

HONEYBEEZ PRE-SCHOOL
(REGISTERED CHARITY NUMBER 1095969)

TRUSTEES' REPORT AND UNAUDITED ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2021

HONEYBEEZ PRE-SCHOOL

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2021

The committee present their report and the financial statements of the charity for the year ended 31 March 2021.

Charity number

1095969

Principal address

Bassett Green Primary School
Honeysuckle Road
Southampton
Hampshire
SO16 3BZ

Trustees

Louisa Holman	Chairperson
Gillian McKenzie	
Maria Maragkou	
Kellie Goddard	
Catherine Boetang	

Independent examiner

J E Harris FCCA
Knight Goodhead Limited
7 Bournemouth Road
Chandler's Ford
Eastleigh
Hampshire
SO53 3DA

HONEYBEEZ PRE-SCHOOL

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2021

STRUCTURE, GOVERNANCE AND MANAGEMENT

The charity was set up under its Constitution as Honeybeez Pre-School.

Officers

The officers who served the charity on the Committee during the year were as follows:

Louisa Holman – Chairperson
Gillian McKenzie – Trustee
Maria Maragkou – Trustee (appointed September 2020)
Kellie Goddard – Trustee (appointed December 2020)
Catherine Boetang – Trustee (appointed December 2020)

Election of Committee

The Constitution gives detailed instructions as to the number of trustees and members of the committee:

The committee shall consist of three officers and not less than two nor more than nine elected members and should the committee so decide, not more than three members co-opted by the committee. At least 60% of the committee members, including co-opted members, be parents or guardians of the children in groups run by the pre-school. In the event that this 60% figure cannot be achieved, the pre-school may elect affiliate members who are not such parents or guardians to the committee subject to each of those affiliate members being approved at a special general meeting of all the members of the pre-school.

The above officers and committee members shall be elected for life at the annual general meeting. Co-opted members may join at any time on the invitation of the committee but shall retire at the next Annual General meeting. No co-opted member shall serve for more than six consecutive years. In the event of the death or resignation of the elected member, the vacancy shall be filled until the next Annual General Meeting by a member appointed by the board of trustees. Officers, elected members and co-opted members each have one vote.

The Annual General Meeting shall be held in the autumn term each year. The Secretary or Chair may at any time call a Special General Meeting. Due to the COVID pandemic, the next AGM is due to be held virtually in 2022.

Risk Assessment

The Committee has identified that it is exposed to normal risks, and in doing so has established control systems, which comply with the requirements of current legislation in order to manage those risks.

Whilst the charity is a not-for-profit organisation, the committee has to ensure that day-to-day operations of the pre-school continues. This is achieved by the backing of an educational grant, volunteer officials and fees charged to parents (which are structured to cover staff and the general operations of the charity).

There have been no changes made to the setting in the past year.

HONEYBEEZ PRE-SCHOOL

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2021

OBJECTIVES AND ACTIVITIES

The aims and objectives of the charity is to enhance the development and education of children primarily under the statutory school age by the provision of appropriate play, education and care facilities ensuring that the pre-school offers opportunities for all children whatever their race, culture, religion, means or ability.

RECRUITMENT AND APPOINTMENT OF NEW TRUSTEES

Trustees are elected in accordance with the Constitution. Once elected, all committee members are subject to an enhanced Criminal Records Bureau check and to a Credit Report. Training will be given on the provision of childcare and appropriate areas of the control and administration of the pre-school such as first aid, obligations to OFSTED, bookkeeping and relevant law and employment guidance.

REVIEW OF THE YEAR

Chairperson's Report April 2020 – March 2021

Achievements and performance

This year we have undertaken a lot of training to help impact our practice.

We currently take 8 two-year olds per session.

We did not have an end of year trip this year due to COVID.

Due to the COVID-19 pandemic, we had to close in March 2020 and only allow key worker and vulnerable children access to Honeybeez Pre-school. We continued to receive full government funding for all children that would have been attending in normal circumstances. Although we were open during COVID we had to adjust our session times and were only open for half weeks, we still received funding for all children but did miss out on all the additional payments for extra sessions and lunch times and any donations due to the reduced sessions we were offering.

Financial report

Income for the year totalled £131,085 (2020: £136,934), with expenditure of £150,436 (2020: £139,444) resulting in a net expenditure for the year of £19,351 (2020: net expenditure of £2,510). The trustees continue to keep budgets under close review to ensure the viability of the pre-school going forward.

Staffing

We have employed two new members of staff due to a staff member leaving and also to provide one – to – one support for two children.

Ofsted

We had our required Ofsted inspection in September 2017 and we were given a Good rating.

HONEYBEEZ PRE-SCHOOL

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2021

FUTURE PLANS

The next financial year

Our plans for the future include gaining more children to fill up all of our spaces.

RESERVES POLICY

The pre-school has a policy to retain cash reserves to cover the overheads for a period of greater than four months. The balance of cash funds at 31 March 2021 was £46,033 (2020: £65,384), which currently equates to just under 4 months expenditure and is therefore below the policy. The trustees keep the level of reserves under close review.

INVESTMENT POWERS

The funds of the pre-school shall only be used for the purposes of the pre-school and no payment shall be made to any member except for any remuneration in respect of employment by the pre-school. No other formal arrangements exist within the constitution for any specific investment powers and their authority.

Signed on behalf of the committee,

Louisa Holman, Trustee

Approved by the Trustees on **27 January 2022**

INDEPENDENT EXAMINERS REPORT TO THE TRUSTEES OF HONEYBEEZ PRE-SCHOOL

I report to the trustees on my examination of the accounts of Honeybeez Pre-School for the year ended 31 March 2021 which are set out on pages 6 to 8.

Responsibilities and basis of report

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 Trustee'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 2011 Act.

Independent Examiners Statement

I have completed my examination. I 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:

- (1) accounting records were not kept in respect of the Trust as required by section 130 of the Act; or
- (2) the accounts do not accord with those records.

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.

J E Harris FCCA

27 January 2022

Knight Goodhead Limited
Chartered Accountants
7 Bournemouth Road
Chandler's Ford
Eastleigh, Hampshire SO53 3DA

RECEIPTS AND PAYMENTS ACCOUNT FOR THE YEAR ENDED 31 MARCH 2021

	Unrestricted funds £	Restricted funds £	Total 2021 £	Total 2020 £
RECEIPTS				
Grants and fees	131,046	-	131,046	136,837
Interest received	39	-	39	97
TOTAL RECEIPTS	131,085	-	131,085	136,934
PAYMENTS				
Staff costs (see note 2)	125,691	-	125,691	111,089
Staff training	835	-	835	755
Telephone and internet	836	-	836	754
Printing, postage and stationery	822	-	822	704
School trips	126	-	126	2,013
Catering	6,148	-	6,148	7,300
School equipment	1,756	-	1,756	2,554
Consumables	1,884	-	1,884	1,724
Clothing costs	157	-	157	550
Legal and professional fees	265	-	265	299
Rent	8,080	-	8,080	2,149
Repairs and maintenance	-	-	-	5,754
Insurance	889	-	889	778
Bank charges and interest	187	-	187	261
Accountancy (inc. Independent exam)	2,760	-	2,760	2,760
Sundry	-	-	-	-
TOTAL PAYMENTS	150,436	-	150,436	139,444
NET PAYMENTS IN YEAR	(19,351)	-	(19,351)	(2,510)
CASH FUNDS AT 1 APRIL 2020	65,384	-	65,384	67,894
CASH FUNDS AT 31 MARCH 2021	46,033	-	46,033	65,384

STATEMENT OF ASSETS AND LIABILITIES AT 31 MARCH 2021

	2021	2020
	£	£
CASH FUNDS		
Current account	17,692	38,387
Deposit accounts	27,540	26,528
Cash in hand	801	469
	<u>46,033</u>	<u>65,384</u>
 OTHER MONETARY ASSETS		
PAYE repayment due	<u>-</u>	<u>901</u>
 ASSETS RETAINED FOR CHARITY'S OWN USE		
Fixtures, fittings and play equipment	<u>-</u>	<u>-</u>
 LIABILITIES OWED		
PAYE liability	1,387	-
Pension contribution	409	357
Bank charges	22	18
	<u>1,818</u>	<u>375</u>

Approved by the committee on **27 January 2022**
and signed on its behalf by

Louisa Holman

Trustee

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2021**1 PREPARATION OF ACCOUNTS**

The accounts have been prepared on a receipts and payments basis in accordance with the Charities Act 2011.

2 STAFF COSTS

	2021	2020
	£	£
Salaries and wages	120,655	105,901
Employer's national insurance	3,016	3,488
Employer's pension	2,020	1,700
	<u>125,691</u>	<u>111,089</u>

No employee received emoluments above £60,000 during this or the prior year.

No trustee was paid remuneration during this or the prior year.

No trustee was reimbursed expenses incurred on behalf of the charity during this or the prior year.

3 IMPACT OF COVID-19

Due to the COVID-19 pandemic, we had to close in March 2020 and only allow key worker and vulnerable children access to Honeybeez Pre-school. We continued to receive full government funding for all children that would have been attending in normal circumstances. Although we were open during COVID we had to adjust our session times and were only open for half weeks, we still received funding for all children but did miss out on all the additional payments for extra sessions and lunch times and any donations due to the reduced sessions we were offering.