

BRAYTON BUSY BEES PRE-SCHOOL

ANNUAL REPORT FOR THE YEAR ENDED 31 AUGUST 2020

Structure, governance and management

The charity's governing document is the New Pre-School Learning Alliance Pre-School Constitution 2011. Our trustees are elected at the Annual General Meeting (AGM) or at a general committee meeting if necessary, during the year, by the membership of the pre-school.

Brayton Busy Bees is registered with Ofsted (registration no 400459) and is a member of the Pre-School Learning Alliance.

Busy Bees has a childcare protection policy in place, which includes carrying out Disclosure and Barring Service (DBS) checks for new and existing members of staff and the committee. These checks are carried out every three years.

All trustees give their time voluntarily and receive no remuneration or benefits.

The pre-school works in partnership with Brayton Methodist Church, from whom it rents the rooms in which it provides Early Years Education and Childcare.

Financial Review

The total income for the year was £118,730 (2019: £87,125) and the total payments for the year was £95,479 (2019: £91,696) which gave a net income for the year £23,251 (2019: net expenditure £4,571).

Reserves policy

The current level of free reserves is £62,802 (2019: £40,054). The charity's reserves are retained to enable it to meet any liabilities should the nursery close. This would also provide flexibility should additional staff be taken on during the financial year. It is proposed that this policy be reviewed annually following the financial end of year.

Objectives and activities

Brayton Busy Bees Pre-school aims are to enhance the development and education of children primarily under statutory school age by encouraging parents to understand and provide for the needs of their children through community groups and by:

- 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;
- 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;
- instigating and adhering to and furthering the aims and objects of the Pre-school Learning Alliance.

Brayton Busy Bees is a small, friendly, parent managed pre-school providing a varied, interesting and informative early learning years education for children between the age of two and five years. The pre-school accommodates 20 children in the morning and 20 children in the afternoon.

Brayton Busy Bees employs 6 staff members (Manager, Deputy and Practitioners). One staff member is Level 4 qualified and the other five are Level 3 childcare certificate. All staff members continue their professional development in many ways including Safeguarding, Autism Training and Senco. All staff have a current First Aid Certificate.

We welcome all children within the age range regardless of personal circumstances, gender, faith, cultural background and lingual ability.

BRAYTON BUSY BEES PRE-SCHOOL

ANNUAL REPORT FOR THE YEAR ENDED 31 AUGUST 2020 (Continued)

As trustees, we are confident that we have complied with the duty under section 17(5) of the Charities Act and the Charities (Accounts and Reports) Regulations 2008 to have due regard to public benefit guidance published by the Charity Commission. Our pre-school has been educating children and benefitting the community for over thirty years. Providing childcare from 2 years to school age means we teach children important social skills which will take them into school and beyond. We work with all local primary schools to enable smooth transitions.

Achievements and performance

Brayton Busy Bees had a promising start to the year, providing childcare for 39 families from Brayton and the surrounding area.

We continued to build and work hard to enhance the children's learning and development providing regular weekly learning experiences from outdoor agencies such as "Little Messys and Rugby Tots" and had a visit from "Sams Safari".

We enhanced our SEN resources to include more sensory equipment and up-dated and expanded our Home Learning Resources.

We organised and paid for a bus trip to Lotherton Hall to visit Santa's Grotto for parents and children and had a Christmas Party at a local soft play area.

The children and parents were invited to a Harvest Festival hosted by the Methodist Church and we also collected food donations for the local food bank.

The children also took part in a "Christingle Service" hosted by the Methodist Church where the children helped with the Nativity and parents were invited to attend. We also had our own Christmas Concert and invited parents and some members of the Methodist Church congregation.

The children enjoyed visits to Fernbank Court, a retirement home in the local village where on one occasion they performed a rendition of nursery rhymes and on a second occasion Christmas songs. This was greatly received by the residents who enjoyed their company and joined in with the singing.

When the pandemic struck we closed in line with Government Guidance but were eager and ready to open our doors on the 1st of June to keyworkers and children with EHCP.

During the summer term we continued to follow strict government guidance on Covid Procedures implanting systems of control to keep the children and staff safe and well. We enhanced and maximised our outdoor space to create two gardens with mirror images of toys and equipment so our two bubbles of children had access to outdoor play to support their physical education and support their health and well being.

The virus unfortunately put a stop to any other planned activities and visits.

We successfully put a bid in for TESCO bags for help for £500.00 to help us buy wipe clean mats and cushions for the setting and opened a "Just Giving" page to help purchase the new equipment for the garden.

We did have an open day planned but this did not go ahead but we continued to market ourselves through facebook and word of mouth and had success in doing so.

Approved on 16 April 2021 and Signed on behalf of the trustees

M DODDS - Chair



BRAYTON BUSY BEES PRE-SCHOOL

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES FOR THE YEAR ENDED 31 AUGUST 2020

I report to the Charity trustees on my examination of the accounts of the Charity for the year ended 31 August 2020 which comprise the Receipts and Payments account, Statement of Assets and Liabilities and relevant notes.

Responsibilities and basis of report

As the Charity's trustees you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Charity's accounts carried out under section 145 of the 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 Act.

Independent examiner's statement

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

1. accounting records were not kept in respect of the Charity as required by section 130 of the 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 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.



N Clément ACA, FCCA
JWPCreers LLP
Chartered Accountants
Genesis 5
Church Lane
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YO10 5DQ

26 April 2021

BRAYTON BUSY BEES PRE-SCHOOL

RECEIPTS AND PAYMENTS ACCOUNT FOR THE YEAR ENDED 31 AUGUST 2020

	Note	Unrestricted 2020 £	Designated 2020 £	Restricted 2020 £	Total 2020 £	Total 2019 £
Charitable activities income	2	116,962	-	-	116,962	84,923
Fundraising income		584	184	-	768	1,610
Donations		-	988	-	988	446
Investment income		9	-	-	9	8
Other income		3	-	-	3	138
Total receipts		<u>117,558</u>	<u>1,172</u>	<u>-</u>	<u>118,730</u>	<u>87,125</u>
Fundraising costs		-	56	-	56	42
Charitable activities	3	<u>94,810</u>	<u>200</u>	<u>413</u>	<u>95,423</u>	<u>91,654</u>
Total payments		<u>94,810</u>	<u>256</u>	<u>413</u>	<u>95,479</u>	<u>91,696</u>
Net (payments)/receipts		22,748	916	(413)	23,251	(4,571)
Transfers between funds		-	-	-	-	-
Net movement in the year		22,748	916	(413)	23,251	(4,571)
Cash at bank at 31 August 2019		<u>40,054</u>	<u>996</u>	<u>420</u>	<u>41,470</u>	<u>46,041</u>
Cash at bank at 31 August 2020		<u>62,802</u>	<u>1,912</u>	<u>7</u>	<u>64,721</u>	<u>41,470</u>

BRAYTON BUSY BEES PRE-SCHOOL

STATEMENT OF ASSETS AND LIABILITIES - 31 AUGUST 2020

	2020 £	2019 £
CASH AT BANK		
Current Account	49,659	26,435
Deposit Account	15,039	15,032
Petty Cash	23	3
	<u>64,721</u>	<u>41,470</u>
LIABILITIES		
Independent examiner's fee	795	875
	<u>795</u>	<u>875</u>

Approved on behalf of the Trustees on 16 April 2021



E Womack - Treasurer

BRAYTON BUSY BEES PRE-SCHOOL

NOTES TO THE ACCOUNTS - 31 AUGUST 2020

1. ACCOUNTING POLICIES

BASIS OF ACCOUNTING

These accounts have been prepared under the historical cost convention, on a receipts and payments basis, in accordance with Section 133 of the Charities Act 2011 and following the guidance for accounting for smaller charities issued by the Charity Commissioners.

2. CHARITABLE ACTIVITIES INCOME

	Unrestricted funds £	Designated funds £	Restricted funds £	2020 £	2019 £
Fee income	13,222	-	-	13,222	25,062
Fee refunds (COVID)	(252)	-	-	(252)	-
Grant income	99,591	-	-	99,591	59,021
HMRC Furlough grants	3,720	-	-	3,720	-
Activities and outings	681	-	-	681	946
	<u>116,962</u>	<u>-</u>	<u>-</u>	<u>116,962</u>	<u>85,029</u>

3. CHARITABLE ACTIVITIES COSTS

	Unrestricted funds £	Designated funds £	Restricted funds £	2020 £	2019 £
Salaries	72,069	-	-	72,069	64,421
Staff training	-	-	413	413	931
Refreshments	320	-	-	320	645
Rent	4,190	-	-	4,190	6,732
Insurance	884	-	-	884	874
Cleaning	1,139	-	-	1,139	715
Equipment	10,426	200	-	10,626	12,312
Postage and stationery	221	-	-	221	211
Telephone and internet	774	-	-	774	920
Printing and copying	81	-	-	81	169
Cards	72	-	-	72	85
Activities and outings	1,370	-	-	1,370	1,622
Advertising and marketing	144	-	-	144	390
Gifts	281	-	-	281	281
Professional fees	1,595	-	-	1,595	912
Sundry	414	-	-	414	309
Governance	4 830	-	-	830	125
	<u>94,810</u>	<u>200</u>	<u>413</u>	<u>95,423</u>	<u>91,654</u>

4. GOVERNANCE COSTS

	Unrestricted funds £	Designated funds £	Restricted funds £	2020 £	2019 £
Ofsted fee	50	-	-	50	50
Independent examination	780	-	-	780	75
	<u>830</u>	<u>-</u>	<u>-</u>	<u>830</u>	<u>125</u>

BRAYTON BUSY BEES PRE-SCHOOL
NOTES TO THE ACCOUNTS - 31 AUGUST 2020

5. FUNDS	Balance 1.9.2019 £	Income £	Expenditure £	Transfers £	Balance 31.8.2020 £
Unrestricted funds					
General	40,054	117,558	(94,810)	-	62,802
	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>
Total unrestricted funds	40,054	117,558	(94,810)	-	62,802
	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>
Designated funds					
Fundraising	996	1,172	(256)	-	1,912
	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>
Total designated funds	996	1,172	(256)	-	1,912
	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>
Restricted funds					
EY training	420	-	(413)	-	7
	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>
Total restricted funds	420	-	(413)	-	7
	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>
Total funds	41,470	118,730	(95,479)	-	64,721
	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>

Restricted funds

EY training funds presents a fund to support early years training for practitioners.

6. TRUSTEE REMUNERATION

No trustees received any remuneration or expense payments during the financial year (2019: £nil)