

Busy Bees Preschool

20 Bailey Close

Chingford

London

E4 9HG

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Ofsted Number 146918

Registered Charity Number 1049439

Annual Report and Accounts

1st September 2023 – 31st August 2023

The Busy Bees Preschool, has seen an increase in the number of children with Special Educational Needs, and this has impacted on the dynamics of the group, we are finding that although we have one to one support workers, the needs of these children are very demanding. It only takes one staff member to be absent and the setting becomes quite "hectic".

However, we are still very fortunate to have a high intake of children, and remain financially solvent.

It is only the hard work and dedication of the staff that keeps us as one of the highly recommended preschools in the borough.

As stated our financial position remains very good and we have been able to increase our reserves and will continue to do so over the coming year.

The building we are in still needs repairs doing, and although we have paid for some of these ourselves, they are the responsibility of the landlord, 23rd Chingford Scout Group, who are themselves a registered Charity number 303859, they have a full self repairing lease with the London Borough of Waltham Forest. However, we are unable to get confirmation of how long the lease is.

We are always looking for new, unshared premises but there is a lack of building available in the area.

We are due an Ofsted inspection at any time, and although the EYFS has changed we feel that we are ready for the day they come.

This is a brief report as I would like to turn to you for questions and suggestions that you may have before we elect a new committee.

Thank You

Busy Bees Preschool Year End Accounts as at 31st August 2023

Opening Balance			
Current Account	£	1,490.11	
Deposit Account	£	23,434.88	
Cash in Hand	£	124.13	£ 25,049.12
Income			
2 year old FEEE	£	45,759.86	
3 & 4 Year old FEEE	£	106,812.29	
2 year old fees	£	10,492.50	
3 year old fees	£	10,963.37	
EYPP	£	3,437.23	
SENI	£	29,340.00	
EHC Plan	£	11,188.17	
Late Fee	£	21.00	
DAF	£	2,400.00	
Interest	£	59.57	
Milk Refund	£	53.32	
World Book Day	£	11.00	
Snack	£	104.00	
Easy Fundraising	£	73.13	
Raffle	£	293.50	
Photo Commission	£	154.51	
Amazon Smile	£	159.04	
			£ 221,322.49
Expenses			
Staff Wages	£	146,595.42	
HMRC	£	4,698.63	
Nest Pensions	£	3,533.07	
Patroll Charge	£	423.66	
OFSTED Registration Fees	£	220.00	
DBS	£	1,101.16	
Insurance	£	1,906.40	
Early Years Learning Journal	£	510.00	
Covid Tests	£	25.98	
Bank Charges	£	104.32	
Milk	£	84.39	
Snack	£	896.25	
Early Years Fundamentals	£	50.00	
Disposable Cups etc	£	144.10	
Training	£	2,671.20	
Citation HR	£	3,758.80	
Staff/Committee Expenses	£	1,695.61	
Travel Costs	£	81.50	
Reparis & Renewals	£	3,321.40	
Wainwright Screenprint	£	342.41	
ICO	£	35.00	
			£ 172,199.30

<u>Premises Costs</u>			
Rent		£ 11,040.00	
Garden/Gardener		£ 989.78	
PAT Testing		£ 322.96	
Pest Control		£ 307.75	£ 12,660.49
<u>General Admin Expenses</u>			
Landline Telephone (Onecom)		£ 1,131.30	
Mobile Phone		£ 138.65	
Postage & Packaging		£ 138.82	
Printing & Stationery		£ 313.10	
Printer Ink		£ 1,280.28	
Office Expenses		£ 1,809.74	
A4 Paper		£ 266.13	
Petty Cash		£ 337.98	
Microsoft Office		£ 158.98	
Abode		£ 191.63	
AVG		£ 223.97	£ 5,990.58
<u>Janitorial Supplies/PPE Equipment</u>			
Nappy Cassettes		£ 37.15	
Gloves		£ 130.86	
Paper Towels		£ 155.28	
Toilet Paper		£ 132.00	
Floor Cleaner		£ 276.98	
Toilet Cleaner		£ 115.96	
Washing up liquid		£ 127.50	
Hand Sanitizer		£ 125.98	
Tissues		£ 107.43	
Anti bac spray		£ 388.80	
Hand Wash		£ 101.42	
Cloths		£ 52.80	
Mops/Mop Heads		£ 68.43	
Air Freshner		£ 357.75	
Black sacks		£ 97.50	
Baby Wipes		£ 221.78	
Laundrette		£ 75.20	
First Aid Equipment		£ 102.59	£ 2,675.41
<u>Advertising</u>			
Local Authority Publications		£ 520.00	
BT Directories		£ 405.00	
UK Town Maps		£ 500.00	
Yell.Com		£ 2,354.40	£ 3,779.40
<u>Toys/Activities/Equipment</u>			
Toys & Equipment		£ 5,839.24	
SEN Toys & Equip		£ 8,597.43	
Outings- In	-£ 300.00		
Outing Out	£ 1,130.00	£ 830.00	
Books		£ 271.99	
Activities/Art & Craft		£ 903.88	
Chalk		£ 127.56	
Crayons		£ 93.40	
Sand		£ 452.00	
Paint		£ 549.27	
Batteries		£ 178.35	
Flour for Playdough		£ 58.31	
Coronation		£ 324.81	
Halloween		£ 64.00	
Mothers Day		£ 58.14	
Graduation		£ 382.98	
Easter		£ 149.82	
Christmas		£ 569.20	
Glue		£ 59.43	
Cooking Activities		£ 210.43	£ 19,720.24

Services Bought In			
Concept Hygiene	£	249.60	
Tiny Mites	£	1,360.00	
	£	-	£ 1,609.60
Opening Balance	£	25,049.12	
Income	£	221,322.49	
Sub Total	£	246,371.61	
Less Expenses	-£	172,199.30	
Less Premises Costs	-£	12,660.58	
Less General Admin Expenses	-£	5,990.58	
Less Janitorial Supplies/PPE	-£	2,675.41	
Less Advertising	-£	3,779.40	
Less Toys/Equipment/Activities	-£	19,720.24	
Less Services Bought In	-£	1,609.60	£ 27,736.50
Closing Balance			
Current Account	£	2,231.30	
Deposit Account	£	24,771.45	
Reserve Account	£	733.75	
Cash in Hand	£	-	£ 27,736.50
Accounts for the Busy Bees Preschool, Audited and found to be a true record of this			
Preschool financial position from 1st September 2022 - 31st August 2023			
PETER SHEPHERD	BSC (Hants)		

1st NOVEMBER 2023

Peter & Pamela Shepherd Bsc (Hons)

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London

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07483316221

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

The accounts for the period 1st September 2022 – 31st August 2023, were well presented and all receipts, invoices and bank statements were presented for my examination, I can confirm that I found no discrepancies and that they reflect a true record of the charities financial position.

As such, the accounts have been signed off by Peter Shepherd, on my behalf.

Pamela Shepherd BSc(Hons)

Pamela Shepherd BSC (Hons)