

**REGISTERED COMPANY NUMBER: 05885935 (England and Wales)**  
**REGISTERED CHARITY NUMBER: 1142554**

Report of the Trustees and  
Unaudited Financial Statements  
for the Year Ended 31 July 2023  
for  
First Step Pre-school Ltd

Stanley Joseph Limited  
Chartered Accountants  
Suite 1  
Liberty House  
South Liberty Lane  
Bristol  
BS3 2ST

Contents of the Financial Statements  
for the Year Ended 31 July 2023

	Page
Report of the Trustees	1 to 4
Independent Examiner's Report	5 to 6
Statement of Financial Activities	7
Statement of Financial Position	8 to 9
Notes to the Financial Statements	10 to 15

Report of the Trustees  
for the Year Ended 31 July 2023

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 July 2023. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019).

## **OBJECTIVES AND ACTIVITIES**

### **Principle activity and objects of the charity**

The principal activity and object of the company and charity, in the period under review, was to develop knowledge, understanding and curiosity of their environment for children aged 2 years to 4 years 11 months.

### **Public benefit**

The Trustees have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing our aims and objectives and in planning our future activities. In particular, the Trustees consider how planned activities will contribute to the aims and objectives they have set.

First Step Pre-school has been offering early childhood education and benefitting the community of Thornbury for the last thirty years. We welcome all children in the local community from every background.

Our aims are to provide:

- a) An environment which is full of curiosity within a secure setting
- b) To adhere to and follow both the aims and objectives of Ofsted and the EYFS
- c) We will provide flexible sessions offering 2 year old, 30 hour and NEG funding
- d) We will employ qualified staff who have a good knowledge of children's development
- e) We will support children to be school ready for transition

Our work means we work closely with the local primary schools. This work is of benefit to our children and to the schools themselves as well as the wider community.

## **ACHIEVEMENT AND PERFORMANCE**

### **Achievements, performance and financial review of the charity**

The Charity has continued to provide pre-school sessions for children from two to five years old as outlined above.

The Committee Members have continued to give their time to support the running of the pre-school. The Directors would like to thank everyone who gave their time and supported the fundraising activities and events carried out by the Charity in the year.

Income totalled £195,025 (2022: £164,667) and the total expenditure was £188,075 (2022: £171,960) resulting in a surplus of £6,949 (2022: £7,293 deficit) for the year. The financial position at the end of the year was such that the charity had sufficient liquid funds to cover its liabilities.

The directors are confident that the charity will continue to further achieve its objectives in future years.

Report of the Trustees  
for the Year Ended 31 July 2023

## **FINANCIAL REVIEW**

### **Reserves policy**

In line with guidance issued by the Charity Commission, the Trustees have reviewed the charity's need for reserves.

### **Restricted Funds**

Money received through grants or specific fundraising are restricted funds and can only legally be used for the particular purpose or project that the donor provided them for. Restricted funds will need to be accounted for separately to ensure that they are not accidentally used for another purpose. Occasionally, there is a time lag between the receipt of these funds and the related expenditure, thereby resulting in Pre-school holding the funds until payment is made.

### **Unrestricted Funds**

Funds received from other sources of income (for example, payments for childcare places, or general fundraising), will generally be unrestricted funds and may be used as and when required, as costs become due. From the unrestricted funds we have set aside some money, called designated funds for specific purposes outlined in the section below. Any remaining funds are our reserves or working capital, which are freely available to spend on any of the charity's activities.

Income levels vary during the year, but expenditure levels remain relatively constant throughout. Income is at its lowest during the autumn term rising during the spring to its highest level in the summer term, this is due to the availability of grant funding. The Trustees consider it prudent that between 2 and 3 months' administration and support costs should be kept in reserve. This level will ensure we have adequate resources to cover our outgoings whilst income is at its lowest level during the autumn term and to provide a suitable level of protection against delayed or late payments. The Trustees will monitor and review this reserve level with reference to income forecasts and changes in funding on an annual basis to ensure that it continues to meet the needs of First Step Pre-school Ltd. and that it is balanced with our responsibility to spend our income on promoting our charitable objectives.

Designated funds are amounts specifically excluded from being used to meet the day-to-day running costs of the Pre-school. Designated Funds currently held:

1. General fundraising: these funds are spent at the discretion of the trustees to provide additional resources or pay for special events outside the normal running costs of the preschool.
2. Crossways sinking fund: to cover costs not borne by South Gloucestershire Council in provision of the leased Crossways building, or to meet any costs associated with negotiating Crossways lease rent reviews. The establishment of this fund forms part of the lease agreement and is built up by regular transfers from working capital until a cap is reached as determined by the lease agreement.
3. Designated funds to include Redundancy, Larger Maintenance, 3 month running costs and New building

The Trustees will review this reserve level on an annual basis to ensure that it continues to meet the needs of First Step Pre-school Ltd and monitor spending at First Step Pre-school committee meetings.

## **STRUCTURE, GOVERNANCE AND MANAGEMENT**

### **Governing document**

The charity is controlled by its governing document, a deed of trust, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006.

Report of the Trustees  
for the Year Ended 31 July 2023

**REFERENCE AND ADMINISTRATIVE DETAILS**

**Registered Company number**  
05885935 (England and Wales)

**Registered Charity number**  
1142554

**Registered office**  
C/O Crossways Infants School  
Knapp Road  
Thornbury  
Bristol  
S GLOS  
BS35 2HQ

**Trustees**

Ms J Spence Chair  
Mr E Goodeve-Docker  
Ms S Curtis  
Mr A Cooper  
Ms K Campbell (resigned 25.1.23)  
Mrs A Thompson (resigned 23.11.22)  
Ms S Turner  
Ms V Carvey (resigned 23.11.22)  
Ms F Heller  
Ms S Graham (appointed 23.11.22)  
Mrs E Heining (appointed 23.11.22)

**Independent Examiner**

Stanley Joseph Limited  
Chartered Accountants  
Suite 1  
Liberty House  
South Liberty Lane  
Bristol  
BS3 2ST

**MANAGEMENT AND GOVERNANCE**

Trustees for the Charity, also Directors of the company, are elected each year at the Annual General Meeting and are known as 'the committee'. Candidates are proposed and seconded by the AGM attendees; election is by a show of hands or a written vote.

The committee meets about 6 times per year.

Approved by order of the board of trustees on 22 November 2023 and signed on its behalf by:

First Step Pre-school Ltd (Registered number: 05885935)

Report of the Trustees  
for the Year Ended 31 July 2023

Mr E Goodeve-Docker - Trustee

**Independent examiner's report to the trustees of First Step Pre-school Ltd ('the Company')**

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 July 2023.

**Responsibilities and basis of report**

As the charity's trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under Section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under Section 145(5) (b) of the 2011 Act.

**Independent examiner's statement**

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

1. accounting records were not kept in respect of the Company as required by Section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of Section 396 of the 2006 Act 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; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities (applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)).

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.

Philip Helps

Stanley Joseph Limited  
Chartered Accountants  
Suite 1  
Liberty House  
South Liberty Lane  
Bristol  
BS3 2ST

28 November 2023



Statement of Financial Activities  
for the Year Ended 31 July 2023

	Notes	Unrestricted funds £	Restricted fund £	31.7.23 Total funds £	31.7.22 Total funds £
<b>INCOME AND ENDOWMENTS FROM</b>					
Charitable activities		193,904	-	193,904	164,622
Donations and legacies	2	770	-	770	28
Investment income	3	350	-	350	17
<b>Total</b>		<u>195,024</u>	<u>-</u>	<u>195,024</u>	<u>164,667</u>
<b>EXPENDITURE ON</b>					
Charitable activities					
Charitable activities		<u>188,075</u>	<u>-</u>	<u>188,075</u>	<u>171,960</u>
<b>NET INCOME/(EXPENDITURE)</b>		6,949	-	6,949	(7,293)
<b>RECONCILIATION OF FUNDS</b>					
Total funds brought forward		112,987	-	112,987	120,280
<b>TOTAL FUNDS CARRIED FORWARD</b>		<u>119,936</u>	<u>-</u>	<u>119,936</u>	<u>112,987</u>

The notes form part of these financial statements

Statement of Financial Position  
31 July 2023

	Notes	Unrestricted funds £	Restricted fund £	31.7.23 Total funds £	31.7.22 Total funds £
<b>CURRENT ASSETS</b>					
Cash at bank and in hand		124,832	-	124,832	125,973
<b>CREDITORS</b>					
Amounts falling due within one year	7	(4,896)	-	(4,896)	(12,986)
<b>NET CURRENT ASSETS</b>		<u>119,936</u>	<u>-</u>	<u>119,936</u>	<u>112,987</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		119,936	-	119,936	112,987
<b>NET ASSETS FUNDS</b>	8	<u>119,936</u>	<u>-</u>	<u>119,936</u>	<u>112,987</u>
Unrestricted funds				<u>119,936</u>	<u>112,987</u>
<b>TOTAL FUNDS</b>				<u>119,936</u>	<u>112,987</u>

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 July 2023.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 July 2023 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- (a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

The notes form part of these financial statements

First Step Pre-school Ltd (Registered number: 05885935)

Statement of Financial Position - continued

31 July 2023

These financial statements have been prepared in accordance with the provisions applicable to charitable companies subject to the small companies regime.

The financial statements were approved by the Board of Trustees and authorised for issue on 22 November 2023 and were signed on its behalf by:

Mr E Goodeve-Docker - Trustee

The notes form part of these financial statements

## 1. ACCOUNTING POLICIES

### **Basis of preparing the financial statements**

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

### **Income**

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

### **Expenditure**

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

### **Taxation**

The charity is exempt from corporation tax on its charitable activities.

### **Fund accounting**

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the Trustee's Report.

### **Pension costs and other post-retirement benefits**

The charitable company operates a defined contribution pension scheme. Contributions payable to the charitable company's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

### **Impairment of assets**

At each reporting date fixed assets are reviewed to determine whether there is any indication that those assets have suffered an impairment loss. If there is an indication of possible impairment, the recoverable amount of any affected asset is estimated and compared with its carrying amount. If estimated recoverable amount is lower, the carrying amount is reduced to its estimated recoverable amount, and an impairment loss

Notes to the Financial Statements - continued  
for the Year Ended 31 July 2023

**1. ACCOUNTING POLICIES - continued**

**Impairment of assets**

is recognised immediately in profit or loss.

If an impairment loss subsequently reverses, the carry amount of the asset is increased to the revised estimate of its recoverable amount, but not in excess of the amount that would have been determined had no impairment loss been recognised for the asset in prior years. A reversal of an impairment loss is recognised immediately in profit or loss.

**2. DONATIONS AND LEGACIES**

	31.7.23	31.7.22
	£	£
Fundraising events	<u>770</u>	<u>28</u>

**3. INVESTMENT INCOME**

	31.7.23	31.7.22
	£	£
Deposit account interest	<u>350</u>	<u>17</u>

**4. TRUSTEES' REMUNERATION AND BENEFITS**

There were no trustees' remuneration or other benefits for the year ended 31 July 2023 nor for the year ended 31 July 2022.

**Trustees' expenses**

There were no trustees' expenses paid for the year ended 31 July 2023 nor for the year ended 31 July 2022.

Notes to the Financial Statements - continued  
for the Year Ended 31 July 2023

**5. STAFF COSTS**

The average monthly number of employees during both the current and prior year was 12.

No employees received emoluments in excess of £60,000 in the current or prior year

The average monthly number of employees during the year was as follows:

	31.7.23	31.7.22
Teaching and administration	<u>12</u>	<u>12</u>

No employees received emoluments in excess of £60,000.

The average monthly number of employees during both the current and prior year was 12.

No employees received emoluments in excess of £60,000 in the current or prior year

**6. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES**

	Unrestricted funds £	Restricted fund £	Total funds £
<b>INCOME AND ENDOWMENTS FROM</b>			
Charitable activities	164,622	-	164,622
Donations and legacies	28	-	28
Investment income	<u>17</u>	<u>-</u>	<u>17</u>
<b>Total</b>	<u>164,667</u>	<u>-</u>	<u>164,667</u>
<b>EXPENDITURE ON</b>			
<b>Charitable activities</b>			
Charitable activities	<u>171,960</u>	<u>-</u>	<u>171,960</u>
<b>NET INCOME/(EXPENDITURE)</b>	(7,293)	-	(7,293)
<b>RECONCILIATION OF FUNDS</b>			
Total funds brought forward	120,280	-	120,280
<b>TOTAL FUNDS CARRIED FORWARD</b>	<u>112,987</u>	<u>-</u>	<u>112,987</u>

Notes to the Financial Statements - continued  
for the Year Ended 31 July 2023

**7. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	31.7.23 £	31.7.22 £
Trade creditors	2	-
Accrued expenses	4,894	12,986
	<u>4,896</u>	<u>12,986</u>

**8. MOVEMENT IN FUNDS**

	At 1.8.22 £	Net movement in funds £	Transfers between funds £	At 31.7.23 £
<b>Unrestricted funds</b>				
General fund	43,388	11,029	6,898	61,315
Designated funds	69,599	(4,080)	(6,898)	58,621
	<u>112,987</u>	<u>6,949</u>	<u>-</u>	<u>119,936</u>
<b>TOTAL FUNDS</b>	<u>112,987</u>	<u>6,949</u>	<u>-</u>	<u>119,936</u>

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General fund	193,904	(182,875)	11,029
Designated funds	1,120	(5,200)	(4,080)
	<u>195,024</u>	<u>(188,075)</u>	<u>6,949</u>
<b>TOTAL FUNDS</b>	<u>195,024</u>	<u>(188,075)</u>	<u>6,949</u>

Notes to the Financial Statements - continued  
for the Year Ended 31 July 2023

8. MOVEMENT IN FUNDS - continued

Comparatives for movement in funds

	At 1.8.21 £	Net movement in funds £	Transfers between funds £	At 31.7.22 £
<b>Unrestricted funds</b>				
General fund	68,362	(5,319)	(19,655)	43,388
Designated funds	51,918	(1,974)	19,655	69,599
	<u>120,280</u>	<u>(7,293)</u>	<u>-</u>	<u>112,987</u>
<b>TOTAL FUNDS</b>	<u>120,280</u>	<u>(7,293)</u>	<u>-</u>	<u>112,987</u>

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General fund	164,621	(169,940)	(5,319)
Designated funds	46	(2,020)	(1,974)
	<u>164,667</u>	<u>(171,960)</u>	<u>(7,293)</u>
<b>TOTAL FUNDS</b>	<u>164,667</u>	<u>(171,960)</u>	<u>(7,293)</u>

A current year 12 months and prior year 12 months combined position is as follows:

	At 1.8.21 £	Net movement in funds £	Transfers between funds £	At 31.7.23 £
<b>Unrestricted funds</b>				
General fund	68,362	5,710	(12,757)	61,315
Designated funds	51,918	(6,054)	12,757	58,621
	<u>120,280</u>	<u>(344)</u>	<u>-</u>	<u>119,936</u>
<b>TOTAL FUNDS</b>	<u>120,280</u>	<u>(344)</u>	<u>-</u>	<u>119,936</u>



Notes to the Financial Statements - continued  
for the Year Ended 31 July 2023

**8. MOVEMENT IN FUNDS - continued**

A current year 12 months and prior year 12 months combined net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General fund	358,525	(352,815)	5,710
Designated funds	1,166	(7,220)	(6,054)
	<u>359,691</u>	<u>(360,035)</u>	<u>(344)</u>
<b>TOTAL FUNDS</b>	<u>359,691</u>	<u>(360,035)</u>	<u>(344)</u>

**9. RELATED PARTY DISCLOSURES**

There were no related party transactions for the year ended 31 July 2023 or for the year ended 31 July 2022.

This document was delivered using electronic communications and authenticated in accordance with the registrar's rules relating to electronic form, authentication and manner of delivery under section 1072 of the Companies Act 2006.