

Charity number: 1137850

**Redhill Baptist Church Pre-School
Trustees Report, Accounts and
Independent Examination Report
Year Ended 31 December 2024**

**Redhill Baptist Church Pre-School
Annual Report and Accounts
Year Ended 31 December 2024**

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**Redhill Baptist Church Pre-School
Annual Report and Accounts
Year Ended 31 December 2024**

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 2024.

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:

S Kamangirira	Chair	Appointed January 2024 Resigned 31 August 2025
G Day R Williams	Treasurer	
E Pannell	Chair	Chair from 25 September 2025

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 around 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 sessions are set to accommodate the wider age range of children attending.

Achievements and Performance

Sessions – 30 Hours Childcare

10 sessions (Mornings: Mondays – Fridays; Afternoons: Mondays-Friday) were offered this year for Pre-School children to attend. This was a continuum from September 2023 where Friday afternoons were offered as an additional session in response to working parents who needed all 30 hours childcare to cover their working hours.

Attendance

The Pre-School has continued to maintain a healthy and high number of children in the setting over the course of the year, with an increased take-up on Friday afternoons. This continues to be extremely encouraging due to the close proximity of neighbouring settings.

Bookings and session combinations are much more individually tailored than in previous years, with a trend moving towards parents looking for extended day sessions continuing to be sought

in order to facilitate them being able to go back to work. For the small number of children just attending afternoons sessions, these are now being offered including the lunch period to give a 3-hour session which parents prefer.

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

Enhanced Learning

As part of the Pre-School children's learning journey, the Pre-School has continued with its two Programmes/Scheme's to aid the children's development from last year into this year as follows:

1. Tucker Turtle - a new strategy to help the children to regulate their emotions
2. The Early Boost Talk Programme - for children who needed extra support before they started school.

Staff brought groups of children together to enjoy "Tizzy Time", with children being able to take home "Tizzy Time" books, with suggested activities, crafts and songs to help them in reinforcing their learning at Pre-School.

Special Topics and Events

In supporting the Early Years Foundation Stage school education programme, the Pre-School arranges 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. Local walks learning about nature, seasons and happenings such as construction work
2. Outings to the shops to buy ingredients for cooking
3. Visit to the town in December to see the decorations
4. A visit from the police who engaged with the children and explained their role
5. Easter Service with family members and carers invited.
6. Godstone Farm for those that were leaving to go to school (funded by Pre-School).
7. Leavers Celebration Service for the children moving onto Primary/Infant schools in September.
8. Christmas Nativity Service

Progress Recording

The Pre-School continues to use "Tapestry" as its progress recording system to record the children's profiles and learning journeys. Observations are recorded into the system regularly each week by the staff and, as tapestry is live to parents, parents can view the pictures and progress comments added by staff as they are recorded. 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/learning journey.

Key Person Parents Evenings

All Key Person termly meetings with parents were held in person in a "Parents Evening" format this year. Staff sat at tables in a room, with appointments being booked with parents between 4:30pm – 6:30pm. Parents waited in the foyer until their appointment, and then chatted to their Key Person. The format works well and has continued to have positive responses from parents.

Open Morning Wanders

Throughout the course of the year, the Pre-School allowed prospective parents to be shown around the Pre-School whilst normal sessions were in play. This gave parents the opportunity to see the setting in full flow and ask any questions.

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.

Staff Changes and Recruitment

There have been a number of staff changes this year as follows:

Key Person - One Key Person left Pre-School in the Autumn term of 2023 and the post was advertised and awaiting interview at the end of the year. This post was filled in January 2024. A further key person post was offered to internal staff from September 2024. At the end of the year, a part-time qualified staff member handed in their resignation, this post was awaiting advertisement.

Learning Support Assistants (LSA) - Two existing staff worked extra sessions this year to support children for whom funding has been granted for 1:1 support. Three new LSA posts were successfully recruited into during the course of the year from external candidates.

Administrative Assistant - The part-time administrator left Pre-School in February. No replacement has yet been sought.

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 by all staff included:

- Paediatric first aid
- Positive Touch
- Inclusion and sensory training
- Maketon signing
- Understanding autism

Other specific training undertaken by selected staff included

- FGM, Prevent and Working Together to Safeguard Children
- Managers Network Training (Manager and Deputy)
- Pace Training (Manager and SENCO)
- SEN Network Training (SENCO)

Premises – Garden

After the success of the Pre-School Trustee Working Party last year, a further Saturday was arranged for this year during the Easter Holidays on 13 April 2024. Staff and Trustees carried out garden projects and maintenance which involved removal of the sandpit, repair of the storage cupboard, removal of defective toys and equipment, tidying the garden and balcony (including hedge trimming, weeding, clearing and sweeping), cleaning of the outdoor toys and equipment in the Pre-School shed. The morning was another great success.

Premises - Repairs and Replacements

New dishwasher – A replacement dishwasher was sourced and installed in January 2024.

Ramp - During the Summer of 2023 a new ramp was installed by the church Facilities Management Team leading up to the Pre-School foyer from the car park gate. This year, the ramp was improved with a rubber matting surface, and a flexible retractable gate was installed at the bottom of the ramp for safe play in the garden and for control of the children at leaving time.

Balance beam – A new wooden balance beam was sourced and fitted in replacement of the previous balance beam which has started to show signs of wear and tear.

IT Equipment – To improve the health and safety of staff using display screen equipment, new ergonomic equipment was purchased for the staff office. This included new desks, keyboards, separate mice and larger display screens for staff to work from.

Premises – Equipment

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

- Toys and play equipment, including sensory toys
- Three new tablets for staff to record progress
- Office IT Equipment – Desks, chairs, keyboards, larger screens
- Some new storage and display cupboards

Extenuating Circumstances

COVID-19 - The impacts of Covid-19 were felt in 2024 with a number of staff off work in September. The Pre-School was partially closed from Tuesday afternoon 24/09/2024 – Wednesday 25/09/2024. The Pre-School limited numbers to children of working parents or other priority cases to maintain its safeguarding ratios and was closed to other families. The Pre-School resumed normal operations from Thursday 26/09/2024 and no further closures were required.

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 a previous Trustee to the Pre-School, as well as a son of one of the Pre-School staff as part of his Duke of Edinburgh project.

Governance and Management

In November 2023, M Cunningham stood down as Chair of the Trustees after a significant service length as Chairman. In January 2024, S Kamangirira was appointed as the new Chair of Trustees.

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. Meetings were held online and matters discussed include finance, health and safety, changes in policy, staffing, training and any other issues as they arose.

Annual Report to the Redhill Baptist Church Meeting

The constitution of Pre-School provides for a report to be made annually to the church meeting of Redhill Baptist Church and for the church meeting to appoint the Pre-School Trustees, normally in November. With changes in the church leadership taking place at the relevant time, no formal re-appointment took place in 2024 and all the existing Trustees at the start of the year continued in post throughout the year.

Financial Review

Balance of income and expenditure

The finances of Pre-School involve the balance of large amounts of income and expenditure (each close to £200,000 pa) where almost 90% of the income depends on the funding from Surrey CC for the children attending and a similar proportion of the expenditure arises from staffing costs. The financial outcome over a year therefore depends crucially on the funding rate offered by Surrey CC, the take-up of places, and the pay rates and staffing levels maintained through the 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. The rising cost of living and increases in the Government's living wage rates were covered by a pay increase of 9% in April 2024.

Rent Review

The church announced in November 2023 that the rent for use of the premises and utility costs would be increased from the start of 2024. This followed a period of fixed rent agreed by the church to assist Pre-School finances. Pre-School paid the rent in quarterly instalments throughout the year.

Tax Return

HMRC has continued to request tax returns for the charity. The return for 2023 was submitted by the required date of December 2024. 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. The Trustees had been holding a higher level of reserves for some time because of the continuing risk to income posed by the competition from other local settings and the pressure on wage levels from inflation and national shortages of trained staff. The sharp rise in staff costs over 2023 and 2024 have brought the reserves closer to the planned level of six months expenditure.

Financial Results

Background to finances

In 2023 expenditure exceeded income over the year by £1,573. This was an improvement on the previous year, reflecting the increase in funding rates which came through during the year, coupled with the good take up of places. With sufficient reserves to meet such shortfalls, the Trustees were happy to have achieved such a closely balanced outcome.

Outcome for 2024

As can be seen from the accounts, the year ended with a small surplus of £3,618. Continuing high take up of places has helped to achieve an improving financial outcome but, as with the small shortfall in 2023, this outcome represents a broadly balanced position given the size of the income and expenditure over the year.

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).

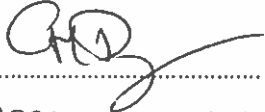
The law applicable to charities in England and Wales requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that period.

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: GERALD H DAY

Position: TRUSTEE

Date: 9 October 2025

Independent examiner's report

I report on the accounts of the pre-school for the year ended 31 December 2024, which are set out on pages 11 to 14

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

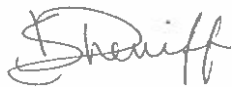
In connection with my examination, no matter has come to my attention:

(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: 26/09/2025

**Redhill Baptist Church Pre-School
Annual Accounts
Year ended 31 December 2024**

Receipts and payments account

Unrestricted funds	Note	2024		2023	
		General pre-school fund		General pre-school fund	
		£	£	£	£
Receipts					
Fee Income	2	186,745		136,303	
Donations				100	
Miscellaneous		30		100	
Bank interest received		<u>2,538</u>		<u>933</u>	
			189,313		137,436
Payments					
Wages		163,778		120,797	
Equipment Cost		2,456		1,925	
Consumables		1,385		1,798	
Insurance		685		654	
Premises expenses		12,225		11,000	
Telecomms and technology		963		421	
Miscellaneous		1,949		1,722	
Bad Debt Provision/Write-off		0		186	
Staff training		<u>2,256</u>		<u>507</u>	
			185,696		139,010
Surplus/(deficit)			<u>3,618</u>		<u>(1,573)</u>

Restricted funds	2024		2023	
	Resources fund	Training fund	Resources fund	Training fund
	£	£	£	£
Receipts				
Grants from Surrey County Council	0	0	0	0
Pre-school contribution	0	0	0	0
Staff contribution to training	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
	0	0	0	0
Payments				
Payments for training				
Payments for equipment				
	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Surplus/(deficit)	0	0	0	0

**Redhill Baptist Church Pre-School
Annual Accounts
Year ended 31 December 2024**

Statement of Assets and Liabilities

Unrestricted funds	Note	2024		2023	
		Unrestricted funds		Unrestricted funds	
		£	£	£	£
Current assets					
Cash at bank and in hand	3	109,882		106,410	
Debitors (Accrued Income)	4	<u>3,586</u>		<u>2,865</u>	
			113,468		109,275
Current liabilities					
Creditors	5	2,625		2,050	
Accrued Cost		0		0	
Deferred Income		<u>0</u>		<u>0</u>	
			2,625		2,050
Net assets			<u>110,843</u>		<u>107,225</u>
Funds					
Unrestricted funds	6		110,843		107,225
Restricted funds	7		0		0
Total funds			<u>110,843</u>		<u>107,225</u>
net balance			0.00		0.00

Redhill Baptist Church Pre-School
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Notes to the accounts

1 Accounting policies

2 Fee receipts (general fund)

	2024	2023
	£	£
Local authority funding received	167,023	115,532
Parent/guardian funding received	19,722	20,771
	<u>186,745</u>	<u>136,303</u>

3 Cash at bank and in hand

	2024	2023
	£	£
Current account	5,460	4,526
Reserve account	61,961	60,884
Deposit account	42,461	41,000
Petty cash	0	0
Uncleared cheques		
	<u>109,882</u>	<u>106,410</u>

4 Debtors

Outstanding fees from parents

	3,586	2,865
	<u>3,586</u>	<u>2,865</u>

5 Creditors

Deposits

	2024	2023
	£	£
Deposits	2,625	2,050
	<u>2,625</u>	<u>2,050</u>

6 Unrestricted funds

Balance as at 01 January 2024
Surplus/(deficit) for year
Transferred to Resource fund

	Pre-school fund	Total funds
	£	£
Balance as at 01 January 2024	107,225	107,225
Surplus/(deficit) for year	3,618	3,618
Transferred to Resource fund	0	0
	<u>110,843</u>	<u>110,843</u>

Balance as at 31 December 2024

7 Restricted funds

Balance as at 01 January 2024
Surplus/(deficit) for year
Transferred from Pre-school fund

	Resource fund	Training fund	Total funds
	£	£	£
Balance as at 01 January 2024	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 2024