

## **BRAYTON BUSY BEES PRE-SCHOOL**

### **ANNUAL REPORT FOR THE YEAR ENDED 31 AUGUST 2021**

#### **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 £100,343 (2020: £118,730) and the total payments for the year was £101,808 (2020: £95,479) which gave a net deficit for the year £1,465 (2020: net income £23,251).

#### **Reserves policy**

The current level of free reserves is £60,202 (2020: £62,802). 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 to enhance the development and education of preschool children in such a way as the trustees think fit by:

- offering high quality play, education and care facilities
- working with parents and carers to ensure the children have access to a wide range of high quality learning activities and resources;
- 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 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 refreshed their Paediatric First Aid Certificate in May 2021.

We also welcome work placement students and work closely with Selby College. This year we were able to give placement to two students studying childcare.

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 2021 (Continued)**

As trustees we are confident that we have compiled with the duty under section 17(5) of the Charities Act and Charities (Accounts and Reports) Regulations 2008 to have due regard to public benefit guidance published by the Charity Commission. Trustees have referred to the guidance issued by the Charity Commission on Public benefit. 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 35 families from Brayton and the surrounding area.

We continued to build and work hard to enhance the children's learning and development providing enticing activities both inside and outside.

We embraced outdoor play this year and enhanced the garden with natural wooden play equipment to challenge the children's physical development and imagination. Some of the outdoor items purchased were a climbing frame, train, shop, bridge and reading toadstools.

Due to the restrictions bus trips were off the agenda, but when we could we took the children around the village on a shape hunt and got parents participation with a sponsored shape hunt.

We also organised a sponsored welly walk around a local nature spot, Brayton Barff.

We did not have the usual Harvest Festival but we did collect donations for Selby Food Bank.

At Christmas we recorded the children singing Christmas Songs and shared the concert performance via the parent share app.

In the summer we held a sports day and again shared the children's achievements via the parent share app.

To support the children's health and wellbeing a lot of our outdoor activities focussed on gardening. We purchased a Veg Trug and some new gardening equipment. We successfully grew tomatoes, beetroot, spring onions, potatoes and sunflowers. We sold the plants to parents and the wider community to support our fundraising.

We had no open day this year so our advertising and marketing was centred around Facebook and word of mouth.

We invested and created a new website, one that would be more user friendly. By regular marketing our waiting list grew throughout the year to provide healthy numbers leading into the next academic year.

We also marketed Busy Bees through purchasing all children a T Shirt with our Logo on and Leavers Hoodies for the older children. As well as marketing it also gave the children a sense of belonging and pride.

Yorkshire Bank in Selby selected us as a charity to help and collected donations from the local community of mark making equipment for the children. They presented the gifts to the setting in July.

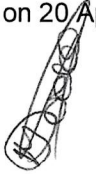
Tesco also supported the setting by supplying all the children a selection box for Christmas.

By the end of the year restrictions were lifted and we were able to host a Leavers Ceremony and invite family members to attend and celebrate the achievements of the children over the last year. We held a raffle at the event with gifts donated from local businesses.

**BRAYTON BUSY BEES PRE-SCHOOL**

**ANNUAL REPORT FOR THE YEAR ENDED 31 AUGUST 2021 (Continued)**

Approved on 20 April 2022 and Signed on behalf of the trustees

A handwritten signature in black ink, appearing to be 'M DODDS', written diagonally across the page.

M DODDS - Chair

**BRAYTON BUSY BEES PRE-SCHOOL**

**RECEIPTS AND PAYMENTS ACCOUNT FOR THE YEAR ENDED 31 AUGUST 2021**

	Note	Unrestricted 2021 £	Designated 2021 £	Restricted 2021 £	Total 2021 £	Total 2020 £
Charitable activities income	2	97,689	-	1,255	98,944	116,962
Fundraising income		151	1,236	-	1,387	768
Donations		-	-	-	-	988
Investment income		2	-	-	2	9
Other income		10	-	-	10	3
<b>Total receipts</b>		<u>97,852</u>	<u>1,236</u>	<u>1,255</u>	<u>100,343</u>	<u>118,730</u>
Fundraising costs		44	-	-	44	56
Charitable activities	3	<u>100,145</u>	<u>94</u>	<u>1,525</u>	<u>101,764</u>	<u>95,423</u>
<b>Total payments</b>		<u>100,189</u>	<u>94</u>	<u>1,525</u>	<u>101,808</u>	<u>95,479</u>
<b>Net (payments)/receipts</b>		<b>(2,337)</b>	<b>1142</b>	<b>(270)</b>	<b>(1,465)</b>	<b>23,251</b>
Transfers between funds		<u>(263)</u>	<u>-</u>	<u>263</u>	<u>-</u>	<u>-</u>
<b>Net movement in the year</b>		<b>(2,600)</b>	<b>1,142</b>	<b>(7)</b>	<b>(1,465)</b>	<b>23,251</b>
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>
<b>Cash at bank at 31 August 2021</b>		<u><u>60,202</u></u>	<u><u>3,054</u></u>	<u><u>-</u></u>	<u><u>63,256</u></u>	<u><u>64,721</u></u>



**BRAYTON BUSY BEES PRE-SCHOOL**  
**STATEMENT OF ASSETS AND LIABILITIES - 31 AUGUST 2021**

	2021 £	2020 £
<b>CASH AT BANK</b>		
Current Account	43,215	49,659
Deposit Account	20,041	15,039
Petty Cash	-	23
	<u>63,256</u>	<u>64,721</u>
 <b>LIABILITIES</b>		
Independent examiner's fee	825	795
	<u>825</u>	<u>795</u>

Approved on behalf of the Trustees 20 April 2022



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E Womack - Treasurer

**BRAYTON BUSY BEES PRE-SCHOOL**

**NOTES TO THE ACCOUNTS - 31 AUGUST 2021**

**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 £	2021 £	2020 £
Fee income	12,301	-	-	12,301	13,222
Fee refunds (COVID)	(40)	-	-	(40)	(252)
Grant income	85,428	-	1,255	86,683	99,591
HMRC Furlough grants	-	-	-	-	3,720
Activities and outings	-	-	-	-	681
	<u>97,689</u>	<u>-</u>	<u>1,255</u>	<u>98,944</u>	<u>116,962</u>

**3. CHARITABLE ACTIVITIES COSTS**

	Unrestricted funds £	Designated funds £	Restricted funds £	2021 £	2020 £
Salaries	68,333	-	-	68,333	72,069
Staff training	376	-	270	646	413
Refreshments	316	-	-	316	320
Rent	6,616	-	-	6,616	4,190
Insurance	891	-	-	891	884
Cleaning	1,346	-	-	1,346	1,139
Equipment	16,232	94	-	16,326	10,626
Postage and stationery	110	-	-	110	221
Telephone and internet	566	-	-	566	774
Printing and copying	170	-	-	170	81
Cards	39	-	-	39	72
Activities and outings	546	-	-	546	1,370
Advertising and marketing	1,316	-	-	1,316	144
Gifts	299	-	1,255	1,554	281
Professional fees	1,773	-	-	1,773	1,595
Sundry	368	-	-	368	414
Governance	4 848	-	-	848	830
	<u>100,145</u>	<u>94</u>	<u>1,525</u>	<u>101,764</u>	<u>95,423</u>

**4. GOVERNANCE COSTS**

	Unrestricted funds £	Designated funds £	Restricted funds £	2021 £	2020 £
Ofsted fee	50	-	-	50	50
Independent examination	825	-	-	825	780
	<u>875</u>	<u>-</u>	<u>-</u>	<u>875</u>	<u>830</u>

**BRAYTON BUSY BEES PRE-SCHOOL**  
**NOTES TO THE ACCOUNTS - 31 AUGUST 2021**

5. FUNDS	Balance 1.9.2020 £	Income £	Expenditure £	Transfers £	Balance 31.8.2021 £
<b>Unrestricted funds</b>					
General	62,802	97,852	(100,189)	(263)	60,202
	<u>        </u>	<u>        </u>	<u>        </u>	<u>        </u>	<u>        </u>
Total unrestricted funds	62,802	97,852	(100,189)	(263)	60,202
	<u>        </u>	<u>        </u>	<u>        </u>	<u>        </u>	<u>        </u>
<b>Designated funds</b>					
Fundraising	1,912	1,236	(94)	-	3,054
	<u>        </u>	<u>        </u>	<u>        </u>	<u>        </u>	<u>        </u>
Total designated funds	1,912	1,236	(94)	-	3,054
	<u>        </u>	<u>        </u>	<u>        </u>	<u>        </u>	<u>        </u>
<b>Restricted funds</b>					
EY training	7	-	(270)	263	-
NYCC Covid Grant	-	1,255	(1,255)	-	-
	<u>        </u>	<u>        </u>	<u>        </u>	<u>        </u>	<u>        </u>
Total restricted funds	7	1,255	(1,525)	263	-
	<u>        </u>	<u>        </u>	<u>        </u>	<u>        </u>	<u>        </u>
Total funds	64,721	100,343	(101,808)	-	63,256
	<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.

NYCC Covid grant fund was to support families in need with food vouchers during Covid.

**6. TRUSTEE REMUNERATION**

No trustees received any remuneration or expense payments during the financial year (2020: £nil)

**BRAYTON BUSY BEES PRE-SCHOOL**

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES FOR THE YEAR ENDED 31 AUGUST 2021**

I report to the Charity trustees on my examination of the accounts of the Charity for the year ended 31 August 2021 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 Clemit ACA, FCCA  
JWPCreers LLP  
Chartered Accountants  
Genesis 5  
Church Lane  
Heslington  
York  
YO10 5DQ

28 April 2022