



5 Steps Community y Nursery



**ANNUAL
REPORT**

April 2020 - March 2021

MANAGEMENT COMMITTEE

Jean Leader	Chair
Abdul Durojaiye	Treasurer
Tracey Nwabia	Management
member	

NURSERY STAFF

Jean Williams	Manager
Lyndsey Craig	Manager
Helen Okai	Deputy Manager
Jennifer Henry	Nursery
Practitioner	
Mabel Oseyemi	Nursery
Practitioner	
Sharmin Nahar	Nursery Practitioner
Allison Pin	Nursery
Practitioner	
Karen Marshall	Admin/finance Officer
Yasin Bojang	Cook
Hannah Nwabia	Cleaner



AGM REPORT 2020-2021

Chairs Report

This year has been a very stressful one with the pandemic of Covid, which has affected the whole world. The nursery has been closed most of this year, from April 2020 to August 2020.

We opened back our doors in September 2020. We have been struggling in filling our nursery places as most of our children left in August to go to school, other parents found alternative child care and others were working from home.

In August we lost 8 children as they graduated to school. Since then we have been recruiting but our numbers are still low, therefore our income for 2020-2021 is in deficit.

During the pandemic we were able to pay the staff wages from FURLOUGH, Government funding of 80% and the nursery was able to pay the other 20%.

The nursery now has 13 children on roll, 3 Staff members in Pre-School Room with 8 children and 3 Members of staff with 4 children 0-3 years.

Unfortunately there was another lock down in January 2021 and the nursery has been closed up to the end of March 2021

Jean Leader

Chair



COME TO 5 STEPS

Come to 5 Steps come to 5 Steps

And you'll have a lovely time

We do painting

We do drawing

And we have a story time

together

All the children come

And play in harmony

Caring sharing, bringing, giving

Kindness everywhere

There's no punching

There's no fighting

For we leave those things behind.

So if you want to come to 5 Steps

Then you must be very kind



Nursery Photograph's

Our new photographer, Early Years Photography, will be here on Friday 15th November from 9:30am to take individual pictures of all of our children. You will receive a reference number to view your child's images online and purchase the images you like. We can change outfits and include siblings as requested.

Family Photo's



We want to make a book for every child

containing pictures of family and friends. These pictures help to boost children's confidence and self-esteem, by sharing them with friends and staff. Children enjoy staff asking questions about their pictures and they can give children comfort knowing they can pick up their book any time. Please email your pictures to jean@5steps.org.uk

Include names of people please and we will make your child a book. It will be kept in the book corner and yours to keep when your child leaves.

Spare clothes



Please ensure your child always has 1 or 2 sets of spare clothes on their peg- Make sure they are appropriate for the weather. Children do get messy or have accidents from time to time.

Mobile Phone Policy



Please adhere to our mobile phone policy. You must not enter the building while talking on your mobile phone. When you come to collect your children, they need your full attention. When staff see you, they may need to talk to you about your child's day, please be aware of how important this policy is.

Intercom System

Please remember the intercom is there for the safety of the children. Sometimes we are unable to open the door immediately as everyone may be out in the garden.

Please ring the buzzer, when it is answered please say your child's name and look in the camera. You will hear the door click then you can pull the door open.

Many Thanks, Jean and Lyndsey



—  **Children Learn what they live**

If children live with criticism, they learn to condemn.

If children live with hostility, they learn to fight

If children live with ridicule, they learn to be shy.

If children live with shame, they learn to feel guilty.

**If children live with tolerance, they learn to be
patient.**

**If children live with encouragement, they learn
confidence.**

If children live with praise, they learn to appreciate.

If children live with fairness, they learn justice.

**If children live with security, they learn to have
faith.**

If children live with approval, they learn to like themselves.

If children live with acceptance and friendship, they learn to find love in the world.

ACKNOWLEDGEMENTS

**Early Years Service
(Education Dept. London Borough Lewisham)**

Voluntary & Statutory Nurseries

Early Years Training Provision

Pre-School Learning Alliance

NDNA

Charles Rippin & Turner - Accountants

The Management committee

The staff

The Parents

The Children



Steps Nursery

Signed Accounts 2021

FIVESTEPS COMMUNITY NURSERY
REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31st MARCH 2021

The Trustees present their report for the year ended 31st March 2021

OBJECTIVES AND ACTIVITIES

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FINANCIAL REVIEW

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FUNDRAISING POLICY

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STRUCTURE GOVERNANCE AND MANAGEMENT

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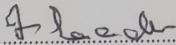
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As a provider of childcare, the Nursery is registered with Ofsted and must meet the conditions that Ofsted places on a registration at all times that we provide registered care, as well as other requirements for registration.

The Trustees report was approved by the Board of Trustees.

Signed on behalf of the trustees:


..... Date: 16-12-2021
Jean Leader - Chairman of the Trustees

Five Step Community Nursery
 Balance sheet at 31st March 2021

	Note	2021 £	2020 £
FIXED ASSETS			
Tangible assets	11	5,856	6,927
CURRENT ASSETS			
Prepayments			
Cash at bank and in hand	12	<u>538,414</u>	<u>597,424</u>
		538,414	597,424
CREDITORS			
Accruals		<u>3,420</u>	<u>1,920</u>
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NET CURRENT ASSETS		534,994	595,504
NET ASSETS		<u>540,850</u>	<u>602,431</u>
FUND BALANCES			
Restricted funds	9		
Unrestricted funds		<u>540,850</u>	<u>602,431</u>
		540,850	602,431

Approved by the board and signed on their behalf

J Leader
 Jean Leader - Chairman

16-12-21
 Date

FIVESTEPS COMMUNITY NURSERY

**ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021**

FIVE STEPS COMMUNITY NURSERY

ADMINISTRATIVE DETAILS FOR THE YEAR ENDED 31st MARCH 2021

Status

The organisation is a charity.

Registered Charity Number

800206

Principal Address

15 Lambourne Grove
Rotherhithe
London
SE16 2RR

Trustees

Jean Leader - Chairman
Abdul Durojaiye - Treasurer
Tracey Nwabia

Accountants

Charles Rippin and Turner
Middlesex House
130 College Road
Harrow
Middlesex
HA1 1BQ

Bank

The Co-operative Bank PLC
Delf House
Southway
Skelmersdale
WN8 6WT

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		<u>540,850</u>	<u>602,431</u>

Approved by the board and signed on their behalf

.....
Jean Leader - Chairman

.....
Date

Five Step Community Nursery

Statement of financial activities for the year ended 31st March 2021

	Restricted Funds £	Unrestricted Funds £	Total Funds 2021 £	Total Funds 2020 £
INCOMING RESOURCES				
Fee income	-	39,990	39,990	203,687
Grant income	-	46,144	46,144	77,262
Furlough	-	96,379	96,379	-
Other income	-	1,579	1,579	2,645
Fund Raising	-	-	-	204
Total incoming resources	-	184,092	184,092	283,799
RESOURCES EXPENDED				
Occupancy costs	-	15,892	15,892	19,196
Staff costs/ Pension	-	216,523	216,523	242,456
Childcare costs	-	5,035	5,035	4,815
Administration expenses/ Telephone	-	7,151	7,151	16,702
Depreciation	-	1,071	1,071	1,223
Total resources expended	-	245,673	245,673	284,392
Net movement in funds	-	-	61,581	-
Total funds brought forward	-	602,431	602,431	603,024
Total funds carried forward	-	540,850	540,850	602,431

Five Step Community Nursery

Notes to the accounts for the year ended 31st March 2021

1. ACCOUNTING POLICIES

Convention

These accounts have been prepared in accordance with the historical cost convention and in accordance with the Statement of Recommended Practice "Accounting and Reporting by Charities" issued March 2005 (SORP 2005) and the Charities Act 2011. The principal policies which the partners have adopted within these conventions are set out below.

Revenue

Income comprises of both fees paid by the parents of children who attend the nursery and grants made by the local authority.

Investment Policy

The trust holds no long-term investments. Cash reserves are held in deposit accounts and any interest generated is expended through the charitable activities of the nursery.

Restricted and Unrestricted Funds

The trust holds no restricted funds.

Depreciation

Depreciation has been computed to write off the cost of tangible fixed assets over their expected useful lives using the following rates:

Fixtures and fittings	- 15% per annum reducing balance
Plant and machinery	- 15% per annum reducing balance

2. GRANTS

	2021	2020
	£	£
London Borough of Lewisham		
Nursery education grant	46,144	77,262
2 year old pilot scheme	-	-
Welfare Food	-	204
	<u>46,144</u>	<u>77,467</u>

3. CHILDCARE FEES

	2021	2020
	£	£
Fees received from parents	<u>39,990</u>	<u>203,687</u>

4. OTHER INCOME

	2021	2020
	£	£
Sundry income	254	1,110
Furlough	96,379	-
Bank interest receivable	1,325	1,535
	<u>97,958</u>	<u>2,645</u>

5. OCCUPANCY COSTS

	2021	2020
	£	£
15 Lambourne Grove		
Rent	9,333	9,146
Rates	-	-
Water	480	1,294
Light and Heat	3,448	3,365
Repairs and maintenance	2,630	5,391
Cleaning	-	-
	15,892	19,196

6. STAFF COSTS

	2021	2020
	£	£
Salaries	183,308	197,049
Tax & NI	33,215	36,699
Agency	-	8,188
Training	-	520
	216,523	242,456

7. CHILDCARE COSTS

	2021	2020
	£	£
Toy replacements and materials	1,961	1,880
Equipment renewals	1,300	1,830
Outings and transport	294	710
Legal and professional fees	1,480	395
Group activities	-	-
	5,035	4,815

8. ADMINISTRATION COSTS

	2021	2020
	£	£
Telephone	1,858	1,826
Provisions and fund raising	2,561	11,799
Insurance	500	-
Admin	97	361
Sundries	636	796
Accountancy	1,500	1,920
Post and stationery	-	-
	7,151	16,702

9 ANALYSIS OF CHARITABLE FUNDS

Analysis of Fund Movements	Balance b/fwd £	Incoming Resources £	Resources Expended £	Fund c/fwd £
Unrestricted funds				
Unrestricted general funds	602,431	184,092	245,673	540,850
Restricted funds	-	-	-	-
Total	602,431 0	184,092	245,673	540,850

10 DEPRECIATION

	2021 £	2020 £
Fixtures and fittings	1,034	1,216
Plant and Machinery	37	7
	1,071	1,223

11 TANGIBLE FIXED ASSETS

	Fixtures and Fittings £	Plant and Machinery £	Total £
Cost			
At 1st April 2020	35,000	157	35,157
Additions	-	-	0
Revaluations	-	-	0
Other movements	-	-	0
Disposals	-	-	0
At 31st March 2021	35,000	157	35,157
Depreciation			
At 1st April 2020	28,110	120	28,230
Charge for the year	1,034	37	1,071
Revaluations	-	-	0
Other movements	-	-	0
Elimination on disposals	-	-	0
At 31st March 2021	29,144	157	29,301
Net book value			
At 31st March 2021	5,856	0	5,856
At 31st March 2020	6,890	37	6,927

12 CASH AT BANK AND IN HAND

	2021	2,020
	£	£
Co-operative 65251124	175,401	235,584
Co-operative 65396144	362,687	361,362
Cash in hand	326	479
	<hr/> 538,414 <hr/>	<hr/> 597,424 <hr/>

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