

The Beehive



Childcare Group

Pre-School, Breakfast, After School
and Holiday Clubs

Annual Report
2019 - 2020

Registered Charity Number. 1039617
The Beehive Child Care Group, Eaton Parish Hall, Colman Road
Norwich, NR4 7AW. Tel. 01603 259193

REFERENCE AND ADMINISTRATIVE DETAILS OF THE CHARITY, ITS TRUSTEES AND ADVISERS FOR THE YEAR ENDED 31 AUGUST 2020

Trustees

M Blissett, Chair

C Walker, Secretary

K Tutt, Treasurer

Registered charity number

1039617 (England & Wales)

Principal office

Kinchen Hall, Colman Road, Norwich NR4 7AW

Accountants

Murrells Ltd, 69-75 Thorpe Road, Norwich NR1 1UA

Manager

Tina Royal

SENDCO

Vikki Pannell

Administrator

Emma Taylor

Fundraising Co-ordinator

Hannah Green

TRUSTEES' REPORT FOR THE YEAR ENDED 31 AUGUST 2020

The Trustees present their annual report together with the financial statements of The Beehive Childcare Group for the year 1 September 2019 to 31 August 2020.

Objectives and Activities

a. Policies and objectives

The objects of the charity are:

- To provide the necessary facilities for the daily care, recreation and education of children below compulsory school age and
- To provide the necessary facilities for the daily care, recreation and education of children of school age, out of school hours and
- To advance the education and training of persons in the provision of such care, education and recreational facilities.

b. Main activities undertaken to further the charity's purposes for the public benefit

The academic year of 2019/20 can be split into two halves – one before the covid pandemic and one during the pandemic. The restrictions put in place by the government greatly affected our operations and our income but affected our outgoings less.

Prior to the pandemic Beehive staff continued to upskill, with training being undertaken in Leading Your Setting Successfully, Celebrating Learning in the Outdoors, Ofsted Training, Lego Based Therapy, Understanding the Sensory Needs of Children with Autism, Working with Parental Conflict and Step On training. Tina also continued to attend regular Leaders and Managers meetings, and Vikki continued to attend the regular SendCo meetings.

Throughout the year Beehive has run a great many activities. We have a deep community spirit and have strong links with parents, City College, the UEA and the local community. These activities have included spending time at Christchurch as part of Harvest Festival, having students from the City College spend time working with the children, and hosting family lunches. The children have also spent a lot of time in the local community, with trips to Eaton Park and the local shops. Holiday Club continued to run, but only across two half term breaks.

As a registered charity we continued to be part of the local Foodshare scheme, a scheme which prevents food from being wasted by redistributing to local groups instead. These donations provided the children with a wider variety of snacks and allowed them to try new foods. The food is also shared with our families meaning that there is no leftover waste.

We have also supported other charities this year. We raised money for Save the Children during our Christmas Jumper Week, and donated food to the local food banks as part of our Harvest Festival celebrations.

During the pandemic, the setting was initially closed for a short period before reopening for key worker families as per covid restrictions. We welcomed eligible families across all areas of our provision and continued to support the children through this period. From June we were able to welcome back all of the pre-school children, and the returning school year groups, with many returning. The children all coped incredibly well and were a real testament to their families. As a setting we made the decision not to run our summer Holiday Club as the restrictions due to covid did not make it viable to open.

Achievements and performance

Throughout the year 2019/20 Beehive provided childcare for a total of 157 families across all of its provisions. This is broken down as follows: 82 pre-school families, 70 Breakfast/After School Club families, and 5 Holiday Club only families.

Of our pre-school families 15 were eligible for 2 year funding, and 9 families claimed the extended 30 hours funding.

Our services are accessed by a variety of families with a diverse mixture of ethnicity and backgrounds. 17% of our families had English as an additional language. First languages included Polish, Spanish, Albanian, Arabic, Lithuanian, Hungarian, Mandarin, Nepali, Vietnamese, Filipino, Bengali and Bangla.

The Manager, Supervisor and Room Leaders have continued to meet on a weekly basis to discuss any matters that arise and to continue to improve the setting. We have continued to use a local, self-employed gardener/handy man to take care of jobs at Beehive, and Jacqui Webb has continued to be our self-employed bookkeeper. Throughout the year the Management Team have continued to review all policies and procedures, as well as financial matters.

The Hall continues to be used as a venue in our local community. Prior to the pandemic the hall was used regularly for Zumba and dance classes, as well as for occasional bookings for birthday parties. The Management Team have also continued to meet regularly with the Parish Council, to manage the hall and to liaise on repairs and improvements.

The Fundraising team had a good year given the pandemic, raising a grand total of £1080. This money was added to the money that was left from the previous year and will be put towards our plans for the garden development. The funds were raised through a variety of means, including family lunches, pre-school photos, raffles, Christmas card orders, the selling of Spree books, and donations from parents.

Malcolm and the Trustees would like to thank Tina and the staff team for the way in which they managed to cope with this unprecedented situation and the planning for whatever next year may bring.

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF THE BEEHIVE CHILDCARE GROUP

Independent examiner's report to the Trustees of The Beehive Childcare Group (the 'charity').

I report to the charity Trustees on my examination of the accounts of the charity for the year ended 31st August 2020.

This report is made solely to the charity's Trustees, as a body in accordance with Part 4 of the Charities (Accounts and Reports) Regulations 2008. My work has been undertaken so that I might state to the charity's Trustees those matters I am required to state to them in an independent examiner's report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the charity and the charity's Trustees as a body, for my work or for this report.

Responsibilities and basis of report

As the Trustees of the charity you are responsible for the preparation of the accounts in accordance with the requirement of the Charities Act 2011 ('the 2011 Act').

I report in respect of my examination of the charity's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

Since the charity's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of the Institute of Chartered Accountants in England and Wales, which is one of the listed bodies.

Your attention is drawn to the fact that the charity has prepared the accounts in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) in preference to the Accounting and Reporting by Charities: Statement of Recommended Practice issued on 1st April 2005 which is referred to in the extant regulations but has been withdrawn.

I understand that this has been done in order for the accounts to provide a true and fair view in accordance with the Generally Accepted Accounting Practice effective for reporting periods beginning on or after 1st January 2015.

I have completed my examination. I can confirm that no matters have come to my attention in connection with the examination giving me cause to believe that in any material aspect:

1. accounting records were not kept in respect of the charity as required by section 130 of the 2011 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of the accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report, other than to enable a proper understanding of the accounts to be reached.

Signed:

Date:

JOHN WILLIS FCA
INSTITUTE OF CHARTERED ACCOUNTANTS IN ENGLAND AND WALES
69-75 THORPE ROAD
NORWICH NR1 1UA

THE BEEHIVE CHILDCARE GROUP

Balance Sheet - 31st August 2020

	Notes	2020	2019
Fixed Assets			
Tangible Assets	11	22,500	25,896
Current Assets			
Debtors	12	14,622	9,118
Bank Balances		175,071	193,961
		<hr/>	<hr/>
		189,693	203,079
		<hr/>	<hr/>
Creditors: Amounts falling due within one year	13	(16,169)	(9,163)
		<hr/>	<hr/>
Net Current Assets		175,524	193,916
		<hr/>	<hr/>
Net Assets		£ 196,024	£ 219,812
		<hr/>	<hr/>
Reserves			
Profit and Loss Account	15	£ 196,024	£ 219,812
		<hr/>	<hr/>

M. Blissett, Chair

Approved by the Board:

The Notes on pages 3 to 11 form part of these Accounts

THE BEEHIVE CHILDCARE GROUP

Statement of Financial Activities for the year ended 31st August 2020

	Notes			2019/20	2018/19
		Unrestricted Funds	Restricted Funds	Total Funds	Total Funds
Income from:					
Incoming Resources					
Charitable Activities	2	59,912	185,190	245,102	239,440
Other Trading Activities	3	1,080	-	1,080	1,617
Investments	4	1,130	-	1,130	1,218
Other Income	5	19,607	-	19,607	2,759
		<hr/>	<hr/>	<hr/>	<hr/>
Total Incoming Resources		81,729	185,190	266,919	245,034
		<hr/>	<hr/>	<hr/>	<hr/>
Expenditure on:					
Raising Funds	6	264	-	264	155
Charitable Activities		105,253	185,190	290,443	266,880
		<hr/>	<hr/>	<hr/>	<hr/>
Total Expenditure		105,517	185,190	290,707	267,035
		<hr/>	<hr/>	<hr/>	<hr/>
Net Income before other recognised gains and Losses:					
Net movement in funds		(23,788)	-	(23,788)	(22,001)
Reconciliation of funds:					
Total fund brought forward		219,812	-	219,812	241,813
		<hr/>	<hr/>	<hr/>	<hr/>
Total funds carried forward		196,024	-	196,024	£ 219,812
		<hr/>	<hr/>	<hr/>	<hr/>

THE BEEHIVE CHILDCARE GROUP

Notes to the Accounts for the year ended 31st August 2020

1. Accounting Policies

(a) Expenditure

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use.

All expenditure is inclusive of irrecoverable VAT.

(b) Tangible fixed assets and depreciation

Tangible fixed assets are carried at cost, net of depreciation and any provision for impairment. Depreciation is provided at rates calculated to write off the cost of fixed assets, less their estimated residual value, over their expected useful lives on the following basis:

Office equipment	25% reducing balance
Property improvements	10% straight line

(c) Interest Receivable

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charity; this is normally upon notification of the interest paid or payable by the Bank.

(d) Operating Leases

Rentals under operating leases are charged to the Statement of Financial Activities on a straight line basis over the term of the lease.

(e) Debtors

Trade and other debtors are recognised as the settlement amount after any trade discount offered. Prepayments are valued at the amount prepaid, net of any trade discount due.

(f) Cash at Bank in Hand

Cash at bank and in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition, or opening of the deposit, or similar account.

Continued.....

THE BEEHIVE CHILDCARE GROUP

Notes to the Accounts for the year ended 31st August 2020

.....Continuation

(g) Liabilities and Provisions

Liabilities are recognised when there is an obligation at the Balance Sheet date as a result of a past event. It is probable that a transfer of economic benefit will be required in settlement and the amount of the settlement can be estimated reliably. Liabilities are recognised at the amount that the charity anticipates it will pay to settle the debt or the amount it has received as advanced payments for the goods or services it must provide. Provisions are measured at the best estimate of the amounts required to settle the obligation. Where the effect of the time value of money is material, the provision is based on present value of those amounts, discounted at the pre-tax discount rate that reflects the risks specific to the liability. The discount is recognised within interest payable and similar charges.

(h) Financial Instruments

The charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently measured at amortised cost using the effective interest method.

(i) Pensions

The charity operates a defined contribution pension scheme and the pension charge represents the amounts payable by the charity to the fund in respect of the year.

(j) Fund Accounting

General funds are unrestricted funds which are available for use at the discretion of the Trustees, to further the general objectives of the charity and which have not been designed for other purposes.

Restricted funds are funds to be used in accordance with specific restrictions imposed by donors or which have been raised by the charity for particular purposes. The costs of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

2. Income from charitable activities

	Unrestricted Funds 2020 £	Restricted Funds 2020 £	Total Funds 2020 £	Total Funds 2019 £
Early Years Funding	-	185,190	185,190	124,651
Non-Funded Fees	59,622	-	59,622	114,311
Nursery Milk Scheme	290	-	290	478
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	59,912	185,190	245,102	239,440
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THE BEEHIVE CHILDCARE GROUP

Notes to the Accounts for the year ended 31st August 2020

3. Fundraising Income

	Unrestricted Funds 2020 £	Restricted Funds 2020 £	Total Funds 2020 £	Total Funds 2019 £
Fundraising and Donations	1,080	-	1,080	1,617
	<hr/>	<hr/>	<hr/>	<hr/>

The charity received donated services in the year in respect of work done to the garden areas and internal decorating, the value of which is not material and has not therefore been included in the amounts.

4. Investment Income

	Unrestricted Funds 2020 £	Restricted Funds 2020 £	Total Funds 2020 £	Total Funds 2019 £
Bank Interest	1,130	-	1,130	1,218
	<hr/>	<hr/>	<hr/>	<hr/>

5. Other Income

	Unrestricted Funds 2020 £	Restricted Funds 2020 £	Total Funds 2020 £	Total Funds 2019 £
Hall Bookings	1,658	-	1,658	2,759
Grants Received	17,949	-	17,949	-
	<hr/>	<hr/>	<hr/>	<hr/>
	19,607	-	19,607	2,759
	<hr/>	<hr/>	<hr/>	<hr/>

THE BEEHIVE CHILDCARE GROUP

Notes to the Accounts for the year ended 31st August 2020

6. Analysis of Expenditure by Type

	Staff Costs 2020 £	Other Costs 2020 £	Total Funds 2020 £	Total Funds 2019 £
Expenditure on Raising Voluntary Income	-	264	264	155
Cost of Generating Funds	-	264	264	155
Early Years Childcare (notes 7&8)	244,535	45,908	290,443	266,880
	244,535	46,172	290,707	267,035
Total 2019	217,559	49,476	267,035	

7. Direct Costs

	Total 2020 £	Total 2019 £
Hall Licence Fee	14,872	14,358
Outings and Activities	14	497
Paper, Paint and Materials	4,014	6,029
Milk and Groceries	1,933	2,323
Wages and Salaries	234,207	213,093
National Insurance Contributions	7,209	1,907
Pension Costs	3,119	2,559
	265,368	240,766

THE BEEHIVE CHILDCARE GROUP

Notes to the Accounts for the year ended 31st August 2020

8. Support Costs

	Total 2020 £	Total 2019 £
Legal and Professional Costs	6,240	6,060
Insurance	1,011	975
Rent and Utilities	3,859	4,585
Premises Maintenance	3,037	3,026
Telephone and Computer Costs	3,230	2,105
Printing and Photocopying	687	761
Other Payments	2,186	2,337
Depreciation	3,789	4,385
Governance Costs	1,036	1,880
	<hr/>	<hr/>
	25,075	26,114
	<hr/>	<hr/>

9. Net Income/(Expenditure)

This is stated after charging:

	2020 £	2019 £
Depreciation of Tangible Fixed Assets:		
- owned by the charity	3,789	4,385
Independent Examiner's Fees	-	-
	<hr/>	<hr/>

During the year, no Trustees received any remuneration (2019-Nil).

During the year, no Trustees received any benefits in kind (2019-Nil).

During the year, no Trustees received any reimbursement of expenses (2019-Nil).

THE BEEHIVE CHILDCARE GROUP

Notes to the Accounts for the year ended 31st August 2020

10. Staff Costs

	2020 £	2019 £
Wages and Salaries	234,207	213,093
Social Security Costs	7,209	1,907
Other Pension Costs	3,119	2,559
	<hr/>	<hr/>
	244,535	217,559
	<hr/>	<hr/>

The average number of persons employed by the charity during the year were as follows:

	2020	2019
Manager	1	1
Supervisor	1	1
Assistants	16	13
Administrators	2	2
	<hr/>	<hr/>
	20	17
	<hr/>	<hr/>

No employee received remuneration amounting to more than £60,000 in either year.

11. Tangible Assets

	Equipment £	Property Improvements £	Total £
Cost - 1.9.19	20,369	25,427	45,796
Additions	393	-	393
	<hr/>	<hr/>	<hr/>
Cost - 31.8.20	20,762	25,427	45,189
	<hr/>	<hr/>	<hr/>
Depreciation - 1.9.19	13,817	6,083	19,900
Charge in the year	1,696	2,093	3,789
	<hr/>	<hr/>	<hr/>
Depreciation - 31.8.20	15,513	8,176	23,689
	<hr/>	<hr/>	<hr/>
Net Book Value - 31.8.20	5,249	17,251	22,500
Net Book Value - 31.8.19	6,552	19,344	25,896

THE BEEHIVE CHILDCARE GROUP

Notes to the Accounts for the year ended 31st August 2020

12. Debtors

	2020	2019
	£	£
Trade Debtors	12,254	7,417
Other Debtors	2,368	1,701
	<hr/>	<hr/>
	14,622	9,118
	<hr/>	<hr/>

13. Creditors:

Amounts falling due within one year

	2020	2019
	£	£
Trade Creditors	126	1,882
Other Taxation and Social Security	3,707	2,163
Other Creditors	6,434	2,191
Accruals	5,902	2,927
	<hr/>	<hr/>
	16,169	9,163
	<hr/>	<hr/>

THE BEEHIVE CHILDCARE GROUP

Notes to the Accounts for the year ended 31st August 2020

14. Statement of Funds

	Balance 1.9.19 £	Income £	Total Funds Expenditure £	Balance 31.8.20 £
Unrestricted Funds:				
General Fund	219,812	81,729	(105,517)	196,024
	_____	_____	_____	_____
Restricted Funds:				
Early Years Funding	-	185,190	(185,190)	-
Staff Funding	-	-	-	-
	_____	_____	_____	_____
	-	185,190	(185,190)	-
	_____	_____	_____	_____
Total of Funds	219,812	266,919	(290,707)	196,024
	_____	_____	_____	_____

Statement of Funds - prior year

	Balance at 1.9.18 £	Income £	Funds Expenditure £	Balance at 31.8.19 £
Unrestricted Funds:				
General Fund	241,813	120,383	(142,384)	219,812
	_____	_____	_____	_____
Restricted Funds:				
Early Years Funding	-	124,651	(124,651)	-
Staff Funding	-	-	-	-
	_____	_____	_____	_____
	-	124,651	(124,651)	-
	_____	_____	_____	_____
Total Funds	241,813	245,034	(267,035)	219,812
	_____	_____	_____	_____

THE BEEHIVE CHILDCARE GROUP

Notes to the Accounts for the year ended 31st August 2020

15. Analysis of net assets between funds

	Unrestricted Funds 2020 £	Restricted Funds 2020 £	Total Funds 2020 £
Tangible Fixed Assets	22,500	-	22,500
Current Assets	189,693	-	189,693
Creditors due within one year	(16,169)	-	(16,169)
	<hr/>	<hr/>	<hr/>
	196,024	-	196,024
	<hr/>	<hr/>	<hr/>

Analysis of net assets between funds - prior year

	Unrestricted Funds 2019 £	Restricted Funds 2019 £	Total Funds 2019 £
Tangible Fixed Assets	25,896	-	25,896
Current Assets	203,079	-	203,079
Creditors due within one year	(9,163)	-	(9,163)
	<hr/>	<hr/>	<hr/>
	219,812	-	219,812
	<hr/>	<hr/>	<hr/>

16. Pension Commitments

The charity operates a defined contributions pension scheme. The assets of the scheme are held separately from those of the charity in an independently administered fund. The pension costs charge represents contributions payable by the charity to the fund and amounted to £ 3,118 (2019-£2,559). Contributions totalling £ 295 (2019 - £323) were payable to the fund at the Balance Sheet date and are included in creditors.

17. Operating Lease Commitments

At 31st August 2020 the total of the Charity's future minimum lease payments under non-cancellable operating leases were:

	2020 £	2019 £
Amounts Payable: within one year	14,358	14,358
	<hr/>	<hr/>