

Profit and Loss

Busy Bees

For the year ended 31 August 2021

Cash Basis

Account	2021
Turnover	
Child Fees	7,711.80
Donations	208.21
Fundraising	87.00
Grants (2&3yrs)	1,976.86
Grants (3&4yrs)	21,577.79
Total Turnover	31,561.66
Cost of Sales	
Purchases	543.49
Direct Wages	29,651.13
Total Cost of Sales	30,194.62
Gross Profit	1,367.04
Administrative Costs	
Advertising & Marketing	400.00
Audit & Accountancy fees	354.00
Cleaning	29.73
Entertainment-100% business	31.98
General Expenses	16.99
Insurance	617.11
IT Software and Consumables	169.94
Legal Expenses	104.80
Light, Power, Heating	19.04
Pensions Costs	84.16
Printing & Stationery	116.23
Rent	3,399.96
Staff Training	96.00
Telephone & Internet	222.72
Uniform	565.62
Total Administrative Costs	6,228.28
Operating Profit	(4,861.24)
Profit on Ordinary Activities Before Taxation	(4,861.24)
Profit after Taxation	(4,861.24)

Trustees' Annual Report

Period Start: 1st September 2020

Period End: 31st August 2021

Section A – Reference and administration details

Charity Name	Oldbury Busy Bees
Registered Charity Number	1139068
Address	The Pavilion, Oldbury Playing Fields Westmarsh Lane, Oldbury on Severn Bristol BS35 1QD

Names of charity trustees who manage the charity:

Trustee Name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
Amelia Sorrell	Chair		
Kate Thompson	Secretary		
Carly Rudrum	Vice Chair		
Polly Pearce	Treasurer		

Names of the trustees for the charity, if any, (for example, any custodian trustees):

Name	Dates acted if not for whole year

Names and address of advisers (optional information):

Type of advisor	Name	Address
Treasurer	Polly Pearce	Myrtle Farm, Oldbury Naite

Name of chief executive or names of senior staff members (optional information):

Amelia Pearce - Chair

Section B – Structure, governance and management

Description of the charity's trusts:

Type of governing document
(e.g trust deed, constitution)

Trust Deed

How the charity is constituted
(e.g. trust, association, company)

Trust

Trustee selection methods
(e.g. appointed by, elected by)

Appointed by existing Trustees

Additional governance issues (optional information):

You **may choose** to include additional information, where relevant, about:

- Policies and procedures adopted for the induction and training of trustees;
- The charity's organisational structure and any wider network with which the charity works;
- Relationship with any related parties;
- Trustees' consideration of major risks and the system and procedures to manage them;

The Playgroup runs with a committee appointed from parents and the local community, some of these are also Trustees.

The committee has a Chair, Vice Chair, Secretary and Treasurer; they meet at least 4 times a year with key members of staff.

The committee monitors resources, staff numbers and expenditure needed to run the playgroup along with the performance of the playgroup, and future numbers of children.

It also organises fundraising activities and awareness raising activities in the local community.

The committee also reviews various risks and approves policies developed by the playgroup manager and staff, including Safeguarding children and Health & Safety.

CRB checks are carried out on all new members of staff and committee members.

All committee members and Trustees provide their time voluntarily and receive no remuneration or other benefits.

Section C – Objectives and activities

Summary of the objects of the charity set out in its governing document

The playgroup serves the rural community of Oldbury on Severn in South Gloucestershire, the catchment area is about 4 miles and takes in the town of Thornbury and the surrounding villages and hamlets. The playgroup is for children aged 2 years to 4 years 11 months. The majority of the children feed into the local village school. We operate 5 days per week (9 am – 3 pm) term time only.

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

The focus of our activity is:

- To provide a safe and secure environment for children to feel confident in exploring, investigating and taking risks.
- To provide children with access to the Early Years Foundations Stage Curriculum.
- To provide a caring and considerate learning environment where the staff and the children are all valued for their contribution to playgroup life.
- To identify children who are experiencing difficulties and to adopt clear and open procedures as set out in the settings Special Needs Policy.
- To work in partnerships with parents and carers.
- To provide resources, opportunities and experiences for all children that have regard for children's individual needs, learning styles and age.
- To provide a setting rich with new and familiar language.
- To provide an environment that promotes independent learners who are focused and motivated to learn.
- To have FUN.

When planning our activities for the year we kept in mind the Charity Commission's guidance on public benefit at our committee meetings.

Additional details of objectives and activities (optional information):

You may choose to include further statements, where relevant, about:

- **policy on grantmaking;**
- **policy programme related investment;**
- **contribution made by volunteers.**

The playgroup was first set up in 1990 to provide a valuable service to the children and parents living in the parish. It has grown over the years both in children numbers, staff and the number of sessions provided.

We registered as a charity in November 2010.

The local community have supported the group financially and in kind over the years enabling the group to provide good quality play experiences for the children with a wide range of resources.

Section D – Achievements and performance

Summary of the main achievements of the charity during the year

We continue to open Monday to Friday; offering various sessions from 9am-3pm for children aged 2yr till 4yrs. We aim to offer a flexible approach to Early Years, allowing the families of the children that attend our setting to get the most out of the service we provide.

This year we received an inspection rating of Good from OFSTED which the playgroup is extremely happy with.

Section E – Financial review

Brief statement of the charity's policy on reserves

At the end of the year August 2021, we hold cash at bank of £22,722 (2020: £28,153), all of which is unrestricted funds. These funds are held in order to meet any unforeseen expenditure that may occur, and to give us a buffer if child numbers are low in future years. We aim to hold at least £5,000 in the bank.

Details of any funds materially in deficit

None

Further financial review details (optional information)

You may choose to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

Our main funding is the Nursery Education grants at 75% (2020: 56%) and then fees 24% (2020: 19%) with the remaining 1% made up from fundraising events and donations.

Our income has decreased by 9% to £31,562 (2020: £34,667), this is due to COVID-19.

The majority of expenditure was wages at 81% (2020: 72%), and rental of the hall, in line with expectations. The remainder of expenditure was down again slightly. There were no significant purchases during the year.

Section F – Other optional information

--

Section G – Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Amelia Sorrell	
Position (e.g. Secretary Chair, etc)	Chair	
Date	30/06/2022	