	<u>113,422</u>

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

**8. Analysis of Creditors**

	<b>2023</b> <b>£</b>	<b>2022</b> <b>£</b>
Taxation	<u>223</u> <u>£ 223</u>	<u>604</u> <u>£ 604</u>

