



Steps Community Nursery



ANNUAL REPORT

April 2021 - March 2022

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
Towana Hall	Nursery Practitioner
Allison Pin	Nursery Practitioner- Room Leader
Karen Marshall	Admin/finance Officer
Frances Whelan	Cook
Hannah Nwabia	Cleaner



AGM REPORT 2021-2022

Chairs Report

Another Year has come and gone, but the Nursery is still going on.

The Nursery was closed from January 2021 to March 2021 as there was another outbreak of COVID.

We reopened the nursery in April 21.

There has been a great loss in our revenue and we have a deficit of £45,000

The nursery now has 17 children on roll, 15 of which are full-time and 2 part time. We have 10 members of staff- 7 members of staff working with the children, 1 admin, 1cook and a cleaner.

We are still struggling in filling our 32 place nursery as parents are continuing working from home and some are just requiring 2 to 3 days childcare.

We are also finding difficulties in recruiting qualified staff.

The Nursery continues to strive for the Best, ensuring the Welfare and Well-being of all our children

Jean Leader



Chair



FIVESTEPS COMMUNITY NURSERY

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31st MARCH 2022

The Trustees present their report for the year ended 31st March 2022

OBJECTIVES AND ACTIVITIES

The charity's principal activity continues to be the provision of childcare facilities for the public benefit.

FINANCIAL REVIEW

The charity continued its charitable objectives. There was an increase in both grant funding and fees from parents and expenses stabilised.

FUNDRAISING POLICY

The charity is funded by fees charged in exchange for the provision of childcare facilities and grants issued by the London Borough of Lewisham.

STRUCTURE GOVERNANCE AND MANAGEMENT

The members of the Trustees who served during the year were:

Jean Leader - Chairman

Abdul Durojaiya - Treasurer

Tracey Nwabia

The Board of Trustees keeps the skill requirements for the Trustee Board under review. Training expenses are provided for new trustees together with an induction pack comprising a copy of the governing body deed, a copy of the last year's annual report and accounts, copies of Board minutes and a copy of the Charity Commission's guidance "The Essential Trustee".

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:

.....*J. Leader*..... Date: *1-11-22*

Jean Leader - Chairman of the Trustees

Five Step Community Nursery

Balance sheet at 31st March 2022

	Note	2022 £	2021 £
FIXED ASSETS			
Tangible assets	11	4,978	5,856
CURRENT ASSETS			
Prepayments			
Cash at bank and in hand	12	<u>492,530</u>	<u>538,414</u>
		<u>492,530</u>	<u>538,414</u>
CREDITORS			
Accruals		<u>1,500</u>	<u>3,420</u>
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NET CURRENT ASSETS		491,030	534,994
NET ASSETS		<u>496,008</u>	<u>540,850</u>
FUND BALANCES	9		
Restricted funds			
Unrestricted funds		<u>496,008</u>	<u>540,850</u>
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Approved by the board and signed on their behalf

J Leader
Jean Leader - Chairman

1.11.22
Date

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

All the children come together

And play in harmony

Caring sharing, bringing,

Giving, showing kindness everywhere

Gentle hands and

Soft voices

Are what we practice every day

So if you want to come to 5 Steps

Then you must be very kind



British Values are a set of five values introduced to keep children safe and promote their welfare.

1. Democracy

Making decisions together and listening to children's and parent's voices. At 5 Steps parent questionnaires are completed twice a year. Children are given opportunities to make decisions about choice of activities and resources they play with. This gives opportunities to develop enquiring minds in an atmosphere where questions are valued.

2. Rule of law

Understanding that rules matter, as cited in Personal Social and Emotional Development. We consistently reinforce our high expectations of children. Children are taught the value and reasons behind our expectations (rules), that they are there to protect us, that everyone has a responsibility and the consequences when rules are broken.

3. Individual liberty

Freedom for all, for example reflecting on their differences and understanding that we are free to have different opinions. Children are actively encouraged to make choices, knowing that they are in a safe and supportive environment. We provide boundaries for young children to make choices safely, through our provision of a safe enabling environment and effective teaching.

respect

4. Mutual

Treat others as you want to be treated. Children gain respect through interaction with caring adults who show and value their individual personalities. Positive, caring and polite behaviour will be encouraged and praised at all times in an environment where children learn to respect themselves, other people and their surroundings.

5. Tolerance of those of Different Faiths and Beliefs

We aim to enhance children's understanding of different faiths and beliefs by participating in a range of celebrations throughout the year. Children have the opportunity to dress-up in clothes and try foods from other cultures and we encourage parents and carers to participate and support.



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

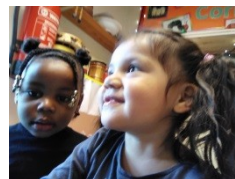
Charles Rippin & Turner - Accountants

The Management committee

The staff

The Parents

The Children





Steps Nursery



FIVESTEPS COMMUNITY NURSERY

**ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022**

FIVE STEPS COMMUNITY NURSERY

ADMINISTRATIVE DETAILS FOR THE YEAR ENDED 31st MARCH 2022

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

FIVESTEPS COMMUNITY NURSERY

**REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31st MARCH 2022**

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.....Date:

Jean Leader - Chairman of the Trustees

Five Step Community Nursery

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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 2022

	Restricted Funds £	Unrestricted Funds £	Total Funds 2022 £	Total Funds 2021 £
INCOMING RESOURCES				
Fee income	-	112,893	112,893	39,990
Grant income	-	67,720	67,720	46,144
Furlough	-	8,975	8,975	96,379
Other income	-	643	643	1,579
Fund Raising	-	1,008	1,008	-
Total incoming resources	-	191,240	191,240	184,092
RESOURCES EXPENDED				
Occupancy costs	-	15,458	15,458	15,892
Staff costs/ Pension	-	200,463	200,463	216,523
Childcare costs	-	7,625	7,625	5,035
Administration expenses/ Telephone	-	11,657	11,657	7,151
Depreciation	-	878	878	1,071
Total resources expended	-	236,081	236,081	245,673
Net movement in funds	-	-	44,842	61,581
Total funds brought forward	-	540,850	540,850	602,431
Total funds carried forward	-	496,008	496,008	540,850

Five Step Community Nursery

Notes to the accounts for the year ended 31st March 2022

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

	2022	2,021
	£	£
London Borough of Lewisham		
Nursery education grant	34,720	46,144
COVID grant	33,000	-
Fund raising	1,008	-
	<u>68,728</u>	<u>46,144</u>

3. CHILDCARE FEES

	2022	2,021
	£	£
Fees received from parents	<u>112,893</u>	<u>39,990</u>

4. OTHER INCOME

	2022	2,021
	£	£
Sundry income	585	254
Furlough	8,975	96,379
Bank interest receivable	58	1,325
	<u>9,619</u>	<u>97,958</u>

5. OCCUPANCY COSTS

	2022	2,021
	£	£
15 Lambourne Grove		
Rent	6,417	9,333
Rates	406	-
Water	112	480
Light and Heat	5,282	3,448
Repairs and maintenance	3,242	2,630
Cleaning	-	-
	<u>15,458</u>	<u>15,892</u>

6. STAFF COSTS

	2022	2,021
	£	£
Salaries	165,426	183,308
Tax & NI	34,227	33,215
Agency	12	-
Training	797	-
	<u>200,463</u>	<u>216,523</u>

7. CHILDCARE COSTS

	2022	2,021
	£	£
Toy replacements and materials	3,486	1,961
Equipment renewals	1,561	1,300
Outings and transport	714	294
Legal and professional fees	1,865	1,480
Group activities	-	-
	<u>7,625</u>	<u>5,035</u>

8. ADMINISTRATION COSTS

	2022	2,021
	£	£
Telephone	1,671	1,858
Provisions and fund raising	5,204	2,561
Insurance	2,328	500
Admin	705	97
Sundries	248	636
Accountancy	1,500	1,500
Post and stationery	-	-
	<u>11,657</u>	<u>7,151</u>

9 ANALYSIS OF CHARITABLE FUNDS

Analysis of Fund Movements	Balance b/fwd	Incoming Resources	Resources Expended	Fund c/fwd
	£	£	£	£
Unrestricted funds				
Unrestricted general funds	540,850	191,240	236,081	496,008
Restricted funds	-	-	-	-
Total	540,850	191,240	236,081	496,008

10 DEPRECIATION

	2022	2,021
	£	£
Fixtures and fittings	878	1,034
Plant and Machinery	0	37
	878	1,071

11 TANGIBLE FIXED ASSETS

	Fixtures and Fittings	Plant and Machinery	Total
	£	£	£
Cost			
At 1st April 2021	35,000	157	35,157
Additions	-	-	0
Revaluations	-	-	0
Other movements	-	-	0
Disposals	-	-	0
At 31st March 2022	35,000	157	35,157
Depreciation			
At 1st April 2021	29,144	157	29,301
Charge for the year	878	0	878
Revaluations	-	-	0
Other movements	-	-	0
Elimination on disposals	-	-	0
At 31st March 2022	30,022	157	30,179
Net book value			
At 31st March 2022	4,978	0	4,978
At 31st March 2021	5,856	0	5,856

12 CASH AT BANK AND IN HAND

	2022	2,021
	£	£
Co-operative 65251124	129,706	175,401
Co-operative 65396144	362,745	362,687
Cash in hand	80	326
	<u>492,530</u>	<u>538,414</u>

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