



# Trustees' Annual Report for the period

Period start date			Period end date				
From	Day 01	Month 08	Year 2019	To	Day 31	Month 07	Year 2020

## Section A

## Reference and administration details

Charity name

Other names charity is known by

Registered charity number (if any)

Charity's principal address

Postcode

### Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Pauline Ross	Chair	From 2 <sup>nd</sup> October 2019	
2	Zoe Parker	Treasurer	From 2 <sup>nd</sup> October 2019	
3	Carys Ross	Secretary		
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### Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year
Iain Ward Campbell	
Trish Wilson	
Mark Jones	



**Names and addresses of advisers (Optional information)**

Type of adviser	Name	Address

**Name of chief executive or names of senior staff members (Optional information)**

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## Section B Structure, governance and management

**Description of the charity's trusts**

Type of governing document (eg. trust deed, constitution)	Early Years Alliance Constitution
How the charity is constituted (eg. trust, association, company)	Trust
Trustee selection methods (eg. appointed by, elected by)	Election at AGM

**Additional governance issues (Optional information)**

You may choose to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

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## Section C Objectives and activities

**Summary of the objects of the charity set out in its governing document**

To enhance the development and education of children under statutory school age by encouraging parents to understand and provide for the needs of the children through community groups.

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**Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)**

Provision of pre-school sessional childcare for children aged 2 to 5 years, 5 days per week during term time only, at morning, afternoon and full day sessions.

Working to Ofsted guidelines.

Providing building, facilities, outdoor space and childcare services.

**Additional details of objectives and activities (Optional information)**

You may choose to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.



**Summary of the main achievements of the charity during the year**

Built on the progress made in 2018/19 to promote our services and increase child bookings to ensure the continued viability of the pre-school.

Following on from a very busy year in 2018/19, we commenced the academic year with child bookings below break-even point following a very high school intake in September 2019, but reached break-even point by Autumn half term, increasing steadily throughout the remainder of the year, with most sessions being fully booked by the summer term.

From mid-March 2020, we were required to close our normal services due to the impact of the Covid pandemic but remained open to key workers children. From June, we reopened to all families who wished to return before the summer break.

The continued financial support from North Yorkshire County Council for funded children and the local council Covid grant, received during this period, provided vital income for the setting.

Continued provision of 15-hour Universal Funded and 30-hour Extended Funded childcare places for children following their third birthday, allowing families to claim funding flexibly across all sessions.

Regular fundraising to purchase specific equipment for the Pre-school.

Continued tight control and constant review of expenditure on staffing and overheads, with careful monitoring of staff ratios. Substantial increase to costs of cleaning during the summer term, relating to the Covid pandemic.

Continued investment in staff development, with ongoing training courses in areas such as paediatric first aid, safeguarding, SENCO, health & safety and safer recruitment.

Purchase of additional resources to enhance the setting, using funds from fundraising events.

Continued programme of practical experiences for our children, including visits by external companies such as a hands-on animal experience, sports programmes and musical experience providers.

Continued programme of building maintenance, including replacement of the kitchen and children's bathroom which were original to the building and showing signs of deterioration. The balance for this work was paid for from 2019/20 surplus income.



## Section E

## Financial review

### Brief statement of the charity's policy on reserves

Maintained the reserve of £20k for emergency buildings maintenance and to also cover 6 months operating costs, should the pre-schools session bookings ever fall below break-even levels.

### Details of any funds materially in deficit

### Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

## Section F

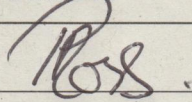
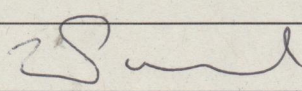
## Other optional information

## Section G

## Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Pauline Ross	Zoe Parker
Position (eg Secretary, Chair, etc)	Vice-Chair	Treasurer
Date	21.5.2021	





***Busy Bees Pre-school***  
registered charity no. 1035749

**Audited Accounts For The Financial Year**  
**1st August 2019 - 31st July 2020**



**Busy Bees Pre-school  
Receipts and Payments Account  
Year ended 31st July 2020**

	2020	2019	Variances
<b>Receipts</b>			
Fees - NYCC	67,519	81,082	(13,563)
Fees - Parents	37,852	41,906	(4,054)
Uniform Sales	457	419	38
Fundraising Income	926	1,702	(777)
Lottery Grant for Outdoor Equipment	-	-	0
Sundry	20,360	8,310	12,050
<b>Total Receipts</b>	<b>127,113</b>	<b>133,419</b>	<b>(6,306)</b>

<b>Payments</b>			
Salaries	74,720	76,157	1,437
Tax/ NI/ Pension	8,277	6,730	(1,547)
Courses/training	913	1,218	304
Rent & Rates	530	844	314
Utilities	1,564	2,475	911
PLA Subs and insurance	1,382	1,191	(191)
Building Maintenance	9,822	7,818	(2,004)
Equip /Materials	3,503	3,748	245
Office Exp	302	303	1
Snack	370	658	288
Uniform Costs	410	307	(103)
Trips/Parties	268	849	581
Fundraising Costs	182	382	201
Lottery Grant Spend	-	-	0
Sundry	7,798	9,485	1,687
<b>Total Payments</b>	<b>110,041</b>	<b>112,165</b>	<b>2,124</b>

<b>Excess/(Deficit) of Receipts over Payments</b>	<b>17,072</b>	<b>21,254</b>	<b>(4,182)</b>
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<b>Net Fundraising breakdown:</b>	<b>2020</b>	<b>2019</b>	<b>Variances</b>
Photos	20	16	4
Christmas/summer Fayre	78	54	24
Santa Letters	-	36	(36)
Bags to School	-	98	(98)
Raffles/tombolas/lucky dip/lottery board	110	202	(92)
Quizes/Bingo Fundraiser	-	585	(585)
Easy Fundraising Commission	17	45	(27)
Reindeer Food	75	112	(37)
Christmas Cards/Baubles/Other	86	10	76
Bedtime Stories	44	42	2
Easter Egg Hunt	-	90	(90)
Comic Relief/Children in Need Fundraising	-	-	0
Other Fundraising/Donations	314	30	284
<b>Fundraising total</b>	<b>744</b>	<b>1,320</b>	<b>(576)</b>



**Busy Bees Playgroup**  
**Statement of Assets & Liabilities as at 31st July 2020**

		2020	2019
Cash at Bank 1st August	Deposit	£15,080.78	£10,000.86
	Current	£74,415.90	£57,591.51
Cash in hand at 1st August		£126.92	£777.28
Total		<u>£89,623.60</u>	<u>£68,369.65</u>
Excess/(Deficit) of Receipts over Payments		17,072.05	21,253.95
Total		<u>£106,695.65</u>	<u>£89,623.60</u>
Cash at Bank at 31st July	Deposit	£20,199.20	£15,080.78
	Current	£86,235.05	£74,415.90
Cash in hand at 31st July		£261.40	£126.92
Total		<u>£106,695.65</u>	<u>£89,623.60</u>

Signed by one or two trustees on  
 behalf of all the trustees

Name

Signature

Date of Approval



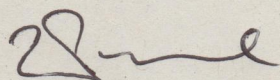
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**Independent Examiner's Report**

In my opinion, the accounts of Busy Bees Pre-school for the year ended 31 July 2020 have been prepared in accordance with the books and records of the Pre-school.

Examiner



zoe Parker

Date

20.05.21