

The Beehive



Childcare Group

Pre-School, Breakfast, After School
and Holiday Clubs

Annual Report
2021 - 2022

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 2022

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 2022

The Trustees present their annual report together with the financial statements of The Beehive Childcare Group for the year 1 September 2021 to 31 August 2022.

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 2021/2022 saw a return to our pre-pandemic way of running as we welcomed back all our families to their sessions, without restrictions or bubbles. We continued to be vigilant around good hygiene as after so long with restrictions the pre-school children were still developing their immune systems.

In September 2021 we saw a change at Kinchen Hall as we combined the Honey Pot and Honeycomb rooms into one larger room, and made changes to when the children would transition into the Hive to allow us to improve our provision of spaces for families. A roller door was installed to replace the standard door, allowing for free flow between the spaces and to provide security during hall lets. The biggest change of the year though was launching the Family app as a replacement to our hand written Learning Journeys for the children. The app came with a host of features, allowing parents and carers to see observations, receive in-time information, communicate with staff and share photos and information from home. We were able to reduce the amount of paper we used by putting most of the reports that we do straight onto the app, uploading photos rather than printing them and sending letters directly to families as well as losing the scrapbook style Learning Journeys. The app also allows the staff to use their time more efficiently and made observations less time consuming.

In January 2022 we were excited to be opening our second setting at Jubilee Community Centre in Lakenham. Another setting had closed in July 2021 leaving a deficit in the area and we were keen to fill the void. Following an application to the Early Years and successful approval we registered our new setting with Ofsted in October, hosted two drop in sessions before Christmas and then opened to our new families in January. Although Jubilee was quiet to begin with we did see a slow but steady increase in numbers.

Staff continued to upskill and took advantage of free training that remained available through Early Years. This included Safeguarding, Fire Safety, Safer Recruitment, Learning Through Play,

Food Allergies and Intolerance, Are you Ready for Your Ofsted Inspection, Prevent Duty, and Signalong. The staff were also able to access additional free training through the Early Years Alliance, which included Implementing the GDPR, Social Media Marketing, Sustained Shared Thinking in the Early Years, Characteristics of Effective Teaching and Learning, Speech, Language and Communication, Being a Key Person in a Setting, and Understanding and Addressing Behaviour in the Early Years. Tina continued to attend regular Leaders and Managers meetings, and Emma Ede continued to attend the regular SendCo Networks. New job roles were created at Jubilee, with Lucy Briggs becoming the Room Leader, which led to Lucy completing training to become a Safeguard Lead Practitioner. As a setting we also gained two Communication Champions when Lucy and Lauren completed training to Creating a Communication Friendly Environment for 2-4 Year Olds.

Throughout the year our usual activities saw a return to pre-covid levels and we were excited to have our families be more involved at our settings. Our families were welcomed back into the setting for craft days, family lunches, our Christmas Fayre and Concert, Sports Day and for the school leaver's Performance and Graduation at the end of the year. We were also fortunate enough to be joined by parents who told us about their jobs during our people who help us week, which included the air ambulance, a policeman and a milkman. We were also joined by our local vicar, Patrick. The children enjoyed many other activities throughout the year including celebrating the Queen's Platinum Jubilee with a garden party, planting in the garden for World Bee Day and wearing their pyjamas for World Sleep Day. Yoga became a part of the weekly structure with each child doing at least one half term of yoga. The children in the Hive also enjoyed going on a Christmas tree trail.

As a setting we enjoyed returning to activities in our wider community by collecting donations for Harvest Festival, reinstating our trips for those children who would be going to school in September, which included trips to the theatre, Notcutts, Plantation Gardens and Eaton Park.

Breakfast and After School Clubs returned to running as it was pre-pandemic. With bubbles no longer being necessary the children enjoyed returning to their mixed age groups. We continued to be part of the Holiday Activity and Food programme (HAF) providing support to the most vulnerable families over the summer and Easter holidays, by providing funded sessions and a packed lunch.

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, Children in Need, and donated food to the local food banks as part of our Harvest Festival celebrations.

Achievements and performance

Throughout the year 2021/2022 Beehive provided childcare for a total of 169 families across all of its provisions. This is broken down as follows: 104 pre-school families, 50 Breakfast/After School Club families, and 17 Holiday Club only families.

Of our pre-school families 38 were eligible for 2-year funding, and 12 families claimed the extended 30 hours funding.

Our services are accessed by a variety of families with a diverse mixture of ethnicity and backgrounds. 26% of our families had English as an additional language. First languages included Polish, Arabic, Lithuanian, Vietnamese, Bengali, Czech, Bulgarian, Gujarati, Otjiherero, Bangla, Hungarian, Sihala, Kurdish, Creole, Portuguese, Berber, Oolof, Hindi, Turkish, Swedish, Hebrew, Telugu, Kannada, German and Italian.

The Manager 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. Jacqui moved away from the local area in July 2022 but continues to work for us remotely, which has been greatly appreciated. Throughout the year the Management Team have continued to review all policies and procedures, as well as financial matters. In September 2022 a fee increase was introduced to ensure that we remained financially viable.

Kinchen Hall returned to being a venue available for the local community to hire, although there were very few people looking for a venue to hire as they were still feeling cautious. We create a Facebook page for the hall to help increase awareness of its availability. The Management Team have continued to meet regularly with the Parish Council, to manage the hall and to liaise on repairs and improvements. This year we have replaced the kitchen worktops and the Parish Council has completed the re-rendering of Kinchen Hall. The hall was also given an updated EPC rating, reflecting the improvements that have been made in recent years. A charity clothes bank was installed in the car park and receives regular donations. When the road markings were changed on Colman Road we worked together with the Parish Council to get the roads remarked to provide a safe turning space into Kinchen Hall.

The Fundraising team had a good year given that we were still recovering from the pandemic, raising a grand total of £1238.12, which was a 14% increase on the previous year. The funds were raised through a variety of means, including pre-school photos, raffles, Christmas card orders, the selling of second hand uniform and clothes, a mini marathon, family lunches and donations from parents.

And finally...

The trustees would like to thank all our staff for their hard work during the year. Also, many thanks to our volunteers for supporting us. We wish all the best to the children leaving the setting to attend school in September and look forward to seeing some of them again in our Out of School clubs.

As this 2021-2022 year ends, we look forward to another happy and successful year in 2022-2023.

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

I report to the charity's Trustees on my examination of the accounts of the charity for the year ended 31st August 2022..

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

The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of the Institute of Chartered Accountants in England and Wales.

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

- the accounting records were not kept in accordance with section 130 of the 2011 Act; or
- the accounts do not accord with those records; or
- 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 in order 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 2022

	Notes	2022	2021
Fixed Assets			
Tangible Assets	11	26,488	28,972
Current Assets			
Debtors	12	8,472	8,204
Bank Balances		113,435	120,514
		-----	-----
		121,907	128,718
		-----	-----
Creditors: Amounts falling due within one year	13	(21,352)	(18,753)
		-----	-----
Net Current Assets		100,555	109,965
		-----	-----
Net Assets		£ 127,043	
£ 138,937		-----	-----
Reserves			
Total reserves	14	£ 127,043	£ 138,937
		-----	-----

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 2022

	Notes			2021/22	2020/21
		Unrestricted Funds	Restricted Funds	Total Funds	Total Funds
Income from:					
Incoming Resources					
Charitable Activities	2	125,574	191,239	316,813	228,389
Other Trading Activities	3	1,237	-	1,237	1,669
Investments	4	108	-	108	28
Other Income	5	1,287	-	1,287	19,903
Total Incoming Resources		128,206	191,239	319,445	249,989
Expenditure on:					
Raising Funds	6	-	-	-	-
Charitable Activities		140,100	191,239	331,339	303,051
Other		-	-	-	4,025
Total Expenditure		140,100	191,239	331,339	307,076
Net Income before other recognised gains and Losses:					
Net movement in funds		(11,894)	-	(11,894)	(57,087)
Reconciliation of funds:					
Total fund brought forward		138,937	-	138,937	196,024
Total funds carried forward		127,043	-	127,043	£ 138,937

THE BEEHIVE CHILDCARE GROUP

Notes to the Accounts for the year ended 31st August 2022

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

(e) Interest Receivable

Interest on funds held on deposit is included when receivable and the amount can be measured

Continued.....

THE BEEHIVE CHILDCARE GROUP

Notes to the Accounts for the year ended 31st August 2022

.....Continuation

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 2022

2. Income from charitable activities

	Unrestricted Funds 2022 £	Restricted Funds 2022 £	Total Funds 2022 £	Total Funds 2021 £
Early Years Funding	-	191,239	191,239	149,906
Non-Funded Fees	125,311	-	125,311	78,344
Nursery Milk Scheme	263	-	263	139
	<hr/>	<hr/>	<hr/>	<hr/>
	125,574	191,239	316,813	228,389
	<hr/>	<hr/>	<hr/>	<hr/>

3. Fundraising Income

	Unrestricted Funds 2022 £	Restricted Funds 2022 £	Total Funds 2022 £	Total Funds 2021 £
Fundraising and Donations	1,237	-	1,237	1,669
	<hr/>	<hr/>	<hr/>	<hr/>

4. Investment Income

	Unrestricted Funds 2022 £	Restricted Funds 2022 £	Total Funds 2022 £	Total Funds 2021 £
Bank Interest	108	-	108	28
	<hr/>	<hr/>	<hr/>	<hr/>

5. Other Income

	Unrestricted Funds 2022 £	Restricted Funds 2022 £	Total Funds 2022 £	Total Funds 2021 £
Hall Bookings	1,287	-	1,287	600
Grants Received	-	-	-	15,278
	<hr/>	<hr/>	<hr/>	<hr/>
	1,287	-	1,287	15,878
	<hr/>	<hr/>	<hr/>	<hr/>

THE BEEHIVE CHILDCARE GROUP

Notes to the Accounts for the year ended 31st August 2022

6. Analysis of Expenditure by Type

	Staff Costs 2022 £	Other Costs 2022 £	Total Funds 2022 £	Total Funds 2021 £
Expenditure on Raising Voluntary Income	-	-	-	-
	<hr/>	<hr/>	<hr/>	<hr/>
Cost of Generating Funds	-	-	-	-
Early Years Childcare (notes 7&8)	276,673	54,666	331,339	307,076
	<hr/>	<hr/>	<hr/>	<hr/>
				307,076
	<hr/>	<hr/>	<hr/>	<hr/>
Total 2021	256,204	50,872	307,076	
	<hr/>	<hr/>	<hr/>	<hr/>

7. Direct Costs

	Total 2022 £	Total 2021 £
Hall Licence Fee	20,665	16,224
Outings and Activities	489	150
Paper, Paint and Materials	3,597	3,646
Milk and Groceries	1,365	1,102
Wages and Salaries	260,652	242,488
National Insurance Contributions	11,550	10,131
Pension Costs	4,471	3,585
Bad Debts	377	908
	<hr/>	<hr/>
	303,166	278,234
	<hr/>	<hr/>

THE BEEHIVE CHILDCARE GROUP

Notes to the Accounts for the year ended 31st August 2022

8. Support Costs

	2022	2021
	£	£
Legal and Professional Costs	6,492	6,462
Insurance	1,689	1,108
Rent and Utilities	4,457	3,735
Premises Maintenance	3,289	8,670
Telephone and Computer Costs	3,671	2,396
Printing and Photocopying	620	778
Other Payments	1,445	1,216
Depreciation	5,166	4,669
Governance Costs	1,344	(192)
	<hr/>	<hr/>
	28,173	28,842
	<hr/>	<hr/>

9. Net Income/(Expenditure)

This is stated after charging:

	2022	2021
	£	£
Depreciation of Tangible Fixed Assets:		
- owned by the charity	5,166	4,669
Independent Examiner's Fees	1,250	1,200
Advisory Fees	144	60
	<hr/>	<hr/>

During the year, no Trustees received any remuneration (2021-Nil).

During the year, no Trustees received any benefits in kind (2021-Nil).

During the year, no Trustees received any reimbursement of expenses (2021-Nil).

THE BEEHIVE CHILDCARE GROUP

Notes to the Accounts for the year ended 31st August 2022

10. Staff Costs

	2022	2021
	£	£
Wages and Salaries	260,652	242,488
Social Security Costs	11,550	10,131
Other Pension Costs	4,471	3,585
	<hr/>	<hr/>
	276,673	256,204
	<hr/>	<hr/>

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

	2022	2021
Manager	1	1
Supervisor	1	1
Assistants	18	19
Administrators	2	2
Cleaner	1	1
	<hr/>	<hr/>
	23	24
	<hr/>	<hr/>

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

11. Tangible Assets

	Equipment	Property	Total
	£	Improvements	£
		£	
Cost - 1.9.21	22,423	34,907	57,330
Additions	529	2,153	2,682
	<hr/>	<hr/>	<hr/>
Cost - 31.8.22	22,952	37,060	60,012
	<hr/>	<hr/>	<hr/>
Depreciation - 1.9.21	16,849	11,509	28,358
Charge in the year	1,482	3,684	5,166
	<hr/>	<hr/>	<hr/>
Depreciation - 31.8.22	18,331	15,193	33,524
	<hr/>	<hr/>	<hr/>
Net Book Value - 31.8.22	4,621	21,867	26,488
Net Book Value - 31.8.21	5,574	23,398	28,972

THE BEEHIVE CHILDCARE GROUP

Notes to the Accounts for the year ended 31st August 2022

12. Debtors

	2022 £	2021 £
Trade Debtors	5,771	4,740
Other Debtors	2,701	3,464
	<hr/>	<hr/>
	8,472	8,204
	<hr/>	<hr/>

13. Creditors:

Amounts falling due within one year

	2022 £	2021 £
Trade Creditors	283	735
Other Taxation and Social Security	3,241	2,973
Other Creditors	6,736	6,103
Accruals	2,736	2,411
Deferred Income	8,356	6,531
	<hr/>	<hr/>
	21,352	18,753
	<hr/>	<hr/>

Income has been deferred in 2022 because fee income relating to the year ended 31st August 2023 was received in advance. This income will be recognised in September 2022.

THE BEEHIVE CHILDCARE GROUP

Notes to the Accounts for the year ended 31st August 2022

14. Statement of Funds

	Balance 1.9.21 £	Income £	Total Funds Expenditure £	Balance 31.8.22 £
Unrestricted Funds:				
General Fund	138,937	128,206	(140,100)	127,043
	_____	_____	_____	_____
Restricted Funds:				
Early Years Funding	-	191,239	(191,239)	-
Staff Funding	-	-	-	-
	_____	_____	_____	_____
	-	191,239	(191,239)	-
	_____	_____	_____	_____
Total of Funds	138,937	319,445	(331,339)	127,043
	_____	_____	_____	_____

Statement of Funds - prior year

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

THE BEEHIVE CHILDCARE GROUP

Notes to the Accounts for the year ended 31st August 2022

15. Analysis of net assets between funds

	Unrestricted Funds 2022 £	Restricted Funds 2022 £	Total Funds 2022 £
Tangible Fixed Assets	26,488	-	26,488
Current Assets	121,907	-	121,907
Creditors due within one year	(21,352)	-	(21,352)
	<hr/>	<hr/>	<hr/>
	127,043	-	127,043
	<hr/>	<hr/>	<hr/>

Analysis of net assets between funds - prior year

	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/>

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 £4,471 (2021-£3,585). Contributions totalling £606 (2021 - £361) were payable to the fund at the Balance Sheet date and are included in creditors.

17. Operating Lease Commitments

At 31st August 2022 the total of the Charity's future minimum lease payments under non-cancellable operating leases were:

	2022 £	2021 £
Amounts Payable:		
within one year	16,224	16,224
between 2 & 5 years	-	-
later than 5 years	-	-
	<hr/>	<hr/>