

Trustees' Annual Report

Period Start: 1st September 2023

Period End: 31st August 2024

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		
Polly Pearce	Treasurer		
Rebecca Mann	Chair		
Kathryn Sorrell	Secretary		

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):

Rebecca Mann - 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, 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 provide childcare for children 2-4yrs Monday to Friday offering various session times.

We've recruited 2 new members of staff, one being a new assistant manager with a strong early year's background bringing fresh ideas to the way we run.

The chair of the committee stepped down in November and a new chair was recruited who remains in place. We've had 3 new committee members join to strengthen the board running the charity.

We increased our fees and staff wages in line with other local settings which has increased revenue while offering good packages to staff.

Section E – Financial review

Brief statement of the charity's policy on reserves

At the end of the year August 2024, we hold cash at bank of £17,611.67 (2022: £15,185), 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 80% (2023: 68%) and then fees 19% (2023: 30%) with the remaining 1% from donations.

Our income has increased by 38% to £87,159 (2023: £63,114), this is due to an increase in child fees in line with the grant rates.

The majority of expenditure was wages at 85% (2023: 81%), and rental of the hall which has had a small increase, in line with expectations. The remainder of expenditure was up slightly, and we have made a few additional purchases to improve the running of the childcare setting, such as software for keeping parents informed of their children's progress. Overall, our total expenditure has increased by 58%.

Section F – Other optional information

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Section G – Declaration

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

Signed on behalf of the charity's trustees

Signature(s)	<i>P Pearce</i>	
Full name(s)	Polly Pearce	
Position (e.g. Secretary Chair, etc)	Trustee	
Date	28/06/2025	

Profit and Loss

Oldbury Busy Bees Playgroup

For the year ended 31 August 2024

Account	2024
Turnover	
Child Fees	16,281.28
Donations	657.17
Grants (2yrs)	12,827.96
Grants (3&4yrs)	57,137.44
Other Grants	255.04
Total Turnover	87,158.89
Cost of Sales	
Consumables	1,521.57
Direct Expenses	640.00
Direct Wages	74,999.90
Total Cost of Sales	77,161.47
Gross Profit	9,997.42
Administrative Costs	
Advertising & Marketing	30.00
Audit & Accountancy fees	715.16
Employers National Insurance	(107.32)
Entertainment-100% business	309.33
General Expenses	16.99
Insurance	560.84
Interest Paid	6.35
IT Software and Consumables	419.98
Legal Expenses	86.09
Pensions Costs	1,107.57
Postage, Freight & Courier	1.99
Printing & Stationery	211.85
Rent	6,000.00
Repairs & Maintenance	2.99
Staff Training	455.10
Subscriptions	150.00
Telephone & Internet	702.90
Uniform	349.97
Total Administrative Costs	11,019.79
Profit on Ordinary Activities Before Taxation	(1,022.37)

Balance Sheet

Oldbury Busy Bees Playgroup

As at 31 August 2024

Account	31 Aug 2024
Current Assets	
Cash at bank and in hand	
BUSY BEES PLAYGROUP	17,611.67
Total Cash at bank and in hand	17,611.67
Accounts Receivable	3,683.97
Deposits held	(500.00)
Petty Cash	310.70
	21,106.34
Creditors: amounts falling due within one year	
Accounts Payable	4.00
PAYE Payable	398.05
Pensions Payable	5.46
Total Creditors: amounts falling due within one year	407.51
Net Current Assets (Liabilities)	20,698.83
Total Assets less Current Liabilities	20,698.83
Net Assets	20,698.83
Capital and Reserves	
Current Year Earnings	(1,022.37)
Owner A Drawings	21.20
Retained Earnings	21,700.00
Total Capital and Reserves	20,698.83

June 28th 2025

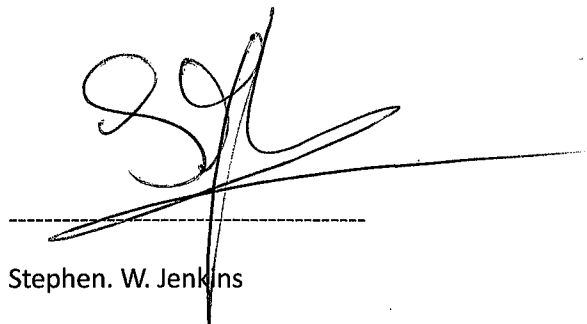
To Whom it May Concern

Re: Busy Bees – Oldbury on Severn Play Group & Pre School

Review of Accounts for the Year Ending August 31st 2024:

Following a request from the Treasurer of Busy Bees – Oldbury, I have conducted a review of the accounts presented to me and, in my opinion, find them to be a true and fair representation of the activities of the organization for the year under review.

The review conducted should not be construed as a formal audit of the organization's activities and the above opinion of the undersigned is offered without prejudice.

A handwritten signature in black ink, appearing to be 'SJ', is written over a horizontal dashed line. Below the line, the name 'Stephen. W. Jenkins' is printed in a standard black font.

Email: stephen.w.jenkins@gmail.com

Mobile: 07957957668