



20 Bailey Close
Chingford
E4 9HG

020 8559 4473

Mobile:- 07483 316221

Ofsted Number 146918

Charity Number 1049439

Email Address:- busybeeschingford@hotmail.co.uk

Annual Report and Accounts

1st September 2021 – 31st August 2022

Charipersons Report

I am very sad to be giving my last report as Chairperson, but feel that it is now time for me to move on and will be getting involved with the local school PTA.

I have really enjoyed my time working as part of the Busy Bees Committee and I would urge anyone who is undecided about joining the committee to give it a try.

This year I was lucky enough to be involved in the Jubilee Party at Busy Bees, this was a very well supported event by the families of the children who attend Busy Bees, we even had a visit from the ice cream man.

The hall was decked out in red, white and blue, the tables had union jack table clothes and flags, the plates and cups were also red, white and blue, an array of sandwiches, cakes and scones with clotted cream were available for everyone who attended.

Also linked to the Platinum jubilee Margaret was nominated and accepted a Platinum Champions Award for her years of Service to the community, well done, it was very much deserved.

The Busy Bees Preschool is very well known and respected in the borough of Waltham Forest, and as a result is always busy, this is a reflection on the whole staff team at Busy Bees.

I have to thank the rest of the committee who have helped and supported me throughout my time as chair.

Treasurers Report

Thank you, we will be very sorry to see you leave and wish you well in your future ventures.

Please refer to your accounts which are attached to the back of the agenda.

As you can see we did end up with a credit balance at the end of the year, which is always useful as childrens numbers do dip for the first few weeks in September.

This year has seen a significant rise in the number of children with SEN and as such Busy Bees received extra funding to help

cover staff costs, the amount of money received is nowhere near enough to cover the wage bill, but it helps. The biggest expense after the wages was the toys and equipment. We are constantly striving to keep the equipment up to date, stimulating and exciting, we also have equipment to provide for our special needs children.

Over the last year we tried to cut some costs by using parent mail for newsletters, invoices etc., but our parents were not interested so cancelled this, we are also in the process of cancelling the card machine as our parents pay by BACS, and it is pointless paying a rental charge for something we do not use, I am currently looking into changing the telephone provider as I am sure there is another company that is cheaper, this will be discussed at our next committee meeting in October. We will no longer be using disposable cups in the setting and going back to using the plastic ones.

Part of the Early Years Pupil Premium (EYPP) is used to find the Tiny Mites Group that comes in every week to support the children through singing and movement, this is a really enjoyable experience for them.

I am willing to stand as Treasurer again, but am hoping to move sometime in the next 18 months,

Managers Report

Thank you to our Chair and I am sorry to see you go and also to our Treasurer, a very responsible job well done.

Thank you for mentioning my award, it should go to the whole team who work so well to make this group a success.

We have taken on an apprentice this year her name is Sophie, she is very keen and has lots of energy being only 17 years old, the children get on very well with her and she has lots of ideas.

We have had an influx of children with needs and this has kept Louise very busy, although I help her I do not think this is enough and will be looking at a member of staff to help and support her. There have been many diagnoses of Autism over

the year and it is hard to understand why there is such an increase, it can not be down to Covid.

Lisa is in charge of health and safety and is very diligent and good in this role, when Citation come into inspect the health and safety side of things Lisa is always congratulated on her record keeping and knowledge.

Alison is our DSL and thankfully has not had too much to do on that side of things.

The scout group, who we rent from still continue to not let us know when they will not be in, and we clear the hall only to find it was not used that day so could have been left out. As far as I am aware there has been no further developments with the council and scouts with the lease.

I would like to thank you all for coming today, does anyone have any questions if not we will close the meeting.

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<u>Busy Bees Preschool Year End Accounts as at 31st August 2022</u>				
	Opening Balance			
	Current Account	£	2,413.59	
	Deposit Account	£	38,000.76	
	Cash in Hand	-£	479.16	£ 39,935.19
	Income			
	2 year old FEEE	£	39,766.39	
	3 & 4 Year old FEEE	£	108,754.67	
	2 year old fees	£	7,996.90	
	3 year old fees	£	4,000.09	
	EYPP	£	2,780.91	
	SENIF	£	15,171.00	
	EHC Plan	£	7,874.64	
	DAF	£	-	
	Interest	£	2.15	
	Milk Refund	£	72.85	
	World Book Day	£	20.00	
	Donations	£	475.00	
	Raffle	£	235.00	
	Photo Commission	£	23.24	
	Amazon Smile	£	47.08	
				£ 187,219.92
	Expenses			
	Staff Wages	£	142,047.30	
	HMRC	£	8,355.60	
	Nest Pensions	£	3,451.91	
	Patroll Charge	£	421.20	
	OFSTED Registration Fees	£	220.00	
	DBS	£	197.10	
	Insurance	£	1,217.34	
	Early Years Learning Journal	£	235.20	
	World Pay (Card Machine)	£	577.15	
	Bank Charges	£	138.35	
	Milk	£	89.29	
	Snack	£	756.66	
	Food Bank	£	778.47	
	Disposable Cups etc	£	113.83	
	Training	£	1,685.06	
	Citation HR	£	3,542.17	
	Staff/Committee Expenses	£	874.86	
	Travel Costs	£	50.00	
	Reparis & Renewals	£	2,204.91	
	Wainwright Screenprint	£	783.27	
	Jubilee Party	£	578.91	
	ICO	£	35.00	
	Parent Mail	£	150.00	
				£ 168,503.58

<u>Premises Costs</u>			
Rent	£	10,947.00	
Garden	£	508.27	
Defib	£	422.50	
PAT Testing	£	156.00	
Pest Control	£	264.00	£ 12,297.77
<u>General Admin Expenses</u>			
Landline Telephone (Onecom)	£	678.75	
Mobile Phone	£	123.43	
Postage & Packaging	£	67.22	
Printing & Stationery	£	243.41	
Printer Ink	£	1,615.73	
A4 Paper	£	67.37	
Petty Cash	£	1,218.49	
Graduation Party & Gifts	£	141.35	
Microsoft Office	£	79.99	
Windows Zip	£	51.54	
Abode	£	198.96	
AVG	£	138.98	£ 4,625.22
<u>Janitorial Supplies/PPE Equipment</u>			
Nappy Cassettes	£	70.03	
Gloves	£	545.76	
Paper Towels	£	248.36	
Toilet Paper	£	176.88	
Floor Cleaner	£	82.36	
Toilet Cleaner	£	32.35	
Washing up liquid	£	5.00	
Hand Sanitizer	£	82.52	
Tissues	£	54.38	
Face Masks	£	64.80	
Anti bac spray	£	117.11	
Hand Wash	£	51.10	
Cloths	£	41.45	
Mops/Mop Heads	£	25.95	
Black sacks	£	54.83	
Fogging Liquid	£	86.87	
Baby Wipes	£	45.82	
Laundrette	£	88.70	
First Aid Equipment	£	140.42	£ 2,014.69
<u>Advertising</u>			
Boosting Facebook	£	43.22	
Local Authority Publications	£	295.00	
Social Media Web Site	£	261.25	
BT Directories	£	405.00	
UK Town Maps	£	500.00	
Yell.Com	£	2,354.40	£ 3,858.87
<u>Toys/Activities/Equipment</u>			
Toys & Equipment	£	11,009.01	
SEN Toys & Equip	£	111.45	
Books	£	173.00	
Activities	£	176.49	
Chalk	£	31.74	
Sand	£	54.50	
Paint	£	30.63	
Batteries	£	16.00	
Flour for Playdough	£	51.52	
Easter	£	302.00	
Christmas	£	548.74	
Glue	£	97.29	
Cooking Activities	£	168.97	£ 12,771.34

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	Services Bought In			
	Concept Hygiene		£ 124.90	
	Tiny Mites		£ 1,235.00	
	Living Eggs		£ 354.00	
	Skittleman		£ 350.00	£ 2,063.90
	Opening Balance		£ 39,935.19	
	Income		£ 187,219.92	
	<i>Sub Total</i>		£ 227,155.11	
	Less Expenses		-£ 168,503.58	
	Less Premises Costs		-£ 12,297.77	
	Less General Admin Expenses		-£ 4,625.22	
	Less Janitorial Supplies/PPE		£ 2,014.69	
	Less Advertising		-£ 3,858.87	
	Less Toys/Equipment/Activities		-£ 12,771.34	
	Less Services Bought In		-£ 2,063.90	£ 25,049.12
	Closing Balance			
	Current Account		£ 1,490.11	
	Deposit Account		£ 23,434.88	
	Cash in Hand		£ 124.13	£ 25,049.12
	Accounts for the Busy Bees Preschool, Audited and found to be a true record of this			
	Preschool financial position from 1st September 2021 - 31st August 2022			

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51 Chivers Road,
Chingford,
London
E4 9TD
07483316221
Email:- ShepPam79@outlook.com

I, Mrs Pamela Shepherd, of 51, Chivers Road, Chingford E4 9TD, can confirm that I have examined the accounts of the Busy Bees Preschool, based at 20 Bailey Close, Chingford, E49HG.

The accounts for the period 1st September 2021 – 31st August 2022, were well presented and all receipts, invoices and bank statements were presented for my examination, I can confirm that I have found no discrepancies and that they reflect a true record of the charities financial position.

Pamela Shepherd Bsc(Hons)

