

HONEYBEEZ PRE-SCHOOL
(REGISTERED CHARITY NUMBER 1095969)

TRUSTEES' REPORT AND UNAUDITED ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2023

HONEYBEEZ PRE-SCHOOL

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2023

The committee present their report and the financial statements of the charity for the year ended 31 March 2023.

Charity number

1095969

Principal address

Bassett Green Primary School
Honeysuckle Road
Southampton
Hampshire
SO16 3BZ

Trustees

Maria Maragkou
Louisa Holman
Kellie Goddard
Megan Pitt (appointed September 2022)

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 2023

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 (resigned July 2022)
Kellie Goddard – Trustee
Catherine Boetang – Trustee (resigned September 2022)
Megan Pitt (appointed September 2022)

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 2023

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 DBS 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 to celebrate the end of the year with children and staff.

Financial report

Income for the year totalled £175,261 with expenditure of £169,297 resulting in a net income for the year of £5,964. The trustees continue to keep budgets under close review to ensure the viability of the pre-school going forward.

Staffing

We have had one staff member on maternity leave from November 2022 and no one applied to fill the position, we had a new staff member start in September 2022, who has undertaken level 3 training.

OFSTED

We had our required Ofsted inspection in March 2023, and we maintained our 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 2023

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 2023 was £49,038 (2022: £43,074), which currently equates to just under 3.5 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 2024

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 2023 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

16 JANUARY 2024

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 2023

	Unrestricted funds £	Restricted funds £	Total 2023 £	Total 2022 £
RECEIPTS				
Grants and fees	175,162	-	175,162	163,025
Interest received	99	-	99	31
TOTAL RECEIPTS	175,261	-	175,261	163,056
PAYMENTS				
Staff costs (see note 2)	138,804	-	138,804	131,556
Staff training and welfare	2,048	-	2,048	1,130
Telephone and internet	1,064	-	1,064	905
Printing, postage and stationery	2,111	-	2,111	1,726
School trips	1,125	-	1,125	-
Catering	8,112	-	8,112	13,094
School equipment	1,716	-	1,716	2,147
Consumables	678	-	678	1,768
Clothing costs	599	-	599	847
Legal and professional fees	288	-	288	193
Rent	8,572	-	8,572	8,324
Repairs and maintenance	-	-	-	300
Insurance	1,152	-	1,152	1,034
Bank charges and interest	268	-	268	231
Accountancy (inc. Independent exam)	2,760	-	2,760	2,760
TOTAL PAYMENTS	169,297	-	169,297	166,015
NET PAYMENTS IN YEAR	5,964	-	5,964	(2,959)
CASH FUNDS AT 1 APRIL 2022	43,074	-	43,074	46,033
CASH FUNDS AT 31 MARCH 2023	49,038	-	49,038	43,074

HONEYBEEZ PRE-SCHOOL

Registered Charity No. 1095969

STATEMENT OF ASSETS AND LIABILITIES AT 31 MARCH 2023

	2023 £	2022 £
CASH FUNDS		
Current account	19,302	14,297
Deposit accounts	29,608	28,543
Cash in hand	128	234
	<u>49,038</u>	<u>43,074</u>
 ASSETS RETAINED FOR CHARITY'S OWN USE		
Fixtures, fittings and play equipment		
 LIABILITIES OWED		
PAYE liability	2,990	2,683
Pension contribution	512	443
Department of work and pensions	-	79
Bank charges	17	37
	<u>3,519</u>	<u>3,242</u>

Approved by the committee on 25 JANUARY 2024
and signed on its behalf by



Maria Maragkou
Trustee

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2023**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

	2023	2022
	£	£
Salaries and wages	133,463	126,207
Employer's national insurance	2,913	3,132
Employer's pension	2,428	2,217
	<u>138,804</u>	<u>131,556</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.