

**SMALL STEPS - SCHOOL FOR PARENTS, GREENMEAD**

**STATEMENT OF FINANCIAL ACTIVITIES  
For the year ended 31 May 2006**

	Unrestricted Funds	Restricted Funds	Total	2005
	£	£	£	£
<b>Incoming Resources</b>				
Donations and Grants	45,441	12,404	57,845	43,831
Fundraising events	109,693		109,693	42,527
Tax refunds	4,058		4,058	7,136
Threshold payments	5,180		5,180	5,180
Sundry sales	641		641	2,572
Outreach	550		550	250
Bank deposit interest	<u>4,774</u>	—	<u>4,774</u>	<u>3,959</u>
<b>Total Incoming Resources</b>	170,337	12,404	182,741	105,455
Less cost of generating funds	<u>20,049</u>	—	<u>20,049</u>	<u>3,590</u>
<b>Net incoming resources available For charitable application</b>	<u>150,288</u>	<u>12,404</u>	<u>162,692</u>	<u>101,865</u>
<b>Charitable expenditure</b>				
<b>Costs of activities in furtherance of the charity's objects</b>				
Salaries and other staff costs	100,251	12,404	112,655	91,623
Equipment	2,921		2,921	1,743
Staff recruitment	159		159	481
Drama Workshop	87	500	587	-
Summer school	-	2,000	2,000	-
Printing, post and stationery	1,757		1,757	1,366
Computer	-		-	760
Telephone	272		272	270
Training and conferences	1,027		1,027	783
Insurance	1,731		1,731	1,708
Internet/web site	-		-	57
Sundry	<u>289</u>	—	<u>289</u>	<u>441</u>
<b>Total resources expended</b>	<u>108,494</u>	<u>14,904</u>	<u>123,398</u>	<u>99,232</u>
Net Incoming Resources for period	41,794	(2,500)	39,294	2,633
Balance Brought Forward	<u>110,393</u>	<u>2,500</u>	<u>112,893</u>	<u>110,260</u>
Balance Carried Forward	<u>152,187</u>	—	<u>152,187</u>	<u>112,893</u>

**SMALL STEPS - SCHOOL FOR PARENTS, GREENMEAD**

**BALANCE SHEET  
At 31 May 2006**

	£	£	2005 £
<b>Current Assets</b>			
Debtors and prepayments	19,066		5,031
Bank Accounts	154,444		116,731
Cash in hand	<u>2</u>		<u>1</u>
	173,512		121,763
Less: Creditors due within one year	<u>21,325</u>		<u>8,870</u>
<b>NET CURRENT ASSETS</b>		<b><u>£152,187</u></b>	<b><u>£112,893</u></b>

**Represented by:**

Unrestricted Funds - designated	152,187		110,393
Restricted Funds	<u>-</u>		<u>2,500</u>
		<b><u>£152,187</u></b>	<b><u>£112,893</u></b>

.....

Name.....

Date.....

For and on behalf of the trustees

## SMALL STEPS - SCHOOL FOR PARENTS, GREENMEAD

### NOTES TO THE ACCOUNTS For the period ended 31 May 2006

#### Accounting policies

These accounts have been prepared in accordance with Financial Reporting Standards for Smaller Entities and the Charities SORP.

Depreciation policy: Capital items are written off in the year of purchase.

#### Trustees

No remuneration was paid to or expenses reimbursed to any of the trustees or people connected to them. Nor were any transactions made with trustees or connected persons.

#### Employees' Remuneration

During the year the charity employed two full time and four part time members of staff.

#### Restricted Funds

	Brought Forward £	Receipts £	Payments £	Carried Forward £
<u>Conductor's salary</u> Bridge House Trust	-	10,000	10,000	-
<u>Summer Activities</u> The Peabody Trust	2,000		-	
<u>Drama Workshop</u> T Rowe Global Investment Services	500	-	500	
<u>Physiotherapists Salary</u> Help a London Child	---	<u>2,404</u>	<u>2,404</u>	---
	<u>2,500</u>	<u>12,404</u>	<u>14,904</u>	---

## **Designated Funds**

The trustees consider that all the unrestricted funds will be needed to cover salaries and related costs for the coming year and have designated them for this purpose.

## **Reserves Policy**

As the charity has no ongoing funding stream, being reliant on ad hoc grants, donations and fund raising, the key focus of the trustees is to have adequate funding to safeguard its mainstream daily activities. The charity has commitments both to the children, parents and its staff and it aims to have sufficient reserves to keep it running until the end of the current school year. In addition it hopes to have some excess funds to finance development. The trustees are aware of the constant need to secure funding for future years.

## **Donations and Grants**

In addition to the restricted funds received other grants and donations for the work of the school were as follows:

Early years and Childcare Services (Wandsworth)	12,000
Sponsored Activities	5,529
Borough of Richmond upon Thames	3,000
Garden Party	2,250
Colville Auction	6,655
Feltham Fundraisers	3,107
Sundry donations under £1,000	<u>12,900</u>
	<u>£45,441</u>

## **INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF SMALL STEPS - SCHOOL FOR PARENTS, GREENMEAD**

I report on the accounts of Small Steps- School for Parents, Greenmead for the year ended 31 May 2006 which are set out on the following pages.

### **Respective responsibilities of trustees and examiner**

As the charity's trustees you are responsible for the preparation of the accounts; you consider that the audit requirement of Section 43(2) of the Charities Act 1993 does not apply. It is my responsibility to state, on the basis of procedures specified in the General Directions given by the Charity Commissioners under Section 43(7)(b) of the Act, whether particular matters have come to my attention.

### **Basis of Examiner's report**

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with these records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.

### **Independent Examiner's statement**

In connection with my examination, no matter has come to my attention:

1. which gives me reasonable cause to believe that in any material respect the requirements
  - to keep accounting records in accordance with Section 41 of the Act and
  - to prepare accounts which accord with the accounting records and
  - to comply with the accounting requirements of the Acthave not been met, or
2. to which in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached,
3. which gives me reasonable cause to believe that in any material respect the accounting rules of Small Steps - School for Parents, Greenmead's constitution have not been met.

M R Henderson  
Chartered Accountant  
32 Granard Avenue  
London SW15 6HJ  
June 2006

**SMALL STEPS - SCHOOL FOR PARENTS, GREENMEAD**

**ACCOUNTS**

**FOR THE YEAR ENDED**

**31 MAY 2006**