



# **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  
31<sup>st</sup> August 2023**

# Notes to the financial statement for the year ended 31.08.23

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. 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 31<sup>st</sup> August 2023, 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 a 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 Licensed from Gloucestershire County Council, via Castle Hill Primary School.

## Financial position as at 31.08.23

### Detailed report enclosed

	Busy Bees current account	Busy Bees trustees reserve account
Opening balance	<u>£6867.15</u>	£13,043.91
Total Income	£58742.56	<u>£66.48</u>
Total expenditure	£55541.31	
<b>Closing balance</b>	<b>£10,068.40</b>	<b>£13,110.39</b>
Profit in year	<u>£3201.25</u>	<u>£66.48</u>

**Total funds held £23,178.79**

*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 31<sup>st</sup> August 2023*

*Accounts prepared by:*

SIGNED:

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

DATED: *28/9/2023*





# Trustees' Annual Report

For the period 01.09.22 to 31.08.23

## Structure governance and management

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

Charlotte Parry - Chair  
Ellie Lamb  
Sasha Brice  
Shannon O'Grady

Rachel Preston  
Charlie Presley  
Elwira Chrostek

Co-opted members
Hailie Sturt – Paid as Setting Manager – Nominated Individual for OFSTED

## Governing Document

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

Trustee selection method
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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
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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 4<sup>th</sup> June 2019 and rated the setting as GOOD.

## Achievements performance

### **Review of the year**

Our annual general meeting was held, and a strong committee was formed, undertaking a number of fundraising events, and applying for grants from local parish council to enable the setting to continue to meet the needs of the children attending. Session attendance numbers were low at the start of the year but during the final quarter numbers increased dramatically and the academic year ended with most sessions full, this also giving a good start for the new academic year. Expenditure

was kept to a minimum to avoid a negative monetary impact again this year. However the trustees felt that all staff should be rewarded with an annual increase to their salaries which would embed security for staff as recruitment and new staff training would cause a greater impact to the charity. Communication with the trustees has mainly been via emails, the chair has continued to support the manager in the overall operation of the setting. This has enabled the setting to continue to be a proactive setting supporting children in our care and staff wherever possible to provide the best childcare as per our aims. Income has mainly been through the Government Nursery Education funding scheme. All funding and fee payments received under these schemes have been used to enhance the needs of the child, following the EYFS guidelines.

Busy Bees children enjoyed Christmas and end of year parties with magical entertainment, bouncy castle and the tradition leavers bears.

### *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, repair and update our outdoor learning area.

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.

.....  
Chair

Date.....



**FINANCIAL STATEMENT YEAR END 31.08.23**

(- figures = credit)

	Financial Year	Reserve Account
	<b>01.09.22 to 31.08.23</b>	
<b>OPENING BALANCE</b>	<b>-6867.15</b>	<b>-13043.91</b>
<b>trans to reserve account</b>		
<b><u>INCOME</u></b>		
NURSERY EDUCATION FUNDING	<b>-40460.77</b>	
CHILDRENS FEES	<b>-17168.88</b>	
COURSE INCENTIVE PAYMENTS		
GRANTS	<b>-494.00</b>	
FUNDRAISING (detailed schedule enclosed)	<b>-618.91</b>	
DONATIONS (detailed schedule enclosed)		
INTEREST ON ACCOUNT		<b>-66.48</b>
UNIFORMS		
OTHER INCOME		
<b>TOTAL INCOME</b>	<b>-£58,742.56</b>	<b>-£66.48</b>
<b><u>EXPENDITURE</u></b>		
WAGES	<b>45442.75</b>	
TAX & NI		
TEMPORARY STAFF		
PAYROLL SERVICE	<b>476.50</b>	
PENSION	<b>1154.04</b>	
COURSE FEES/TRAINING	<b>299.00</b>	
SUBSCRIPTIONS (PATA Membership/OFSTED)	<b>479.24</b>	
RENTAL OF PREMISES	<b>4590.00</b>	
HOUSEHOLD GOODS (i.e. cleaning material/wet wipes etc)	<b>664.86</b>	
INSURANCE	<b>493.72</b>	
TELEPHONE	<b>393.11</b>	
ADMIN COST (i.e. postage/stationery/ink)	<b>196.78</b>	
PRINTER COSTS	<b>759.56</b>	
REFRESHMENTS	<b>6.10</b>	
CONSUMABLES (PAINT, PAPER, ETC)	<b>241.18</b>	
NEW EQUIPMENT (TOY/BOOKS)	<b>15.20</b>	
FUNDRAISING COSTS		
ENTERTAINMENT/GIFTS	<b>329.27</b>	
I/T & PHOTOCOPY		
UNIFORMS		
FOREST SCHOOL DEVELOPMENT		
OTHER EXPENDITURE		
TRAINING GRANT PAID OUT		
TRANSFER TO RESERVE ACCOUNT		
<b>TOTAL PAYMENTS</b>	<b>£55,541.31</b>	<b>£0.00</b>
<b>PROFIT/LOSS MADE IN THE YEAR</b>	<b>-£3,201.25</b>	<b>-£66.48</b>
<b>Current account &amp; reserve account</b>	<b>-£10,068.40</b>	<b>-£13,110.39</b>
<b>Total closing balance</b>	<b>-£23,178.79</b>	

profit in year £3267.73









Section A

Independent Examiner's Report

Report to the trustees/  
members of

BUSY BEES PLAYGROUP

On accounts for the year  
ended

31/08/2023

Charity no  
(if any)

1054102

Set out on pages

1-4

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended

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:

Date:

5/11/2023

Name:

DIANE HARWOOD

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

ACMA

Address:

WYNDHAM, SEABROOK ROAD, BROCKWORTH  
GLOUCESTER  
GL3 4LY

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.