

**FIRST STEPS PLAYGROUP FOR CHILDREN  
WITH SPECIAL NEEDS**

**Report and Financial Statements  
for the year ended 31 March 2025**

**Charity no: SC024136**

**FIRST STEPS PLAYGROUP FOR CHILDREN  
WITH SPECIAL NEEDS**

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for the Year Ended 31 March 2025**

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**FIRST STEPS PLAYGROUP FOR CHILDREN  
WITH SPECIAL NEEDS**

**Reference and Administrative Details  
for the Year Ended 31 March 2025**

**REFERENCE AND ADMINISTRATIVE INFORMATION**

**Charity Name** First Steps Playgroup for Children with Special Needs

**Charity Registration No.** SC024136

**Operational Address** Livingston Family Centre  
5 Jackson Place  
Elburn  
Livingston  
West Lothian  
EH54 6RH

**Management Committee**

Chairperson  
Treasurer Appointed November 2023  
Secretary Appointed November 2023  
Resigned November 2024  
Resigned November 2024  
  
Playgroup Manager Appointed July 2023  
Appointed November 2023  
  
Appointed November 2023  
Appointed November 2023  
Appointed November 2023  
Appointed November 2024

Management Committee members

not have any voting rights.

**Independent Examiners**

G O Thomson & Co.  
Chartered Accountants  
13 Hope Street  
Lanark  
ML11 7NL

**Bankers**

Bank of Scotland  
Almondvale South  
Livingston  
West Lothian  
EH54 6SN

# **FIRST STEPS PLAYGROUP FOR CHILDREN WITH SPECIAL NEEDS**

## **Report of the Management Committee for the Year Ended 31 March 2025**

The management committee presents its annual report and financial statements of the charity for the year ended 31 March 2025. The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the Charities and Trustee Investment (Scotland) Act 2005, the Charities Accounts (Scotland) Regulations 2006 (as amended) and 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 published on 16 July 2014.

### **OBJECTIVES AND AIMS**

#### Objectives

First Steps Playgroup aims to provide a safe, caring, stimulating environment where young children can learn through their play. We aim to provide the best start in their educational life and support them to become Successful Learners and Confident Individuals in their journey to becoming Responsible Citizens and Effective Contributors. First Steps Playgroup fully supports and works towards the inclusion of children with additional needs into mainstream nurseries and schools, where this provision is appropriate for the individual child. First Steps follows the principles of Realising the Ambition.

### **ACHIEVEMENTS AND PERFORMANCE**

#### Achievements

We have supported our children through specialised playgroup care and helped with integration into mainstream or specialised nursery placements where appropriate.

Staff have completed the relevant training courses to keep up to date with changes and procedures for working with children with additional needs.

#### Performance

We have retained funding from West Lothian Council by meeting their requirements through completion of annual monitoring forms. We have obtained a very good report from SCSWIS and have had positive feedback from parents through our own self-evaluation procedures.

### **FINANCIAL REVIEW**

#### Core Funding

After meeting the requirements set out by West Lothian Council we secured funding until March 2025. We will continue to work with them providing information to help secure future funding.

#### Additional Funding

We arrange fundraising events throughout the year and make applications to external funders.

### **PLANS FOR FUTURE PERIODS**

As funding from West Lothian Council is secure for the next year, we will continue to provide a service to the parents and carers of children with additional learning needs in West Lothian and surrounding area.

# **FIRST STEPS PLAYGROUP FOR CHILDREN WITH SPECIAL NEEDS**

## **Report of the Management Committee for the Year Ended 31 March 2025**

### **STRUCTURE, GOVERNANCE AND MANAGEMENT**

#### Governing Document

First Steps Playgroup for Children with Special Needs (known as First Steps Playgroup) is a charitable organisation which was established in February 1992. The organisation is governed by its constitution which established its objects and powers. Under the requirements of the constitution, First Steps Playgroup is managed by a Management Committee made up of parents, carers, staff members and any other interested parties.

#### Recruitment and Appointment of Management Committee

The Management Committee shall consist of a minimum of 3 full members and shall be comprised of Chairperson, Treasurer and Secretary. The playroom manager is also on the Management Committee but does not have voting rights.

Committee Members shall be elected at the Annual General Meeting to serve for one year, but they can be re-elected as many times as they are prepared to serve.

Committee Members roles and duties are guided by policies and advice from Early Years Scotland.

#### Risk Management

Procedures are in place to ensure compliance with health and safety of staff, students, children and visitors to the playgroup.

Internal control risks are minimised by the implementation of procedures for authorisation for all transactions.

These procedures are periodically reviewed to ensure that they continue to meet the needs of the charity.

#### Related Parties

We are inspected annually by Social Care and Social Work Improvement Scotland (SCSWIS - formerly the Care Commission) and are guided by any recommendations made. We have regular meetings with West Lothian Council and our procedures are reviewed by them on an annual basis. We are members of Early Years Scotland and all our policies on good practice are informed by them. We are insured through them and can contact them for advice.

### **RESPONSIBILITIES OF THE MANAGEMENT COMMITTEE**

Charity law requires the Management Committee to prepare financial statements for each financial year which give a true and fair view of the state of the affairs of the charity as at the balance sheet date and of its incoming resources and application of resources, including income and expenditure, for the financial year. In preparing those financial statements, the Management Committee should follow best practice and:

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

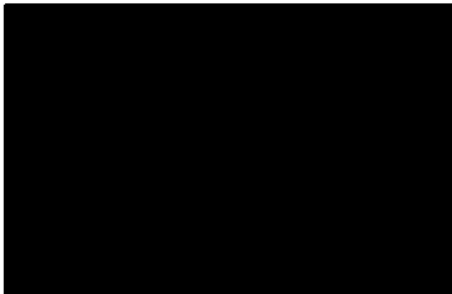
**FIRST STEPS PLAYGROUP FOR CHILDREN  
WITH SPECIAL NEEDS**

**Report of the Management Committee  
for the Year Ended 31 March 2025**

**RESPONSIBILITIES OF THE MANAGEMENT COMMITTEE**

The Management Committee is responsible for maintaining proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and to enable them to insure that the financial statements comply with the Charities Accounts (Scotland) Regulations 2006. The Management Committee is 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 Management Committee on 27 August 2025 and signed on its behalf by:



**FIRST STEPS PLAYGROUP FOR CHILDREN  
WITH SPECIAL NEEDS**

**Report of the Independent Examiner to the Management Committee of  
First Steps Playgroup for Children with Special Needs**

I report on the Report of the Management Committee, the charity's accounting records, the Balance Sheet and the Statement of Financial Activities (including Income and Expenditure Account) for the year ended 31<sup>st</sup> March 2025 that are attached as part of this document.

**Respective responsibilities of trustees and examiner**

The charity's trustees are responsible for the preparation of the accounts in accordance with the terms of the Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006. The charity trustees consider that the audit requirement of Regulation 10(1)(a) to (c) of the Accounts Regulations does not apply. It is my responsibility to examine the accounts as required under Section 44(1)(c) of the Act and to state whether particular matters have come to my attention.

**Basis of independent examiner's statement**

My examination is carried out in accordance with Regulation 11 of the Charities Accounts (Scotland) Regulations 2006. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts is presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeks explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.

**Independent examiner's statement**

In the course of 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 44(1)(a) of the 2005 Act and Regulation 4 of the 2006 Accounts Regulations; and
  - to prepare accounts which accord with the accounting records and comply with Regulation 8 of the 2006 Accounts Regulations

have not been met; or

drawn in order to enable a proper understanding of the accounts to

st 2025

**FIRST STEPS PLAYGROUP FOR CHILDREN  
WITH SPECIAL NEEDS**

**Statement of Financial Activities (including Income and Expenditure Account)  
for the Year Ended 31 March 2025**

	Notes	Unrestricted Funds £	Restricted Funds £	Total Funds 2025 £	Total Funds 2024 £
<b>INCOME AND ENDOWMENTS FROM</b>					
Donation and legacies:					
- Donations		721	-	721	1,330
Charitable activities:					
- Grants receivable	2	109,935	750	110,685	110,593
- Other income	2	12,321	-	12,321	6,597
Other trading activities:					
- Fundraising		3,408	-	3,408	2,527
Investment income:					
- Bank interest		<u>1,628</u>	<u>-</u>	<u>1,628</u>	<u>718</u>
<b>Total</b>		<u>128,013</u>	<u>750</u>	<u>128,763</u>	<u>121,765</u>
<b>EXPENDITURE ON</b>					
Charitable activities:					
Playgroup activities	3	<u>114,401</u>	<u>911</u>	<u>115,312</u>	<u>116,958</u>
<b>Total</b>		<u>114,401</u>	<u>911</u>	<u>115,312</u>	<u>116,958</u>
<b>NET INCOME/(EXPENDITURE)</b>		13,612	(161)	13,451	4,807
<b>Transfers between funds</b>		<u>(1,300)</u>	<u>1,300</u>	<u>-</u>	<u>-</u>
<b>Net movement in funds</b>		12,312	1,139	13,451	4,807
<b>RECONCILIATION OF FUNDS</b>					
Total funds brought forward		<u>86,922</u>	<u>3,663</u>	<u>90,585</u>	<u>85,778</u>
<b>Balances carried forward at 31 March 2025</b>		<u>99,234</u>	<u>4,802</u>	<u>104,036</u>	<u>90,585</u>

All incoming resources and resources expended derive from continuing activities.

The notes form part of these financial statements

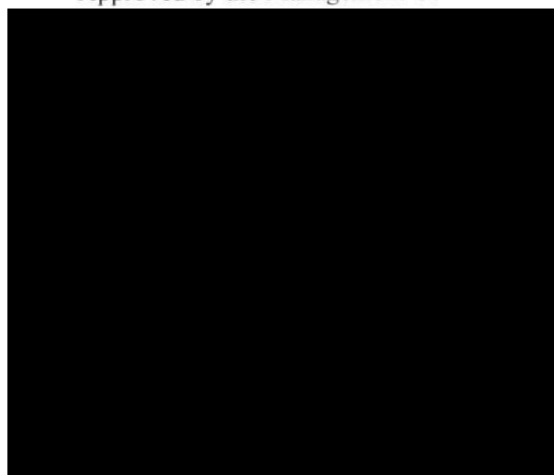


**FIRST STEPS PLAYGROUP FOR CHILDREN  
WITH SPECIAL NEEDS**

**Balance Sheet  
31 March 2025**

		2025		2024	
	Notes	£	£	£	£
<b>Fixed assets:</b>					
Tangible assets	9		3,275		2,261
<b>Current assets:</b>					
Debtors	10	1,190		1,175	
Cash at bank and in hand		<u>101,853</u>		<u>89,316</u>	
		103,043		90,491	
<b>Creditors:</b> Amounts falling due within one year	11	<u>2,282</u>		<u>2,167</u>	
<b>Net current assets</b>			<u>100,761</u>		<u>88,324</u>
<b>Net assets</b>			<u>104,036</u>		<u>90,585</u>
<b>THE FUNDS OF THE CHARITY:</b>					
Unrestricted Funds					
General Funds			47,970		35,658
Designated funds	13		<u>51,264</u>		<u>51,264</u>
			99,234		86,922
Restricted funds	13		<u>4,802</u>		<u>3,663</u>
			<u>104,036</u>		<u>90,585</u>

Approved by the Management Committee on 27 August 2025 and signed on its behalf by:



The notes form part of these financial statements

**FIRST STEPS PLAYGROUP FOR CHILDREN  
WITH SPECIAL NEEDS**

**Notes to the Financial Statements  
for the Year Ended 31 March 2025**

**1. Accounting Policies**

**Basis of preparing the financial statements**

The financial statements have been prepared under the historical cost convention and in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014, the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102), the Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006 (as amended).

**Income**

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

**Expenditure**

Liabilities are recognised as expenditure as soon as there is legal or constructive obligation committing the charity to that expenditure, 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 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 the use of resources.

**Tangible fixed assets**

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Motor Vehicles	- 25% on reducing balance
Office Equipment	- 20% on reducing balance
Play Equipment	- 20% on reducing balance
Furniture and Fittings	- 20% on reducing balance
Kitchen Equipment	- 20% on reducing balance

**Fund accounting**

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

**FIRST STEPS PLAYGROUP FOR CHILDREN  
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**Notes to the Financial Statements  
for the Year Ended 31 March 2025**

**2. Charitable activities**

	Unrestricted Funds £	Restricted Funds £	Total Funds 2025 £	Total Funds 2024 £
Grants receivable:				
- West Lothian Council	108,630	-	108,630	108,630
- Councillors Disbursement	-	750	750	1,032
- Milk & Healthy Snacks	1,305	-	1,305	931
Other income:				
- Fees and snacks receipts	<u>12,321</u>	<u>-</u>	<u>12,321</u>	<u>6,597</u>
	<u>123,006</u>	<u>-</u>	<u>123,006</u>	<u>117,190</u>

**3. Expenditure on charitable activities**

	Playgroup Activities £	Total 2025 £	Total 2024 £
Staff costs	96,090	96,090	95,430
Snacks and foodstuff	178	178	593
Milk and healthy snacks	1,013	1,013	770
Outings, parties and gifts	1,001	1,001	1,793
Premises costs	2,098	2,098	1,926
Support costs (note 4)	8,100	8,100	9,504
Governance costs (note 4)	6,007	6,007	6,376
Depreciation	<u>825</u>	<u>825</u>	<u>566</u>
	<u>115,312</u>	<u>115,312</u>	<u>116,958</u>

Expenditure on charitable activities was £115,312 (2024 - £116,958) of which £114,401 was unrestricted (2024- £115,102) and £911 was restricted (2024- £1,856).

**4. Analysis of support and governance costs**

	General Support £	Governance Costs £	Total 2025 £	Total 2024 £
Staff costs	-	4,973	4,973	5,400
Accountancy fees	1,034	1,034	2,068	1,952
Stationery, printing & postages	289	-	289	624
Equipment	2,491	-	2,491	2,501
General expenses	4,232	-	4,232	5,327
PPE Fund	<u>54</u>	<u>-</u>	<u>54</u>	<u>76</u>
	<u>8,100</u>	<u>6,007</u>	<u>14,107</u>	<u>15,880</u>

**FIRST STEPS PLAYGROUP FOR CHILDREN  
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**Notes to the Financial Statements  
for the Year Ended 31 March 2025**

**5. Net income/(expenditure) for the year**

This is stated after charging:

	2025	2024
	£	£
Depreciation – owned assets	745	566
Independent examiner's fee	<u>2,067</u>	<u>1,953</u>

**6. Staff costs and numbers**

Staff costs were as follows:

	2025	2024
	£	£
Salaries and wages	98,584	97,582
Social security costs	167	621
Pension contributions	<u>1,486</u>	<u>1,552</u>

No employee received emoluments of more than £60,000.

The average weekly number of employees during the year, calculated on the basis of full time equivalents, was 5 (2024 - 6).

**7. Taxation**

The organisation is a registered charity and is exempt from taxation on its charitable activities.

**8. Trustees Remuneration and Related Party Transactions**

No trustees received any remuneration in the performance of their duties as trustees during the year (2024 - £Nil) and there were no other related party transactions during the year (2024 - £Nil).

**9. Tangible Fixed Assets**

	Office Equipment	Play Equipment	Furniture and Fittings	Kitchen Equipment	Totals
	£	£	£	£	£
<b>COST:</b>					
At 1 April 2024	9,117	30,570	11,761	5,450	56,898
Additions	<u>1,839</u>				<u>1,839</u>
At 31 March 2025	<u>10,956</u>	<u>30,570</u>	<u>11,761</u>	<u>5,450</u>	<u>58,737</u>
<b>DEPRECIATION:</b>					
At 1 April 2024	7,893	30,153	11,610	4,981	54,637
Eliminated on disposal	-	-	-	-	-
Charge for year	<u>616</u>	<u>83</u>	<u>32</u>	<u>94</u>	<u>825</u>
At 31 March 2025	<u>8,509</u>	<u>30,236</u>	<u>11,642</u>	<u>5,075</u>	<u>55,462</u>
<b>NET BOOK VALUE:</b>					
At 31 March 2025	<u>2,447</u>	<u>334</u>	<u>119</u>	<u>375</u>	<u>3,275</u>
At 31 March 2024	<u>1,224</u>	<u>417</u>	<u>151</u>	<u>469</u>	<u>2,261</u>

**FIRST STEPS PLAYGROUP FOR CHILDREN  
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**Notes to the Financial Statements  
for the Year Ended 31 March 2025**

10.	<b>Debtors</b>				
			2025	2024	
			£	£	
	Prepayments		<u>1,190</u>	<u>1,175</u>	
			<u>1,190</u>	<u>1,175</u>	
11.	<b>Creditors: amounts falling due within one year</b>				
			2025	2024	
			£	£	
	Accrued expenses		2,413	2,298	
	Social security & other taxes		<u>(131)</u>	<u>(131)</u>	
			<u>2,282</u>	<u>2,167</u>	
12.	<b>Analysis of net assets between funds</b>				
		<b>General Funds</b>	<b>Designated Funds</b>	<b>Restricted Funds</b>	<b>Total Funds 2025</b>
		£	£	£	£
	Tangible fixed assets	644	-	2,631	3,275
	Current assets	49,608	51,264	2,171	103,043
	Current liabilities	<u>(2,282)</u>	<u>-</u>	<u>-</u>	<u>(2,282)</u>
		<u>47,970</u>	<u>51,264</u>	<u>4,802</u>	<u>104,036</u>

**FIRST STEPS PLAYGROUP FOR CHILDREN  
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**Notes to the Financial Statements  
for the Year Ended 31 March 2025**

**13. Movements in funds**

	Balance at 01/04/2024 £	Movement in resources		Transfers	Balance at 31/03/2025 £
		Incoming £	Outgoing £	£	
<b>Restricted funds</b>					
Computer fund	532	-	(44)	-	488
Play equipment fund	40	-	(52)	12	-
Kitchen fund	469	-	(94)	-	375
Furniture/Play Area Fund	1,921	750	(388)	1,090	3,373
Music Therapy Fund	-	-	(198)	198	-
PPE Fund	287	-	(55)	-	232
Inclusion Fund	414		(80)	-	334
	<u>3,663</u>	<u>750</u>	<u>(911)</u>	<u>1,300</u>	<u>4,802</u>
<b>Unrestricted funds</b>					
General fund	34,821	126,708	(113,388)	(1,300)	46,841
Milk and healthy snacks fund	837	1,305	(1,013)	-	1,129
Designated staff fund	26,000	-	-	-	26,000
Designated staff training fund	5,000	-	-	-	5,000
Designated equipment contingency fund	7,852	-	-	-	7,852
Designated Pension Fund	12,412	-	-	-	12,412
	<u>86,922</u>	<u>128,013</u>	<u>(114,401)</u>	<u>(1,300)</u>	<u>99,234</u>
<b>Total funds</b>	<u>90,585</u>	<u>128,763</u>	<u>(115,312)</u>	<u>-</u>	<u>104,036</u>

**Purpose of restricted funds**

Computer fund	This fund is for the purchase of computer equipment for children with learning disabilities.
Play Equipment fund	This fund is for the purchase of play equipment.
Kitchen fund	This fund is for the refurbishment of the kitchen.
Furniture/Play Area Fund	This fund is for the refurbishment of the play area.
Music Therapy Fund	This fund is to provide music therapy to children with special needs.
PPE Fund	This fund is for the purchase of PPE equipment.
Inclusion Fund	This fund is for the purchase of educational equipment for children with learning disabilities.