

# **BUSY BEES PRE-SCHOOL**

## **Treasurers Report For the Annual General Meeting – 2023**

### **Income and Expenditure in the 2022-2023 financial year**

The report shows an income over expenditure pre-school running figure of £17142 to the financial year ending January 2023. This figure includes £2166 in depreciation costs calculated as 30% of the net book value of the building.

Fees and grant funding increased during the course of the year due to the pre-school due to an increase in the uptake of sessions. This may in part be due to the increased eligibility of parents for extended 30 hour funding.

Staffing expenditure has increased significantly, however, this is to be expected with the increased numbers of children within sessions. Note that part of the manager's staffing cost is being charged back to another setting within the area whom the manager is currently supporting.

Subscriptions has increased due to the additional registrations with  
the National Day Nursery Association  
Office 365  
Angora business – risk assessment and compliance (now cancelled for the future)

Electricity charges are lower due to a problem with the metering unit in the setting. This will be corrected in the 2023-24 financial and a different charge back agreement with the school has now been established.

Equipment cost is higher this year due to  
£572 in new office computer equipment  
Garden refurbishment including £2656 that has been invested as an 'up front' payment for outdoor equipment be installed during the 2023 summer holiday period.  
Purchase and replacement of equipment and toys

### **Fund Raising in the 2022-2023 financial year**

Overall a total of £491 was raised from which £817 was spent, leaving a net deficit amount of £326 offset in part from the surplus amount of £50 brought forward from the previous financial year leaving a deficit amount to carry forward to the 2023-2024 financial year of minus £276.

### **Balance Sheet Report for the 2022-2023 financial year**

The Balance sheet shows the asset figures for the 2022-2023 financial year, compared with the previous financial year.

Total assets (including the value of the building) of £46,104 were brought forward from the previous financial year. Surplus expenditure over income in the 2022-2023 financial year

added to this figure gives a total asset figure as at January 2023 of £63246. The current asset figure (bank account balances less liabilities) has increased from £38881 to £58188.

During the course of the year the setting was able to pay off the total amount of the bounce back loan from Nat West Bank, taken out during the 2021-2022 financial year, thus avoiding interest charges.

#### Contingency for Closure amounts

The Early Years Alliance recommends that the Pre-school keep three months running costs plus the cost of redundancy pay in hand, approximately £55132 calculated as detailed at the bottom of the balance sheet. This figure includes Hive demolition costs and ground refurbishment.

This year the current assets held, taking into account other restricted amounts to be carried forward for fundraising, EYPP, DAF and ISF funding, are not sufficient to cover the contingency amount resulting in a **minus £502 allocated to the unrestricted general fund**. Whilst this is not ideal, it should be noted that the general fund is in a significantly better position than the previous year, the necessity to close should hopefully be covered by insurances that are in place.

**Busy Bees Pre-School**  
Income and Expenditure  
for the period ending 31st January 2023

	2022-2023				2021-2022			
	£	£	£	£	£	£	£	£
<b>Income</b>								
Fees			18018				15540	
WC Grant Funding			116521				104610	
Fund Raising Income			491				204	
Donations			0				379	
Free School Meals Income			420				0	
Grant Income			2000				0	
ISF funding			4320				3860	
EYPP Grant			1758				3654	
DAF income			2400				1845	
PPE income			0				2300	
Interest received			84				3	
<b>TOTAL INCOME</b>			<u>146012</u>				<u>132395</u>	
<b>Less expenditure</b>								
Salaries	102721				74689			
Less staffing charge back	13316							
	<u>89405</u>				<u>74689</u>			
Er's pension costs	1356				809			
<b>TOTAL STAFFING</b>		90761				75498		
Staff Training		1162				1161		
DBS checks		205				111		
Consumables		4367				4239		
Fund Raising		817				133		
Staff Refreshments		14				11		
Finance Management		4845				4428		
Subscriptions		716				286		
Utilities								
Electricity		2975				5771		
Water		599				392		
Building costs (£2k from grants)		1330				21570		
Equipment		6635				934		
Grant spend		2000						
Lease costs		675				325		
Insurance		1720				1535		
Refuse		693				633		
Internet & Telephone		862				764		
Advertising and Promotion		17				141		
Grounds		313				243		
Sundry								
Free School Meal spend		420						
Bad debts written off		0				128		
EYPP spend		1486				2806		
PPE Spend		0				951		
ISF Spend		2477				1108		
DAF Spend		1617				374		
rounding adjustment		-2				-2		
Depreciation		2166				3095		
<b>TOTAL EXPENDITURE</b>		<u>128870</u>				<u>126635</u>		
<b>Surplus Running Income over</b>			17142				5760	
<b>Surplus Annual Income over</b>								
<b>Expenditure</b>			<u>17142</u>				<u>5760</u>	
<b>Running costs for contingency</b>								
annual		17779						
3 months		5926						

**Busy Bees Pre-School**  
Balance Sheet  
for the period ending 31st January 2023

	2022-2023			2021-2022		
	£	£	£	£	£	£
	At cost	Cumulative Depreciation	NBV	At cost	Cumulative Depreciation	NBV
<b>Fixed assets</b>						
Building	87697	82,640	5,057	87697	80,474	7,223
<b>Current Assets</b>						
Unrestricted						
Petty Cash	265			8		
Cash income held	0			0		
Busy Bees Nat West Account	15099			23984		
Large Purchases Cash Account	693					
Personal Loan to staff member	5500					
Debtors	6370			659		
		27927			24651	
Restricted						
Deposit Account	31597			34512		
		31597			34512	
		<u>59524</u>			<u>59163</u>	
<b>LESS</b>						
<b>Current liabilities</b>						
Trade Creditors	412			255		
PAYE/NI	924			27		
Bounce Back Loan	0			20000		
		1336			20282	
			58188			38881
<b>Net Assets</b>			<u>63245</u>			<u>46104</u>
<b>Financed by</b>						
Accumulated Fund as at 1st February 2020			46104			40344
Surplus Income over Expenditure			17142			5760
			<u>63246</u>			<u>46104</u>
<b>Notes to the Account</b>						
The Accumulated fund is held as						
<b>Restricted funds</b>						
Net book value of building		5057			7223	
Contingency for closure		55132			46019	
<b>FUNDRAISING bf</b>						
plus fundraising balance in year	50			-21		
Balance of fundraising cf	<u>-326</u>			<u>71</u>		
<b>EYPP bf</b>		-276			50	
plus surplus EYPP in year	937			89		
Balance of EYPP cf	<u>272</u>			<u>848</u>		
<b>DAF bf</b>		1209			937	
plus surplus DAF in year	0					
Balance of DAF cf	<u>783</u>				0	
<b>ISF funding bf</b>		783				
plus surplus ISF in year	0					
Balance of ISF cf	<u>1843</u>				0	
<b>Unrestricted funds</b>		1843				
General fund		-502			-8125	
		<u>63246</u>				<u>46104</u>
purchase price of new Hive building		87697				
Hive building fixed asset value						
Depreciation calculated at 30% of net book value						
<b>Contingency for closure</b>						
building removal costs - dictated by Wiltshire Council		20000			Increased from £20K as more realistic cost	
Redundancy		18908				
Pay in lieu of notice		10297			4 weeks of ave weekly pay	
administration/running costs 3 months ave		5926				
		55132				

# Independent examiner's report on the accounts



CHARITY COMMISSION  
FOR ENGLAND AND WALES

## Section A

## Independent Examiner's Report

Report to the trustees/  
members of

Charity Name  
Busy Bees Pre-school

On accounts for the year  
ended

31<sup>st</sup> January 2023

Charity no  
(if any)

1015404

Set out on pages

(remember to include the page numbers of additional sheets)

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. [The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of [named body]]. *Delete [ ] if not applicable.*

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 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 in the accounts, and seeking explanations from the 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 (other than that disclosed below \*)

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.

\* Please delete the words in the brackets if they do not apply.

Signed:

Date:

27/2023

Name:

Pamela J Turner

Relevant professional qualification(s) or body (if any):

Address:

1, STONELEA, TROWBRIDGE ROAD, MILPERION,

WILTSHIRE, BA14 7QQ

Section B

Disclosure

Only complete if the examiner needs to highlight material problems.(E.g. accounting records have not been kept in accordance with s132 of the Charities’ Act 2011 and those accounts do not comply with the requirements of the 2008 Regulations setting out the form and content of charity accounts; any material expenditure or action which appears not to be in accordance with the trusts of the charity; any failure to be provided with information and explanations by any past or present trustee, officer or employee; and any material consistency between the accounts and the trustees’ annual report.)

Give here brief details of any items that the examiner wishes to disclose.