



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

From 1st September 2022 Period start date To 31st August 2023
Period end date

Charity name: Brayton Busy Bees Pre School

Charity registration number: 1041141

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	Busy Bees Pre-School aims to enhance the development and learning of our pre-school children by promoting their care, education, safety, health and wellbeing, promoting parental involvement and providing services to support them, their families and carers.
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	<p>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.</p> <p>This year we had a few staff changes due to staff leaving and the need for extra staff to help with SEN children.</p> <p>We recruited two new members of staff both who have good knowledge of SEN and worked as one-to-one and who were also Makaton trained.</p> <p>When they joined us they had a positive impact on the setting/children and staff.</p> <p>We now have 7 members of staff. Six are Level 3 qualified and one is Level 5.</p> <p>The children get lots of adult interaction and benefit from an excellent staff:child ratio.</p> <p>As a staff team we have continued with our professional development, concentrating on Safeguarding and SEN training.</p>

		<p>All staff have a relevant Paediatric First Aid Certificate and DBS.</p> <p>We also worked with Selby College to provide student placement. We had one regular student from October to June.</p> <p>We welcome all children within the age range regardless of personal circumstances, gender, faith, cultural background and lingual ability.</p> <p>As trustees we are confident that we have complied 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.</p>
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	<p>Trustees have referred to the guidance issued by the Charity Commission on Public benefit.</p> <p>Our pre-school has been educating children and benefitting the community for over thirty years</p> <p>Providing childcare from 2 years to school age means we learn children important social skills which will take them into school and beyond.</p> <p>We work with all local primary schools to enable smooth transitions,</p>

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	
Policy on social investment including program related investment	Para 1.38	
Contribution made by volunteers	Para 1.38	All trustees give their time voluntary and receive no remuneration or benefits.
Other		

Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	<p>Brayton Busy Bees has had another successful year. We have provided childcare to 38 families from Brayton and the surrounding area.</p> <p>We continued to build and work hard to enhance the children's learning and development providing enticing resources and activities both inside and outside.</p> <p>We focussed on communication and language. Our Senco was involved in the Talk Boost scheme which we rolled out in our setting. We found this had a positive impact and good parental involvement.</p> <p>Once again we have embraced outdoor play this year. We gave our "mud kitchen" garden a makeover which the children enjoyed spending time in.</p> <p>We were able to plant tomatoes, herbs, potatoes, and flowers. Some of which went into a fundraising plant sale.</p> <p>We organised a bus trip to Lotherton Hall. Busy Bees used EYPP monies to subsidise the trip for families. The trip was great to build parent/staff relationships. We also had football sessions and music sessions.</p> <p>Fundraising has been more challenging this year with the cost of living crisis. The local community were very supportive in donating prizes for our raffles and in turn we had great support from our parents. We were also lucky to have had toys donated by local company Greencore and a grant from Drax.</p>

		<p>We held several events for parents to attend including an Harvest Festival, where our parents donated food for Selby Food Bank. This was hosted by the Methodist Church. The children performed a Christmas sing-along for parents at Christmas and we also had a Christingle Service.</p> <p>We had a Mothers Day Morning, Fathers Day Morning and a Coronation Party and Leavers Ceremony/End of Year Party. All were well attended and supported by parents. We also started a termly stay and play sessions for parents/grandparents/carers to attend</p> <p>In November we had a lovely turn out at our AGM with new parents wishing to get involved in pre-school life.</p> <p>Our baby and toddler group has gone from strength to strength been attended by upto 30 families. We were able to receive another Get Going Grant from North Yorkshire County Council to support the group and we had donations from Brayton Parish Council.</p> <p>In the winter months we opened twice a week to provide a "warm space" for families and were able to get a Co-op warm space grant to support this.</p>
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Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	
Performance of fundraising activities against objectives set	Para 1.41	<p>Fundraising Events</p> <p>Sponsored Walk £80 Halloween £24.70 Bonus Ball £16.90 Xmas Raffle £167.35 Scavenger Hunt £100 Easter Raffle £191.00 Plant Sale £66.4 Sponsor Shape Find £79 Summer Fair £783</p>
Investment performance against objectives	Para 1.41	<p>Monies invested back into replenishing resources.</p>

Other		

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	<p>Busy bees accounts again remain in a healthy position. We have spent all fundraising monies well buying new equipment for the setting and resources for the children.</p> <p>Wages have risen in line with living wage rises and this has been absorbed well with session prices remaining competitive against other settings.</p> <p>Numbers remain healthy with the setting to be once again full for another year with a growing waiting list for Sep 2024.</p>
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	The charity has two bank accounts: One for everyday banking such as wages, resources etc and a second in the event of redundancies'.
Amount of reserves held	Para 1.22	£20,000
Reasons for holding zero reserves	Para 1.22	
Details of fund materially in deficit	Para 1.24	
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	

Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	<p>*Funding from NYCC for eligible 2 year olds & 3&4 year funding.</p> <p>Element 2 Funding</p> <p>EYPP</p> <p>DLA Payment</p> <p>Pre-school fees paid by parents – used for building rent payments, staff wages and other general expenditure.</p> <p>Fundraising – used primarily for purchasing new resources for the setting.</p>
Investment policy and objectives including any social investment policy adopted	Para 1.46	
	Para 1.46	

A description of the proposed rule being considered		
Date		

Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	Brayton Busy Bees adopts the pre-school learning alliance constitution and is registered with Ofsted.
How is the charity constituted? (e.g. unincorporated association, CIO)	Para 1.25	Trust
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	Our trustees are elected at the AGM or at a general committee meeting if necessary, during the year, by the membership of the pre-school. All trustees have Ofsted suitability checks.

Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	The settings Policies and procedures. DBS checks for new committee members.
The charity's organisational structure and any wider network with which the charity works	Para 1.51	All trustees give their time voluntary
Relationship with any related parties	Para 1.51	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.
Other		

Reference and Administrative details

Charity name	Brayton Busy Bees Pre-School
Other name the charity uses	
Registered charity number	1041141
Charity's principal address	Brayton Busy Bees Pre-School, Methodist Church Hall, Chapel Lane, Brayton, Selby, North Yorkshire YO8 9EE

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Sophie Cockill	Chair Person	December 2022 to May 2023	
2	Beth Olsson	Chair Person	May 2023	
3	Emma Womack	Treasurer		
4	Lauren Holford	Committee Member		
5	Sheila Hardwicke	Secretary	January 2023	
6	Kelly Garbett	Committee Member	July 2022	
7	Sheree O'Neill	Committee Member	Sept 2022	
8	Aimee Brook	Committee Member	Aug 2022	
9	Alexandra Magnan	Committee Member	June 2022	
10	Jessica Hardcastle	Committee Member	January 2023	
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

Corporate trustees – names of the directors at the date the report was approved

Director name		

Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	

Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	

Additional information (optional)**Names and addresses of advisers (Optional information)**

Type of adviser	Name	Address

Name of chief executive or names of senior staff members (Optional information)

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Exemptions from disclosure

Reason for non-disclosure of key personnel details

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Other optional information

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Declarations

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)	B. Olsson	
Full name(s)	BETHANY LOUISE OLSSON	
Position (eg Secretary, Chair, etc)	CHAIR	
Date	09/09/23	

Year ending:31st August 2023
31-Aug-23

[illegible]

BANK	£
Statement Page: 12	48,669.55
Unpresented Credits	0.00
Unpresented Debits	0.00
Unpresented Previous year	0.00
Closing Balance	48,669.55
Deposit A/c page: 12	20,146.04
Closing Funds	68,815.59
Unreconciled Amount:	0.00

petty cash opening balance 1st aug2023	Cash 0.44
Cash drawn from bank	0.00
Petty Cash Payments	0.00
Petty Cash in hand 31 aug 2023	0.44

Accounts checked and agreed
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Approved on behalf of Brayton Busy Bees
Pre-school Committee
Treasurer _____ Date 31/1

Date 31/10/23

Emma Womack

Brayton Busy Bees Pre-School

Charity No: 1041141

Summary of Receipts and Payments

Year ending:31st August 2023

Year ending August 2023

RECEIPTS	Bank	Cash	Total
Grants/NYCC Funding	96,637.00		96,637.00
Donations	1,444.00		1,444.00
Fee income	17,038.75		17,038.75
Bumble Bees	5,772.65		5,772.65
Fundraising	1,550.39		1,550.39
error/adjustments	1,707.45		1,707.45
Activities & Outings	423.60		423.60
Sundry income/Registration fee/snack	440.24		440.24
Bank Interest	102.18		102.18
Gift Aid Repayments Inland Revenue transfer	0.00		0.00
	0.00		0.00
TOTAL RECEIVED	125,116.26	0.00	125,116.26
PAYMENTS	Bank	Cash	Total
Salaries/hmrc	84,179.67	0.00	84,179.67
Staff training	976.10	0.00	976.10
Bumble Bees	2,969.08	0.00	2,969.08
Refreshments/Snacks	427.56	0.00	427.56
Rent	6,768.00	0.00	6,768.00
Insurance	926.54	0.00	926.54
Cleaning materials	510.96	0.00	510.96
Equipment	14,947.15	0.00	14,947.15
Stationery & Postage	138.30	0.00	138.30
Telephone/Internet/Norton/2 simple	554.35	0.00	554.35
Printing & Copying	302.64	0.00	302.64
Birthday cards,paper,presents	60.88	0.00	60.88
Activities & Outings	656.56	0.00	656.56
Fundraising costs	11.30	0.00	11.30
Advertising & Marketing	320.92	0.00	320.92
Gifts	604.03	0.00	604.03
Professional Fees	3,142.66	0.00	3,142.66
Sundries/pensions/mielage	4,073.51	0.00	4,073.51
refunds/error pmnr	1,605.44	0.00	1,605.44
Cash drawn from Bank	0.00	0.00	0.00
TOTAL PAID	123,175.65	0.00	123,175.65
Surplus/Deficit of Receipts over Payments	1,940.61	0.00	1,940.61
OPENING BALANCE	66,874.98	0.44	66,875.42
CLOSING BALANCE	68,815.59	0.44	68,816.03

Does this sheet balance with the fund analysis ?

YES

Does this sheet balance with the Bank Rec ?

YES

Charity No: 1041141

Year ending: 31st August 2023

To 31 August 2022

Analysis between Funds

Unrestricted	Designated	Restricted Funds					Total
Fund1	Fund2	Fund3	Fund4	Fund5	Fund6	Fund7	
General	Fundraisin	0	Grants	EY	SENCO	Bumble	
£	g	£	£	Training	Training	bees	£
	£			£	£	£	

RECEIPTS

Grants/NYCC Funding	96637.00	0.00	0.00	0.00	0.00	0.00	0.00	96637.00
Donations	444.00	1000.00	0.00	0.00	0.00	0.00	0.00	1444.00
Fee income	17038.75	0.00	0.00	0.00	0.00	0.00	0.00	17038.75
Bumble bees	0.00	0.00	0.00	0.00	0.00	0.00	5772.65	5772.65
Fundraising	0.00	1550.39	0.00	0.00	0.00	0.00	0.00	1550.39
error/adjustments	1707.45	0.00	0.00	0.00	0.00	0.00	0.00	1707.45
Activities & Outings	423.60	0.00	0.00	0.00	0.00	0.00	0.00	423.60
Sundry income/Registration fee/sna	440.24	0.00	0.00	0.00	0.00	0.00	0.00	440.24
Bank Interest	102.18	0.00	0.00	0.00	0.00	0.00	0.00	102.18
Gift Aid Repayments Inland Reven	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
transfer	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Totals	116793.22	2550.39	0.00	0.00	0.00	0.00	5772.65	125116.26

PAYMENTS

Salaries/hmrc	84179.67	0.00	0.00	0.00	0.00	0.00	0.00	84179.67
Staff training	976.10	0.00	0.00	0.00	0.00	0.00	0.00	976.10
Bumble Bees	0.00	0.00	0.00	0.00	0.00	0.00	2969.08	2969.08
Refreshments/Snacks	427.56	0.00	0.00	0.00	0.00	0.00	0.00	427.56
Rent	6768.00	0.00	0.00	0.00	0.00	0.00	0.00	6768.00
Insurance	926.54	0.00	0.00	0.00	0.00	0.00	0.00	926.54
Cleaning materials	510.96	0.00	0.00	0.00	0.00	0.00	0.00	510.96
Equipment	13144.77	1802.38	0.00	0.00	0.00	0.00	0.00	14947.15
Stationery & Postage	138.30	0.00	0.00	0.00	0.00	0.00	0.00	138.30
Telephone/Internet/Norton/2 simple	554.35	0.00	0.00	0.00	0.00	0.00	0.00	554.35
Printing & Copying	302.64	0.00	0.00	0.00	0.00	0.00	0.00	302.64
Birthday cards, paper, presents	60.88	0.00	0.00	0.00	0.00	0.00	0.00	60.88
Activities & Outings	656.56	0.00	0.00	0.00	0.00	0.00	0.00	656.56
Fundraising costs	11.30	0.00	0.00	0.00	0.00	0.00	0.00	11.30
Advertising & Marketing	320.92	0.00	0.00	0.00	0.00	0.00	0.00	320.92
Gifts	604.03	0.00	0.00	0.00	0.00	0.00	0.00	604.03
Professional Fees	3142.66	0.00	0.00	0.00	0.00	0.00	0.00	3142.66
Sundries/pensions/mielage	4073.51	0.00	0.00	0.00	0.00	0.00	0.00	4073.51
error payments	1605.44	0.00	0.00	0.00	0.00	0.00	0.00	1605.44
Totals	118404.19	1802.38	0.00	0.00	0.00	0.00	2969.08	123175.65

Fund Balances at 01.09.2022	62743.57	4424.54	11.13	-523.69	140.00	0.00	79.87	66875.42
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Surplus/(deficit) of Receipts over payments to date:	-1610.97	748.01	0.00	0.00	0.00	0.00	2803.57	1940.61
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Fund balances c/f	61132.60	5172.55	11.13	-523.69	140.00	0.00	2883.44	68816.03
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Does this sheet balance with the Summary sheet ?

YES

Accounts checked and agreed



CHARITY COMMISSION FOR ENGLAND AND WALES

Independent examiner's report on the accounts

Section A

Independent Examiner's Report

Report to the trustees/
members of

Charity Name
BRAYTON BUSY BEES PRE-SCHOOL

On accounts for the year
ended

2023

Charity no
(if any)

1041141

Set out on pages

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended DD / MM / YYYY.

Responsibilities and
basis of report

As the charity trustees of the Trust, 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 Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed 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 (~~other than that disclosed below~~*) in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

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

* Please delete the words in the brackets if they do not apply.

Signed:

A. J. WALSH

Date:

2/6/24

Name:

A. J. WALSH

Relevant professional
qualification(s) or body
(if any):

**Chartered Institute of Management
Accountants (Retired)**

Address:

**4 MAYFIELD RD, BRAYTON, NORTH
YORKSHIRE, YO8 9JY**

Section B**Disclosure**

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.