

Charity registration number 301250

**RUNNYMEDE PRE-SCHOOL**  
**ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 AUGUST 2024**

# **RUNNYMEDE PRE-SCHOOL**

## **LEGAL AND ADMINISTRATIVE INFORMATION**

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**Trustees**

Julie Lawrence  
Maureen Draper  
Alison Thomas  
Paula Shelly  
Cheryl Bolden  
Jessica Brewer  
Amy Evers  
Chloe Thomas  
Catherine Vickers (Co opted)

**Charity number**

301250

**Principal address**

Castle Point Borough Council  
Kiln Road  
Benfleet  
Essex  
England  
SS7 1TF

**Independent examiner**

Francis James & Partners LLP  
1386 London Road  
Leigh on Sea  
Essex  
England  
SS9 2UJ

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# **RUNNYMEDE PRE-SCHOOL**

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# **RUNNYMEDE PRE-SCHOOL**

## **TRUSTEES REPORT**

### **FOR THE YEAR ENDED 31 AUGUST 2024**

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The trustees present their annual report and financial statements for the year ended 31 August 2024.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the charity's governing document, the Charities Act 2011 and "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**

The aims of Runnymede Pre-School ("the Pre-School") are to enhance the development and education of children primarily under statutory school age by encouraging parents to understand and provide for the needs of their children through community play groups, play, education and care.

The Pre-School is run in accordance with the aims and code of standards issued by the Pre-School Learning Alliance.

#### **Achievements and performance**

A detailed review of activities and achievements for the year will be presented at the forthcoming Annual General Meeting. In summary, the Pre-School provided 368 supervised sessions ranging between 3 and 6 hours each and had 58 children enrolled for the 2024 Summer term.

The results of the Pre-School for the year are detailed on page 4 and show a profit for the year of £10,940 (2023: £26,647) before expenditure on tangible fixed assets. The main source of funds continues to arise from fees and grants funding for childcare and this income is applied to the cost of running the Pre-School. The main costs are the salaries of the Pre-School staff together with hire of the hall and expenditure on equipment, games, supplies and other items used for the education and the welfare of the children. A number of fund-raising activities took place during the year and the net proceeds from these are used as a contribution towards the running costs of the Pre-School.

The Committee is aware of the guidance issued by the Charity Commission on public benefit and believe that the current activities and objectives of the Pre-School are in line with the guidance, including the allocation of free places and subsidised fees in appropriate circumstances.

#### **Financial review**

It is the policy of the charity that unrestricted funds which have not been designated for a specific use should be maintained at a level equivalent to between three and six month's expenditure. The trustees consider that reserves at this level will ensure that, in the event of a significant drop in funding, they will be able to continue the charity's current activities while consideration is given to ways in which additional funds may be raised. This level of reserves has been maintained throughout the year.

#### **Structure, governance and management**

The Pre-School is a registered charity and is constituted as an unincorporated association. The current Constitution was adopted by Members in 2016 and the Pre-School is a body in membership of the Pre-School Learning Alliance.

The overall management and control of the Pre-School rests with the individual members of the Pre-School's management committee ("the Committee"). The day-to-day management of the Pre-School during the year is delegated to senior staff members. The members of the Committee, who are also the Charity Trustees and who served in the year, are listed below. They are elected annually at the Annual General Meeting with a minimum number of 8 members, including 3 co-opted members and of which at least 5 parents of guardians of children attending the pre-school as parent representatives. The appointment of replacement parent representatives may also be dealt with at Committee Meetings.

The policies and procedures adopted by the Pre-School are those required by the Pre-School learning Alliance, including those covering all aspects of child protection and health and safety. Disclosure and Barring Service checks are carried out on all new employees and Committee Members.



# RUNNYMEDE PRE-SCHOOL

## TRUSTEES REPORT (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2024

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The trustees who served during the year and up to the date of signature of the financial statements were:

Julie Lawrence  
Maureen Draper

Alison Thomas

Paula Shelly

Cheryl Bolden

Jessica Brewer

Amy Evers

Chloe Thomas

Catherine Vicker (Co opted)

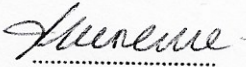
Chairman

Vice Chairman

Treasurer

Secretary

The trustees report was approved by the Board of Trustees.



Julie Lawrence

Chairman

Date: 13/12/24

# RUNNYMEDE PRE-SCHOOL

## INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF RUNNYMEDE PRE-SCHOOL

I report to the trustees on my examination of the financial statements of Runnymede Pre-School (the charity) for the year ended 31 August 2024.

### Responsibilities and basis of report

As the trustees of the charity you are responsible for the preparation of the financial statements in accordance with the requirements of the Charities Act 2011 (the 2011 Act).

I report in respect of my examination of the charity's financial statements carried out under section 145 of the 2011 Act. In carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

### Independent examiner's statement

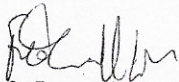
Your attention is drawn to the fact that the charity has prepared financial statements in accordance with Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) in preference to the Accounting and Reporting by Charities: Statement of Recommended Practice issued on 1 April 2005 which is referred to in the extant regulations but has now been withdrawn.

I understand that this has been done in order for financial statements to provide a true and fair view in accordance with Generally Accepted Accounting Practice effective for reporting periods beginning on or after 1 January 2015.

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 that in any material respect:

- 1 accounting records were not kept in respect of the charity as required by section 130 of the 2011 Act; or
- 2 the financial statements do not accord with those records; or
- 3 the financial statements do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 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.

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 financial statements to be reached.



**Francis James & Partners LLP**

1386 London Road  
Leigh on Sea  
Essex  
SS9 2UJ  
England

Dated: 24/1/25



# RUNNYMEDE PRE-SCHOOL

## STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 AUGUST 2024

	Notes	Unrestricted funds 2024 £	Unrestricted funds 2023 £
<b>Income from:</b>			
Fees and grants received	3	211,510	205,683
Other trading activities	4	3,543	1,438
Investments	5	766	124
<b>Total income</b>		215,819	207,245
<b>Expenditure on:</b>			
Charitable activities	6	204,879	180,598
<b>Total expenditure</b>		204,879	180,598
<b>Net income and movement in funds</b>		10,940	26,647
<b>Reconciliation of funds:</b>			
Fund balances at 1 September 2023		83,234	56,587
<b>Fund balances at 31 August 2024</b>		94,174	83,234

The statement of financial activities includes all gains and losses recognised in the year. All income and expenditure derive from continuing activities.

# RUNNYMEDE PRE-SCHOOL

## BALANCE SHEET AS AT 31 AUGUST 2024

	Notes	2024 £	£	2023 £	£
<b>Fixed assets</b>					
Tangible assets	10		14		14
<b>Current assets</b>					
Debtors	11	593		-	
Cash at bank and in hand		97,114		107,948	
		97,707		107,948	
<b>Creditors: amounts falling due within one year</b>	12	(3,547)		(24,728)	
<b>Net current assets</b>			94,160		83,220
<b>Total assets less current liabilities</b>			94,174		83,234
<b>The funds of the charity</b>					
Unrestricted funds	14		94,174		83,234
			94,174		83,234

The financial statements were approved by the trustees on 13/12/24

*Julie Lawrence*

Julie Lawrence  
Chairman



# RUNNYMEDE PRE-SCHOOL

## NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 AUGUST 2024

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### 1 Accounting policies

#### 1.1 Accounting convention

The financial statements have been prepared in accordance with the charity's [governing document], the Charities Act 2011, FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" ("FRS 102") and the Charities SORP "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). The charity is a Public Benefit Entity as defined by FRS 102.

The charity has taken advantage of the provisions in the SORP for charities not to prepare a Statement of Cash Flows.

The financial statements are prepared in sterling, which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention. The principal accounting policies adopted are set out below.

#### 1.2 Going concern

At the time of approving the financial statements, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

#### 1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives.

Restricted funds are subject to specific conditions by donors or grantors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

#### 1.4 Income

Income is recognised when the charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Cash donations are recognised on receipt. Other donations are recognised once the charity has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

#### 1.5 Expenditure

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, 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 classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spent, and depreciation charges are allocated on the portion of the asset's use.



# RUNNYMEDE PRE-SCHOOL

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2024

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### 1 Accounting policies

(Continued)

#### 1.6 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

Plant and equipment	3 years
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#### 1.7 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

#### 1.8 Financial instruments

The charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the charity's balance sheet when the charity becomes party to the contractual provisions of the instrument.

##### *Basic financial liabilities*

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

#### 1.9 Employee benefits

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the charity is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

### 2 Critical accounting estimates and judgements

In the application of the charity's accounting policies, the trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.



# RUNNYMEDE PRE-SCHOOL

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2024

### 3 Income from fees and grants received

	Unrestricted funds 2024 £	Unrestricted funds 2023 £
Donations and gifts	1,271	1,712
Grants	174,250	160,229
Fees receivable	35,989	43,742
	<u>211,510</u>	<u>205,683</u>

### 4 Income from other trading activities

	Unrestricted funds 2024 £	Unrestricted funds 2023 £
Fundraising events	3,543	1,438
	<u>3,543</u>	<u>1,438</u>

### 5 Income from investments

	Unrestricted funds 2024 £	Unrestricted funds 2023 £
Interest receivable	766	124
	<u>766</u>	<u>124</u>

# RUNNYMEDE PRE-SCHOOL

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2024

### 6 Expenditure on charitable activities

	Unrestricted funds 2024 £	Unrestricted funds 2023 £
<b>Direct costs</b>		
Staff costs	163,265	143,758
Staff training	769	569
Protective clothing	-	202
Hire of hall and shed	28,686	25,617
Educational supplies and equipment	7,243	4,839
Outings and partings	583	677
Insurance	1,129	1,755
P,P,S and telephone	940	618
Subscriptions	627	273
Bank charges	102	104
Sundry	95	746
Accountancy	1,440	1,440
	<u>204,879</u>	<u>180,598</u>
<b>Analysis by fund</b>		
Unrestricted funds	<u>204,879</u>	<u>180,598</u>

### 7 Trustees

None of the trustees (or any persons connected with them) received any remuneration or benefits from the charity during the year.

### 8 Employees

The average monthly number of employees during the year was:

	2024 Number	2023 Number
Teaching Part time/ Administration	<u>12</u>	<u>17</u>
<b>Employment costs</b>	<b>2024</b>	<b>2023</b>
	£	£
Wages and salaries	<u>163,265</u>	<u>143,758</u>

There were no employees whose annual remuneration was more than £60,000.

### 9 Taxation

The charity is exempt from taxation on its activities because all its income is applied for charitable purposes.



# RUNNYMEDE PRE-SCHOOL

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 AUGUST 2024

<b>10</b>	<b>Tangible fixed assets</b>			<b>Plant and equipment</b>
				<b>£</b>
	<b>Cost</b>			
	At 1 September 2023			16,258
	At 31 August 2024			16,258
	<b>Depreciation and impairment</b>			
	At 1 September 2023			16,244
	At 31 August 2024			16,244
	<b>Carrying amount</b>			
	At 31 August 2024			14
	At 31 August 2023			14
<b>11</b>	<b>Debtors</b>			
		<b>2024</b>	<b>2023</b>	
	Amounts falling due within one year:	<b>£</b>	<b>£</b>	
	Other debtors	487	-	
	Prepayments and accrued income	106	-	
		593	-	
<b>12</b>	<b>Creditors: amounts falling due within one year</b>			
		<b>2024</b>	<b>2023</b>	
		<b>£</b>	<b>£</b>	
	Deferred income	2,107	23,288	
	Accruals	1,440	1,440	
		3,547	24,728	
<b>13</b>	<b>Deferred income</b>			
		<b>2024</b>	<b>2023</b>	
		<b>£</b>	<b>£</b>	
	Other deferred income	2,107	23,288	

Deferred income is included in the financial statements as follows:

# RUNNYMEDE PRE-SCHOOL

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 AUGUST 2024

### 13 Deferred income

(Continued)

	2024 £	2023 £
Deferred income is included within:		
Current liabilities	2,107	23,288
Movements in the year:		
Deferred income at 1 September 2023	23,288	-
Resources deferred in the year	(21,181)	23,288
Deferred income at 31 August 2024	2,107	23,288

### 14 Unrestricted funds

The unrestricted funds of the charity comprise the unexpended balances of donations and grants which are not subject to specific conditions by donors and grantors as to how they may be used. These include designated funds which have been set aside out of unrestricted funds by the trustees for specific purposes.

	At 1 September 2023 £	Incoming resources £	Resources expended £	At 31 August 2024 £
General funds	83,234	215,819	(204,879)	94,174
Previous year:				
	At 1 September 2022 £	Incoming resources £	Resources expended £	At 31 August 2023 £
General funds	56,587	207,245	(180,598)	83,234

### 15 Related party transactions

There were no disclosable related party transactions during the year (2023 - none).