



Steps Community Nursery



ANNUAL REPORT
April 2024 - March 2025

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 |
| Allison Pin | Nursery Practitioner- Room Leader |
| Karen Marshall | Admin/finance Officer |
| Frances Whelan | Cook |

AGM REPORT 2024-2025

Chairs Report

2024-25 The nursery has seen many changes over the years in how the nursery runs. Most parents are now working from home and share in the care of their children, therefore not requiring as many fulltime places for their children.

The Government is also offering more 30 hour places to working families and the 15 hours to all children from 3 years old.

This means parents are just taking up the 15 or 30 hour places, which leaves the nursery struggling as it offers 50 hrs per week

We have tried to keep our fees at an affordable cost to the families, but as the cost of living goes up so does our fees.

We continue to offer our children the Foundation Stage curriculum, concentrating mainly on the 3 prime areas and incorporating the specific areas of learning. We also work continuously with special needs children.

The numbers of children in the nursery remains low, but parents are continually inquiring and we are slowly filling up our places

We continue to ensure the care, education, welfare and wellbeing of all the children in our care.

Jean Leader

Chair



FIVE STEPS COMMUNITY NURSERY

ADMINISTRATIVE DETAILS FOR THE YEAR ENDED 31st MARCH 2025

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 2025**

The Trustees present their report for the year ended 31st March 2025

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 bust 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:

 Date: 18/12/25

Jean Leader - Chairman of the Trustees

Five Step Community Nursery

Balance sheet at 31st March 2025

| | Note | 2025 £ | 2024 £ |
|---------------------------|------|----------------|----------------|
| FIXED ASSETS | | | |
| Tangible assets | 11 | 3,057 | 3,596 |
| CURRENT ASSETS | | | |
| Prepayments | | | |
| Cash at bank and in hand | 12 | <u>369,170</u> | <u>362,879</u> |
| | | <u>369,170</u> | <u>362,879</u> |
| CREDITORS | | | |
| Accruals | | <u>1,500</u> | <u>1,500</u> |
| | | <u>1,500</u> | <u>1,500</u> |
| NET CURRENT ASSETS | | 367,670 | 361,379 |
| NET ASSETS | | <u>370,727</u> | <u>364,975</u> |
| FUND BALANCES | | | |
| | 9 | | |
| Restricted funds | | <u>370,727</u> | <u>364,975</u> |
| Unrestricted funds | | <u>370,727</u> | <u>364,975</u> |

Approved by the board and signed on their behalf

J Leader

 Jean Leader - Chairman

18/12/25
 Date

Five Step Community Nursery

Statement of financial activities for the year ended 31st March 2025

| | Restricted Funds £ | Unrestricted Funds £ | Total Funds 2025 £ | Total Funds 2024 £ |
|------------------------------------|--------------------------|----------------------------|--------------------------|--------------------------|
| INCOMING RESOURCES | | | | |
| Fee income | - | 166,886 | 166,886 | 140,114 |
| Grant income | - | 73,982 | 73,982 | 48,969 |
| Furlough | - | - | - | 941 |
| Other income | - | 2,712 | 2,712 | 3,017 |
| Fund Raising | - | - | - | - |
| Total incoming resources | - | 243,580 | 243,580 | 193,041 |
| RESOURCES EXPENDED | | | | |
| Occupancy costs | - | 27,079 | 27,079 | 24,738 |
| Staff costs/ Pension | - | 200,607 | 200,607 | 220,889 |
| Childcare costs | - | 2,725 | 2,725 | 6,255 |
| Administration expenses/ Telephone | - | 6,878 | 6,878 | 12,355 |
| Depreciation | - | 539 | 539 | 635 |
| Total resources expended | - | 237,828 | 237,828 | 264,871 |
| Net movement in funds | - | 5,752 | 5,752 | - 71,831 |
| Total funds brought forward | - | 364,975 | 364,975 | 436,806 |
| Total funds carried forward | - | 370,727 | 370,727 | 364,975 |

Five Step Community Nursery

Notes to the accounts for the year ended 31st March 2025

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

| | 2025 | 2024 |
|-----------------------------------|---------------|---------------|
| | £ | £ |
| London Borough of Lewisham | | |
| Nursery education grant | 73,982 | 48,969 |
| COVID grant | - | - |
| Fund raising | - | - |
| | <u>73,982</u> | <u>48,969</u> |

3. CHILDCARE FEES

| | 2025 | 2024 |
|----------------------------|----------------|----------------|
| | £ | £ |
| Fees received from parents | <u>166,886</u> | <u>140,114</u> |

OTHER INCOME

| | 2025 | 2024 |
|--------------------------|--------------|--------------|
| | £ | £ |
| Sundry income | - | - |
| Furlough | - | 941 |
| Bank interest receivable | 2,712 | 3,017 |
| | <u>2,712</u> | <u>3,958</u> |

5. OCCUPANCY COSTS

| | 2025 | 2024 |
|---------------------------|---------------|---------------|
| | £ | £ |
| 15 Lambourne Grove | | |
| Rent | 8,166 | 7,000 |
| Rates | 1,166 | 1,111 |
| Water | 1,248 | 1,031 |
| Light and Heat | 7,686 | 8,776 |
| Repairs and maintenance | 2,942 | 1,600 |
| Cleaning | 5,871 | 5,220 |
| | <u>27,079</u> | <u>24,738</u> |

6. STAFF COSTS

| | 2025 | 2024 |
|-------------------|----------------|----------------|
| | £ | £ |
| Salaries | 152,676 | 189,216 |
| Tax ,NI & Pension | 47,159 | 30,764 |
| Agency | - | 909 |
| Training | 772 | - |
| | <u>200,607</u> | <u>220,889</u> |

7. CHILDCARE COSTS

| | 2025 | 2024 |
|--------------------------------|--------------|--------------|
| | £ | £ |
| Toy replacements and materials | - | 2,089 |
| Equipment renewals | 710 | 520 |
| Outings and transport | 1,199 | 1,182 |
| Legal and professional fees | 816 | 2,464 |
| | <u>2,725</u> | <u>6,255</u> |

8. ADMINISTRATION COSTS

| | 2025 | 2024 |
|-----------------------------|--------------|---------------|
| | £ | £ |
| Telephone | 2,157 | 2,117 |
| Provisions and fund raising | - | 7,107 |
| Insurance | 1,454 | 1,271 |
| Admin | 1,080 | 295 |
| Sundries | 537 | 65 |
| Entertainment | 150 | - |
| Accountancy | 1,500 | 1,500 |
| | <u>6,878</u> | <u>12,355</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 | 364,975 | 243,580 | 237,828 | 370,727 |
| Restricted funds | - | - | - | - |
| Total | 364,975 | 243,580 | 237,828 | 370,727 |

10 DEPRECIATION

| | 2025 £ | 2024 £ |
|-----------------------|------------|------------|
| Fixtures and fittings | 539 | 635 |
| Plant and Machinery | 0 | 0 |
| | 539 | 635 |

11 TANGIBLE FIXED ASSETS

| | Fixtures and Fittings £ | Plant and Machinery £ | Total £ |
|--------------------------|----------------------------|--------------------------|---------------|
| Cost | | | |
| At 1st April 2024 | 35,000 | 157 | 35,157 |
| Additions | - | - | 0 |
| Revaluations | - | - | 0 |
| Other movements | - | - | 0 |
| Disposals | - | - | 0 |
| At 31st March 2025 | 35,000 | 157 | 35,157 |
| Depreciation | | | |
| At 1st April 2024 | 31,404 | 157 | 31,561 |
| Charge for the year | 539 | 0 | 539 |
| Revaluations | - | - | 0 |
| Other movements | - | - | 0 |
| Elimination on disposals | - | - | 0 |
| At 31st March 2025 | 31,943 | 157 | 32,100 |
| Net book value | | | |
| At 31st March 2025 | 3,057 | 0 | 3,057 |
| At 31st March 2024 | 3,596 | 0 | 3,596 |

12 CASH AT BANK AND IN HAND

| | 2025 £ | 2024 £ |
|-----------------------|----------------|----------------|
| Co-operative 65251124 | 199,169 | 195,595 |
| Co-operative 65396144 | 168,950 | 166,238 |
| Cash in hand | 1,051 | 1,046 |
| | 369,170 | 362,879 |

Section 1 - The learning and development requirements

1.1. This section defines what providers must do, working in partnership with parents and/or carers, to promote the learning and development of all children in their care, and to ensure they are ready for year 1. The learning and development requirements are informed by the best available evidence on how children learn and reflect the broad range of skills, knowledge and attitudes children need as foundations for good future progress. Early years providers must guide the development of children's capabilities with a view to ensuring that children in their care complete the EYFS ready to benefit fully from the opportunities ahead of them.

1.2. The EYFS learning and development requirements comprise:

- the seven areas of learning and development and the educational programmes (described below)
- the early learning goals, which summarise the knowledge, skills and understanding that all young children should have gained by the end of the reception year
- the assessment requirements (when and how practitioners must assess children's achievements, and when and how they should discuss children's progress with parents and/or carers)

Development Matters⁶, non-statutory curriculum guidance for the EYFS, is available to support providers in their delivery of the EYFS learning and development requirements.

As this document is non-statutory, Ofsted and inspectorates of independent schools will not have regard to it in carrying out inspections and it is up to providers to decide how they approach the curriculum.

The areas of learning and development

1.3. There are seven areas of learning and development that must shape educational programmes in early years settings.

All areas of learning and development are important and inter-connected.

5 Providers offering care exclusively before and after school or during the school holidays for children who normally attend reception (or older) class during the school day (see paragraph 3.41) do not need to meet the learning and development requirements. However, providers offering care exclusively before and after school or during the school holidays for children younger than those in the reception class age range, should continue to be guided by, but do not have to meet, the learning and development requirements. All such providers should discuss with parents and/or carers (and other practitioners/ providers as appropriate, including school staff/teachers) the support they intend to offer.

6 [https://www.gov.uk/government/publications/development-matters--2 8 1.4.](https://www.gov.uk/government/publications/development-matters--2-8-14)

1.4. Three areas are particularly important for building a foundation for igniting children's curiosity and enthusiasm for learning, forming relationships and thriving.

These are the prime areas:

- communication and language
- physical development
- personal, social and emotional development

1.5. Providers must also support children in four specific areas, through which the three prime areas are strengthened and applied.

The specific areas are:

- literacy
- mathematics
- understanding the world
- expressive arts and design

Level..... CHILD'S INDIVIDUAL BEHAVIOUR PLAN NO.....
From.....TO.....

NAME: D.O.B..... AGE: YRSMTHS.....

EARLY YEARS PROVISION.....REVIEW DATE
.....

| Areas of need. Targets and Current Behaviour Level | Methods, strategies and resources to be used. Who will work on the target? When? With what equipment? | How far have the targets been met? Comments on progress and future needs. |
|---|---|---|
| | | |

Targets agreed by (signature)Parent/CarerKeyworker

Review agreed by (Initials).....

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

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.

4. Mutual respect 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.



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

FIVESTEPS COMMUNITY NURSERY

**ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2025**

FIVE STEPS COMMUNITY NURSERY

ADMINISTRATIVE DETAILS FOR THE YEAR ENDED 31st MARCH 2025

Status

The organisation is a charity.

Registered Charity Number

800206

Principal Address

15 Lambourne Grove
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London
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Trustees

Jean Leader - Chairman
Abdul Durojaiye - Treasurer
Tracey Nwabia

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WN8 6WT

FIVESTEPS COMMUNITY NURSERY

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31st MARCH 2025

The Trustees present their report for the year ended 31st March 2025

OBJECTIVES AND ACTIVITIES

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

FINANCIAL REVIEW

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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:

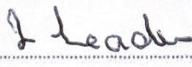
Jean Leader - Chairman
Abdul Durojaiya - Treasurer
Tracey Nwabia

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 bust 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:


..... Date: 18/12/25
Jean Leader - Chairman of the Trustees

Five Step Community Nursery

Balance sheet at 31st March 2025

| | Note | 2025 £ | 2024 £ |
|---------------------------|------|----------------|----------------|
| FIXED ASSETS | | | |
| Tangible assets | 11 | 3,057 | 3,596 |
| CURRENT ASSETS | | | |
| Prepayments | | | |
| Cash at bank and in hand | 12 | <u>369,170</u> | <u>362,879</u> |
| | | <u>369,170</u> | <u>362,879</u> |
| CREDITORS | | | |
| Accruals | | <u>1,500</u> | <u>1,500</u> |
| | | <u>1,500</u> | <u>1,500</u> |
| NET CURRENT ASSETS | | 367,670 | 361,379 |
| NET ASSETS | | <u>370,727</u> | <u>364,975</u> |
| FUND BALANCES | | | |
| | 9 | | |
| Restricted funds | | | |
| Unrestricted funds | | <u>370,727</u> | <u>364,975</u> |
| | | <u>370,727</u> | <u>364,975</u> |

Approved by the board and signed on their behalf

J Leader

 Jean Leader - Chairman

18/12/25
 Date

Five Step Community Nursery

Statement of financial activities for the year ended 31st March 2025

| | Restricted Funds £ | Unrestricted Funds £ | Total Funds 2025 £ | Total Funds 2024 £ |
|------------------------------------|--------------------------|----------------------------|--------------------------|--------------------------|
| INCOMING RESOURCES | | | | |
| Fee income | - | 166,886 | 166,886 | 140,114 |
| Grant income | - | 73,982 | 73,982 | 48,969 |
| Furlough | - | - | - | 941 |
| Other income | - | 2,712 | 2,712 | 3,017 |
| Fund Raising | - | - | - | - |
| Total incoming resources | - | 243,580 | 243,580 | 193,041 |
| RESOURCES EXPENDED | | | | |
| Occupancy costs | - | 27,079 | 27,079 | 24,738 |
| Staff costs/ Pension | - | 200,607 | 200,607 | 220,889 |
| Childcare costs | - | 2,725 | 2,725 | 6,255 |
| Administration expenses/ Telephone | - | 6,878 | 6,878 | 12,355 |
| Depreciation | - | 539 | 539 | 635 |
| Total resources expended | - | 237,828 | 237,828 | 264,871 |
| Net movement in funds | - | 5,752 | 5,752 | - 71,831 |
| Total funds brought forward | - | 364,975 | 364,975 | 436,806 |
| Total funds carried forward | - | 370,727 | 370,727 | 364,975 |

Five Step Community Nursery

Notes to the accounts for the year ended 31st March 2025

1. ACCOUNTING POLICIES

Convention

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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

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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

| | 2025 | 2024 |
|-----------------------------------|---------------|---------------|
| | £ | £ |
| London Borough of Lewisham | | |
| Nursery education grant | 73,982 | 48,969 |
| COVID grant | - | - |
| Fund raising | - | - |
| | <u>73,982</u> | <u>48,969</u> |

3. CHILDCARE FEES

| | 2025 | 2024 |
|----------------------------|----------------|----------------|
| | £ | £ |
| Fees received from parents | <u>166,886</u> | <u>140,114</u> |

OTHER INCOME

| | 2025 | 2024 |
|--------------------------|--------------|--------------|
| | £ | £ |
| Sundry income | - | - |
| Furlough | - | 941 |
| Bank interest receivable | 2,712 | 3,017 |
| | <u>2,712</u> | <u>3,958</u> |

5. OCCUPANCY COSTS

| | 2025 | 2024 |
|---------------------------|---------------|---------------|
| | £ | £ |
| 15 Lambourne Grove | | |
| Rent | 8,166 | 7,000 |
| Rates | 1,166 | 1,111 |
| Water | 1,248 | 1,031 |
| Light and Heat | 7,686 | 8,776 |
| Repairs and maintenance | 2,942 | 1,600 |
| Cleaning | 5,871 | 5,220 |
| | <u>27,079</u> | <u>24,738</u> |

6. STAFF COSTS

| | 2025 | 2024 |
|-------------------|----------------|----------------|
| | £ | £ |
| Salaries | 152,676 | 189,216 |
| Tax ,NI & Pension | 47,159 | 30,764 |
| Agency | - | 909 |
| Training | 772 | - |
| | <u>200,607</u> | <u>220,889</u> |

7. CHILDCARE COSTS

| | 2025 | 2024 |
|--------------------------------|--------------|--------------|
| | £ | £ |
| Toy replacements and materials | - | 2,089 |
| Equipment renewals | 710 | 520 |
| Outings and transport | 1,199 | 1,182 |
| Legal and professional fees | 816 | 2,464 |
| | <u>2,725</u> | <u>6,255</u> |

8. ADMINISTRATION COSTS

| | 2025 | 2024 |
|-----------------------------|--------------|---------------|
| | £ | £ |
| Telephone | 2,157 | 2,117 |
| Provisions and fund raising | - | 7,107 |
| Insurance | 1,454 | 1,271 |
| Admin | 1,080 | 295 |
| Sundries | 537 | 65 |
| Entertainment | 150 | - |
| Accountancy | 1,500 | 1,500 |
| | <u>6,878</u> | <u>12,355</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 | 364,975 | 243,580 | 237,828 | 370,727 |
| Restricted funds | - | - | - | - |
| Total | 364,975 | 243,580 | 237,828 | 370,727 |

10 DEPRECIATION

| | 2025 £ | 2024 £ |
|-----------------------|------------|------------|
| Fixtures and fittings | 539 | 635 |
| Plant and Machinery | 0 | 0 |
| | <u>539</u> | <u>635</u> |

11 TANGIBLE FIXED ASSETS

| | Fixtures and Fittings £ | Plant and Machinery £ | Total £ |
|--------------------------|----------------------------|--------------------------|---------------|
| Cost | | | |
| At 1st April 2024 | 35,000 | 157 | 35,157 |
| Additions | - | - | 0 |
| Revaluations | - | - | 0 |
| Other movements | - | - | 0 |
| Disposals | - | - | 0 |
| At 31st March 2025 | <u>35,000</u> | <u>157</u> | <u>35,157</u> |
| Depreciation | | | |
| At 1st April 2024 | 31,404 | 157 | 31,561 |
| Charge for the year | 539 | 0 | 539 |
| Revaluations | - | - | 0 |
| Other movements | - | - | 0 |
| Elimination on disposals | - | - | 0 |
| At 31st March 2025 | <u>31,943</u> | <u>157</u> | <u>32,100</u> |
| Net book value | | | |
| At 31st March 2025 | <u>3,057</u> | <u>0</u> | <u>3,057</u> |
| At 31st March 2024 | <u>3,596</u> | <u>0</u> | <u>3,596</u> |

12 CASH AT BANK AND IN HAND

| | 2025 | 2024 |
|-----------------------|----------------|----------------|
| | £ | £ |
| Co-operative 65251124 | 199,169 | 195,595 |
| Co-operative 65396144 | 168,950 | 166,238 |
| Cash in hand | 1,051 | 1,046 |
| | <u>369,170</u> | <u>362,879</u> |

FIVESTEPS COMMUNITY NURSERY

**ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2025**

FIVE STEPS COMMUNITY NURSERY

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The organisation is a charity.

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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 2025

The Trustees present their report for the year ended 31st March 2025

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:

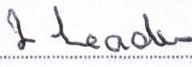
Jean Leader - Chairman
Abdul Durojaiya - Treasurer
Tracey Nwabia

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 bust 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:

 Date: 18/12/25
.....
Jean Leader - Chairman of the Trustees

Five Step Community Nursery

Balance sheet at 31st March 2025

| | Note | 2025 £ | 2024 £ |
|---------------------------|------|----------------|----------------|
| FIXED ASSETS | | | |
| Tangible assets | 11 | 3,057 | 3,596 |
| CURRENT ASSETS | | | |
| Prepayments | | | |
| Cash at bank and in hand | 12 | <u>369,170</u> | <u>362,879</u> |
| | | <u>369,170</u> | <u>362,879</u> |
| CREDITORS | | | |
| Accruals | | <u>1,500</u> | <u>1,500</u> |
| | | <u>1,500</u> | <u>1,500</u> |
| NET CURRENT ASSETS | | 367,670 | 361,379 |
| NET ASSETS | | <u>370,727</u> | <u>364,975</u> |
| FUND BALANCES | | | |
| | 9 | | |
| Restricted funds | | | |
| Unrestricted funds | | <u>370,727</u> | <u>364,975</u> |
| | | <u>370,727</u> | <u>364,975</u> |

Approved by the board and signed on their behalf

J Leader

 Jean Leader - Chairman

18/12/25
 Date

Five Step Community Nursery

Statement of financial activities for the year ended 31st March 2025

| | Restricted Funds £ | Unrestricted Funds £ | Total Funds 2025 £ | Total Funds 2024 £ |
|------------------------------------|--------------------------|----------------------------|--------------------------|--------------------------|
| INCOMING RESOURCES | | | | |
| Fee income | - | 166,886 | 166,886 | 140,114 |
| Grant income | - | 73,982 | 73,982 | 48,969 |
| Furlough | - | - | - | 941 |
| Other income | - | 2,712 | 2,712 | 3,017 |
| Fund Raising | - | - | - | - |
| Total incoming resources | - | 243,580 | 243,580 | 193,041 |
| RESOURCES EXPENDED | | | | |
| Occupancy costs | - | 27,079 | 27,079 | 24,738 |
| Staff costs/ Pension | - | 200,607 | 200,607 | 220,889 |
| Childcare costs | - | 2,725 | 2,725 | 6,255 |
| Administration expenses/ Telephone | - | 6,878 | 6,878 | 12,355 |
| Depreciation | - | 539 | 539 | 635 |
| Total resources expended | - | 237,828 | 237,828 | 264,871 |
| Net movement in funds | - | 5,752 | 5,752 | - 71,831 |
| Total funds brought forward | - | 364,975 | 364,975 | 436,806 |
| Total funds carried forward | - | 370,727 | 370,727 | 364,975 |

Five Step Community Nursery

Notes to the accounts for the year ended 31st March 2025

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

| | 2025 | 2024 |
|-----------------------------------|---------------|---------------|
| | £ | £ |
| London Borough of Lewisham | | |
| Nursery education grant | 73,982 | 48,969 |
| COVID grant | - | - |
| Fund raising | - | - |
| | <u>73,982</u> | <u>48,969</u> |

3. CHILDCARE FEES

| | 2025 | 2024 |
|----------------------------|----------------|----------------|
| | £ | £ |
| Fees received from parents | <u>166,886</u> | <u>140,114</u> |

OTHER INCOME

| | 2025 | 2024 |
|--------------------------|--------------|--------------|
| | £ | £ |
| Sundry income | - | - |
| Furlough | - | 941 |
| Bank interest receivable | 2,712 | 3,017 |
| | <u>2,712</u> | <u>3,958</u> |

5. OCCUPANCY COSTS

| | 2025 | 2024 |
|---------------------------|---------------|---------------|
| | £ | £ |
| 15 Lambourne Grove | | |
| Rent | 8,166 | 7,000 |
| Rates | 1,166 | 1,111 |
| Water | 1,248 | 1,031 |
| Light and Heat | 7,686 | 8,776 |
| Repairs and maintenance | 2,942 | 1,600 |
| Cleaning | 5,871 | 5,220 |
| | <u>27,079</u> | <u>24,738</u> |

6. STAFF COSTS

| | 2025 | 2024 |
|-------------------|----------------|----------------|
| | £ | £ |
| Salaries | 152,676 | 189,216 |
| Tax ,NI & Pension | 47,159 | 30,764 |
| Agency | - | 909 |
| Training | 772 | - |
| | <u>200,607</u> | <u>220,889</u> |

7. CHILDCARE COSTS

| | 2025 | 2024 |
|--------------------------------|--------------|--------------|
| | £ | £ |
| Toy replacements and materials | - | 2,089 |
| Equipment renewals | 710 | 520 |
| Outings and transport | 1,199 | 1,182 |
| Legal and professional fees | 816 | 2,464 |
| | <u>2,725</u> | <u>6,255</u> |

8. ADMINISTRATION COSTS

| | 2025 | 2024 |
|-----------------------------|--------------|---------------|
| | £ | £ |
| Telephone | 2,157 | 2,117 |
| Provisions and fund raising | - | 7,107 |
| Insurance | 1,454 | 1,271 |
| Admin | 1,080 | 295 |
| Sundries | 537 | 65 |
| Entertainment | 150 | - |
| Accountancy | 1,500 | 1,500 |
| | <u>6,878</u> | <u>12,355</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 | 364,975 | 243,580 | 237,828 | 370,727 |
| Restricted funds | - | - | - | - |
| Total | 364,975 | 243,580 | 237,828 | 370,727 |

10 DEPRECIATION

| | 2025 £ | 2024 £ |
|-----------------------|------------|------------|
| Fixtures and fittings | 539 | 635 |
| Plant and Machinery | 0 | 0 |
| | <u>539</u> | <u>635</u> |

11 TANGIBLE FIXED ASSETS

| | Fixtures and Fittings £ | Plant and Machinery £ | Total £ |
|--------------------------|----------------------------|--------------------------|---------------|
| Cost | | | |
| At 1st April 2024 | 35,000 | 157 | 35,157 |
| Additions | - | - | 0 |
| Revaluations | - | - | 0 |
| Other movements | - | - | 0 |
| Disposals | - | - | 0 |
| At 31st March 2025 | <u>35,000</u> | <u>157</u> | <u>35,157</u> |
| Depreciation | | | |
| At 1st April 2024 | 31,404 | 157 | 31,561 |
| Charge for the year | 539 | 0 | 539 |
| Revaluations | - | - | 0 |
| Other movements | - | - | 0 |
| Elimination on disposals | - | - | 0 |
| At 31st March 2025 | <u>31,943</u> | <u>157</u> | <u>32,100</u> |
| Net book value | | | |
| At 31st March 2025 | <u>3,057</u> | <u>0</u> | <u>3,057</u> |
| At 31st March 2024 | <u>3,596</u> | <u>0</u> | <u>3,596</u> |

12 CASH AT BANK AND IN HAND

| | 2025 | 2024 |
|-----------------------|----------------|----------------|
| | £ | £ |
| Co-operative 65251124 | 199,169 | 195,595 |
| Co-operative 65396144 | 168,950 | 166,238 |
| Cash in hand | 1,051 | 1,046 |
| | <u>369,170</u> | <u>362,879</u> |