



# Trustees' Annual Report for the period

<b>From</b>	Period start date			<b>To</b>	Period end date		
	8th	April	2021		7th	April	2022

## Section A Reference and administration details

**Charity name**  
**Other names charity is known by**  
**Registered charity number**  
**Charity's principal**

Orrishmere Play Group	
First Steps Orrishmere Pre-School	
1020249	
Scout Headquarters	
Warwick Close	
Cheadle Hulme	
<b>Postcode</b>	<b>SK8 5NN</b>

### 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
1	David Muggeridge	Treasurer		
2	Mark Finnigan	Chairperson		
3	Natalie Peters			
4	Caroline Farrow			
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				

**Names of the trustees for the charity, if any, (for example, any custodian trustees)**

<b>Name</b>	<b>Dates acted if not for whole year</b>

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

Type of adviser

Name

	Address	

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

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**Section B Structure, governance and management**

**Description of the charity's trusts**

Type of governing document  
(eg. trust deed, constitution)

How the charity is constituted  
(eg. trust, association, company)

Trustee selection methods  
(eg. appointed by, elected by)

Trust
Appointed by existing trustees

**Additional governance issues (Optional information)**

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

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**Section C Objectives and activities**

**Summary of the objects of the charity set out in its governing document**

The aims of the pre-school are 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:

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**Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)**

- (a) offering appropriate play, education and care facilities together with the rights of parents to take responsibility for and to become involved with the activities of such groups, ensuring that such groups offer opportunities for all children whatever their race, religion, culture, means or ability.
- (b) 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
- (c) instigating and adhering to and furthering the aims and objects of the Pre-school Learning Alliance.

**Additional details of objectives and activities (Optional information)**

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

## Section D Achievements and performance

### **Summary of the main achievements of the charity during the year**

Ran 38 weeks of 6.50 hours each reaching a total circa 30 children.

Continued to offer full service during second COVID lock down

There was also half hour early drop off from 8.30 each day.

## Section E Financial review

### Brief statement of the charity's policy on reserves

The trustees have agreed that reserves of one terms running expenses ,(approx. £30,000) should be retained in case of unexpected falls in income, £20,000 reserved for potential costs of replacement floor following the 2019 flood, £10,000 flood risk contingency to replace equipment/disruption if we have another future flood, £10,000 staff sickness/cover reserve,£5k Energy Crisis reserve giving a total reserve balance of £75,000

### Details of any funds materially in deficit

### Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

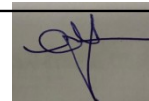
- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

## Section F Other optional information

## Section G Declaration

The trustees declare that they have approved the trustees' report above. Signed on behalf of the charity's trustees

Signature(s)



Full name(s)

Mark Finnigan

Position (eg Secretary, Chair, etc)

Chairperson

**Date** 21/11/2022



# Independent examiner's report on the accounts

## Section A Independent Examiner's Report

Report to the trustees/  
members of

First Steps Orrishmere Pre-School

On accounts for the year  
ended

7<sup>th</sup> April 2022

Charity no  
(if any)

Set out on pages

4 and 5

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 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to:

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

Basis of independent  
examiner's statement

My examination was carried out in accordance with 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 the 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 (other than that disclosed below \*)

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 Charities Act; and
  - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities 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.

\* Please delete the words in the brackets if they do not apply.

Signed:

Date:

23.7.22

Name:

Ian Roger Newton

Relevant professional  
qualification(s) or body  
(if any):

Retired Chartered Accountant

Address: | 138 Moss Lane

Bramhall, Stockport

Cheshire Sk7 1EE

**Section B**

**Disclosure**

Only complete if the examiner needs to highlight material problems.

## First Steps Orrishmere Pre-School

Charity No:

### Receipts & Payments for the Year Ending 7 April 2022

<u>Receipts</u>	<u>YE 2022</u>	<u>YE 2021</u>	
Fees	36,769.50	22,623.23	
Grant Fees	80,133.80	53,839.58	
Grant Fees (SEN)	3,651.80	-	
Early Drop Off	884.05	97.00	
Total Fees	121,439.15	76,559.81	
Apprentice Income	0.00	0.00	
Photograph Commission	88.00	30.00	
Trip Income	0.00	-	
Sundry Income	0.00	0.00	
Donations/ Grant Apps	0.00	954.00	
Job Retention Scheme (COVID)	(6,123.01)	10,012.21	
Interest	8.46	31.09	
	(6,026.55)	11,027.30	
<b>Total Receipts</b>		115,412.60	87,587.11
<u>Payments</u>			
Salaries	(83,772.67)	(73,986.74)	
Training	(54.00)	(318.20)	
Rent	(3,435.44)	(959.00)	
Development & Equipment	(8,062.79)	(1,115.13)	
Office & Admin & Running Exps	(1,899.75)	(1,648.12)	
Subscriptions & Insurance	(680.95)	(679.70)	
Activities & Snacks (inc Petty Cash)	(3,113.41)	(1,133.08)	
Summer Trip	(35.00)	0.00	
Christmas Party	0.00	0.00	
Building Donation	0.00	0.00	
Committee Exps	0.00	0.00	
<b>Total Payments</b>		(101,054.01)	(79,839.97)
Surplus/(Deficit) for Year		<u>14,358.59</u>	<u>7,747.14</u>

#### Note (exclude following for underlying surplus for year)

Include - Grant Fees excludes summer term 2021 advance from Stockport Council (received in 20/21 relates to 21/22)	11,869.20	15,965.28
Remove - Grant Fees includes summer term 2022 advance from Stockport Council (paid in 21/22 relates to 22/23)	- 17,982.00	- 11,869.20
Remove Parents Fees paid in advance for Summer Term 1	-	- 1,616.01
add back/Remove repayment of Job Retention Scheme (repaid 21/22)	6,123.01	- 6,123.01
	<u>10.21</u>	<u>- 3,642.94</u>
<b>Underlying Suplus/ (Deficit) for year</b>	<u>14,368.80</u>	<u>4,104.20</u>

**First Steps Orrishmere Pre-School****Charity No:****Statement of Assets & Liabilities as at 7 April 2022**

<b>Assets - Equipment</b>	<u>2022</u>	<u>2021</u>
Books Value		
Computer NBV Bfwd	32.33	43.11
Equipment NBV Bfwd	100.34	125.43
Depreciate computer @ 25%	- 8.08	- 10.78
Depreciation Equip at 20% RV	- 20.07	- 25.09
Assets Cfwd	104.52	132.68

**Current Assets**

Debtors		
<b>Banks &amp; Cash</b>		
Bank Deposit Account	103,848.75	89,421.21
Bank Current Account	1,000.00	1,000.00
Petty Cash at First Steps	14.74	83.69
Total Cash & Banks	104,863.49	90,504.90

**Current Liabilities - Creditors**

Rent due not paid	-	-
Grant Fees Stockport (See Stockport Rolling Portal sheet)	- 17,982.00	- 11,869.20
HMRC Job Retention Voluntary Repayment	-	- 686.28
Less Parents Fees paid in advance for Summer Term 1	-	- 3,981.68

**Reconcile Movement on Banks & Cash to Receipts & Expenditure**

Cash & Bank Bfwd	90,504.90	82,757.76
Surplus/(Deficit)	14,358.59	7,747.14
Cash & Bank Cfwd	104,863.49	90,504.90
Control check Total Cash and Bank	104,863.49	90,504.90
Diff	- 0.00	- 0.00

**Petty Cash**

Cash in Hand b/fwd	83.69	154.47
Top Up during year (type Trans to PC)	600.00	300.00
Total spend via Petty Cash in year	- 668.95	- 370.78
Expected Cash in Hand c/fwd	14.74	83.69
Actual Cash in Hand at Year End	14.74	83.69
Difference	0.00	0.00



# Independent examiner's report on the accounts

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