



# **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 2024



Notes to the financial statement for the year ended 31.08.24

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.

- As at 31<sup>st</sup> August 2024, 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 31.08.24

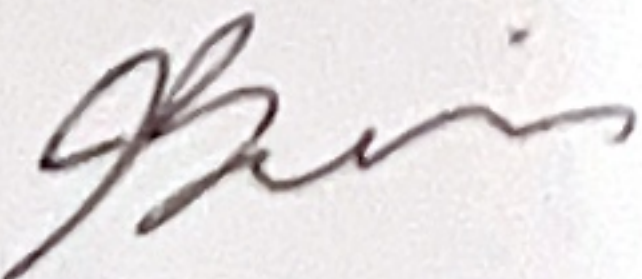
Detailed report enclosed

	Busy Bees current account	Busy Bees trustees reserve account
Opening balance	<u>£10068.40</u>	£13,110.39
Total Income	£92,896.80	<u>£166.20</u>
Total expenditure	£65,228.98	
<b>Closing balance</b>	<b>£37,736.22</b>	<b>£13,276.59</b>

**Total funds held £51,012.81**

*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 2024*

Accounts prepared by:

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

DATED:





**Trustees' Annual Report**  
**For the period 01.09.23 to 31.08.24**

Structure governance and management

Charity Name	<b>Busy Bees Playgroup</b>
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Charity number	<b>1054102</b>
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Charity address	<b>Castle Hill Primary School, Abbotswood Rd Brockworth Glos GL3 4NU</b>
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Trustees who manage the charity
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Charlotte Parry - Chair  
Ellie Lamb  
Sasha Brice  
Shannon O'Grady

Rachel Preston  
Natalie Thigpen  
Gina Bizat

Co-opted members
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<b>Hailie Sturt – Paid as Setting Manager – Nominated Individual for OFSTED</b>
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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.



### **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 4<sup>th</sup> June 2019 and rated the setting as GOOD.

### Achievements performance

#### **Review of the year**

Our annual general meeting was held, a committee of trustees was formed including existing parents and ex-parents. The existing chair of the committee was re-elected to continue in her role for the forth coming year. Face to face meetings have been limited due to trustees working commitments, however communication has remained via WhatsApp trustees' group and email correspondence. The chair has continue to support and have regular updates with the manager.

Busy Bees Playgroup has proven to be a popular choice for parents within the local community as

all our sessions remained full from the start of the academic year, with a vast increase on the number of hours that children attended. There was a significant increase in number of parents claiming working family entitlement of the nursery education funding scheme allowing up to 30hrs of free childcare, and also 2-year-old funding. The introduction of a termly voluntary contribution of £10 was applied to all invoices to assist with the rise in consumables. Although this generated additional income from families who pay for their childcare, limited contributions were received from parents in receipt of nursery funding.

Busy Bees Playgroup has continued to support children with additional needs and purchase additional resource's to support their needs.



New resources have been invested in to ensure that we are offering a diverse, up to date, and wider range for the children to enjoy and enhance their experiences while at playgroup.

The trustees have continued to ensure that their compliance with employment law /policies have been adhered to including reviewing staff salaries and working practices. A number of fundraising events took place, within the setting and within the local community, including Guess the name of the rabbit/raffles/Christmas wreath making. Proceeds from these events have allowed the charity to provide additional experiences for the children's enjoyment which included Magic shows, hire of large inflatable, parties and the famous Busy Bees Playgroup leavers bear for our children moving on to school.

### **Aims for the future**

To maintain Good Ofsted rating

To continue 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.

.....  
Chair

Date.....



**FINANCIAL STATEMENT YEAR END 31.08.23**

(- figures = credit)

	Financial Year	Reserve Account
	01.09.23 to 31.08.24	
<b>OPENING BALANCE</b>	<b>-10068.40</b>	<b>-13110.39</b>
<b>trans to reserve account</b>		
<b><u>INCOME</u></b>		
NURSERY EDUCATION FUNDING	-80889.98	
CHILDRENS FEES	-10979.85	
VOLUNTARY CONTRIBUTION	-420.00	
COURSE INCENTIVE PAYMENTS	0.00	
GRANTS	0.00	
FUNDRAISING	-599.65	
DONATIONS	0.00	
INTEREST ON ACCOUNT	0.00	-166.20
	0.00	
UNIFORMS	0.00	
OTHER INCOME	-7.32	
<b>TOTAL INCOME</b>	<b>-£92,896.80</b>	<b>-£166.20</b>
<b><u>EXPENDITURE</u></b>		
WAGES	52096.46	
TAX & NI	383.88	
TEMPORARY STAFF	0.00	
PAYROLL SERVICE	524.30	
PENSION ( Nest)	1506.16	
COURSE FEES/TRAINING	50.00	
	0.00	
SUBSCRIPTIONS/MEMBERSHIP (OFSTED/PATA/)	393.48	
	0.00	
RENTAL OF PREMISES	4605.00	
HOUSEHOLD GOODS (i.e. cleaning material/wet wipes etc)	872.07	
INSURANCE	514.82	
TELEPHONE	446.93	
ADMIN COST (i.e. postage/stationery/ink)	241.52	
PRINTER	859.90	
	0.00	
REFRESHMENTS	0.00	
CONSUMABLES (PAINT, PAPER, ETC)	703.03	
NEW EQUIPMENT (TOY/BOOKS)	1294.96	
	0.00	
FUNDRAISING COSTS	0.00	
ENTERTAINMENT/GIFTS	564.81	
IT costs	171.66	
UNIFORMS	0.00	
FOREST SCHOOL DEVELOPMENT	0.00	
OTHER EXPENDITURE	0.00	
TRAINING GRANT PAID OUT	0.00	
	0.00	
TRANSFER TO RESERVE ACCOUNT	0.00	
<b>TOTAL PAYMENTS</b>	<b>£65,228.98</b>	<b>£0.00</b>
<b>PROFIT/LOSS MADE IN THE YEAR</b>	<b>-£27,667.82</b>	<b>-£166.20</b>
<b>Current account &amp; reserve account</b>	<b>-£37,736.22</b>	<b>-£13,276.59</b>
<b>Total closing balance</b>	<b>-£51,012.81</b>	





Section A

Independent Examiner's Report

Report to the trustees/  
members of

Charity Name

Busy Bees PLAYGROUP

On accounts for the year  
ended

31/8/2024

Charity no  
(if any)

1054102

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:

Diane Newwood

Date:

3/11/2024

Name:

DIANE NEWWOOD

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

CIMA

Address:

WYNDHAM, SEABROOK ROAD

BROCKWORTH

GLoucester

GL3 4LY