

REGISTERED COMPANY NUMBER: 07289317 (England and Wales)
REGISTERED CHARITY NUMBER: 1139070

**REPORT OF THE TRUSTEES AND
UNAUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 AUGUST 2020
FOR
BUSY BEES LEDBURY LTD**

Greendawn Accounting Limited
1A The Homend
Ledbury
Herefordshire
HR8 1BN

BUSY BEES LEDBURY LTD

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FOR THE YEAR ENDED 31 AUGUST 2020**

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BUSY BEES LEDBURY LTD

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 AUGUST 2020

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 August 2020. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) applicable to charities preparing their accounts in accordance with the Financial Reporting Standard (FRS 102).

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number
07289317 (England and Wales)

Registered Charity number
1139070

Registered office
The Hive
Bye Street
Ledbury
Herefordshire
HR8 2AG

Trustees
E Davies
G Jenkins
H Lane
C Lovering

Independent examiner
Luke Keegan
Chartered Management Accountant
1A The Homend
Ledbury
Herefordshire
HR8 1BN

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The charity is controlled by its Memorandum and Articles of Association, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006.

Risk management

The trustees have a duty to identify and review the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error.

BUSY BEES LEDBURY LTD

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 AUGUST 2020

OBJECTIVES AND ACTIVITIES

Objectives and aims

The objectives of Busy Bees Ledbury are to enhance the development and education of children primarily under statutory school age by encouraging parents to understand and provide for the needs of their children through community groups and by offering appropriate play, education and care facilities for all children whatever their race, culture, religion, means or ability; Combined with the right of parents to take responsibility for and to become involved in the activities of the charity, ensuring that such groups offer opportunities.

Busy Bees operates from the former Youth Centre building close to Ledbury town centre, having moved here in 2018 following extensive renovations. At the beginning of this accounting period, Busy Bees were operating Preschool, Breakfast and After School sessions for children aged 2-11 years. The charity is closely involved in wider community activities and works in partnership with Ledbury in Bloom, local emergency services and Ledbury Children's Centre.

The charity is run and administered by a small dedicated team of staff. Governance of the charity is the responsibility of the committee members who are parent volunteers.

All Trustees have been made aware and signed to say that they have read the Charity Commission guidance for Trustees and their Director responsibilities as set out by Companies House. As we are Ofsted inspected we have all policies in place to be a safe environment for the children and staff. All Health and Safety issues are a priority as the importance is so vital. All the necessary staff qualifications are duly up to date with regard to Health and Safety. All staff members and committee members are DBS checked. When we interview for new staff members a committee member is always present when the manager is interviewing.

Significant activities

At the beginning of the accounting period, Busy Bees had been running from The Hive for a period of nearly eighteen months. During this period, the space was transformed into a stimulating environment where children can thrive in the care of a dedicated team of Early Years practitioners. The team is led by a qualified Early Years teacher.

This has been a challenging year for Busy Bees and the community, with the onset of the Covid pandemic. The provision was closed to all from March 20th 2020 to June 15th 2020. During this time all staff were furloughed apart from the Manager. A range of play ideas and activities were provided for families, alongside live online events and the distribution of learning packs. A community activity was organised, with the creation of the popular wooden spoon family on Queen's Walk. This ended up being a daily stop off point for people out for their daily exercise. News of our spoon family made the local news and a national Early Years magazine.

In June 2020, Busy Bees reopened to the children of Key Workers and vulnerable children only. Uptake was limited due to the continued risk of Covid and the setting operated in two separate bubbles. By September 2020, Busy Bees resumed operating as a full setting, although numbers were down on the previous years. Aside from dealing with the Covid pandemic, the setting ensured children experienced a creative curriculum at Busy Bees. Some highlights included visits to the library, walks around the neighbourhood, stay and play sessions for parents and a successful Christmas performance at Ledbury Market Theatre.

Busy Bees were chosen as a Co-Op community cause, benefitting from funding and also received a £500 grant from Tesco to fund home learning resources during the period of lockdown. During this accounting period, Busy Bees were inspected by environmental health and received a 5* rating for food services.

We continue to build on the "Outstanding" Ofsted grade achieved in April 2016 even though we have had to re-register due to change of address. The setting thrives through a process of continual reflection on the provision, ensuring quality experiences for the children attending. Ofsted inspections have been delayed due to the Covid pandemic. Busy Bees are still awaiting inspection.

Staff turnover continues to be low, offering continuity of care for children and families. We have continued to support the staff through training with the Manager achieving a Master's in Education, staff completing paediatric first aid training, others completing Elkan training and the setting working towards becoming recognised as a Communication Friendly Setting (CFS). All other staff have completed courses essential to and above the requirements of the Early Years Foundation Stage (EYFS).

REPORT OF THE TRUSTEES - CONTINUED FOR THE YEAR ENDED 31 AUGUST 2020

We have retained our low prices at Preschool, Breakfast and After School Club and the setting has a fantastic reputation, locally and nationally. Busy Bees features in every issue of Teach Early Years magazine, celebrating experiences and activities which have been a particular success for other settings to try. This feature is called "Tales from the Setting Floor" and is shared widely on social media, further publicising the setting.

Transitions to schools were managed well with children leaving Busy Bees to attend four different Primary Schools in the area. It was a fantastic year for fundraising and these funds will be invested in resources and experiences for the children.

The Staff, children and parents are all very happy and invested in supporting Busy Bees in growing from strength the strength.

An excellent local facility serving the families of Ledbury.

FINANCIAL REVIEW

Reserves policy

The charity seeks to maintain reserves that allow the organisation to continue to deliver its objectives. Income is cyclical, mostly coming at the start of school term for day time nursery and in arrears for after school and breakfast club. Reserves need to be maintained to pay for the running and administration costs. The trustees have credit control procedures in place and monitor and manage expenditure carefully.

The charity aims to maintain unrestricted revenue accumulated reserves of £35,000 to cover three months (one terms worth) of income to the charity.

Financial Report

The total net assets at the year end, stand at £81,525 (2019: £82,085). Of these £2,616 (2019: £3,602) were restricted.

Free unrestricted liquid reserves at the end of the year amounted to £31,995 (2019: £15,520). The Trustees acknowledge that the available reserves at the end of the year were below the minimum levels that they aim for. The Trustees have reviewed the financial position and consider that the charity remains a Going Concern.

ON BEHALF OF THE BOARD:



Emma Davies (May 25, 2021 15:30 GMT+1)

E Davies

24th May 2021

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF BUSY BEES LEDBURY LTD

I report on the accounts for the year ended 31 August 2020 set out on pages five to eleven.

Respective responsibilities of trustees and examiner

The charity's trustees (who are also the directors for the purposes of company law) are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year (under Section 144(2) of the Charities Act 2011 (the 2011 Act)) and that an independent examination is required.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- examine the accounts under Section 145 of the 2011 Act
- to follow the procedures laid down in the General Directions given by the Charity Commission (under Section 145(5)(b) of the 2011 Act); and
- to state whether particular matters have come to my attention.

Basis of the independent examiner's report

My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statements below.

Independent examiner's statement

In connection with my examination, I have identified matters of concern:

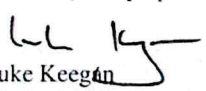
1. The petty cash records were unavailable for me to examine. I am therefore unable to state that the company has kept records in accordance with the section 386 of the Companies Act 2006;
2. I was unable to complete vouching tests to an adequate standard that would allow me to confirm that accounting records have been kept in accordance with section 386 and 387 of the Companies Act 2006.

There are no other matters which gives me reasonable cause to believe that, in any material respect, the requirements

- to keep accounting records in accordance with Section 386 and 387 of the Companies Act 2006; and
- to prepare accounts which accord with the accounting records, comply with the accounting requirements of Sections 394 and 395 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities

have not been met; or

to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.


Luke Keegan
Chartered Management Accountant
1A The Homend
Ledbury
Herefordshire
HR8 1BN

24th May 2021

BUSY BEES LEDBURY LTD

**STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 AUGUST 2020**

		Unrestricted funds £	Restricted funds £	Total 2020 funds £	Total 2019 funds £
	Notes				
INCOMING RESOURCES					
Incoming resources from generated funds					
Voluntary income		140,218	-	140,218	114,187
Activities for generating funds	2	195	-	195	174
Investment income	3	4	-	4	8
Incoming resources from charitable activities					
Nursery		<u>25,466</u>	<u>-</u>	<u>25,466</u>	<u>46,303</u>
Total incoming resources		165,883	-	165,883	160,672
RESOURCES EXPENDED					
Activities for Generating Funds		98	-	98	133
Charitable activities					
Nursery		4,255	-	4,255	4,833
General administrative expense		23,793	986	24,779	25,268
Premises costs		10,215	-	10,215	7,700
Direct Support Costs		122,834	-	122,834	125,011
Governance costs		1,502	-	1,502	1,518
Other resources expended		<u>2,760</u>	<u>-</u>	<u>2,760</u>	<u>1,004</u>
Total resources expended		165,468	986	166,444	165,467
NET INCOMING/(OUTGOING RESOURCES BEFORE TRANSFERS		426	(986)	(560)	(4,796)
Gross Transfers between funds		-	-	-	-
Net Incoming/ (Outgoing) Resources		426	(986)	(560)	(4,796)
RECONCILIATION OF FUNDS					
Total funds brought forward		78,483	3,602	82,085	86,880
TOTAL FUNDS CARRIED FORWARD		<u>78,909</u>	<u>2,616</u>	<u>81,525</u>	<u>82,085</u>

BUSY BEES LEDBURY LTD

BALANCE SHEET **AT 31 AUGUST 2020**

	Notes	Unrestricted funds £	Restricted funds £	Total 2020 funds £	Total 2019 funds £
FIXED ASSETS					
Tangible assets	7	46,913	2,616	49,529	66,564
CURRENT ASSETS					
Debtors	8	30	-	30	597
Cash at bank and in hand		<u>35,747</u>	<u>-</u>	<u>35,747</u>	<u>17,497</u>
		35,777	-	35,777	18,094
CREDITORS					
Amounts falling due within one year	9	(3,782)	-	(3,782)	(2,573)
NET CURRENT ASSETS		<u>31,995</u>	<u>-</u>	<u>31,995</u>	<u>15,520</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		78,909	2,616	81,525	82,085
ACCRUALS AND DEFERRED INCOME	9	-	-	-	-
NET ASSETS		<u>78,909</u>	<u>2,616</u>	<u>81,525</u>	<u>82,085</u>
FUNDS	10				
Unrestricted funds				78,909	78,483
Restricted funds:					
Big Lottery fund for fitness equipment				-	20
Landscaping				<u>2,616</u>	<u>3,581</u>
				<u>2,616</u>	<u>3,602</u>
TOTAL FUNDS				<u>81,524</u>	<u>82,085</u>

BUSY BEES LEDBURY LTD

BALANCE SHEET - CONTINUED
AT 31 AUGUST 2020

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 August 2020.

The members have not required the charitable company to obtain an audit of its financial statements for the year ended 31 August 2020 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- (a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small charitable companies and with the Financial Reporting Standard applicable in the UK (FRS 102).

The financial statements were approved by the Board of Trustees on 21st May 2021 and were signed on its behalf by:


Gerald Jenkins (May 25, 2021 15:58 GMT+1)

G Jenkins

24th May 2021

BUSY BEES LEDBURY LTD

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 AUGUST 2020

1. ACCOUNTING POLICIES

Accounting convention

The financial statements have been prepared under the historical cost convention, and in accordance with the Financial Reporting Standard (FRS 102), the Companies Act 2006 and the requirements of the Statement of Recommended Practice, Accounting and Reporting by Charities. The trustees have opted to apply the small entities regime under FRS 102.

Incoming resources

All incoming resources are included on the Statement of Financial Activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy.

Resources expended

Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life:

Building work on leased premises – Depreciated over the lifetime of the initial lease (5 years)

Classroom, Computing and Office equipment - Useful Life of 5 years

Taxation

The charity is exempt from corporation tax on its charitable activities.

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

Hire purchase and leasing commitments

Rentals paid under operating leases are charged to the Statement of Financial Activities on a straight line basis over the period of the lease.

2. ACTIVITIES FOR GENERATING FUNDS

	2020	2019
	£	£
Fundraising events	-	-
Sales of children's clothing	<u>195</u>	<u>174</u>

3. INVESTMENT INCOME

	2020	2019
	£	£
Deposit account interest	<u>4</u>	<u>8</u>

4. NET INCOMING/(OUTGOING) RESOURCES

Net resources are stated after charging/(crediting):

	2020	2019
	£	£
Depreciation - owned assets	19,181	17,634
Other operating leases	<u>4,147</u>	<u>-</u>

BUSY BEES LEDBURY LTD

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31 AUGUST 2020**

5. TRUSTEES' REMUNERATION AND BENEFITS

There were no payments made to related parties in the

Trustees' expenses

There were no other out of pocket subsistence expenses paid to trustees in the year. G Jenkins £30 (2019: £nil).

6. STAFF COSTS

	2020	2019
	£	£
Wages and salaries	116,910	119,399
Social security costs	4,071	4,166
Pension costs	<u>1,501</u>	<u>1,264</u>
	<u>122,482</u>	<u>124,829</u>

The average monthly number of employees during the year was as follows:

2020	2019
<u>12</u>	<u>10</u>

No employees received emoluments in excess of £60,000.

7. TANGIBLE FIXED ASSETS

	Leasehold Building Improvements	Plant and machinery etc	Total
£	£	£	
COST			
At 1 September 2019	83,347	48,723	132,070
Additions	<u>1,701</u>	<u>445</u>	<u>2,146</u>
At 31 August 2020	<u>85,048</u>	<u>49,168</u>	<u>134,216</u>
DEPRECIATION			
At 1 September 2019	21,258	44,248	65,506
Charge for year	<u>16,951</u>	<u>2,230</u>	<u>19,181</u>
At 31 August 2020	<u>38,209</u>	<u>46,478</u>	<u>84,687</u>
NET BOOK VALUE			
At 31 August 2020	<u>46,839</u>	<u>2,690</u>	<u>49,529</u>
At 31 August 2019	<u>62,090</u>	<u>4,475</u>	<u>66,565</u>

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31 AUGUST 2020

8. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2020 £	2019 £
Trade debtors	30	597
Other debtors	-	-
	<u>30</u>	<u>597</u>

9. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2020 £	2019 £
Trade creditors	636	2,573
Overdraft and Loans	<u>3,147</u>	-
	<u>3,782</u>	<u>2,573</u>

10. MOVEMENT IN FUNDS

	At 1.9.19 £	Net movement in funds £	At 31.8.20 £
Unrestricted funds			
General fund	78,483	426	78,909
Restricted funds			
Big Lottery fund for fitness equipment	20	(20)	-
Landscaping	<u>3,581</u>	<u>(966)</u>	<u>2,616</u>
	3,601	(986)	2,616
TOTAL FUNDS	<u>82,085</u>	<u>(560)</u>	<u>81,525</u>

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Transfers between funds £	Movement in funds £
Unrestricted funds				
General fund	165,883	(165,458)	-	426
Restricted funds				
Big Lottery fund for fitness equipment	-	(20)	-	(20)
Landscaping	-	(965)	-	(965)
	-	(985)	-	(985)
TOTAL FUNDS	<u>165,883</u>	<u>(166,444)</u>	-	<u>(560)</u>

The Big Lottery fund for fitness equipment was a Big Lottery grant. The fund consists of fixed assets, being depreciated over their useful life.

The Landscaping fund is for external landscaping at The Hive, funded by a Tesco grant of £4,000 and other donations of £389. The fund now consists of fixed assets being depreciated over the lifetime of the lease.

BUSY BEES LEDBURY LTD

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31 AUGUST 2020**

11. LIMITED BY GUARANTEE

The company is limited by guarantee and has no share capital.

Each member undertakes to contribute to the assets of the company in the event of a winding up, such an amount as may be required, not exceeding £1.

12. GENERAL INFORMATION

The company is a private company, limited by guarantee, incorporated in England and Wales, registered number 07289317. The registered office is The Hive, Bye Street, Ledbury, Herefordshire, HR8 2AG.

BUSY BEES LEDBURY LTD

**DETAILED STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 AUGUST 2020**

	Unrestricted funds £	Restricted funds £	2020 Total funds £	2019 Total funds £
INCOMING RESOURCES				
Voluntary income				
Donations	415	-	415	-
Grants	<u>139,803</u>	<u>-</u>	<u>139,803</u>	<u>114,187</u>
	140,218	-	140,218	114,187
Activities for generating funds				
Fundraising events	-	-	-	-
Sale of children's clothing	195	-	195	174
Investment income				
Deposit account interest	4	-	4	8
Incoming resources from charitable activities				
Nursery Fees	<u>25,466</u>	<u>-</u>	<u>25,466</u>	<u>46,303</u>
Total incoming resources	165,883	-	165,883	160,672
RESOURCES EXPENDED				
Activities for generating funds				
Advertising & Fundraising events	98	-	98	133
Purchases	-	-	-	-
Charitable activities				
Wages	116,910	-	116,910	119,399
Social security	4,071	-	4,071	4,166
Pension costs	1,501	-	1,501	1,264
Uniforms & Workwear	352	-	352	182
Catering	1,734	-	1,734	2,572
Toys & Consumables	2,522	-	2,522	2,261
Rent payable	4,147	-	4,147	-
Cleaning	1,087	-	1,087	518
Premises consumables	106	-	106	711
Premises Repairs & Renewals	474	-	474	1,348
Light, Heat & Power	3,788	-	3,788	4,149
Water Charges	151	-	151	459
Waste disposal	463	-	463	515
Telephone	1,025	-	1,025	872
Postage and stationery	267	-	267	375
Sundries	62	-	62	4
Staff Training	92	-	92	278
Staff Travel & Subsistence	17	-	17	60
Payroll management	798	-	798	774
HR Services	-	-	-	1,097
Information & Publications	97	-	97	97
IT Software/Consumables	37	-	37	285
Website	318	-	318	307
Subscriptions	2,137	-	2,137	2,748
Carried forward	142,253	-	142,253	144,574

BUSY BEES LEDBURY LTD

**DETAILED STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 AUGUST 2020**

	Unrestricted funds £	Restricted funds £	2020 Total funds £	2019 Total funds £
Charitable activities				
Brought forward	142,253	-	142,253	144,574
Insurance	748	-	748	737
Depreciation	18,195	986	19,181	17,634
Accountancy	1,502	-	1,502	1,466
Legal fees	-	-	-	52
Bank Charges	341	-	341	368
Bad debts	<u>2,419</u>	<u>-</u>	<u>2,419</u>	<u>636</u>
Total resources expended	165,458	986	166,444	165,467
	<u> </u>	<u> </u>	<u> </u>	<u> </u>
Net income	<u>426</u>	<u>(986)</u>	<u>(560)</u>	<u>(4,796)</u>









Accounts 2019-20 v1.2

Final Audit Report

2021-05-25

Created:	2021-05-25
By:	Geraint Jenkins (gruntj@me.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAAPdFlvsSPnJbgdKVJyu8i8OVcHFwIMifV

"Accounts 2019-20 v1.2" History

-  Document created by Geraint Jenkins (gruntj@me.com)
2021-05-25 - 11:21:29 AM GMT- IP address: 46.60.253.133
-  Document emailed to Emma Davies (emmajr13@hotmail.com) for signature
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2021-05-25 - 2:57:04 PM GMT- IP address: 66.249.93.85
-  Document e-signed by Geraint Jenkins (gruntjenkins@gmail.com)
Signature Date: 2021-05-25 - 2:58:06 PM GMT - Time Source: server- IP address: 92.40.186.157
-  Agreement completed.
2021-05-25 - 2:58:06 PM GMT