



BUSY BEES PLAYGROUP

**CASTLE HILL PRIMARY SCHOOL
ABBOTSWOOD ROAD BROCKWORTH GLOS GL3 4NU**

REGISTERED CHARITY

NO: 1054102

**ANNUAL REPORT
AND
FINANCIAL STATEMENT
OF THE TRUSTEES
FOR THE
YEAR END
31st August 2021**

Notes to the financial statement for the year ended 31.08.21

The playgroup accounts have been produced on a simple payments & receipts basis in accordance with the charities act by an administrator employed by the charity. The trustees have reviewed and approved the accounts. Therefore under the guidance as set out by the Charity Commission of England and Wales, the trustees consider that a full audit is not required and have elected for an independent examination (under Charities Act 2011 section 144/5(1))

The trustees therefore have appointed *Mrs D Hopwood* as the independent examiner. (See attached report)

- As at 31st August 2021, Busy Bees does not owe any money to any creditors, and has no outstanding debts.

It is the trustee's policy to aim to reserve within the bank account at least 3 times the monthly running costs at any point, the trustees also hold a reserve account to protect themselves from any financial liability from the charity.


Busy Bees playgroup does not hold any major assets, just toys and resources for the children's benefit. The property and grounds are rented from Gloucestershire County Council, via Castle Hill Primary School.

Financial position as at 31.08.21

Detailed report enclosed

	Busy Bees current account	Busy Bees trustees reserve account
Opening balance	<u>£13,186.70</u>	£13,040.98
Total Income	£53,829.71	<u>£1.31</u>
Total expenditure	£50,184.38	
Closing balance	£16,832.03	£13,042.29
Profit in year	<u>£3,645.33</u>	
Total funds held £29,874.32		

I have prepared the financial accounts on behalf of the trustees of Busy Bees Playgroup, and to the best of my knowledge and belief the accounts have been prepared to provide a factual summary of money received and paid during the year and the financial position of the charity as at 31st August 2021

Accounts prepared by: 

SIGNED:

Name: J Burris
Address: 165 Ermin Street
Brockworth
Glos GL3 4HQ

DATED: 09-09-2021.

**FINANCIAL STATEMENT YEAR END 31.08.21**

(- figures = credit)

	Financial Year	Reserve Account
	01.09.20 to 31.08.21	
OPENING BALANCE	-13186.70	-13040.98
trans to reserve account		
INCOME		
NURSERY EDUCATION FUNDING	-47159.61	
CHILDRENS FEES	-6194.60	
COURSE INCENTIVE PAYMENTS		
GRANTS (Training grant)		
FUNDRAISING (detailed schedule enclosed)	-470.50	
DONATIONS (detailed schedule enclosed)	-5.00	
INTEREST ON ACCOUNT		-1.31
UNIFORMS		
OTHER INCOME		
TOTAL INCOME	-£53,829.71	-£1.31
EXPENDITURE		
WAGES	38264.23	
TAX & NI	2207.88	
TEMPORARY STAFF		
PAYROLL SERVICE	332.00	
PENSION	1084.85	
COURSE FEES/TRAINING	210.00	
SUBSCRIPTIONS (PATA Membership/OFSTED)	290.14	
RENTAL OF PREMISES	4410.00	
HOUSEHOLD GOODS (i.e. cleaning material/wet wipes)	508.31	
INSURANCE	413.30	
TELEPHONE	428.95	
ADMIN COST (i.e. postage/stationery/ink)	270.26	
PRINTER COSTS	724.75	
REFRESHMENTS		
CONSUMABLES (PAINT, PAPER, ETC)	538.25	
NEW EQUIPMENT (TOY/BOOKS)	263.47	
FUNDRAISING COSTS		
ENTERTAINMENT/GIFTS	237.99	
I/T & PHOTOCOPY		
UNIFORMS		
FOREST SCHOOL DEVELOPMENT		
OTHER EXPENDITURE		
TRAINING GRANT PAID OUT		
TRANSFER TO RESERVE ACCOUNT		
TOTAL PAYMENTS	£50,184.38	£0.00
PROFIT/LOSS MADE IN THE YEAR	-£3,645.33	-£1.31
Current account & reserve account	-£16,832.03	-£13,042.29
Total closing balance	-£29,874.32	

BUSY BEES FUNDRAISING 2020/21

EVENT	
Christmas walk	460.00
Amazon smile	10.50

Total raised	£470.50
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Donations

Received from parent

£5.00



Trustees' Annual Report

For the period 01.09.20 to 31.08.21

Structure governance and management

Charity Name	Busy Bees Playgroup
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Charity number	1054102
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Charity address	Castle Hill Primary School, Abbotswood Rd Brockworth Glos GL3 4NU
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Trustees who manage the charity

Jesscia Bates - Chair & nominated person for OFSTED

Holly Faulkner

Elwina Chrostek

Co-opted members

Name of chief executive or senior staff members

Hailie Sturt – Employed by charity as manager of setting

Jane Burris – Employed by charity as administrator/charity commission contact

Governing Document

Constitution

The charity operates under an amended constitution signed on 3rd November 2020 which replaces the original constitution signed on 5th March 2010.

Trustee selection method

The management of the charity is the responsibility of the trustees, who are elected at the annual general meeting in the autumn term as per our constitution.

Trustees complete DBS checks in line with statutory requirements and are registered with OFSTED.

Trustees give their time for free and receive no financial benefit. Trustees aim to meet as least 3 times per year, to review the position of the charity.

One trustee holds safeguarding requirements.

Trustees hold a reserve bank account and insurance to enable the charity to manage risk.

In all work the trustees have regard to the guidance issued by the Charity Commission.

Objectives and Activities

Charity Aims

The charity aims to provide to the local community a fully inclusive setting that delivers pre- school education following the early years foundation stage, by creating a happy, safe, and relaxed environment. Caring for children aged 2 years to 4 years of any culture or ability to learn through play Children are encouraged by example and learn to care for and respect not only themselves but also others and their environment.

In order to do this, we employ a childcare manager who along with a deputy and play assistants undertakes daily planning of activities to meet the needs and interests of the children attending our setting. We deploy a key person approach to ensure that the progress and well being of all individual children is constantly monitored and feeds into future planning. We ensure that our staff are well trained and hence able to successfully meet the needs of the children in our care. We promote the importance of the learning environment and endeavour to make this as stimulating as possible. We listen to the views of children, parents and staff and use this feedback to inform our improvement work. The working partnership with parents is recognised as being a major value and of importance to the development and education of children. We develop positive relationships with parents and carers and invite them into our setting. We value all children as individuals and celebrate Britain's diversity of culture.

We help the children in our care to be happy and healthy. We have policies and procedures in place for all aspects of safeguarding, child protection and health and safety, and along with staff review these policies as and when necessary. We follow the recommendations offered by external agencies and work with parents to achieve these outcomes.

Ofsted carried out an inspection of the setting on 4th June 2019 and rated the setting as GOOD.

Achievements performance

Review of the year

Again, this year the charity has been hit with new challenges due to the Covid19 Pandemic. Our AGM was held virtual and due to social distancing requirements meetings have remained as electronic communication, ensuring that members are informed of any action required. The small committee have continued to support the setting ensuring that we meet all government guidelines around the pandemic. As an early years provider we remained open through the final lockdowns and supported families and staff as best as possible, ensuring that all communication and legislation was adhere to and passed on to our families. Our usual fundraising events were impacted by covid as no large group events, so new ideas to continue to fundraise keeping everyone safe was deployed. The popular children's Sponsor Christmas scavenger hunt around the village with their family was very popular and we loved receiving the electronic images and their drawings of their family festive walk. This made it inclusive so that all could take part, even if they felt that they were unable to donate. The chair has supported the manager throughout the year Which has enabled the charity to continue to establish a stable and proactive setting and support staff wherever possible to provide the best childcare as per our aims. Income has mainly been through the Government Nursery Education funding scheme for 3- & 4-year-olds. A very small percentage was received to support some 2-year-olds and also pupil premium children. All funding and fee payments received under these schemes have been used to enhance the needs of the child, following the EYFS guidelines.

Changes to staffing requirements have been address taking into account our safer recruitment and safeguarding policy and ensuring that the correct adult to child ratio is adhered to. The trustees have ensured that all employment legislation has been adhered to, reviewed salaries and have complied with the pension regulations.

During the year new resources and bikes have been purchased, and grateful donations of resources have been received.

Government restrictions have impacted on our fund-raising opportunities this year, but this is an area that we hope to establish, look for new avenues and ideas to continue to enhance the provision for the children accessing the charity.

Aims for the future

To raise the profile of Busy Bees playgroup within the local community.

To develop a strong working committee

To continue to support staff with their plans for developing the setting

To continue to raise funds for extra resources and experiences for the children

Trustees Declaration

We the trustees of Busy Bees playgroup, are responsible for keeping proper accounting records that disclose the reasonable accuracy at any time the financial position of the charity and enable us to ensure that the financial statement comply with the charities act. We are also responsible for safeguarding any assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and any other irregularities. We declare that there are no unreported serious incidents or other matters relating to our charity during this financial year.

This report was presented and agreed at the Annual General Meeting on

Signed on behalf of the trustees.


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Chair

Date. 15/11/21

Independent Examiner's Report on the Accounts

Section A

Independent Examiner's Report

Report to the trustees/members of

Charity Name Busy Bees PLAYGROUP

On accounts for the year ended

310821

Charity no (if any)

1054102

Set out on pages

(remember to include the page numbers of additional sheets)

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed. It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act), and
- to state whether particular matters have come to my attention.

Basis of independent examiner's statement

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention (other than that disclosed below*):

(1) which gives me reasonable cause to believe that in, any material respect, the requirements:

- to keep accounting records in accordance with section 130 of the Charities Act;
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act have not been met; or

(2) to which, in my opinion, 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

Diane Hwood

Date

6/11/21

Name

DIANE HWOOD

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

CIMA

Address

WYNDHAM SEABROOK ROAD
BROCKWORTH, GLOUCE
GL3 4LY