



# Trustees' Annual Report for the period

|             |                   |             |              |           |                 |             |              |
|-------------|-------------------|-------------|--------------|-----------|-----------------|-------------|--------------|
| <b>From</b> | Period start date |             |              | <b>To</b> | Period end date |             |              |
|             | Day<br>20         | Month<br>08 | Year<br>2020 |           | Day<br>19       | Month<br>08 | Year<br>2021 |

## Section A Reference and administration details

|   |                                  |  |  |
|---|----------------------------------|--|--|
| <b>Charity name</b>                       | Tring Stepping Stones Pre School |  |  |
| <b>Other names charity is known by</b>    |                                  |  |  |
| <b>Registered charity number (if any)</b> | 1034714                          |  |  |
| <b>Charity's principal address</b>        | c/o Treasurer Tim Manning        |  |  |
|   |                                  |  |  |
|   |                                  |  |  |
|   | <b>Postcode</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 (if any) |
|----|--------------|-----------------|-----------------------------------|---|
| 1  | Tim Manning  | Treasurer       |                                   |   |
| 2  | Julia Clark  | Chairperson     |                                   |   |
| 3  |              |                 |                                   |   |
| 4  |              |                 |                                   |   |
| 5  |              |                 |                                   |   |
| 6  |              |                 |                                   |   |
| 7  |              |                 |                                   |   |
| 8  |              |                 |                                   |   |
| 9  |              |                 |                                   |   |
| 10 |              |                 |                                   |   |
| 11 |              |                 |                                   |   |
| 12 |              |                 |                                   |   |
| 13 |              |                 |                                   |   |
| 14 |              |                 |                                   |   |
| 15 |              |                 |                                   |   |
| 16 |              |                 |                                   |   |
| 17 |              |                 |                                   |   |
| 18 |              |                 |                                   |   |
| 19 |              |                 |                                   |   |
| 20 |              |                 |                                   |   |

### 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<br>(eg. trust deed, constitution)        | Constitution   |
| How the charity is constituted<br>(eg. trust, association, company) | Committee      |
| Trustee selection methods<br>(eg. appointed by, elected by)         | Elected at AGM |

**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**

TO ENHANCE THE DEVELOPMENT AND EDUCATION OF CHILDREN BELOW STATUTORY SCHOOL AGE.

**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)**

PRE-SCHOOL CONTINUES TO OFFER AN OUTSTANDING, SAFE AND SECURE ENVIRONMENT FOR ALL CHILDREN WHO ATTEND. THE STAFF HAVE HAD RANGE OF TRAINING OPPORTUNITIES WHICH THEY EMBRACE WITH INTEREST. THE BENEFITS FROM THESE COURSES IS DEMONSTRATED IN THE VERY GOOD PRACTICE ON A DAY-TO-DAY BASIS. IT HAS ACHIEVED A GRADE OF GOOD FROM OFSTED AND PERFORMS VERY WELL IN OTHER INSPECTIONS.

**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**

Activities limited due to COVID disruption  
Were able to provide childcare when possible but other activities were hampered.

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

THE PRE-SCHOOL RESERVE POLICY IS TO ENSURE THAT THERE ARE SUFFICIENT FUNDS AVAILABLE TO COVER; ONE MONTHS SALARY, FOUR WEEKS HOLIDAY PAY AND 6 WEEKS PREMISES RENTAL.

**Details of any funds materially in deficit**

**Further financial review details (Optional information)**

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

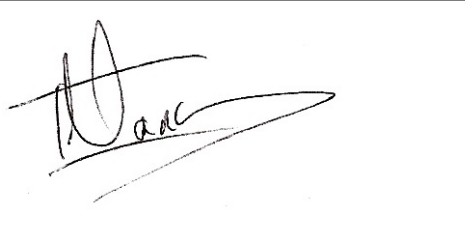
- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

**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

|  |  |  |
|--|--|--|
| <b>Signature(s)</b>                        |  |  |
| <b>Full name(s)</b>                        | Timothy John Manning   |  |
| <b>Position (eg Secretary, Chair, etc)</b> | Treasurer  |  |

**Date** 19/06/23



## Receipts and payments accounts

|                     |                                |    |                              |
|---------------------|--------------------------------|----|------------------------------|
| For the period from | Period start date<br>20/8/2020 | To | Period end date<br>19/8/2021 |
|---------------------|--------------------------------|----|------------------------------|

### Section A Receipts and payments

|   | Unrestricted funds<br>to the nearest<br>£ | Restricted funds<br>to the nearest £ | Endowment funds<br>to the nearest £ | Total funds<br>to the nearest £ | Last year<br>to the nearest £ |
|---|---|--------------------------------------|-------------------------------------|---------------------------------|-------------------------------|
| <b>A1 Receipts</b>                                    |   |                                      |                                     |                                 |                               |
| Fees  | 22,983                                    | -                                    | -                                   | 22,983                          | £19,960.45                    |
| Funding   | 24,336                                    | -                                    | -                                   | 24,336                          | £32,304.62                    |
| Fundraising   | 167                                       | -                                    | -                                   | 167                             | £1,375.61                     |
| Furlough  | 614                                       | -                                    | -                                   | 614                             | £2,287.99                     |
|   | -   | -                                    | -                                   | -                               | -                             |
|   | -   | -                                    | -                                   | -                               | -                             |
|   | -   | -                                    | -                                   | -                               | -                             |
|   | -   | -                                    | -                                   | -                               | -                             |
| <b>Sub total (Gross income for AR)</b>                | <b>48,100</b>                             | <b>-</b>                             | <b>-</b>                            | <b>48,100</b>                   | <b>55,929</b>                 |
| <b>A2 Asset and investment sales, (see table).</b>    |   |                                      |                                     |                                 |                               |
|   | -   | -                                    | -                                   | -                               | -                             |
|   | -   | -                                    | -                                   | -                               | -                             |
| <b>Sub total</b>                                      | <b>-</b>                                  | <b>-</b>                             | <b>-</b>                            | <b>-</b>                        | <b>-</b>                      |
| <b>Total receipts</b>                                 | <b>48,100</b>                             | <b>-</b>                             | <b>-</b>                            | <b>48,100</b>                   | <b>55,929</b>                 |
| <b>A3 Payments</b>                                    |   |                                      |                                     |                                 |                               |
| Wages   | 41,814                                    | -                                    | -                                   | 41,814                          | £41,668.31                    |
| Premises  | 4,428                                     | -                                    | -                                   | 4,428                           | £4,671.00                     |
| Equipment   | 2,097                                     | -                                    | -                                   | 2,097                           | £1,351.39                     |
| Other   | 832                                       | -                                    | -                                   | 832                             | £694.20                       |
| HMR&C   | 317                                       | -                                    | -                                   | 317                             | £521.68                       |
| Pensions  | 2,668                                     | -                                    | -                                   | 2,668                           | £2,944.67                     |
| Insurance   | 588                                       | -                                    | -                                   | 588                             | £472.56                       |
| Fees (Refund)   | 50  | -                                    | -                                   | 50                              | £554.40                       |
|   | -   | -                                    | -                                   | -                               | -                             |
| <b>Sub total</b>                                      | <b>52,795</b>                             | <b>-</b>                             | <b>-</b>                            | <b>52,795</b>                   | <b>52,878</b>                 |
| <b>A4 Asset and investment purchases, (see table)</b> |   |                                      |                                     |                                 |                               |
|   | -   | -                                    | -                                   | -                               | -                             |
|   | -   | -                                    | -                                   | -                               | -                             |
| <b>Sub total</b>                                      | <b>-</b>                                  | <b>-</b>                             | <b>-</b>                            | <b>-</b>                        | <b>-</b>                      |
| <b>Total payments</b>                                 | <b>52,795</b>                             | <b>-</b>                             | <b>-</b>                            | <b>52,795</b>                   | <b>52,878</b>                 |
| <b>Net of receipts/(payments)</b>                     | <b>- 4,694</b>                            | <b>-</b>                             | <b>-</b>                            | <b>- 4,694</b>                  | <b>3,050</b>                  |
| <b>A5 Transfers between funds</b>                     | <b>-</b>                                  | <b>-</b>                             | <b>-</b>                            | <b>-</b>                        | <b>-</b>                      |
| <b>A6 Cash funds last year end</b>                    | <b>19,315</b>                             | <b>-</b>                             | <b>-</b>                            | <b>19,315</b>                   | <b>16,264</b>                 |
| <b>Cash funds this year end</b>                       | <b>14,620</b>                             | <b>-</b>                             | <b>-</b>                            | <b>14,620</b>                   | <b>19,315</b>                 |

### Section B Statement of assets and liabilities at the end of the period

| Categories           | Details  | Unrestricted funds<br>to nearest £ | Restricted funds<br>to nearest £ | Endowment funds<br>to nearest £ |
|----------------------|--|------------------------------------|----------------------------------|---------------------------------|
| <b>B1 Cash funds</b> |  | 14,620                             | -                                | -                               |
|                      |  | -                                  | -                                | -                               |
|                      |  | -                                  | -                                | -                               |
|                      | <b>Total cash funds</b>                                | <b>14,620</b>                      | <b>-</b>                         | <b>-</b>                        |
|                      | (agree balances with receipts and payments account(s)) | OK                                 | OK                               | OK                              |
|                      |  | <b>Unrestricted funds</b>          | <b>Restricted funds</b>          | <b>Endowment funds</b>          |

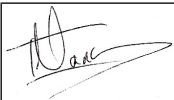
| <b>B2 Other monetary assets</b> | <b>Details</b> | <b>to nearest £</b> | <b>to nearest £</b> | <b>to nearest £</b> |
|---------------------------------|----------------|---------------------|---------------------|---------------------|
|                                 |                | -                   | -                   | -                   |
|                                 |                | -                   | -                   | -                   |
|                                 |                | -                   | -                   | -                   |
|                                 |                | -                   | -                   | -                   |
|                                 |                | -                   | -                   | -                   |
|                                 |                | -                   | -                   | -                   |

| <b>B3 Investment assets</b> | <b>Details</b> | <b>Fund to which asset belongs</b> | <b>Cost (optional)</b> | <b>Current value (optional)</b> |
|-----------------------------|----------------|------------------------------------|------------------------|---------------------------------|
|                             |                |                                    | -                      | -                               |
|                             |                |                                    | -                      | -                               |
|                             |                |                                    | -                      | -                               |
|                             |                |                                    | -                      | -                               |
|                             |                |                                    | -                      | -                               |

| <b>B4 Assets retained for the charity's own use</b> | <b>Details</b> | <b>Fund to which asset belongs</b> | <b>Cost (optional)</b> | <b>Current value (optional)</b> |
|---|----------------|------------------------------------|------------------------|---------------------------------|
|   |                |                                    | -                      | -                               |
|   |                |                                    | -                      | -                               |
|   |                |                                    | -                      | -                               |
|   |                |                                    | -                      | -                               |
|   |                |                                    | -                      | -                               |
|   |                |                                    | -                      | -                               |
|   |                |                                    | -                      | -                               |
|   |                |                                    | -                      | -                               |
|   |                |                                    | -                      | -                               |
|   |                |                                    | -                      | -                               |

| <b>B5 Liabilities</b> | <b>Details</b> | <b>Fund to which liability relates</b> | <b>Amount due (optional)</b> | <b>When due (optional)</b> |
|-----------------------|----------------|--|------------------------------|----------------------------|
|                       |                |  | -                            |                            |
|                       |                |  | -                            |                            |
|                       |                |  | -                            |                            |
|                       |                |  | -                            |                            |
|                       |                |  | -                            |                            |

Signed by one or two trustees on behalf of all the trustees

| <b>Signature</b>  | <b>Print Name</b> | <b>Date of approval</b> |
|---|-------------------|-------------------------|
|  | Timothy Manning   | 19/6/23                 |
|   |                   |                         |



**CHARITY COMMISSION  
FOR ENGLAND AND WALES**

**Independent examiner's report on the  
accounts**

**Report to the trustees/  
members of**

Charity Name  
Tring Stepping Stones Pre School

**On accounts for the year  
ended**

|          |                                |         |
|----------|--------------------------------|---------|
| 19/08/21 | <b>Charity no<br/>(if any)</b> | 1034714 |
|----------|--------------------------------|---------|

**Set out on pages**

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 19 / 08 / 2021.

**Responsibilities and basis  
of report**

As the charity's trustees, 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 all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

**Independent examiner's  
statement**

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:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

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 in order to enable a proper understanding of the accounts to be reached.

Signed:  Date: 07/06/23

Name: CHRIS WELLS

Address: 7 ELIZABETH CLOSE  
AYLESBURY BUCCS  
HP21 9XT