

BLUE COAT PRE-SCHOOL UNIT AND BUSY BEES

England & Wales · Charity number 1092513

Details

Status Registered

Legal form Other

Registered 2002-06-19

Register [View on the Charity Commission register](#)

Contact

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Symn Lane
Wotton-Under-Edge
Gloucestershire
GL12 7BD

Phone 01453525022

Email admin@bluecoatpreschoolbusybees.co.uk

Website www.bluecoatprimary.com/busybees

Activities

Objects: THE AIM OF THE GROUP IS TO EMBODY THE VISION OF PATA THROUGH THE ENHANCEMENT OF THE DEVELOPMENT, CARE AND EDUCATION OF CHILDREN PRIMARILY UNDER STATUTORY SCHOOL AGE AND ALSO OF CHILDREN AND YOUNG PEOPLE OF SCHOOL AGE BY ENCOURAGING PARENTS TO UNDERSTAND AND PROVIDE FOR THE NEEDS OF THEIR CHILDREN THROUGH COMMUNITY (VOLUNTARY MANAGED) GROUPS AND BY: (A) OFFERING APPROPRIATE PLAY FACILITIES AND TRAINING COURSES, TOGETHER WITH THE RIGHT OF PARENTS TO TAKE RESPONSIBILITY FOR AND TO BECOME INVOLVED IN THE ACTIVITIES OF SUCH GROUPS, ENSURING THAT SUCH GROUPS OFFER OPPORTUNITIES FOR ALL CHILDREN AND YOUNG PEOPLE, WHATEVER THEIR RACE, CULTURE, RELIGION, MEANS OR ABILITY (B) ENCOURAGING THE STUDY OF THE NEEDS OF SUCH CHILDREN AND THEIR FAMILIES AND PROMOTING PUBLIC INTEREST IN AND RECOGNITION OF SUCH NEEDS IN THE LOCAL AREA

Activities: We provide pre-school education for children aged 2 years to 4 years and out of school care for children who attend Blue Coat Primary School - aged 4 years to 11 years.

Classification

- **How:** Provides Services
- **What:** Education/training
- **Who:** Children/young People

Geography

- **Area of benefit:** NOT DEFINED. IN PRACTICE GLOUCESTERSHIRE
- Gloucestershire

Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£368,022	£352,974	-	-
2024-03-31	£275,341	£301,580	-	-
2023-03-31	£244,303	£247,396	-	-
2022-03-31	£172,539	£176,112	-	-
2021-03-31	£123,979	£111,518	-	-

Trustees

Name	Role	Appointed
John Hicks	Chair	2024-10-24
Carolyn Milner		2024-10-24
Charlotte Edmonds		2024-10-24
Emma Grant		2024-10-24
Emma Pardy		2024-10-24
Esther Beeby		2020-11-18
Freya Eyley		2024-10-24
Gavin Tapsfield		2024-10-24
Holly McGrath		2025-10-21
Joanna Jess		2018-10-17
Joanna Stansfield		2020-11-18
Victoria Starling		2024-10-24

BLUE COAT PRE-SCHOOL UNIT AND BUSY BEES

England & Wales - Charity number 1092513

Accounts

BLUE COAT PRE-SCHOOL UNIT AND BUSY BEES

Annual Report for year ending 31 March 2025

Name: Blue Coat Pre-School and Busy Bees

Address: Symn Lane, Wotton under Edge, Gloucestershire, GL12 7BD

Registration number: 1092513

Trustee Details: The following were trustees on the date that this report was approved:

John Hicks (Chairperson) appointed 24 October 2024

Mark Gilling (Chairperson) resigned 24 October 2024

Jo Jess (Secretary)

Jo Stansfield (Finance Officer / Treasurer)

Esther Beeby (Management Trustee)

Howard Moore

Jennifer Leary

Carolyn Milner appointed 24 October 2024

Charlotte Edmonds

Emma Grant

Emma Pardy appointed 24 October 2024

Freya Eyley appointed 24 October 2024

Gavin Tapsfield appointed 24 October 2024

Anna Yarker resigned 24 October 2024

Kat Potts resigned 24 October 2024

Gemma Lawson resigned 24 October 2024

Delegated roles:

Victoria Starling Head of Pre School and Busy Bees

Jo Bell Administrator

Other relevant roles:

Independent examiner Jo Roberts, Willow Accountancy Limited

Bankers Lloyds, Stroud

Report of the Trustees

The Trustees present their report along, with the financial statements for the year ended 31 March 2025

Committee

Seven new Trustees were elected at the AGM on 24 October 2024. John Hicks was elected as Chairperson, Jo Jess was re-elected as Secretary and Jo Stansfield as Finance Officer/Treasurer. Mark Gillling stepped down as Chair, along with 3 other trustees.

Structure, Governance & Management Constitution

The Charity is constituted using the Gloucestershire PATA Constitution, with no further amendments as approved at the AGM in 2020.

Organisational Structure

Meetings are every half term where committee members are kept up to date by the Head of the Unit and Administrator, who attend the meetings in an advisory capacity. Committee members make decisions based on the information received regarding staffing issues, financial matters and taking the Unit forward.

Trustee Appointment

The trustees are appointed at the Annual general meeting held in the autumn term by members who attend the meeting. The committee currently consists of a Chairperson, a Secretary, a Finance Officer, at least 3 elected members and 2 delegated members.

Trustee Induction and Training

New committee members are able to attend a Management Committee training course run by PATA. In addition, the Head of the Unit provides all trustees with an overview of the Early Years

Foundation Stage – The Statutory Framework and a summary look at the requirements set out in the Childcare Register. Trustees undertake a Level 2 Safeguarding training course.

Management

Day to day decisions are made by the Head of the Unit and the Administrator with input from other members of staff, and regular contact with the Finance Officer and Chair. The management committee makes major financial and staffing decisions that affect the structure of the unit at committee meetings.

Trustees are kept well informed by the Head of the Unit and Administrator as to any potential issues or risks, e.g., safeguarding concerns, cash flow, managing expenditure, legal and administrative changes and staffing.

Objectives

The main objectives for this financial year were:

- To continue careful financial control to ensure stability of the Unit
- Maintain a safe & stable environment for our Children, Staff and parents/carers
- Maintain a high standard of provision in line with OFSTED framework and ensure readiness for possible Ofsted visit
- Continue the successful management of the 30 hours funding
- Re-invest funds into the Unit
- Improvements to the playground/outdoor area surface and fencing
- Explore additional feature on the Family platform that be of value to the Unit or parents
- Maintain our strong relationship with the school
- Restructure the toilets in the Buttons room

Highlights

The following report outlines the highlights of Blue Coat Pre School and Busy Bees business for the period 1 April 2024 to 31 March 2025.

Staffing changes

There have been some staffing changes to the Unit, but they continue to work cohesively. We have taken on an Apprentice studying Level 3 Childcare Educator

We continue to support and be supported by 6th form students from Katharine Lady Berkeley School and other local colleges, whose role is to play with and care for the Busy Bees children.

Investment in IT

This financial year, the Unit continued to use Famly, an online admin system for early educators. We are utilising Famly for checking children in and out of the unit and for invoices and communication with parents/carer about their children's activities and progress, and other general admin. This has resulted in improved efficiencies and, we believe, benefits for parents/carers. Staff and trustees use social media to promote the excellent work of the Unit and connect with parents and carers.

Re-investment of funds into the Unit

The Unit continues to invest to improve the indoor and outdoor space for our children, as well as the purchase of new indoor and outdoor toys for the Unit to ensure that the children are able to benefit from a wide range of equipment in a safe and comfortable environment. In particular this year we completed our new fence, made improvements to our garden office to make this invaluable space even more useful and refigured the toilets in the Buttons room.

Ofsted

The Unit was inspected by Ofsted in May 2024 and awarded a GOOD overall effectiveness rating, with Ofsted concluding that "children are active learners at this welcoming setting".

Other Achievements

- Maintained our Millie's Mark accreditation, for excellence paediatric first aid.
- Continued building relationships with the local community.
- Supported our Toggles children to give them a positive transition into full time education.
- Held a successful open day to show existing and new parents/carers our wonderful setting.
- Agreed use of the school hall for breakfast club to allow us to offer places to more children.
- Continued to invest in staff training
- Invested further in Garden Room, new kitchen and cleaning equipment, new toys and improvements to our outdoor space
- Continued our active partnership with parents – Mother's Day Tea, Father's Day breakfast, Summer Trip, grandparents' day

Once again, our main achievement is the teamwork of the staff. Everyone continued to go over and above their job role in the last years. New staff have been welcomed and help us improve our practice day to day

Attendance

It was another good year for Toggles and Busy Bees. We are running at near capacity in preschool with many 2-year-olds attending. Busy Bees remains busy, both morning and evening.

Forthcoming Objectives and Highlights

- Continue to support children and families in need with the provision of subsidised childcare
- Implement a sensory garden within our outdoor space
- Ensure the Unit remains sustainable and able to cover its costs with the aim of the accounts returning to a net income position (excluding investment in the Unit).

Chairs report:

It's been an honour and a privilege to work alongside such a dedicated and passionate team, with children's safety, development and joy at the centre of every action taken. During my first year as Chairman, I have thoroughly enjoyed sharing every moment with everyone at this organisation. I am also immensely proud of what has been achieved, with lovely feedback from parents/carers and the continued tenacious effort to do even more over the coming year.

Investment, support, investment, support, investment!

The newly renovated play area has been fantastic with positive feedback all round, with further plans for a sensory garden. Access to the school hall for breakfast club has allowed us to increase capacity, benefitting more children getting a healthy breakfast and more time amongst their peers.

As before and as always, investment is being made with all members of the team to develop their skills and contribution to this tight knit fabulous team.

Investment continues with new toys, cleaning equipment and outdoor spaces.

Getting the community and children's 'grown-ups' involved has been fantastic this year, with Mothers & Father's Day Breakfasts, Grandparents Day and a Summer Trip to the Weston Super Seaside. Bringing everyone closer together, sharing wonderful experiences during these precious early years.

Financially, we are in good place with stable accounts and the platform established for further development. We must and will continue to ensure that the accounts match both our daily needs and future ambitions. Given the amount of local authority grant money received this year (due to increases to government free childcare provisions), its expenditure is being closely monitored to ensure maximum value and impact for the unit.

If we can accommodate something, we shall do all we can to provide. This has been evident this year as we supported those in need with subsidised care and this will continue into the next year.

Costs are of course increasing, literally everywhere! And every action is being taken to minimise the impact of these across the entire organisation, in turn making our cost increases as little as possible.

The Ofsted inspection reflects all the combined efforts, with a 'good' rating. This work continues daily to ensure our own high standards are met or excelled.

A personal thank you to you all, it's the combined efforts and passion of many that makes this organisation what it is today and how it will continue into the future.

'The best way to predict the future, is to create it'. This is now your time to become part of something truly incredible and shape the future for hundreds of children during their early, formative years.

Please speak to anyone here about how you can give a few hours a month to help this team flourish.

Many thanks,

John

Financial Review – 2024-2025

The attached accounts show the financial position of Blue Coat Pre-School and Busy Bees for the year ended 31st March 2025.

- The principal sources of funding for the Unit are Fees, paid by parents, and Nursery Education Funding (Nursery Grant), paid by the local authority. This is supplemented by Fundraising Income.
- This year has seen a net income of £15,048 (2024: net expenditure of £26,239).
- Total income in the year was £368,022 (2024: £275,341), up by £92,681 on the previous year. This was driven by increases in the number of children using both busy bees and pre-school.
- Total expenditure for the period was £352,974 (2024: £301,580), an increase on the previous year of £51,394. The principal driver was an increase in salary costs. The main reason for this is higher staffing levels to support the higher numbers of children using the unit. However, in addition our hourly rates have increased in line with increases to the national living wage.
- We have continued to progress our goal of investing to improve the unit for our children. Over and above the day-to-day costs of running the Pre-School and Busy Bees (which include staff costs, training, materials, food, occupancy of the building, insurances and administration costs), we have invested £16,053 in the unit over the course of the year. Notable investments include:
 - £5,538 on new toilets in the Buttons room
 - £6,030 for the completion of the new fence
 - £1,091 to fit WiFi in the garden office
 - Waterboard set £636
- Note: these investments are classed as “tangible fixed assets” on our balance sheet, with an allowance for the depreciation of these assets included in the total expenditure.
- We are proud to have continued supporting families in difficulty through providing free regular or emergency childcare in the Unit. Under this policy we have provided over 400 free pre-school and busy bees hours to a value of over £1,000.
- Rent is paid quarterly to Blue Coat Primary School for the use of the Pre-School and Busy Bees facilities. There is no formal agreement in place with the school, but we have a good informal relationship with the school and rent payable to the school is agreed annually. There was a c10% increase to this occupancy cost this year, driven by increases to costs faced by the school.

Reserves Policy

- In line with guidance from the Charity Commission and our independent examiner, we have a reserves policy, which we review annually. It's important we hold reserves so we can keep going during period of lower income or temporary closure, carry out necessary repairs to or replacement of equipment and the buildings, and meet redundancy costs.
- Under our reserves policy the Unit aims to hold reserves consisting of:
 - Reserves to meet possible redundancy liabilities
 - General contingency reserves equal to three months total expenditure
- A full review of reserves is carried out annually. Based on the most recent review, our target reserves are **£126,367** (2024: £111,791). Under our current reserves policy, we aim to meet this target using only our unrestricted reserves. As of 31 March 2025, our unrestricted reserves totalled **£218,011**, (2024: £208,453) therefore our extra cash assets on top of this target reserve were **£91,644** (2024: £96,662). As planned, we have successfully reduced our excess reserves through investments, to the benefit of the children using the Unit, their families and our staff.

Fundraising

- **£3,737** was raised through fundraising and associated donations during the period via several events and sources including our ever-popular jam jar tombola at the Christmas Under-The-Edge street event, commission we earn when families buy pre-school photos and Christmas cards, and at the Wotton institution that is Town Hall Teas. Thank you to all our staff and families for supporting these events and sales by baking cakes, helping serve teas and of course buying what we've been selling! We also received generous donations from the Falcon (who donate a proportion of their tips to a local charity each month), Heaven of the South and from participation in the Parentkind and Asda "cashpot" scheme.
- Our fundraising allows us to subsidise our annual pre-school trip – this year a fun-filled day (if slightly wet) day in Weston-Super-Mare, and provide our Busy Bees with a Christmas party.

Independent Examiner's Report to the trustees of Blue Coat Pre-School Unit & Busy Bees

I report to the trustees on my examination of the financial statements of Blue Coat Pre-School Unit & Busy Bees for the year ended 31 March 2025.

Responsibilities and basis of report

As the charity's trustees you are responsible for the preparation of the financial statements in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the charity's financial statements carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

As the charity's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination by being a qualified member of CIMA (Chartered Institute of Management Accountants).

I have completed my examination. I can confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

- the accounting records were not kept in respect of the charity as required by section 130 of the Act; or
- the financial statements do not accord with those records; or
- the financial statements do not comply with the applicable requirements concerning the form and content of financial statements set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the financial statements give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the financial statements to be reached.

Jo Roberts

signed on 20/10/2025, 11:18:22 BST

Mrs Jo Roberts CIMA (Chartered Institute of
Management Accountants)
Willow Accountancy Ltd
Tortworth Lodge
Tortworth
Wotton under Edge
GL12 8HG
20 October 2025

Blue Coat Pre-School Unit & Busy Bees

Statement of Financial Activities

for the year ended 31 March 2025

	Notes	Unrestricted funds 2025 £	Restricted funds 2025 £	Total funds 2025 £	Total funds 2024 £
Income and endowments from:					
Donations and legacies	2	1,393	-	1,393	-
Charitable activities	3	346,916	15,985	362,901	271,981
Investments	4	1,385	-	1,385	291
Other	5	2,343	-	2,343	3,069
Total		352,037	15,985	368,022	275,341
Expenditure on:					
Raising funds	6	1,253	-	1,253	2,459
Charitable activities	7	10,236	895	11,131	13,826
Other	8	330,990	9,600	340,590	285,295
Total		342,479	10,495	352,974	301,580
Net gains on investments		-	-	-	-
Net income/(expenditure)	9	9,558	5,490	15,048	(26,239)
Transfers between funds		-	-	-	-
Net income/(expenditure) before other gains/(losses)		9,558	5,490	15,048	(26,239)
Other gains and losses					
Net movement in funds		9,558	5,490	15,048	(26,239)
Reconciliation of funds:					
Total funds brought forward		208,453	-	208,453	234,692
Total funds carried forward		218,011	5,490	223,501	208,453

Blue Coat Pre-School Unit & Busy Bees

Balance Sheet

at 31 March 2025

Charity No. 1092513

		2025 £	2024 £
Fixed assets			
Tangible assets	12	37,285	37,084
		<u>37,285</u>	<u>37,084</u>
Current assets			
Stocks	13	502	300
Debtors	14	33,149	8,011
Cash at bank and in hand		158,923	166,745
		<u>192,574</u>	<u>175,056</u>
Creditors: Amount falling due within one year	15	(6,358)	(3,687)
Net current assets		186,216	171,369
Total assets less current liabilities		223,501	208,453
Net assets excluding pension asset or liability		<u>223,501</u>	<u>208,453</u>
Total net assets		<u><u>223,501</u></u>	<u><u>208,453</u></u>
The funds of the charity			
Restricted funds	16		
Restricted income funds		5,490	-
		<u>5,490</u>	<u>-</u>
Unrestricted funds	16		
General funds		218,011	208,453
		<u>218,011</u>	<u>208,453</u>
Total funds		<u><u>223,501</u></u>	<u><u>208,453</u></u>

Approved by the trustees on 20 October 2025

And signed on their behalf by:

J. Stansfield

Trustee

20 October 2025

for the year ended 31 March 2025

1 Accounting policies

Basis of preparation

The financial statements have been prepared in accordance with Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014 and the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and the Charities Act 2011.

Change in basis of accounting or to previous accounts

There has been no change to the accounting policies (valuation rules and method of accounting) since last year and no changes have been made to accounts for previous years.

Fund accounting

Unrestricted funds These are available for use at the discretion of the trustees in furtherance of the general objects of the charity.

Designated funds These are unrestricted funds earmarked by the trustees for particular purposes.

Revaluation funds These are unrestricted funds which include a revaluation reserve representing the restatement of investment assets at their market values.

Restricted funds These are available for use subject to restrictions imposed by the donor or through terms of an appeal.

Income

Recognition of income Income is included in the Statement of Financial Activities (SoFA) when the charity becomes entitled to, and virtually certain to receive, the income and the amount of the income can be measured with sufficient reliability.

Income with related expenditure Where income has related expenditure the income and related expenditure is reported gross in the SoFA.

Donations and legacies Voluntary income received by way of grants, donations and gifts is included in the the SoFA when receivable and only when the Charity has unconditional entitlement to the income.

Tax reclaims on donations and gifts Income from tax reclaims is included in the SoFA at the same time as the gift/donation to which it relates.

Donated services and facilities These are only included in income (with an equivalent amount in expenditure) where the benefit to the Charity is reasonably quantifiable, measurable and material.

Volunteer help The value of any volunteer help received is not included in the accounts.

Investment income This is included in the accounts when receivable.

Gains/(losses) on revaluation of fixed assets This includes any gain or loss resulting from revaluing investments to market value at the end of the year.

Gains/(losses) on investment assets This includes any gain or loss on the sale of investments.

Notes to the Accounts

Expenditure

Recognition of expenditure Expenditure is recognised on an accruals basis. Expenditure includes any VAT which cannot be fully recovered, and is reported as part of the expenditure to which it relates.

Expenditure on raising funds These comprise the costs associated with attracting voluntary income, fundraising trading costs and investment management costs.

Expenditure on charitable activities These comprise the costs incurred by the Charity in the delivery of its activities and services in the furtherance of its objects, including the making of grants and governance costs.

Grants payable All grant expenditure is accounted for on an actual paid basis plus an accrual for grants that have been approved by the trustees at the end of the year but not yet paid.

Governance costs These include those costs associated with meeting the constitutional and statutory requirements of the Charity, including any audit/independent examination fees, costs linked to the strategic management of the Charity, together with a share of other administration costs.

Other expenditure These are support costs not allocated to a particular activity.

Taxation

The charity is exempt from tax on its charitable activities.

Tangible fixed assets and depreciation

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life:

Fixtures, Fittings & Equipment	25% Straight line
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Stocks

Stock is included at the lower of cost or net realisable value. Donated items of stock are recognised at fair value which is the amount the charity would have been willing to pay for the items on the open market.

Trade and other debtors

Trade and other debtors are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

Cash and cash equivalents

Cash and cash equivalents comprise cash at bank and on hand, demand deposits with banks and other short-term highly liquid investments with original maturities of three months or less and bank overdrafts. In the statement of financial position, bank overdrafts are shown within borrowings or current liabilities. In the Statement of Cash Flows, cash and cash equivalents are shown net of bank overdrafts that are repayable on demand and form an integral part of the company's cash management.

Trade and other creditors

Short term creditors are measured at the transaction price. Other creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

Pension costs

The charity operates a defined contribution plan for its employees. A defined contribution plan is a pension plan under which the charity pays fixed contributions into a separate entity. Once the contributions have been paid the charity has no further payments obligations. The contributions are recognised as expenses when they fall due. Amounts not paid are shown in accruals in the balance sheet. The assets of the plan are held separately from the charity in independently administered funds.

2 Income from donations and legacies

	Unrestricted	Total 2025	Total 2024
	£	£	£
Parent Fundraising Group Activity	1,393	1,393	-
	<u>1,393</u>	<u>1,393</u>	<u>-</u>

3 Income from charitable activities

	Unrestricted	Restricted	Total 2025	Total 2024
	£	£	£	£
Pre School	34,996	-	34,996	48,184
Busy Bees	132,421	-	132,421	96,958
Nursery Grants	179,499	-	179,499	122,671
Other Grants	-	15,985	15,985	4,168
	<u>346,916</u>	<u>15,985</u>	<u>362,901</u>	<u>271,981</u>

4 Income from investments

	Unrestricted	Total 2025	Total 2024
	£	£	£
Bank Interest	1,385	1,385	291
	<u>1,385</u>	<u>1,385</u>	<u>291</u>

5 Other income

	Unrestricted	Total 2025	Total 2024
	£	£	£
Misc Income	-	-	122
Fundraising Income	2,343	2,343	2,947
	<u>2,343</u>	<u>2,343</u>	<u>3,069</u>

6 Expenditure on raising funds

	Unrestricted	Total 2025	Total 2024
	£	£	£
Fundraising Expenditure	1,253	1,253	2,459
	<u>1,253</u>	<u>1,253</u>	<u>2,459</u>

7 Expenditure on charitable activities

	Unrestricted	Restricted	Total 2025	Total 2024
	£	£	£	£
<i>Expenditure on charitable activities</i>				
Pre School	3,043	-	3,043	4,788
Busy Bees	3,782	-	3,782	4,331
Nursery Grants	609	895	1,504	1,718
<i>Governance costs</i>				
Staff salaries	1,000	-	1,000	1,000
Licenses & memberships	311	-	311	1,039
Independent review	950	-	950	950
Other Governance costs	541	-	541	-
	<u>10,236</u>	<u>895</u>	<u>11,131</u>	<u>13,826</u>

8 Other expenditure

	Unrestricted	Restricted	Total 2025	Total 2024
	£	£	£	£
Employee costs	294,269	9,043	303,312	255,857
Premises costs	10,416	-	10,416	6,880
Amortisation, depreciation, impairment, profit/loss on disposal of fixed assets	13,094	-	13,094	6,436
General administrative costs	8,797	557	9,354	14,532
Legal and professional costs	4,414	-	4,414	1,590
	<u>330,990</u>	<u>9,600</u>	<u>340,590</u>	<u>285,295</u>

9 Net income/(expenditure) before transfers

	2025	2024
	£	£
This is stated after charging:		
Depreciation of owned fixed assets	13,094	6,436

10 Trustee remuneration and expenses

One or more of the trustees has been paid expenses in the current or prior periods.

	2025	2024
	Number	Number
Number of trustees paid expenses	2	2
The nature of the reimbursed expenses	Trustee expenses represent amounts or reimbursement of costs paid on behalf of the charity for operational purposes. No benefits were received by any trustee for their involvement with the charity.	
	£	£
Total expenses reimbursed to trustees	731	298

11 Staff costs

	2025	2024
Salaries and wages	284,019	240,395
Social security costs	12,032	8,748
Pension costs	4,659	4,025
	<u>300,710</u>	<u>253,168</u>

No employee received emoluments in excess of £60,000.

Esther Beeby is a salaried employee, she also serves as a trustee but is not remunerated for her role as trustee.

12 Tangible fixed assets

	Fixtures, Fittings & Equipment	Total
	£	£
Cost or revaluation		
At 1 April 2024	43,908	43,908
Additions	13,295	13,295
At 31 March 2025	<u>57,203</u>	<u>57,203</u>
Depreciation and impairment		
At 1 April 2024	6,824	6,824
Depreciation charge for the year	13,094	13,094
At 31 March 2025	<u>19,918</u>	<u>19,918</u>
Net book values		
At 31 March 2025	<u>37,285</u>	<u>37,285</u>
At 31 March 2024	<u>37,084</u>	<u>37,084</u>

Blue Coat Pre-School Unit & Busy Bees
Notes to the Accounts

13 Stocks

	2025	2024
	£	£
Raw materials and consumables	502	300
	<u>502</u>	<u>300</u>

14 Debtors

	2025	2024
	£	£
Trade debtors	-	186
Prepayments and accrued income	33,149	7,825
	<u>33,149</u>	<u>8,011</u>

15 Creditors:

amounts falling due within one year

	2025	2024
	£	£
Other taxes and social security	3,680	2,587
Other creditors	1,498	-
Accruals	1,180	1,100
	<u>6,358</u>	<u>3,687</u>

16 Movement in funds

	At 1 April 2024	Incoming resources (including other gains/losses) £	Resources expended £	At 31 March 2025 £
Restricted funds:				
Restricted income funds:				
Disability Access Fund	-	2,514	(1,332)	1,182
Apprenticeship	-	500	(500)	-
First Aid	-	180	(180)	-
EHCP	-	2,256	(1,780)	476
Sufficiency	-	10,535	(6,703)	3,832
<i>Total</i>	<u>-</u>	<u>15,985</u>	<u>(10,495)</u>	<u>5,490</u>
Unrestricted funds:				
General funds	208,453	352,037	(342,479)	218,011
Total funds	<u>208,453</u>	<u>368,022</u>	<u>(352,974)</u>	<u>223,501</u>

Purposes and restrictions in relation to the funds:

Restricted funds:

Disability Access Fund	To purchase items beneficial to children who are entitled to receive the grant
Apprenticeship	To cover the cost of an apprentice staff member
First Aid	Towards the cost of staff first aid training
EHCP	Towards the additional costs of supporting Children with complex needs
Sufficiency	Towards the costs of supporting a specific child 1:1

17 Analysis of net assets between funds

	Unrestricted funds £	Restricted funds £	Total £
Fixed assets	37,285	-	37,285
Net current assets	180,726	5,490	186,216
	<u>218,011</u>	<u>5,490</u>	<u>223,501</u>

18 Reconciliation of net debt

	At 1 April 2024	Cash flows	At 31 March 2025
	£	£	£
Cash and cash equivalents	166,745	(7,822)	158,923
	<u>166,745</u>	<u>(7,822)</u>	<u>158,923</u>
Net debt	<u>166,745</u>	<u>(7,822)</u>	<u>158,923</u>

Signatures' technical details

Signatures

jo@willowaccountancy.co.uk

20/10/2025, 11:18:22 BST

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Event log

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Summary

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Final stamp: 20/10/2025, 11:18:24 BST

Blue Coat Pre-School Unit & Busy Bees
Independent Examiners Report
Independent Examiner's Report to the Trustees of Blue Coat Pre-School Unit & Busy Bees

I report to the trustees on my examination of the financial statements of Blue Coat Pre-School Unit & Busy Bees for the year ended 31 March 2025.

Responsibilities and basis of report
As the charity's trustees you are responsible for the preparation of the financial statements in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the charity's financial statements carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement
As the charity's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination by being a qualified member of CIMA (Chartered Institute of Management Accountants).

I have completed my examination. I can confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

- the accounting records were not kept in respect of the charity as required by section 130 of the Act; or
- the financial statements do not accord with those records; or
- the financial statements do not comply with the applicable requirements concerning the form and content of financial statements set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the financial statements give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the financial statements to be reached.

Mrs Jo Roberts CMA (Chartered Institute of Management Accountants)
Willow Accountancy Ltd
Tortworth Lodge
Tortworth
Wotton under Edge
GL12 8HG
20 October 2025

Page 7

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Signatures' technical details

Signatures

jostansfield@bluecoatpreschoolbusybees.co.uk Fingerprint

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Signature

Joanna Stansfield

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Final stamp:

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Blue Coat Pre-School Unit & Busy Bees

Independent Examiners Report

Independent Examiner's Report to the Trustees of Blue Coat Pre-School Unit & Busy Bees

I report to the trustees on my examination of the financial statements of Blue Coat Pre-School Unit & Busy Bees for the year ended 31 March 2025.

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Jo Roberts

signed on 20/10/2025, 11:18:22 BST

Mrs Jo Roberts CMA (Chartered Institute of Management Accountants)

Willow Accountancy Ltd

Tortworth Lodge

Tortworth

Wotton under Edge

GL12 8HG

20 October 2025

Verification QR Code



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Independent Examiner's Report to the trustees of Blue Coat Pre-School Unit & Busy Bees

I report to the trustees on my examination of the financial statements of Blue Coat Pre-School Unit & Busy Bees for the year ended 31 March 2025.

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signed on 20/10/2025, 11:18:22 BST

Mrs Jo Roberts CIMA (Chartered Institute of
Management Accountants)
Willow Accountancy Ltd
Tortworth Lodge
Tortworth
Wotton under Edge
GL12 8HG
20 October 2025

Blue Coat Pre-School Unit & Busy Bees

Statement of Financial Activities

for the year ended 31 March 2025

	Notes	Unrestricted funds 2025 £	Restricted funds 2025 £	Total funds 2025 £	Total funds 2024 £
Income and endowments from:					
Donations and legacies	2	1,393	-	1,393	-
Charitable activities	3	346,916	15,985	362,901	271,981
Investments	4	1,385	-	1,385	291
Other	5	2,343	-	2,343	3,069
Total		352,037	15,985	368,022	275,341
Expenditure on:					
Raising funds	6	1,253	-	1,253	2,459
Charitable activities	7	10,236	895	11,131	13,826
Other	8	330,990	9,600	340,590	285,295
Total		342,479	10,495	352,974	301,580
Net gains on investments		-	-	-	-
Net income/(expenditure)	9	9,558	5,490	15,048	(26,239)
Transfers between funds		-	-	-	-
Net income/(expenditure) before other gains/(losses)		9,558	5,490	15,048	(26,239)
Other gains and losses					
Net movement in funds		9,558	5,490	15,048	(26,239)
Reconciliation of funds:					
Total funds brought forward		208,453	-	208,453	234,692
Total funds carried forward		218,011	5,490	223,501	208,453

Blue Coat Pre-School Unit & Busy Bees

Balance Sheet

at 31 March 2025

Charity No. 1092513

		2025	2024
		£	£
Fixed assets			
Tangible assets	12	37,285	37,084
		<u>37,285</u>	<u>37,084</u>
Current assets			
Stocks	13	502	300
Debtors	14	33,149	8,011
Cash at bank and in hand		158,923	166,745
		<u>192,574</u>	<u>175,056</u>
Creditors: Amount falling due within one year	15	(6,358)	(3,687)
Net current assets		186,216	171,369
Total assets less current liabilities		223,501	208,453
Net assets excluding pension asset or liability		<u>223,501</u>	<u>208,453</u>
Total net assets		<u><u>223,501</u></u>	<u><u>208,453</u></u>
The funds of the charity			
Restricted funds	16		
Restricted income funds		5,490	-
		<u>5,490</u>	<u>-</u>
Unrestricted funds	16		
General funds		218,011	208,453
		<u>218,011</u>	<u>208,453</u>
Total funds		<u><u>223,501</u></u>	<u><u>208,453</u></u>

Approved by the trustees on 20 October 2025

And signed on their behalf by:

J. Stansfield

Trustee

20 October 2025

for the year ended 31 March 2025

1 Accounting policies

Basis of preparation

The financial statements have been prepared in accordance with Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014 and the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and the Charities Act 2011.

Change in basis of accounting or to previous accounts

There has been no change to the accounting policies (valuation rules and method of accounting) since last year and no changes have been made to accounts for previous years.

Fund accounting

Unrestricted funds These are available for use at the discretion of the trustees in furtherance of the general objects of the charity.

Designated funds These are unrestricted funds earmarked by the trustees for particular purposes.

Revaluation funds These are unrestricted funds which include a revaluation reserve representing the restatement of investment assets at their market values.

Restricted funds These are available for use subject to restrictions imposed by the donor or through terms of an appeal.

Income

Recognition of income Income is included in the Statement of Financial Activities (SoFA) when the charity becomes entitled to, and virtually certain to receive, the income and the amount of the income can be measured with sufficient reliability.

Income with related expenditure Where income has related expenditure the income and related expenditure is reported gross in the SoFA.

Donations and legacies Voluntary income received by way of grants, donations and gifts is included in the the SoFA when receivable and only when the Charity has unconditional entitlement to the income.

Tax reclaims on donations and gifts Income from tax reclaims is included in the SoFA at the same time as the gift/donation to which it relates.

Donated services and facilities These are only included in income (with an equivalent amount in expenditure) where the benefit to the Charity is reasonably quantifiable, measurable and material.

Volunteer help The value of any volunteer help received is not included in the accounts.

Investment income This is included in the accounts when receivable.

Gains/(losses) on revaluation of fixed assets This includes any gain or loss resulting from revaluing investments to market value at the end of the year.

Gains/(losses) on investment assets This includes any gain or loss on the sale of investments.

Notes to the Accounts

Expenditure

Recognition of expenditure Expenditure is recognised on an accruals basis. Expenditure includes any VAT which cannot be fully recovered, and is reported as part of the expenditure to which it relates.

Expenditure on raising funds These comprise the costs associated with attracting voluntary income, fundraising trading costs and investment management costs.

Expenditure on charitable activities These comprise the costs incurred by the Charity in the delivery of its activities and services in the furtherance of its objects, including the making of grants and governance costs.

Grants payable All grant expenditure is accounted for on an actual paid basis plus an accrual for grants that have been approved by the trustees at the end of the year but not yet paid.

Governance costs These include those costs associated with meeting the constitutional and statutory requirements of the Charity, including any audit/independent examination fees, costs linked to the strategic management of the Charity, together with a share of other administration costs.

Other expenditure These are support costs not allocated to a particular activity.

Taxation

The charity is exempt from tax on its charitable activities.

Tangible fixed assets and depreciation

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life:

Fixtures, Fittings & Equipment	25% Straight line
--------------------------------	-------------------

Stocks

Stock is included at the lower of cost or net realisable value. Donated items of stock are recognised at fair value which is the amount the charity would have been willing to pay for the items on the open market.

Trade and other debtors

Trade and other debtors are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

Cash and cash equivalents

Cash and cash equivalents comprise cash at bank and on hand, demand deposits with banks and other short-term highly liquid investments with original maturities of three months or less and bank overdrafts. In the statement of financial position, bank overdrafts are shown within borrowings or current liabilities. In the Statement of Cash Flows, cash and cash equivalents are shown net of bank overdrafts that are repayable on demand and form an integral part of the company's cash management.

Trade and other creditors

Short term creditors are measured at the transaction price. Other creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

Pension costs

The charity operates a defined contribution plan for its employees. A defined contribution plan is a pension plan under which the charity pays fixed contributions into a separate entity. Once the contributions have been paid the charity has no further payments obligations. The contributions are recognised as expenses when they fall due. Amounts not paid are shown in accruals in the balance sheet. The assets of the plan are held separately from the charity in independently administered funds.

2 Income from donations and legacies

	Unrestricted	Total 2025	Total 2024
	£	£	£
Parent Fundraising Group Activity	1,393	1,393	-
	<u>1,393</u>	<u>1,393</u>	<u>-</u>

3 Income from charitable activities

	Unrestricted	Restricted	Total 2025	Total 2024
	£	£	£	£
Pre School	34,996	-	34,996	48,184
Busy Bees	132,421	-	132,421	96,958
Nursery Grants	179,499	-	179,499	122,671
Other Grants	-	15,985	15,985	4,168
	<u>346,916</u>	<u>15,985</u>	<u>362,901</u>	<u>271,981</u>

4 Income from investments

	Unrestricted	Total 2025	Total 2024
	£	£	£
Bank Interest	1,385	1,385	291
	<u>1,385</u>	<u>1,385</u>	<u>291</u>

5 Other income

	Unrestricted	Total 2025	Total 2024
	£	£	£
Misc Income	-	-	122
Fundraising Income	2,343	2,343	2,947
	<u>2,343</u>	<u>2,343</u>	<u>3,069</u>

6 Expenditure on raising funds

	Unrestricted	Total 2025	Total 2024
	£	£	£
Fundraising Expenditure	1,253	1,253	2,459
	<u>1,253</u>	<u>1,253</u>	<u>2,459</u>

7 Expenditure on charitable activities

	Unrestricted	Restricted	Total 2025	Total 2024
	£	£	£	£
<i>Expenditure on charitable activities</i>				
Pre School	3,043	-	3,043	4,788
Busy Bees	3,782	-	3,782	4,331
Nursery Grants	609	895	1,504	1,718
<i>Governance costs</i>				
Staff salaries	1,000	-	1,000	1,000
Licenses & memberships	311	-	311	1,039
Independent review	950	-	950	950
Other Governance costs	541	-	541	-
	<u>10,236</u>	<u>895</u>	<u>11,131</u>	<u>13,826</u>

8 Other expenditure

	Unrestricted	Restricted	Total 2025	Total 2024
	£	£	£	£
Employee costs	294,269	9,043	303,312	255,857
Premises costs	10,416	-	10,416	6,880
Amortisation, depreciation, impairment, profit/loss on disposal of fixed assets	13,094	-	13,094	6,436
General administrative costs	8,797	557	9,354	14,532
Legal and professional costs	4,414	-	4,414	1,590
	<u>330,990</u>	<u>9,600</u>	<u>340,590</u>	<u>285,295</u>

9 Net income/(expenditure) before transfers

	2025	2024
	£	£
This is stated after charging:		
Depreciation of owned fixed assets	13,094	6,436

10 Trustee remuneration and expenses

One or more of the trustees has been paid expenses in the current or prior periods.

	2025 Number	2024 Number
Number of trustees paid expenses	2	2
The nature of the reimbursed expenses	Trustee expenses represent amounts or reimbursement of costs paid on behalf of the charity for operational purposes. No benefits were received by any trustee for their involvement with the charity.	
	£	£
Total expenses reimbursed to trustees	731	298

11 Staff costs

	2025	2024
Salaries and wages	284,019	240,395
Social security costs	12,032	8,748
Pension costs	4,659	4,025
	<u>300,710</u>	<u>253,168</u>

No employee received emoluments in excess of £60,000.

Esther Beeby is a salaried employee, she also serves as a trustee but is not remunerated for her role as trustee.

12 Tangible fixed assets

	Fixtures, Fittings & Equipment £	Total £
Cost or revaluation		
At 1 April 2024	43,908	43,908
Additions	13,295	13,295
At 31 March 2025	<u>57,203</u>	<u>57,203</u>
Depreciation and impairment		
At 1 April 2024	6,824	6,824
Depreciation charge for the year	13,094	13,094
At 31 March 2025	<u>19,918</u>	<u>19,918</u>
Net book values		
At 31 March 2025	<u>37,285</u>	<u>37,285</u>
At 31 March 2024	<u>37,084</u>	<u>37,084</u>

Blue Coat Pre-School Unit & Busy Bees
Notes to the Accounts

13 Stocks

	2025	2024
	£	£
Raw materials and consumables	502	300
	<u>502</u>	<u>300</u>

14 Debtors

	2025	2024
	£	£
Trade debtors	-	186
Prepayments and accrued income	33,149	7,825
	<u>33,149</u>	<u>8,011</u>

15 Creditors:

amounts falling due within one year

	2025	2024
	£	£
Other taxes and social security	3,680	2,587
Other creditors	1,498	-
Accruals	1,180	1,100
	<u>6,358</u>	<u>3,687</u>

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	At 1 April 2024	Incoming resources (including other gains/losses) £	Resources expended £	At 31 March 2025 £
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Restricted income funds:				
Disability Access Fund	-	2,514	(1,332)	1,182
Apprenticeship	-	500	(500)	-
First Aid	-	180	(180)	-
EHCP	-	2,256	(1,780)	476
Sufficiency	-	10,535	(6,703)	3,832
<i>Total</i>	<u>-</u>	<u>15,985</u>	<u>(10,495)</u>	<u>5,490</u>
Unrestricted funds:				
General funds	208,453	352,037	(342,479)	218,011
Total funds	<u>208,453</u>	<u>368,022</u>	<u>(352,974)</u>	<u>223,501</u>

Purposes and restrictions in relation to the funds:

Restricted funds:

Disability Access Fund	To purchase items beneficial to children who are entitled to receive the grant
Apprenticeship	To cover the cost of an apprentice staff member
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	Unrestricted funds £	Restricted funds £	Total £
Fixed assets	37,285	-	37,285
Net current assets	180,726	5,490	186,216
	<u>218,011</u>	<u>5,490</u>	<u>223,501</u>

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	At 1 April 2024	Cash flows	At 31 March 2025
	£	£	£
Cash and cash equivalents	166,745	(7,822)	158,923
	<u>166,745</u>	<u>(7,822)</u>	<u>158,923</u>
Net debt	<u>166,745</u>	<u>(7,822)</u>	<u>158,923</u>

Signatures' technical details

Signatures

jo@willowaccountancy.co.uk

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Fingerprint

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Blue Coat Pre-School Unit & Busy Bees
Independent Examiners Report
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Mrs Jo Roberts CMA (Chartered Institute of Management Accountants)
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20 October 2025

Page 7

Verification QR Code



Signatures' technical details

Signatures

jostansfield@bluecoatpreschoolbusybees.co.uk Fingerprint

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Signature

Joanna Stansfield

Event log

10.50.10.88 20/10/2025, 21:19:05 BST
Signing request created.

System 20/10/2025, 21:19:10 BST
Notification sent to jostansfield@bluecoatpreschoolbusybees.co.uk.

System 20/10/2025, 21:19:17 BST
Signing page opened by signee
jostansfield@bluecoatpreschoolbusybees.co.uk.

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jostansfield@bluecoatpreschoolbusybees.co.uk.

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jostansfield@bluecoatpreschoolbusybees.co.uk.

System 20/10/2025, 21:22:12 BST
Signee jostansfield@bluecoatpreschoolbusybees.co.uk signed
document.

System 20/10/2025, 21:22:12 BST
Signing process completed.

Summary

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Document's hash: 343fcd531fe8cd59b78149217ab4837861f11a58dc31ae783162531a2dbe8bce

Final stamp: 20/10/2025, 21:22:15 BST

Blue Coat Pre-School Unit & Busy Bees

Independent Examiners Report

Independent Examiner's Report to the Trustees of Blue Coat Pre-School Unit & Busy Bees

I report to the trustees on my examination of the financial statements of Blue Coat Pre-School Unit & Busy Bees for the year ended 31 March 2025.

Responsibilities and basis of report

As the charity's trustees you are responsible for the preparation of the financial statements in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the charity's financial statements carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

As the charity's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination by being a qualified member of CIMA (Chartered Institute of Management Accountants).

I have completed my examination. I can confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

- the accounting records were not kept in respect of the charity as required by section 130 of the Act; or
- the financial statements do not accord with those records; or
- the financial statements do not comply with the applicable requirements concerning the form and content of financial statements set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the financial statements give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the financial statements to be reached.

Jo Roberts

signed on 20/10/2025, 11:18:22 BST

Mrs Jo Roberts CMA (Chartered Institute of Management Accountants)

Willow Accountancy Ltd

Tortworth Lodge

Tortworth

Wotton under Edge

GL12 8HG

20 October 2025

Verification QR Code



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BLUE COAT PRE-SCHOOL UNIT AND BUSY BEES

England & Wales - Charity number 1092513

Accounts

BLUE COAT PRE-SCHOOL UNIT AND BUSY BEES

Annual Report for year ending 31 March 2024

Name: Blue Coat Pre-School and Busy Bees

Address: Symn Lane, Wotton under Edge, Gloucestershire, GL12 7BD

Registration number: 1092513

Trustee Details: The following were trustees on the date that this report was approved:

Mark Gilling	Chairperson
Jo Jess	Secretary
Jo Stansfield	Finance Officer / Treasurer
Anna Yarker	Management Trustee
Esther Beeby	Management Trustee
Kat Potts	Management Trustee
Gemma Lawson	Management Trustee

Delegated roles:

Victoria Starling	Head of Pre School and Busy Bees
Jo Bell	Administrator

Other relevant roles:

Independent examiner	Jo Roberts, Willow Accountancy
Bankers	Lloyds, Stroud

Report of the Trustees

The Trustees present their report along, with the financial statements for the year ended 31 March 2024

Committee

No new Trustees were elected at the AGM in 2023. Mark Gilling was re-elected as Chairperson, Jo Jess as Secretary and Jo Stansfield as Finance Officer/Treasurer.

Structure, Governance & Management Constitution

The Charity is constituted using the Gloucestershire PATA Constitution, with no further amendments as approved at the AGM in 2020.

Organisational Structure

Meetings are every half term where committee members are kept up to date by the Head of the Unit and Administrator, who attend the meetings in an advisory capacity. Committee members make decisions based on the information received regarding staffing issues, financial matters and taking the Unit forward.

Trustee Appointment

The trustees are appointed at the Annual general meeting held in the autumn term by members who attend the meeting. The committee currently consists of a Chairperson, a Secretary, a Finance Officer, at least 3 elected members and 2 delegated members.

Trustee Induction and Training

New committee members are able to attend a Management Committee training course run by PATA. In addition, the Head of the Unit provides all trustees with an overview of the Early Years Foundation Stage – The Statutory Framework and a summary look at the requirements set out in the Childcare Register. All Trustees have undertaken a Level 2 Safeguarding training course.

Management

Day to day decisions are made by the Head of the Unit and the Administrator with input from other members of staff, and regular contact with the Finance Officer and Chair. The management committee makes major financial and staffing decisions that affect the structure of the unit at committee meetings.

Trustees are kept well informed by the Head of the Unit and Administrator as to any potential issues or risks, e.g., safeguarding concerns, cash flow, managing expenditure, legal and administrative changes and staffing.

Objectives

The main objectives for this financial year were:

- To continue careful financial control to ensure stability of the Unit
- Maintain a safe & stable environment for our Children, Staff and parents/carers
- Review and update all staff employment contracts with support of newly appointed HR consultant
- Maintain a high standard of provision in line with OFSTED framework
- Continue the successful management of the 30 hours funding
- Re-invest funds into the Unit
- Improvements to the playground/outdoor area surface and fencing
- A smooth transition to Famly, the admin platform for early educators
- To move from Tapestry to Famly for Children's Learning Journeys
- Maintain our strong relationship with the school

Highlights

The following report outlines the highlights of Blue Coat Pre School and Busy Bees business for the period 1 April 2023 to 31 March 2024.

Staffing changes

There have been some staffing changes to the Unit, but they continue to work cohesively.

Whilst we continue to support and be supported by 6th form students from Katharine Lady Berkeley School and other local colleges, whose role is to play with and care for the Busy Bees children, we have aimed to have a higher ratio of qualified staff to students in Busy Bees this year to enable more planned activities to be undertaken with the children.

Investment in IT

This financial year, the Unit continued to use Famly, an online admin system for early educators. We are utilising Famly for checking children in and out of the unit and for invoices and communication with parents/carer about their children's activities and progress, and other general admin. This has resulted in improved efficiencies and, we believe, benefits for parents/carers. Staff and trustees use social media to promote the excellent work of the Unit and connect with parents and carers.

Re-investment of funds into the Unit

The Unit continues to invest to improve the indoor and outdoor space for our children, as well as the purchase of new indoor and outdoor toys for the Unit to ensure that the children are able to benefit from a wide range of equipment in a safe and comfortable environment. We also built a new staffroom/garden office to give our staff space to enjoy their lunch break, which also serves as a meeting room for staff if needed, plus breakout space for small group work with the children.

Other Achievements

- Achieved Millie's Mark accreditation, for excellence paediatric first aid.
- We provided first aid courses to our Busy Bees students and parents/carers.
- Continued building relationships with the local community - in particular The Keepers.
- Supported our Toggles children to give them a positive transition into full time education.
- Held a successful open day to show existing and new parents/carers our wonderful setting.
- Reviewed and updated the employment contracts for all staff to ensure they remain fair and clear.
- Expansion of the Busy Bees Out of School provision to take up to 65 children after school
- Invested in staff training
- Took on an Apprentice
- Invested in Garden Room, Gazebo, New Toys, IT (Laptops), storage units and kitting out the kitchen with proper storage and equipment
- Partnership with parents – Lending Library, Mother's Day Tea, Summer Trip

Once again, our main achievement is the teamwork of the staff. Everyone continues to go over and above their job role in the last year, during these very difficult times. New staff have been welcomed and help us improve our practice day to day

Attendance

It was a good year for Toggles and Busy Bees. We are running at near capacity in preschool – even with the new staff – with a large number of 2-year-olds attending. Busy Bees remains busy, both morning and evening

Forthcoming Objectives and Highlights

- Continue to support children and families in need with the provision of subsidised childcare
- Restructure the toilets in the Buttons room
- Ensure readiness for possible OFSTED visit

Chairs report:

As I come to the end of my 6th and final year as a Trustee, with 5 of those as chair. I am continuously blown away by management of the unit and the staff who show their commitment, enthusiasm, care and passion on a daily basis that makes the whole unit so popular, lively and such a great place for our children to be.

The team continue to provide a first-class service to the children, and this is more than evident in the atmosphere and noise levels coming from the unit throughout the day. On behalf of all the trustees I would like to thank all our staff who always go over and above, and especially our Unit Manager Vicky, and Administrators Jo & Esther.

This year we continued to invest into the unit, we have (hopefully) addressed the outdoor space and have invested considerably in a new building to allow for our staff to have their breaks in comfort but also a private space for meetings such as SEN and parent updates. We now have a new fence, no more escape from Alcatraz type attempts, and I think it makes a massive difference to the look and feel of the unit. In 24/25 I hope we can start to develop our inside space a bit more – and the trustees will share more on this over the coming months.

We continue to support our fund that allows us to provide preschool and Busy Bees care for children whose parents/carers are experiencing financial difficulties or perhaps for safeguarding reasons. And have been able to provide 1,299 hours over the past year, 2,843 in total since we started to record. To me this is a fantastic achievement and one that I am proud to have been able to support in my time as chair.

We are always looking at ways that we can reinvest funds into the unit and to support our children, parents and carers, and are hoping to be able to do more trips next year, similar to the Cattle Country event last year.

Our numbers continue to remain high with us often being full in both Pre-school & Busy Bees, we continue to recruit new and experienced staff to increase our ability and sometimes to unfortunately replace team members who move on to further their career.

The relationship we have with the school and governors grows each year and this will continue.

We are continuing to review our pay & reward policy within Preschool & Busy Bees and have made amendments to our pay and reward this year which will, we hope, be seen as further evidence of our commitment as Trustees to the wellbeing of our employees.

As always, it is important that we have a well-rounded and involved group of trustees on board to support the unit across preschool & Busy Bees. so please, if you are on the fence about volunteering, throw caution to the wind and put your hand up later in the session, I promise you won't regret it.

Financial Review – 2023-2024

The attached accounts show the financial position of Blue Coat Pre-School and Busy Bees for the year ended 31st March 2024. Note: this year, our income exceeded a £250,000 threshold, requiring us to move to an accruals accounting basis (previously we were able to use a simpler “receipts and payments” approach).

- The principal sources of funding for the Unit are Fees, paid by parents, and Nursery Education Funding (Nursery Grant), paid by the local authority. This is supplemented by Fundraising Income.
- This year has seen a net expenditure of £26,239 (2023: net income of £4,446).
- Total income in the year was £275,341 (2023: £246,209), up by £29,132 on the previous year. The primary driver for the increase in income was having more children using the unit in busy bees.
- Total expenditure for the period was £301,580 (2023: £241,763), an increase on the previous year of £59,817. The principal driver was an increase in salary costs. The main reason for this is higher staffing levels to support the higher numbers of children using the unit. However, in addition our hourly rates have increased in line with increases to the national living wage.
- We have continued to progress our goal of investing to improve the unit for our children. Over and above the day-to-day costs of running the Pre-School and Busy Bees (which include staff costs, training, materials, food, occupancy of the building, insurances and administration costs), we have invested £41,143 in the unit over the course of the year. Notable investments include:
 - £27,900 on our new garden office
 - £7,800 on new fencing for the Unit
 - £2,800 on new laptops for staff
- Note: under the new accounting policy, these investments are classed as “tangible fixed assets” on our balance sheet, with an allowance for the depreciation of these assets included in the total expenditure.
- We are proud to have continued supporting families in difficulty through providing free regular or emergency childcare in the Unit. Under this policy we have provided nearly 1,300 free pre-school and busy bees hours to a value of over £5,000.
- Rent is paid quarterly to Blue Coat Primary School for the use of the Pre-School and Busy Bees facilities. There is no formal agreement in place with the school, but we have a good informal relationship with the school and rent payable to the school is agreed annually. There was an 11% increase to this occupancy cost this year, driven by increases to costs faced by the school.

Reserves Policy

- In line with guidance from the Charity Commission and our independent examiner, we have a reserves policy, which we review annually. It's important we hold reserves so we can keep

going during period of lower income or temporary closure (due to a global pandemic, for example!), carry out necessary repairs to or replacement of equipment and the buildings, and meet redundancy costs.

- Under our reserves policy the Unit aims to hold reserves consisting of:
 - Reserves to meet possible redundancy liabilities
 - General contingency reserves equal to three months total expenditure
- A full review of reserves is carried out annually. Based on the most recent review, our target reserves are **£111,791** (2023: £85,771.84 / 2022: £58,544). Under our current reserves policy, we aim to meet this target using only our cash balance. As of 31 March 2024, our cash balance was **£166,745**, (2023: £227,153) therefore our extra cash assets on top of this target reserve were **£54,954** (2023: £141,381). As planned, we have successfully reduced our excess reserves through investments, to the benefit of the children using the Unit, their families and our staff.

Fundraising

- **£2,947** was raised through fundraising during the period via several events and sources including our ever-popular jam jar tombola at the Christmas Under-The-Edge street event, commission we earn when families buy pre-school photos and Christmas cards, and at the Wotton institution that is Town Hall Teas. Thank you to all our staff and families for supporting these events and sales by baking cakes, helping serve teas and of course buying what we've been selling!
- Our fundraising allows us to subsidise our annual pre-school trip – this year a fun-filled day in cattle country.

Blue Coat Pre-School Unit & Busy Bees

Independent Examiners Report

Independent Examiner's Report to the trustee of Blue Coat Pre-School Unit & Busy Bees

I report to the trustees on my examination of the financial statements of Blue Coat Pre-School Unit & Busy Bees for the year ended 31 March 2024.

Responsibilities and basis of report

As the charity's trustee you are responsible for the preparation of the financial statements in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the charity's financial statements carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

As the charity's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination by being a qualified member of ACMA.

I have completed my examination. I can confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

- the accounting records were not kept in respect of the charity as required by section 130 of the Act; or
- the financial statements do not accord with those records; or
- the financial statements do not comply with the applicable requirements concerning the form and content of financial statements set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the financial statements give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the financial statements to be reached.

Jo Roberts

signed on 03/10/2024, 13:54:22 BST

Jo Roberts ACMA
Willow Accountancy
Willow Accountancy Ltd
Willow Cottage, Valley Road
Wotton Under Edge
Glos
GL12 7NP
03 October 2024

Blue Coat Pre-School Unit & Busy Bees

Statement of Financial Activities

for the year ended 31 March 2024

	Notes	Unrestricted funds 2024 £	Restricted funds 2024 £	Total funds 2024 £	Total funds 2023 £
Income and endowments from:					
Charitable activities	2	269,143	2,838	271,981	242,684
Investments	3	291	-	291	69
Other	4	3,069	-	3,069	3,456
Total		272,503	2,838	275,341	246,209
Expenditure on:					
Raising funds	5	2,459	-	2,459	1,610
Charitable activities	6	12,108	1,718	13,826	9,394
Other	7	284,175	1,120	285,295	230,759
Total		298,742	2,838	301,580	241,763
Net gains on investments		-	-	-	-
Net (expenditure)/income	8	(26,239)	-	(26,239)	4,446
Transfers between funds		-	-	-	-
Net (expenditure)/income before other gains/(losses)		(26,239)	-	(26,239)	4,446
Other gains and losses					
Net movement in funds		(26,239)	-	(26,239)	4,446
Reconciliation of funds:					
Total funds brought forward		234,692	-	234,692	230,246
Total funds carried forward		208,453	-	208,453	234,692

Blue Coat Pre-School Unit & Busy Bees**Balance Sheet**

at 31 March 2024

Charity No. 1092513

		2024	2023
		£	£
Fixed assets			
Tangible assets	10	37,084	2,377
		<u>37,084</u>	<u>2,377</u>
Current assets			
Stocks	11	300	-
Debtors	12	8,011	7,384
Cash at bank and in hand		166,745	227,153
		<u>175,056</u>	<u>234,537</u>
Creditors: Amount falling due within one year	13	(3,687)	(2,222)
		<u>171,369</u>	<u>232,315</u>
Net current assets		171,369	232,315
Total assets less current liabilities		208,453	234,692
Net assets excluding pension asset or liability		<u>208,453</u>	<u>234,692</u>
Total net assets		<u><u>208,453</u></u>	<u><u>234,692</u></u>
The funds of the charity			
Restricted funds	14		
Unrestricted funds	14		
General funds		208,453	234,692
		<u>208,453</u>	<u>234,692</u>
Reserves	14		
Total funds		<u><u>208,453</u></u>	<u><u>234,692</u></u>

Approved by the trustees on 16 October 2024

And signed on their behalf by:

M. Gilling

Trustee

16 October 2024

1 Accounting policies

Basis of preparation

The financial statements have been prepared in accordance with Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014 and the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and the Charities Act 2011.

Change in basis of accounting or to previous accounts

The threshold for receipts and payments accounting was exceeded in the current accounting period. There has therefore been a change to the accounting policy.

These accounts are prepared on an accruals basis and the accounts for the prior year 2022/23 have been restated on an accruals basis having previously been reported on a receipts and payments basis.

Fund accounting

Unrestricted funds	These are available for use at the discretion of the trustees in furtherance of the general objects of the charity.
Designated funds	These are unrestricted funds earmarked by the trustees for particular purposes.
Revaluation funds	These are unrestricted funds which include a revaluation reserve representing the restatement of investment assets at their market values.
Restricted funds	These are available for use subject to restrictions imposed by the donor or through terms of an appeal.

Blue Coat Pre-School Unit & Busy Bees

Notes to the Accounts

Income

Recognition of income Income is included in the Statement of Financial Activities (SoFA) when the charity becomes entitled to, and virtually certain to receive, the income and the amount of the income can be measured with sufficient reliability.

Income with related expenditure Where income has related expenditure the income and related expenditure is reported gross in the SoFA.

Donations and legacies Voluntary income received by way of grants, donations and gifts is included in the the SoFA when receivable and only when the Charity has unconditional entitlement to the income.

Tax reclaims on donations and gifts Income from tax reclaims is included in the SoFA at the same time as the gift/donation to which it relates.

Donated services and facilities These are only included in income (with an equivalent amount in expenditure) where the benefit to the Charity is reasonably quantifiable, measurable and material.

Volunteer help The value of any volunteer help received is not included in the accounts.

Investment income This is included in the accounts when receivable.

Gains/(losses) on revaluation of fixed assets This includes any gain or loss resulting from revaluing investments to market value at the end of the year.

Gains/(losses) on investment assets This includes any gain or loss on the sale of investments.

Expenditure

Recognition of expenditure Expenditure is recognised on an accruals basis. Expenditure includes any VAT which cannot be fully recovered, and is reported as part of the expenditure to which it relates.

Expenditure on raising funds These comprise the costs associated with attracting voluntary income, fundraising trading costs and investment management costs.

Expenditure on charitable activities These comprise the costs incurred by the Charity in the delivery of its activities and services in the furtherance of its objects, including the making of grants and governance costs.

Grants payable All grant expenditure is accounted for on an actual paid basis plus an accrual for grants that have been approved by the trustees at the end of the year but not yet paid.

Governance costs These include those costs associated with meeting the constitutional and statutory requirements of the Charity, including any audit/independent examination fees, costs linked to the strategic management of the Charity, together with a share of other administration costs.

Other expenditure These are support costs not allocated to a particular activity.

Taxation

The charity is exempt from tax on its charitable activities.

Notes to the Accounts

Tangible fixed assets and depreciation

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life:

Fixtures, Fittings & Equipment	25% Straight line
--------------------------------	-------------------

Stock

Stock is included at the lower of cost or net realisable value. Donated items of stock are recognised at fair value which is the amount the charity would have been willing to pay for the items on the open market.

Trade and other debtors

Trade and other debtors are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

Cash and cash equivalents

Cash and cash equivalents comprise cash at bank and on hand, demand deposits with banks and other short-term highly liquid investments with original maturities of three months or less and bank overdrafts. In the statement of financial position, bank overdrafts are shown within borrowings or current liabilities. In the Statement of Cash Flows, cash and cash equivalents are shown net of bank overdrafts that are repayable on demand and form an integral part of the company's cash management.

Trade and other creditors

Short term creditors are measured at the transaction price. Other creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

Pension costs

The charity operates a defined contribution plan for its employees. A defined contribution plan is a pension plan under which the charity pays fixed contributions into a separate entity. Once the contributions have been paid the charity has no further payments obligations. The contributions are recognised as expenses when they fall due. Amounts not paid are shown in accruals in the balance sheet. The assets of the plan are held separately from the charity in independently administered funds.

2 Income from charitable activities

	Unrestricted	Restricted	Total 2024	Total 2023
	£	£	£	£
Fees - Pre School	48,184	-	48,184	46,575
Fees - Busy Bees	96,958	-	96,958	71,280
Nursery Grants	122,671	-	122,671	115,578
Other Grants	1,330	2,838	4,168	9,251
	<u>269,143</u>	<u>2,838</u>	<u>271,981</u>	<u>242,684</u>

3 Income from investments

	Unrestricted	Total 2024	Total 2023
	£	£	£
Bank Interest	291	291	69
	<u>291</u>	<u>291</u>	<u>69</u>

4 Other income

	Unrestricted	Total 2024	Total 2023
	£	£	£
Misc Income	122	122	1,244
Fundraising Income	2,947	2,947	2,212
	<u>3,069</u>	<u>3,069</u>	<u>3,456</u>

5 Expenditure on raising funds

	Unrestricted	Total 2024	Total 2023
	£	£	£
Fundraising payments	2,459	2,459	1,610
	<u>2,459</u>	<u>2,459</u>	<u>1,610</u>

6 Expenditure on charitable activities

	Unrestricted	Restricted	Total 2024	Total 2023
	£	£	£	£
<i>Expenditure on charitable activities</i>				
Materials and Equipment	4,788	-	4,788	4,164
Busy Bees Snacks	4,331	-	4,331	2,969
Grant Expenditure	-	1,718	1,718	880
<i>Governance costs</i>				
Staff salaries	1,000	-	1,000	1,000
Licenses & memberships	1,039	-	1,039	381
Independent review	950	-	950	-
	<u>12,108</u>	<u>1,718</u>	<u>13,826</u>	<u>9,394</u>

Notes to the Accounts

7 Other expenditure

	Unrestricted	Restricted	Total 2024	Total 2023
	£	£	£	£
Employee costs	254,737	1,120	255,857	201,591
Premises costs	6,880	-	6,880	5,025
Amortisation, depreciation, impairment, profit/loss on disposal of fixed assets	6,436	-	6,436	388
General administrative costs	14,532	-	14,532	22,915
Legal and professional costs	1,590	-	1,590	840
	<u>284,175</u>	<u>1,120</u>	<u>285,295</u>	<u>230,759</u>

8 Net (expenditure)/income before transfers

	2024	2023
	£	£
This is stated after charging:		
Depreciation of owned fixed assets	6,436	388

9 Staff costs

	2024	2023
Salaries and wages	249,143	193,071
Pension costs	4,025	6,546
	<u>253,168</u>	<u>199,617</u>

No employee received emoluments in excess of £60,000.

10 Tangible fixed assets

	Fixtures, Fittings & Equipment	Total
	£	£
Cost or revaluation		
At 1 April 2023	2,765	2,765
Additions	41,143	41,143
At 31 March 2024	<u>43,908</u>	<u>43,908</u>
Depreciation and impairment		
At 1 April 2023	388	388
Depreciation charge for the year	6,436	6,436
At 31 March 2024	<u>6,824</u>	<u>6,824</u>
Net book values		
At 31 March 2024	<u>37,084</u>	<u>37,084</u>
At 31 March 2023	<u>2,377</u>	<u>2,377</u>

Blue Coat Pre-School Unit & Busy Bees
Notes to the Accounts

11 Stocks

	2024	2023
	£	£
Raw materials and consumables	300	-
	<u>300</u>	<u>-</u>

Carrying value analysed by activities

	2024	2023
	£	£
Preschool	300	-
	<u>300</u>	<u>-</u>

12 Debtors

	2024	2023
	£	£
Trade debtors	186	-
Prepayments and accrued income	7,825	7,384
	<u>8,011</u>	<u>7,384</u>

13 Creditors:

amounts falling due within one year

	2024	2023
	£	£
Other taxes and social security	2,587	2,173
Accruals	1,100	49
	<u>3,687</u>	<u>2,222</u>

14 Movement in funds

	At 1 April 2023	Incoming resources (including other gains/losses) £	Resources expended £	At 31 March 2024 £
Restricted funds:				
Restricted income funds:				
Disability Access Fund	-	1,718	(1,718)	-
Inclusion Fund	-	1,120	(1,120)	-
<i>Total</i>	-	2,838	(2,838)	-
Unrestricted funds:				
General funds	234,692	272,503	(298,742)	208,453
Total funds	234,692	275,341	(301,580)	208,453

Purposes and restrictions in relation to the funds:

Restricted funds:	
Disability Access Fund	To purchase items beneficial to children who are entitled to receive Disability Living Allowance
Inclusion Fund	To support a specific child requiring 1:1 support

15 Analysis of net assets between funds

	Unrestricted funds £	Total £
Fixed assets	37,084	37,084
Net current assets	171,369	171,369
	208,453	208,453

16 Reconciliation of net debt

	At 1 April 2023 £	Cash flows £	At 31 March 2024 £
Cash and cash equivalents	227,153	(60,408)	166,745
	227,153	(60,408)	166,745
Net debt	227,153	(60,408)	166,745

Signatures' technical details

Signatures

jo@willowaccountancy.co.uk

03/10/2024, 13:54:22 BST

Fingerprint

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Event log

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Summary

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Final stamp: 03/10/2024, 13:54:24 BST

Blue Coat Pre-School Unit & Busy Bees
Independent Examiners Report
Independent Examiner's Report to the trustee of Blue Coat Pre-School Unit & Busy Bees

I report to the trustees on my examination of the financial statements of Blue Coat Pre-School Unit & Busy Bees for the year ended 31 March 2024.

Responsibilities and basis of report
As the charity's trustee you are responsible for the preparation of the financial statements in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the charity's financial statements carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement
As the charity's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination by being a qualified member of ACPA.

I have completed my examination. I can confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

- the accounting records were not kept in respect of the charity as required by section 130 of the Act; or
- the financial statements do not accord with those records; or
- the financial statements do not comply with the applicable requirements concerning the form and content of financial statements set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the financial statements give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the financial statements to be reached.

Jo Roberts ACPA
Willow Accountancy
Willow Accountancy Ltd
Willow Cottage, Valley Road
Wotton Under Edge
Glos
GL12 7NP
03 October 2024

Verification QR Code



Blue Coat Pre-School Unit & Busy Bees

Independent Examiners Report

Independent Examiner's Report to the trustee of Blue Coat Pre-School Unit & Busy Bees

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Jo Roberts

signed on 03/10/2024, 13:54:22 BST

Jo Roberts ACMA
Willow Accountancy
Willow Accountancy Ltd
Willow Cottage, Valley Road
Wotton Under Edge
Glos
GL12 7NP
03 October 2024

Blue Coat Pre-School Unit & Busy Bees

Statement of Financial Activities

for the year ended 31 March 2024

	Notes	Unrestricted funds 2024 £	Restricted funds 2024 £	Total funds 2024 £	Total funds 2023 £
Income and endowments from:					
Charitable activities	2	269,143	2,838	271,981	242,684
Investments	3	291	-	291	69
Other	4	3,069	-	3,069	3,456
Total		272,503	2,838	275,341	246,209
Expenditure on:					
Raising funds	5	2,459	-	2,459	1,610
Charitable activities	6	12,108	1,718	13,826	9,394
Other	7	284,175	1,120	285,295	230,759
Total		298,742	2,838	301,580	241,763
Net gains on investments		-	-	-	-
Net (expenditure)/income	8	(26,239)	-	(26,239)	4,446
Transfers between funds		-	-	-	-
Net (expenditure)/income before other gains/(losses)		(26,239)	-	(26,239)	4,446
Other gains and losses					
Net movement in funds		(26,239)	-	(26,239)	4,446
Reconciliation of funds:					
Total funds brought forward		234,692	-	234,692	230,246
Total funds carried forward		208,453	-	208,453	234,692

Blue Coat Pre-School Unit & Busy Bees**Balance Sheet**

at 31 March 2024

Charity No. 1092513

		2024	2023
		£	£
Fixed assets			
Tangible assets	10	37,084	2,377
		<u>37,084</u>	<u>2,377</u>
Current assets			
Stocks	11	300	-
Debtors	12	8,011	7,384
Cash at bank and in hand		166,745	227,153
		<u>175,056</u>	<u>234,537</u>
Creditors: Amount falling due within one year	13	(3,687)	(2,222)
		<u>171,369</u>	<u>232,315</u>
Net current assets		171,369	232,315
Total assets less current liabilities		208,453	234,692
Net assets excluding pension asset or liability		<u>208,453</u>	<u>234,692</u>
Total net assets		<u><u>208,453</u></u>	<u><u>234,692</u></u>
The funds of the charity			
Restricted funds	14		
Unrestricted funds	14		
General funds		208,453	234,692
		<u>208,453</u>	<u>234,692</u>
Reserves	14		
Total funds		<u><u>208,453</u></u>	<u><u>234,692</u></u>

Approved by the trustees on 16 October 2024

And signed on their behalf by:

M. Gilling

Trustee

16 October 2024

1 Accounting policies

Basis of preparation

The financial statements have been prepared in accordance with Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014 and the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and the Charities Act 2011.

Change in basis of accounting or to previous accounts

The threshold for receipts and payments accounting was exceeded in the current accounting period. There has therefore been a change to the accounting policy.

These accounts are prepared on an accruals basis and the accounts for the prior year 2022/23 have been restated on an accruals basis having previously been reported on a receipts and payments basis.

Fund accounting

- | | |
|--------------------|--|
| Unrestricted funds | These are available for use at the discretion of the trustees in furtherance of the general objects of the charity. |
| Designated funds | These are unrestricted funds earmarked by the trustees for particular purposes. |
| Revaluation funds | These are unrestricted funds which include a revaluation reserve representing the restatement of investment assets at their market values. |
| Restricted funds | These are available for use subject to restrictions imposed by the donor or through terms of an appeal. |

Blue Coat Pre-School Unit & Busy Bees

Notes to the Accounts

Income

Recognition of income Income is included in the Statement of Financial Activities (SoFA) when the charity becomes entitled to, and virtually certain to receive, the income and the amount of the income can be measured with sufficient reliability.

Income with related expenditure Where income has related expenditure the income and related expenditure is reported gross in the SoFA.

Donations and legacies Voluntary income received by way of grants, donations and gifts is included in the the SoFA when receivable and only when the Charity has unconditional entitlement to the income.

Tax reclaims on donations and gifts Income from tax reclaims is included in the SoFA at the same time as the gift/donation to which it relates.

Donated services and facilities These are only included in income (with an equivalent amount in expenditure) where the benefit to the Charity is reasonably quantifiable, measurable and material.

Volunteer help The value of any volunteer help received is not included in the accounts.

Investment income This is included in the accounts when receivable.

Gains/(losses) on revaluation of fixed assets This includes any gain or loss resulting from revaluing investments to market value at the end of the year.

Gains/(losses) on investment assets This includes any gain or loss on the sale of investments.

Expenditure

Recognition of expenditure Expenditure is recognised on an accruals basis. Expenditure includes any VAT which cannot be fully recovered, and is reported as part of the expenditure to which it relates.

Expenditure on raising funds These comprise the costs associated with attracting voluntary income, fundraising trading costs and investment management costs.

Expenditure on charitable activities These comprise the costs incurred by the Charity in the delivery of its activities and services in the furtherance of its objects, including the making of grants and governance costs.

Grants payable All grant expenditure is accounted for on an actual paid basis plus an accrual for grants that have been approved by the trustees at the end of the year but not yet paid.

Governance costs These include those costs associated with meeting the constitutional and statutory requirements of the Charity, including any audit/independent examination fees, costs linked to the strategic management of the Charity, together with a share of other administration costs.

Other expenditure These are support costs not allocated to a particular activity.

Taxation

The charity is exempt from tax on its charitable activities.

Notes to the Accounts

Tangible fixed assets and depreciation

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life:

Fixtures, Fittings & Equipment	25% Straight line
--------------------------------	-------------------

Stock

Stock is included at the lower of cost or net realisable value. Donated items of stock are recognised at fair value which is the amount the charity would have been willing to pay for the items on the open market.

Trade and other debtors

Trade and other debtors are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

Cash and cash equivalents

Cash and cash equivalents comprise cash at bank and on hand, demand deposits with banks and other short-term highly liquid investments with original maturities of three months or less and bank overdrafts. In the statement of financial position, bank overdrafts are shown within borrowings or current liabilities. In the Statement of Cash Flows, cash and cash equivalents are shown net of bank overdrafts that are repayable on demand and form an integral part of the company's cash management.

Trade and other creditors

Short term creditors are measured at the transaction price. Other creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

Pension costs

The charity operates a defined contribution plan for its employees. A defined contribution plan is a pension plan under which the charity pays fixed contributions into a separate entity. Once the contributions have been paid the charity has no further payments obligations. The contributions are recognised as expenses when they fall due. Amounts not paid are shown in accruals in the balance sheet. The assets of the plan are held separately from the charity in independently administered funds.

2 Income from charitable activities

	Unrestricted	Restricted	Total 2024	Total 2023
	£	£	£	£
Fees - Pre School	48,184	-	48,184	46,575
Fees - Busy Bees	96,958	-	96,958	71,280
Nursery Grants	122,671	-	122,671	115,578
Other Grants	1,330	2,838	4,168	9,251
	<u>269,143</u>	<u>2,838</u>	<u>271,981</u>	<u>242,684</u>

3 Income from investments

	Unrestricted	Total 2024	Total 2023
	£	£	£
Bank Interest	291	291	69
	<u>291</u>	<u>291</u>	<u>69</u>

4 Other income

	Unrestricted	Total 2024	Total 2023
	£	£	£
Misc Income	122	122	1,244
Fundraising Income	2,947	2,947	2,212
	<u>3,069</u>	<u>3,069</u>	<u>3,456</u>

5 Expenditure on raising funds

	Unrestricted	Total 2024	Total 2023
	£	£	£
Fundraising payments	2,459	2,459	1,610
	<u>2,459</u>	<u>2,459</u>	<u>1,610</u>

6 Expenditure on charitable activities

	Unrestricted	Restricted	Total 2024	Total 2023
	£	£	£	£
<i>Expenditure on charitable activities</i>				
Materials and Equipment	4,788	-	4,788	4,164
Busy Bees Snacks	4,331	-	4,331	2,969
Grant Expenditure	-	1,718	1,718	880
<i>Governance costs</i>				
Staff salaries	1,000	-	1,000	1,000
Licenses & memberships	1,039	-	1,039	381
Independent review	950	-	950	-
	<u>12,108</u>	<u>1,718</u>	<u>13,826</u>	<u>9,394</u>

Notes to the Accounts

7 Other expenditure

	Unrestricted	Restricted	Total 2024	Total 2023
	£	£	£	£
Employee costs	254,737	1,120	255,857	201,591
Premises costs	6,880	-	6,880	5,025
Amortisation, depreciation, impairment, profit/loss on disposal of fixed assets	6,436	-	6,436	388
General administrative costs	14,532	-	14,532	22,915
Legal and professional costs	1,590	-	1,590	840
	<u>284,175</u>	<u>1,120</u>	<u>285,295</u>	<u>230,759</u>

8 Net (expenditure)/income before transfers

	2024	2023
	£	£
This is stated after charging:		
Depreciation of owned fixed assets	6,436	388

9 Staff costs

	2024	2023
Salaries and wages	249,143	193,071
Pension costs	4,025	6,546
	<u>253,168</u>	<u>199,617</u>

No employee received emoluments in excess of £60,000.

10 Tangible fixed assets

	Fixtures, Fittings & Equipment	Total
	£	£
Cost or revaluation		
At 1 April 2023	2,765	2,765
Additions	41,143	41,143
At 31 March 2024	<u>43,908</u>	<u>43,908</u>
Depreciation and impairment		
At 1 April 2023	388	388
Depreciation charge for the year	6,436	6,436
At 31 March 2024	<u>6,824</u>	<u>6,824</u>
Net book values		
At 31 March 2024	<u>37,084</u>	<u>37,084</u>
At 31 March 2023	<u>2,377</u>	<u>2,377</u>

Blue Coat Pre-School Unit & Busy Bees
Notes to the Accounts

11 Stocks

	2024	2023
	£	£
Raw materials and consumables	300	-
	<u>300</u>	<u>-</u>

Carrying value analysed by activities

	2024	2023
	£	£
Preschool	300	-
	<u>300</u>	<u>-</u>

12 Debtors

	2024	2023
	£	£
Trade debtors	186	-
Prepayments and accrued income	7,825	7,384
	<u>8,011</u>	<u>7,384</u>

13 Creditors:

amounts falling due within one year

	2024	2023
	£	£
Other taxes and social security	2,587	2,173
Accruals	1,100	49
	<u>3,687</u>	<u>2,222</u>

Notes to the Accounts

14 Movement in funds

	At 1 April 2023	Incoming resources (including other gains/losses) £	Resources expended £	At 31 March 2024 £
Restricted funds:				
Restricted income funds:				
Disability Access Fund	-	1,718	(1,718)	-
Inclusion Fund	-	1,120	(1,120)	-
<i>Total</i>	-	2,838	(2,838)	-
Unrestricted funds:				
General funds	234,692	272,503	(298,742)	208,453
Total funds	234,692	275,341	(301,580)	208,453

Purposes and restrictions in relation to the funds:

Restricted funds:

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Blue Coat Pre-School Unit & Busy Bees
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Js Roberts ACMA
Willow Accountancy
Willow Accountancy Ltd
Willow Cottage, Valley Road
Wotton Under Edge
Glos
GL12 7NP
03 October 2024

Verification QR Code



BLUE COAT PRE-SCHOOL UNIT AND BUSY BEES

England & Wales - Charity number 1092513

Accounts

BLUE COAT PRE-SCHOOL UNIT AND BUSY BEES

Index for Year Ended 31 March 2023

Content	Page number
Trustees Report	1-7
Reserves policy	8
Independent Examiner's Report	9
Receipts & Payments Accounts: Receipts	10
Receipts & Payments Accounts: Payments	11
Balance Sheet	12
Five Year Summary	13
Funded Places	14

Neil	Secretary	(Appointed 17 th October 2019)
Jo Sandfield	Finance Officer / Trustee	(Appointed 18 th November 2019)
Erin Leahy	Management Trustee	(Appointed 18 th November 2019)
Conor Farrelly	Management Trustee	(Appointed 24 th November 2019)
Ray Fells	Management Trustee	(Appointed 18 th November 2019)
Anna Taylor	Management Trustee	(Appointed 16 th October 2019)

Delegated roles:

Victoria Scaring	Head of the School and Busy Bees
Jo Bell	Administrator

Other relevant people:

Independent Examiner	John Smith
Inspector	Joseph Stroud

BLUE COAT PRE-SCHOOL UNIT AND BUSY BEES

Trustees Report for Year Ended 31 March 2023

Name: Blue Coat Pre-School and Busy Bees

Address: Symn Lane, Wotton under Edge, Gloucestershire, GL12 7BD

Registration number: 1092513

Trustee Details: The following were trustees on the date that this report was approved:

Mark Gilling	Chairperson	(Appointed 17th October 2018)
Jo Jess	Secretary	(Appointed 17 th October 2018)
Jo Stansfield	Finance Officer / Treasurer	(Appointed 18 th November 2020)
Esther Beeby	Management Trustee	(Appointed 18 th November 2020)
Gemma Lawson	Management Trustee	(Appointed 24 th November 2021)
Kat Potts	Management Trustee	(Appointed 18 th November 2020)
Anna Yarker	Management Trustee	(Appointed 16 th October 2019)

Delegated roles:

Victoria Starling	Head of Pre School and Busy Bees
Jo Bell	Administrator

Other relevant roles:

Independent examiner	Roger Smith
Bankers	Lloyds, Stroud

BLUE COAT PRE-SCHOOL UNIT AND BUSY BEES

Trustees Report for Year Ended 31 March 2023

Report of the Trustees

The Trustees present their report along, with the financial statements for the year ended 31 March 2023.

Committee

No new Trustees were elected at the AGM in 2022. Mark Gilling was re-elected as Chairperson, Jo Jess as Secretary and Jo Stansfield as Finance Officer/Treasurer.

Structure, Governance & Management Constitution

The Charity is constituted using the Gloucestershire PATA Constitution, with no further amendments as approved at the AGM in 2020.

Organisational Structure

Meetings are every half term where committee members are kept up to date by the Head of the Unit and Administrator, who attend the meetings in an advisory capacity. Committee members make decisions based on the information received regarding staffing issues, financial matters and taking the Unit forward.

Trustee Appointment

The trustees are appointed at the Annual general meeting held in the autumn term by members who attend the meeting. The committee currently consists of a Chairperson, a Secretary, a Finance Officer, at least 3 elected members and 2 delegated members.

Trustee Induction and Training

New committee members are able to attend a Management Committee training course run by PATA. In addition, the Head of the Unit provides all trustees with an overview of the Early Years Foundation Stage – The Statutory Framework and a summary look at the requirements set out in the Childcare Register. All Trustees have undertaken a Level 2 Safeguarding training course.

Management

Day to day decisions are made by the Head of the Unit and the Administrator with input from other members of staff, and regular contact with the Finance Officer and Chair. The management committee makes major financial and staffing decisions that affect the structure of the unit at committee meetings.

Trustees are kept well informed by the Head of the Unit and Administrator as to any potential issues or risks, e.g., safeguarding concerns, cash flow, managing expenditure, legal and administrative changes and staffing.

BLUE COAT PRE-SCHOOL UNIT AND BUSY BEES

Trustees Report for Year Ended 31 March 2023

Objectives

The main objectives for this financial year were:

- To continue careful financial control to ensure stability of the Unit
- Maintain a safe & stable environment for our Children, Staff and parents/carers
- Review and update all staff employment contracts with support of newly appointed HR consultant
- Maintain a high standard of provision in line with the Bristol Standard and the OFSTED framework
- Continue the successful management of the 30 hours funding
- Re-invest funds into the Unit
- Improvements to the playground/outdoor area surface and fencing
- A smooth transition to Family, the admin platform for early educators
- Maintain our strong relationship with the school

Highlights

The following report outlines the highlights of Blue Coat Pre School and Busy Bees business for the year ending 31 March 2023.

Staffing changes

There have been some staffing changes to the Unit, but they continue to work cohesively.

Whilst we continue to support and be supported by 6th form students from Katharine Lady Berkeley School and other local colleges, whose role is to play with and care for the Busy Bees children, we have aimed to have a higher ratio of qualified staff to students in Busy Bees this year to enable more planned activities to be undertaken with the children.

Investment in IT

This financial year, the Unit moved to using Family, an online admin system for early educators. We are utilising Family for checking children in and out of the unit and for invoices. This has resulted in improved efficiencies and, we believe, benefits for parents/carers. Staff and trustees use social media to promote the excellent work of the Unit and connect with parents and carers.

Re-investment of funds into the Unit

The Unit continues to invest to improve the indoor and outdoor space for our children, as well as the purchase of new indoor and outdoor toys for the Unit to ensure that the children are able to benefit from a wide range of equipment in a safe and comfortable environment.

BLUE COAT PRE-SCHOOL UNIT AND BUSY BEES

Trustees Report for Year Ended 31 March 2023

her Achievements

- Continued with In the Moment Planning and a more child-led approach to learning in both Busy Bees and Preschool.
- Achieved Millie's Mark accreditation, for excellence paediatric first aid.
- We provided first aid courses to our Busy Bees students and parents/carers.
- Continued building relationships with the local community - in particular The Keepers.
- Supported our Toggles children to give them a positive transition into full time education.
- Held a successful open day to show existing and new parents/carers our wonderful setting.
- Reviewed and updated the employment contracts for all staff to ensure they remain fair and clear.

Once again, our main achievement is the teamwork of the staff. Everyone continued to go over and above their job role in the last year, during these very difficult times. New staff have been welcomed and help us improve our practice day to day

Attendance

It was a good year for Toggles and Busy Bees. We are running at near capacity in preschool – even with the new staff – with a large number of 2-year-olds attending. Busy Bees remains busy, both morning and evening

Forthcoming Objectives and Highlights

- Continue to support children and families in need with the provision of subsidised childcare
- Restructure the toilets in the Buttons room
- Find a space solution for staff lunches and planning work

BLUE COAT PRE-SCHOOL UNIT AND BUSY BEES

Trustees Report for Year Ended 31 March 2023

Chair's report:

I am now in my 5th year as a Trustee, with 4 of those as chair. It is a testament to the management of the unit and the staff who show their commitment, enthusiasm, care and passion on a daily basis that makes the whole unit so popular, lively and such a great place for our children to be.

The team continue to provide a first-class service to the children, and this is more than evident in the atmosphere and noise levels coming from the unit throughout the day. On behalf of all the trustees I would like to thank all our staff who always go over and above, and especially our Unit Manager Vicky, and Administrator Jo.

This year we continued to invest into the unit, updates to the outdoor area with a new soft flooring being laid, new play equipment for indoors and out and we have started to investigate how we can make the space work better for our staff and children by reorganising the outdoor buildings in collaboration with the School Governors— more to come this year! We are continuing to support our fund that allows us to provide preschool and Busy Bees care for children whose parents/carers are experiencing financial difficulties or perhaps for safeguarding reasons. We are always looking at ways that we can reinvest funds into the unit and to support our children, parents and carers, we are currently investigating how we can improve the fence around the unit and are subsidising a preschool trip to Cattle Country for our Preschoolers. We are spending funds on the property used by pre-school and busy bees, but not owned by us, therefore also benefitting the wider school community.

Our numbers continue to remain high with us often being full in both Pre-school & Busy Bees, we continue to recruit new and experienced staff to increase our ability and sometimes to unfortunately replace team members who move on to further their career.

We are continuing to review our pay & reward policy within Preschool & Busy Bees and have made amends to our pay and reward this year which will, we hope, be seen as further evidence of our commitment as Trustees to the wellbeing of our employees.

As always, it is important that we have a well-rounded and involved group of trustees on board to support the unit across preschool & Busy Bees. so please, if you are on the fence about volunteering, throw caution to the wind and put your hand up later in the session, I promise you won't regret it.

BLUE COAT PRE-SCHOOL UNIT AND BUSY BEES

Trustees Report for Year Ended 31 March 2023

Financial Review

The attached accounts show the financial position of Blue Coat Pre-School and Busy Bees for the year ending 31st March 2023.

- The principal sources of funding for the Unit are Fees, paid by parents, and Nursery Education Funding (Nursery Grant), paid by the local authority. This is supplemented by Fundraising Income.
- This year has seen a deficit of Trading Receipts over Payments of **£3,695** (2022: deficit of **£4,125**), this is despite planned investment of over **£14,000** in the unit and therefore reflects a good year for the Unit.
- Trading Receipts were **£242,091** (2022: **£171,483**), up by **£70,609** on the previous year. The principal factors driving the difference were:
 - The primary driver for the increase in trading receipts was having more children using the unit, both in pre-school and busy bees.
- Trading Payments for the period were **£245,786** (2022: **£175,608**), an increase on the previous year by **£70,178**. The principal driving factors in this were as follows:
 - The principal driver was an increase in salary costs. The main reason for this is higher staffing levels to support the higher numbers of children using the unit. However, in addition our hourly rates have increased in line with increases to the national living wage and we have reduced our use of secondary school students to staff Busy Bees.
 - Increase in other costs due to high inflation, e.g. food, materials and occupancy
 - These increases are partially offset by our investment in the unit (more details below) being **£12,000** lower than last year.
- We have continued to progress our goal of investing to improve the unit for our children. Over and above the day-to-day costs of running the Pre-School and Busy Bees (which include staff costs, training, materials, food, occupancy of the building, insurances and administration costs), we have invested **£14,728** (2022: **£26,865**) in the unit over the course of the year, a decrease on the previous year of **£12,137**. Notable investments include:
 - **£9,500** to resurface the playground
 - **£800** on Dyson fans to help keep our staff and children cool in the extremely hot weather we experienced last July, and warm in the winter
 - **£800** on two new iPads to support the move to our new admin system, Family, allowing staff check children in and out of the unit electronically.
 - **£400** on outdoor lighting for the unit allowing busy bees children to play outside all year round.
 - **£200** for books on inclusion and diversity
- We are proud to have been able to continue supporting families in difficulty through providing free regular or emergency childcare in the Unit. Under this policy we have provided over 1,500 free pre-school and busy bees hours to a value of over **£6,000**.

BLUE COAT PRE-SCHOOL UNIT AND BUSY BEES

Trustees Report for Year Ended 31 March 2023

Rent is paid quarterly to Blue Coat Primary School for the use of the Pre-School and Busy Bees facilities. There is no formal agreement in place with the school, but we have a good informal relationship with the school and rent payable to the school is agreed annually. There was an 8% increase to this occupancy cost this year, driven by increases to energy costs faced by the school.

Reserves Policy

- In line with guidance from the Charity Commission and our independent examiner, we have a reserves policy, which we review annually. It's important we hold reserves so we can keep going during period of lower income or temporary closure (due to a global pandemic, for example!), carry out necessary repairs to or replacement of equipment and the buildings, and meet redundancy costs.
- Under our reserves policy the Unit aims to hold reserves consisting of:
 - Reserves to meet possible redundancy liabilities
 - General contingency reserves equal to three months total expenditure
- A full review of reserves is carried out annually. Based on the most recent review, our target reserves are **£85,771.84** (2022: £58,544). As of 31 March 2023, our total reserves were **£227,153**, (2022: £230,246) therefore our extra reserves on top of this target reserve were **£141,381** (2022: £171,702). As a result, we expect to be able to continue investing in the Unit with the aim of reducing the level of reserves towards our target level.

Fundraising

- Fundraising accounts saw a net increase in reserves of **£602** (2022: £552 / 2021: £204 / 2020: £929) during the period.
- **£2,212** was raised through fundraising during the period via several events and sources including our ever-popular jam jar tombola at the Christmas Under The Edge street event, commission we earn when families buy pre-school photos and Christmas cards, and at the Wotton institution that is Town Hall Teas. Thank you to all our staff and families for supporting these events and sales by baking cakes, helping serve teas and of course buying what we've been selling!
- We are trying to get better at buying specific items for the Unit from our fundraising so our families can see the benefits our children are getting from their support of our fundraising. Considering that, we have used some of the funds we raised this year to buy an amazing music frame for the kids to enjoy.
- As discussed earlier in this report, our finances are in a strong position and therefore the trustees agreed to donate half of the money we raised at Town Hall Teas to charities close to our hearts. As a result, small donations have been made to the wonderful community centre in Wotton, The Keepers, and, in recognition of their support for one of our pre-school children, the Junior Diabetes charity, JDRF.

BLUE COAT PRE-SCHOOL UNIT AND BUSY BEES

Reserves Policy for Year Ended 31 March 2023

at Pre-School & Busy Bees Unit aims to maintain reserves consisting of:

- Reserves to meet redundancy liabilities
- General contingency reserves equal to three months total expenditure, excluding maintenance and depreciation

Actual level of reserves will be monitored and compared with the target level no less than once a year.

Blue Coat Pre-School and Busy Bees has no restricted funds, so all cash balances will be considered part of reserves.

In the event of the reserves falling significantly below the target level, the Unit will aim to restore the reserves as soon as possible by increasing earned income, fundraising or reducing expenditure.

If reserves are significantly above the target level, the Unit will consider appropriate plans to eliminate the excess to further the aims of the Unit. However, the Unit will not take any steps that might call into question the ability of the Unit to continue as a financially viable operation in the long term.

at Pre-School Unit and Busy Bees

**Independent Examiner's Report to the Trustees
of the accounts for the year ended 31 March 2023
on pages 10 to 13**

Report to the trustees on my examination of the accounts of the above charity for the year ended 31 March 2023.


Responsibilities and basis of report

The charity's trustees you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011. My report in respect of my examination of the accounts carried out under section 145 of the 2011 Act and in carrying out my examination. I have followed all 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 in connection with the examination which gives me cause to believe that in any material respect:
the accounting records were not kept in accordance with section 130 of the Charities Act or
the accounts did not accord with the accounting records; or
the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to reach a proper understanding of the accounts to be reached.

Signed 

21 July 2023

R A F Smith FCA
Institute of Chartered Accountants in England and Wales

12 Three Springs Road
Pershore Worcestershire WR10 1HH

BLUE COAT PRE-SCHOOL UNIT AND BUSY BEES

Receipts and Payments Account for Year Ended 31 March 2023

Receipts

	2023 £	2022 £
Fees - Pre School	46,575	31,716
Fees - Busy Bees	71,280	62,225
Nursery Grant (Pre-School)	115,578	74,582
Other Grants	7,346	2,937
Bank Interest (net)	69	23
Miscellaneous	1,244	-
	242,091	171,483
	245,786	175,608
	-3,695	-4,125
Less Payments Made		
Deficit for Year	2,212	1,056
Fundraising Receipts	1,610	504
Less Payments Made	602	552
Surplus for Year		

BLUE COAT PRE-SCHOOL UNIT AND BUSY BEES

Receipts and Payments Account for Year Ended 31 March 2023


	2023	2022
	£	£
Payments		
Salaries	198,444	126,371
Materials	4,211	2,141
Occupancy	5,025	4,661
Food/Snacks	2,969	580
Payroll Services	792	792
Office Costs	3,458	2,942
PATA Membership & Insurance	1,392	1,249
Other fees (Ofsted & Data Prot)	85	85
Staff Training	1,974	1,715
Miscellaneous	8,236	4,626
Spending from Grants	880	960
Advertising/Marketing	-	352
FAMILY/First Steps	3,280	1,512
DBS checks	312	759
Investment in Unit	14,728	26,865
Total Payments	245,786	175,608


BLUE COAT PRE-SCHOOL UNIT AND BUSY BEES

Balance Sheet as at 31 March 2023

	2023	2022
	£	£
Cash at Bank-trading	134,600	165,523
Cash at Bank-Minimum Reserves	85,772	58,544
Cash at bank -fundraising	6,781	6,179
Total	227,153	230,246
	2023	2022
	£	£
General Reserve		
Opening Balance	224,067	228,193
Deficit of Receipts over Payments- trading	-3,695	-4,125
Closing balance	220,372	224,067
Fundraising Reserve		
Opening Balance	6,179	5,627
Surplus of Receipts over Payments - fundraising	602	552
Closing balance	6,781	6,179
Total Reserves	227,153	230,246

Signed by one or two trustees on behalf of all the trustees

 Print Name mskuncy

 Print Name JOANNA STANSFIELD

Date of Approval 21 July 2023

BLUE COAT PRE-SCHOOL UNIT AND BUSY BEES

Five Year Summary for Year Ended 31 March 2023

	2023 £	2022 £	2021 £	2020 £	2019 £
Receipts and Payments					
Receipts	117,855	93,941	39,974	93,386	110,387
Fees	115,578	74,582	75,722	83,700	53,346
Nursery Grant	8,658	2,960	7,733	4,011	1,632
Others	242,091	171,483	123,429	181,097	165,365
Payments					
Salaries	198,444	126,371	95,477	117,386	116,412
Investment in Unit	14,728	26,865	-	-	1,755
Materials	4,211	2,141	1,843	1,962	4,334
Occupancy	5,025	4,661	4,334	4,334	18,752
Others	23,378	15,570	9,517	19,139	141,252
	245,786	175,608	111,171	142,821	141,252
Deficit/Surplus	-3,695	-4,125	12,258	38,276	24,113
Fundraising					
Receipts	2,212	1,056	551	2,193	3324.37
Payments	1,610	504	348	1,265	1,906
Surplus	602	552	203	928	1,418
Balance Sheet					
Cash at Bank - trading	134,600	165,523	228,193	.215,936	177,660
Cash at Bank - Minimum Reserves	85,772	58,544	5,627	5,423	4,494
Cash at bank - fundraising	6,781	6,179	233,820	221,359	182,154
	227,153	230,246			

BLUE COAT PRE-SCHOOL UNIT AND BUSY BEES

Funded Places for Year Ended 31 March 2023

In line with the MT Committee's new policy on supporting families in need, funded pre-school and busy bees sessions may be offered to children in certain circumstances. These are free sessions they do not show in the receipts or payments, however this worksheet tracks the free pre-school hours offered.

	PS Summer Term 22	Hrs/w	Wks	Fees	Total Fees		Total Hours	
					Subsidised	Subsidised		
C	H	Term 5	15	£4.25	£318.75		75 partly funded by PP	
C	H	Term 6	15	£4.25	£446.25		105	
L	A	Term 5	15	£4.25	£318.75		75	
L	A	Term 6	15	£4.25	£446.25		105	
PS Autumn Term 22								
L	A	Term 1	15	£4.25	£446.25		105 partly funded by PP	
L	A	Term 2	15	£4.25	£446.25		105	
P	A	Term 1	15	£4.25	£446.25		105	
P	A	Term 2	15	£4.25	£446.25		105	
D	A	Term 1	15	£4.25	£446.25		105 Rec'd £45.61 Ukraine fund from GCC	
D	A	Term 2	15	£4.25	£446.25		105	
PS Spring Term 23								
L	A	Term 3	15	£4.46	£468.30		105 partly funded by PP	
L	A	Term 4	15	£4.46	£334.50		75	
L	A	Term 3	15	£4.46	£468.30		105	
P	A	Term 3	15	£4.46	£334.50		105 Rec'd £214.90 Ukraine fund from GCC	
P	A	Term 4	15	£4.46	£468.30		75	
D	A	Term 3	15	£4.46	£334.50		75	
D	A	Term 4	15	£4.46	£334.50		75	
Busy Bees								
K	W	May-22	6	£20.70	£20.70		6	
C	SS	Mar-23	9	£32.61	£65.22		18	
					£6,701.82		1554	

mum in hospital - emergency care 2 days
family in crisis, 3 PMS in BB/week

BLUE COAT PRE-SCHOOL UNIT AND BUSY BEES

England & Wales - Charity number 1092513

Accounts



Section A Independent Examiner's Report

Report to the trustees/ members of

Charity Name BLUE COAT PRE-SCHOOL AND BUSY BEES

On accounts for the year ended

31st MARCH 2022

Charity no (if any)

1092513

Set out on pages

1 - 13 (remember to include the page numbers of additional sheets)

Responsibilities and basis of report

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended DD/MM/YYYY.

As the charity's trustees, 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 all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

[The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of [insert name of applicable listed body]]. Delete [] if not applicable.

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination (other than that disclosed below *) which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report 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: [Signature]

Date: 3 October 2022

Name: ROGER ANTHONY FREDERICK SMITH.

Relevant professional qualification(s) or body

[Empty box for professional qualification]

(if any):

Address:

12 THREE SPRINGS ROAD
PERSHORE
WORCS WR10 1H4.

Section B

Disclosure



Only complete if the examiner needs to highlight material 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.

**BLUE COAT PRE-SCHOOL & BUSY BEES
BALANCE SHEET AS AT 31 MARCH 2022**

	2022	2021
	£	£
Cash at Bank-trading	165,523	228,193
Cash at Bank - minimum reserves	58,544	
Cash at Bank-fundraising	6,179	5,627
Total	230,246	233,819
	2022	2021
	£	£
General Reserve		
Opening Balance	228,193	215,936
(Deficit)/Surplus of Receipts and Payments	4,125	12,257
Closing balance	224,067	228,193
Fundraising Reserve		
Opening Balance	5,627	5,423
Surplus of Receipts over Payments - fundraising	552	204
Closing balance	6,179	5,627
Accumulated Funds	230,246	233,819

Signed by one or two trustees on behalf of all the trustees

	Print Name JOANNA STANSFIELD
	Print Name JOANNA STANSFIELD
Date of Approval 28/09/2022	

**BLUE COAT PRE-SCHOOL & BUSY BEES
RECEIPTS AND PAYMENTS ACCOUNT
FOR THE YEAR ENDED 31 MARCH 2022**

Receipts

	2022	2021
	£	£
Fees - Pre School	31,716	8,520
Fees - Busy Bees	62,225	31,454
Nursery Grant (Pre-School)	74,582	75,722
Other Grants	2,937	6,783
Bank Interest (net)	23	47
Miscellaneous	-	903

	171,483	123,428
	175,608	111,171
	-	4,125
	-	12,257

Less Payments Made
(Deficit)/Surplus for Year

Fundraising Receipts	1,056	551
Less Payments Made	504	348
Surplus for Year	552	204

**BLUE COAT PRE-SCHOOL & BUSY BEES
RECEIPTS AND PAYMENTS ACCOUNT
FOR THE YEAR ENDED 31 MARCH 2022**

Payments	2022 £	2021 £
Salaries	126,371	95,477
Materials	2,141	1,843
Occupancy	4,661	4,334
Food/Snacks	580	-
Payroll Services	792	792
Office Costs	2,942	950
PATA Membership & Insurance	1,249	1,117
Other fees (Ofsted & Data Prot)	85	85
Staff Training	1,715	952
Miscellaneous	4,626	3,532
Spending from Grants	960	-
Technology Lease	-	-
Advertising/Marketing	352	-
First Steps System	1,512	1,512
DBS checks	759	576
Investment in Unit	26,865	-
Total Payments	175,608	111,171

BLUE COAT PRE-SCHOOL & BUSY BEES

FIVE YEAR SUMMARY

Receipts and Payments

	2022	2021	2020	2019	2018
	£	£	£	£	£
Receipts	93,941	39,974	93,386	110,387	79,911
Fees	74,582	75,722	83,700	53,346	59,811
Nursery Grant	2,960	7,733	4,011	1,632	8,618
Others	171,483	123,429	181,097	165,365	148,340

Payments

Salaries	126,371	95,477	117,386	116,412	106,324
Investment in Unit	26,865	-	-	-	-
Materials	2,141	1,843	1,962	1,755	1,656
Occupancy	4,661	4,334	4,334	4,334	4,066
Others	15,571	9,517	19,139	18,752	11,926
	175,608	111,171	142,821	141,252	123,973

Surplus

	4,125	12,258	38,276	24,113	24,368
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Fundraising

Receipts	1,056	551	2,193	3324.37	3542.58
Payments	504	348	1,265	1,906	3,926
Surplus	552	203	928	1,418	383

Balance Sheet

Cash at Bank - trading	165,523	228,193	215,936	177,660	153,548
Cash at bank - minimum reserves	58,544				
Cash at bank - fundraising	6,179	5,627	5,423	4,494	2,899
Accumulated Funds	230,246	233,820	221,359	182,154	156,447

BLUE COAT PRE-SCHOOL UNIT AND BUSY BEES

Annual Report for year ending 31 March 2022

Name: Blue Coat Pre-School and Busy Bees

Address: Symn Lane, Wotton under Edge, Gloucestershire, GL12 7BD

Registration number: 1092513

Trustee Details: The following were trustees on the date that this report was approved:

Mark Gilling	Chairperson
Jo Jess	Secretary
Jo Stansfield	Finance Officer / Treasurer
Anna Yarker	Management Trustee
Jo Stansfield	Management Trustee
Esther Beeby	Management Trustee
Kat Potts	Management Trustee
Gemma Lawson	Management Trustee
Hannah Broklesby	Management Trustee

Delegated roles:

Victoria Starling	Head of Pre School and Busy Bees
Jo Bell	Administrator

Other relevant roles:

Independent examiner	Roger Smith
Bankers	Lloyds, Stroud

Report of the Trustees

The Trustees present their report along, with the financial statements for the year ended 31 March 2022.

Committee

At the AGM in 2021, we were overjoyed to elect two new Management Trustees Gemma Lawson & Hannah Broklesby. Mark Gilling was re-elected as Chairperson, Jo Jess as Secretary and Jo Stansfield took on the role of Finance Officer/Treasurer.

Structure, Governance & Management Constitution

The Charity is constituted using the Gloucestershire PATA Constitution, with no further amendments as approved at the AGM in 2020.

Organisational Structure

Meetings are every half term where committee members are kept up to date by the Head of the Unit and Administrator, who attend the meetings in an advisory capacity. Committee members make decisions based on the information received regarding staffing issues, financial matters and taking the Unit forward.

Trustee Appointment

The trustees are appointed at the Annual general meeting held in the autumn term by members who attend the meeting. The committee currently consists of a Chairperson, a Secretary, a Finance Officer, at least 3 elected members and 2 delegated members.

Trustee Induction and Training

New committee members are able to attend a Management Committee training course run by PATA. In addition, the Head of the Unit provides all trustees with an overview of the Early Years Foundation Stage – The Statutory Framework and a summary look at the requirements set out in the Childcare Register.

Management

Day to day decisions are made by the Head of the Unit and the Administrator with input from other members of staff, and regular contact with the Finance Officer and Chair. The management committee makes major financial and staffing decisions that affect the structure of the unit at committee meetings.

Trustees are kept well informed by the Head of the Unit and Administrator as to any potential issues or risks, e.g. cash flow, managing expenditure, legal and administrative changes and staffing.

Objectives

The main objectives for this financial year were:

- To continue careful financial control to ensure stability of the Unit
- Maintain a safe & stable environment for our Children, Staff and parents/carers post COVID
- Maintain and update all policies and procedures with support of newly appointed HR consultant
- Maintain a high standard of provision in line with the Bristol Standard and the OFSTED framework
- Continue the successful management of the 30 hours funding
- Re-invest funds into the Unit
- Improvements to the playground/outdoor area fencing

Highlights

The following report outlines the highlights of Blue Coat Pre School and Busy Bees business for the period 1 April 2021 to 31 March 2022.

Staffing changes

There have been some staffing changes to the Unit but they continue to work cohesively.

We continue to support and be supported by 6th form students from Katharine Lady Berkeley School and other local colleges. Their role is to play and care for the Busy Bees children.

Investment in IT

The Unit continues to utilise the computerised booking and invoice system and the staff and trustees use social media to promote the excellent work of the Unit and connect with parents and carers.

Re-investment of funds into the Unit

The Unit continues to purchase indoor and outdoor toys for the Unit and storage in order to ensure that the children are able to benefit from a wide range of equipment.

Other Achievements

- Continued with In the Moment Planning and a more child-led approach to learning in both Busy Bees and Preschool.
- All policies and procedures were updated.
- Improved our relationship with Reception and the school as a whole
- We have streamlined our resources and moved towards loose parts and using natural resources in the children's play
- Staying open through the pandemic and delivering care to all children who needed it.
- Building Relationships with the local community - namely The Keepers
- New Sand Pit - well used by both preschool and Busy Bees

- New Garden planters – again well used by both preschool and Busy Bees – the vegetables are coming along
- A shining report from our County Early Years Advisor

Once again, our main achievement is the teamwork of the staff. Everyone continues to go over and above their job role in the last year, during these very difficult times. New staff have been welcomed and help us improve our practice day to day

Attendance

It was a good year for Toggles and Busy Bees. We are running at near capacity in preschool – even with the new staff – with a large number of 2-year-olds attending. Busy Bees remains busy, both morning and evening

Forthcoming Objectives and Highlights

- Further investment into the outside area
- Boost the management trustee and “Friends” membership.
- Introduction of a staff handbook

Chairs report:

With 4 years as a Trustee, 3 of those as chair. I am still blown away by the level of enthusiasm, caring, skill and passion all of our staff show on a daily basis. There was evidence of this in abundance at the recent open day as staff came in on their day off to decorate the unit ready to welcome kids, parents and carers some of whom had not even passed the gate before. It was a fantastic day and we were so glad we could invite you all in to view the unit. The team continue to provide a first-class service to the children and this is more than evident in the atmosphere and often noise levels coming from the unit throughout the day. On behalf of all the trustees I would like to thank all of our staff who always go over and above, and especially our Unit manager Vicky, and administrator Jo.

Last year we invested a significant amount of money into the unit, Updates to the outdoor area, New all in one suits for children, new tables, new blinds and others. In addition, we were also able to set up a fund that allows us to provide preschool and Busy Bees care for children whose parents/carers are experiencing financial difficulties or perhaps for safeguarding reasons. We are continuing to look at ways that we can reinvest funds into the unit and to support our children, parents and carers, next year we are looking to improve the fence around the unit and subsidise a preschool trip to the Wild Place.

Our numbers continue to remain high with us often being full in both Pre-school & Busy Bees, we continue to recruit new and experienced staff to increase our ability and sometimes to unfortunately replace team members who move on to further their career.

Last year we created a sub committee to review our pay & reward policy within Preschool & Busy Bees and we were able to successfully launch a number of changes to our pay and reward policy which will we hope will be seen as further evidence of our commitment as Trustees to the wellbeing of our employees.

As always, it is important that we have a well-rounded and involved group of trustees on board to support the unit across preschool & Busy Bees. so please, if you are on the fence about volunteering, throw caution to the wind and put your hand up later in the session, I promise you won't regret it.

Financial Review – 2021-2022

At our last AGM, Laura Templeton-Cox stood down from her role as treasurer of the trustees after 7 dedicated years in the role. We are hugely grateful for her commitment, insight and support over this time. So, it is very large shoes that I am stepping into as I take up the role as her replacement! So here goes my first treasurer's report...

The attached accounts show the financial position of Blue Coat Pre-School and Busy Bees for the year ended 31st March 2022.

- The principal sources of funding for the Unit are Fees, paid by parents, and Nursery Education Funding (Nursery Grant), paid by the local authority. This is supplemented by Fundraising Income, generated by the Fundraising Team.

- This year has seen a deficit of Trading Receipts over Payments of **£4,125** (2021: surplus of £12,257/ 2020: surplus of £38,276 / 2019: surplus of £24,112), this is despite planned investment of over £26,000 in the unit and therefore reflects a good year for the Unit, despite continued COVID challenges.

- Trading Receipts were **£171,483** (2021: £123,428 / 2020: £181,097 / 2019: £165,364), up by £48,054 on the previous year. The principal factors driving the difference were:
 - The primary driver for the increase in trading receipts was the unit being able to stay open throughout the year, after having been closed for a number of months last year as a result of COVID-19. As a result both pre-school and busy bees fees were up substantially on last year, returning to 2020 levels.

- Trading Payments for the period were **£175,608** which is an increase on the previous year by £64,437 (2021: £111,171 / 2020: £142,821 / 2019: £141,252). The principal driving factors in this were as follows:
 - The principal driver was an increase in salary costs due to being able to remain open, after last year when we closed for a number of months (and therefore staff salaries were materially covered by furlough payments from the government).
 - In addition, bubbles remained in place for much of the year, requiring increased staffing ratios for busy bees and therefore increasing salary costs.
 - Significant and intentional investment in the unit (more details below)
 - Increase in other costs that were temporarily reduced last year due to COVID-19 closures, e.g. Food, office costs, staff training and marketing.

- The easing of COVID-19 restrictions has allowed us to progress our objective of investing to improve the unit for our children. Over and above the day-to-day costs of running the Pre-School and Busy Bees, which include staff costs, training, materials, food and snacks, occupancy of the building, insurances and administration costs, we have therefore also invested **£26,865** in the unit over the course of the year (this is the first year we have separately identified investment in the unit in the accounts so we don't have previous year comparatives), with notable investments as follows:
 - Over £17,000 on significant developments made to the garden including our wonderful new play beach, raised beds for the kids to try out their green fingers, a new mud kitchen and new improved garden storage, some solar lighting for dark evenings and an outside tap.
 - £2,700 on new tables throughout the unit
 - £1,900 on all-in-one waterproofs for our pre-schoolers – having had the pleasure of seeing the Toggles returning from a forest play session wearing them, I can confirm they are being well used (and serving a valuable purpose!)
 - £1,800 on an HR support package allowing us to update the employment contracts of our team.
 - £800 on new blinds in the Buttons to improve security.

- As mentioned in the Chair's report we have introduced a new policy on providing support for families in difficulty. Under this policy we have provided **498** free pre-school hours to a value of **£2,021**.
- Rent is paid quarterly to Blue Coat Primary School for the use of the Pre-School and Busy Bees facilities. There is no formal agreement in place with the school but we have a good informal relationship with the school and rent payable to the school is agreed annually.

- As mentioned in the Chair's report, we have this year implemented a new pay structure for our valuable team. Our objective was to reflect the changes to the national living wage whilst ensuring we differentiate between different levels of experience and responsibility and to give the team visibility of opportunities for progression with the Unit.

Reserves Policy

- In line with guidance from the Charity Commission and our independent examiner, in March we formalised and approved our reserves policy. It's important we hold reserves so we can keep going during period of lower income or temporary closure (due to a global pandemic, for example!), carry out necessary repairs to or replacement of equipment and the buildings, and meet redundancy costs.

- Under our reserves policy the Unit aims to maintain reserves consisting of:
 - Reserves to meet possible redundancy liabilities
 - General contingency reserves equal to three months total expenditure

- A full review of reserves is carried out annually. Based on the most recent review, our target reserves are **£58,544**. As at 31 March 2022 our total reserves were **£230,246**, therefore our surplus reserves in excess of the target reserve were **£171,702**. As a result, we expect to be able to continue investing in the Unit with the aim of reducing the level of reserves towards our target level.

- Our reserves are currently held entirely in cash bank accounts. Whilst our reserves are significantly above our target level, we have received advice from our independent examiner to consider other investment solutions for some of our excess funds. Because of the current low interest rates, the Trustees have decided to keep our surplus reserves in cash in the short term but will keep this under consideration. We would likely need to take independent financial advice to progress this.

Fundraising

- Fundraising accounts saw a net increase in reserves of **£552** (2021: £204 / 2020: £929 / 2019: £1,418) during the period.
- **£1,056** was raised by the Parent Fundraising Group during the period. The easing of COVID-19 restrictions has meant that many of our regular fundraising events have been able to return, including our ever popular jam jar tombola at the Christmas Under The Edge street event. We've also been able to provide pre-school parents with the opportunity to buy photos of and Christmas cards designed by their children, which both raise income for the unit. In addition, we have raised additional income through car boot sales and Ebay clothes sales.
- At our last AGM, Claire Serle stood down from the trustees. During her time as a Trustee, Claire has been the driving force behind our fundraising, working tirelessly in ever more ingenious ways to raise both funds and, equally important, awareness of and profile for the Unit and providing events and services for the children and parents of the Unit but also the wider community. We say a huge thank you to Claire for her unending commitment to the Unit over her time on the Trustees.
- As discussed earlier in this report, our finances are in a strong position and therefore it has been agreed that we will take a step back from active fundraising in the short term. However, we know that many of the fundraising events we run or take part in give benefits to our Unit, our children and their families and the wider community. For example, raising awareness of the Unit, giving children the opportunity to share their artwork with friends and family in the form of Christmas cards and the smiles our jam jar tombola at the Christmas Under the Edge bring to the children of Wotton. Therefore, we will continue to take part in events that bring these wider benefits.

BLUE COAT PRE-SCHOOL UNIT AND BUSY BEES

England & Wales - Charity number 1092513

Accounts



Section A

Independent Examiner's Report

Report to the trustees/ members of

BLUE COAT PRE-SCHOOL + BUSY BEES

On accounts for the year ended

31ST MARCH 2021

Charity no (if any)

1092513

Set out on pages

1-11

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").

Independent examiner's statement

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.

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:

[Signature]

Date:

7 November 2021

Name:

ROGER ANTHONY FREDERICK SMITH

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

Address:

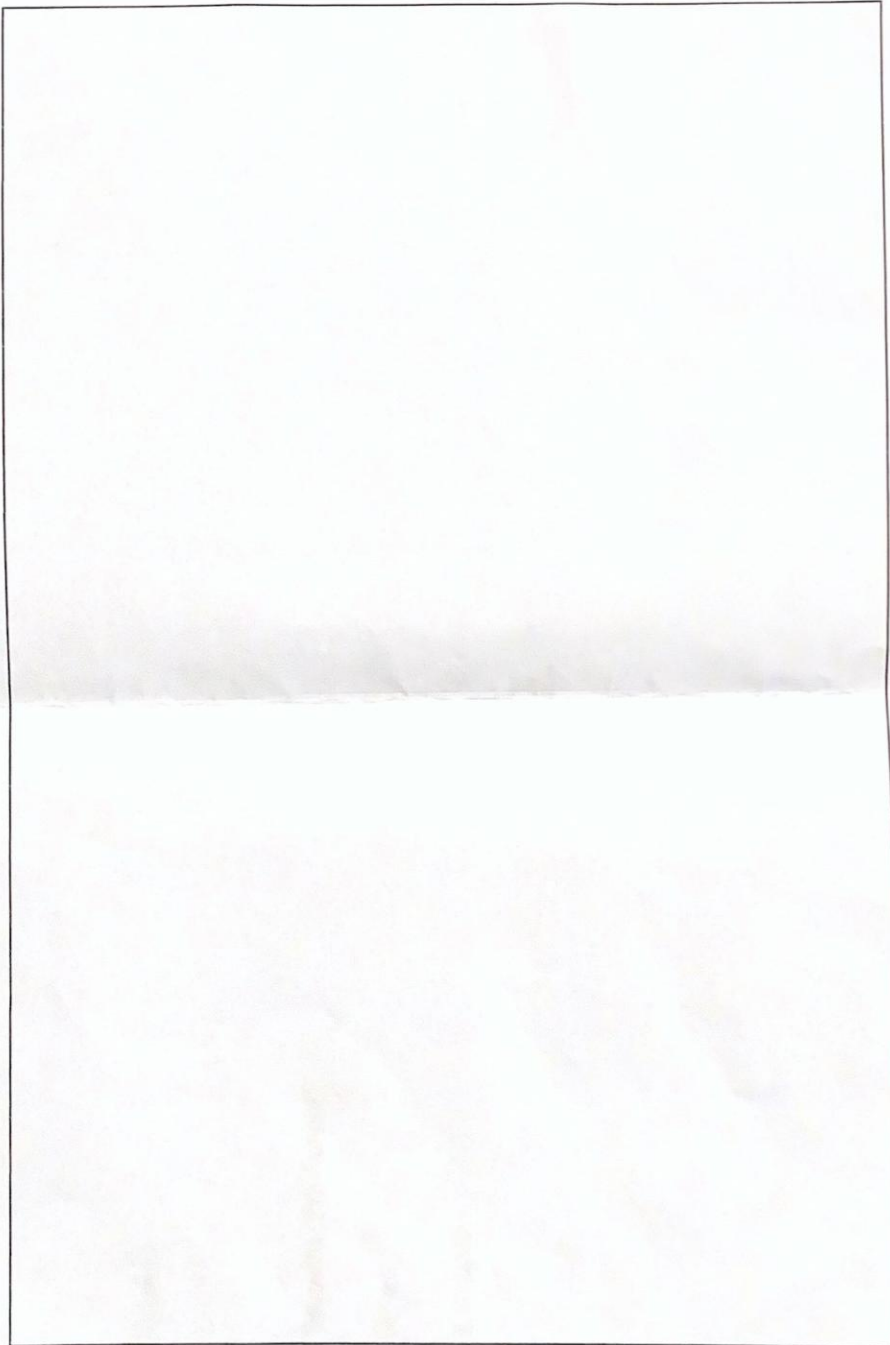
12. THREE SPRINGS ROAD.
PERSHORE
WORCS WR10 1HU

Section B

Disclosure

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.



**BLUE COAT PRE-SCHOOL & BUSY BEES
RECEIPTS AND PAYMENTS ACCOUNT
FOR THE YEAR ENDED 31 MARCH 2021**

Receipts	2020/2021	2019/2020	Notes
	£	£	
Trading			
Fees - Pre School	£8,519.75	£19,287.00	
Fees - Busy Bees	£31,453.66	£74,099.16	
Nursery Grant (Pre-School)	£75,722.36	£83,700.04	
Other Grants	£6,782.55	£3,091.01	
Bank Interest (net)	£46.79	£97.61	
Donations			
Invoice for Singing Sessions (Pre-School)			
Miscellaneous	£902.61	£822.10	
Total Trading Receipts	£123,427.72	£ 181,096.92	
Total Fundraising Receipts	£ 551.18	£ 2,193.40	
Total Receipts	£123,978.90	£ 183,290.32	

**BLUE COAT PRE-SCHOOL & BUSY BEES
RECEIPTS AND PAYMENTS ACCOUNT
FOR THE YEAR ENDED 31 MARCH 2021**


Payments	2020/2021	2019/2020	Notes
	£	£	
Trading			
Materials	1843.22	1962.09	
Occupancy	4334.28	4334.28	
Food/Snacks	0.00	2454.77	
Payroll Services	792.00	792.00	
Office Costs	950.10	2110.23	
PATA Membership & Insurance	1117.26	985.02	
Other fees (Ofsted & Data Prot)	85.00	85.00	
Staff Training	952.05	1048.36	
Salaries	95476.93	117386.03	
Miscellaneous	3531.86	7677.65	
Spending from donations			
Technology Lease	0.00	1460.98	
Advertising/Marketing	0.00	595.00	
First Steps System	1512.00	1386.00	
DBS checks	576.00	544.00	
Total Expenditure	£ 111,170.70	£ 142,821.41	
Total Fundraising Expenditure	£ 347.50	£ 1,264.65	
Total Expenditure	£ 111,518.20	£ 144,086.06	
Suplus of Trading Receipts over Payments	£12,257.02	£ 38,275.51	
Suplus/Deficit of Fundraising Receipts over Payments	£ 203.68	£ 928.75	


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**BLUE COAT PRE-SCHOOL & BUSY BEES
BALANCE SHEET AS AT 31 MARCH 2021**

	2019/2020 £	2020/2021 £
Cash at Bank-trading		
Cheques not cashed	215935.58	228192.6
Cash at Bank-fundraising		
Cheques not cashed - fundraising	5,422.96	5626.64
Cash in hand - fundraising		
Total	£ 221,358.54	£ 233,819.24
	2019/2020 £	2020/2021 £
General Reserve		
Opening Balance	177,660.07	215935.58
Surplus of Receipts over Payments - trading	38,275.51	£12,257.02
Closing balance	215,935.58	£228,192.60
	2019/2020 £	2020/2021 £
Fundraising Reserve		
Opening Balance	4,494.21	5422.96
Surplus of Receipts over Payments - fundraising	928.75	203.68
Closing balance	5,422.96	5,626.64
Total Reserves	£ 221,358.54	£ 233,819.24

Signed by one or two trustees on behalf of all the trustees

	Print Name LAURA COX
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	Print Name M. King
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Date of Approval

6/11/21

BLUE COAT PRE-SCHOOL UNIT AND BUSY BEES

Annual Report (April 2020 – March 2021)

Name: Blue Coat Pre-School and Busy Bees

Address: Symn Lane, Wotton under Edge, Gloucestershire, GL12 7BD

Registration number: 1092513

Trustee Details: The following were trustees on the date that this report was approved:

Mark Gilling	Chairperson
Jo Jess	Secretary
Laura Cox	Finance Officer / Treasurer
Suzy Murray-Davey	Management Trustee
Claire Serle	Management Trustee
Anna Yarker	Management Trustee
Jo Stansfield	Management Trustee
Esther Beeby	Management Trustee
Kat Potts	Management Trustee

Delegated roles:

Victoria Starling	Head of Pre School and Busy Bees
Jo Bell	Administrator

Other relevant roles:

Independent examiner	Roger Smith
Bankers	Lloyds, Stroud

Report of the Trustees

The Trustees present their report along with the financial statements for the year ended 31 March 2021.

Committee

At the AGM in 2020, we were overjoyed to elect three new Management Trustees Esther Beeby, Kat Potts & Jo Stansfield. Mark Gilling was re-elected as Chairperson.

Structure, Governance & Management Constitution

The Charity is constituted using the Gloucestershire PATA Constitution, with no further amendments as approved at the AGM in 2020.

Organisational Structure

Meetings are every half term where committee members are kept up to date by the Head of the Unit and Administrator, who attend the meetings in an advisory capacity. Committee members make decisions based on the information received regarding staffing issues, financial matters and taking the Unit forward.

Trustee Appointment

The trustees are appointed at the Annual general meeting held in the autumn term by members who attend the meeting. The committee currently consists of a Chairperson, a Secretary, a Finance Officer, at least 3 elected members and 2 delegated members.

Trustee Induction and Training

New committee members are able to attend a Management Committee training course run by PATA. In addition, the Head of the Unit provides all trustees with an overview of the Early Years Foundation Stage – The Statutory Framework and a summary look at the requirements set out in the Childcare Register.

Management

Day to day decisions are made by the Head of the Unit and the Administrator with input from other members of staff, and regular contact with the Finance Officer and Chair. The management committee makes major financial and staffing decisions that affect the structure of the unit at committee meetings.

Trustees are kept well informed by the Head of the Unit and Administrator as to any potential issues or risks, e.g. cash flow, managing expenditure, legal and administrative changes and staffing.

Objectives

The main objectives for this financial year were:

- To continue careful financial control to ensure stability of the Unit
- Maintain a safe & stable environment for our Children, Staff and parents/carers during COVID
- Maintain and update all policies and procedures
- Maintain a high standard of provision in line with the Bristol Standard and the OFSTED framework
- Continue the successful management of the 30 hours funding
- Re-invest funds into the Unit
- Improvements to the playground/outdoor area

Highlights

The following report outlines the highlights of Blue Coat Pre School and Busy Bees business for the period 1 April 2020 to 31 March 2021.

Staffing changes

There have been some staffing changes to the Unit but they continue to work cohesively.

We continue to support and be supported by 6th form students from Katharine Lady Berkeley School and other local colleges. Their role is to play and care for the Busy Bees children.

Investment in IT

The Unit continues to utilise the computerised booking and invoice system and the staff and trustees use social media to promote the excellent work of the Unit and connect with parents and carers.

Re-investment of funds into the Unit

The Unit continues to purchase indoor and outdoor toys for the Unit and storage in order to ensure that the children are able to benefit from a wide range of equipment.

Other Achievements

- Continued with In the Moment Planning and a more child-led approach to learning in both Busy Bees and Preschool.
- All policies and procedures were updated.
- Improved our relationship with Reception and the school as a whole
- We have streamlined our resources and moved towards loose parts and using natural resources in the children's play
- Staying open through the pandemic and delivering care to all children who needed it.
- Building Relationships with the local community - namely The Keepers
- New Mud Kitchen area - well used by both preschool and Busy Bees

Main achievement is the teamwork of the staff. Everyone has gone over and above their job role in the last year, during these very difficult times.

Attendance

It was a good year for Toggles and Busy Bees during allowed opening sessions, we were constantly at full capacity with restrictions imposed.

Forthcoming Objectives and Highlights

- Further investment into the outside area
- Boost the management trustee and "Friends" membership.
- Introduction of a staff handbook

Chairs report:

Writing this I have been reflecting on the past 12 months and I can honestly say it's been a rollercoaster of a journey; the team have continued to provide a first-class service to the children and this is more than evident in the atmosphere and often noise levels coming from the unit throughout the day. It was fantastic that we were able to reopen Busy Bees during this year and continue to provide support to parents and carers who rely on us for this service. On behalf of all the trustees I would like to thank all of our staff who always go over and above, and especially our Unit manager Vicky, and administrator Jo.

Our numbers continue to remain high with us often being full in both Pre-school & Busy Bees, we continue to recruit new and experienced staff to increase our ability and sometimes to unfortunately replace team members who move on to further their career.

This year we created a sub committee to review our pay & reward policy within Preschool & Busy Bees and they have so far made great progress, the aim is to have a number of proposals in place for 21/22 to enable us to increase our investment into our staff.

We have been lucky enough to be able to support the Wotton Area Mutual Aid (WAMA) with a donation towards their Christmas box appeal, and have also supported Blue Coat Reception classes with a donation of learning and educational items they needed.

As we now move into a hopefully more stable period, it is important that we have a well-rounded and involved group of trustees on board to support the unit across preschool & Busy Bees. so please, if you are on the fence about volunteering, throw caution to the wind and put your hand up later in the session, I promise you won't regret it.

Financial Review – 2020-2021

The attached accounts show the financial position of Blue Coat Pre-School and Busy Bees for the year ended 31st March 2021.

- The principal sources of funding for the Unit are Fees, paid by parents, and Nursery Education Funding (Nursery Grant), paid by the local authority. This is supplemented by Fundraising Income, generated by the Fundraising Team.

- This year has seen a surplus of Trading Income over Expenditure of **£12,257** (2020: £38,276 / 2019: £24,112 / 2018: £24,368), reflecting a good year for the Unit, despite COVID restrictions, but a decrease of £26,019 on the previous year.

- Trading Receipts were **£123,428** (2020: £181,097 / 2019: £165,364 / 2018: £148,340), down by £57,669 on the previous year. The principal factors driving the difference were:
 - o COVID-19 was the primary driver in the reduction of trading receipts for the year. The unit was closed for a number of months at the start of the financial year and then only reopened to Key Workers for the rest of the summer term and for most of the spring term 2021. This had a substantial effect on receipts for both Pre-School and Busy Bees.
 - o Nursery grants were still received during the year, which helped the unit to cover costs, despite closures and restrictions.
 - o Busy Bees receipts, which historically have been a substantial contributor to income for the unit, were around half of the previous year, again due to COVID-19 when the unit could only accept restricted numbers of children due to home schooling for part of the year and Bubbles with restricted numbers when they returned.

- Trading Payments for the period were **£111,171** which is a reduction on the previous year by £31,650 (2020: £142,821 / 2019: £141,252 / 2018: £123,972). The principle driving factors in this were as follows:
 - o Substantial increase in cleaning supplies due to improved cleaning protocols an regularity.
 - o Reduction in food supplies as Busy Bees attendees were asked to bring their own snacks
 - o Reduction in office costs due to unit closure and restricted opening. Reduction in Salaries as the Furlough scheme was used for part of the summer term. However, once Busy Bees was able to open again, staffing levels increased due to the requirement for more members of staff to cover bubbles of children to replicate the school's requirements.

- When considering these figures, it is worth noting that due to the COVID-19 pandemic, and restrictions allowing people on site for the duration of the financial year, spending plans to further improve the unit had to unfortunately be put on hold.

Over and above the day-to-day costs of running the Pre-School and Busy Bees, which include staff costs, training, materials, food and snacks, occupancy of the building, insurances and administration costs, we have also invested in the following over the course of the year:

- o Activities, toys and resources for the Pre-School unit to replace existing resources.
 - o Toys, games and magazine subscriptions for Busy Bees unit.
 - o Online training resources which replaced face to face services prior to COVID-19 and provided further training opportunities for staff.
 - o Donations to the school reception class of resources to assist with the transition between Pre-School and School and to WAMA (Wotton Area Mutual Aid) in an effort to help provide meals and aid to our local families.
- Market Rent is paid quarterly to Blue Coat Primary School for the use of the Pre-School and Busy Bees facilities, but there is no formal agreement in place with the school.
 - No reserves are held at present other than those passed from one financial year to the next due to cash flow. It remains the intention of the Trustees to continue to monitor costs and reserves carefully to ensure that no potential cash flow issues arise during the financial year, and to ensure that sufficient reserves are available to cover potential liabilities as they arise. This is particularly important during 2020/ 2021 as due to COVID-19 restrictions we were forced to close the unit for a period. The Trustees are aware that the preschool does now hold a substantial amount on capital account, which will help us to continue through the Coronavirus outbreak and we will be actively reviewing possibilities for reinvestment in the Unit during 2021/22 and thereafter when the opportunities allow.

Fundraising

- Fundraising accounts saw a net increase in reserves of **£204** (2020: £929 / 2019: £1,418 / 2018: (-£383,19)) during the period.
- **£551** was raised by the Parent Fundraising Group during the period. Although due to COVID-19 we were very limited in ways that we could raise money for the unit, fantastic efforts were made by the fundraising team to find new and inventive ways to support the unit which included fancy dress running challenges, a Christmas Bake Off, uniform sales, Christmas card sales and the sale of used clothing through Ebay.
- A massive thank you for the ongoing commitment to fundraising goes to Claire Serle and Jo Jess during increasingly difficult times for fundraising. We are in awe of the ingenious ways that have been found to keep things ticking along. The money that is raised goes a long way to helping the unit to provide a caring, enjoyable and educational setting for all of our children and we are very grateful for all the hard work and planning that goes into all events.