

The Beehive



Childcare Group

Pre-School, Breakfast, After School
and Holiday Clubs

Annual Report
2020 - 2021

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 2021**

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

Emma Ede

Administrator

Emma Taylor

Fundraising Co-ordinator

Hannah Green

TRUSTEES' REPORT FOR THE YEAR ENDED 31 AUGUST 2021

The Trustees present their annual report together with the financial statements of The Beehive Childcare Group for the year 1 September 2020 to 31 August 2021.

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 2020/2021 was an adjustment as we learned to live with covid. We continued to provide childcare for key worker and vulnerable families throughout the pandemic and eagerly welcomed back all of our families when we were able to.

Staff continued to upskill and took advantage of free training that became available through Early Years. This included Safeguarding, Prevent Duty, Portal Training, Senior Lead Practitioner renewals, English as an Additional Language, Building Business Resilience Post Covid, Resilience within the Early Years, Behaviour and Self-Regulation, Understanding the Sensory Needs of Children with Autism, LADO Training and Child Participation, and Pyjama Drama Learning. Twelve staff also renewed their First Aid training. Tina continued to attend regular Leaders and Managers meetings, and Emma Ede continued to attend the regular SendCo Networks. New job roles were created for a Pre-School Lead and an Out of School Lead and these were respectively filled by Stacey and Karen. Stacey also gained her Early Years Teacher Status this year which was a particular triumph given the covid restrictions that were in place.

Throughout the year our usual activities saw a change, in order to maintain covid compliance. We tried hard to maintain our community spirit and found creative ways to engage with our families. We ran a socially distanced Harvest Festival collection, Christmas performances were recorded and shared online with our families, in lieu of theatre trips we virtually attended a local pantomime and we organised a Christmas tree trail where our families displayed Christmas trees for the children to find on small group outings. Mother's Day and Father's Day were celebrated with online tributes. As restrictions eased, we allowed one family member to attend for each child at a socially distanced sports day and held two outdoor Leaver's Concerts and Graduations so that no family missed out. During the lockdowns we provided online activities for our families and encouraged them to share photos of these. In March we also welcomed two new faces to the setting, our guinea pigs, Queenie and Honey, who have been a big hit with the children who all take an active role in caring for them. Where possible we also allowed students to continue their placements with us.

Breakfast and After School Clubs continued to run by separating the children into bubbles that allowed us to remain covid compliant. The children all responded really well to the changes that took place. Holiday Club continued to run in line with restrictions, with the exception of February half term which just wasn't viable. We also signed up to be part of the Holiday Activity and Food programme (HAF) providing support to the most vulnerable families over the summer holidays, by providing funded sessions and a packed lunch. This had a high uptake and helped to make opening over the summer a viable option.

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, the NSPCC as part of Number Day and donated food to the local food banks as part of our Harvest Festival celebrations.

During the pandemic, the staff worked incredibly hard on transforming our two garden spaces into one much larger space. A local demolition company removed the old concrete sheds. The staff moved equipment, repainted the fences and equipment and made the garden somewhere that the children love to explore. We employed the services of Mark, a local handyman, to lay artificial grass and to build an outdoor classroom and sensory garden, along with many other jobs. The children celebrated World Bee Day by donating plants and flowers for the garden spaces.

Achievements and performance

Throughout the year 2020/21 Beehive provided childcare for a total of 166 families across all of its provisions. This is broken down as follows: 73 pre-school families, 41 Breakfast/After School Club families, and 52 Holiday Club only families.

Of our pre-school families 16 were eligible for 2 year funding, and 11 families claimed the extended 30 hours funding.

Our services are accessed by a variety of families with a diverse mixture of ethnicity and backgrounds. 15% of our families had English as an additional language. First languages included Polish, Albanian, Arabic, Lithuanian, Nepali, Vietnamese, Filipino, Bengali, Czech, Bulgarian, Guyarati, Otjiherero, French 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 has not been able to be used as a venue in our local community this year due to covid. The Management Team have 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 pre-school photos, raffles, Christmas card orders, the selling of Spree books, a mini marathon, a readathon and donations from parents.

M. Blissett

CHAIR

Approved by the Board:

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's Trustees on my examination of the accounts of the charity for the year ended 31st August 2021.

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 in the prior year, the 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 January 2019 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 2019

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:

Grant Miles ACA

Institute of Chartered Accountants in England and Wales

On Behalf of Murrells Limited

69-75 Thorpe Road

Norwich NR1 1UA

THE BEEHIVE CHILDCARE GROUP

Balance Sheet - 31st August 2021

	Notes	2021	2020
Fixed Assets			
Tangible Assets	11	28,972	22,500
Current Assets			
Debtors	12	8,204	14,622
Bank Balances		120,514	175,071
		<hr/>	<hr/>
		128,718	189,693
		-----	-----
Creditors: Amounts falling			
due within one year	13	(18,753)	(16,169)
		-----	-----
Net Current Assets		109,965	175,524
		<hr/>	<hr/>
Net Assets		£ 138,937	£ 196,024
		<hr/>	<hr/>
Reserves			
Total reserves	14	£ 138,937	£ 196,024
		<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 2021

	Notes			2020/21	2019/20
		Unrestricted Funds	Restricted Funds	Total Funds	Total Funds
Income from:					
Incoming Resources					
Charitable Activities	2	78,483	149,906	228,389	245,102
Other Trading Activities	3	1,669	-	1,669	1,080
Investments	4	28	-	28	1,130
Other Income	5	15,878	4,025	19,903	19,607
Total Incoming Resources		96,058	153,931	249,989	266,919
Expenditure on:					
Raising Funds	6	-	-	-	264
Charitable Activities		153,145	149,906	303,051	290,443
Other		-	4,025	4,025	-
Total Expenditure		153,145	153,931	307,076	290,707
Net Income before other recognised gains and Losses:					
Net movement in funds		(57,087)	-	(57,087)	(23,788)
Reconciliation of funds:					
Total fund brought forward		196,024	-	196,024	219,812
Total funds carried forward		138,937	-	138,937	£ 196,024
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THE BEEHIVE CHILDCARE GROUP

Notes to the Accounts for the year ended 31st August 2021

1. Accounting Policies

(a) Basis of Preparation

These accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts.

The accounts have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014 and with the Charities Act 2011.

(b) Going Concern

The accounts are prepared on a going concern basis and there are no material uncertainties that make the going concern assumption doubtful.

(c) Income

Income is recognised in the Statement of Financial Activities (sofa) when:

- The charity becomes entitled to the resources
- it is more likely than not that the trustees will receive the resources; and
- the monetary value can be measured with sufficient reliability.

Grants and donations are only included in the SoFA when the general income recognition criteria are met (5.10 to 5.12 FRS102 SORP). The charity has received government grants in the reporting period

(d) 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. The charity has incurred expenditure on support costs.

All expenditure is inclusive of irrecoverable VAT.

(d) Tangible fixed assets and depreciation

Tangible fixed assets are carried at cost, net of depreciation and any provision for impairment. These are capitalised if they can be used for more than one year, and cost at least £1,000. 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

THE BEEHIVE CHILDCARE GROUP

Notes to the Accounts for the year ended 31st August 2021

(e) 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.

(f) 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.

(g) Debtors

Trade and other debtors are recognised as the settlement amount after any trade discount offered. Subsequently, they are measured at the cash or other consideration expected to be received. Prepayments are valued at the amount prepaid, net of any trade discount due.

(h) 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.

(i) 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. The charity has creditors which are measured at settlement amounts less any trade discounts

(j) 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.

(k) 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.

(l) 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.

THE BEEHIVE CHILDCARE GROUP

Notes to the Accounts for the year ended 31st August 2021

2. Income from charitable activities

	Unrestricted Funds 2021 £	Restricted Funds 2021 £	Total Funds 2021 £	Total Funds 2020 £
Early Years Funding	-	149,906	149,906	185,190
Non-Funded Fees	78,344	-	78,344	59,622
Nursery Milk Scheme	139	-	139	290
	<hr/>	<hr/>	<hr/>	<hr/>
	78,483	149,906	228,389	245,102
	<hr/>	<hr/>	<hr/>	<hr/>

3. Fundraising Income

	Unrestricted Funds 2021 £	Restricted Funds 2021 £	Total Funds 2021 £	Total Funds 2020 £
Fundraising and Donations	1,669	-	1,669	1,080
	<hr/>	<hr/>	<hr/>	<hr/>

4. Investment Income

	Unrestricted Funds 2021 £	Restricted Funds 2021 £	Total Funds 2021 £	Total Funds 2020 £
Bank Interest	28	-	28	1,130
	<hr/>	<hr/>	<hr/>	<hr/>

5. Other Income

	Unrestricted Funds 2021 £	Restricted Funds 2021 £	Total Funds 2021 £	Total Funds 2020 £
Hall Bookings	600	-	600	1,658
Grants Received	15,278	-	15,278	17,949
	<hr/>	<hr/>	<hr/>	<hr/>
	15,878	-	15,878	19,607
	<hr/>	<hr/>	<hr/>	<hr/>

THE BEEHIVE CHILDCARE GROUP

Notes to the Accounts for the year ended 31st August 2021

6. Analysis of Expenditure by Type

	Staff Costs 2021 £	Other Costs 2021 £	Total Funds 2021 £	Total Funds 2020 £
Expenditure on Raising				
Voluntary Income	-	-	-	264
	<hr/>	<hr/>	<hr/>	<hr/>
Cost of Generating Funds	-	-	-	264
Early Years Childcare				
(notes 7&8)	256,204	50,872	307,076	290,443
	<hr/>	<hr/>	<hr/>	<hr/>
	256,204	50,872	307,076	290,707
	<hr/>	<hr/>	<hr/>	<hr/>
Total 2020	244,535	46,172	290,707	
	<hr/>	<hr/>	<hr/>	<hr/>

7. Direct Costs

	Total 2021 £	Total 2020 £
Hall Licence Fee	16,224	14,872
Outings and Activities	150	14
Paper, Paint and Materials	3,646	4,014
Milk and Groceries	1,102	1,933
Wages and Salaries	242,488	234,207
National Insurance Contributions	10,131	7,209
Pension Costs	3,585	3,119
Bad Debts	908	-
	<hr/>	<hr/>
	278,234	265,368
	<hr/>	<hr/>

THE BEEHIVE CHILDCARE GROUP

Notes to the Accounts for the year ended 31st August 2021

8. Support Costs

	2021	2020
	£	£
Legal and Professional Costs	6,462	6,240
Insurance	1,108	1,011
Rent and Utilities	3,735	3,859
Premises Maintenance	8,670	3,037
Telephone and Computer Costs	2,396	3,230
Printing and Photocopying	778	687
Other Payments	1,216	2,186
Depreciation	4,669	3,789
Governance Costs	(192)	1,036
	<hr/>	<hr/>
	28,842	25,075
	<hr/>	<hr/>

9. Net Income/ (Expenditure)

This is stated after charging:

	2021	2020
	£	£
Depreciation of Tangible Fixed Assets:		
- owned by the charity	4,669	3,789
Independent Examiner's Fees	-	-
	<hr/>	<hr/>

During the year, no Trustees received any remuneration (2020-Nil).

During the year, no Trustees received any benefits in kind (2020-Nil).

During the year, no Trustees received any reimbursement of expenses (2020-Nil).

THE BEEHIVE CHILDCARE GROUP

Notes to the Accounts for the year ended 31st August 2021

10. Staff Costs

	2021	2020
	£	£
Wages and Salaries	242,488	234,207
Social Security Costs	10,131	7,209
Other Pension Costs	3,585	3,119
	<hr/>	<hr/>
	256,204	244,535
	<hr/>	<hr/>

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

	2021	2020
Manager	1	1
Supervisor	1	1
Assistants	19	16
Administrators	2	2
Cleaner	1	-
	<hr/>	<hr/>
	24	20
	<hr/>	<hr/>

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

11. Tangible Assets

	Property Equipment £	Improvements £	Total £
Cost - 1.9.20	20,762	25,427	46,189
Additions	1,661	9,480	11,141
	<hr/>	<hr/>	<hr/>
Cost - 31.8.21	22,423	34,907	57,330
	<hr/>	<hr/>	<hr/>
Depreciation - 1.9.20	15,513	8,176	23,689
Charge in the year	1,336	3,333	4,669
	<hr/>	<hr/>	<hr/>
Depreciation - 31.8.21	16,849	11,509	28,358
	<hr/>	<hr/>	<hr/>
Net Book Value - 31.8.21	5,574	23,398	28,972
Net Book Value - 31.8.20	5,249	17,251	22,500

THE BEEHIVE CHILDCARE GROUP

Notes to the Accounts for the year ended 31st August 2021

12. Debtors

	2021 £	2020 £
Trade Debtors	4,740	12,254
Other Debtors	3,464	2,368
	<hr/>	<hr/>
	8,204	14,622
	<hr/>	<hr/>

13. Creditors:

Amounts falling due within one year

	2021 £	2020 £
Trade Creditors	735	126
Other Taxation and Social Security	2,973	3,707
Other Creditors	6,103	6,434
Accruals	2,411	5,902
Deferred Income	6,531	-
	<hr/>	<hr/>
	18,753	16,169
	<hr/>	<hr/>

Income has been deferred in 2021 because fee income relating to the year ended 31st August 2022 was received in advance. This income will be recognised in September 2021.

THE BEEHIVE CHILDCARE GROUP

Notes to the Accounts for the year ended 31st August 2021

14. Statement of Funds

	Balance 1.9.20 £	Income £	Total Funds Expenditure £	Balance 31.8.21 £
Unrestricted Funds:				
General Fund	196,024	96,058	(153,145)	138,937
	<hr/>	<hr/>	<hr/>	<hr/>
Restricted Funds:				
Early Years Funding	-	153,931	(153,931)	-
Staff Funding	-	-	-	-
	<hr/>	<hr/>	<hr/>	<hr/>
	-	153,931	(153,931)	-
	<hr/>	<hr/>	<hr/>	<hr/>
Total of Funds	196,024	249,989	(307,076)	138,937
	<hr/>	<hr/>	<hr/>	<hr/>

Statement of Funds - prior year

	Balance at 1.9.19 £	Income £	Funds Expenditure £	Balance at 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	-	-	-	-
	<hr/>	<hr/>	<hr/>	<hr/>
	-	185,190	(185,190)	-
	<hr/>	<hr/>	<hr/>	<hr/>
Total Funds	219,812	266,919	(290,707)	196,024
	<hr/>	<hr/>	<hr/>	<hr/>

THE BEEHIVE CHILDCARE GROUP

Notes to the Accounts for the year ended 31st August 2021

15. Analysis of net assets between funds

	Unrestricted Funds 2021 £	Restricted Funds 2021 £	Total Funds 2021 £
Tangible Fixed Assets	28,972	-	28,972
Current Assets	127,139	-	127,139
Creditors due within one year	(17,174)	-	(17,174)
	<hr/>	<hr/>	<hr/>
	138,937	-	138,937
	<hr/>	<hr/>	<hr/>

Analysis of net assets between funds - prior year

	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/>

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 £3,585 (2020-£3,118). Contributions totalling £361 (2020 - £295) were payable to the fund at the Balance Sheet date and are included in creditors.

17. Operating Lease Commitments

At 31st August 2021 the total of the Charity's future minimum lease payments under non-cancellable operating leases were:

	2021 £	2020 £
Amounts Payable:		
within one year	16,224	14,358
	<hr/>	<hr/>

