



Trustees' Annual Report for the period

		Period start date			Period end date		
	Day	Month	Year		Day	Month	Year
From	01	08	2021	To	31	08	2022

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	Kate Johnson	Chair		
2	Zoe Parker	Treasurer		
3	Jane Horsnell	Secretary		
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20				

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 and by: (a) offering appropriate play, education and care facilities, family learning and extended hours groups, together with the right of parents to take responsibility for and to become involved in the activities of such groups, ensuring that such groups offer opportunities for all children whatever their race, culture, religion, means or ability; (b) encouraging the study of the needs of such children and their families and promoting public interest in and recognition of such needs in the local areas; (c) instigating and adhering to and furthering the aims and objects of the Pre-school Learning Alliance.

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

Continued provision of high quality pre-school childcare to the local community at an affordable price.

Due to ongoing Covid precautions, including 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.

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/economic pressure on families. Purchase of additional resources to enhance the setting, using small donations from families and funds from fundraising.

Continued support of national and local charities, including the local homeless charity.

Continued support of local college through the work experience and apprenticeship scheme.

Continued tight control and constant review of expenditure on staffing and overheads, with careful monitoring of staff ratios, whilst upholding contracted hours.

Continued investment in staff development, with ongoing training courses in areas such as paediatric first aid, safeguarding, SENCO, health & safety and safer recruitment. Continued subscription to an HR support team to meet our increased HR responsibilities.

Continued programme of indoor and outdoor practical experiences for our children, including baking and seasonal activities and visits by external companies such as sports programmes.

Continued programme of building maintenance, with small ongoing repairs during the year by a local maintenance business.

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-school's session bookings 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)

Kate Johnson

Position (eg Secretary, Chair, etc)

Chair

Date

19/10/22



13 month acc

Busy Bees Pre-school
registered charity no. 1035749

Audited Accounts For The Financial Year
1st August 2021 - 31st August 2022

Independent Examiner's Report

In my opinion, the accounts of Busy Bees Pre-school for the year ended 31 August 2022 have been prepared in accordance with the books and records of the Pre-school

Examiner

Date

Busy Bees Pre-school
Receipts and Payments Account
Year ended 31st August 2022

	2022	2021	Variances
Receipts			
Fees - NYCC	77,215	60,791	16,424
Fees - Parents	30,008	35,481	(5,474)
Uniform Sales	242	381	(139)
Fundraising Income	686	764	(77)
Sundry	1,287	3,178	(1,891)
Total Receipts	109,438	100,595	8,843
Payments			
Salaries	88,489	76,477	(12,011)
Tax/ NI/ Pension	5,329	7,347	2,019
Courses/training	1,830	842	(988)
Rent & Rates	335	256	(79)
Utilities	2,907	1,748	(1,159)
Subs and insurance	4,881	3,611	(1,271)
Building Maintenance	3,573	1,184	(2,390)
Equip /Materials	2,273	3,042	769
Office Exp	160	765	605
Snack	377	287	(90)
Uniform Costs	352	467	116
Trips/Parties	43	16	(27)
Fundraising Costs	251	315	65
Sundry	2,044	2,495	451
Total Payments	112,845	98,853	(13,992)
Excess/(Deficit) of Receipts over Payments	(3,407)	1,742	(5,149)
Net Fundraising breakdown:	2022	2021	Variances
Photos	42	-	42
Christmas/summer Fayre	-	-	0
Santa Letters	36	41	(5)
Bags to School	-	-	0
Raffles/tombolas/lucky dip/lottery board	133	170	(37)
Quizzes/Bingo Fundraiser	-	-	0
Easy Fundraising Commission	19	45	(27)
Reindeer Food	14	39	(26)
Christmas Cards/Baubles/Other	94	43	51
Bedtime Stories	-	-	0
Easter Egg Hunt	-	-	0
Comic Relief/Children in Need Fundraising	-	-	0
Other Fundraising/Donations	99	110	(12)
Fundraising total	436	448	(13)

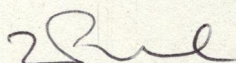
Busy Bees Playgroup
Statement of Assets & Liabilities as at 31st August 2022

		2022	2021
Cash at Bank 1st August	Deposit	£20,274.84	£20,199.20
	Current	£87,700.83	£86,235.05
Cash in hand at 1st August		£411.60	£261.40
Total		<u>£108,387.27</u>	<u>£106,695.65</u>
Excess/(Deficit) of Receipts over Payments		(3,407.17)	1,741.62
Total		<u>£104,980.10</u>	<u>£108,437.27</u>
Cash at Bank at 31st August	Deposit	£20,284.98	£20,274.84
	Current	£84,541.52	£87,700.83
Cash in hand at 31st August		£153.60	£461.60
Total		<u>£104,980.10</u>	<u>£108,437.27</u>

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

Name **ZOE PARKER**

Signature



Date of Approval **09.06.23**

Independent Examiner's Report

In my opinion, the accounts of Busy Bees Pre-school for the year ended 31 August 2022 have been prepared in accordance with the books and records of the Pre-school.

Examiner MISS ZOE PARKER

Date 09.06.23