

Charity number: 1137850

**Redhill Baptist Church Pre-School
Trustees Report, Accounts and
Independent Examination Report
Year Ended 31 December 2022**

**Redhill Baptist Church Pre-School
Annual Report and Accounts
Year Ended 31 December 2022**

Contents

3 – 9	Trustees' Report
10	Independent Examiner's Report
11	Income and Expenditure Account
12	Statement of Assets and Liabilities
13	Notes to the Accounts

**Redhill Baptist Church Pre-School
Annual Report and Accounts
Year Ended 31 December 2022**

Trustees' Annual Report

The trustees have pleasure in presenting their report and the unaudited financial statements of the charity for the year ended 31 December 2022.

Reference and Administrative Details

Registered Charity Name	Redhill Baptist Church Pre-School
Charity Registration Number	1137850
Principal Office	Redhill Baptist Church Pre-School Hatchlands Road Redhill RH1 6AE

The Trustees

The trustees who served the charity during the period were as follows:

M Cunningham	Chair
G Day	Treasurer
R Williams	
S Kamangirira	

Structure, Governance and Management

Type of Governing Document	Constitution adopted 9 July 2009 as amended by special resolution 10 June 2010
Trustee Selection Methods	Trustees are appointed or reappointed annually at a Church Meeting of Redhill Baptist Church.

Additional Governance Issues

The Pre-School operates fully within the Early Years Foundation Stage UK school education programme, is fully registered with Surrey Local Education Authority and subject to the Ofsted school inspection system. It is also a member of the Pre-School Learning Alliance.

There is a child protection policy in place. Disclosure and Barring Service checks are carried out prior to commencement of employment or trusteeship. These checks are updated as Ofsted recommends or requires.

All trustees give their time voluntarily and receive no remuneration or other benefits for their work as trustees.

Objectives and Activities

The objectives of the Pre-School are:

1. The advancement of the education (including spiritual development) of children below compulsory school age
2. The provision of facilities for recreation for such children in the interest of social welfare and with the objective of improving their conditions of life
3. Providing for all children, without discrimination, a safe and satisfying Pre-School within a Christian environment where Christian beliefs and values are promoted and upheld.

These objectives are in accordance with the mission of the church which seeks to provide services to the community and to promote Christianity within it. The income and (at the discretion of the management committee) the capital of the group shall be applied solely in furthering these objectives.

The activities of the Pre-School are:

The Pre-School provides early years' education to more than 50 children between the ages of 2-5 years.

Morning sessions run from 9am-12noon every day and are primarily for children aged 3-4 years, with afternoon sessions starting at 12.30pm and are 2.5 hours in length until 3pm and are primarily for children aged 2-3 years. A slightly earlier pick-up option is available for parents who need to pick up their children early in the afternoon because of the closing times of other schools.

Extended days continue to be offered to help parents who are eligible to take advantage of the 30 hours free childcare provided by the Government. Some parents also pay for additional hours on the extended day pattern. Children attend both morning and afternoon sessions with a lunchtime session in between. Parents provide children with packed lunches and the equipment and programme for the afternoon sessions were adjusted to accommodate the wider age range of children attending.

Achievements and Performance

Sessions

9 sessions per week were run (Mornings: Mondays – Fridays; Afternoons: Mondays-Thursdays) which continued again in the Autumn term which allows greater flexibility in the choice of sessions for children to attend.

Attendance

The Pre-School has continued to maintain a healthy and steady number of children in the setting over the course of the year. Bookings have mainly been sought for 2-year olds with fewer 3-year olds and session combinations are much more individually tailored than in previous years. The current trend is that a number of parents are looking for extended day sessions in order to facilitate them being able to go back to work.

In its extension out into the local community, the Pre-School continues to actively engage with and welcome families from the local refugee/asylum seeking community housed locally.

COVID-19

The impacts of Covid-19 were still felt mildly in 2022.

The Pre-School had to temporarily close in the following instances this year:

1. Partial closure from Monday 17 January for one week due to staff shortages caused by 2 members of staff testing positive for Covid-19. The Pre-School stayed open for vulnerable children, SEN children, key workers and working parents.

The Pre-School operating regime of a two-bubble layout adopted to minimise the impact of any positive COVID cases was relaxed from February. Thus the two bubbles and separation of toys and equipment were merged back into one group, making the operation more straightforward and better for children and staff. Enhanced cleaning continued, though without some of the additional measures adopted during the Covid lockdown periods.

Extreme Heat

The Summer of 2022 was extremely hot seeing unprecedented temperatures. Based on Early Years advice and guidance, a number of measures were put in place to ensure the welfare and safety of the staff and children attending Pre-School. Due to the extreme weather, the Pre-School closed early on Tuesday 19 July with no afternoon session during the hottest part of the day. The Pre-School reopened on Wednesday 20 July.

Special Topics and Events

In supporting the Early Years Foundation Stage school education programme, the Pre-School aims to arrange a number of special topics and outings to enhance and enrich the children's learning over the course of the year. This year, these included:

1. Walks in the local environment.
2. Outings to the shops to buy ingredients for cooking.
3. Easter Service - where the parents were served breakfast before the Easter Service.
4. Trip to Godstone Farm (funded by Pre-School) for those that were leaving to go to school.
5. Pre-School Jubilee Breakfast morning – Held for the World Café which was run on a Friday morning at church for parents and children seeking asylum.
6. Leavers celebration for the children moving onto Primary/Infant schools in September.
7. Harvest festival - Including the collection of food and toiletries for the Food Club, which runs on a Wednesday in the church.
8. Nativity Service with Christmas songs and a celebration.

Home Visits, Introductory Sessions and Key Person Meetings

The Pre-School normally arranges home visits for new children to enable key worker staff and parents to get to know one another, discuss child profiles, and complete other documents regarding their learning journey record of achievement.

This process had to change last year with parents/carers being invited instead to introductory sessions held within the Pre-School. These introductory sessions were arranged again this year for the children to familiarise themselves with the premises and staff before being left independently away from parents.

All Key Person termly meetings with parents continued to be held remotely on-line via Zoom. This approach worked well during the Covid-19 pandemic and as such was continued this financial year.

Open Days

The Pre-School decided not to hold any formal Open Days for prospective parents during the year. Instead, parents were shown around the Pre-School on a needs basis whilst normal sessions were in play as well as a more localised open day for new children was held on the 6 September at the start of the Autumn term.

Staff Changes and Recruitment

One member of staff (the Senco) left pre-school during the course of the year. They were replaced by a new Senco who was recruited externally.

A new part-time Administrator post was created at the Pre-School to support the Pre-School Manager with office work. This post was filled in February, with the successful applicant working Tuesday and Friday mornings in the office.

Two new LSA posts were successfully recruited into from both internal staff and external sources with funding paid by Surrey County Council to cover the period until July 2022.

The Deputy Manager who had been on Maternity Leave since December 2021 decided not to return to her full-time role. She has remained on the staff for cover work.

Advertising

Despite multiple rounds of advertising both internally and externally, and for significant periods of time, recruitment has sadly been difficult and disappointing again this year with low numbers of applications received for the posts advertised. We received no applications for the Deputy Manager maternity leave cover post for the whole of 2022 and as such existing staff covered this role during the course of the year.

Training

Pre-school seeks to keep the staff team up to date on best practice and learning by arranging for staff members to attend training courses and workshops over the course of the year where appropriate.

Training undertaken in 2022 included:

- Safeguarding (All staff)
- First Aid (All Staff)
- Makaton training (3 Members of Staff)

Other training included

- Senco training - Positive Touch training, Communication and Language training
Trauma training.

Pupil Premium

The Government's Pupil Premium funding arrangement has continued for pre-schools during the year but no children were registered to receive the funding this year.

Progress Recording

The Pre-School continues to use "Tapestry" as its progress recording system which was brought in during 2020 to record the children's profiles and learning journeys. Tapestry is working well, with arrangements for staff to get free time each week to record observations into the system.

At the beginning of the Summer term, the Pre-School made the Tapestry link live to parents so parents can view the pictures and progress comments added by staff. Staff are ensuring regular material is added to the system. Parents also have the opportunity to add comments and photos/videos of progress their child has made at home, which can now form part of the child's progress profile.

Premises - Pre-School Garden

A Pre-School garden day was arranged during the Easter Holidays in April and attended by staff and trustees. The aim of the day was to tidy up the garden, balcony and ramp alongside cleaning of outdoor toys and equipment e.g. slides, Wendy houses and a thorough clear out and reorganization of the Pre-School sheds and outdoor storage containers. The day was a thorough success with a number of staff and trustees present.

New equipment was purchased and installed to enhance the Pre-School garden and children's outdoor environment. This included a number of new items of equipment as follows:

- 5 x Blackboards
- New music wall
- Sandpit
- Water butt
- Washing line
- Designated sensory areas for small world diggers and dinosaurs
- 2 x Allotment plot raised beds
- Mud kitchen
- Tree stumps for seating
- Coloured tyres

Premises - Fence

The Pre-School arranged for a temporary fence to be put in place in the Pre-School garden whilst permanent repairs/replacement of the boundary fencing in the garden were sought by the church.

Equipment

The Pre-School purchased the following items of equipment this year:

- New laptop for office work
- A new Google Workspace domain for all staff and trustee email accounts
- New trapezoidal tables for creative arts, snacks and table play
- Metal filing cabinet for storage of office administration/information

In addition, Free Banners provided by Surrey County Council were obtained so the Pre-School could advertise both 2, 3 and 4 year old and FEET funding placements.

Management and Administration Arrangements

Assistance with some administrative and maintenance tasks is provided by volunteers from Redhill Baptist Church. This year, some of the garden maintenance was carried out by one of the Pre-School staff house groups.

Governance and Management

The Trustees meet at least once a term, but in practice do so as often as necessary for the proper management of the Trust. In addition, meetings are scheduled by the Trustees with the Pre-School Manager at regular intervals throughout the year. This year, due to the continuation of COVID-19, the Trustees continued to meet on a frequent basis to help support and oversee the

Pre-School with any changes in guidance. Meetings were held on-line and matters discussed were finance, health and safety, changes in policy, staffing and training, together with other issues as they arose.

Annual Report to the Redhill Baptist Church Meeting

The constitution of Pre-School requires a report to be made annually to the church meeting of Redhill Baptist Church. The church meeting also appoints the Pre-School Trustees. All four of the current Trustees were re-appointed at the November 2022 church members meeting.

Financial Review

Balance of income and expenditure

The finances of Pre-School involve the balance of large amounts of income and expenditure (each over £100,000 pa) where nearly 90% of the income depends on the funding from Surrey CC for the children attending and over 85% of the expenditure arises from staffing costs. Small changes in either of these amounts can have a disproportionate effect on the financial outcome over a year.

Impact of inflation

The Trustees recognise the importance of our staff team to the wellbeing of the children attending Pre-School and the operation of the setting. Accordingly, pay levels are set at a fair rate to provide adequately for staff while seeking to balance the finances available. Towards the end of the year, the rising rate of UK price inflation was taken into account by the Trustees in determining the annual pay review, although part of the increase was granted as a one-off payment to reduce the long-term strain on finances. The effect of higher inflation on State funding rates is yet to be established.

Rent Review

The church has kindly kept the rent for use of the premises and utility costs at the 2020 levels through 2022 and Pre-School has paid this in quarterly instalments.

Tax Return

HMRC has continued to request tax returns for the charity. The return for 2021 was submitted by the required date of December 2022. The charity is not required to pay any tax on its operations and has not reclaimed any gift aid on donations.

Loans

The Trustees do not have any outstanding loans.

Reserves and Reserve Policy

The trustees maintained their policy of holding sufficient reserves to meet committed expenditure for a period of six months, with sufficient reserves to meet statutory redundancy costs. Because of the continuing risks to income posed by the competition from other local settings and the pressure on wage levels from inflation and national shortages of trained staff, a higher level of reserves is seen by the Trustees as being appropriate at the present time.

Financial Results

Background to finances

In 2021 the financial outcome had been a small surplus, although this included a funding payment in respect of 2023 received in advance without which a small deficit would have been recorded. During 2022 it became clear to the Trustees that expenditure would likely exceed

income over the year. Reserves built up during previous years are held to cover such situations and so the Trustees were not required to take any immediate action to cut costs beyond normal prudent management of the finances.

Outcome for 2022

As can be seen from the accounts, the year ended with a loss of almost £7,000. This was due, to a large extent, to higher staffing costs, with team members working additional hours over the year as cover for staff that were absent through sickness and other reasons. Although the Covid special funding arrangements generously put in place by Surrey CC have come to an end, numbers of children attending were high and thus funding income levels were maintained.

Responsibilities of the Trustees

The charity's trustees are responsible for preparing the Trustees Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

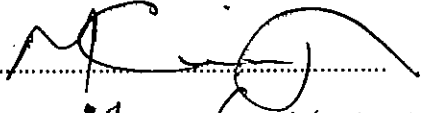
The law applicable to charities in England and Wales requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that period.


In preparing these financial statements, the trustees are required to:

1. Select suitable accounting policies and then apply them consistently
2. Observe the methods and principles in the Charities SORP
3. Make judgements and estimates that are reasonable and prudent
4. State whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements
5. Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011. The trustees are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Signed by order of the trustees:


Name: MARK CUNNINGHAM
Position: CHAIRMAN
Date: 24/09/2023


Name: GERALD DAY
Position: TREASURER
Date: 24/09/2023

Independent examiner's report

I report on the accounts of the pre-school for the year ended 31 December 2022, which are set out on pages 10 to 13

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act;
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the Charities Act; and
- to state whether particular matters have come to my attention.

Basis of Independent examiner's report

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those 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 no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

Independent examiner's statement

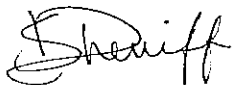
In connection with my examination, no matter has come to my attention:

(1) which gives me reasonable cause to believe that in any material respect the requirements:

- to keep accounting records in accordance with section 130 of the Charities Act; and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act have 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.

Signed:



Name: Daphne Sherriff ACMA

Relevant professional qualification of Body : Chartered Institute for Management Accountants (1-ODKX)

Address: 8 Juniper Close, Reigate, RH2 7NQ

Date: 31/08/2023

Redhill Baptist Church Pre-School
Annual Accounts
Year ended 31 December 2022

Receipts and payments account

	Note	2022		2021	
		General pre-school fund		General pre-school fund	
Unrestricted funds		£	£	£	£
Receipts					
Fee Income	2	114,552		108,600	
Donations		0		0	
Miscellaneous		827		177	
Bank interest received		216		10	
			115,595		108,787
Payments					
Wages		103,669		86,124	
Equipment Cost		1,904		4,178	
Consumables		1,930		1,974	
Insurance		636		623	
Premises expenses		11,000		11,000	
Telecomms and technology		306			
Miscellaneous		1,440		1,601	
Bad Debt Provision/Write-off		689		415	
Staff training		591		989	
			122,164		106,904
Surplus/(deficit)			(6,569)		1,883

	2022		2021	
	Resources fund	Training fund	Resources fund	Training fund
Restricted funds	£	£	£	£
Receipts				
Grants from Surrey County Council	0	0	0	0
Pre-school contribution	0	0	0	0
Staff contribution to training	0	0	0	0
	0	0	0	0
Payments				
Payments for training				
Payments for equipment				
	0	0	0	0
Surplus/(deficit)	0	0	0	0

Redhill Baptist Church Pre-School
Annual Accounts
Year ended 31 December 2022

Statement of Assets and Liabilities

Unrestricted funds	Note	2022		2021	
		Unrestricted funds		Unrestricted funds	
		£	£	£	£
Current assets					
Cash at bank and in hand	3	109,060		115,208	
Debitors (Accrued Income)	4	<u>1,788</u>		<u>1,459</u>	
			110,848		116,667
Current liabilities					
Creditors	5	2,050		1,300	
Accrued Cost		0		0	
Deferred Income		<u>0</u>		<u>0</u>	
			2,050		1,300
Net assets			<u>108,798</u>		<u>115,367</u>
Funds					
Unrestricted funds	6		108,798		115,367
Restricted funds	7		0		0
Total funds			<u>108,798</u>		<u>115,367</u>

Redhill Baptist Church Pre-School
Annual Accounts
Year ended 31 December 2022

Notes to the accounts

1 Accounting policies

2 Fee receipts (general fund)

	2022	2021
	£	£
Local authority funding received	100,268	101,889
Parent/guardian funding received	14,285	6,712
	<u>114,552</u>	<u>108,600</u>

3 Cash at bank and In hand

	2022	2021
	£	£
Current account	11,019	15,383
Reserve account	97,951	99,734
Petty cash	91	91
Uncleared cheques		
	<u>109,060</u>	<u>115,208</u>

4 Debtors

Outstanding fees from parents	1,788	1,459
	<u>1,788</u>	<u>1,459</u>

5 Creditors

	2022	2021
	£	£
Deposits	2,050	1,300
	<u>2,050</u>	<u>1,300</u>

6 Unrestricted funds

	Pre-school fund	Total funds
	£	£
Balance as at 01 January 2022	115,367	115,367
Surplus/(deficit) for year	(6,569)	(6,569)
Transferred to Resource fund	0	0
	<u>108,798</u>	<u>108,798</u>
Balance as at 31 December 2022		

7 Restricted funds

	Resource fund	Training fund	Total funds
	£	£	£
Balance as at 01 January 2021	0	0	0
Surplus/(deficit) for year	0	0	0
Transferred from Pre-school fund	0	0	0
	<u>0</u>	<u>0</u>	<u>0</u>
Balance as at 31 December 2021			