

STEPPING STONES PRE-SCHOOL

Teachers Way, Hardley, Southampton, SO45 2QG

Stepping Stones Pre-School (Hardley)

Charity No.: 1022377

Trustees' Annual Report

For the Year Ended 31 August 2023

Structure, Governance and Management

Stepping Stones Pre-School is a member of the Pre-School Learning Alliance and are governed by their constitution. Trustees are elected by the members of the pre-school at their Annual General Meeting.

Objectives and Activities

The objectives 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, to create a safe and caring environment and preparing children for the transition to school.

We provide sessional care for children between the age of 2 and 5 years, working within the framework of the EYFS and are regulated by Ofsted. We welcome all children within the age range regardless of personal circumstances, gender, faith, cultural background and ability.

Achievements and Performance

- * fundraising activities, including annual Christmas raffle, sponsored walks, etc.
- * maintaining links between the pre-school and parents

Financial Review

Stepping Stones Pre-School has a Reserve Policy in place. The policy typically covers estimated 3 months operating costs, staff redundancy payments, etc.

Trustees

The following trustees acted during the period of this report:

Natasha Orman
Danielle Graves
Sarah Green
Jane Mountford
Charlotte Graves

Chair
Secretary
Treasurer

Declaration

I declare, in my capacity of Charity Trustee, that the trustees have approved the above report and have authorised me to sign it on their behalf.

Signed:

S. Green

Full Name:

SARAH GREEN

Position:

TREASURER

INDEPENDENT EXAMINER'S REPORT
To the Trustees of
STEPPING STONES PRE-SCHOOL

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended **31 August 2023**

As the charity trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed:



Name:

LISA GREEN

Address:

3 SHERWOOD WAY, SOUTHAMPTON

SO45 1ZQ

Date:

8/2/2024

STEPPING STONES PRE-SCHOOL

Receipts and Payments Account
For the Year ended 31 August 2023

Receipts and Payments

	Current Account £	Deposit Account £	Total Funds £	2022 £
Receipts				
Fees	2,994	-	2,994	16,821
EYE Funding	77,194	-	77,194	72,897
Fundraising and Uniforms	2,641	-	2,641	4,613
Grants and Vouchers	276	-	276	3,081
Misc	2,990	-	2,990	-
Interest		139	139	4
Total Receipts	86,095	139	86,234	97,416
Payments				
Wages and Staff Costs	73,622	-	73,622	77,012
Rent and Premises	10,714	-	10,714	11,742
Snacks and Consumables	503	-	503	404
Equipment and Materials	1,115	-	1,115	1,459
Fundraising and Uniforms	309	-	309	442
Stationery, Admin and Telephone	1,556	-	1,556	1,372
Professional Fees and Insurance	2,411	-	2,411	2,126
Grant Expenditure	276	-	276	5,740
Miscellaneous	8,764	-	8,764	2,645
Total Payments	99,270	-	99,270	102,942
Net of Receipts/(Payments)	- 13,175	139	- 13,036	- 5,526
Transfers Between Funds	6,000	- 6,000	-	
Cash Funds Last Year End	9,273	33,286	42,559	6,798
Cash Funds This Year End	2,098	27,425	29,523	1,272

Statement of Assets and Liabilities at the End of the Period

	Current Account £	Deposit Account £
Cash Funds		
Current Account	2,083	
Deposit Account		27,425
Petty Cash	15	
Total Cash Funds	2,098	27,425

(agree balances with receipts & payments account(s))

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Analysis of figures		
	<u>2023</u>	<u>2022</u>
Rent and Premises:		
Rent	7530	9133
Rates	782	649
Utilities	1923	1216
Caretaking	479	744
	<u>10714</u>	<u>11742</u>
Equipment:		
General resources	1115	1459
	<u>1115</u>	<u>1459</u>
Wages:		
Wages	70710	74306
Training	435	512
DBS Fees		0
Staff Uniform	2477	0
Pension		2193
	<u>73622</u>	<u>77011</u>
Consumables:		
	<u>372</u>	<u>223</u>
Snacks:		
	<u>131</u>	<u>181</u>
Fundraising:		
Fundraising		0
Uniform Expenses	309	442
	<u>309</u>	<u>442</u>
Postage, Stationery & Admin:		
Ink	200	199
Postage and Admin	158	113
	<u>358</u>	<u>312</u>
Telephone & IT:		
Phone bills		220
BT - internet	1198	840
	<u>1198</u>	<u>1060</u>
Grant Expenditure:		
Food Vouchers	276	340
Garden Expenditure (sand pit, etc)		5400

	<u>276</u>	<u>5740</u>
Professional Fees:		
PAT Testing	65	60
Nappy Bin	280	264
Moneysoft Payroll	94	90
Ofsted	50	50
MPLC /dvd/radio	135	231
Insurance	945	918
Cooleraid	171	137
Tapestry	168	170
ICO	35	35
Twinkl	75	75
AVG Security	90	30
DBS fees	57	0
PPL/PRS Licence	118	0
Scrapstore Annual Fee	20	0
Amazon Prime	108	96
	<u>2411</u>	<u>2156</u>

Miscellaneous:

Paultons Park	2140	1252
Fish Food & accessories	0	25
Party & Graduation Expenses	124	202
funding transfer	0	245
fees refund	0	406
All my own work	322	0
petty cash transfer	0	50
	<u>2586</u>	<u>1446</u>

FUNDRAISING INCOME

T-Shirt Sales	0	285
Spooky Sponsored Walk	317	0
Photo Commission	0	0
Xmas	110	259
Raffle	245	0
Toy Sale	72	
Old Mill Donation	1133	0
summer fayre	360	0