

# Trustees' Annual Report for the period

Period start date                      Period end date  
**From**      Day      Month      Year      **To**      Day      Month      Year  
                  01      08      2020                      31      07      2021

## Section A

## Reference and administration details

**Charity name** Busy Bees Pre-school

**Other names charity is known by**

**Registered charity number (if any)** 1035749

**Charity's principal address** Pannal Green

Pannal

Harrogate

**Postcode**

HG3 1LH

### 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		
2	Zoe Parker	Treasurer		
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

*(ie, trust, foundation, company)*

Trust

Trustee selection methods

*(eg, appointment, election)*

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.

## 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.

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.

**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)**

#### **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 2019/20 to promote our services and increase child bookings to ensure the continued viability of the pre-school.

Due to Covid precautions, restricting families to only attending one childcare setting, we commenced the academic year with child bookings below break-even point, but reached break-even point by spring term, increasing steadily throughout the remainder of the year, with most sessions being fully booked by the summer term.

Despite the continued Covid pandemic, we remained open throughout the academic year but, during the January to March lockdown, several families opted to remain at home. To support these families, we waived part of their childcare fees, with a subsequent loss of income for the setting, which was mitigated in part by the Covid furlough grant scheme.

The continued financial support from North Yorkshire County Council for funded children provided vital income for the setting during the year.

The setting continued to provide 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.

Our regular fundraising programme continued, to purchase additional equipment for the Pre-school, although our income from fundraising was reduced from previous levels due to Covid.

Continued tight control and constant review of expenditure on staffing and overheads, with careful monitoring of staff ratios. Ongoing increase to costs of cleaning during the academic, 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. Subscription to an HR support team to meet our increased HR responsibilities.

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, with small ongoing repairs during the year.

**Details of any funds materially in deficit**

**Further financial review details (Optional information)**

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

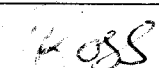
- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

**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**

<b>Signature(s)</b>		
<b>Full name(s)</b>	Pauline Ross	Zoe Parker
<b>Position (eg Secretary, Chair, etc)</b>	Chair	Treasurer
<b>Date</b>	26.05.2022	

**Busy Bees Pre-school  
Receipts and Payments Account  
Year ended 31st July 2021**

	2021	2020	Variances
<b>Receipts</b>			
Fees - NYCC	60,791	67,519	(6,728)
Fees - Parents	35,481	37,852	(2,371)
Uniform Sales	381	457	(76)
Fundraising Income	764	926	(162)
Sundry	3,178	20,360	(17,182)
<b>Total Receipts</b>	<b>100,595</b>	<b>127,113</b>	<b>(26,518)</b>

<b>Payments</b>			
Salaries	76,477	74,720	(1,757)
Tax/ NI/ Pension	7,347	8,277	930
Courses/training	842	913	71
Rent & Rates	256	530	274
Utilities	1,748	1,564	(184)
PLA Subs and insurance	3,611	1,382	(2,229)
Building Maintenance	1,184	9,822	8,639
Equip /Materials	3,042	3,503	461
Office Exp	765	302	(463)
Snack	287	370	83
Uniform Costs	467	410	(57)
Trips/Parties	16	268	252
Fundraising Costs	315	182	(134)
Sundry	2,495	7,798	5,303
<b>Total Payments</b>	<b>98,853</b>	<b>110,041</b>	<b>11,188</b>

<b>Excess/(Deficit) of Receipts over Payments</b>	<b>1,742</b>	<b>17,072</b>	<b>(15,330)</b>
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<b>Net Fundraising breakdown:</b>	<b>2021</b>	<b>2020</b>	<b>Variances</b>
Photos	-	20	(20)
Christmas/summer Fayre	-	78	(78)
Santa Letters	41	-	41
Bags to School	-	-	0
Raffles/tombolas/lucky dip/lottery board	170	110	60
Quizes/Bingo Fundraiser	-	-	0
Easy Fundraising Commission	45	17	28
Reindeer Food	39	75	(35)
Christmas Cards/Baubles/Other	43	86	(43)
Bedtime Stories	-	44	(44)
Easter Egg Hunt	-	-	0
Comic Relief/Children in Need Fundraising	-	-	0
Other Fundraising/Donations	110	314	(204)
<b>Fundraising total</b>	<b>448</b>	<b>744</b>	<b>(296)</b>

**Independent Examiner's Report**

In my opinion, the accounts of Busy Bees Pre-school for the year ended 31 July 2021 have been prepared in accordance with the books and records of the Pre-school.

A handwritten signature in black ink, appearing to read 'Zoe Parker', with a stylized, cursive script.

Examiner ZOE PARKER

Date 26.05.22