



# Trustees' Annual Report for the period

Period start date		Period end date					
From	8th	April	2024	To	7th	April	2025

## Section A Reference and administration details

Charity name	Orrishmere Play Group		
Other names charity is known by	First Steps Orrishmere Pre-School		
Registered charity number (if any)	1020249		
Charity's principal address	Scout Headquarters		
	Warwick Close		
	Cheadle Hulme		
	Postcode	SK8 5NN	

### 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	David Muggeridge	Treasurer		
2	Stephanie Pinder	Chairperson		
3	Abbey Jones	Parent Trustee		
4	Sarah Quin	Parent Trustee		
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16				
17				
18				
19				

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

Name	Dates acted if not for whole year

**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 <small>(eg. trust deed, constitution)</small>	
How the charity is constituted <small>(eg. trust, association, company)</small>	Trust
Trustee selection methods <small>(eg. appointed, elected)</small>	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:

**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.

Empty box for optional information.

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

Ran 38 weeks of 6.50 hours each reaching a total circa 20 children.

Promoted and attracted children to the nursery despite increased competition from local primary schools offering enhanced nursery provision and wrap around care.

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

## Section E

## Financial review

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

One terms running expenses ,(approx. £33,000) should be retained in case of unexpected falls in income, £2,000 flood risk contingency to replace equipment/disruption if we do have another future flood, £5,000 staff sickness/cover reserve, £25,000 Redundancy giving a total reserve balance of £65,000

**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

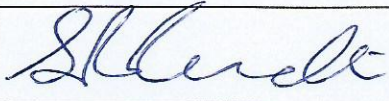
## Other optional information

## Section G

## Declaration

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

Signed on behalf of the charity's trustees

Signature(s)		30.9.25.
Full name(s)	Stephanie Pinder	
Position (eg Secretary, Chair, etc)	Chairperson	
Date		



# 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 2025

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:

28.7.25

Name:

Ian Roger Newton

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

Retired Chartered Accountant

<b>Address:</b>	138 Moss Lane
	Bramhall, Stockport
	Cheshire Sk7 1EE

**Section B**

**Disclosure**

Only complete if the examiner needs to highlight material problems.

**Give here brief details of any items that the examiner wishes to disclose.**

**First Steps Orrishmere Pre-School****Charity No:****Receipts & Payments for the Year Ending 7 April 2025**

<u>Receipts</u>	<u>YE 2025</u>	<u>YE 2024</u>	
Fees	10,163.50	26,702.33	
Grant Fees	89,793.60	54,183.00	
Grant Fees (SEN)	0.00	0.00	
Early Drop Off	10.00	382.50	
Total Fees	99,967.10	81,267.83	
Apprentice Income	0.00	0.00	
Photograph Commission	0.00	51.00	
Trip Income	0.00	590.00	
Sundry Income	0.00	0.00	
Donations/ Grant Apps	522.46	0.00	
Interest	1,013.70	1,037.09	
	1,536.16	1,678.09	
<b>Total Receipts</b>			<b>101,503.26      82,945.92</b>
<u>Payments</u>			
Salaries	(75,480.53)	(81,367.78)	
Training	(111.60)	(577.50)	
Rent	(4,915.15)	(4,472.52)	
Development & Equipment	(473.10)	(1,449.02)	
Office & Admin & Running Exps	(2,117.91)	(1,603.77)	
Subscriptions & Insurance	(749.68)	(765.71)	
Activities & Snacks (inc Petty Cash)	(1,931.68)	(3,884.86)	
Summer Trip	0.00	(801.00)	
Christmas Party	0.00	0.00	
Building Donation	(2,000.00)	0.00	
Committee Exps	0.00	0.00	
<b>Total Payments</b>	(87,779.65)	(94,922.16)	
<b>Surplus/(Deficit) for Year</b>	<b>13,723.61</b>	<b>(11,976.24)</b>	

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

Remove - Grant Fees includes summer term 2025 advance from Stockport Council (paid in 24/25	(17,481.60)	-	
	<b>(17,481.60)</b>	-	
<b>Underlying Surplus/ (Deficit) for year</b>	<b>(3,757.99)</b>	<b>(11,976.24)</b>	

## First Steps Orrishmere Pre-School

Charity No:

### Statement of Assets & Liabilities as at 7 April 2025

<b>Assets – Equipment</b>	<b>2025</b>	<b>2024</b>
Books Value		
Toys/ equipment	800.00	1,000
Computer NBV Bfwd	13.64	18.19
Equipment NBV Bfwd	51.38	64.22
Depreciate computer @ 25%	- 3.41	- 4.55
Depreciation Equip at 20% RV	- 10.28	- 12.84
Depreciation Toysp at 20% RV	- 160.00	- 200.00
Assets Cfwd	<u>691.33</u>	<u>865.02</u>

### Current Assets

Debtors

Banks & Cash

Bank Deposit Account	80,094.21	66,276.74
Bank Current Account	1,000.00	1,000.00
Petty Cash at First Steps	67.29	161.15
Total Cash & Banks	<u>81,161.50</u>	<u>67,437.89</u>

### Current Liabilities – Creditors

Rent due not paid	-	-
Grant Fees Stockport (See Stockport Rolling Portal sheet)	- 17,491.60	-
HMRC Job Retention Voluntary Repayment		-

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

Cash & Bank Bfwd	67,437.89	79,414.13
Surplus/(Deficit)	<u>13,723.61</u>	<u>- 11,976.24</u>
Cash & Bank Cfwd	<u>81,161.50</u>	<u>67,437.89</u>
Control check Total Cash and Bank	81,161.50	67,437.89
Diff	- 0.00	- 0.00

### Petty Cash

Cash in Hand b/fwd	161.15	134.13
Top Up during year (type Trans to PC)	<u>250.00</u>	650.00
Total spend via Petty Cash in year	- <u>343.86</u>	- 622.98
Expected Cash in Hand c/fwd	67.29	161.15
Actual Cash in Hand at Year End	<u>67.29</u>	161.15
Difference	0.00	-