

**HONEYBEEZ PRE-SCHOOL**  
**(REGISTERED CHARITY NUMBER 1095969)**

**TRUSTEES' REPORT AND UNAUDITED ACCOUNTS**  
**FOR THE YEAR ENDED 31 MARCH 2022**

# **HONEYBEEZ PRE-SCHOOL**

## **REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2022**

The committee present their report and the financial statements of the charity for the year ended 31 March 2022.

### **Charity number**

1095969

### **Principal address**

Bassett Green Primary School  
Honeysuckle Road  
Southampton  
Hampshire  
SO16 3BZ

### **Trustees**

Maria Maragkou	Chairperson
Louisa Holman	
Gillian McKenzie	
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 2022**

### **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:

Maria Maragkou – Chairperson  
Louisa Holman – Trustee  
Gillian McKenzie – Trustee  
Kellie Goddard – Trustee  
Catherine Boetang – Trustee

#### **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.

#### **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 2022**

### **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**

#### **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 had a school trip in August 2022 to celebrate the end of the year with children and staff.

#### **Financial report**

Income for the year totalled £163,056, with expenditure of £166,015 resulting in a net expenditure for the year of £2,959. The trustees continue to keep budgets under close review to ensure the viability of the pre-school going forward.

#### **Staffing**

We have one staff member on maternity leave, and no one applied to fill the position.

#### **OFSTED**

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

### **FUTURE PLANS**

#### **The next financial year**

Our plans for the future include hiring more staff to increase the number of children we can care for in each session.

# **HONEYBEEZ PRE-SCHOOL**

## **REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2022**

### **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 2022 was £43,074 (2021: £46,033), which currently equates to just over 3 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,



**Maria Maragkou, Trustee**

Approved by the Trustees on **25 January 2023**

## **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 2022 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**

**25 January 2023**

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 2022**

	Unrestricted funds £	Restricted funds £	Total 2022 £	Total 2021 £
<b>RECEIPTS</b>				
Grants and fees	163,025	-	163,025	131,046
Interest received	31	-	31	39
<b>TOTAL RECEIPTS</b>	<b>163,056</b>	<b>-</b>	<b>163,056</b>	<b>131,085</b>
<b>PAYMENTS</b>				
Staff costs (see note 2)	131,556	-	131,556	125,691
Staff training	1,130	-	1,130	835
Telephone and internet	905	-	905	836
Printing, postage and stationery	1,726	-	1,726	822
School trips	-	-	-	126
Catering	13,094	-	13,094	6,148
School equipment	2,147	-	2,147	1,756
Consumables	1,768	-	1,768	1,884
Clothing costs	847	-	847	157
Legal and professional fees	193	-	193	265
Rent	8,324	-	8,324	8,080
Repairs and maintenance	300	-	300	-
Insurance	1,034	-	1,034	889
Bank charges and interest	231	-	231	187
Accountancy (inc. Independent exam)	2,760	-	2,760	2,760
<b>TOTAL PAYMENTS</b>	<b>166,015</b>	<b>-</b>	<b>166,015</b>	<b>150,436</b>
<b>NET PAYMENTS IN YEAR</b>	<b>(2,959)</b>	<b>-</b>	<b>(2,959)</b>	<b>(19,351)</b>
<b>CASH FUNDS AT 1 APRIL 2021</b>	<b>46,033</b>	<b>-</b>	<b>46,033</b>	<b>65,384</b>
<b>CASH FUNDS AT 31 MARCH 2022</b>	<b>43,074</b>	<b>-</b>	<b>43,074</b>	<b>46,033</b>

**STATEMENT OF ASSETS AND LIABILITIES AT 31 MARCH 2022**

	<b>2022</b>	<b>2021</b>
	<b>£</b>	<b>£</b>
<b>CASH FUNDS</b>		
Current account	14,297	17,692
Deposit accounts	28,543	27,540
Cash in hand	234	801
	<u>43,074</u>	<u>46,033</u>
 <b>ASSETS RETAINED FOR CHARITY'S OWN USE</b>		
Fixtures, fittings and play equipment	<u>-</u>	<u>-</u>
 <b>LIABILITIES OWED</b>		
PAYE liability	2,683	1,387
Pension contribution	443	409
Department of work and pensions	79	-
Bank charges	37	22
	<u>3,242</u>	<u>1,818</u>

Approved by the committee on **25 January 2023**  
and signed on its behalf by

**Maria Maragkou**



Trustee



**NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2022****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**

	<b>2022</b>	<b>2021</b>
	<b>£</b>	<b>£</b>
Salaries and wages	126,207	120,655
Employer's national insurance	3,132	3,016
Employer's pension	2,217	2,020
	<u>131,556</u>	<u>125,691</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.