



## Trustees' Annual Report for the period

	Period start date				Period end date		
From	Day 01	Month 09	Year 2023	To	Day 31	Month 08	Year 2024

### 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	Kate Johnson	Chair		
2	Victoria Whitelegg	Treasurer	From 12/10/2024	
3	Jane Horsnell	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 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.

Provision of pre-school sessional childcare for children aged 2 to 5 years, 5 days per week during term time only, at morning 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**

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

The 2023/24 has been a very busy academic year for Busy Bees, with child bookings above break-even point from autumn term, building to being fully booked after Easter.

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

The setting continued to provide 2- Year Old Funded places (Government Support funded and working parent funded) and 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 raise funds to purchase additional equipment for the Pre-school and for improvements to the outdoor space, with the fundraising total for the year being significantly higher than the previous two years, mainly due to a successful Christmas fayre and new starters coffee morning.

Additional resources were purchased to enhance the setting, using small donations from families and funds from fundraising.

We continued to support the local college through the work experience and apprenticeship scheme.

We continued to constantly review expenditure on staffing and overheads, with careful monitoring of staff ratios, whilst upholding contracted hours.

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

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

A continued programme of building maintenance, with small ongoing repairs during the year. Improvements to the building were carried out during the summer break, with full redecoration inside and investment in brightly coloured murals to the main room and bathrooms.

The Pre-school paid for all children to spend a day at a local Forest School during the summer term.

## Section E

## Financial review

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

Maintained the reserves of £20k for emergency buildings maintenance and a further £75k reserves to cover 6 months operating costs, should the Pre-school's session bookings fall considerably below break-even levels or operations be disrupted for a period of time.

### 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 25/06/2025

**Busy Bees Pre-school  
Receipts and Payments Account  
Year ended 31st August 2024**

	2024	2023	Variances
<b>Receipts</b>			
Fees - NYCC	101,280	64,010	37,270
Fees - Parents	37,344	34,081	3,263
Uniform Sales	362	56	306
Fundraising Income	1,736	903	833
Sundry	1,794	1,977	(183)
<b>Total Receipts</b>	<b>142,516</b>	<b>101,027</b>	<b>41,489</b>
<b>Payments</b>			
Salaries	87,338	78,667	(8,671)
Tax/ NI/ Pension	9,241	11,037	1,795
Courses/training	498	821	323
Rent & Rates	228	276	48
Utilities	4,735	3,970	(765)
Subs and insurance	4,651	4,023	(628)
Building Maintenance	6,879	8,169	1,290
Equip /Materials	3,324	2,103	(1,221)
Office Exp	804	874	70
Snack	562	509	(53)
Uniform Costs	-	-	0
Trips/Parties	210	-	(210)
Fundraising Costs	287	10	(277)
Sundry	4,221	2,655	(1,566)
<b>Total Payments</b>	<b>122,978</b>	<b>113,115</b>	<b>(9,863)</b>
<b>Excess/(Deficit) of Receipts over Payments</b>	<b>19,538</b>	<b>(12,087)</b>	<b>31,626</b>
<b>Net Fundraising breakdown:</b>	<b>2024</b>	<b>2023</b>	<b>Variances</b>
Photos	97		97
Christmas/summer Fayre/coffee mornings	704	343	361
Santa Letters		73	(73)
Bags to School			0
Raffles/tombolas/lucky dip/lottery board	97	166	(69)
Quizes/Bingo Fundraiser			0
Easy Fundraising Commission	331	115	217
Reindeer Food	18	22	(5)
Christmas Cards/Baubles/Other	58	74	(15)
Bedtime Stories			0
Tea-towel Fundraiser	131		131
Comic Relief/Children in Need Fundraising	- 20		(20)
Fancy Dress Day Donations	27	18	10
Other Fundraising/Donations	6	83	(77)
<b>Fundraising total</b>	<b>1,449</b>	<b>893</b>	<b>556</b>

**Independent Examiner's Report**

In my opinion, the accounts of Busy Bees Pre-school for the year ended 31 August 2024 have been prepared in accordance with the books and records of the Pre-school.

Examiner

*Zoe Parker*

Date

24.06.25