Sweet Peas Pre-School CIO

England & Wales · Charity number 1172751

Details

Other names	BIZZY BEES PRE-SCHOOL CIO
Status	Registered
Legal form	CIO
Registered	2017-04-25
Register	View on the Charity Commission register

Contact

Address	Sweet Peas Pre School Wootton Village Memorial Hall Bedford Road Wootton Bedford MK43 9JB
Phone	01234767785
Email	hello@sweetpeascio.org
Website	http://www.sweetpeaspreschool.org

Activities

Objects: THE CHARITY WORKS FOR THE PUBLIC BENEFIT HAVING AS ITS OBJECTS THE DEVELOPMENT AND EDUCATION OF CHILDREN AND YOUNG PEOPLE IN PARTICULAR BY: 1) PROMOTING THEIR CARE AND SAFETY; 2)PROMOTING THEIR EDUCATION AND PROMOTING PARENTAL INVOLVEMENT; 3) PROMOTING THEIR HEALTH AND WELL-BEING; 4) PROVIDING SERVICES TO SUPPORT THEM AND THEIR FAMILIES AND CARERS; 5)PROVIDING SERVICES TO INVIDUALS HOLDING MEMBERSHIP OF THE CIO; AND 6)FURTHERING THE AIMS OF THE PRE-SCHOOL LEARNING ALLIANCE.

Activities: Sweet Peas Pre-School CIO is an OFSTED registered childcare setting for children aged 2 to 4 years, term time only. Sweet Peas provides an early years education with a dedicated team of professionals. We accept government funded childcare for children from aged 2 and are an inclusive setting. Sweet Peas has served Wootton and the surrounding villages since 1972 previously know as Bizzy Bees.

Downloaded from opencharities.uk/ew/1172751

Classification

- **How:** Provides Services
- **What:** Education/training
- **Who:** Children/young People

Geography

- Bedford
- Central Bedfordshire

Finances

Period end	Income	Expenditure	Assets	Employees
2025-08-31	£261,972	£284,310	-	-
2024-08-31	£245,212	£214,400	-	-
2023-08-31	£249,904	£185,359	-	-
2022-08-31	£167,388	£167,388	-	-
2021-08-31	£175,664	£175,664	-	-
2020-08-31	£144,791	£144,791	-	-

Trustees

Name	Role	Appointed
Nicola O'Halloran	Chair	2019-10-14
Claire Buchanan		2021-09-01
Gita Parekh		2025-01-14
Sandra Harvey		2026-05-14

Downloaded from opencharities.uk/ew/1172751

Sweet Peas Pre-School CIO

England & Wales - Charity number 1172751

Accounts

Trustees' Annual Report for the period

	Period start date				Period end date		
From	01	September	2024	To	31	August	2025

Section A Reference and administration details

Charity name	Sweet Peas Pre-School CIO
Other names charity is known by	Sweet Peas
Registered charity number (if any)	1172751
Charity's principal address	The Memorial Hall, Bedford Road, Wootton, Bedford
Postcode	MK43 9JB

Names of the 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)
1	Nicola O'Halloran	Chair & Safeguarding		
2	Claire Buchanan	Manager		
3	Samantha Gadsden	Trustee		
4	Gita Parekh	Trustee		

Section B Structure, governance and management

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Constitution
How the charity is constituted (eg. trust, association, company)	Incorporated charity
Trustee selection methods (eg. appointed by, elected by)	Election by members

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.

Sweet Peas Pre-School CIO is a registered childcare provider with OFSTED, the independent governing body within childcare. Sweet Peas is a member of the Pre-School Learning Alliance and has close links to Bedford Borough Council. We take advice from the Department of Education and follow the EYFS Statutory Framework.

Sweet Peas is a committee run Pre-School with an employed manager, deputy manager, finance / administrator, lead practitioner, and early years practitioners. The committee members are all volunteers with the exception of the manager. Pay for employees is agreed by the committee and is based on role, responsibility, performance, qualifications and minimum wage. The day to day running of the Pre-School is performed by the manager and deputy manager. Recruitment is jointly overseen by the management team and committee. Policies within the charity are approved by the committee.

Committee members are voted by the members at the Annual General Meeting although they can join at any time if the trustees are in agreement. We do not ask committee members to have any prior experience, just the willingness to want to help and support our charity. We offer free training through EduCare Early Years Alliance to support new trustees. All trustees must complete their safeguarding and prevent training as a minimum requirement. All committee members are subjected to our safer recruitment policy which includes statutory OFSTED requirements such as suitability, DBS certificates and references.

The minimum number of committee members is 3 and the maximum is 12.

Committee are responsible for overseeing risks faced by the Pre-School. The three main risks are: -

- **Reputation:** to ensure the success of Sweet Peas. Risk is managed through safeguarding policies; safer recruitment, staff, children and family's wellbeing policies are all up to date and enforced. To ensure all policies are up to date, relevant and implemented.
- **Finances:** to ensure Sweet Peas remains financially viable to remain open. Risks such as low intake of children, managing cash flow, managing spending, ensuring reserve funds are adequate and relevant. The committee meet once a month and always

discuss finances to ensure the above risk factors are assessed and resolutions can be made quickly should a risk arise.

- **Education:** to ensure Sweet Peas delivers the EYFS statutory framework. Regular reviews, training and development discussions can help to ensure the framework is being implemented within the setting alongside updating policies and learning objectives.

Through risk management by the committee, the committee are satisfied that the major risks identified have been adequately mitigated where necessary. It is recognised not all risks can be predicted or protected against, but the committee feel all reasonable risks have been adequately managed.

Section C Objectives and activities

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

Sweet Peas is an inclusive Pre-School providing childcare for children aged 2-4 years old. Sweet Peas works for the public benefit, supporting the local community. Sweet Peas key objective is the early years education and development of young children. Sweet Peas achieves this by:-

- Promoting children's care and safety.
- Delivering the EYFS and learning through play
- Maintaining a working partnership with parents/carers
- Promoting health and wellbeing
- Providing a service to support children and their families.
- Enabling a safe and stimulating environment for children to thrive

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 main objective of Sweet Peas Pre-School CIO is to provide high quality childcare to the residents of Wootton and surrounding areas. Sweet Peas supports children and parents/carers in their child's early years development. Sweet Peas provides home from home childcare and accepts all forms of government funded pay such as, 2 years funded for both low-income families and the working parent/carer funding. 15 hours funded for 3–4-year-olds and the extended 30 hours for working families. Sweet Peas also supports a high number of SEND children each year, relying on small amounts of additional government funding to be able to offer the individual support for each child.

Sweet Peas is an inclusive setting and as such we accommodate a range of needs within the setting ensuring we are supporting all families within our community.

We take an active role in supporting low-income families by offering cultural capital experiences. Sweet Peas is an authorised signatory of the food bank and LOFFS offering food vouchers and support to our families. Our fees are set at a level to ensure the financial viability of the charity but to make our setting as accessible as possible to all families.

Sweet Peas objective is to continue to support the community, children and families by providing a safe, nurturing and educational environment for children aged 2-4 years. Our long-term objective is to have our own single use building where we can move away from being a pack away setting. This would allow us to increase the size of the setting and support more families.

Sweet Peas is a member of the local community and takes part in events such as the Parish Council Remembrance Day memorial parade. We held a very successful summer fete in June 2025 and invited the community to come and join us. We were lucky enough to be sponsored for our summer fete and provided a free magic show to the community.

Sweet Peas is an equal opportunity charity and is committed to a working environment free from any discrimination.

Sweet Peas is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

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 charity is heavily reliant on the help of volunteers and fundraising efforts. The committee is formed of amazing volunteers not only to assist in fundraising but also to support the pre-school in its overall functioning. Sweet Peas is very grateful to everyone who gives up their free time to ensure the charity can go from strength to strength.

We are a small setting and have no big investment plans. When we review our finances, we are always looking for opportunities to release funds for resources, however, with the current climate and lack of government funding this is increasingly more challenging.

We have had some wonderful donations from our amazing parents such as water trays, ride on bikes, books and craft materials. The local community are also very supportive, we often have people dropping off children's resources.

Section D Achievements and performance

Section D Achievements and performance

Summary of the main achievements of the charity during the year

Sweet Peas Pre-School CIO has provided a service to around 50 families this academic year:

We have remained with the same committee members, some of whose children have left the setting but they have chosen to remain on the committee. We are grateful for everyone's support and commitment.

Our biggest achievement this financial year has been the development of our new garden. Prior to our new garden, our outdoor space was limited to a gated concrete area. Whilst this provided a lovely space for the children, we were unable to put any permanent fixtures in this area. After the support of the Parish Council who has allowed us to develop a grassed area of land behind our building and a £10,000 grant from a local business, we now have a wonderful gated outdoor space. We have a slide, climbing frame, a road with a bridge, a reading hut and a much-needed staff room – which also doubles up as a space to do focused activities with small groups of children. We also have a sand pit and a herb garden. Sweet Peas contributed their own funds towards the garden project as well; this consisted of reserved money for the project and money from fundraising. The children have hugely benefitted from the garden and are enjoying risky play, imaginative play, and sensory experiences.

We continued fundraising with our popular 'movie nights' for the children, where they enjoy a movie, party food and games. We held a Halloween party with prizes for best dressed. We also had a wonderful Christmas raffle with some amazing, donated gifts from local charities.

At Christmas we had a lovely nativity and carol concert where parents came to watch. On the last day before we broke up, we held a Christmas party where Santa came to visit and gave all of the children a little gift.

We have continued to enjoy our leaver's school celebrations; this year Safari Stu hosted our leaver's party, followed by our very own graduation ceremony.

As a Pre-School and charity, we support the growth and development within the early years sector. We have had some Bedford College student placements join us and a work experience student from Wootton Upper School. The children have enjoyed their time with these students. We are very proud of our apprentice who has completed her Level 3 in Early Years Childcare. We hope to open the apprentice position up again within the coming year.

Section E Financial review

Brief statement of the charity's policy on reserves

Sweet Peas Pre-School CIO has a sufficient Reserves Policy that is reviewed regularly and to ensure that it remains adequate (to cover such things as redundancies or closure, relocation costs, unforeseeable repairs). This is also in place to reserve money for future projects like a new building for Sweet Peas. The money will also ensure our charity is able to operate during periods of lower income.

	As of 31st August 2024, Sweet Peas holds £49265.93 in its reserves account with a £7.50 monthly bank charge coming out. Sweet Peas reserves policy has been reviewed and is continuing to be held between £45,000 and £50,000
Details of any funds materially in deficit	N/A

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.	The charity's principal source of income comes from funded childcare hours from the local government as follows: - • 2 years funded – up to 15 hours a week – low-income families • 2 year funding – up to 15 hours a week – working families – this increased to 30 hours. • 3-4 year funded – up to 15 hours a week – term after child turns 3 years • 3–4-year funding – an additional 15 hours per week (referred to as 30 hours funding) – for qualifying parents/carers. This is supplemented by fee paying hours invoiced directly to the parents/carers. Sweet Peas total income from funded hours amounted to £184,045.12. Sweet Peas total income from fee invoicing amounted to £59,351.07. Total from fundraising events amounted to £2326.97 Grant for Garden Project amounted to £10,000 Total spend for the Garden Project amounted to £50,069.03 Sweet Peas invested £40,069.03 into the Garden Project Additional Funding associated with SEND amounted to £5939.59 There have been no other investments this year.

Section F Other optional information

As a charity, the families of the children at Sweet Peas are assured that all income of the charity will be put straight back into the charity, ensuring excellent childcare is provided and the advancement of education is met through our ethos of child led play in a free flow setting.

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)	Nicola O'Halloran	
Position (eg Secretary, Chair, etc)	Chair	
Date	22.04.2026	

SWEET PEAS PRE SCHOOL CIO
Charity Number 1172751

Accounts & Independent Accountants Review
Year ended 31 August 2025

SWEET PEAS PRE SCHOOL CIO
Charity Number 1172751

INCOME & EXPENDITURE ACCOUNT
YEAR ENDED 31 AUGUST 2025

INCOME	£	£
Fees & Grants		
Fees	59,351.07	
Nursery Education Grant	184,045.12	
Grants	10,030.00	
Additional Funding	5,939.59	259,365.78
Staff Reinbursements		
Training Re-imbursement		
Staff Uniform	-	-
Fundraising		
Children's Uniform	300.30	
General Fundraising	1,626.67	
Donations	400.00	2,326.97
Other		
Interest		
Miscellaneous	279.94	279.94
Total		**261,972.69**

EXPENDITURE	£	£
Staff		
Wages	186,933.56	
Training	1,316.63	
Staff Uniform	1,795.38	
Other	1,301.58	191,347.15
Premises		
Rent	6,223.87	
Equipment /Repair	4,500.80	10,724.67
Children's Resources		
Equipment	5,019.26	
Gifts and Events	1,134.60	
Materials	-	6,153.86
Consumablers		
Food / Drink	4,139.61	
Hot Lunches	6,693.00	10,832.61
Administration		
General	578.40	
Payroll admin costs	1,237.20	
B.T./Internet	5,688.51	
Auditor fees	720.00	
Insurance	1,707.66	
Parent reimbursements	19.50	
Subs/Ofstead	1,296.75	
Miscellaneous	1,838.62	13,086.64
Fundraising		
Cost incurred in fund raising	1,749.74	
Cost of Uniform	346.99	
Cost of Items Purchased		2,096.73
Investment		
Garden Project	50,069.03	50,069.03
Surplus / (Deficit) Year to Date		(22,338.00)
Total		**261,972.69**

Reconciliation of movement in funds	
Opening funds as at 1 Sep 2024	152,544.05
Surplus / (Deficit)	(22,338.00)
Closing Funds as at 31 Aug 2024	**130,206.05**

Held as	
Petty Cash	-
Bank	80,940.12
Reserves	49,265.93
TOTAL	**130,206.05**

SWEET PEAS PRE SCHOOL
Charity Number 1172751

INDEPENDENT EXAMINER'S REPORT
YEAR ENDED 31 AUGUST 2025

RESPONSIBILITIES OF THE TRUSTEES

As a trustee of the charity I understand that the trustees are responsible for keeping proper accounting records as well as the detection of fraud and mistatement.

The trustees are also responsible for ensuring the Annual Report is in accordance with United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Any relevant matters (none) that would effect the outcome of the review or financials have been raised with the External Reviewer.

X _____

Nicola O'Halloran (Chair of PreSchool Board of Trustees) **Date:** 22.04.2026

INDEPENDENT EXAMINATION

I report in respect of my examination of the enclosed financials, 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 statement below.

In connection with our review, no matter has come to our attention that;

- suggests the charity has not kept acceptable accounting records
- that the figures as shown in the income and expenditure account are not in accordance with those records

I 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 figures to be reached.

Alex Chandler ACA External reviewer 28th January 2026
Sygma **Date**
Chartered Accountants

SWEET PEAS PRE SCHOOL CIO
Charity Number 1172751

Accounts & Independent Accountants Review
Year ended 31 August 2025

SWEET PEAS PRE SCHOOL CIO
Charity Number 1172751

INCOME & EXPENDITURE ACCOUNT
YEAR ENDED 31 AUGUST 2025

INCOME	£	£
Fees & Grants		
Fees	59,351.07	
Nursery Education Grant	184,045.12	
Grants	10,030.00	
Additional Funding	5,939.59	259,365.78
Staff Reinbursements		
Training Re-imbursement		
Staff Uniform	-	-
Fundraising		
Children's Uniform	300.30	
General Fundraising	1,626.67	
Donations	400.00	2,326.97
Other		
Interest		
Miscellaneous	279.94	279.94
Total		**261,972.69**

EXPENDITURE	£	£
Staff		
Wages	186,933.56	
Training	1,316.63	
Staff Uniform	1,795.38	
Other	1,301.58	191,347.15
Premises		
Rent	6,223.87	
Equipment /Repair	4,500.80	10,724.67
Children's Resources		
Equipment	5,019.26	
Gifts and Events	1,134.60	
Materials	-	6,153.86
Consumablers		
Food / Drink	4,139.61	
Hot Lunches	6,693.00	10,832.61
Administration		
General	578.40	
Payroll admin costs	1,237.20	
B.T./Internet	5,688.51	
Auditor fees	720.00	
Insurance	1,707.66	
Parent reimbursements	19.50	
Subs/Ofstead	1,296.75	
Miscellaneous	1,838.62	13,086.64
Fundraising		
Cost incurred in fund raising	1,749.74	
Cost of Uniform	346.99	
Cost of Items Purchased		2,096.73
Investment		
Garden Project	50,069.03	50,069.03
Surplus / (Deficit) Year to Date		(22,338.00)
Total		**261,972.69**

Reconciliation of movement in funds	
Opening funds as at 1 Sep 2024	152,544.05
Surplus / (Deficit)	(22,338.00)
Closing Funds as at 31 Aug 2024	**130,206.05**

Held as	
Petty Cash	-
Bank	80,940.12
Reserves	49,265.93
TOTAL	**130,206.05**

SWEET PEAS PRE SCHOOL
Charity Number 1172751

INDEPENDENT EXAMINER'S REPORT
YEAR ENDED 31 AUGUST 2025

RESPONSIBILITIES OF THE TRUSTEES

As a trustee of the charity I understand that the trustees are responsible for keeping proper accounting records as well as the detection of fraud and mistatement.

The trustees are also responsible for ensuring the Annual Report is in accordance with United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Any relevant matters (none) that would effect the outcome of the review or financials have been raised with the External Reviewer.

X _____

Nicola O'Halloran (Chair of PreSchool Board of Trustees) **Date:** 22.04.2026

INDEPENDENT EXAMINATION

I report in respect of my examination of the enclosed financials, 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 statement below.

In connection with our review, no matter has come to our attention that;

- suggests the charity has not kept acceptable accounting records
- that the figures as shown in the income and expenditure account are not in accordance with those records

I 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 figures to be reached.

Alex Chandler ACA External reviewer 28th January 2026
Sygma **Date**
Chartered Accountants

Sweet Peas Pre-School CIO

England & Wales - Charity number 1172751

Accounts

Trustees' Annual Report for the period

	Period start date				Period end date		
From	01	September	2023	To	31	August	2024

Section A Reference and administration details

Charity name	Bizzy Bees Pre-School CIO
Other names charity is known by	Bizzy Bees
Registered charity number (if any)	1172751
Charity's principal address	The Memorial Hall, Bedford Road, Wootton, Bedford
Postcode	MK43 9JB

Names of the 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)
1	Nicola O'Halloran	Chair & Safeguarding		
2	Claire Buchanan	Manager		
3	Samantha Gadsden	Trustee	Appointed 11.05.2024	
4	Gita Parekh	Trustee	Appointed 14.01.2025	
	Laura Hanwell	Secretary	Resigned 30.08.2024	
	Kathryn Tuck	Treasurer	Resigned 08.01.2025	

Section B Structure, governance and management

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Constitution
How the charity is constituted (eg. trust, association, company)	Incorporated charity
Trustee selection methods (eg. appointed by, elected by)	Election by members

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.

Bizzy Bees Pre-School CIO is a registered childcare provider with OFSTED, the independent governing body within childcare. Bizzy Bees is a member of the Pre-School Learning Alliance with close links to Bedford Borough Council. We take advice from the Department of Education and follow the EYFS Statutory Framework.

Bizzy Bees is a committee run Pre-School with an employed manager, deputy manager, finance / administrator, lead practitioner, and early years practitioners. The committee members are all volunteers with the exception of the manager. Pay for employees is agreed by the committee and is based on role, responsibility, performance, qualifications and minimum wage. The day to day running of the Pre-School is performed by the manager and deputy manager. Recruitment is jointly overseen by the management team and committee. Policies within the charity are approved by the committee.

Committee members are voted by the members at the Annual General Meeting although they can join at any time if the trustees are in agreement. We do not ask committee members have any prior experience, just the willingness to want to help and support our charity. We offer free training through EduCare Early Years Alliance to support new trustees. All trustees must complete their safeguarding and prevent training as a minimum requirement. All committee members are subjected to our safer recruitment policy which includes statutory OFSTED requirements such as DBS certificates, references and safeguarding training completed.

The minimum number of committee members is 3 and the maximum is 12.

Committee are responsible for overseeing risks faced by the Pre-School. The three main risks are:-

- **Reputation:** to ensure the success of Bizzy Bees. Risk is managed through safeguarding policies; safer recruitment, staff, children and family's wellbeing policies are all up to date and enforced. To ensure all policies are up to date, relevant and implemented.
- **Finances:** to ensure Bizzy Bees remains financially viable to remain open. Risks such as low intake of children, managing cash flow, managing spending, ensuring reserve funds are adequate

and relevant. The committee meet once a month and always discuss finances to ensure the above risk factors are assessed and resolutions can be made quickly should a risk arise.

- **Education:** to ensure Bizzy Bees delivers the EYFS statutory framework. Regular reviews, training and development discussions can help to ensure the framework is being implemented within the setting alongside updating policies and learning objectives.

Through risk management by the committee, the committee are satisfied that the major risks identified have been adequately mitigated where necessary. It is recognised not all risks can be predicted or protected against, but the committee feel all reasonable risks have been adequately managed.

Section C Objectives and activities

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

Bizzy Bees is an inclusive Pre-School providing childcare for children aged 2-4 years old. Bizzy Bees works for the public benefit, supporting the local community. Bizzy Bees key objective is the early years education and development of young children. Bizzy Bees achieves this by:-

- Promoting children's care and safety.
- Delivering the EYFS and learning through play
- Maintaining a working partnership with parents/carers
- Promoting health and wellbeing
- Providing a service to support children and their families.
- Enabling a safe and stimulating environment for children to thrive

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 main objective of Bizzy Bees Pre-School CIO is to provide high quality childcare to the residents of Wootton and surrounding areas. Bizzy Bees supports children and parents/carers in their child's early years development. Bizzy Bees provides free flow childcare and accepts all forms of government funded pay such as, 2 year funded for both low-income families and the new working parent funding. 15 hours funded for 3–4-year-olds and the extended 30 hours for working families. Bizzy Bees also supports a high number of SEND children each year, relying on additional government funding to be able to offer the individual support for each child.

Bizzy Bees is an inclusive setting and as such we accommodate a range of needs within the setting ensuring we are supporting all families within our community.

We take an active role in supporting low-income families by offering cultural capital experiences. Bizzy Bees is an authorised signatory of the food bank and LOFFS offering food vouchers and support to our families. Our fees are set at a level to ensure the financial viability of the charity

but to make our setting as accessible as possible to all families.

Bizzy Bees objective is to continue to support the community, children and families by providing a safe, nurturing and educational environment for children aged 2-4 years. Our long-term objective is to have our own single use building where we can move away from being a pack away setting. This would allow us to increase the size of the setting and support more families. In the meantime, we are working on a plan to develop our outside space and provide a grassed area with a climbing frame.

Bizzy Bees is a member of the local community and takes part in events such as the Parish Council Remembrance Day memorial parade. We held a very successful wreath making event at Christmas and invited the community to come and join us.

Bizzy Bees is an equal opportunity charity and is committed to a working environment free from any discrimination.

Bizzy Bees is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

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 charity is heavily reliant on the help of volunteers and fundraising efforts. The committee is formed of amazing volunteers not only to assist in fundraising but also to support the Pre-School in its overall functioning. Bizzy Bees is very grateful to everyone who gives up their free time to ensure the charity can go from strength to strength.

We are in the process of applying for some Grants to support us with our new garden project. Depending on what we are awarded, we hope to develop our garden area in the next financial year.

Section D Achievements and performance

Summary of the main achievements of the charity during the year

Bizzy Bees Pre-School CIO has provided a service to around 50 families this academic year:

Again, a new committee formed this year as other committee members moved on due to other work commitments and some, as their children left the setting.

We continued fundraising with our popular 'movie nights' for the children, where they enjoy a movie, pizza and games. We have held Christmas and Halloween parties. An Easter craft and movie evening, along with some amazing raffles where all the prizes were donated by local businesses. We had a very successful wreath making event in November, lots of the local community came to support us and this was run by our wonderful committee members.

We have continued to enjoy our leavers school trips; this year we went to Thrift Farm followed by our very own graduation ceremony.

As a Pre-School and charity, we support the growth and development within the early years sector. We have had some Bedford College students' placements join us and a work experience student. The children have enjoyed their time with these students. We had a member of staff complete their NCF CACHE Level 2 – Diploma for the Early Years Practitioner.

Section E Financial review

Brief statement of the charity's policy on reserves

Bizzy Bees Pre-School CIO has a sufficient Reserves Policy that is reviewed regularly and to ensure that it remains adequate (to cover such things as redundancies or closure, relocation costs, unforeseeable repairs). This is also in place to reserve money for future projects like a new building for Bizzy Bees. The money will also ensure our charity is able to operate during periods of lower income.

As of 31st August 2023, Bizzy Bees holds £49,355.93 in its reserves account with a £7.50 monthly bank charge coming out.

Bizzy Bees reserves policy has been updated this financial year to reflect the rising costs of living and running a pre-school, it is to be held between £45,000 and £50,000

Details of any funds materially in deficit

N/A

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.

The charity's principal source of income comes from funded childcare hours from the local government as follows: -

- 2 years funded – up to 15 hours a week – low-income families
- 2 year funding – up to 15 hours a week – working families
- 3-4 year funded – up to 15 hours a week – term after child turns 3 years
- 3–4-year funding – an additional 15 hours per week (referred to as 30 hours funding) – for qualifying parents/carers.

This is supplemented by fee paying hours invoiced directly to the parents/carers.

Bizzy Bees total income from funded hours amounted to £185,897.09.
Bizzy Bees total income from fee invoicing amounted to £53,794.48.

There have been no investments this year.

Section F Other optional information

As a charity, the families of the children at Bizzy Bees are assured that all income of the charity will be put straight back into the charity, ensuring excellent childcare is provided and the advancement of education is met through our ethos of child led play in a free flow setting.

Section G Declaration

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

Signed on behalf of the charity's trustees

Signature(s)	NOHalloran	
Full name(s)	Nicola O'Halloran	
Position (eg Secretary, Chair, etc)	Chair	

Date 24/01/25

BIZZY BEES PRE SCHOOL
Charity Number 1172751

Accounts & Independent Accountants Review
Year ended 31 August 2024

BIZZY BEES PRE SCHOOL
Charity Number 1172751

INCOME & EXPENDITURE ACCOUNT
YEAR ENDED 31 AUGUST 2024

INCOME	£	£
Fees & Grants		
Fees	53,794.48	
Nursery Education Grant	165,608.64	
Grants and Funding	20,288.45	239,691.57
Staff Reinbursements		
Training Re-imbursement		
Staff Uniform	-	-
Fundraising		
Children Uniform	127.03	
General Fundraising	1,810.03	
Donations	350.00	2,287.06
Other		
Interest		
Miscellaneous	3,234.04	3,234.04
Total		**245,212.67**

EXPENDITURE	£	£
Staff		
Wages	174,004.10	
Training	1,396.25	
Staff Uniform	1,095.42	
Staff Recruitment	-	
Debarment Disclosure	-	
Other	1,232.85	177,728.62
Premises		
Rent	5,109.84	
Equipment /Repair	4,474.44	9,584.28
Equipment & Materials		
Equipment	6,875.17	
Materials	-	6,875.17
Consumablers		
Food / Drink	7,710.20	7,710.20
Administration		
General	898.73	
Payroll admin costs	801.15	
B.T./Internet	4,115.95	
Auditor fees	660.00	
Insurance	1,152.96	
Parent reimbursements	398.50	
Subs/Ofstead	1,044.86	
Miscellaneous	2,686.29	11,758.44
Fundraising		
Cost incurred in fund raising	601.15	
Cost of Uniform	142.50	
Cost of Items Purchased	-	743.65
Surplus / (Deficit) Year to Date		30,812.31
Total		**245,212.67**

Reconciliation of movement in funds	
Opening funds as at 1 Sep 2023	121,731.74
Surplus / (Deficit)	30,812.31
Closing Funds as at 31 Aug 2024	**152,544.05**

Held as	
Petty Cash	-
Bank	103,188.12
Reserves	49,355.93
TOTAL	**152,544.05**

BIZZY BEES PRE SCHOOL
Charity Number 1172751

INDEPENDENT EXAMINER'S REPORT
YEAR ENDED 31 AUGUST 2024

RESPONSIBILITIES OF THE TRUSTEES

As a trustee of the charity I understand that the trustees are responsible for keeping proper accounting records as well as the detection of fraud and mistatement.

The trustees are also responsible for ensuring the Annual Report is in accordance with United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Any relevant matters (none) that would effect the outcome of the review or financials have been raised with the External Reviewer.

N O'Halloran — 24/01/25

Nicola O'Halloran (Chair of PreSchool Board of Trustees) **Date:**

INDEPENDENT EXAMINATION

I report in respect of my examination of the enclosed financials, 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 statement below.

In connection with our review, no matter has come to our attention that;

- suggests the charity has not kept acceptable accounting records
- that the figures as shown in the income and expenditure account are not in accordance with those records

I 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 figures to be reached.

Chandler

Alex Chandler ACA External reviewer — 20 December 2024

Sygma **Date:**

Chartered Accountants

BIZZY BEES PRE SCHOOL
Charity Number 1172751

Accounts & Independent Accountants Review
Year ended 31 August 2024

BIZZY BEES PRE SCHOOL
Charity Number 1172751

INCOME & EXPENDITURE ACCOUNT
YEAR ENDED 31 AUGUST 2024

INCOME	£	£
Fees & Grants		
Fees	53,794.48	
Nursery Education Grant	165,608.64	
Grants and Funding	20,288.45	239,691.57
Staff Reinbursements		
Training Re-imbursement		
Staff Uniform	-	-
Fundraising		
Children Uniform	127.03	
General Fundraising	1,810.03	
Donations	350.00	2,287.06
Other		
Interest		
Miscellaneous	3,234.04	3,234.04
Total		**245,212.67**

EXPENDITURE	£	£
Staff		
Wages	174,004.10	
Training	1,396.25	
Staff Uniform	1,095.42	
Staff Recruitment	-	
Debarment Disclosure	-	
Other	1,232.85	177,728.62
Premises		
Rent	5,109.84	
Equipment /Repair	4,474.44	9,584.28
Equipment & Materials		
Equipment	6,875.17	
Materials	-	6,875.17
Consumablers		
Food / Drink	7,710.20	7,710.20
Administration		
General	898.73	
Payroll admin costs	801.15	
B.T./Internet	4,115.95	
Auditor fees	660.00	
Insurance	1,152.96	
Parent reimbursements	398.50	
Subs/Ofstead	1,044.86	
Miscellaneous	2,686.29	11,758.44
Fundraising		
Cost incurred in fund raising	601.15	
Cost of Uniform	142.50	
Cost of Items Purchased	-	743.65
Surplus / (Deficit) Year to Date		30,812.31
Total		**245,212.67**

Reconciliation of movement in funds	
Opening funds as at 1 Sep 2023	121,731.74
Surplus / (Deficit)	30,812.31
Closing Funds as at 31 Aug 2024	**152,544.05**

Held as	
Petty Cash	-
Bank	103,188.12
Reserves	49,355.93
TOTAL	**152,544.05**

BIZZY BEES PRE SCHOOL
Charity Number 1172751

INDEPENDENT EXAMINER'S REPORT
YEAR ENDED 31 AUGUST 2024

RESPONSIBILITIES OF THE TRUSTEES

As a trustee of the charity I understand that the trustees are responsible for keeping proper accounting records as well as the detection of fraud and mistatement.

The trustees are also responsible for ensuring the Annual Report is in accordance with United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Any relevant matters (none) that would effect the outcome of the review or financials have been raised with the External Reviewer.

N O'Halloran — 24/01/25

Nicola O'Halloran (Chair of PreSchool Board of Trustees) **Date:**

INDEPENDENT EXAMINATION

I report in respect of my examination of the enclosed financials, 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 statement below.

In connection with our review, no matter has come to our attention that;

- suggests the charity has not kept acceptable accounting records
- that the figures as shown in the income and expenditure account are not in accordance with those records

I 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 figures to be reached.

Chandler

Alex Chandler ACA External reviewer — 20 December 2024

Sygma **Date:**

Chartered Accountants

Sweet Peas Pre-School CIO

England & Wales - Charity number 1172751

Accounts

Trustees' Annual Report for the period

	Period start date				Period end date		
From	01	September	2022	To	31	August	2023

Section A Reference and administration details

Charity name	Bizzy Bees Pre-School CIO
Other names charity is known by	Bizzy Bees
Registered charity number (if any)	1172751
Charity's principal address	The Memorial Hall, Bedford Road, Wootton, Bedford
Postcode	MK43 9JB

Names of the 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)
1	Nicola O'Halloran	Chair & Safeguarding		
2	Claire Buchanan	Manager		
3	Laura Hanwell	Secretary	Appointed 04.10.2023	
4	Kathryn Tuck	Treasurer	Appointed 30.08.2023	
	Elizabeth Blunt	Treasurer	Resigned 06.10.2023	
	Lynda McKeegan	Secretary	Resigned 10.01.2023	
	Hannah Keep	Secretary	Appointed 25.01.2023 Resigned 04.01.2024	

Section B Structure, governance and management

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Constitution
How the charity is constituted (eg. trust, association, company)	Incorporated charity
Trustee selection methods (eg. appointed by, elected by)	Election by members

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.

Bizzy Bees Pre-School CIO is a registered childcare provider with OFSTED, the independent governing body within childcare. Bizzy Bees is a member of the Pre-School Learning Alliance with close links to Bedford Borough Council. We take advice from the Department of Education and follow the EYFS Statutory Framework.

Bizzy Bees is a committee run Pre-School with an employed manager, deputy manager, finance / administrator, lead practitioner, and early years practitioners. The committee members are all volunteers with the exception of the manager. Pay for employees is agreed by the committee and is based on role, responsibility, performance, qualifications and minimum wage. The day to day running of the Pre-School is performed by the manager and deputy manager. Recruitment is jointly overseen by the management team and committee. Policies within the charity are approved by the committee.

Committee members are voted by the members at the Annual General Meeting although they can join at any time if the trustees are in agreement. We do not ask committee members have any prior experience just the willingness to want to help and support our charity. We offer free training through EduCare Early Years Alliance to support new trustees. All trustees must complete their safeguarding and prevent training as a minimum requirement. All committee members are subjected to our safer recruitment policy which includes statutory OFSTED requirements such as DBS certificates to be obtained and safeguarding training completed.

The minimum number of committee members is 3 and the maximum is 12, together with up to a further 3 co-opted members.

Committee are responsible for overseeing risks faced by the Pre-School. The three main risks are:-

- Reputation: to ensure the success of Bizzy Bees. Risk is managed through safeguarding policies; safer recruitment, staff, children and family's wellbeing policies are all up to date and enforced. To ensure all policies are up to date, relevant and implemented.
- Finances: to ensure Bizzy Bees remains financially viable to remain open. Risks such as low intake of children, managing cash flow, managing spending, ensuring reserve funds are adequate and relevant. The committee meet once a month and always

discuss finances to ensure the above risk factors are assessed and resolutions can be made quickly should a risk arise.

- Education: to ensure Bizzy Bees delivers the EYFS statutory framework. Regular reviews, training and development discussions can help to ensure the framework is being implemented within the setting alongside updating policies and learning objectives.

Through risk management by the committee, the committee are satisfied that the major risks identified have been adequately mitigated where necessary. It is recognised not all risks can be predicted or protected against, but the committee feel all reasonable risks have been adequately managed.

Section C Objectives and activities

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

Bizzy Bees is an inclusive Pre-School providing childcare for children aged 2-4 years old. Bizzy Bees works for the public benefit, supporting the local community. Bizzy Bees key objective is the early years education and development of young children. Bizzy Bees achieves this by:-

- Promoting children's care and safety.
- Delivering the EYFS and learning through play
- Maintaining a working partnership with parents/carers
- Promoting health and wellbeing
- Providing a service to support children and their families.
- Enabling a safe and stimulating environment for children to thrive

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 main objective of Bizzy Bees Pre-School CIO is to provide high quality childcare to the residents of Wootton and surrounding areas. Bizzy Bees supports children and parents/carers in their child's early years development. Bizzy Bees provides free flow childcare and accepts all forms of government funded pay such as, 2 year funded for both low-income families and the new working parent funding. 15 hours funded for 3–4-year-olds and the extended 30 hours for working families. Bizzy Bees also supports a high number of SEND children each year, relying on additional government funding to be able to offer the individual support for each child.

Bizzy Bees is an inclusive setting and as such we accommodate a range of needs within the setting ensuring we are supporting all families within our community.

We take an active role in supporting low-income families by offering cultural capital experiences. Bizzy Bees is an authorised signatory of the food bank and LOFFS offering food vouchers and support to our families. Our fees are set at a level to ensure the financial viability of the charity but to make our setting as accessible as possible to all families.

Bizzy Bees objective is to continue to support the community, children and families by providing a safe, nurturing and educational environment for children aged 2-4 years. Our long-term objective is to have our own single use building where we can move away from being a pack away setting. This would allow us to increase the size of the setting and support more families.

Bizzy Bees is a member of the local community and takes part in events such as the Parish Council Remembrance day memorial parade. Bizzy Bees held their own summer fete this year open to the public. Bizzy Bees provided a 45-minute free magician entertainment for anyone to come and enjoy alongside stall and rides to fundraise for the charity.

Bizzy Bees is an equal opportunity charity and is committed to a working environment free from any discrimination.

Bizzy Bees is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

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 charity is heavily reliant on the help of volunteers and fundraising efforts. The committee is formed of amazing volunteers not only to assist in fundraising but also to support the Pre-School in its overall functioning. Bizzy Bees is very grateful to everyone who gives up their free time to ensure the charity can go from strength to strength.

We were awarded a £2000 Grant from the Harpur Trust and used the money this year to create our wonderful sensory garden. A huge thank you to the Trust for enabling us to create this wonderful space for our children.

We will be applying for more grants in the future to secure more funds to develop the sensory garden further and invest in some climbing equipment for the children of Bizzy Bees.

Section D Achievements and performance

Summary of the main achievements of the charity during the year

Bizzy Bees Pre-School CIO has provided a service to around 50 families this academic year:

Again, a new committee formed this year as other committee members moved on due to other work commitments and some, as their children left the setting.

After the success of our 'movie nights' last year we have continued to enjoy these fundraising events with the children. We held our first Summer Fete and opened it up to the public, this was a huge success and Bizzy Bees raised a total of £939.81. We have held Christmas and Halloween parties along with some amazing raffles where all the prizes were donated by local businesses. We have plans for a wreath making event at Christmas too – although this will fall into next year's financial accounts.

After the success of Bizzy Bees first pre-school trip last year, our leavers this year enjoyed a pre-school trip to a farm followed by our very own graduation ceremony.

As a Pre-School and charity, we support the growth and development within the early years sector. Bizzy Bees is supporting college student placement this year. She is gaining hands on experience whilst studying at college. We are very proud of her; the children love the days she is with us! We have also had a member of staff complete their PANCO training. A staff member has passed their Level 3 and another member of staff has started their Level 2 qualification. Three members of staff have completed their Early Years Professional Development course – with one more just behind them!

Section E Financial review

Brief statement of the charity's policy on reserves

Bizzy Bees Pre-School CIO has a sufficient Reserves Policy that is reviewed regularly and to ensure that it remains adequate (to cover such things as redundancies or closure, relocation costs, unforeseeable repairs). This is also in place to reserve money for future projects like a new building for Bizzy Bees. The money will also ensure our charity is able to operate during periods of lower income.

As of 31st August 2023, Bizzy Bees holds £24943.43 in its reserves account with a £5 monthly bank charge coming out.

Bizzy Bees reserves policy states we must hold between £20,000 and £25,000 in reserves.

This policy is due for review shortly due to the cost of living and wage increases. It may be necessary for the next financial year to ensure this amount is increased.

Details of any funds materially in deficit

N/A

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.

The charity's principal source of income comes from funded childcare hours from the local government as follows:-
2 years funded – up to 15 hours a week – for qualifying parents
3-4 year funded – up to 15 hours a week – for all children over the age of 3.
3–4-year funding – an additional 15 hours per week (referred to as 30 hours funding) – for qualifying parents.
This is supplemented by fee paying hours invoiced directly to the parents. This will continue to be the charity's main source of income.

Bizzy Bees total income from funded hours amounted to £147,619.25.
Bizzy Bees total income from fee invoicing amounted to £37,570.47.

Bizzy Bees secured a £2000 Grant from the Harper Trust, Bedford. This money was used to develop our new sensory garden – which has been a huge success.

There has been no investments made this year.

Section F Other optional information

As a charity, the families of the children at Bizzy Bees are assured that all income of the charity will be put straight back into the charity, ensuring excellent childcare is provided and the advancement of education is met through our ethos of child led play in a free flow setting.

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)	Nicola O'Halloran	
Position (eg Secretary, Chair, etc)	Chair	
Date	01/03/24	

BIZZY BEES PRE SCHOOL
Charity Number 1172751

BIZZY BEES PRE SCHOOL
Charity Number 1172751

INCOME & EXPENDITURE ACCOUNT
YEAR ENDED 31 AUGUST 2023

INCOME	£	£
Fees & Grants		
Fees	37,570.47	
Nursery Education Grant	195,758.45	
Grants	2,000.00	235,328.92
Staff Reinbursements		
Training Re-imbursement		
Staff Uniform	-	-
Fundraising		
Children Uniform	315.75	
General Fundraising	2,790.42	
Donations	774.92	3,881.09
Other		
Interest		
Miscellaneous	10,694.87	10,694.87
Total		**249,904.88**

EXPENDITURE	£	£
Staff		
Wages	151,750.50	
Training	848.00	
Staff Uniform	1,027.78	
Staff Recruitment	666.35	
Debarment Disclosure	-	
Other	-	154,292.63
Premises		
Rent	4,355.00	
Equipment /Repair	3,651.99	8,006.99
Equipment & Materials		
Equipment	7,033.67	
Materials	-	7,033.67
Consumablers		
Food / Drink	3,471.99	3,471.99
Administration		
General	744.55	
Payroll admin costs	670.40	
B.T./Internet	4,848.83	
Auditor fees	660.00	
Insurance	996.80	
Parent reimbursements	33.50	
Subs/Ofstead	1,536.13	
Miscellaneous	1,275.95	10,766.16
Fundraising		
Cost incurred in fund raising	1,347.98	
Cost of Uniform	277.75	
Cost of Items Purchased	162.57	1,788.30
Surplus / (Deficit) Year to Date		64,545.14
Total		**249,904.88**
		-

Reconciliation of movement in funds	
Opening funds as at 1 Sep 2022	57,186.60
Surplus / (Deficit)	64,545.14
Closing Funds as at 31 Aug 2023	**121,731.74**

Held as	
Petty Cash	-
Bank	96,788.31
Reserves	24,943.43
TOTAL	**121,731.74**

-

BIZZY BEES PRE SCHOOL
Charity Number 1172751

INDEPENDENT EXAMINER'S REPORT
YEAR ENDED 31 AUGUST 2023

RESPONSIBILITIES OF THE TRUSTEES

As a trustee of the charity I understand that the trustees are responsible for keeping proper accounting records as well as the detection of fraud and mistatement.

The trustees are also responsible for ensuring the Annual Report is in accordance with United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Any relevant matters (none) that would effect the outcome of the review or financials have been raised with the External Reviewer.

N O'Halloran — 01/03/24

Nicola O'Halloran (Chair of PreSchool Board of Trustees) **Date:**

INDEPENDENT EXAMINATION

I report in respect of my examination of the enclosed financials, 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 statement below.

In connection with our review, no matter has come to our attention that;

- suggests the charity has not kept acceptable accounting records
- that the figures as shown in the income and expenditure account are not in accordance with those records

I 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 figures to be reached.

Chandler

Alex Chandler ACA External reviewer 25 January 2024
Sygma **Date:**
Chartered Accountants

BIZZY BEES PRE SCHOOL
Charity Number 1172751

BIZZY BEES PRE SCHOOL
Charity Number 1172751

INCOME & EXPENDITURE ACCOUNT
YEAR ENDED 31 AUGUST 2023

INCOME	£	£
Fees & Grants		
Fees	37,570.47	
Nursery Education Grant	195,758.45	
Grants	2,000.00	235,328.92
Staff Reinbursements		
Training Re-imbursement		
Staff Uniform	-	-
Fundraising		
Children Uniform	315.75	
General Fundraising	2,790.42	
Donations	774.92	3,881.09
Other		
Interest		
Miscellaneous	10,694.87	10,694.87
Total		**249,904.88**

EXPENDITURE	£	£
Staff		
Wages	151,750.50	
Training	848.00	
Staff Uniform	1,027.78	
Staff Recruitment	666.35	
Debarment Disclosure	-	
Other	-	154,292.63
Premises		
Rent	4,355.00	
Equipment /Repair	3,651.99	8,006.99
Equipment & Materials		
Equipment	7,033.67	
Materials	-	7,033.67
Consumablers		
Food / Drink	3,471.99	3,471.99
Administration		
General	744.55	
Payroll admin costs	670.40	
B.T./Internet	4,848.83	
Auditor fees	660.00	
Insurance	996.80	
Parent reimbursements	33.50	
Subs/Ofstead	1,536.13	
Miscellaneous	1,275.95	10,766.16
Fundraising		
Cost incurred in fund raising	1,347.98	
Cost of Uniform	277.75	
Cost of Items Purchased	162.57	1,788.30
Surplus / (Deficit) Year to Date		64,545.14
Total		**249,904.88**
		-

Reconciliation of movement in funds	
Opening funds as at 1 Sep 2022	57,186.60
Surplus / (Deficit)	64,545.14
Closing Funds as at 31 Aug 2023	**121,731.74**

Held as	
Petty Cash	-
Bank	96,788.31
Reserves	24,943.43
TOTAL	**121,731.74**

-

BIZZY BEES PRE SCHOOL
Charity Number 1172751

INDEPENDENT EXAMINER'S REPORT
YEAR ENDED 31 AUGUST 2023

RESPONSIBILITIES OF THE TRUSTEES

As a trustee of the charity I understand that the trustees are responsible for keeping proper accounting records as well as the detection of fraud and mistatement.

The trustees are also responsible for ensuring the Annual Report is in accordance with United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Any relevant matters (none) that would effect the outcome of the review or financials have been raised with the External Reviewer.

N O'Halloran — 01/03/24

Nicola O'Halloran (Chair of PreSchool Board of Trustees) **Date:**

INDEPENDENT EXAMINATION

I report in respect of my examination of the enclosed financials, 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 statement below.

In connection with our review, no matter has come to our attention that;

- suggests the charity has not kept acceptable accounting records
- that the figures as shown in the income and expenditure account are not in accordance with those records

I 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 figures to be reached.

Chandler

Alex Chandler ACA External reviewer 25 January 2024
Sygma **Date:**
Chartered Accountants

Sweet Peas Pre-School CIO

England & Wales - Charity number 1172751

Accounts

Trustees' Annual Report for the period

	Period start date				Period end date		
From	01	09	2021	To	31	08	2022

Section A Reference and administration details

Charity name	Bizzy Bees Pre-School CIO
Other names charity is known by	Bizzy Bees Wootton
Registered charity number (if any)	1172751
Charity's principal address	The Memorial Hall
	Bedford Road
	Wootton, Bedfordshire
	Postcode MK43 9JB

Names of the 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)
1	Nicola O'Halloran	Chair		
2	Claire Buchanan	Manager	Appointed 09.09.2021	
3	Elizabeth Blunt	Treasurer	Appointed 10.03.2022 Treasurer 24.06.2022	
4	Lynda McKeegan	Secretary	Appointed16.03.2022	
5	Sarah Clifton		Resigned 15.11.2021	
6	Samantha Woods	Secretary	Resigned 17.09.2021	
7	Kayleigh Vernon	Treasurer	Resigned 24.06.2022	

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

Name	Dates acted if not for whole year
N/A	

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

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

Section B Structure, governance and management

Description of the charity's trusts

Type of governing document (eg trust deed, constitution)	Constitution
How the charity is constituted (eg trust association company)	Incorporated charity
Trustee selection methods (eg appointed by elected by)	Elected by members

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.

Bizzy Bees Pre-School CIO is a registered childcare provider with OFSTED who is the independent governing body for the standards within childcare. Bizzy Bees is a member of the Pre-School Learning Alliance, with close links to Bedford Borough Council. We take governance advice from the Early Years and Childcare Officer, part of the Local Authorities Children's and Adult's Services Department. We take advice from the Department of Education and follow the EYFS Statutory framework.

There are two types of membership for Bizzy Bees: family memberships for the parents or guardians of all children who attend Bizzy Bees Pre-School CIO and Affiliate Membership for individual, organisations or other bodies interested in supporting the aim of Bizzy Bees Pre-School CIO.

Bizzy Bees is a committee run Pre-School with an employed manager, deputy, administrator, lead practitioner and practitioners of staff. The committee members are all volunteers whilst the manager, deputy, lead practitioner, administrator and practitioners are all paid employees. Pay is agreed by the committee and is based on role responsibility, a practitioners qualified level, minimum wage. The day to day running of the Pre-School is performed by the manager, educational needs, administrative and leadership. Recruitment is jointly overseen by management team and committee. Policies within the charity are determined by the committee.

Committee members are voted by the members at the Annual General Meeting although can join at any time if trustees are in agreement. We do not ask committee members to have any prior experience just the willingness to want to help support our charity. We offer free training through EduCare Early Years Alliance to support new trustees. All committee members are subjected to our safer recruiting policy and include statutory Ofsted requirements such as DBS obtainment and safeguarding training.

The minimum number of committee members is 3 and maximum is 12, together with up to a further 3 co-opted members.

Committee are responsible for overseeing risks faced by the Pre-School. The three main risks are:-

- Reputation: to ensure the success of Bizzy Bees. Risk is managed

through safeguarding policies; safer recruitment polices and procedures and wellbeing policies for both staff and children.

- Finances: To ensure Bizzy Bees remains financially viable to remain open. Risks are low intake of children, managing cash flow, managing spending, ensure reserve funds are adequate and relevant. Committee meet once a month and always discuss finances to ensure the above risk factors are assed and resolutions can be made quickly should a risk arise.
- Education: To ensure Bizzy Bees delivers the EYFS 2021 statutory framework. Regular reviews, training and development discussions can help to ensure the framework is being implemented within the setting alongside updating policies and learning objectives.

Through risk management by the committee for Bizzy Bees the committee are satisfied that the major risks identified have been adequately mitigated where necessary. It is recognised not all risks can be predicted or protected against, but the committee feel all reasonable risks have been adequately managed.

Section C Objectives and activities

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

Bizzy Bees is an inclusive Pre-School proving childcare for children aged 2-4 years old. Bizzy Bees works for the public benefit, having as its key objectives the development and education of local children by:

- Promoting their care and safety.
- Promoting their education and parental involvement.
- Promoting their health and wellbeing.
- Providing services to support them and their families and carers.

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 main objective of the Bizzy Bees Pre-School CIO is to provide high quality childcare to residents of Wootton and surrounding villages, supporting children and parents/carers in their child's development. Providing free flow childcare and accepting all forms of government funded pay such as 2 years funded and 15 hours for ages 3–4-year-olds to enable parents access to local childcare. Bizzy Bees is an inclusive setting and as such we accommodate a range of needs within the setting ensuring we are supporting all families within our community. We are proud to have supported the refugee campaign and have taken an active role in supporting refugee families. We take an active role in supporting low-income families by offering cultural capital experiences, we are authorised signatories of the food bank and LOFTS offering food vouchers to our families. Our Pre-School welcomes children from all backgrounds. Our fees are set at a level to ensure the financial viability of the charity and consistent with offering high quality childcare supporting the early years development.

We keep in regular contact with parents / carers via Tapestry our online learning journal and regular parents' evenings. Our management team also have an open-door policy which is freely advertised.

Our objectives are to continue to support the community and families and to deliver a safe, nurturing and educational environment for children aged 2-4 years. Our long-term objectives are to have our own single use

building where we can move away from being a pack away setting, increase our intake and support more families.

Bizzy Bees Pre-School CIO is a community setting which is actively involved in community events, such as taking part in fundraising opportunities with Wootton Lower School, being part of the Parish Council's remembrance parade. We get involved with Wootton Fun Fest and other community events throughout the year. We actively encourage parents/carers, our children and members of our community in the running of our Pre-School and/or our fundraising activities.

Bizzy Bees is an equal opportunity charity and are committed to a working environment free from any form of discrimination.

Bizzy Bees is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

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 charity is heavily reliant on the help of volunteers and fundraising efforts. The Committee is formed of amazing volunteers not only to assist in fundraising but also to support the Pre-School staff in their day-to-day duties. In any of these scenarios, their efforts are greatly appreciated.

We have won a £2000 grant from the Harper Trust Bedford this year to invest in our Sensory Garden. The money will be invested in the Spring of 2023 when the weather is warmer to benefit all of the children who attend Bizzy Bees.

Our object through further fundraising is to invest in some climbing equipment for the children to explore but we aren't quite there yet!

Section D Achievements and performance

Summary of the main achievements of the charity during the year

Bizzy Bees Pre-School CIO has provided service to around 52 families this academic year.

Again, a new committee formed this year as other committee members moved on due to work commitments and some of their children left the setting. Our committee Chair remains in position.

A new management team was also founded this year with the resignation of the former manager. Claire Buchanan took the position of manager and Sarah Meadows took the position of deputy.

The new EYFS Statutory Framework came into force in September 2021 which the charity have focused on.

The staff and committee worked very hard this year to hold various fundraising events such as our first ever 'movie night' where the children got to return dressed in their PJs for snacks and a movie. We had fantastic Halloween & Christmas parties for the children as fundraising events. Bizzy Bees organised an Easter, Summer and Christmas raffle with some fantastic prizes donated from local businesses. Bizzy Bees attended Wootton Fun Fest with a stall to raise money.

Section D Achievements and performance

Bizzy Bees 50th anniversary was celebrated this year with a jumble sale. We had an abundance of donations and support. All staff and committee donated their time voluntarily to support the Pre-School.

Bizzy Bees had it's first 'leavers school trip' this year. The children who were leaving to start school had the opportunity to go to a farm for the day followed by a graduation ceremony.

The staff of Bizzy Bees supported the transition of 27 children leaving to start primary school and began the process of welcoming new families ready to start in September 2022.

Bizzy Bees took on an apprentice for the first time in January 2021 to support the training process of new qualified practitioners within the local community. It has been a successful partnership with the apprentice and Bedford College who are leading the course. An unqualified member of staff achieved their Level 2 and is now studying towards their Level 3. As a Pre-School and a charity, we support the growth and carer progression of all staff members offering opportunities for growth within the childcare profession.

The management team has joined a local hub with the local primary school and other Pre-Schools in the village to raise educational standards and to ensure everyone in the community is benefitting from the collaborating in ensuring children are at a similar level when joining primary school.

Our deputy manager is a local Mental Health First Aider and offers wellbeing support to everyone at the charity and the wider community.

Section E Financial review

Brief statement of the charity's policy on reserves	Bizzy Bees Pre-School CIO has a sufficient Reserves Policy that is reviewed regularly and to ensure remains adequate (to cover such things as redundancies or closure, relocation costs, unforeseeable repairs). This is also in place to provide an opportunity to reserve money for future projects like a new building for Bizzy Bees. The money will also ensure our charity is able to operate during periods of lower income. As of 31st August 2022, Bizzy Bees holds £25020.01 in the reserve account, with a £5 bank charge coming out monthly. Our Reserve Policy states that we should hold between £20-25k, so we are at our target balance.
Details of any funds materially in deficit	N/A

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.

The charity's principal source of income comes from funded childcare hours from the local government as follows:-
2 years funded – up to 15 hours a week – for qualifying parents
3-4 year funded – up to 15 hours a week – for all children over the age of 3.
3–4-year funding – an additional 15 hours per week (referred to as 30 hours funding) – for qualifying parents.
This is supplemented by fee paying hours invoiced directly to the parents. This will continue to be the charity's main source of income.

Bizzy Bees total income from funded hours amounted to £131,482.24.
Bizzy Bees total income from fee invoicing amounted to £32,979.04.

Bizzy Bees through various events fund raised a total of £2041.84. An objective would be to fundraise more next year and use the funds to invest in resources for the children such as climbing frames, replacing worn equipment, build our sensory area, develop our home corner and sand garden.

There has been no investments made this year.

Section F Other optional information

As a charity, the families of the children at Bizzy Bees are assured that all income of the charity will be put straight back into the charity, ensuring excellent childcare is provided and the advancement of education is met through our ethos of child led play in a free flow setting.

Section G Declaration

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

Signed on behalf of the charity's trustees

Signature(s)	NOHalloran	
Full name(s)	Nicola O'Halloran	
Position (eg Secretary, Chair, etc)	Chair	

Date 19/04/23

BIZZY BEES PRE SCHOOL
Charity Number 1172751

INCOME & EXPENDITURE ACCOUNT
YEAR ENDED 31 AUGUST 2022

INCOME	£	£
Fees & Grants		
Fees	32,979.04	
Nursery Education Grant	131,482.24	
Grants		164,461.28
Staff Reinbursements		
Training Re-imbursement		
Staff Uniform	243.83	243.83
Fundraising		
Children Uniform		
General Fundraising	2,041.84	
Donations	26.03	2,067.87
Other		
Interest		
Miscellaneous	615.15	615.15
Total		**167,388.13**

EXPENDITURE	£	£
Staff		
Wages	143,634.59	
Training	1,555.80	
Staff Uniform	974.87	
Staff Recruitment	144.87	
Debarment Disclosure	-	
Other	617.44	146,927.57
Premises		
Rent	5,501.00	
Equipment /Repair	1,950.53	7,451.53
Equipment & Materials		
Equipment	2,284.57	
Materials	-	2,284.57
Consumablers		
Food / Drink	2,537.43	2,537.43
Administration		
General	685.50	
Payroll admin costs	785.84	
B.T./Internet	5,516.26	
Auditor fees	600.00	
Insurance	732.56	
Parent reimbursements	113.75	
Subs/Ofstead	737.17	
Miscellaneous	1,415.71	10,586.79
Fundraising		
Cost incurred in fund raising	626.06	
Cost of Uniform	321.65	
Cost of Items Purchased	412.12	1,359.83
Surplus / (Deficit) Year to Date		(3,759.59)
Total		**167,388.13**

Reconciliation of movement in funds	
Opening funds as at 1 Sep 2021	60,946.19
Surplus / (Deficit)	(3,759.59)
Closing Funds as at 31 Aug 2022	**57,186.60**

Held as	
Petty Cash	-
Bank	32,166.59
Reserves	25,020.01
TOTAL	**57,186.60**

BIZZY BEES PRE SCHOOL
Charity Number 1172751

INDEPENDENT EXAMINER'S REPORT
YEAR ENDED 31 AUGUST 2022

RESPONSIBILITIES OF THE TRUSTEES

As a trustee of the charity I understand that the trustees are responsible for keeping proper accounting records as well as the detection of fraud and mistatement.

The trustees are also responsible for ensuring the Annual Report is in accordance with United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Any relevant matters (none) that would effect the outcome of the review or financials have been raised with the External Reviewer.

N O'Halloran

Nicola O'Halloran (Chair of PreSchool Board of Trustees)

07/12/22

Date:

INDEPENDENT EXAMINATION

I report in respect of my examination of the enclosed financials, 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 statement below.

In connection with our review, no matter has come to our attention that;

- suggests the charity has not kept acceptable accounting records
- that the figures as shown in the income and expenditure account are not in accordance with those records

I 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 figures to be reached.

Chandler

Alex Chandler ACA External reviewer
Sygma
Chartered Accountants

02 December 2022

Date:

BIZZY BEES PRE SCHOOL
Charity Number 1172751

INCOME & EXPENDITURE ACCOUNT
YEAR ENDED 31 AUGUST 2022

INCOME	£	£
Fees & Grants		
Fees	32,979.04	
Nursery Education Grant	131,482.24	
Grants		164,461.28
Staff Reinbursements		
Training Re-imbursement		
Staff Uniform	243.83	243.83
Fundraising		
Children Uniform		
General Fundraising	2,041.84	
Donations	26.03	2,067.87
Other		
Interest		
Miscellaneous	615.15	615.15
Total		**167,388.13**

EXPENDITURE	£	£
Staff		
Wages	143,634.59	
Training	1,555.80	
Staff Uniform	974.87	
Staff Recruitment	144.87	
Debarment Disclosure	-	
Other	617.44	146,927.57
Premises		
Rent	5,501.00	
Equipment /Repair	1,950.53	7,451.53
Equipment & Materials		
Equipment	2,284.57	
Materials	-	2,284.57
Consumablers		
Food / Drink	2,537.43	2,537.43
Administration		
General	685.50	
Payroll admin costs	785.84	
B.T./Internet	5,516.26	
Auditor fees	600.00	
Insurance	732.56	
Parent reimbursements	113.75	
Subs/Ofstead	737.17	
Miscellaneous	1,415.71	10,586.79
Fundraising		
Cost incurred in fund raising	626.06	
Cost of Uniform	321.65	
Cost of Items Purchased	412.12	1,359.83
Surplus / (Deficit) Year to Date		(3,759.59)
Total		**167,388.13**

Reconciliation of movement in funds	
Opening funds as at 1 Sep 2021	60,946.19
Surplus / (Deficit)	(3,759.59)
Closing Funds as at 31 Aug 2022	**57,186.60**

Held as	
Petty Cash	-
Bank	32,166.59
Reserves	25,020.01
TOTAL	**57,186.60**

BIZZY BEES PRE SCHOOL
Charity Number 1172751

INDEPENDENT EXAMINER'S REPORT
YEAR ENDED 31 AUGUST 2022

RESPONSIBILITIES OF THE TRUSTEES

As a trustee of the charity I understand that the trustees are responsible for keeping proper accounting records as well as the detection of fraud and mistatement.

The trustees are also responsible for ensuring the Annual Report is in accordance with United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Any relevant matters (none) that would effect the outcome of the review or financials have been raised with the External Reviewer.

N O'Halloran

Nicola O'Halloran (Chair of PreSchool Board of Trustees)

07/12/22

Date:

INDEPENDENT EXAMINATION

I report in respect of my examination of the enclosed financials, 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 statement below.

In connection with our review, no matter has come to our attention that;

- suggests the charity has not kept acceptable accounting records
- that the figures as shown in the income and expenditure account are not in accordance with those records

I 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 figures to be reached.

Chandler

Alex Chandler ACA External reviewer
Sygma
Chartered Accountants

02 December 2022

Date:

Sweet Peas Pre-School CIO

England & Wales - Charity number 1172751

Accounts

Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	01	09	2020		31	08	2021

Section A Reference and administration details

Charity name	Bizzy Bees Pre-School CIO
Other names charity is known by	Bizzy Bees Wootton
Registered charity number (if any)	1172751
Charity's principal address	The Memorial Hall Bedford Road Wootton, Bedfordshire **Postcode** **MK43 9JB**

Names of the 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)
1	Nicola O'Halloran	Chair	16th November 2020	
2	Paula Bannell	Manager		
3	Kayleigh Vernon	Treasurer		
4	Samantha Woods	Secretary	16th November 2020	
5	Sarah Clifton			
6				
7				
8				
9				
10				

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

Name	Dates acted if not for whole year

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

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

Section B Structure, governance and management

Description of the charity's trusts

Type of governing document (eg trust deed constitution)	Constitution
How the charity is constituted (eg trust association company)	Incorporated charity
Trustee selection methods (eg appointed by elected by)	Elected by members

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.

Bizzy Bees Pre-School CIO is a member of the Pre-School Learning Alliance, with close links to Bedford Borough Council. We take governance advice from the Early Years and Childcare Officer, part of the Local Authorities Children's and Adult's Services Department.

There are two types of membership: family memberships for the parents or guardians of all children who attend Bizzy Bees Pre-School CIO and Affiliate Membership for individual, organisations or other bodies interested in supporting the aim of Bizzy Bees Pre-School CIO.

Committee members are voted by the members at the Annual General Meeting although can join at any time if trustees are in agreement.

The minimum number of committee members is 3 and maximum is 12, together with up to a further 3 co-opted members.

Section C Objectives and activities

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

The aims of the Pre-School are to enhance the development and education of children, primarily under statutory school age, by encouraging parents/carers to understand and provide for the needs of their children through community groups and by:

a) offering appropriate play, education and care facilities, family learning and extended hours groups, together with the right parents to take responsibility for and to become involved in the activities of such groups, ensuring that such groups offer opportunities for all children whatever their race, culture, religion, means or ability;
b) encouraging the study of the needs of such children and their families and promoting public interest in and recognition of such needs in the local areas;
c) instigating and adhering to and furthering the aims and objects of the Pre-School Learning Alliance.

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 main purpose of the Bizzy Bees Pre-School CIO is to provide high quality childcare to residents of Wootton and surrounding villages, supporting children and parents/carers in their child's development.

Bizzy Bees Pre-School CIO is a community setting which is actively involved in community events, such as taking part in fundraising opportunities with Wootton Lower School or within the village. We actively encourage parents/carers, our children and members of our community in the running of our Pre-School and/or our fundraising activities.

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 charity is heavily reliant on the help of volunteers. Firstly, the Board of Trustees is formed entirely of volunteers not only to assist in fundraising but also to support the Pre-School staff in their day to day duties, to gain experience or to gain qualifications. In any of these scenarios, their efforts are greatly appreciated.

Section D Achievements and performance

Summary of the main achievements of the charity during the year

Bizzy Bees Pre-School CIO has provided service to around 51 families this academic year.

Again, a new committee formed this year as other committee members moved on due to other work commitments and as some of their children left the setting.

The staff and committee worked very hard this year to hold in-house fundraising events such as a sponsored Easter Egg Hunt and various raffles. We were very restricted with the COVID-19 pandemic which meant we couldn't hold the bigger fundraising events like we usually would, as parents and the public were restricted from entering the premises for the whole year to avoid the spread of the virus.

Section E Financial review

Brief statement of the charity's policy on reserves

Bizzy Bees Pre-School CIO has a sufficient Reserves Policy that is reviewed regularly and to ensure remains adequate (to cover such things as redundancies or closure), with plans to build the reserves further over this academic year if required.

As at 14th March 2022 we hold £25050.01 in the reserve account, with a £5 bank charge coming out monthly. Our Reserve Policy states that we should hold between £20-25k, so we are at our target balance.

Looking ahead to 1st April 2022 (pay rises included) we calculate that if all current staff had to be made redundant due to permanent closure, then £6702.93 would need to be allowed for, this of course will increase with the length of time staff are employed and any pay rises. The surplus of the £25050.01 is for any emergencies such as the urgent need to move to other rented premises in event of fire etc. and to pay staff wages in the event of short-term closures that might affect income, and any other unforeseeable events.

Details of any funds materially in deficit	N/A

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.

The charity receives 15 hour and 30 hour funding (if parents/carers are eligible), Nursery Education Funding for 3-4 year olds and 2 year old funding (if parents/carers are eligible) from Local Government, which is supplemented by charging fees for additional hours and non-funded 2 year olds.

In addition to this we have a fundraising strategy, netting approximately £2700 (fundraising and donations) in the academic year 2019-2020 and due to the COVID-19 pandemic only raising approximately £1700 (fundraising and donations) this year.

Over this year, due to COVID-19, much of our fundraising was sadly not able to take place.

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)	NOHalloran	
Full name(s)	Nicola O'Halloran	
Position (eg Secretary, Chair, etc)	Chair	

Date 25/03/22

BIZZY BEES PRE SCHOOL
Charity Number 1172751

INCOME & EXPENDITURE ACCOUNT
1 SEPTEMBER 2020 TO 31 AUGUST 2021

Income			**Expenditure**		
Fees & Grants			**Staff**		
Fees	103,970.67		Wages	134,617.52	
Nursery Education Gran	60,971.49		Training	374.60	
Grants	-	164,942.16	Staff Uniform	348.09	
Staff Reinbursements			Staff Recruitment	37.50	
Training Re-imbursemei	-		Debarment Disclosure	220.98	
Staff Uniform	-	-	Other	333.40	135,932.09
Fundraising			**Premises**		
Children Uniform	732.50		Rent	4,786.00	
General Fundraising	1,193.98		Equipment /Repair	2,856.06	7,642.06
Donations	827.75	2,754.23	**Equipment & Materials**		
Other			Equipment	1,294.52	
Interest	-		Materials	1,529.84	2,824.36
Miscellaneous	7,967.55	7,967.55	**Consumablers**		
			Food / Drink	1,640.23	1,640.23
			Administration		
			General	717.28	
			Payroll	669.24	
			B.T./Internet	1,755.62	
			Insurance	719.86	
			Subs/Ofstead	388.24	
			Miscellaneous	2,663.03	6,913.27
			Fundraising		
			Cost incurred in fund raising	106.37	
			Cost of Uniform	573.52	
			Cost of Items Purchased	47.70	727.59
			Surplus / (Deficit) Year to Date		19,984.34
Total		**175,663.94**	**Total**		**175,663.94**

Summary	
Opening funds as at 1 September 2020	41,000.34
Surplus / (Deficit)	19,984.34
Closing Funds as at 31 August 2020	**60,984.68**

FUNDS HELD	**£**
Petty Cash	38.49
Bank	35,866.18
Reserves	25,080.01
TOTAL	**60,984.68**

As trustee of the charity I understand that the trustees are responsible for ensuring accurate and adequate accounting records are maintained, and can confirm this to be the case for the year to 31 August 2021.
Any relevant matters (none) that would effect the outcome of the review have been raised with the External Reviewer.

Nicola O'Halloran (Chair of PreSchool Board of Trustees)

NOHalloran

24 / 11 / 21
Date:

Independent Review

Our review 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 statement below.
In connection with our review, no matter has come to our attention that;

- suggests the charity has not kept acceptable accounting records
- that the figures as shown in the income and expenditure account are not accurate

Chandler

Alex Chandler ACA External reviewer
Sygma
Chartered Accountants

22 November 2021
Date:

BIZZY BEES PRE SCHOOL
Charity Number 1172751

INCOME & EXPENDITURE ACCOUNT
1 SEPTEMBER 2020 TO 31 AUGUST 2021

Income			**Expenditure**		
Fees & Grants			**Staff**		
Fees	103,970.67		Wages	134,617.52	
Nursery Education Gran	60,971.49		Training	374.60	
Grants	-	164,942.16	Staff Uniform	348.09	
Staff Reinbursements			Staff Recruitment	37.50	
Training Re-imbursemei	-		Debarment Disclosure	220.98	
Staff Uniform	-	-	Other	333.40	135,932.09
Fundraising			**Premises**		
Children Uniform	732.50		Rent	4,786.00	
General Fundraising	1,193.98		Equipment /Repair	2,856.06	7,642.06
Donations	827.75	2,754.23	**Equipment & Materials**		
Other			Equipment	1,294.52	
Interest	-		Materials	1,529.84	2,824.36
Miscellaneous	7,967.55	7,967.55	**Consumablers**		
			Food / Drink	1,640.23	1,640.23
			Administration		
			General	717.28	
			Payroll	669.24	
			B.T./Internet	1,755.62	
			Insurance	719.86	
			Subs/Ofstead	388.24	
			Miscellaneous	2,663.03	6,913.27
			Fundraising		
			Cost incurred in fund raising	106.37	
			Cost of Uniform	573.52	
			Cost of Items Purchased	47.70	727.59
			Surplus / (Deficit) Year to Date		19,984.34
Total		**175,663.94**	**Total**		**175,663.94**

Summary	
Opening funds as at 1 September 2020	41,000.34
Surplus / (Deficit)	19,984.34
Closing Funds as at 31 August 2020	**60,984.68**

FUNDS HELD	**£**
Petty Cash	38.49
Bank	35,866.18
Reserves	25,080.01
TOTAL	**60,984.68**

As trustee of the charity I understand that the trustees are responsible for ensuring accurate and adequate accounting records are maintained, and can confirm this to be the case for the year to 31 August 2021.
Any relevant matters (none) that would effect the outcome of the review have been raised with the External Reviewer.

Nicola O'Halloran (Chair of PreSchool Board of Trustees)

NOHalloran

24 / 11 / 21
Date:

Independent Review

Our review 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 statement below.
In connection with our review, no matter has come to our attention that;

- suggests the charity has not kept acceptable accounting records
- that the figures as shown in the income and expenditure account are not accurate

Chandler

Alex Chandler ACA External reviewer
Sygma
Chartered Accountants

22 November 2021
Date:

Sweet Peas Pre-School CIO

England & Wales - Charity number 1172751

Accounts

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.

The Charity receives 15 hour and 30 hour funding (if parents eligible) Nursey Education Funding for 3/4yr olds and 2 year old funding (if parents eligible) from Local Government, which is supplemented by charging fees for additional hours and non-funded 2 year olds. In addition to this we have a fundraising strategy, netting approximately £2000 in the academic year 2018-2019, and due to Covid only one event netting approx. £1500 this year.

Over this year due to COVID19 much of our fundraising was sadly cancelled

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)	Samantha Woods
Position (eg Secretary, Chair, etc)	Chair
Date	15 November 2020

	(c) Instigating and adhering to and furthering the aims and objects of the Pre-school Learning Alliance.
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 main purpose of the Bizzy Bees Pre-School CIO is to provide high quality childcare to residents of Wootton and surrounding villages supporting children and parents in their child's development. Bizzy Bees Pre-School CIO is a community setting which is actively involved in community events, such as hosting the Annual Scarecrow Festival or taking part in fundraising opportunities with Wootton Lower School or within the village. We actively encourage parents/carer's our children and members of our community in the running of our pre-school and/or our fundraising activities.

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 Charity is heavily reliant on the help of volunteers. Firstly, the Board of Trustees is formed entirely of volunteers, but also to support the pre-school staff in their day to day duties, to gain experience or to gain qualifications. In any of these scenarios, their efforts are greatly appreciated.

Section D Achievements and performance

Summary of the main achievements of the charity during the year	Bizzy Bees Pre-School CIO has provided service to around 58 families this academic year: Again a new committee formed this year as other committee members moved on due to other work commitments and some as their children left the setting. The staff & committee worked very hard this year to hold our very first Family Christmas Fayre. This was an amazing fundraising effort raising approx. £1500 for the pre-school. There were other many great fundraising activities from the previous year which we had hoped to repeat this year. However, due to Covid-19 Bizzy Bees was faced with temporary closure from March 2019 until Monday 8th June 2020. This period was a very difficult and unsettled time for the committee, staff, parents and the children. When the setting re-opened all parties adapted well to the new measures put in place. Next term the committee and staff will be focusing on raising funds differently, with the latest government guidance and new restrictions at the forefront of their plans.

Section E Financial review

Brief statement of the charity's policy on reserves	Bizzy Bees Pre-School CIO has a sufficient Reserves Policy that is reviewed regularly and to ensure remains adequate with plans to build the reserves further over this next academic year.
Details of any funds materially in deficit	N/A

Further financial review details (Optional information)

Type of adviser	Name	Address

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

Section B Structure, governance and management

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Constitution
How the charity is constituted (eg. trust, association, company)	Incorporated charity
Trustee selection methods (eg. appointed by, elected by)	Election by members

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.

Bizzy Bees Pre-School CIO is a member of the Pre-School Learning alliance, with close links to Bedford Borough Council. We take governance advice from the Early Years and Childcare Officer, part of the Local Authorities Children's and Adults' Services Department.

There are two types of membership, family membership for the parents or guardians of all children who attend Bizzy Bees Pre-School CIO and Affiliate Membership for individual, organisations or other bodies interested in supporting the aim of Bizzy Bees Pre-School CIO.

Committee members are voted by the members at the Annual General Meeting although can join at any time if trustee agree.

The minimum number of committee members is 3 and the maximum is 12, together with up to a further 3 co-opted members.

Section C Objectives and activities

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

The aims of the Pre-school 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:
(a) Offering appropriate play, education and care facilities, family learning and extended hours groups, together with the right of parents to take responsibility for and to become involved in the activities of such groups, ensuring that such groups offer opportunities for all children whatever their race, culture, religion, means or ability;
(b) Encouraging the study of the needs of such children and their families and promoting public interest in and recognition of such needs in the local areas;

Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	01	September	2019		31	August	2020

Section A Reference and administration details

Charity name	Bizzy Bees Pre-School CIO
Other names charity is known by	Bizzy Bees
Registered charity number (if any)	1172751
Charity's principal address	The Memorial Hall, Bedford Road, Wootton, Bedford
Postcode	MK43 9JB

Names of the 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)
1	Sam Woods	Co Chair	Appointed: 15th Jan 18 Co Chair Oct 2019	
2	Paula Bannell	Manager	Appointed September 2018	
	Rachel Cocker (changed name to Rachel Bates)		Left: October 2019	
	Melissa Lambert	Chair	Left: Jan 2020	
	Clare Tawell		Left: 14 October 2019	
3	Sarah Clifton	Secretary	Appointed 4th February19	
4	Tamika Brown		Appointed 4th February 19 Stood down as treasurer but stayed on committee April 19	
	Shelley Turnbull		Left: June 2020	
	Sabrina Irvine		Left: August 2020	
5	Nicola O'Halloran	Co Treasurer	Appointed: 14 Oct 2019	
6	Kayleigh Vernon	Co Treasurer	Appointed: 5 Nov 2019	

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

Name	Dates acted if not for whole year

Names and addresses of advisers (Optional information)

General Guidance

1. Update the detailed monthly sheets, analysing the income and expenditure appropriately. You can do this anytime after you have submitted the information to the Treasurer/Chair. Do not do anything b
2. Update the Petty cash spreadsheet on a regular basis, preferably after you have paid out petty cash ensuring you have receipts for the petty cash and a voucher is complete. Analyse the expenditure ap
3. At monthend, ensure that all income and expenditure is recorded and analysed. Put a folio number on each supporting documents e.g. 4-1 is month 4 and -1 is the first document
4. Copy the petty cash totals to the appropriate columns in the monthly sheet.
5. Undertake the bank rec - note that if monies have been paid into the petty cash, that money should not be put into the monthly sheet, but it is an item in the bank reconciliation
6. Complete the I&E summary for the month, adjusting the deficit / surplus for the month as appropriate. Enter in the cash and bank.
7. Complete the I&E Summary, adjusting the deficit / surplus for the year to date as appropriate and enter in the cash and bank.
8. Payroll is now down by an external company but the totals should reconcile to the bank account. The cost of the service should be separated from the staff wages.
9. There are numerous check formula throughout - if something doesn't equal zero suggest there is a problem!

Income & Expenditure

1. Detailed notes are on the monthly income and expenditure sheets. Comments attached to itemise/detail expenditure
   I&E accounts are set up to print, hopefully on any computer

Monthly Detailed Income & Expenditure

1. Detailed summary will populate itself. There are checks in it, so if they are not zero there is an error somewhere.
2. If you need to add additional rows to the individual monthly detail, follow the following instructions and all of the formula will auto adjust itself.
   a. Do not use the last row which has a date in it.
   b. Insert as many rows as you need before the last row which has a date in it.
   c. Copy the last row (it will be with the date in it and paste to the blank rows you have inserted
   d. Never use the blank row before the column totals
3. Allocation of expenditure to the detailed columns
   a. Staff Costs - Wages, staff training, recruitment, uniform & Disbarment disclosure. If any training is refunded for example, it should be entered as a negative e.g. -£50.
   b. Premises - Rent & Repair / Improvement to hall and grounds e.g. CCTV camera would be put here
   c. Equipment & Materials - this anything to do with the children, e.g. pencils, crayons, toys etc.
   d. Consumables - Food & Drink e.g. Tesco bill, milk bill etc. It is not food or drink for fund raising activities
   e. Administration
      i. General: Books, Stationery, printer, ink for printer, Xmas pressies for staff etc.
      ii. Payroll: Cost of payroll service, license etc.
      iii. BT / Internet: Telephone / internet and any other charges relating to the provision of such
      iv. Insurance: Any insurances related to running the preschool, including trustee insurance
      v. Subs / Ofstead: Any subscriptions relating to running the preschool
      vi. Other: use as a last resort, should be very little here, but one exception is the Cosco Membership
   f. Fundraising:
      Keep uniform costs separate from fundraising costs. At year end there should be an adjustment for stock left
      It would be interesting / helpful to keep a separate record of cost of each fund raising event & the income received. Currently impossible to see if individual fundraising actually costs more than it
      All costs of fundraising should be detailed here, e.g. buying Easter eggs for the Easter fundraising event.
4. Allocation of Income to the detailed columns
   a. Fees - this is any fees paid for by the parents. If a cheque bounces then it should be entered as a negative amount in the fees column e.g. -100
   b. Milk Refund - System has now changed. Not required but have not deleted the column as it would throw too many things out!!
   c. Training Re-imbursement- This is an awkward one - it relates to the university of Northampton payment to Bizzy Fees, not sure what it covers, so left it separately
   d. Staff Uniform - This is where staff purchase uniform over and above what is supplied to them
   e. Children Uniform - This is the income from the sale of children's uniforms, after a year end adjustment for stock it will show what profit is actually made on this
   f. Grants - Grants from any organisation other than the Governments Nursery Grant.
      It would be useful to keep a separate note of each grant, the amount received and how it was spent as in many cases you much demonstrate what you have spent the money on.
   g. Donations - From any person or organisation. It is not the University of Northampton's contribution to staff training.
   h. Reserve a/c Interest. Take from reserve account bank statement. It is a reconciliation item in the bank reconciliation.
   i. Other - Anything else that falls outside of the above!

BIZZY BEES PRE SCHOOL
Charity Number

INCOME & EXPENDITURE ACCOUNT
1 SEPTEMBER 2019 TO 31 AUGUST 2020

Income			**Expenditure**		
Fees & Grants			**Staff**		
Fees	22,252.65		Wages	102,596.34	
Nursery Education Gr	118,418.03		Training	288.00	
Grants	1,000.00	141,670.68	Staff Uniform	207.42	
Staff Reinbursements			Staff Recruitment	48.29	
Training Re-imbursem	-		Debarment Disclosure	111.78	
Staff Uniform	-	-	Other	-	103,251.83
Fundraising			**Premises**		
Children Uniform	333.28		Rent	3,452.50	
General Fundraising	2,711.72		Equipment /Repair	1,020.50	4,473.00
Donations	55.35	3,100.35	**Equipment & Materials**		
Other			Equipment	922.90	
Interest	-		Materials	426.35	1,349.25
Miscellaneous	20.25	20.25	**Consumablers**		
			Food / Drink	1,129.93	1,129.93
			Administration		
			General	640.87	
			Payroll	491.52	
			B.T./Internet	1,304.51	
			Insurance	901.48	
			Subs/Ofstead	543.97	
			Miscellaneous	421.06	4,303.41
			Fundraising		
			Cost incurred in fund raising	612.97	
			Cost of Uniform	287.60	
			Cost of Items Purchased	1,133.94	2,034.51
			Surplus / (Deficit) Year to Date		28,249.35
Total		**144,791.28**	**Total**		**###**

Summary

Opening funds as at 1 September	12,750.99
Surplus / (Deficit)	28,249.35
Closing Funds as at 31 August	**41,000.34**

FUNDS HELD

	£
Petty Cash	7.10
Bank	27,993.23
Reserves	13,000.01
TOTAL	**41,000.34**

-

Income and Expenditure account has been prepared and confirm these represent a true and fair view of the Pre School.

Nicola O'Halloran (Co Chair of PreSchool Board of Trustees)

Isabell Procter FCCA (External Auditor)

Date:

Bizzy Bees Pre-School
Income & Expenditure Account as at 31 August 2020

INCOME

	MONTHLY			YEAR TO DATE			FORECAST		
	Budget	Actuals	Variance	Budget	Actuals	Variance	Annual Budget	Forecast	Variance
Income	**£**	**£**	**£**	**£**	**£**	**£**	**£**	**£**	**£**
Fees & Grants									
Fees	-	-	-	20,300.00	22,252.65	1,952.65	20,300.00	20,529.35	229.35
Nursery Education Grant	8,000.00	13,916.73	5,916.73	107,904.04	118,418.03	10,513.99	107,904.04	107,904.04	-
Grants	-	1,000.00	1,000.00	-	1,000.00	1,000.00	-	-	-
Staff Reinbursements									
Training Re-imbursement	-	-	-	-	-	-	-	-	-
Staff Uniform	-	-	-	-	-	-	-	-	-
Fundraising									
Children Uniform	-	-	-	1,100.00	333.28	(766.72)	1,100.00	1,100.00	-
General Fundraising	-	-	-	2,730.00	2,711.72	(18.28)	2,730.00	2,730.00	-
Donations	-	-	-	55.00	55.35	0.35	55.00	55.00	-
Other									
Interest	-	-	-	-	-	-	-	-	-
Miscellaneous	-	-	-	-	20.25	20.25	-	-	-
Total	**8,000.00**	**14,916.73**	**6,916.73**	**###**	**###**	**12,702.24**	**###**	**###**	**229.35**

	MONTHLY			YEAR TO DATE			FORECAST		
	Budget	Actuals	Variance	Profile Budget	Actuals	Variance	Annual Budget	Forecast	Variance
Expenditure	**£**	**£**	**£**	**£**	**£**	**£**	**£**	**£**	**£**
Staff									
Wages	8000.00	7,666.97	333.03	103,400.00	102,596.34	803.66	103,400.00	104,985.84	(1,585.84)
Training	0.00	-	-	288.00	288.00	-	288.00	288.00	-
Staff Uniform	0.00	-	-	138.71	207.42	(68.71)	138.71	138.71	-
Staff Recruitment	0.00	-	-	48.29	48.29	-	48.29	48.29	-
Debarment Disclosure	0.00	-	-	128.78	111.78	17.00	128.78	128.78	-
Other Staff Costs	0.00	-	-	-	-	-	-	-	-
Premises									
Rent	0.00	-	-	3,452.50	3,452.50	-	3,452.50	3,452.50	-
Equipment /Repair	0.00	254.62	(254.62)	933.07	1,020.50	(87.43)	933.07	933.07	-
Equipment & Materials									
Equipment	0.00	-	-	874.48	922.90	(48.42)	874.48	874.48	-
Materials	0.00	-	-	444.09	426.35	17.74	444.09	444.09	-
Consumablers									
Food / Drink	0.00	-	-	1,229.93	1,129.93	100.00	1,229.93	1,229.93	-
Administration									
General	0.00	2.28	(2.28)	779.45	640.87	138.58	779.45	779.45	-
Payroll	100.00	-	100.00	600.00	491.52	108.48	600.00	600.00	-
B.T./Internet	0.00	68.98	(68.98)	1,288.58	1,304.51	(15.93)	1,288.58	1,288.58	-
Insurance	0.00	-	-	901.48	901.48	-	901.48	901.48	-
Subs/Ofstead	0.00	-	-	530.00	543.97	(13.97)	530.00	530.00	-
Miscellaneous	35.00	-	35.00	547.22	421.06	126.16	547.22	547.22	-
Fundraising									
Cost incurred in fund rais	0	-	-	612.97	612.97	-	612.97	612.97	-
Cost of Uniform	0	-	-	266.16	287.60	(21.44)	266.16	266.16	-
Cost of Items Purchased	140	-	140.00	1,133.94	1,133.94	-	1,133.94	1,133.94	-
Total	**8,275.00**	**7,992.85**	**282.15**	**###**	**###**	**1,055.72**	**###**	**###**	**(1,585.84)**

Summary

Opening funds as at 1 August 2020	34,076.46
Surplus / (Deficit) for the month	6,923.88
Closing Funds as at 31 August 2020	**41,000.34**

FUNDS HELD

Petty Cash (General)	7.10
Bank	27,993.23
Reserves	13,000.01
TOTAL	**41,000.34**

-

FORECAST FUNDS AT YEAR END	
Opening funds as at 1 September 2019	13,268.42
Surplus / (Deficit) at the end of the year	13,134.90
Estimated Closing Funds as at 31 August 2020	26,403.32

YEAR TO DATE BUDGET Vs. ACTUALS

Budget	14,491.39
Actuals	28,249.35
Surplus / (Deficit) against Budget	**(13,757.96)**

ANNUAL FORECAST Vs BUDGET

Budget	14,491.39
Actuals	13,134.90
Forecast Surplus / (Deficit) vs Budget	**1,356.49**

Expenditure **AUGUST 2020**

DATE			Description	REF	Wages	Training
25	8	20	Disposables	08.01		
25	8	20	Disposable masl	08.02		
26	8	20	Barclaycard	08.03		
27	8	20	Aug Hol Wages	08.04	7,843.91	
27	8	20	BT	08.05		
28	8	20	Techies domain	08.06		
28	8	20	HMRC TAX	08.07	245.60	
28	8	20	HMRC NICs	08.08	613.60	
28	8	20	NEST Pension	08.09	237.79	
28	8	20	Insurance - paid	08.10		
28	8	20	Insurance credited as above			
5	8	20	CJRS July grant	CR03	(1,273.93)	
	8	20			-	
	8	20				
	8	20	**PETTY CASH**	No change		
	8	20				
TOTAL					**7,666.97**	**0.00**
			FORECAST		104,985.84	288.00

Income **AUGUST 2020**

DATE					Fees	Nursery Grant
3	8	20	Autumn special	CR01		2,559.20
3	8	20	Parish council gr	CR02		
3	8	20	CJRS JULY	CR03		
	8	20	**2019-20 Income accruals**			11,357.53
	8	20				

8	20				
TOTAL				**0.00**	**13,916.73**

FORECAST 20,529.35 107,904.04

Staff Costs				Premises	
Staff Uniform	Staff Recruitment	DBS	Other	Rent	Equipment /Repair Kitchen items
					203.62
					51.00
0.00	**0.00**	**0.00**	**0.00**	**0.00**	**254.62**
138.71	48.29	128.78	0.00	3,452.50	933.07

Training Re-imbursement	Staff Uniform	Children Uniform	Fundraising	Grants	Donations
				1,000.00	

0.00	**0.00**	**0.00**	**0.00**	**1,000.00**	**0.00**

0.00	0.00	1,100.00	2,730.00	0.00	55.00

ildren Equipment & Materi			Administration			
Equipment & toys	**Materials**	**Food / Drink**	**General stationary etc**	**Payroll**	**B.T./Internet/Website**	**Insurance**
			2.28			
					56.39	
					12.59	
						97.20
						(97.20)
0.00	**0.00**	**0.00**	**2.28**	**0.00**	**68.98**	**0.00**

874.48 444.09 1,229.93 779.45 600.00 1,288.58 901.48

Interest	Other

0.00	**0.00**

0.00 0.00

		Fundraising			TOTAL
Subs Ofsted	**Other**	**Cost incurred in fund raising**	**Cost of Uniform**	**Cost of Items Purchased**	
					203.62
					51.00
					2.28
					7,843.91
					56.39
					12.59
					245.60
					613.60
					237.79
					97.20
					(97.20)
					(1,273.93)
					-
					-
					-
					-
0.00	**0.00**	**0.00**	**0.00**	**0.00**	**7,992.85**

530.00	547.22	612.97	266.16	1,133.94	119,183.49

TOTAL
2,559.20
1,000.00
-
11,357.53
-

-
14,916.73

132,318.39

0 0

EXPENDITURE **2019-20**

		Staff Costs						Premises		Children Equip & Materials			Administration						Fundraising			TOTAL		
MONTH		Wages	Training	Staff Uniform	Staff Recruitment	Debarment Disclosure	Other staff Costs	Rent	Equipment /Repair	Equipment	Materials	Food / Drink	General	Payroll	B.T./ Internet	Insurance	Subs/ Ofsted	Other	Cost incurred in fund raising	Cost of Uniform	Cost of Items Purchased			
September	19	10,207.70	-	-	-	-	-	-	32.79	293.64	-	185.95	146.58	63.96	82.12	-	-	-	-	19.28	-	11,032.02	11,032.02	-
October	19	8,378.14	190.00	-	-	-	-	558.50	63.27	124.55	48.95	159.07	145.95	-	295.44	-	151.20	6.63	-	-	-	10,121.70	10,121.70	-
November	19	9,628.05	-	-	48.29	8.29	-	503.50	119.82	114.25	82.15	167.15	-	-	81.13	-	96.84	64.12	120.25	145.76	83.00	11,262.60	11,262.60	-
December	19	9,280.41	-	70.00	-	13.00	-	586.00	64.63	-	33.68	123.23	64.24	-	80.52	-	-	-	458.19	9.07	328.54	11,111.51	11,111.51	-
January	20	9,364.31	95.00	-	-	16.20	-	393.50	177.85	133.21	30.16	115.40	48.45	138.60	80.52	-	35.00	24.18	-	-	297.60	10,949.98	10,949.98	-
February	20	9,413.27	3.00	-	-	13.00	-	550.00	88.38	108.83	32.97	174.45	50.46	-	80.68	70.87	-	-	-	-	424.80	11,010.71	11,010.71	-
March	20	9,824.27	-	-	-	48.29	-	421.00	30.60	-	116.18	204.68	107.44	147.72	304.39	-	-	158.86	34.53	70.61	-	11,468.57	11,468.57	-
April	20	9,575.61	-	68.71	-	-	-	440.00	55.73	-	-	-	16.33	-	56.39	830.61	-	93.43	-	21.44	-	11,158.25	11,158.25	-
May	20	6,320.20	-	-	-	-	-	-	-	-	-	-	-	-	56.39	-	-	-	-	-	-	6,376.59	6,376.59	-
June	20	5,392.89	-	-	-	-	-	-	98.82	148.42	-	-	-	141.24	58.73	-	260.93	-	-	-	-	6,101.03	6,101.03	-
July	20	7,544.52	-	68.71	-	13.00	-	-	33.99	-	82.26	-	59.14	-	59.22	-	-	73.84	-	21.44	-	7,956.12	7,956.12	-
August	20	7,666.97	-	-	-	-	-	-	254.62	-	-	-	2.28	-	68.98	-	-	-	-	-	-	7,992.85	7,992.85	-
																								-
TOTAL		**102,596.34**	**288.00**	**207.42**	**48.29**	**111.78**	**0.00**	**3,452.50**	**1,020.50**	**922.90**	**426.35**	**1,129.93**	**640.87**	**491.52**	**1,304.51**	**901.48**	**543.97**	**421.06**	**612.97**	**287.60**	**1,133.94**	**116,541.93**		
BUDGET		**103,400.00**	**288.00**	**138.71**	**48.29**	**128.78**	**-**	**###**	**933.07**	**874.48**	**444.09**	**1,229.93**	**779.45**	**600.00**	**1,288.58**	**901.48**	**530.00**	**547.22**	**612.97**	**266.16**	**####**	**###**		

INCOME **2019-20**

MONTH		Fees	Nursery Grant	imbursement	Staff Uniform	Children Uniform	Fundraising	Grants	Donations	Interest	Other		TOTAL		
September	19	3,169.25	9,573.73	-	-	115.00	-	-	54.10	-	-		12,912.08	12,912.08	-
October	19	3,460.10	10,213.53	-	-	76.00	24.06	-	-	-	-		13,773.69	13,773.69	-
November	19	3,589.75	13,127.40	-	-	50.00	84.00	-	-	-	20.25		16,871.40	16,871.40	-
December	19	897.05	5,878.98	-	-	10.75	2,585.64	-	-	-	-		9,372.42	9,372.42	-
January	20	4,948.25	9,975.90	-	-	28.00	4.00	-	-	-	-		14,956.15	14,956.15	-
February	20	1,796.50	10,733.74	-	-	29.25	-	-	-	-	-		12,559.49	12,559.49	-
March	20	4,269.25	8,029.12	-	-	-	14.02	-	1.25	-	-		12,313.64	12,313.64	-
April	20	23.00	24,372.24	-	-	-	-	-	-	-	-		24,395.24	24,395.24	-
May	20	200.00	4,442.04	-	-	-	-	-	-	-	-		4,642.04	4,642.04	-
Jun	20	-	-	-	-	-	-	-	-	-	-		-	-	-
July	20	(100.50)	8,154.62	-	-	24.28	-	-	-	-	-		8,078.40	8,078.40	-
August	20	-	13,916.73	-	-	-	-	1,000.00	-	-	-	**£8547.34 should have ALSO been received in August but delayed due to COVID and paid in September 2020**	14,916.73	14,916.73	-
TOTAL		**22,252.65**	**###**	**0.00**	**0.00**	**333.28**	**2,711.72**	**1,000.00**	**55.35**	**0.00**	**20.25**		**144,791.28**		
BUDGET		**20,300.00**	**###**	**0.00**	**0.00**	**1,100.00**	**2,730.00**	**0.00**	**55.00**	**0.00**	**0.00**				

Reserve Account				In	Out	
1	***9***	***19***	**Balance b/fwd**			***10,000.01***
14	9	19	Interest			-
30	**9**	**19**	**Balance c/fwd**			**10,000.01**
1	10	19	**Balance b/fwd**			**10,000.01**
31	10	19	Interest	-	-	10,000.01
31	**10**	**19**	**Balance c/fwd**			**10,000.01**
9	11	19	**Balance b/fwd**			**10,000.01**
30	11	19	Interest			10,000.01
30	**11**	**19**	**Balance c/fwd**			**10,000.01**
31	12	19	**Balance b/fwd**			**10,000.01**
		19	Interest			10,000.01
31	**12**	**19**	**Balance c/fwd**			**10,000.01**
16	1	20	**Balance b/fwd**			**10,000.01**
31	1	20	Interest			10,000.01
31	1	20	**Balance c/fwd**			**10,000.01**
24	2	20	**Balance b/fwd**			**10,000.01**
28	2	20	Interest			10,000.01
28	**2**	20	**Balance c/fwd**	**3,000.00**		**13,000.01**
1	3	20	**Balance b/fwd**			**13,000.01**
31	3	20	Interest			13,000.01
31	**3**	20	**Balance c/fwd**			**13,000.01**
1	4	20	**Balance b/fwd**			**13,000.01**
30	4	20	Interest			13,000.01
30	4	20	**Balance c/fwd**			**13,000.01**
1	5	20	**Balance b/fwd**			**13,000.01**
31	5	20	Interest			13,000.01
31	5	20	**Balance c/fwd**			**13,000.01**
1	**6**	20	**Balance b/fwd**			**13,000.01**
30	6	20	Interest			13,000.01
30	**6**	20	**Balance c/fwd**			**13,000.01**

1	**7**	20	**Balance b/fwd**		**13,000.01**
31	7	20	Interest		13,000.01
31	**7**	20	**Balance c/fwd**		**13,000.01**
1	**8**	20	**Balance b/fwd**		**13,000.01**
31	8	20	Interest		13,000.01
31	**8**	20	**Balance c/fwd**		**13,000.01**

Bank Statemer	Difference
10,000.01	-
10,000.01	-
10,000.01	-
10,000.01	-
10,000.01	-
13,000.01	-
13,000.01	-
13,000.01	-
13,000.01	-
13,000.01	-

13,000.01	**-**
13,000.01	**-**

Update cell shaded in green with balance from Bank Account
This is a check sum - should always be zero! If not the bank re
Interest from Bank Statement

ec is incorrect

Current Account				In	Out	
1	***9***	***19***	***Balance b/fwd***			3,231.78
			Expenditure Sept		11,032.02	(7,800.24)
			Income	12,912.08		5,111.84
			Petty Cash	-		5,111.84
			Accural		517.43	4,594.41
30	9	19	**Balance c/fwd**			**4,594.41**
1	**10**	**19**	**Balance B/fwd**			**4,594.41**
			Expenditure October		10,121.70	(5,527.29)
			Income October	13,773.69		8,246.40
			Petty Cash	1.00		8,247.40
			Interest		-	8,247.40
31	10	19	**Balance c/fwd**			**8,247.40**
1	**11**	**19**	**Balance B/fwd**			**8,247.40**
			Expenditure November		11,262.60	(3,015.20)
			Income November	16,871.40		13,856.20
			Petty Cash	10.57		13,866.77
			Interest		-	13,866.77
30	11	19	**Balance c/fwd**			**13,866.77**
1	**12**	**19**	**Balance B/fwd**			**13,866.77**
			Expenditure December		11,111.51	2,755.26
			Income December	9,372.42		12,127.68
			Petty Cash	2.26		12,129.94
			Interest		-	12,129.94
31	12	19	**Balance c/fwd**			**12,129.94**
1	**1**	**20**	**Balance B/fwd**			**12,129.94**
			Expenditure January		10,949.98	1,179.96
			Income January	14,956.15		16,136.11
			Petty Cash	-		16,136.11
			Interest		-	16,136.11
31	1	20	**Balance c/fwd**			**16,136.11**
1	**2**	**20**	**Balance B/fwd**			**16,136.11**
			Expenditure February	(3,000.00)	11,010.71	2,125.40
			Income February	12,559.49		14,684.89
			Petty Cash	6.70		14,691.59

			Interest		-	14,691.59
28	2	20	**Balance c/fwd**			**14,691.59**
1	**3**	**20**	**Balance B/fwd**			**14,691.59**
			Expenditure March		11,468.57	3,223.02
			Income March	12,313.64		15,536.66
			Petty Cash	-		15,536.66
			Interest		-	15,536.66
31	3	20	**Balance c/fwd**			**15,536.66**
1	**4**	**20**	**Balance B/fwd**			**15,536.66**
			Expenditure April		11,158.25	4,378.41
			Income April	24,395.24		28,773.65
			Petty Cash	-		28,773.65
			Interest			28,773.65
30	4	20	**Balance c/fwd**			**28,773.65**
1	**5**	**20**	**Balance B/fwd**			**28,773.65**
			Expenditure May		6,376.59	22,397.06
			Income May	4,642.04		27,039.10
			Petty Cash	-		27,039.10
			Interest			27,039.10
31	**5**	**20**	**Balance c/fwd**			**27,039.10**
1	**6**	**20**	**Balance b/fwd**			27,039.10
			Expenditure June		6,101.03	20,938.07
			IncomeJune	-		20,938.07
			Petty Cash	9.00		20,947.07
			Interest			20,947.07
30	**6**	**20**	**Balance c/fwd**			**20,947.07**
1	**7**	**20**	**Balance b/fwd**			**20,947.07**
			Expenditure July		7,956.12	12,990.95
			Income July	8,078.40		21,069.35
			Petty Cash	-		21,069.35
			Interest			21,069.35
31	**7**	**20**	**Balance c/fwd**			**21,069.35**
1	**8**	**20**	**Balance b/fwd**			**21,069.35**
			Expenditure August		7,992.85	13,076.50

		Income August	14,916.73		27,993.23
		Petty Cash	-		27,993.23
		Interest			27,993.23
		Income accrual		11,357.53	16,635.70
31	**8**	**20**	**Balance c/fwd**		16,635.70

Bank Statem	Difference
4,594.41	-
8,247.40	-
13,866.77	-
12,129.94	-
16,136.11	-

14,691.59	-
15,536.66	-
28,773.65	-
27,039.10	-
20,947.07	-
21,069.35	-

16,635.70	**-**

Note: Bank Rec

Update cell shaded in green with balance from Bank Account

This is the total income for month

This is total petty cash spent Usually a positive amount. Exception if it is an inc

Accrual Reversal

This is the total expenditure for the month

This is a check sum - should always be zero! If not the bank rec is incorrect

This is the bank interest (from reserve account)

£8547.34 should have ALSO been received in August but delayed due to COVID and paid in September 2020

:ome refund

ACCRUALS FROM 2018/19

Summary

Inland Revenue

Payroll Provider

STUB 36	Fees	Uniform	
	443.75	28.5	

ACCRUALS FOR 2019/20

Income:

Additional Early Years Grant

Final Payment NEF Funding

	443.03
	74.40
	517.43

Donation

44.1	516.35

	2810.19
	8547.34
	11357.53



Date	Ref	Description	Invoice Amount
3.09.19		Sept Invoice Raised	4,562.25
		Additional Session 1	(67.50)
		Additional Session 2	3.50
		Additional Session 3	7.50
		Additional Session 4	3.00
		September	
		Oct Invoice Raised	6,099.00
		Additional Session 1	63.75
		Additional Session 2	
		Additional Session 3	
		Additional Session 4	
		October Payments	
		November Payments	
		December Payments	
			10,671.50

	CR1	RS Uniform
	CR2	BW Fees
	CR3	TOB Uniform
	CR4	AK Fees
	CR5	TOB Fees
	CR6	IG Fees
	CR7	KS Fees
	CR8	Smartie Tube
	CR9	Al Fees
	CR10	WB Fees
	CR11	OR Fees
	CR12	AD Fees
	CR13	LC Fees
	CR14	Fees/Uniform etc
	CR15	HL Fees
	CR16	BCC Grant
	CR17	HW Uniform
	CR18	LW Fees
	CR19	TC Fees
	CR20	FW Fees

31.10.19			21,343.00

			Session 1
		Orion	10.50

William Bates	20.25
Lily Woods-Simpson	33.00
Olivia	
Daisy	
Harrison	
Joey	
Lottie	
Iosabelle	

Invoice Paid	Balance	Grant	Uniform	Fundraising
	4,562.25			
	4,494.75			
	4,498.25			
	4,505.75			
	4,508.75			
3,169.25	1,339.50			
	7,438.50			
	7,502.25			
	7,502.25			
	7,502.25			
	7,502.25			
3,460.10	4,042.15			
3,589.75	452.40			
897.05	(444.65)			
	(444.65)			
11,116.15	(444.65)			
	(444.65)			
			47.00	
127.50				
			21.50	
267.75				
337.50				
294.00				
271.50				
				10.00
89.25				
178.50				
153.00				
151.50				
267.75				
443.75			28.50	44.10
127.50				
		9,573.00		
			18.00	
153.00				
132.00				
127.50				
25,354.30		9,573.00	115.00	54.10

31/10 4/11 11/12 14/11 19/11 2.12

20.25					
	33.00				33.00
	-	2.75			
	-	3.75			
	63.75		12.75		
				126.00	
				3.75	
				3.75	

Total Paid	Inv Amount outstanding	Income to Ba	Diff
4,562.25			
4,494.75			
4,498.25			
4,505.75			
47.00			
127.50			
21.50			
267.75			
337.50			
294.00			
271.50			
10.00			
89.25			
178.50			
153.00			
151.50			
267.75			
516.35			
127.50			
9,573.00			
18.00			
153.00			
132.00			
127.50			
- 30,925.10	(4,011.30)	12912.08	18,013.02

2.75
3.75

INCOME

w

	MONTHLY	
	Budget	Actuals
Income	**£**	**£**
Fees & Grants		
Fees	3,000.00	3,169.25
Nursery Education Grant	9,573.73	9,573.73
Grants	-	-
Staff Reinbursements		
Training Re-imbursement	-	-
Staff Uniform	-	-
Fundraising		
Children Uniform	100.00	115.00
General Fundraising	190.00	-
Donations	20.00	54.10
Other		
Interest	-	-
Miscellaneous	-	-
Total	**12,883.73**	**12,912.08**

	MONTHLY	
	Budget	Actuals
Expenditure	**£**	**£**
Staff		
Wages	9,000.00	10,207.70
Training	50.00	-
Staff Uniform	100.00	-
Staff Recruitment	20.00	-
Debarment Disclosure	98.78	-
Other Staff Costs	-	-
Premises		

Rent	-	-
Equipment /Repair	60.00	32.79
Equipment & Materials		
Equipment	120.00	293.64
Materials	140.00	-
Consumablers		
Food / Drink	200.00	185.95
Administration		
General	110.00	146.58
Payroll	50.00	63.96
B.T./Internet	90.00	82.12
Insurance	-	-
Subs/Ofstead	-	-
Miscellaneous	35.00	-
Fundraising		
Cost incurred in fund rais	-	-
Cost of Uniform	90.00	19.28
Cost of Items Purchased	140.00	-
Total	**10,303.78**	**11,032.02**

Summary

Opening funds as at 1 September 2019

Surplus / (Deficit) for the month

Closing Funds as at 30 September 2019

FUNDS HELD

Petty Cash (General)

Bank

Reserves

TOTAL

FORECAST FUNDS AT YEAR END

Opening funds as at 1 September 2019

Surplus / (Deficit) at the end of the year

Projected Closing Funds as at 31 August 2020

YEAR TO DATE BUDGET Vs. ACTUALS
Budget
Actuals
Surplus / (Deficit) against Budget

ANNUAL FORECAST Vs BUDGET
Budget
Actuals
Forecast Surplus / (Deficit) vs Budget

Bizzy Bees Pre-School
Income & Expenditure Account as at 30 Sepembe

Variance £	YEAR TO DATE Budget £	Actuals £	Variance £
(169.25)	3,000.00	3,169.25	(169.25)
-	9,573.73	9,573.73	-
-	-	-	-
-	-	-	
-	-	-	
(15.00)	100.00	115.00	(15.00)
190.00	190.00	-	190.00
(34.10)	20.00	54.10	(34.10)
-	-	-	-
-	-	-	-
(28.35)	**12,883.73**	**12,912.08**	**(28.35)**

Variance £	YEAR TO DATE Profile Budget £	Actuals £	Variance £
(1,207.70)	9,000.00	10,207.70	(1,207.70)
50.00	50.00	-	50.00
100.00	100.00	-	100.00
20.00	20.00	-	20.00
98.78	98.78	-	98.78
-	-	-	-

-	-	-	-
27.21	60.00	32.79	27.21
(173.64)	120.00	293.64	(173.64)
140.00	140.00	-	140.00
14.05	200.00	185.95	14.05
(36.58)	110.00	146.58	(36.58)
(13.96)	50.00	63.96	(13.96)
7.88	90.00	82.12	7.88
-	-	-	-
-	-	-	-
35.00	35.00	-	35.00
-	-	-	-
70.72	90.00	19.28	70.72
140.00	140.00	-	140.00
(728.24)	**10,303.78**	**11,032.02**	**(728.24)**

12,750.99
1,880.06
###

36.63
4,594.41
10,000.01
**-**

13,268.42
13,452.94

26,721.36

2,579.95
1,880.06
699.89

14,491.39
13,452.94
1,038.45

er 2019

FORECAST		
Annual Budget	Forecast	Variance
£	**£**	**£**
20,300.00	20,469.25	(169.25)
107,904.04	107,904.04	-
-	-	-
-	-	
-	-	
1,100.00	1,100.00	-
2,730.00	2,730.00	-
55.00	55.00	-
-	-	-
-	-	-
###	**132,258.29**	**(169.25)**

FORECAST		
Annual Budget	Forecast	Variance
£	**£**	**£**
103,400.00	104,607.70	(1,207.70)
288.00	288.00	-
138.71	138.71	-
48.29	48.29	-
128.78	128.78	-
-	-	-

3,452.50	3,452.50	-
933.07	933.07	-
874.48	874.48	-
444.09	444.09	-
1,229.93	1,229.93	-
779.45	779.45	-
600.00	600.00	-
1,288.58	1,288.58	-
901.48	901.48	-
530.00	530.00	-
547.22	547.22	-
612.97	612.97	-
266.16	266.16	-
1,133.94	1,133.94	-
###	**118,805.35**	**(1,207.70)**

3870.65
-3975.56
0

-191
-24.06
-54.1

0
0

71.13
-
-
-
-
-

-
-

(178.19)
-

-

-
-
-
-
-
-

-
(19.28)
-

(126.34)

-

Expenditure

DATE			Description	REF	Wages
5	9	19	Printer Ink Tracy	9.1	
5	9	19	KW folders Tracy	9.2	
5	9	19	New parent biscs Tracy	9.3	
5	9	19	Printer services	9.4	
12	9	19	Sticky Velcro Tracy	9.5	
26	9	19	BT	9.6	
26	9	19	Barclaycard	9.7	
27	9	19	Wages	9.8	8,388.90
27	9	19	NEST Pension	9.9	319.26
30	9	19	Childrens uniform	9.10	
30	9	19	Payroll Fee EYA	9.11	
30	9	19	HMRC Tax July August	9.12	1,942.57
30	9	19	Petty Cash - No change	9.13	
	9	19	ACCRUAL REVERSAL		(443.03)
TOTAL					**10,207.70**

FORECAST 104,607.70

Income					September 2
DATE					Fees
2	9	19	RS Uniform	Cr1	
4	9	19	MR fees	Cr2	174.75
4	9	19	TOB Uniform	Cr3	
4	9	19	AK Fees	Cr4	267.75
5	9	19	TOB Fees	Cr5	337.50
6	9	19	IG Fees	Cr6	294.00
12	9	19	KS Fees	Cr7	271.50
13	9	19	Smartie donation	Cr8	
16	9	19	AL Fees	Cr9	89.25
16	9	19	WB Fees	Cr10	178.50
16	9	19	OR Fees	Cr11	153.00

17	9	19	AD Fees	Cr12	151.50
17	9	19	LC Fees	Cr13	267.75
18	9	19	Stub 38	Cr14	443.75
18	9	19	HL Fees	Cr15	127.50
23	9	19	Autumn funding estimated 1c	Cr16	
23	9	19	HW Uniform	Cr17	
24	9	19	LWS Fees	Cr18	153.00
25	9	19	TC Fees	Cr19	132.00
30	9	19	BW Fees	Cr20	127.50
TOTAL					**3,169.25**

FORECAST 20,469.25

September 2019

Staff Costs					Prem
Training	**Staff Uniform**	**Staff Recruitment**	**DBS**	**Other**	**Rent**
				-	
0.00	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**

288.00 138.71 48.29 128.78 0.00 3,452.50

2019					
Nursery Grant	**Training Re-imbursement**	**Staff Uniform**	**Children Uniform**	**Fundraising**	**Grants**
			47.00		
			21.50		

			28.50		
9,573.73					
			18.00		
9,573.73	**0.00**	**0.00**	**115.00**	**0.00**	**0.00**

###	0.00	0.00	1,100.00	2,730.00	0.00

ises	Children Equipment & Material				
Equipment /Repair Kitchen items	**Equipment & toys**	**Materials**	**Food / Drink**	**General stationary etc**	**Payroll**
				8.99	
				28.00	
			10.59		
				21.63	
				9.99	
32.79	293.64		175.36	77.97	
					138.36
					(74.40)
32.79	**293.64**	**0.00**	**185.95**	**146.58**	**63.96**

933.07 874.48 444.09 1,229.93 779.45 600.00

Donations	**Interest**	**Other**
10.00		

44.10		
54.10	**0.00**	**0.00**

55.00	0.00	0.00

Administration				Fundraising	
B.T./Internet/Web site	**Insurance**	**Subs Ofsted**	**Other**	**Cost incurred in fund raising**	**Cost of Uniform**
82.12					
					19.28
82.12	**0.00**	**0.00**	**0.00**	**0.00**	**19.28**

1,288.58 901.48 530.00 547.22 612.97 266.16

	TOTAL
Cost of Items Purchased	
	8.99
	28.00
	10.59
	21.63
	9.99
	82.12
	579.76
	8,388.90
	319.26
	19.28
	138.36
	1,942.57
	-
	(517.43)
0.00	**11,032.02**

11,032.02 -

1,133.94 | 118,805.35 |

TOTAL
47.00
174.75
21.50
267.75
337.50
294.00
271.50
10.00
89.25
178.50
153.00

151.50			
267.75			
516.35			
127.50			
9,573.73			
18.00			
153.00			
132.00			
127.50			
12,912.08	12,912.08	-	

132,258.29

INCOME

	MONTHLY	
	Budget	Actuals
Income	**£**	**£**
Fees & Grants		
Fees	3,400.00	3,460.10
Nursery Education Grant	10,213.53	10,213.53
Grants	-	-
Staff Reinbursements		
Training Re-imbursement	-	-
Staff Uniform	-	-
Fundraising		
Children Uniform	100.00	76.00
General Fundraising	190.00	24.06
Donations	20.00	-
Other		
Interest	-	-
Miscellaneous	-	-
Total	**13,923.53**	**13,773.69**

	MONTHLY	
	Budget	Actuals
Expenditure	**£**	**£**
Staff		
Wages	8000.00	8,378.14
Training	50.00	190.00
Staff Uniform	0.00	-
Staff Recruitment	20.00	-
Debarment Disclosure	0.00	-
Other Staff Costs	0.00	-
Premises		

Rent	560.00	558.50
Equipment /Repair	60.00	63.27
Equipment & Materials		
Equipment	120.00	124.55
Materials	140.00	48.95
Consumablers		
Food / Drink	160.00	159.07
Administration		
General	110.00	145.95
Payroll	0.00	-
B.T./Internet	210.00	295.44
Insurance	0.00	-
Subs/Ofstead	250.00	151.20
Miscellaneous	35.00	6.63
Fundraising		
Cost incurred in fund rais	0	-
Cost of Uniform	90	-
Cost of Items Purchased	140	-
Total	**9,945.00**	**10,121.70**

Summary

Opening funds as at 1 October 2019
Surplus / (Deficit) for the month
Closing Funds as at 31 October 2019

FUNDS HELD

Petty Cash (General)
Bank
Reserves
TOTAL

FORECAST FUNDS AT YEAR END

Opening funds as at 1 September 2019
Surplus / (Deficit) at the end of the year

Estimated Closing Funds as at 31 August 2020

YEAR TO DATE BUDGET Vs. ACTUALS
Budget
Actuals
Surplus / (Deficit) against Budget

ANNUAL FORECAST Vs BUDGET
Budget
Actuals
Forecast Surplus / (Deficit) vs Budget

Bizzy Bees Pre-School
Income & Expenditure Account as at 31 October 2019

Variance £	YEAR TO DATE Budget £	Actuals £	Variance £	Annual Budget £
60.10	6,400.00	6,629.35	229.35	20,300.00
-	19,787.26	19,787.26	-	107,904.04
-	-	-	-	-
-	-	-	-	-
-	-	-	-	-
(24.00)	200.00	191.00	(9.00)	1,100.00
(165.94)	380.00	24.06	(355.94)	2,730.00
(20.00)	40.00	54.10	14.10	55.00
-	-	-	-	-
-	-	-	-	-
(149.84)	**###**	**###**	**(121.49)**	**###**

Variance £	YEAR TO DATE Profile Budget £	Actuals £	Variance £	Annual Budget £
(378.14)	17,000.00	18,585.84	(1,585.84)	103,400.00
(140.00)	100.00	190.00	(90.00)	288.00
-	100.00	-	100.00	138.71
20.00	40.00	-	40.00	48.29
-	98.78	-	98.78	128.78
-	-	-	-	-

1.50	560.00	558.50	1.50	3,452.50
(3.27)	120.00	96.06	23.94	933.07
(4.55)	240.00	418.19	(178.19)	874.48
91.05	280.00	48.95	231.05	444.09
0.93	360.00	345.02	14.98	1,229.93
(35.95)	220.00	292.53	(72.53)	779.45
-	50.00	63.96	(13.96)	600.00
(85.44)	300.00	377.56	(77.56)	1,288.58
-	-	-	-	901.48
98.80	250.00	151.20	98.80	530.00
28.37	70.00	6.63	63.37	547.22
-	-	-	-	612.97
90.00	180.00	19.28	160.72	266.16
140.00	280.00	-	280.00	1,133.94
(176.70)	**###**	**###**	**(904.94)**	**###**

14,631.05	
3,651.99	
18,283.04	
35.63	
8,247.40	
10,000.01	
18,283.04	**-**

13,268.42
13,134.90

26,403.32
6,558.48
5,532.05
1,026.43
14,491.39
13,134.90
1,356.49

FORECAST

Forecast £	Variance £
20,529.35	229.35
107,904.04	-
-	-
-	-
-	-
1,100.00	-
2,730.00	-
55.00	-
-	-
-	-
###	**229.35**

FORECAST

Forecast £	Variance £
104,985.84	(1,585.84)
288.00	-
138.71	-
48.29	-
128.78	-
-	-

3,452.50	-
933.07	-
874.48	-
444.09	-
1,229.93	-
779.45	-
600.00	-
1,288.58	-
901.48	-
530.00	-
547.22	-
612.97	-
266.16	-
1,133.94	-
###	**(1,585.84)**

Expenditure — **OCTOBER 2019**

DATE			Description	REF	Staff Costs						Premises		Children Equipment & Materials				Administration					Fundraising			TOTAL			
					Wages	Training	Staff Uniform	Staff Recruitment	DBS	Other	Rent	Equipment /Repair Kitchen items	Equipment & toys	Materials	Food / Drink	General stationary etc	Payroll	B.T./Internet /Web site	Insurance	Subs Ofsted	Other	Cost incurred in fund raising	Cost of Uniform	Cost of Items Purchased				
1	10	19	Distinct disposables	10.1								63.27													63.27			
3	10	19	Ikea childrens resources	10.2									114.55												114.55			
7	10	19	Morrisons	10.3											31.61										31.61			
8	10	19	Cheque 54 - Refund of fees from 29/6/11	10.4																					-			
11	10	19	Website hosting	10.5														120.00							120.00			
16	10	19	Childrens resources - Kim	10.6										16.20											16.20			
21	10	19	Media Umbrella Licence	10.7														94.92							94.92			
21	10	19	Bank charges	10.8																	5.13				5.13			
25	10	19	Sept wages	10.9	7,273.97																				7,273.97			
28	10	19	BT	10.10														80.52							80.52			
28	10	19	Barclaycard	10.11									10.00	32.75	127.46	44.46				151.20	1.50				367.37	367.37		
28	10	19	staff 1st aid training SD & BRB	10.12		190.00																			190.00			
31	10	19	Printer Services	10.13												100.49									100.49			
31	10	19	Memorial Hall Hire Sept	10.14							558.50														558.50			
31	10	19	HMRC OCT NI	10.15	675.46																				675.46			
31	10	19	HMRC OCT PAYE TAX	10.16	188.40																				188.40			
31	10	19	NEST Pension	10.17	240.31																				240.31			
18	10	19	PETTY CASH	10.18												1.00									1.00			
	10	19																							-			
	10	19																							-			
	10	19																							-			
	10	19																							-			
	10	19																							-			
TOTAL					**8,378.14**	**190.00**	**0.00**	**0.00**	**0.00**	**0.00**	**558.50**	**63.27**	**124.55**	**48.95**	**159.07**	**145.95**	**0.00**	**295.44**	**0.00**	**151.20**	**6.63**	**0.00**	**0.00**	**0.00**	**10,121.70**	**10121.7**	**0**	
																									-			
			FORECAST		104,985.84	288.00	138.71	48.29	128.78	0.00	3,452.50	933.07	874.48	444.09	1,229.93	779.45	600.00	1,288.58	901.48	530.00	547.22	612.97	266.16	1,133.94	119,183.49			

Income — October 2019

DATE				Fees	Nursery Grant	Training Re-imbursement	Staff Uniform	Children Uniform	Fundraising	Grants	Donations	Interest	Other	TOTAL
4	10	19	LWS FEES	Cr1	7.50									7.50
7	10	19	TW FEES	Cr2	189.75									189.75
8	10	19	STUB 39	Cr3	691.00				65.50					756.50
8	10	19	STUB 40 SMARTIES FUNDRAISER	Cr4						24.06				24.06
8	10	19	OL FEES	Cr5	249.00									249.00
11	10	19	DB FEES	Cr6	114.75									114.75
14	10	19	HW FEES	Cr7	38.25									38.25
16	10	19	IC UNIFORM	Cr8					10.50					10.50
16	10	19	IC FEES	Cr9	51.00									51.00
17	10	19	AK FEES	Cr10	293.25									293.25
18	10	19	ROSM FEES	Cr11	51.00									51.00
21	10	19	BBC AUTUMN ESTIMATED FUNDING 10F	Cr12		9,573.73								9,573.73
23	10	19	OR FEES	Cr13	191.25									191.25
24	10	19	ADD FUNDING FOR NL AUTUMN	Cr14		639.80								639.80
28	10	19	WB FEES	Cr15	178.50									178.50
28	10	19	HL FEES	Cr16	204.00									204.00
28	10	19	HW FEES	Cr17	89.25									89.25
28	10	19	TOB PP FEES	Cr18	300.00									300.00
30	10	19	IL FEES	Cr19	102.00									102.00
30	10	19	LC FEES	Cr20	293.25									293.25
30	10	19	RS PP FEES	Cr21	100.00									100.00
30	10	19	G FEES	Cr22	306.75									306.75
30	10	19	BW PP FEES	Cr23	68.00									68.00
	10	19	Cheque 54 - Refund of fees from 29/6/11	10.4	(58.40)									(58.40)
	10	19												-
TOTAL					**3,460.10**	**10,213.53**	**0.00**	**0.00**	**76.00**	**24.06**	**0.00**	**0.00**	**0.00**	**0.00**											**13,773.69**	**13,773.69**	**-**
			FORECAST		20,529.35	107,904.04	0.00	0.00	1,100.00	2,730.00	0.00	55.00	0.00	0.00											132,318.39		
					6,629.00																						

INCOME

	MONTHLY	
	Budget	Actuals
Income	**£**	**£**
Fees & Grants		
Fees	3,600.00	3,589.75
Nursery Education Grant	13,127.40	13,127.40
Grants	-	-
Staff Reinbursements		
Training Re-imbursement	-	-
Staff Uniform	-	-
Fundraising		
Children Uniform	100.00	50.00
General Fundraising	190.00	84.00
Donations	15.00	-
Other		
Interest	-	-
Miscellaneous	-	20.25
Total	**17,032.40**	**16,871.40**

	MONTHLY	
	Budget	Actuals
Expenditure	**£**	**£**
Staff		
Wages	9000.00	9,628.05
Training	50.00	-
Staff Uniform	0.00	-
Staff Recruitment	8.29	48.29
Debarment Disclosure	0.00	8.29
Other Staff Costs	0.00	-
Premises		

Rent	550.00	503.50
Equipment /Repair	60.00	119.82
Equipment & Materials		
Equipment	120.00	114.25
Materials	140.00	82.15
Consumablers		
Food / Drink	160.00	167.15
Administration		
General	110.00	-
Payroll	0.00	-
B.T./Internet	360.00	81.13
Insurance	0.00	-
Subs/Ofstead	0.00	96.84
Miscellaneous	35.00	64.12
Fundraising		
Cost incurred in fund rais	0	120.25
Cost of Uniform	86.16	145.76
Cost of Items Purchased	140	83.00
Total	**10,819.45**	**11,262.60**

Summary

Opening funds as at 1 November 2019
Surplus / (Deficit) for the month
Closing Funds as at 30 November 2019

FUNDS HELD

Petty Cash (General)
Bank
Reserves
TOTAL

FORECAST FUNDS AT YEAR END

Opening funds as at 1 September 2019
Surplus / (Deficit) at the end of the year

Estimated Closing Funds as at 31 August 2020

YEAR TO DATE BUDGET Vs. ACTUALS
Budget
Actuals
Surplus / (Deficit) against Budget

ANNUAL FORECAST Vs BUDGET
Budget
Actuals
Forecast Surplus / (Deficit) vs Budget

Bizzy Bees Pre-School
Income & Expenditure Account as at 30 November 2019

Variance £	YEAR TO DATE Budget £	Actuals £	Variance £	Annual Budget £
(10.25)	10,000.00	10,219.10	219.10	20,300.00
-	32,914.66	32,914.66	-	107,904.04
-	-	-	-	-
-	-	-	-	-
-	-	-	-	-
(50.00)	300.00	241.00	(59.00)	1,100.00
(106.00)	570.00	108.06	(461.94)	2,730.00
(15.00)	55.00	54.10	(0.90)	55.00
-	-	-	-	-
20.25	-	20.25	20.25	-
(161.00)	**###**	**###**	**(282.49)**	**###**

Variance £	YEAR TO DATE Profile Budget £	Actuals £	Variance £	Annual Budget £
(628.05)	26,000.00	28,213.89	(2,213.89)	103,400.00
50.00	150.00	190.00	(40.00)	288.00
-	100.00	-	100.00	138.71
(40.00)	48.29	48.29	-	48.29
(8.29)	98.78	8.29	90.49	128.78
-	-	-	-	-

46.50	1,110.00	1,062.00	48.00	3,452.50
(59.82)	180.00	215.88	(35.88)	933.07
5.75	360.00	532.44	(172.44)	874.48
57.85	420.00	131.10	288.90	444.09
(7.15)	520.00	512.17	7.83	1,229.93
110.00	330.00	292.53	37.47	779.45
-	50.00	63.96	(13.96)	600.00
278.87	660.00	458.69	201.31	1,288.58
-	-	-	-	901.48
(96.84)	250.00	248.04	1.96	530.00
(29.12)	105.00	70.75	34.25	547.22
(120.25)	-	120.25	(120.25)	612.97
(59.60)	266.16	165.04	101.12	266.16
57.00	420.00	83.00	337.00	1,133.94
(443.15)	**###**	**###**	**###**	**###**

18,283.04	
5,608.80	
23,891.84	**###**

25.06	
13,866.77	
10,000.01	
23,891.84	**-**

13,268.42
13,134.90

26,403.32

12,771.43
11,140.85
1,630.58

14,491.39
13,134.90
1,356.49

FORECAST

Forecast £	Variance £
20,529.35	229.35
107,904.04	-
-	-
-	-
-	-
1,100.00	-
2,730.00	-
55.00	-
-	-
-	-
###	**229.35**

FORECAST

Forecast £	Variance £
104,985.84	(1,585.84)
288.00	-
138.71	-
48.29	-
128.78	-
-	-

3,452.50	-
933.07	-
874.48	-
444.09	-
1,229.93	-
779.45	-
600.00	-
1,288.58	-
901.48	-
530.00	-
547.22	-
612.97	-
266.16	-
1,133.94	-
###	**(1,585.84)**

Expenditure **November**

DATE			Description	REF	Wages
18	11	19	Emma Christmas Fayre Cellophane		
18	11	19	Santa Suit		
22	11	19	Ever so Clean Childrens Uniform		
26	11	19	Barclay Card		
27	11	19	Distinct Disposals		
27	11	19	Herts Childrens Craft		
27	11	19	Printer Services (Oct)		
27	11	19	Hall Hire		
27	11	19	HMRC NICs		926.65
27	11	19	Wages		7,941.10
27	11	19	BT		
27	11	19	NEST		308.30
29	11	19	MHRC NOV TAX		452.00
30	11	19	Petty Cash		
	11	19	Committee Contribution to Staff Xmas Meal		
	11	19			
	11	19			
TOTAL					**9,628.05**

FORECAST 104,985.84

Income **November**

DATE					Fees
1	11	19	National Savings	CR1	
7	11	19	Thomas Wainwright	CR2	258.75
7	11	19	Isabelle Chambers	CR3	178.50
7	11	19	J. Kempsell	CR4	89.25
8	11	19	Smith + Collins Kingsley	CR5	280.50
11	11	19	Thomas Carroll	CR6	264.00

11 11 19	Lily Simpson	CR7	204.00
12 11 19	Amelia Lamley	CR8	102.00
12 11 19	Avaya Dickson	CR9	169.00
12 11 19	Rohan Smith	CR10	191.25
12 11 19	Lily Simpson	CR11	33.00
14 11 19	Harrison West	CR12	63.75
15 11 19	Harry West	CR13	12.75
18 11 19	Bedford BC	CR14	
11 19	Thomas Obrien	CR15	250.00
11 19	Button D&K	CR16	191.25
19 11 19	Olivia Lipner	CR17	200.00
11 19	West N&J Uniform	CR18	
20 11 19	Bank Giro Credit 041000	CR19	982.00
21 11 19	Bedford BC	CR20	
11 19	L Gaskin Indie Tea Towels	CR21	
11 19	West N&J Tea Towels	CR22	
22 11 19	Lucy Bland Tea Towels	CR23	
11 19	Michelle Pinchin Tea Towel / Lunch?	CR24	7.75
25 11 19	Rhea Stuart	CR25	100.00
11 19	Poppy / Jess Lambert	CR26	12.00
26 11 19	Sponsorship Bromham Beauty Box	CR27	
11 19	Woods SJ Tea Towel	CR28	
11 19	Raffle Evie Clift	CR29	
11 19	Towels Evie Clift	CR30	
11 19			
11 19			
11 19			
11 19			
TOTAL			**3,589.75**

FORECAST 20,529.35

Wainright

80.00

Chambers

2019

Staff Costs				
Training	**Staff Uniform**	**Staff Recruitment**	**DBS**	**Other**
		48.29	8.29	
0.00	**0.00**	**48.29**	**8.29**	**0.00**

288.00 138.71 48.29 128.78 0.00

2019

Nursery Grant	Training Refund	Staff Uniform	Children Uniform	Fundraising

3,553.67				
			18.50	
			31.50	
9,573.73				
				12.00
				8.00
				4.00
				4.00
				30.00
				4.00
				10.00
				12.00
###	**0.00**	**0.00**	**50.00**	**84.00**

###	0.00	0.00	1,100.00	2,730.00

	8,267.65
258.75	8,526.40
	8,446.40
178.50	8,624.90
	8,624.90

Premises		Children Equipment & Materia			
Rent	**Equipment /Repair Kitchen items**	**Equipment & toys**	**Materials**	**Food / Drink**	**General stationary etc**
	49.15		82.15	167.15	
	70.67				
		114.25			
503.50					
503.50	**119.82**	**114.25**	**82.15**	**167.15**	**0.00**

3,452.50 933.07 874.48 444.09 1,229.93 779.45

Grants	Donations	Interest	Other
			20.25

Administration					Fu
Payroll	**B.T./Internet/Website**	**Insurance**	**Subs Ofsted**	**Other**	**Cost incurred in fund raising**
					8.99
					41.26
			96.84		70.00
				53.55	
	81.13				
				10.57	
0.00	**81.13**	**0.00**	**96.84**	**64.12**	**120.25**

600.00 1,288.58 901.48 530.00 547.22 612.97

ndraising			TOTAL		
Cost of Uniform	Cost of Items Purchased		TOTAL		
			8.99		
			41.26		
145.76			145.76		
	3.00		524.87	524.87	
			70.67		
			114.25		
			53.55		
			503.50		
			926.65		
			7,941.10		
			81.13		
			308.30		
			452.00		
			10.57		
	80.00		80.00		
			-		
			-		
			-		
145.76	**83.00**		**11,262.60**	**11,262.60**	**-**

266.16	1,133.94	119,183.49

TOTAL
20.25
258.75
178.50
89.25
280.50
264.00

204.00			
102.00			
169.00			
191.25			
33.00			
63.75			
12.75			
3,553.67			
250.00			
191.25			
200.00			
18.50			
1,013.50		1,013.50	
9,573.73			
12.00			
8.00			
4.00			
11.75			
100.00			
12.00			
30.00	?		
4.00			
10.00			
12.00			
-			
-			
-			
-			
16,871.40		**16,871.40**	**-**

132,318.39	

INCOME

	MONTHLY	
	Budget	Actuals
Income	**£**	**£**
Fees & Grants		
Fees	500.00	897.05
Nursery Education Grant	5,878.38	5,878.98
Grants	-	-
Staff Reinbursements		
Training Re-imbursement	-	-
Staff Uniform	-	-
Fundraising		
Children Uniform	100.00	10.75
General Fundraising	1,400.00	2,585.64
Donations	-	-
Other		
Interest	-	-
Miscellaneous	-	-
Total	**7,878.38**	**9,372.42**

	MONTHLY	
	Budget	Actuals
Expenditure	**£**	**£**
Staff		
Wages	9000.00	9,280.41
Training	90.00	-
Staff Uniform	38.71	70.00
Staff Recruitment	0.00	-
Debarment Disclosure	0.00	13.00
Other Staff Costs	0.00	-
Premises		

Rent	600.00	586.00
Equipment /Repair	60.00	64.63
Equipment & Materials		
Equipment	120.00	-
Materials	24.09	33.68
Consumablers		
Food / Drink	200.00	123.23
Administration		
General	110.00	64.24
Payroll	150.00	-
B.T./Internet	90.00	80.52
Insurance	0.00	-
Subs/Ofstead	0.00	-
Miscellaneous	35.00	-
Fundraising		
Cost incurred in fund rais	500	458.19
Cost of Uniform	0	9.07
Cost of Items Purchased	0	328.54
Total	**11,017.80**	**11,111.51**

Summary

Opening funds as at 1 December 2019
Surplus / (Deficit) for the month
Closing Funds as at 31 December 2019

FUNDS HELD

Petty Cash (General)
Bank
Reserves
TOTAL

FORECAST FUNDS AT YEAR END

Opening funds as at 1 September 2019
Surplus / (Deficit) at the end of the year

Estimated Closing Funds as at 31 August 2020

YEAR TO DATE BUDGET Vs. ACTUALS
Budget
Actuals
Surplus / (Deficit) against Budget

ANNUAL FORECAST Vs BUDGET
Budget
Actuals
Forecast Surplus / (Deficit) vs Budget

Bizzy Bees Pre-School
Income & Expenditure Account as at 31 Decembe

Variance £	YEAR TO DATE Budget £	Actuals £	Variance £
397.05	10,500.00	11,116.15	616.15
0.60	38,793.04	38,793.64	0.60
-	-	-	-
-	-	-	-
-	-	-	-
(89.25)	400.00	251.75	(148.25)
1,185.64	1,970.00	2,693.70	723.70
-	55.00	54.10	(0.90)
-	-	-	-
-	-	20.25	20.25
1,494.04	**###**	**###**	**1,211.55**

Variance £	YEAR TO DATE Profile Budget £	Actuals £	Variance £
(280.41)	35,000.00	37,494.30	(2,494.30)
90.00	240.00	190.00	50.00
(31.29)	138.71	70.00	68.71
-	48.29	48.29	-
(13.00)	98.78	21.29	77.49
-	-	-	-

14.00	1,710.00	1,648.00	62.00
(4.63)	240.00	280.51	(40.51)
120.00	480.00	532.44	(52.44)
(9.59)	444.09	164.78	279.31
76.77	720.00	635.40	84.60
45.76	440.00	356.77	83.23
150.00	200.00	63.96	136.04
9.48	750.00	539.21	210.79
-	-	-	-
-	250.00	248.04	1.96
35.00	140.00	70.75	69.25
41.81	500.00	578.44	(78.44)
(9.07)	266.16	174.11	92.05
(328.54)	420.00	411.54	8.46
(93.71)	**###**	**###**	**(1,441.80)**

23,891.84
(1,739.09)
22,152.75

22.80	
12,129.94	
10,000.01	
22,152.75	**-**

13,288.42
13,134.90

26,423.32
9,632.01
9,401.76
230.25
14,491.39
13,134.90
1,356.49

r **2019**

	FORECAST	
Annual Budget	Forecast	Variance
£	**£**	**£**
20,300.00	20,529.35	229.35
107,904.04	107,904.04	-
-	-	-
-	-	-
-	-	-
1,100.00	1,100.00	-
2,730.00	2,730.00	-
55.00	55.00	-
-	-	-
-	-	-
###	**###**	**229.35**

	FORECAST	
Annual Budget	Forecast	Variance
£	**£**	**£**
103,400.00	104,985.84	(1,585.84)
288.00	288.00	-
138.71	138.71	-
48.29	48.29	-
128.78	128.78	-
-	-	-

3,452.50	3,452.50	-
933.07	933.07	-
874.48	874.48	-
444.09	444.09	-
1,229.93	1,229.93	-
779.45	779.45	-
600.00	600.00	-
1,288.58	1,288.58	-
901.48	901.48	-
530.00	530.00	-
547.22	547.22	-
612.97	612.97	-
266.16	266.16	-
1,133.94	1,133.94	-
###	**###**	**(1,585.84)**

Expenditure **December 2019**

DATE			Description	REF	Wages	Training
12	12	19	Hope Findel Education			
12	12	19	Emma Rylands DBS			
16	12	19	Tea Towels			
16	12	19	Distinct Disposables			
16	12	19	BW Uniform			
16	12	19	Crackerjacks Donation			
16	12	19	Hall Hire			
23	12	19	NEST		265.57	
27	12	19	Payroll		7,922.69	
27	12	19	B.T.			
27	12	19	Barclay Card			
30	12	19	HMRC		1,092.15	
31	12	19	Petty Cash			
	12	19				
TOTAL					**9,280.41**	**0.00**
			FORECAST		104,985.84	288.00

Income **December 2019**

DATE					Fees	Nursery Grant
2	12	19	Arabella Irvine		22.00	
2	12	19	Blacke Welham		68.00	
3	12	19	Florence Fossey		24.00	
3	12	19	West N & J			
4	12	19	Happy Tiddle			
5	12	19	Avaya Dickson		8.00	
6	12	19	Bank Giro 044000			
6	12	19	Bank Giro 043000		580.80	
6	12	19	Bank Giro 042000			
11	12	19	Lily Wood		33.00	

12 12 19	Lottie		3.75	
16 12 19	Bedford Borough			3,136.98
19 12 19	Rea Stewart		67.75	
19 12 19	Isabelle Chambers		12.75	
20 12 19	Arabella Irvine		2.50	
12 19	Daisy Button		3.75	
12 19	Blake Welham		68.00	
24 12 19	Bank Giro 047000		-	
12 19	Bank Giro 046000		2.75	
12 19	Bank Giro 045000		-	
27 12 19	Bedford Borough			2,742.00
12 19				
12 19				
12 19				
12 19				
12 19				
12 19				
12 19				
12 19				
12 19				
12 19				
12 19				
12 19				
12 19				
TOTAL			**897.05**	**5,878.98**

FORECAST 20,529.35 ###

Staff Costs				Pre
Staff Uniform	**Staff Recruitment**	**DBS**	**Other**	**Rent**
		13.00		
70.00				
				586.00
70.00	**0.00**	**13.00**	**0.00**	**586.00**

138.71 48.29 128.78 0.00 3,452.50

Training Refund	Staff Uniform	Children Uniform	Fundraising	Grants
			4.00	
			30.00	
			596.50	
		10.75		
			1,581.09	

			63.57	
			38.48	
			272.00	
0.00	**0.00**	**10.75**	**2,585.64**	**0.00**

0.00 0.00 1,100.00 2,730.00 0.00

emises	Children Equipment & Materia				
Equipment /Repair Kitchen items	**Equipment & toys**	**Materials**	**Food / Drink**	**General stationary etc**	**Payroll**
55.73					
8.90		33.68	123.23	61.98	
				2.26	
64.63	**0.00**	**33.68**	**123.23**	**64.24**	**0.00**
933.07	874.48	444.09	1,229.93	779.45	600.00

Donations	Interest	Other

0.00	**0.00**	**0.00**

55.00 0.00 0.00

Administration				Fundraising			
B.T./Internet/Web site	**nsuranc**	**Subs Ofsted**	**Other**	**Cost incurred in fund raising**	**Cost of Uniform**	**Cost of Items Purchased**	
						118.54	
						210.00	
					9.07		
				199.00			
80.52							
				259.19			
80.52	**0.00**	**0.00**	**0.00**	**458.19**	**9.07**	**328.54**	

1,288.58 901.48 530.00 547.22 612.97 266.16 1,133.94

TOTAL
TOTAL
118.54
13.00
210.00
55.73
79.07
199.00
586.00
265.57
7,922.69
80.52
486.98
1,092.15
2.26
-
-
11,111.51

	250.14	
	11,111.51	**-**

119,183.49

TOTAL
22.00
68.00
24.00
4.00
30.00
8.00
596.50
591.55
1,581.09
33.00

3.75		
3,136.98		
67.75		
12.75		
2.50		
3.75		
68.00		
63.57		
41.23		
272.00		
2,742.00		
-		
-		
-		
-		
-		
-		
-		
-		
-		
-		
-		
-		
-		
9,372.42	**9,372.42**	**-**

132,318.39

INCOME

	MONTHLY	
	Budget	Actuals
Income	**£**	**£**
Fees & Grants		
Fees	4,800.00	4,948.25
Nursery Education Grant	9,975.90	9,975.90
Grants	-	-
Staff Reinbursements		
Training Re-imbursement	-	-
Staff Uniform	-	-
Fundraising		
Children Uniform	100.00	28.00
General Fundraising	190.00	4.00
Donations	-	-
Other		
Interest	-	-
Miscellaneous	-	-
Total	**15,065.90**	**14,956.15**

	MONTHLY	
	Budget	Actuals
Expenditure	**£**	**£**
Staff		
Wages	9500.00	9,364.31
Training	48.00	95.00
Staff Uniform	0.00	-
Staff Recruitment	0.00	-
Debarment Disclosure	0.00	16.20
Other Staff Costs	0.00	-
Premises		

Rent	400.00	393.50
Equipment /Repair	60.00	177.85
Equipment & Materials		
Equipment	120.00	133.21
Materials	0.00	30.16
Consumablers		
Food / Drink	160.00	115.40
Administration		
General	110.00	48.45
Payroll	0.00	138.60
B.T./Internet	90.00	80.52
Insurance	0.00	-
Subs/Ofstead	0.00	35.00
Miscellaneous	35.00	24.18
Fundraising		
Cost incurred in fund rais	0	-
Cost of Uniform	0	-
Cost of Items Purchased	0	297.60
Total	**10,523.00**	**10,949.98**

Summary

Opening funds as at 1 January 2020
Surplus / (Deficit) for the month
Closing Funds as at 31 January 2020

FUNDS HELD

Petty Cash (General)
Bank
Reserves
TOTAL

FORECAST FUNDS AT YEAR END

Opening funds as at 1 September 2019
Surplus / (Deficit) at the end of the year

Estimated Closing Funds as at 31 August 2020

YEAR TO DATE BUDGET Vs. ACTUALS
Budget
Actuals
Surplus / (Deficit) against Budget

ANNUAL FORECAST Vs BUDGET
Budget
Actuals
Forecast Surplus / (Deficit) vs Budget

Bizzy Bees Pre-School
Income & Expenditure Account as at 31 January

Variance £	YEAR TO DATE Budget £	Actuals £	Variance £
148.25	15,300.00	16,064.40	764.40
-	48,768.94	48,769.54	0.60
-	-	-	-
-	-	-	-
-	-	-	-
(72.00)	500.00	279.75	(220.25)
(186.00)	2,160.00	2,697.70	537.70
-	55.00	54.10	(0.90)
-	-	-	-
-	-	20.25	20.25
(109.75)	**###**	**###**	**1,101.80**

Variance £	YEAR TO DATE Profile Budget £	Actuals £	Variance £
135.69	44,500.00	46,858.61	(2,358.61)
(47.00)	288.00	285.00	3.00
-	138.71	70.00	68.71
-	48.29	48.29	-
(16.20)	98.78	37.49	61.29
-	-	-	-

6.50	2,110.00	2,041.50	68.50
(117.85)	300.00	458.36	(158.36)
(13.21)	600.00	665.65	(65.65)
(30.16)	444.09	194.94	249.15
44.60	880.00	750.80	129.20
61.55	550.00	405.22	144.78
(138.60)	200.00	202.56	(2.56)
9.48	840.00	619.73	220.27
-	-	-	-
(35.00)	250.00	283.04	(33.04)
10.82	175.00	94.93	80.07
-	500.00	578.44	(78.44)
-	266.16	174.11	92.05
(297.60)	420.00	709.14	(289.14)
(426.98)	**###**	**###**	**(1,868.78)**

22,152.75	
4,006.17	
26,158.92	

22.80	
16,136.11	
10,000.01	
26,158.92	**-**

13,268.42
13,134.90

26,403.32
14,174.91
13,407.93
766.98
14,491.39
13,134.90
1,356.49

2020

FORECAST		
Annual Budget	Forecast	Variance
£	**£**	**£**
20,300.00	20,529.35	229.35
107,904.04	107,904.04	-
-	-	-
-	-	-
-	-	-
1,100.00	1,100.00	-
2,730.00	2,730.00	-
55.00	55.00	-
-	-	-
-	-	-
###	**###**	**229.35**

FORECAST		
Annual Budget	Forecast	Variance
£	**£**	**£**
103,400.00	104,985.84	(1,585.84)
288.00	288.00	-
138.71	138.71	-
48.29	48.29	-
128.78	128.78	-
-	-	-

3,452.50	3,452.50	-
933.07	933.07	-
874.48	874.48	-
444.09	444.09	-
1,229.93	1,229.93	-
779.45	779.45	-
600.00	600.00	-
1,288.58	1,288.58	-
901.48	901.48	-
530.00	530.00	-
547.22	547.22	-
612.97	612.97	-
266.16	266.16	-
1,133.94	1,133.94	-
###	**###**	**(1,585.84)**

Expenditure — January 2020

							Staf
DATE			Description	REF	Wages	Training	Staff Uniform
16	1	20	EYA Payroll fees	01.01			
24	1	20	Coop Food	01.02			
24	1	20	See below	01.03			
24	1	20	Bank charges	01.04			
27	1	20	Staff 1st aid cou	01.05		95.00	
27	1	20	Mem Hall Hire	01.06			
27	1	20	Wages	01.07	8,053.38		
27	1	20	BT	01.08			
27	1	20	Barclaycard	01.09			
28	1	20	NICs	01.10	732.70		
28	1	20	PAYE TAX	01.11	322.40		
28	1	20	NEST Pension	01.12	255.83		
31	1	20	Printer Svs (Dec	01.13			
31	1	20	Nexus SEN reso	01.14			
31	1	20	Disposables	01.15			
31	1	20	Ofsted Subs	01.16			
31	1	20	Petty Cash	None			
	1	20					
	1	20					
TOTAL					**9,364.31**	**95.00**	**0.00**
			FORECAST		104,985.84	288.00	138.71

Income — January 2020

DATE					Fees	Nursery Grant	Training Refund
24	1	20	refund of overpaid fees (J	01.03	(194.50)		
13	1	20	MR tea towel				
13	1	20	RS fees		25.50		
14	1	20	JS fees		185.00		
14	1	20	HL fees		156.00		
16	1	20	TOB Fees		200.00		
17	1	20	WB fees		156.00		

20	1	20	BBC Spring gran	Cr02		9,975.90	
20	1	20	JK Fees		201.00		
20	1	20	ES fees		106.25		
21	1	20	LWS fees		256.50		
21	1	20	OL fees		205.00		
21	1	20	OR fees		156.00		
21	1	20	LB fees		65.00		
22	1	20	AI fees		45.00		
23	1	20	MM fees		324.00		
23	1	20	JS fees - overpaid!		302.00		
23	1	20	AD fees		145.50		
24	1	20	IG fees		252.00		
24	1	20	DB fees		357.00		
24	1	20	MR fees		145.50		
24	1	20	HW fees		156.00		
24	1	20	TC fees		201.00		
24	1	20	RS fees		169.00		
27	1	20	TW fees		210.00		
28	1	20	IG fees		4.50		
28	1	20	HW Uniform	Cr03			
28	1	20	RoS fees		156.00		
28	1	20	IG Uniform				
28	1	20	TOB fees		201.00		
30	1	20	Bank Giro 048000		762.00		
	1	20					
	1	20					
	1	20					
TOTAL					**4,948.25**	**9,975.90**	**0.00**

FORECAST	20,529.35	###	0.00

f Costs			Premises	
Staff Recruitment	**DBS**	**Other**	**Rent**	**Equipment /Repair Kitchen items**
			393.50	
	16.20			19.46
				158.39
0.00	**16.20**	**0.00**	**393.50**	**177.85**
48.29	128.78	0.00	3,452.50	933.07

Staff Uniform	Children Uniform	Fundraising	Grants	Donations
		4.00		

	16.50			
	11.50			
0.00	**28.00**	**4.00**	**0.00**	**0.00**

0.00 1,100.00 2,730.00 0.00 55.00

Children Equipment & Materia				Admini	
Equipment & toys	**Materials**	**Food / Drink**	**General stationary etc**	**Payroll**	**B.T./Internet/Web site**
				138.60	
		27.85			
					80.52
133.21	30.16	87.55	48.45		
133.21	**30.16**	**115.40**	**48.45**	**138.60**	**80.52**
874.48	444.09	1,229.93	779.45	600.00	###

Interest	Other

istration			Fundraising			
Insurance	**Subs Ofsted**	**Other**	**Cost incurred in fund raising**	**Cost of Uniform**	**Cost of Items Purchased**	
		10.13				
		14.05				
					297.60	
	35.00					
0.00	**35.00**	**24.18**	**0.00**	**0.00**	**297.60**	

901.48	530.00	547.22	612.97	266.16	1,133.94

TOTAL
TOTAL
138.60
27.85
-
10.13
95.00
393.50
8,053.38
80.52
335.03
732.70
322.40
255.83
14.05
297.60
158.39
35.00
-
-
-
10,949.98

10,949.98	**10,949.98**	**-**

###

TOTAL
(194.50)
4.00
25.50
185.00
156.00
200.00
156.00

9,975.90		
201.00		
106.25		
256.50		
205.00		
156.00		
65.00		
45.00		
324.00		
302.00		
145.50		
252.00		
357.00		
145.50		
156.00		
201.00		
169.00		
210.00		
4.50		
16.50		
156.00		
11.50		
201.00		
762.00		
-		
-		
-		
14,956.15	**14,956.15**	**-**

###

Bizzy Bees Pre-School
Income & Expenditure Account as at 29 February 2020

INCOME

	MONTHLY			YEAR TO DATE			FORECAST		
	Budget	Actuals	Variance	Budget	Actuals	Variance	Annual Budget	Forecast	Variance
Income	**£**	**£**	**£**	**£**	**£**	**£**	**£**	**£**	**£**
Fees & Grants									
Fees	-	1,796.50	1,796.50	15,300.00	17,860.90	2,560.90	20,300.00	20,529.35	229.35
Nursery Education Grant	10,733.74	10,733.74	-	59,502.68	59,503.28	0.60	107,904.04	107,904.04	-
Grants	-	-	-	-	-	-	-	-	-
Staff Reinbursements									
Training Re-imbursement	-	-	-	-	-	-	-	-	-
Staff Uniform	-	-	-	-	-	-	-	-	-
Fundraising									
Children Uniform	100.00	29.25	(70.75)	600.00	309.00	(291.00)	1,100.00	1,100.00	-
General Fundraising	190.00	-	(190.00)	2,350.00	2,697.70	347.70	2,730.00	2,730.00	-
Donations	-	-	-	55.00	54.10	(0.90)	55.00	55.00	-
Other									
Interest	-	-	-	-	-	-	-	-	-
Miscellaneous	-	-	-	-	20.25	20.25	-	-	-
Total	**11,023.74**	**12,559.49**	**1,535.75**	**###**	**###**	**2,637.55**	**###**	**###**	**229.35**

	MONTHLY			YEAR TO DATE			FORECAST		
	Budget	Actuals	Variance	Profile Budget	Actuals	Variance	Annual Budget	Forecast	Variance
Expenditure	**£**	**£**	**£**	**£**	**£**	**£**	**£**	**£**	**£**
Staff									
Wages	9000.00	9,413.27	(413.27)	53,500.00	56,271.88	(2,771.88)	103,400.00	104,985.84	(1,585.84)
Training	0.00	3.00	(3.00)	288.00	288.00	-	288.00	288.00	-
Staff Uniform	0.00	-	-	138.71	70.00	68.71	138.71	138.71	-
Staff Recruitment	0.00	-	-	48.29	48.29	-	48.29	48.29	-
Debarment Disclosure	0.00	13.00	(13.00)	98.78	50.49	48.29	128.78	128.78	-
Other Staff Costs	0.00	-	-	-	-	-	-	-	-
Premises									
Rent	580.00	550.00	30.00	2,690.00	2,591.50	98.50	3,452.50	3,452.50	-
Equipment /Repair	60.00	88.38	(28.38)	360.00	546.74	(186.74)	933.07	933.07	-
Equipment & Materials									
Equipment	120.00	108.83	11.17	720.00	774.48	(54.48)	874.48	874.48	-
Materials	0.00	32.97	(32.97)	444.09	227.91	216.18	444.09	444.09	-
Consumablers									
Food / Drink	160.00	174.45	(14.45)	1,040.00	925.25	114.75	1,229.93	1,229.93	-
Administration									
General	110.00	50.46	59.54	660.00	455.68	204.32	779.45	779.45	-
Payroll	0.00	-	-	200.00	202.56	(2.56)	600.00	600.00	-
B.T./Internet	90.00	80.68	9.32	930.00	700.41	229.59	1,288.58	1,288.58	-
Insurance	0.00	70.87	(70.87)	-	70.87	(70.87)	901.48	901.48	-
Subs/Ofstead	0.00	-	-	250.00	283.04	(33.04)	530.00	530.00	-
Miscellaneous	35.00	-	35.00	210.00	94.93	115.07	547.22	547.22	-
Fundraising									
Cost incurred in fund rais	0	-	-	500.00	578.44	(78.44)	612.97	612.97	-
Cost of Uniform	0	-	-	266.16	174.11	92.05	266.16	266.16	-
Cost of Items Purchased	0	424.80	(424.80)	420.00	1,133.94	(713.94)	1,133.94	1,133.94	-
Total	**10,155.00**	**11,010.71**	**(855.71)**	**###**	**###**	**(2,724.49)**	**###**	**###**	**(1,585.84)**

Summary

Opening funds as at 1 February 2020	26,158.92
Surplus / (Deficit) for the month	1,548.78
Closing Funds as at 29 February 2020	**27,707.70**

FUNDS HELD

Petty Cash (General)	16.10	
Bank	14,691.59	
Reserves	13,000.01	
TOTAL	**27,707.70**	**-**

FORECAST FUNDS AT YEAR END	
Opening funds as at 1 September 2019	13,268.42
Surplus / (Deficit) at the end of the year	13,134.90
Estimated Closing Funds as at 31 August 2020	26,403.32

YEAR TO DATE BUDGET Vs. ACTUALS

Budget	15,043.65
Actuals	14,956.71
Surplus / (Deficit) against Budget	**86.94**

ANNUAL FORECAST Vs BUDGET

Budget	14,491.39
Actuals	13,134.90
Forecast Surplus / (Deficit) vs Budget	**1,356.49**

Expenditure **February 2020**

					Staff Costs						Premises		Children Equipment & Material			Administration						Fundraising			TOTAL	
DATE			Description	REF	Wages	Training	Staff Uniform	Staff Recruitment	DBS	Other	Rent	Equipment /Repair Kitchen Items	Equipment & toys	Materials	Food / Drink	General stationary etc	Payroll	B.T./Internet/Web site	Insurance	Subs Ofsted	Other	Cost incurred in fund raising	Cost of Uniform	Cost of Items Purchased	TOTAL		
3	2	20	EYA Insurance	02.01															70.87						70.87		
6	2	20	PB DBS renewal	02.02					13.00																13.00		
13	2	20	CB Toilet rolls	02.03								3.85													3.85		
13	2	20	Partial return o	02.04																					-		
24	2	20	Yellow nappy bir	02.05									48.62												48.62		
26	2	20	Barclaycard	02.06									60.21	32.97	172.25	48.96									314.39		
27	2	20	Wages	02.07	8,061.67																				8,061.67		
27	2	20	BT	02.08														80.68							80.68		
28	2	20	SEN resources	02.09																				391.20	391.20		
28	2	20	SEN resources	02.10																				33.60	33.60		
28	2	20	Disposables	02.11								84.53													84.53		
28	2	20	Memorial Hall Hi	02.12							550.00														550.00		
28	2	20	NIC	02.13	751.90																				751.90		
28	2	20	Paye Tax	02.14	338.60																				338.60		
28	2	20	Pension	02.15	261.10																				261.10		
	2	20																							-		
11	2	20	Petty Cash	PC14		3.00									2.20	1.50									6.70		
	2	20																							-		
TOTAL					**9,413.27**	**3.00**	**0.00**	**0.00**	**13.00**	**0.00**	**550.00**	**88.38**	**108.83**	**32.97**	**174.45**	**50.46**	**0.00**	**80.68**	**70.87**	**0.00**	**0.00**	**0.00**	**0.00**	**424.80**	**11,010.71**	**11,010.71**	**-**
			FORECAST		104,985.84	288.00	138.71	48.29	128.78	0.00	3,452.50	933.07	874.48	444.09	1,229.93	779.45	600.00	###	901.48	530.00	547.22	612.97	266.16	1,133.94	119,183.49		

Income **February 2020**

DATE				Fees	Nursery Grant	Training Refund	Staff Uniform	Children Uniform	Fundraising	Grants	Donations	Interest	Other	TOTAL
3	2	20	FR Add Needs fu	Cr01		658.08								658.08
3	2	20	JK Fees	F	13.00									13.00
5	2	20	BK Fees	F	156.00									156.00
10	2	20	PH Fees CCV's	F	106.00									106.00
11	2	20	ES Add Fee	F	13.00									13.00
13	2	20	Bank giro 49	Cr02	452.50				29.25					481.75
13	2	20	OL Fees PP	F	1.00									1.00
18	2	20	OL Fees Bal	F	99.00									99.00
20	2	20	Spring 2nd Fund	Cr03		###								10,075.66
24	2	20	ES Fees		127.50									127.50
24	2	20	HL Fees		156.00									156.00
25	2	20	LB Fees		78.00									78.00
26	2	20	ES Fees		26.00									26.00
26	2	20	RS Fees		156.00									156.00
27	2	20	IG Fees		256.50									256.50
27	2	20	HW Fees		156.00									156.00
	2	20												-
	2	20												-
	2	20												-
	2	20												-
TOTAL				**1,796.50**	**###**	**0.00**	**0.00**	**29.25**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**12,559.49**	**12,559.49**	**-**
			FORECAST	20,529.35	###	0.00	0.00	1,100.00	2,730.00	0.00	55.00	0.00	0.00	132,318.39		

Bizzy Bees Pre-School
Income & Expenditure Account as at 31 March 2020

INCOME

	MONTHLY			YEAR TO DATE			FORECAST		
	Budget	Actuals	Variance	Budget	Actuals	Variance	Annual Budget	Forecast	Variance
Income	**£**	**£**	**£**	**£**	**£**	**£**	**£**	**£**	**£**
Fees & Grants									
Fees	5,000.00	4,269.25	(730.75)	20,300.00	22,130.15	1,830.15	20,300.00	20,529.35	229.35
Nursery Education Grant	8,029.12	8,029.12	-	67,531.80	67,532.40	0.60	107,904.04	107,904.04	-
Grants	-	-	-	-	-	-	-	-	-
Staff Reinbursements									
Training Re-imbursement	-	-	-	-	-	-	-	-	-
Staff Uniform	-	-	-	-	-	-	-	-	-
Fundraising									
Children Uniform	100.00	-	(100.00)	700.00	309.00	(391.00)	1,100.00	1,100.00	-
General Fundraising	190.00	14.02	(175.98)	2,540.00	2,711.72	171.72	2,730.00	2,730.00	-
Donations	-	1.25	1.25	55.00	55.35	0.35	55.00	55.00	-
Other									
Interest	-	-	-	-	-	-	-	-	-
Miscellaneous	-	-	-	-	20.25	20.25	-	-	-
Total	**13,319.12**	**12,313.64**	**(1,005.48)**	**###**	**###**	**1,632.07**	**###**	**###**	**229.35**

	MONTHLY			YEAR TO DATE			FORECAST		
	Budget	Actuals	Variance	Profile Budget	Actuals	Variance	Annual Budget	Forecast	Variance
Expenditure	**£**	**£**	**£**	**£**	**£**	**£**	**£**	**£**	**£**
Staff									
Wages	9500.00	9,824.27	(324.27)	63,000.00	66,096.15	(3,096.15)	103,400.00	104,985.84	(1,585.84)
Training	0.00	-	-	288.00	288.00	-	288.00	288.00	-
Staff Uniform	0.00	-	-	138.71	70.00	68.71	138.71	138.71	-
Staff Recruitment	0.00	-	-	48.29	48.29	-	48.29	48.29	-
Debarment Disclosure	0.00	48.29	(48.29)	98.78	98.78	-	128.78	128.78	-
Other Staff Costs	0.00	-	-	-	-	-	-	-	-
Premises									
Rent	450.00	421.00	29.00	3,140.00	3,012.50	127.50	3,452.50	3,452.50	-
Equipment /Repair	60.00	30.60	29.40	420.00	577.34	(157.34)	933.07	933.07	-
Equipment & Materials									
Equipment	120.00	-	120.00	840.00	774.48	65.52	874.48	874.48	-
Materials	0.00	116.18	(116.18)	444.09	344.09	100.00	444.09	444.09	-
Consumablers									
Food / Drink	0.00	204.68	(204.68)	1,040.00	1,129.93	(89.93)	1,229.93	1,229.93	-
Administration									
General	119.45	107.44	12.01	779.45	563.12	216.33	779.45	779.45	-
Payroll	150.00	147.72	2.28	350.00	350.28	(0.28)	600.00	600.00	-
B.T./Internet	200.00	304.39	(104.39)	1,130.00	1,004.80	125.20	1,288.58	1,288.58	-
Insurance	0.00	-	-	-	70.87	(70.87)	901.48	901.48	-
Subs/Ofstead	0.00	-	-	250.00	283.04	(33.04)	530.00	530.00	-
Miscellaneous	35.00	158.86	(123.86)	245.00	253.79	(8.79)	547.22	547.22	-
Fundraising									
Cost incurred in fund rais	112.97	34.53	78.44	612.97	612.97	-	612.97	612.97	-
Cost of Uniform	0	70.61	(70.61)	266.16	244.72	21.44	266.16	266.16	-
Cost of Items Purchased	0	-	-	420.00	1,133.94	(713.94)	1,133.94	1,133.94	-
Total	**10,747.42**	**11,468.57**	**(721.15)**	**###**	**###**	**(3,445.64)**	**###**	**###**	**(1,585.84)**

Summary

Opening funds as at 1 March 2020	27,707.70
Surplus / (Deficit) for the month	845.07
Closing Funds as at 31 March 2020	**28,552.77**

FUNDS HELD

Petty Cash (General)	16.10	
Bank	15,536.66	
Reserves	13,000.01	
TOTAL	**28,552.77**	**-**

FORECAST FUNDS AT YEAR END	
Opening funds as at 1 September 2019	13,268.42
Surplus / (Deficit) at the end of the year	13,134.90
Estimated Closing Funds as at 31 August 2020	26,403.32

YEAR TO DATE BUDGET Vs. ACTUALS

Budget	17,615.35
Actuals	15,801.78
Surplus / (Deficit) against Budget	**1,813.57**

ANNUAL FORECAST Vs BUDGET

Budget	14,491.39
Actuals	13,134.90
Forecast Surplus / (Deficit) vs Budget	**1,356.49**

Expenditure **March 2020**

DATE			Description	REF	Wages	Training
2	3	20	Childrens Uniform	03.01		
3	3	20	PB food shop reimbursed	03.02		
5	3	20	KMc Resources reimburs	03.03		
10	3	20	TJ disposables reimburse	03.04		
26	3	20	T2P texting annual charg	03.05		
26	3	20	Ice Packs - Herts	03.06		
26	3	20	BT	03.07		
26	3	20	Barclay card	03.08		
27	3	20	Wages	03.09	8,483.79	
27	3	20	PAYE TAX	03.10	343.20	
27	3	20	NIC's	03.10	739.11	
27	3	20	Payroll fee Jan to Mar	03.11		
27	3	20	NEST Pension	03.12	258.17	
30	3	20	31.03	03.13		
31	3	20	Hall hire Feb	03.14		
	3	20				
	3	20				
	3	20				
	3	20				
	3	20				
	3	20				
	3	20				
	3	20				
	3	20				
	3	20				
	3	20				
	3	20				
	3	20				
	3	20				
	3	20				
	3	20				
	3	20				
	3	20				
	3	20				
	3	20				
	3	20				
	3	20				

	3	20				
	3	20	**PETTY CASH**			
	3	20				
TOTAL					**9,824.27**	**0.00**

FORECAST 104,985.84 288.00

Income **March 2020**

DATE					**Fees**	**Nursery Grant**
2	3	20	OR Fees		156.00	
2	3	20	JL Fees		78.00	
3	3	20	PH Fees (CCV)		178.50	
4	3	20	JK Fees		201.00	
5	3	20	TC Fees		201.00	
5	3	20	WB Fees		198.50	
5	3	20	Stub 50	Cr01	1,017.75	
5	3	20	JS Fees (OVERPAID £72)		180.00	
5	3	19	DB Fees		297.50	
5	3	19	AI Fees		45.00	
6	3	19	AV Fees		114.75	
6	3	19	BW PP Fees		56.00	
9	3	19	TW Fees		210.00	
9	3	19	LWS Fees		321.50	
10	3	19	OL Fees		301.50	
13	3	19	MR Fees		150.00	
16	3	19	TOB Fees		376.75	
23	3	19	CREDIT STUB 101	Cr02	137.50	
23	3	19	BBC Spring adjusted funding payment	Cr03		8,029.12
30	3	19	BW Fees bal		48.00	
	3	19				
	3	19				
	3	19				
	3	19				
	3	19				
	3	19				
	3	19				

	3	19				
	3	19				
	3	19				
	3	19				
	3	19				
	3	19				
	3	19				
TOTAL					**4,269.25**	**8,029.12**

FORECAST	20,529.35	###

Staff Costs				Premises	
Staff Uniform	Staff Recruitment	DBS	Other	Rent	Equipment /Repair Kitchen items
					24.61
		48.29			5.99
				421.00	

0.00	**0.00**	**48.29**	**0.00**	**421.00**	**30.60**
138.71	48.29	128.78	0.00	3,452.50	933.07

Training Refund	Staff Uniform	Children Uniform	Fundraising	Grants	Donations
					1.25
			14.02		

0.00	**0.00**	**0.00**	**14.02**	**0.00**	**1.25**

0.00	0.00	1,100.00	2,730.00	0.00	55.00

ildren Equipment & Materi			Administration			
Equipment & toys	**Materials**	**Food / Drink**	**General stationary etc**	**Payroll**	**B.T./Internet/ Web site/T2P**	**nsurance**
		51.60				
	13.61					
					240.00	
	28.70					
					64.39	
	73.87	153.08	107.44			
				147.72		

0.00	**116.18**	**204.68**	**107.44**	**147.72**	**304.39**	**0.00**

874.48 444.09 1,229.93 779.45 600.00 ### 901.48

Interest	Other

0.00	**0.00**

0.00 0.00

		Fundraising				TOTAL
Subs Ofsted	Other	Cost incurred in fund raising	Cost of Uniform	Cost of Items Purchased		TOTAL
			70.61			70.61
						51.60
						13.61
						24.61
						240.00
						28.70
						64.39
		34.53				423.20
						###
						343.20
						739.11
						147.72
						258.17
	###					158.86
						421.00
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-

						-
						-
						-
0.00	**###**	**34.53**	**70.61**	**0.00**		**###**
530.00	547.22	612.97	266.16	1,133.94		###

TOTAL
156.00
78.00
178.50
201.00
201.00
198.50
###
180.00
297.50
45.00
114.75
56.00
210.00
321.50
301.50
150.00
376.75
151.52
###
48.00
-
-
-
-
-
-
-

-
-
-
-
-
-
-
###

###

-

-

Bizzy Bees Pre-School
Income & Expenditure Account as at 30 April 2020

INCOME

	MONTHLY			YEAR TO DATE			FORECAST		
	Budget	Actuals	Variance	Budget	Actuals	Variance	Annual Budget	Forecast	Variance
Income	**£**	**£**	**£**	**£**	**£**	**£**	**£**	**£**	**£**
Fees & Grants									
Fees	-	23.00	23.00	20,300.00	22,153.15	1,853.15	20,300.00	20,529.35	229.35
Nursery Education Grant	24,372.24	24,372.24	-	91,904.04	91,904.64	0.60	107,904.04	107,904.04	-
Grants	-	-	-	-	-	-	-	-	-
Staff Reinbursements									
Training Re-imbursement	-	-	-	-	-	-	-	-	-
Staff Uniform	-	-	-	-	-	-	-	-	-
Fundraising									
Children Uniform	100.00	-	(100.00)	800.00	309.00	(491.00)	1,100.00	1,100.00	-
General Fundraising	190.00	-	(190.00)	2,730.00	2,711.72	(18.28)	2,730.00	2,730.00	-
Donations	-	-	-	55.00	55.35	0.35	55.00	55.00	-
Other									
Interest	-	-	-	-	-	-	-	-	-
Miscellaneous	-	-	-	-	20.25	20.25	-	-	-
Total	**24,662.24**	**24,395.24**	**(267.00)**	**###**	**###**	**1,365.07**	**###**	**###**	**229.35**

	MONTHLY			YEAR TO DATE			FORECAST		
	Budget	Actuals	Variance	Profile Budget	Actuals	Variance	Annual Budget	Forecast	Variance
Expenditure	**£**	**£**	**£**	**£**	**£**	**£**	**£**	**£**	**£**
Staff									
Wages	9400.00	9,575.61	(175.61)	72,400.00	75,671.76	(3,271.76)	103,400.00	104,985.84	(1,585.84)
Training	0.00	-	-	288.00	288.00	-	288.00	288.00	-
Staff Uniform	0.00	68.71	(68.71)	138.71	138.71	-	138.71	138.71	-
Staff Recruitment	0.00	-	-	48.29	48.29	-	48.29	48.29	-
Debarment Disclosure	0.00	-	-	98.78	98.78	-	128.78	128.78	-
Other Staff Costs	0.00	-	-	-	-	-	-	-	-
Premises									
Rent	312.50	440.00	(127.50)	3,452.50	3,452.50	-	3,452.50	3,452.50	-
Equipment /Repair	60.00	55.73	4.27	480.00	633.07	(153.07)	933.07	933.07	-
Equipment & Materials									
Equipment	34.48	-	34.48	874.48	774.48	100.00	874.48	874.48	-
Materials	0.00	-	-	444.09	344.09	100.00	444.09	444.09	-
Consumablers									
Food / Drink	0.00	-	-	1,040.00	1,129.93	(89.93)	1,229.93	1,229.93	-
Administration									
General	0.00	16.33	(16.33)	779.45	579.45	200.00	779.45	779.45	-
Payroll	0.00	-	-	350.00	350.28	(0.28)	600.00	600.00	-
B.T./Internet	56.58	56.39	0.19	1,186.58	1,061.19	125.39	1,288.58	1,288.58	-
Insurance	0.00	830.61	(830.61)	-	901.48	(901.48)	901.48	901.48	-
Subs/Ofstead	0.00	-	-	250.00	283.04	(33.04)	530.00	530.00	-
Miscellaneous	35.00	93.43	(58.43)	280.00	347.22	(67.22)	547.22	547.22	-
Fundraising									
Cost incurred in fund rais	0	-	-	612.97	612.97	-	612.97	612.97	-
Cost of Uniform	0	21.44	(21.44)	266.16	266.16	-	266.16	266.16	-
Cost of Items Purchased	153.94	-	153.94	573.94	1,133.94	(560.00)	1,133.94	1,133.94	-
Total	**10,052.50**	**11,158.25**	**(1,105.75)**	**###**	**###**	**(4,551.39)**	**###**	**###**	**(1,585.84)**

Summary

Opening funds as at 1 April 2020	28,552.77
Surplus / (Deficit) for the month	13,236.99
Closing Funds as at 30 April 2020	**41,789.76**

FUNDS HELD

Petty Cash (General)	16.10
Bank	28,773.65
Reserves	13,000.01
TOTAL	**41,789.76**

-

FORECAST FUNDS AT YEAR END	
Opening funds as at 1 September 2019	13,268.42
Surplus / (Deficit) at the end of the year	13,134.90
Estimated Closing Funds as at 31 August 2020	26,403.32

YEAR TO DATE BUDGET Vs. ACTUALS

Budget	32,225.09
Actuals	29,038.77
Surplus / (Deficit) against Budget	**3,186.32**

ANNUAL FORECAST Vs BUDGET

Budget	14,491.39
Actuals	13,134.90
Forecast Surplus / (Deficit) vs Budget	**1,356.49**

Expenditure **April 2020**

DATE			Description	REF	Wages
1	4	20	Disposables	04.01	
20	4	20	Bank charges	04.02	
22	4	20	BT	04.03	
27	4	20	Wages (excl CG)	04.04	8,485.28
27	4	20	EYA Annual Insurance charge	04.05	
27	4	20	BARCLAYCARD - Home Printer	04.06	
28	4	20	NICs	04.07	606.38
28	4	20	PAYE Tax	04.08	245.20
29	4	20	Pension	04.09	238.75
30	4	20	Printer Services Mar	04.10	
30	4	20	Hall hire	04.11	
30	4	20	Uniform	04.12	
	4	20			
	4	20			
	4	20	**PETTY CASH - no change**		
	4	20			
		20			
TOTAL					**9,575.61**

FORECAST 104,985.84

Income **April 2020**

DATE					Fees
1	4	20	OB final late fees payment		23.00
20	4	20	60% of estimated Summer term funding to cover Apr,May,Jun	Cr01	
	4	20			
	4	20			
	4	20			

4 20			
4 20			
4 20			
4 20			
4 20			
4 20			
4 20			
4 20			
4 20			
4 20			
4 20			
4 20			
4 20			
4 20			
4 20			
4 20			
4 20			
4 20			
TOTAL			**23.00**

FORECAST 20,529.35

Staff Costs				
Training	**Staff Uniform**	**Staff Recruitment**	**DBS**	**Other**
	68.71			
0.00	**68.71**	**0.00**	**0.00**	**0.00**

288.00 138.71 48.29 128.78 0.00

Nursery Grant	**Training Re-imbursement**	**Staff Uniform**	**Children Uniform**	**Fundraising**
###				

###	**0.00**	**0.00**	**0.00**	**0.00**

###	0.00	0.00	1,100.00	2,730.00

Premises		Children Equipment & Materials		
Rent	**Equipment /Repair Kitchen items**	**Equipment & toys**	**Materials**	**Food / Drink**
	55.73			
440.00				
440.00	**55.73**	**0.00**	**0.00**	**0.00**

3,452.50 933.07 874.48 444.09 1,229.93

Grants	Donations	Interest	Other

0.00	**0.00**	**0.00**	**0.00**

0.00 55.00 0.00 0.00

Administration						F
General stationary etc	**Payroll**	**B.T./Internet/Website**	**nsuranc**	**Subs Ofsted**	**Other**	**Cost incurred in fund raising**
					7.88	
		56.39				
			###			
16.33						
					85.55	
16.33	**0.00**	**56.39**	**830.61**	**0.00**	**93.43**	**0.00**

779.45 600.00 1,288.58 901.48 530.00 547.22 612.97

undraising		TOTAL
Cost of Uniform	Cost of Items Purchased	
		55.73
		7.88
		56.39
		###
		830.61
		16.33
		606.38
		245.20
		238.75
		85.55
		440.00
21.44		90.15
		-
		-
		-
		-
21.44	**0.00**	**###**

0 **0**

266.16 1,133.94 ###

TOTAL
23.00
###
-
-
-

-
-
-
-
-
-
-
-
-
-
-
-
-
-
-
-
-
-
###

###

- **-**

Bizzy Bees Pre-School
Income & Expenditure Account as at 31 May 2020

INCOME

	MONTHLY			YEAR TO DATE			FORECAST		
	Budget	Actuals	Variance	Budget	Actuals	Variance	Annual Budget	Forecast	Variance
Income	**£**	**£**	**£**	**£**	**£**	**£**	**£**	**£**	**£**
Fees & Grants									
Fees	-	200.00	200.00	20,300.00	22,353.15	2,053.15	20,300.00	22,252.65	1,952.65
Nursery Education Grant	-	4,442.04	4,442.04	91,904.04	96,346.68	4,442.64	107,904.04	118,418.03	10,513.99
Grants	-	-	-	-	-	-	-	1,000.00	1,000.00
Staff Reinbursements									
Training Re-imbursement	-	-	-	-	-	-	-	-	-
Staff Uniform	-	-	-	-	-	-	-	-	-
Fundraising									
Children Uniform	100.00	-	(100.00)	900.00	309.00	(591.00)	1,100.00	1,100.00	-
General Fundraising	-	-	-	2,730.00	2,711.72	(18.28)	2,730.00	2,730.00	-
Donations	-	-	-	55.00	55.35	0.35	55.00	55.35	0.35
Other									
Interest	-	-	-	-	-	-	-	-	-
Miscellaneous	-	-	-	-	20.25	20.25	-	20.25	20.25
Total	**100.00**	**4,642.04**	**4,542.04**	**###**	**###**	**5,907.11**	**###**	**###**	**13,487.24**

	MONTHLY			YEAR TO DATE			FORECAST		
	Budget	Actuals	Variance	Profile Budget	Actuals	Variance	Annual Budget	Forecast	Variance
Expenditure	**£**	**£**	**£**	**£**	**£**	**£**	**£**	**£**	**£**
Staff									
Wages	9000.00	6,320.20	2,679.80	81,400.00	81,991.96	(591.96)	103,400.00	129,659.03	(26,259.03)
Training	0.00	-	-	288.00	288.00	-	288.00	288.00	-
Staff Uniform	0.00	-	-	138.71	138.71	-	138.71	138.71	-
Staff Recruitment	0.00	-	-	48.29	48.29	-	48.29	-	48.29
Debarment Disclosure	0.00	-	-	98.78	98.78	-	128.78	48.29	80.49
Other Staff Costs	0.00	-	-	-	-	-	-	128.78	(128.78)
Premises									
Rent	0.00	-	-	3,452.50	3,452.50	-	3,452.50	558.50	2,894.00
Equipment /Repair	100.00	-	100.00	580.00	633.07	(53.07)	933.07	3,452.50	(2,519.43)
Equipment & Materials									
Equipment	0.00	-	-	874.48	774.48	100.00	874.48	933.07	(58.59)
Materials	0.00	-	-	444.09	344.09	100.00	444.09	874.48	(430.39)
Consumablers									
Food / Drink	0.00	-	-	1,040.00	1,129.93	(89.93)	1,229.93	444.09	785.84
Administration									
General	0.00	-	-	779.45	579.45	200.00	779.45	1,229.93	(450.48)
Payroll	0.00	-	-	350.00	350.28	(0.28)	600.00	779.45	(179.45)
B.T./Internet	0.00	56.39	(56.39)	1,186.58	1,117.58	69.00	1,288.58	600.00	688.58
Insurance	790.00	-	790.00	790.00	901.48	(111.48)	901.48	1,288.58	(387.10)
Subs/Ofstead	280.00	-	280.00	530.00	283.04	246.96	530.00	901.48	(371.48)
Miscellaneous	35.00	-	35.00	315.00	347.22	(32.22)	547.22	530.00	17.22
Fundraising									
Cost incurred in fund rais	0	-	-	612.97	612.97	-	612.97	547.22	65.75
Cost of Uniform	0	-	-	266.16	266.16	-	266.16	612.97	(346.81)
Cost of Items Purchased	140	-	140.00	713.94	1,133.94	(420.00)	1,133.94	266.16	867.78
Total	**10,345.00**	**6,376.59**	**3,968.41**	**93,908.95**	**94,491.93**	**(582.98)**	**###**	**###**	**###**

Summary

Opening funds as at 1 May 2020	41,789.76
Surplus / (Deficit) for the month	(1,734.55)
Closing Funds as at 30 May 2020	**40,055.21**

FUNDS HELD

Petty Cash (General)	16.10
Bank	27,039.10
Reserves	13,000.01
TOTAL	**40,055.21**

-

FORECAST FUNDS AT YEAR END	
Opening funds as at 1 September 2019	13,268.42
Surplus / (Deficit) at the end of the year	2,295.04
Estimated Closing Funds as at 31 August 2020	15,563.46

YEAR TO DATE BUDGET Vs. ACTUALS

Budget	21,980.09
Actuals	27,304.22
Surplus / (Deficit) against Budget	**(5,324.13)**

ANNUAL FORECAST Vs BUDGET

Budget	14,491.39
Actuals	2,295.04
Forecast Surplus / (Deficit) vs Budget	**12,196.35**

Expenditure — May 2020

DATE			Description	REF	Wages
6	5	20	NEST Pension REFUND	Cr02	(22.22)
27	5	20	Wages	05.01	7,218.98
27	5	20	PAYE tax	05.02	71.00
27	5	20	NICs	05.03	335.48
27	5	20	BT	05.04	
.	5	20	Barclaycard £0	n/a	
29	5	20	Pension	05.05	166.27
6	5	20	April CJRS Grant	Cr03	(1,449.31)
	5	20			
	5	20			
	5	20			
	5	20	**PETTY CASH no change**		
	5	20			
	5	20			
TOTAL					**6,320.20**

FORECAST 129,659.03

Income — May 2020

DATE					Fees
4	5	20	Add Needs summer funding	Cr01	
6	5	20	NEST pension refund - SEE ABO	Cr02	
6	5	20	April CJRS Grant - see above	Cr03	
26	5	20	MM Fees (late payment)	Fees	200.00
	5	20			
	5	20			
	5	20			
	5	20			
TOTAL					**200.00**

FORECAST 22,252.65

Staff Costs					Prem
Training	Staff Uniform	Staff Recruitment	DBS	Other	Rent
0.00	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**

288.00 138.71 0.00 48.29 128.78 558.50

Nursery Grant	Training Reimbursement	Staff Uniform	Children Uniform	Fundraising	Grants
4,442.04					
4,442.04	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**

118,418.03 0.00 0.00 1,100.00 2,730.00 1,000.00

nises	Idren Equipment & Mater					Administ
Equipment /Repair Kitchen items	Equipment & toys	Materials	Food / Drink	General stationary etc	Payroll	B.T./Internet/ Web site
						56.39
0.00	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**56.39**

3,452.50 933.07 874.48 444.09 1,229.93 779.45 600.00

Donations	Interest	Other
0.00	**0.00**	**0.00**

55.35 0.00 20.25

tration			Fundraising		
Insurance	Subs Ofsted	Other	Cost incurred in fund raising	Cost of Uniform	Cost of Items Purchased
0.00	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**

1,288.58 901.48 530.00 547.22 612.97 266.16

TOTAL
(22.22)
7,218.98
71.00
335.48
56.39
-
166.27
(1,449.31)
-
-
-
-
-
6,376.59

0 **0**

143,281.24

TOTAL
4,442.04
-
-
200.00
-
-
-
-
4,642.04

- **-**

145,576.28

Bizzy Bees Pre-School
Income & Expenditure Account as at 30 June 2020

INCOME

	MONTHLY			YEAR TO DATE			FORECAST		
	Budget	Actuals	Variance	Budget	Actuals	Variance	Annual Budget	Forecast	Variance
Income	**£**	**£**	**£**	**£**	**£**	**£**	**£**	**£**	**£**
Fees & Grants									
Fees	-	-	-	20,300.00	22,353.15	2,053.15	20,300.00	20,529.35	229.35
Nursery Education Grant	-	-	-	91,904.04	96,346.68	4,442.64	107,904.04	107,904.04	-
Grants	-	-	-	-	-	-	-	-	-
Staff Reinbursements									
Training Re-imbursement	-	-	-	-	-	-	-	-	-
Staff Uniform	-	-	-	-	-	-	-	-	-
Fundraising									
Children Uniform	100.00	-	(100.00)	1,000.00	309.00	(691.00)	1,100.00	1,100.00	-
General Fundraising	-	-	-	2,730.00	2,711.72	(18.28)	2,730.00	2,730.00	-
Donations	-	-	-	55.00	55.35	0.35	55.00	55.00	-
Other									
Interest	-	-	-	-	-	-	-	-	-
Miscellaneous	-	-	-	-	20.25	20.25	-	-	-
Total	**100.00**	**-**	**(100.00)**	**###**	**###**	**5,807.11**	**###**	**###**	**229.35**

	MONTHLY			YEAR TO DATE			FORECAST		
	Budget	Actuals	Variance	Profile Budget	Actuals	Variance	Annual Budget	Forecast	Variance
Expenditure	**£**	**£**	**£**	**£**	**£**	**£**	**£**	**£**	**£**
Staff									
Wages	6000.00	5,392.89	607.11	87,400.00	87,384.85	15.15	103,400.00	104,985.84	(1,585.84)
Training	0.00	-	-	288.00	288.00	-	288.00	288.00	-
Staff Uniform	0.00	-	-	138.71	138.71	-	138.71	138.71	-
Staff Recruitment	0.00	-	-	48.29	48.29	-	48.29	48.29	-
Debarment Disclosure	0.00	-	-	98.78	98.78	-	128.78	128.78	-
Other Staff Costs	0.00	-	-	-	-	-	-	-	-
Premises									
Rent	0.00	-	-	3,452.50	3,452.50	-	3,452.50	3,452.50	-
Equipment /Repair	100.00	98.82	1.18	680.00	731.89	(51.89)	933.07	933.07	-
Equipment & Materials									
Equipment	0.00	148.42	(148.42)	874.48	922.90	(48.42)	874.48	874.48	-
Materials	0.00	-	-	444.09	344.09	100.00	444.09	444.09	-
Consumablers									
Food / Drink	0.00	-	-	1,040.00	1,129.93	(89.93)	1,229.93	1,229.93	-
Administration									
General	0.00	-	-	779.45	579.45	200.00	779.45	779.45	-
Payroll	150.00	141.24	8.76	500.00	491.52	8.48	600.00	600.00	-
B.T./Internet	0.00	58.73	(58.73)	1,186.58	1,176.31	10.27	1,288.58	1,288.58	-
Insurance	111.48	-	111.48	901.48	901.48	-	901.48	901.48	-
Subs/Ofstead	0.00	260.93	(260.93)	530.00	543.97	(13.97)	530.00	530.00	-
Miscellaneous	90.00	-	90.00	405.00	347.22	57.78	547.22	547.22	-
Fundraising									
Cost incurred in fund rais	0	-	-	612.97	612.97	-	612.97	612.97	-
Cost of Uniform	0	-	-	266.16	266.16	-	266.16	266.16	-
Cost of Items Purchased	140	-	140.00	853.94	1,133.94	(280.00)	1,133.94	1,133.94	-
Total	**6,591.48**	**6,101.03**	**490.45**	**###**	**###**	**(92.53)**	**###**	**###**	**(1,585.84)**

Summary

Opening funds as at 1 June 2020	40,055.21
Surplus / (Deficit) for the month	(6,101.03)
Closing Funds as at 30 June 2020	**33,954.18**

FUNDS HELD

Petty Cash (General)	7.10	
Bank	20,947.07	
Reserves	13,000.01	
TOTAL	**33,954.18**	**-**

FORECAST FUNDS AT YEAR END	
Opening funds as at 1 September 2019	13,268.42
Surplus / (Deficit) at the end of the year	13,134.90
Estimated Closing Funds as at 31 August 2020	26,403.32

YEAR TO DATE BUDGET Vs. ACTUALS

Budget	15,488.61
Actuals	21,203.19
Surplus / (Deficit) against Budget	**(5,714.58)**

ANNUAL FORECAST Vs BUDGET

Budget	14,491.39
Actuals	13,134.90
Forecast Surplus / (Deficit) vs Budget	**1,356.49**

Expenditure June 2020

DATE			Description	REF	Wages	Training
3	6	20	May CJRS Claim	Cr01	(2,217.88)	
3	6	20	Nappy Bins Ann subs	06.01		
26	6	20	Wages June	06.02	7,066.18	
26	6	20	Pension	06.03	153.84	
26	6	20	Barclaycard	06.04		
29	6	20	Paye tax June	06.05	87.80	
29	6	20	NICs June	06.06	302.95	
29	6	20	Payroll Fees Apr-Jun	06.07		
29	6	20	BT	06.08		
	6	20				
	6	20				
	6	20				
	6	20	**PETTY CASH**			
	6	20				
TOTAL					**5,392.89**	**0.00**
			FORECAST		104,985.84	288.00

Income June 2020

DATE					Fees	Nursery Grant
3	6	20	May CJRS see above			
	6	20				
	6	20				
	6	20				
	6	20				
	6	20				
	6	20				
	6	20				
	6	20				
	6	20				
	6	20				
	6	20				
	6	20				

6	20				
6	20				
6	20				
6	20				
6	20				
6	20				
6	20				
6	20				
6	20				
6	20				
TOTAL				**0.00**	**0.00**

FORECAST	20,529.35	###

Staff Costs				Premises	
Staff Uniform	Staff Recruitment	DBS	Other	Rent	Equipment /Repair Kitchen items
					89.82
					9.00
0.00	**0.00**	**0.00**	**0.00**	**0.00**	**98.82**

138.71 48.29 128.78 0.00 3,452.50 933.07

Training Re-imbursement	Staff Uniform	Children Uniform	Fundraising	Grants	Donations

0.00	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**

0.00 0.00 1,100.00 2,730.00 0.00 55.00

ildren Equipment & Materi			Administration			
Equipment & toys	**Materials**	**Food / Drink & Kitchen**	**General stationary etc**	**Payroll**	**B.T./Internet/Web site**	**Insurance**
148.42						
				141.24		
					58.73	
148.42	**0.00**	**0.00**	**0.00**	**141.24**	**58.73**	**0.00**

874.48 444.09 1,229.93 779.45 600.00 1,288.58 901.48

Interest	Other

0.00	**0.00**

0.00 0.00

		Fundraising			TOTAL
Subscriptions incl Ofsted	**Other**	**Cost incurred in fund raising**	**Cost of Uniform**	**Cost of Items Purchased**	
					###
260.93					260.93
					###
					153.84
					238.24
					87.80
					302.95
					141.24
					58.73
					-
					-
					-
					9.00
					-
260.93	**0.00**	**0.00**	**0.00**	**0.00**	**###**

530.00	547.22	612.97	266.16	1,133.94	###

TOTAL
-
-
-
-
-
-
-
-
-
-
-
-

-
-
-
-
-
-
-
-
-
-
0.00

###

0 0

- -

Bizzy Bees Pre-School
Income & Expenditure Account as at 31 July 2020

INCOME

	MONTHLY			YEAR TO DATE			FORECAST		
	Budget	Actuals	Variance	Budget	Actuals	Variance	Annual Budget	Forecast	Variance
Income	**£**	**£**	**£**	**£**	**£**	**£**	**£**	**£**	**£**
Fees & Grants									
Fees	-	(100.50)	(100.50)	20,300.00	22,252.65	1,952.65	20,300.00	20,529.35	229.35
Nursery Education Grant	8,000.00	8,154.62	154.62	99,904.04	104,501.30	4,597.26	107,904.04	107,904.04	-
Grants	-	-	-	-	-	-	-	-	-
Staff Reinbursements									
Training Re-imbursement	-	-	-	-	-	-	-	-	-
Staff Uniform	-	-	-	-	-	-	-	-	-
Fundraising									
Children Uniform	100.00	24.28	(75.72)	1,100.00	333.28	(766.72)	1,100.00	1,100.00	-
General Fundraising	-	-	-	2,730.00	2,711.72	(18.28)	2,730.00	2,730.00	-
Donations	-	-	-	55.00	55.35	0.35	55.00	55.00	-
Other									
Interest	-	-	-	-	-	-	-	-	-
Miscellaneous	-	-	-	-	20.25	20.25	-	-	-
Total	**8,100.00**	**8,078.40**	**(21.60)**	**###**	**###**	**5,785.51**	**###**	**###**	**229.35**

	MONTHLY			YEAR TO DATE			FORECAST		
	Budget	Actuals	Variance	Profile Budget	Actuals	Variance	Annual Budget	Forecast	Variance
Expenditure	**£**	**£**	**£**	**£**	**£**	**£**	**£**	**£**	**£**
Staff									
Wages	8000.00	7,544.52	455.48	95,400.00	94,929.37	470.63	103,400.00	104,985.84	(1,585.84)
Training	0.00	-	-	288.00	288.00	-	288.00	288.00	-
Staff Uniform	0.00	68.71	(68.71)	138.71	207.42	(68.71)	138.71	138.71	-
Staff Recruitment	0.00	-	-	48.29	48.29	-	48.29	48.29	-
Debarment Disclosure	30.00	13.00	17.00	128.78	111.78	17.00	128.78	128.78	-
Other Staff Costs	0.00	-	-	-	-	-	-	-	-
Premises									
Rent	0.00	-	-	3,452.50	3,452.50	-	3,452.50	3,452.50	-
Equipment /Repair	253.07	33.99	219.08	933.07	765.88	167.19	933.07	933.07	-
Equipment & Materials									
Equipment	0.00	-	-	874.48	922.90	(48.42)	874.48	874.48	-
Materials	0.00	82.26	(82.26)	444.09	426.35	17.74	444.09	444.09	-
Consumablers									
Food / Drink	189.93	-	189.93	1,229.93	1,129.93	100.00	1,229.93	1,229.93	-
Administration									
General	0.00	59.14	(59.14)	779.45	638.59	140.86	779.45	779.45	-
Payroll	0.00	-	-	500.00	491.52	8.48	600.00	600.00	-
B.T./Internet	102.00	59.22	42.78	1,288.58	1,235.53	53.05	1,288.58	1,288.58	-
Insurance	0.00	-	-	901.48	901.48	-	901.48	901.48	-
Subs/Ofstead	0.00	-	-	530.00	543.97	(13.97)	530.00	530.00	-
Miscellaneous	107.22	73.84	33.38	512.22	421.06	91.16	547.22	547.22	-
Fundraising									
Cost incurred in fund rais	0	-	-	612.97	612.97	-	612.97	612.97	-
Cost of Uniform	0	21.44	(21.44)	266.16	287.60	(21.44)	266.16	266.16	-
Cost of Items Purchased	140	-	140.00	993.94	1,133.94	(140.00)	1,133.94	1,133.94	-
Total	**8,822.22**	**7,956.12**	**866.10**	**###**	**###**	**773.57**	**###**	**###**	**(1,585.84)**

Summary

Opening funds as at 1 July 2020	33,954.18
Surplus / (Deficit) for the month	122.28
Closing Funds as at 31 July 2020	**34,076.46**

FUNDS HELD

Petty Cash (General)	7.10	
Bank	21,069.35	
Reserves	13,000.01	
TOTAL	**34,076.46**	**-**

FORECAST FUNDS AT YEAR END	
Opening funds as at 1 September 2019	13,268.42
Surplus / (Deficit) at the end of the year	13,134.90
Estimated Closing Funds as at 31 August 2020	26,403.32

YEAR TO DATE BUDGET Vs. ACTUALS

Budget	14,766.39
Actuals	21,325.47
Surplus / (Deficit) against Budget	**(6,559.08)**

ANNUAL FORECAST Vs BUDGET

Budget	14,491.39
Actuals	13,134.90
Forecast Surplus / (Deficit) vs Budget	**1,356.49**

Expenditure **JULY 2020**

DATE			Description	REF	Staff Costs						Premises		Children Equipment & Mater			Administration							Fundraising			TOTAL
					Wages	Training	Staff Uniform	Staff Recruitment	DBS	Other	Rent	Equipment /Repair Kitchen items	Equipment & toys	Materials	Food / Drink & Kitchen	General stationary etc	Payroll	B.T./Internet/Web site/Bank charges	Insurance	Subscriptions incl Ofsted	Other	Cost incurred in fund raising	Cost of Uniform	Cost of Items Purchased	
1	7	20	June CJRS paym	Cr01	(1,763.83)																					(1,763.83)
8	7	20	Children resourc	07.01										25.98												25.98
8	7	20	Uniform	07.02			68.71																21.44			90.15
10	7	20	TJ DBS subs	07.03					13.00																	13.00
13	7	20	Printer svs June	07.04																	60.34					60.34
13	7	20	Herts resources	07.05										24.35												24.35
15	7	20	fees refund see	07.06																						-
20	7	20	Bank charges	07.07														2.83								2.83
27	7	20	Wages	07.08	8,270.90																					8,270.90
27	7	20	PAYE tax	07.09	228.80																					228.80
27	7	20	NICs	07.10	583.13																					583.13
27	7	20	BT	07.11														56.39								56.39
27	7	20	Pension	07.12	225.52																					225.52
27	7	20	Barclaycard	07.13								33.99		31.93		59.14					13.50					138.56
	7	20																								-
	7	20																								-
	7	20	**PETTY CASH**	no change																						-
	7	20																								-
TOTAL					**7,544.52**	**0.00**	**68.71**	**0.00**	**13.00**	**0.00**	**0.00**	**33.99**	**0.00**	**82.26**	**0.00**	**59.14**	**0.00**	**59.22**	**0.00**	**0.00**	**73.84**	**0.00**	**21.44**	**0.00**	**7,956.12**
			FORECAST		104,985.84	288.00	138.71	48.29	128.78	0.00	3,452.50	933.07	874.48	444.09	###	779.45	600.00	###	901.48	530.00	547.22	612.97	266.16	1,133.94	119,183.49

Income **JULY 2020**

DATE					Fees	Nursery Grant	Training Re-imbursement	Staff Uniform	Children Uniform	Fundraising	Grants	Donations	Interest	Other	TOTAL
1	7	20	June CJRS claim	Cr01											-
6	7	20	JU uniform	Cr02					24.28						24.28
15	7	20	Q5.Credit01 fees	07.06	(100.50)										(100.50)
20	7	20	20% grant balan	Cr03		8,154.62									8,154.62
	7	20													-
	7	20													-
	7	20													-
	7	20													-
TOTAL					**(100.50)**	**8,154.62**	**0.00**	**0.00**	**24.28**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**8,078.40**

EXPENDITURE

			MONTH	1	
DATE			Description	REF	Wages
			Sep		9000.00
			Oct		8000.00
			Nov		9000.00
			Dec		9000.00
			Jan		9500.00
			Feb		9000.00
			Mar		9500.00
			Apr		9400.00
			May		9000.00
			Jun		6000.00
			July		8000.00
			Aug		8000.00
			ANNUAL BUDGET		**103,400.00**
			YTD Actuals		**102,596.34**
			Spend to End of Year		**803.66**

INCOME

DATE			Fees
	Sep	Q1	3,000.00
	Oct	Q2	3,400.00
	Nov		3,600.00
	Dec		500.00
	Jan	Q3	4,800.00
	Feb		0.00
	Mar	Q4	5,000.00
	Apr	Q5	0.00
	May		0.00
	Jun	Q6	0.00
	July		0.00
	Aug		0.00
	ANNUAL BUDGET		**20,300.00**

YTD Actuals	**22,252.65**
Income to end of year	**(1,952.65)**

Budget Summary	
Expenditure	**117,597.65**
Income	**114,982.11**
LOSS	**(2,615.54)**

CALCULATIONS

INCOME - FEES & GRANTS

	FEES
Sep	4,500.00
Oct	3,000.00
Nov	3,000.00
Dec	
Jan	5,000.00
Feb	5,000.00
Mar	-
Apr	4,000.00
May	-
Jun	3,000.00
July	-
Aug	
TOTAL	**27,500.00**

	Terms	Weeks
Autumn	2 Sep - 18 Oct	6.00
	28 Oct - 20 Dec	8.00
Spring	6 Jan 14 Feb	6.00
	24 Feb - 3 April	6.00
Summer	21 Apr - 24 May	5.00
	1 June - 17 July	7.00

PAYROLL & INLAND REVENUE

EMPLOYEE PAYMENT
GROSS

	WAGES
Sep	9,482.34
Oct	7,944.10
Nov	9,628.05
Dec	9,280.41
Jan	9,364.31
Feb	9,413.27
Mar	9,824.27
Apr	9,575.61
May	7,791.73
Jun	7,610.77
July	9,225.79
Aug	9,225.79
TOTAL	**108,366.44**

	EMP'ER NI
Sep	486.17
Oct	331.06
Nov	464.65
Dec	380.75
Jan	361.42
Feb	372.46
Mar	366.39
Apr	319.34
May	185.48
Jun	164.23
July	319.13
Aug	319.13
TOTAL	**4,070.21**

	EMP'ER PENSION
Sep	136.83
Oct	102.99
Nov	132.13
Dec	113.81
Jan	109.64
Feb	111.9

Mar	110.64
Apr	101.11
May	71.27
Jun	65.95
July	65.95
Aug	65.95
TOTAL	**1,188.17**

	WAGES
Sep	8,388.90
Oct	7,273.97
Nov	8,537.87
Dec	8,417.25
Jan	8,524.44
Feb	8,546.03
Mar	8,960.82
Apr	8,908.53
May	7,475.71
Jun	7,296.33
July	8,911.35
Aug	8,911.35
TOTAL	

WAGES Budget

Post

Paula Bannell
Tracy Jones
Claire Buchanan
Bethany-Rose Brown
Sarah Meadows
Kim McNamara
Emma Rylands
Shireen Done
Chantelle Ginn - Start

Barbara Welsh - starte

EXPENDITURE

			MONTH	1	
DATE			Description	REF	Wages
			Sep		10200.00
			Oct		8400.00
			Nov		9700.00
			Dec		9290.00
			Jan		9350.00
			Feb		9500.00
			Mar		10000.00
			Apr		10000.00
			May		10000.00
			Jun		10000.00
			July		10000.00
			Aug		10000.00
			ANNUAL BUDGET		**116,440.00**

INCOME

DATE			Fees
	Sep		3,000.00
	Oct		3,400.00
	Nov		3,600.00
	Dec		500.00
	Jan		5,500.00
	Feb		5,500.00
	Mar		0.00
	Apr		5,000.00
	May		0.00
	Jun		5,000.00
	July		0.00
	Aug		0.00

ANNUAL BUDGET	**31,500.00**

Budget Summary	
Expenditure	**134,922.00**
Income	**110,877.19**
LOSS	**(24,044.81)**

Income Budget Calcs

Description	Invoice Amount
Sept Invoice Raised	4,562.25
Additional Session 1	(67.50)
Additional Session 2	3.50
Additional Session 3	7.50
Additional Session 4	3.00
September	
Oct Invoice Raised	6,099.00
Additional Session 1	63.75
Additional Session 2	
Additional Session 3	
Additional Session 4	
October Payments	
November Payments	
December Payments	

10,671.50

	Sep
Q1 to Oct half term	3,000.00
Q2 to Dec	
Q3 to Feb Half Term	

Q4 to Easter
Q5 to May Half term
Q6 to July

3,000.00

2019-20

Staff Costs			
Training	**Staff Uniform**		**Staff Recruitment**
50.00	100.00		20.00
50.00	0.00		20.00
50.00	0.00		8.29
90.00	38.71		0.00
48.00	0.00		0.00
0.00	0.00		0.00
0.00	0.00		0.00
0.00	0.00		0.00
0.00	0.00		0.00
0.00	0.00		0.00
0.00	0.00		0.00
288.00	**138.71**		**48.29**
288.00	**207.42**		**48.29**
0.00	**(68.71)**		**0.00**

2019-20

Nursery Grant	**Training Re-imbursement**		**Staff Uniform**
9,573.73	0.00		0.00
10,213.53	0.00		0.00
13,127.40	0.00		0.00
5,878.38	0.00		0.00
9,975.90	0.00		0.00
10,733.74	0.00		0.00
8,029.12	0.00		0.00
24,372.24	0.00		0.00
0.00	0.00		0.00
0.00	0.00		0.00
8,000.00	0.00		0.00
8,000.00	0.00		0.00
###	**0.00**		**0.00**

###	**0.00**	**0.00**
###	**0.00**	**0.00**

GRANTS

3-4 years		**2 years**
5,078.34		2,849.77
5,078.34		2,849.77
5,078.34		2,849.77
5,078.34		2,849.77
6,602.47		2,692.48
6,602.47		2,692.48
6,602.47		2,692.48
4,951.85		2,019.36
4,951.85		2,019.36
4,951.85		2,019.36
4,951.85		2,019.36
-		-
59,928.17		**27,553.94**

Fees	Grant 3-4 yr	Grant 2 Yr
4,500.00	20,313.37	11,399.06
6,000.00		
5,000.00	19,807.40	8,077.44
5,000.00		
3,000.00	19,807.40	8,077.44
5,000.00		
28,500.00	59,928.17	27,553.94

ΓS

PAYE	**EMP'EE**	**EMP'EE**	**PAID**

	NI	PENSION	
425.00	486.00	182.44	**8,388.90**
188.40	344.40	137.33	**7,273.97**
452.00	462.00	176.18	**8,537.87**
326.20	385.20	151.76	**8,417.25**
322.40	371.28	146.19	**8,524.44**
338.60	379.44	149.20	**8,546.03**
343.20	372.72	147.53	**8,960.82**
245.20	287.04	134.84	**8,908.53**
71.00	150.00	95.02	**7,475.71**
87.80	138.72	87.92	**7,296.33**
87.80	138.72	87.92	**8,911.35**
87.80	138.72	87.92	**8,911.35**
2,975.40	**3,654.24**	**1,584.25**	**100,152.55**

EMP'EE NI	TOTAL NI	TAX DEDUCTED	TOTAL TO INLAND REVENU
486.00	972.17	425.00	**1,397.17**
344.40	675.46	188.40	**863.86**
462.00	926.65	452.00	**1,378.65**
385.20	765.95	326.20	**1,092.15**
371.28	732.70	322.40	**1,055.10**
379.44	751.90	338.60	**1,090.50**
372.72	739.11	343.20	**1,082.31**
287.04	606.38	245.20	**851.58**
150.00	335.48	71.00	**406.48**
138.72	302.95	87.80	**390.75**
138.72	457.85	87.80	**545.65**
138.72	457.85	87.80	**545.65**
3,654.24	**7,724.45**	**2,975.40**	**10,699.85**

EMP'EE PENSION	TOTAL PENSION
182.44	**319.27**
137.33	**240.32**
176.18	**308.31**
151.76	**265.57**
146.19	**255.83**
149.20	**261.10**

147.53	**258.17**
134.84	**235.95**
95.02	**166.29**
87.92	**153.87**
87.92	**153.87**
87.92	**153.87**
1,584.25	**2,772.42**

INLAND REVENUE	**PENSION**		**TOTAL WAGES**
1,397.17	319.27		**10,105.34**
863.86	240.32		**8,378.15**
1,378.65	308.31		**10,224.83**
1,092.15	265.57		**9,774.97**
1,055.10	255.83		**9,835.37**
1,090.50	261.10		**9,897.63**
1,082.31	258.17		**10,301.30**
851.58	235.95	(1,449.31)	**8,546.75**
406.48	166.29	(1,775.74)	**6,272.74**
390.75	153.87		**7,840.95**
545.65	153.87		**9,610.87**
545.65	153.87		**9,610.87**
			110,399.77

Weekly Normal Hrs	Annual Hours
34.50	
26	
40.5	
36.75	
33.75	
16	
10	
27.5	
17.5	

22.25

2019-20

Staff Costs			
Training	**Staff Uniform**		**Staff Recruitment**
50.00	100.00		20.00
50.00	0.00		20.00
50.00	0.00		20.00
90.00	100.00		20.00
90.00	0.00		20.00
90.00	0.00		20.00
50.00	0.00		20.00
50.00	0.00		20.00
50.00	0.00		20.00
50.00	100.00		20.00
50.00	0.00		20.00
0.00	0.00		0.00
670.00	**300.00**		**220.00**

2019-20

Nursery Grant	**Training Re-imbursement**		**Staff Uniform**
9,573.73	0.00		0.00
9,573.73	0.00		0.00
9,573.73	0.00		0.00
3,136.00	0.00		0.00
9,900.00	0.00		0.00
1,000.00	0.00		0.00
7,000.00	0.00		0.00
6,000.00	0.00		0.00
6,000.00	0.00		0.00
6,000.00	0.00		0.00
6,000.00	0.00		0.00
1,000.00	0.00		0.00

74,757.19	**0.00**		**0.00**

Invoice Paid	Balance
	4,562.25
	4,494.75
	4,498.25
	4,505.75
	4,508.75
3,169.25	1,339.50
	7,438.50
	7,502.25
	7,502.25
	7,502.25
	7,502.25
3,460.10	4,042.15
3,589.75	452.40
-	452.40
	452.40
10,219.10	452.40

Oct	Nov	Dec
1,500.00		
1,900.00	3,600.00	500.00

3,400.00	3,600.00	500.00
		10,500.00

		Premises	
DBS	**Other**	**Rent**	**Equipment /Repair Kitchen items**
98.78	0.00	0.00	60.00
0.00	0.00	560.00	60.00
0.00	0.00	550.00	60.00
0.00	0.00	600.00	60.00
0.00	0.00	400.00	60.00
0.00	0.00	580.00	60.00
0.00	0.00	450.00	60.00
0.00	0.00	312.50	60.00
0.00	0.00	0.00	100.00
0.00	0.00	0.00	100.00
30.00	0.00	0.00	253.07
0.00	0.00	0.00	0.00
128.78	**0.00**	**3,452.50**	**933.07**
111.78	**0.00**	**3,452.50**	**1,020.50**
17.00	**0.00**	**0.00**	**(87.43)**

Children Uniform	**Fundraising**	**Grants**	**Donations**
100.00	190.00	0.00	20.00
100.00	190.00	0.00	20.00
100.00	190.00	0.00	15.00
100.00	1,400.00	0.00	0.00
100.00	190.00	0.00	0.00
100.00	190.00	0.00	0.00
100.00	190.00	0.00	0.00
100.00	190.00	0.00	0.00
100.00	0.00	0.00	0.00
100.00	0.00	0.00	0.00
100.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00
1,100.00	**2,730.00**	**0.00**	**55.00**

333.28	**2,711.72**	**1,000.00**	**55.35**
766.72	**18.28**	**(1,000.00)**	**(0.35)**

TOTAL	
9,573.73	Fees: Assume billed twice a term, amoun
10,213.53	Grant: Assume same pupils numbers thr
13,127.40	Grant for first quarter adjusted to reflect
5,878.38	
9,975.90	
10,733.74	
8,029.12	Actual figures in red
24,372.24	
4,442.04	
8,154.62	
2,559.20	**£8547.34 should have been received**
107,059.90	114,982.11

115,982.11

EMPLOYER PAYMENTS

E

1,397.17	Quarter 2 Accrual/payment
3,334.66	Quarter 3 Payment
3,227.91	Quarter 4 Payment
1,648.81	Quarter 1 Payment
1,091.30	Quarter 2 Accrual
10,699.85	

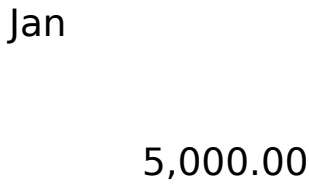
Holiday Hours	Rate	Monthly Salary	
		1,696.49	20,357.88
		887.72	10,652.64
		1,492.03	17,904.36
		1,171.28	14,055.36
		1,018.17	12,218.04
		466.22	5,594.64
		291.39	3,496.68
		876.47	10,517.64
		543.47	6,521.64

709.14	8,509.68
	109,828.56

		Premises	
DBS	**Other**	**Rent**	**Equipment /Repair Kitchen items**
115.00	50.00	0.00	55.00
15.00	50.00	560.00	55.00
15.00	50.00	550.00	55.00
15.00	50.00	600.00	55.00
15.00	50.00	400.00	55.00
15.00	50.00	580.00	55.00
115.00	50.00	450.00	55.00
15.00	50.00	0.00	55.00
15.00	50.00	0.00	55.00
15.00	50.00	0.00	55.00
15.00	50.00	0.00	55.00
0.00	0.00	0.00	0.00
365.00	**550.00**	**3,140.00**	**605.00**

Children Uniform	**Fundraising**	**Grants**	**Donations**
100.00	190.00	0.00	20.00
100.00	190.00	0.00	20.00
100.00	190.00	0.00	20.00
100.00	1,400.00	0.00	20.00
100.00	190.00	0.00	20.00
100.00	190.00	0.00	20.00
100.00	190.00	0.00	20.00
100.00	190.00	0.00	20.00
100.00	190.00	0.00	20.00
100.00	190.00	0.00	20.00
100.00	190.00	0.00	20.00
100.00	190.00	0.00	20.00
0.00	0.00	0.00	0.00

1,100.00	**3,300.00**	**0.00**	**220.00**



	5,800.00		5,000.00
5,000.00	5,800.00	0.00	5,000.00

Children Equipment & Materials				
Equipment & toys	**Materials**	**Food / Drink**	**General stationary etc**	**Payroll**
120.00	140.00	200.00	110.00	50.00
120.00	140.00	160.00	110.00	0.00
120.00	140.00	160.00	110.00	0.00
120.00	24.09	200.00	110.00	150.00
120.00	0.00	160.00	110.00	0.00
120.00	0.00	160.00	110.00	0.00
120.00	0.00	0.00	119.45	150.00
34.48	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	150.00
0.00	0.00	189.93	0.00	0.00
0.00	0.00	0.00	0.00	100.00
874.48	**444.09**	**1,229.93**	**779.45**	**600.00**
922.90	**426.35**	**1,129.93**	**640.87**	**491.52**
(48.42)	**17.74**	**100.00**	**138.58**	**108.48**

Interest	**Other**
0.00	0.00
0.00	0.00
0.00	0.00
0.00	0.00
0.00	0.00
0.00	0.00
0.00	0.00
0.00	0.00
0.00	0.00
0.00	0.00
0.00	0.00
0.00	0.00
0.00	0.00
0.00	**0.00**

0.00	**20.25**
0.00	**(20.25)**

t based on first half term. Sept represents 6 Weeks, other mon
oughout the year but adjusted for term lengths
actual payments

9,573.73
9,573.73
31,623.40
12,475.94
6,237.97

1,942.57

Emp'er N.I.	Emp'er Pens	Total
140.83	51.70	20,550.41
29.22	30.06	10,711.92
112.61	78.00	18,094.97
68.35	0.00	14,123.71
47.22	40.49	12,305.75
0.00	0.00	5,594.64
0.00	0.00	3,496.68
27.66	29.16	10,574.46
		6,521.64

4.57	15.77	8,530.02
430.46	245.18	110,504.20

Children Equipment & Materials				
Equipment & toys	**Materials**	**Food / Drink**	**General stationary etc**	**Payroll**
120.00	140.00	200.00	110.00	50.00
120.00	140.00	160.00	110.00	0.00
120.00	140.00	160.00	110.00	0.00
120.00	140.00	200.00	110.00	150.00
120.00	140.00	160.00	110.00	0.00
120.00	140.00	160.00	110.00	0.00
120.00	140.00	160.00	110.00	150.00
120.00	140.00	160.00	110.00	0.00
120.00	140.00	160.00	110.00	0.00
120.00	140.00	160.00	110.00	150.00
120.00	140.00	200.00	110.00	0.00
0.00	0.00	0.00	0.00	100.00
1,320.00	**1,540.00**	**1,880.00**	**1,210.00**	**600.00**

Interest	**Other**
0.00	0.00
0.00	0.00
0.00	0.00
0.00	0.00
0.00	0.00
0.00	0.00
0.00	0.00
0.00	0.00
0.00	0.00
0.00	0.00
0.00	0.00
0.00	0.00

0.00	**0.00**

May	Jun	July	Aug	Total
				4,500.00
				6,000.00
				5,000.00

				5,800.00
				5,000.00
	5,000.00			5,000.00
				0.00
				0.00
				0.00
				0.00
0.00	5,000.00	0.00	0.00	31,300.00

Administration				F
B.T./Internet/Web site/T2P	**Insurance**	**Subs & Licences**	**Other (printer svs)**	**Cost incurred in fund raising**
90.00	0.00	0.00	35.00	0
210.00	0.00	250.00	35.00	0
360.00	0.00	0.00	35.00	0
90.00	0.00	0.00	35.00	500
90.00	0.00	0.00	35.00	0
90.00	0.00	0.00	35.00	0
200.00	0.00	0.00	35.00	112.97
56.58	0.00	0.00	35.00	0
0.00	790.00	280.00	35.00	0
0.00	111.48	0.00	90.00	0
102.00	0.00	0.00	107.22	0
0.00	0.00	0.00	35.00	0
1,288.58	**901.48**	**530.00**	**547.22**	**612.97**
1,304.51	**901.48**	**543.97**	**421.06**	**612.97**
(15.93)	**0.00**	**(13.97)**	**126.16**	**0.00**

ths adjusted to number of weeks in terms but ignores closure days

ACCURAL

Administration				F
B.T./Internet/Web site	**Insurance**	**Subs & Licences**	**Other**	**Cost incurred in fund raising**
90.00	0.00	0.00	35.00	0
210.00	0.00	250.00	35.00	0
90.00	0.00	0.00	35.00	0
90.00	0.00	0.00	35.00	300
90.00	0.00	0.00	35.00	0
90.00	0.00	0.00	35.00	0
90.00	0.00	0.00	35.00	100
90.00	0.00	0.00	35.00	0
90.00	790.00	250.00	35.00	0
90.00	0.00	0.00	35.00	0
102.00	0.00	0.00	35.00	0
90.00	0.00	0.00	35.00	0
1,212.00	**790.00**	**500.00**	**420.00**	**400.00**

Fundraising		TOTAL
Cost of Uniform	Cost of Items Purchased	
90	140	**10,303.78**
90	140	**9,945.00**
86.16	140	**10,819.45**
0	0	**11,017.80**
0	0	**10,523.00**
0	0	**10,155.00**
0	0	**10,747.42**
0	153.94	**10,052.50**
0	140	**10,345.00**
0	140	**6,591.48**
0	140	**8,822.22**
0	140	**8,275.00**
266.16	**1,133.94**	**###**
287.60	**1,133.94#**	**###**
(21.44)	**0.00#**	**1,055.72**

117,597.65 -

TOTAL
12,883.73
13,923.53
17,032.40
7,878.38
15,065.90
11,023.74
13,319.12
24,662.24
100.00
100.00
8,100.00
8,000.00
###

132,089.04 0.00

Fundraising		TOTAL
Cost of childrens Uniform	Cost of Items Purchased	
90	140	**11,565.00**
90	140	**10,405.00**
90	140	**11,325.00**
90	140	**11,595.00**
90	140	**10,865.00**
90	140	**11,195.00**
90	140	**11,875.00**
90	140	**11,075.00**
90	140	**12,115.00**
90	140	**11,325.00**
90	140	**11,127.00**
90	140	**10,455.00**
1,080.00	**1,680.00**	**###**

134,922.00 -

TOTAL
12,883.73
13,283.73
13,483.73
5,156.00
15,710.00
6,810.00
7,310.00
11,310.00
6,310.00
11,310.00
6,310.00
1,000.00

###	110,877.19	0.00

BIZZY BEES PRE SCHOOL

Charity Number

INCOME & EXPENDITURE ACCOUNT

1 SEPTEMBER 2019 TO 31 AUGUST 2020

Income			**Expenditure**		
Fees & Grants			**Staff**		
Fees	22,252.65		Wages	102,596.34	
Nursery Education Gra	118,418.03		Training	288.00	
Grants	1,000.00	141,670.68	Staff Uniform	207.42	
Staff Reinbursements			Staff Recruitment	48.29	
Training Re-imbursem	-		Debarment Disclosure	111.78	
Staff Uniform	-	-	Other	-	103,251.83
Fundraising			**Premises**		
Children Uniform	333.28		Rent	3,452.50	
General Fundraising	2,711.72		Equipment /Repair	1,020.50	4,473.00
Donations	55.35	3,100.35	**Equipment & Materials**		
Other			Equipment	922.90	
Interest	-		Materials	426.35	1,349.25
Miscellaneous	20.25	20.25	**Consumablers**		
			Food / Drink	1,129.93	1,129.93
			Administration		
			General	640.87	
			Payroll	491.52	
			B.T./Internet	1,304.51	
			Insurance	901.48	
			Subs/Ofstead	543.97	
			Miscellaneous	421.06	4,303.41
			Fundraising		
			Cost incurred in fund raising	612.97	
			Cost of Uniform	287.60	
			Cost of Items Purchased	1,133.94	2,034.51
			Surplus / (Deficit) Year to Date		28,249.35
Total		**144,791.28**	**Total**		**144,791.28**

Summary	
Opening funds as at 1 September 2(	12,750.99
Surplus / (Deficit)	28,249.35
Closing Funds as at 31 August 20	**41,000.34**
FUNDS HELD	
	£
Petty Cash	7.10
Bank	27,993.23
Reserves	13,000.01
TOTAL	**41,000.34**

We have examined the books and records of the Pre School for the year to 31 August 2020 from which the above Income and Expenditure account has been prepared and confirm these represent a true and fair view of the Pre School.

Nicola O'Halloran (Co Chair of PreSchool Board of Trustees) N O'Halloran

Isabell Procter FCCA (External Auditor)

Isabell Procter.

Date: 30 October 2021