

Registered CIO Number: 1182980

**RINGSTEAD ROBINS PRE-SCHOOL**  
**RECEIPTS AND PAYMENTS ACCOUNTS**  
**FOR THE YEAR ENDING**  
**31<sup>st</sup> AUGUST 2024**

## **RINGSTEAD ROBINS PRE-SCHOOL**

### **FINANCIAL STATEMENTS AND ANNUAL REPORT FOR THE YEAR ENDING 31<sup>st</sup> AUGUST 2024**

Registered CIO Number: 1182980

Address: Institute Buildings, 14 High Street  
Ringstead  
Kettering  
Northants  
NN14 4DA

Trustees: Chair – Rachael Upton  
Kim Farden  
Tracey Rivett  
Chelsie Farden  
Loveness Jera – (Resigned November 2023)  
Abigail Worst – (Appointed 25/11/24)

Bankers: Barclays Bank, Market Street, Kettering

Independent Examiner: Lorraine Scullion  
17 Peregrine Place  
East Hunsbury  
Northampton  
NN4 0SL

# **RINGSTEAD ROBINS PRE-SCHOOL**

## **FINANCIAL STATEMENTS AND ANNUAL REPORT FOR THE YEAR ENDING 31<sup>st</sup> AUGUST 2024**

---

### **INDEX**

Legal and Administrative Information	1
Report of the Trustees	2 - 4
Independent Examiner's Report	5
Receipts and Payments Accounts	6 - 8

**Structure, Governance  
& Management**

Ringstead Robins Pre-School previously had a standard registration with the Charities Commission as Ringstead Playgroup number 1030590. The organisation became a registered CIO on 15<sup>th</sup> April 2019 and is governed by its constitution. Trustees are a mixture of staff / volunteers/parents and appointed as necessary throughout the year when a position becomes available. The potential new trustee is approved by the committee as suitable for the position at a meeting and then subsequently undergoes an induction and DBS check as standard practice.

Ringstead Playgroup was removed from the Charity Commission register on 11<sup>th</sup> October 2019. All assets and liabilities were transferred to the new CIO Ringstead Robins Pre-School on 5<sup>th</sup> September 2019.

**Objectives & Activities**

We are committed to providing the highest quality childcare at the lowest possible price, in line with our non profit-making CIO status.

We work hard to ensure that all of the children in our care have a fulfilling and fun time with us. We understand that, in order for a child to thrive, it is important for them to feel good about themselves, and we place great emphasis on developing their confidence and self esteem. These are qualities that are essential to successful learning.

**Public Benefit Statement**

We provide a highquality childcare facility at the lowest possible price. We serve the local village community and surrounding towns and villages. We also work closely with the local school to ensure the transition from pre-school to big school is seamless.

**Achievements and Performance:**

Returning to the setting in September was a very busy time for us as we welcomed 27 children into the setting which is our busiest September to date. September is normally quiet after many of the children transition into school but with local closures of nearby settings we find ourselves in the position with a waiting list and at capacity. Financially this is good for Robins but a very busy start to the academic year for our staff. We have taken the decision to close our books due to being full and will review the waiting list after January 2025.



## **RINGSTEAD ROBINS PRE-SCHOOL**

### **FINANCIAL STATEMENTS AND ANNUAL REPORT FOR THE YEAR ENDING 31<sup>st</sup> AUGUST 2024**

**Page 3**

---

The majority of children who attend our Pre-school are from word of mouth or have siblings previously attending which is testament to our dedicated staff. We have also maintained a "Good" status from Ofsted when we were assessed in October 22.

We were thrilled that the local Parish Council renovated the fenced garden area that they gifted Robins at the back of the setting. It has been levelled, turfed and the fences painted in preparation for Spring/Summer. It has provided us with a safe, enclosed area which the children will be able to enjoy for many years to come.

#### **Financial Review:**

We currently have £36,054k in our current account and £2,772 in our fundraising/savings account. With the setting being full the start of the Academic year this has ensured we have been able to build up the account with the extra funding and increase the hourly rates of all staff in line with minimum wage. We have increased the Senior members of staff with the same percentage. We held a big Easter Raffle which raised over £400 in March. This has become a real success over the last few years and is supported very well by parents and local businesses alike.

We are working to prepare a budget and forecasting tool for next year to ensure we work to set budgets and can forecast efficiently to build up reserves and maintain current funds.

All fundraising activities are due to restart and ideas will be brainstormed at the next AGM which is due to take place February 2025. A fundraising strategy is in place for the next financial year.

3 of our employees are still auto-enrolled in the NEST pension scheme who fit the criteria. We will be increasing our fees in January 2025 to £15.50 per session and £6.00 for lunch session.

We have tried this year to limit spending on toys/equipment in preparation for the additional costs of the contributory pension schemes and rises in national minimum wage and utility bills.

We have also taken the decision to not replace the Cleaner as the staff are doing a great job incorporating the cleaning duties into their roles. We will ensure deep cleans are carried out by an external company at least 3 times in the school year in addition. We are also not going to be recruiting additional staff due to increases in Minimum Wage due April 2025 and ensuring the current staff and the senior teams salaries are in line with the increases. With the ever increasing utility bills this was also a factor to not recruit.

## RINGSTEAD ROBINS PRE-SCHOOL

### FINANCIAL STATEMENTS AND ANNUAL REPORT FOR THE YEAR ENDING 31<sup>st</sup> AUGUST 2024

Page 4

---

#### Reserves Policy

At Ringstead Robins Pre-School we want to ensure that we have sufficient funds in our Working Capital account to enable the day to day running of our setting. We want also to ensure that we have funds available to meet any specific costs should the pre-school have to close.

#### Levels of cash in Reserves

We aim to hold a level of cash in reserve based on 6 months of our present annual running costs

This amount should cover:

- Redundancy and other costs associated with redundancy
- Short term working capital, to cover fluctuations in receipts and payments or short term reductions in occupancy levels

We will:

- Continue to be pro-active in achieving and maintaining high occupancy levels
- Review level of fees each year

#### Plans for the future

Our main objective is to ensure we can continue to run the setting safely for children and staff alike whilst being financially efficient and ensuring we are providing the very highest level of childcare possible.

At the start of September 24 we have 27 children starting which is full capacity based on ratios – children to staff.

We are also devising a recruitment strategy to ensure we can replace the children that will be leaving the setting in July'25 to go to school so our numbers remain stable in September'25 however we are constantly finding ourselves with a waiting list so we aren't anticipating intake to be a problem.

This report was approved by the trustees at a management meeting held on 30<sup>th</sup> January 2025 and signed on their behalf



Rachael Upton – Trustee

**RINGSTEAD ROBINS PRE-SCHOOL**

**Charitable Incorporated Organisation Number: 1182980**

I report on the accounts of the CIO for the year ended 31<sup>st</sup> August 2024, which are set out on the attached pages 6 to 8

**Respective responsibilities of trustees and examiner**

The trustees are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 144 (2) of the Charities Act 2011 and that an independent examination is needed.

It is my responsibility to:

- Examine the accounts under section 145 of the Charities Act 2011 and section 4(1)(c) of the Charities Act
- Follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the 2011 Act.
- State whether particular matters have come to my attention.

**Basis of independent examiner's statement**

My examination was carried out in accordance with 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 of 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 2011 Act: and
  - To prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act, with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charitieshave 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.



Lorraine Scullion MAAT

5<sup>th</sup> February 2025



**RINGSTEAD ROBINS PRE-SCHOOL**

Page 6

Registered CIO Number: 1182980

**RECEIPTS AND PAYMENTS ACCOUNT****FOR THE YEAR ENDED 31ST AUGUST 2024**

Receipts and Payments account	Notes			31.08.24	31.08.23
		Unrestricted	Restricted	Total	Total
		£	£	£	£
<b>Receipts</b>					
Grant NCC		62,012.72	-	62,012.72	34,851.46
Fees		23,678.00	-	23,678.00	9,344.00
Donations		365.95	-	365.95	4,470.00
Fundraising		556.19	-	556.19	439.71
Interest		34.72	-	34.72	7.59
Other Income		-	-	-	213.60
<b>Total Receipts for the year</b>		<b>86,647.58</b>	<b>-</b>	<b>86,647.58</b>	<b>49,326.36</b>
<b>Payments</b>					
Employment Costs	<b>1</b>	55,239.68	-	55,239.68	39,017.25
Insurance		918.79	-	918.79	-
Sancks/Refreshments		272.43	-	272.43	129.52
Toys/Equipment		552.82	-	552.82	208.96
Activities/Materials		750.62	-	750.62	485.46
Admin		2,875.00	-	2,875.00	1,794.58
Cleaning Materials		1,276.32	-	1,276.32	724.25
IT		388.79	-	388.79	509.99
Fundraising		313.59	-	313.59	164.69
Uniform		58.49	-	58.49	-
Rent		1,440.00	-	1,440.00	1,440.00
Equipment & Maintenance		2,061.84	-	2,061.84	1,480.39
Utilities		3,424.39	-	3,424.39	3,240.37
Independent Examination		412.50	-	412.50	425.00
Payroll/Pension Charges		866.00	-	866.00	876.00
Other Expenses		704.47	-	704.47	290.73
<b>Total payments for the Year</b>		<b>71,555.73</b>	<b>-</b>	<b>71,555.73</b>	<b>50,787.19</b>
<b>Net Receipts / (Payments)</b>		<b>15,091.85</b>	<b>-</b>	<b>15,091.85</b>	<b>(1,460.83)</b>
Cash Funds at 01.09.2023		23,781.94	-	23,781.94	25,242.77
					-
<b>Cash funds at 31.08.2024</b>		<b>38,873.79</b>	<b>-</b>	<b>38,873.79</b>	<b>23,781.94</b>



**RINGSTEAD ROBINS PRE-SCHOOL**

Page 7

Registered CIO Number: 1182980

**RECEIPTS AND PAYMENTS ACCOUNT****FOR THE YEAR ENDED 31st AUGUST 2024**

				31.08.24	31.08.23
		Unrestricted	Restricted	Total	Total
		£	£	£	£
<b>Employment Costs</b>	<b>1</b>				
Salaries		53,986.35	-	53,986.35	38,279.51
ER Pension		992.33	-	992.33	611.74
Training		261.00	-	261.00	126.00
		<b>55,239.68</b>	<b>-</b>	<b>55,239.68</b>	<b>39,017.25</b>

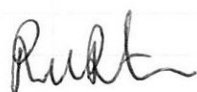
There are no employees being paid in excess of £60,000 per annum.

The number of employees during the year was 4

During the year the trustees received no remuneration.

				31.08.24	31.08.23
<b>STATEMENT OF ASSETS AND LIABILITIES</b>		Unrestricted	Restricted	Total	Total
<b>Assets:</b>		£	£	£	£
<b>Cash Funds</b>					
Current Account		36,054.42	-	36,054.42	21,377.89
Business Saver		2,772.14	-	2,772.14	2,343.13
Cash in Hand		47.23	-	47.23	60.92
Debtor - Fees		797.98	-	797.98	803.48
Sundry Debtor - HMRC		107.03			
Prepaid Debtors		760.40	-	760.40	336.58
		<b>40,539.20</b>	<b>-</b>	<b>40,432.17</b>	<b>24,922.00</b>
<b>Liabilities</b>					
Independent Examination		(400.00)	-	(400.00)	(405.00)
Sundry Creditors		(696.13)	-	(696.13)	(326.86)
		<b>(1,096.13)</b>	<b>-</b>	<b>(1,096.13)</b>	<b>(731.86)</b>

Approved by the trustees at a management meeting held on 30th January 2025 and signed  
on their behalf:



Rachael Upton - Chair

---

**Accounting Policies**

**Basis of preparation**

The Accounts have been prepared on a Receipts and Payment basis using historical cost conventions, applicable to UK Accounting Standards and Charities Act 2011.

**Funds**

General funds unrestricted funds which are available for use, in furtherance of the general objectives of Ringstead Robins Pre-School, and have not be designated for other purposes.

Designated funds comprise unrestricted funds that have been set aside, for particular purposes. The aim and use of each designated fund is set out in the notes to the Accounts.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by the donors or which have been raised, for particular purposes.

**Income**

Income is brought into account on receivable basis in the year in which it is received.

**Intangible income**

Intangible income in the form of donated facilities and voluntary help etc, is not included in the Accounts since it is not considered practicable to quantify such income.

**Expenditure**

Expenditure is stated inclusive of value added tax, and is brought into account in the period in which it is paid. Costs are allocated to functional headings on the bases of direct costs on a fair and reasonable basis

**Reserve Policy**

Ringstead Robins Pre-School, aim to have adequate reserves to meet known commitments.