

**Busydays Trustee Meeting**  
**23.7.25**

**Attendees:** Patricia Andrewartha, Anita Cleugh, Lucy Wherrell (Chair & Minutes), Heidi Adams, Lorena Hall, Lauren Jackson

**Apologies:** John Andrewartha & Craig Wherrell

**Agenda:**

- **Busydays updates & overview - including welcome to Anita.**
  - **Finances including bid updates.**
  - **Safeguarding.**
  - **Complaints/Compliments.**
  - **Trustee Board updates.**
- 
- **Busydays updates & overview - including welcome to Anita.**

Previous meeting identified recruitment for CEO post following lottery funding. Anita has been in post as CEO since 19<sup>th</sup> May. Completed induction and has got to know clients, staff and how the organisation works; and also what is needed from her as CEO.

All staff appraisals have been completed. All staff have identified within these that they are settled and all staff have said they are happy in role. 1 member of staff performance issues – Penninsular HR involved; risk assessments in place; performance monitoring in place.

**AC** - Clients seem happy during interactions and observations. Anita identified clients are fulfilled in what they do each day. Couple of new clients attend, generally consistent and stable. Regular activities taking place.

Definite delineation of duties between Anita and Lauren. Working closely together. Lauren very good and capable manager.

***All trustees agreed for Anita to be part of trustee board moving forward.***

**HA** – positive thing to identify a year on that the staffing team is settled and stable. People appear happy and satisfied in their roles and current structure with CEO, day service manager and staff are working well. Significant change since turbulent time 1 year ago.

- **Finances including bid updates.**

**PA** - Finances made a loss year 2024/2025. Data and finance breakdown shared by PA. This is the first year in the existence of Busydays that loss has been made. Identified reasoning for this high outgoings in terms of training (as paid for training for previous staff, a number of who left in a short period and then had new recruited staff in 2024) as well as financing staff on absence and cover during a 3 month period in 2024. Not expected that this situation will occur again, however have increased bank staff available to reduce any cover costings compared to agency fees.

Lottery funding in place. Meeting to be scheduled with lottery, funding being released from lottery consistently.

Anita has applied for 1 bid since starting; no outcome as yet. **AC**- A lot of bids are restricted funds, so its ensuring that bids are correctly applied for and for correct items. Looking at budget for IT costings.

- **Safeguarding.**

**AC and PA** - No safeguarding concerns raised.

- **Complaints/Compliments.**

**AC** - No complaints identified. Lots of compliments received; a letter and cards received when Pat announced retiring. Lots of compliments on social media (Busydays Facebook account).

- **Trustee Board updates.**

Skills matrix to be completed – all trustees to complete skills audit.  
As per previous meeting new trustees wanting to be identified. No trustees aware of any interested parties. Anita will be reviewing to look at advertising locally on various recruitment boards.

*Next Meeting to be scheduled - October 2025.*

Busydays Daycare  
Unaudited Accounts  
for the year ended 23 October 2024

# Busydays Daycare

## Unaudited Accounts

### Year ended 23 October 2024

CONTENTS	PAGE
Proprietor and Professional Advisers	1
Proprietor's Approval Statement	2
Accountant's Report	3
Profit and Loss Account	4
Balance Sheet	5
Notes to the Accounts	6 - 8

# Busydays Daycare

Proprietor and Professional Advisers

Year ended 23 October 2024

Proprietor	P Andrewartha
Business name	Busydays Daycare
Business address	Queens Park Hub South Park Lincoln LN5 8EW United Kingdom
Accountant	Fawcett & Co Accountants  Brunswick House 88 Carholme Road Lincoln Lincolnshire LN1 1SP United Kingdom

# Busydays Daycare

## Proprietor's Approval Statement

Year ended 23 October 2024

I approve the accounts which comprise the profit and loss account, balance sheet and related notes. I acknowledge my responsibility for the accounts, including the appropriateness of the applicable financial reporting framework as set out in note 1, and for providing Fawcett & Co Accountants with all the information and explanations necessary for their compilation.



[Patricia Joan Andrewartha \(Aug 12, 2025 09:53:29 GMT+1\)](#)

P Andrewartha

# Busydays Daycare

Report to the proprietor on the preparation of the unaudited accounts of  
Busydays Daycare

Year ended 23 October 2024

In accordance with your instructions, I have compiled the accounts on the following pages from the accounting records and from information and explanations supplied to me.

I have not carried out an audit or any other review, and consequently I do not, therefore, express any opinion on the accounts.

*Jackson Stapleton*  
[Jackson Stapleton \(Aug 14, 2025 13:17:06 GMT+1\)](#)

Jackson Stapleton Accountants

Brunswick House  
88 Carholme Road  
Lincoln  
Lincolnshire  
LN1 1SP  
United Kingdom

# Busydays Daycare

## Profit and Loss Account

### Year ended 23 October 2024

		2024	2023
		£	£
	Note		
<b>Turnover</b>	2	156,951	164,565
<b>Gross profit</b>		<u>156,951</u>	<u>164,565</u>
<b>Expenditure</b>	2		
Premises costs		18,081	19,620
Staff costs		117,643	110,109
Travelling and entertainment		20,356	15,999
Office costs		1,456	2,582
Legal and professional		3,113	2,432
Repairs and maintenance		796	678
General expenses		8,803	(10,105)
Finance charges		58	-
		<u>170,306</u>	<u>141,315</u>
<b>(Loss)/profit for the year</b>		<u><u>(13,355)</u></u>	<u><u>23,250</u></u>



# Busydays Daycare

## Balance Sheet

23 October 2024

	2024	2023
	£	£
Note		
<b>Current assets</b>		
Cash at bank	15,434	29,626
<b>Current liabilities</b>	3	837
		-
<b>Net current assets</b>		16,271
		29,626
<b>Net assets</b>		16,271
		29,626
<b>Financed by:</b>		
Capital account	4	16,271
		29,626

# Busydays Daycare

## Notes to the Accounts

Year ended 23 October 2024

### 1 Accounting policies

#### BASIS OF PREPARATION

The accounts have been prepared under the historical cost basis and on a basis which enables the profits to be calculated in accordance with United Kingdom Generally Accepted Accounting Practice.

#### TURNOVER

The turnover shown in the profit and loss account represents amounts invoiced during the year, exclusive of Value Added Tax.

### 2 Profit and loss account analysis

#### TURNOVER

	2024	2023
	£	£
Sales	156,951	164,565

#### EXPENDITURE

	2024	2023
	£	£
<b>Premises costs</b>		
Rent	18,081	19,620

	2024	2023
	£	£
<b>Staff costs</b>		
Wages and salaries	114,044	109,153
Employers NI	2,029	-
Employers pensions	1,570	956
	117,643	110,109

# Busydays Daycare

## Notes to the Accounts (continued)

Year ended 23 October 2024

	2024	2023
	£	£
<b>Travelling and entertainment</b>		
Subsistence	7,043	3,104
Client entertainment	13,313	12,895
	<u>20,356</u>	<u>15,999</u>

	2024	2023
	£	£
<b>Office costs</b>		
Printing, postage and stationery	1,456	2,582
	<u>1,456</u>	<u>2,582</u>

	2024	2023
	£	£
<b>Legal and professional</b>		
Accountancy fees	3,113	2,432
	<u>3,113</u>	<u>2,432</u>

	2024	2023
	£	£
<b>Repairs and maintenance</b>		
Repairs and maintenance	796	678
	<u>796</u>	<u>678</u>

	2024	2023
	£	£
<b>General expenses</b>		
Training costs	8,532	2,458
General insurance	4,557	4,702
Donations	(5,329)	(17,783)

# Busydays Daycare

## Notes to the Accounts (continued)

Year ended 23 October 2024

Subscriptions	741	518
Sundry expenses	302	-
	<u>8,803</u>	<u>(10,105)</u>

	2024	2023
	£	£
<b>Finance charges</b>		
Bank charges	58	-
	<u>58</u>	<u>-</u>

### 3 Current liabilities

	2024	2023
	£	£
PAYE and social security	(837)	-
	<u>(837)</u>	<u>-</u>

### 4 Capital account

	2024	2023
	£	£
At 24 October 2023	29,626	6,376
Net (loss)/profit for the year	(13,355)	23,250
At 23 October 2024	<u>16,271</u>	<u>29,626</u>

## **Independent examiner's report to the trustees of Busydays Daycare**

We report on the accounts of the trust for the year ended 23<sup>rd</sup> October 2024, which comprise the Receipts and Payments Account and the Statement of Assets and Liabilities.

### **Respective responsibilities of trustees and examiner**

The charity's trustees 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 needed.

It is our responsibility to :

- Examine the accounts under section 145 of the 2011 Act,
- Follow the procedures laid down in the general directions given by the commission under section 145 (5) (b) of the 2011 Act,
- To state whether particular matters have come to our attention.

### **Basis of independent examiner's report**

Our 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 next statement.

### **Independent examiner's statement**

In connection with our examination, no matter has come to our attention :

1. which gives us reasonable cause to believe that in any material respect the requirements :
  - a. to keep accounting records in accordance with section 130 of the 2011 Act, and
  - b. to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act,

have not been met, or

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

Jackson Stapleton Accountants Limited  
Brunswick House  
86-88 Carholme Road  
Lincoln  
LN1 1SP

Dated 14/08/2025