



Trustees' Annual Report for the period

| | | | |
|-------------------|----|-----------------|------|
| Period start date | | Period end date | |
| From | To | | |
| 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 | 16 th November 2020 | |
| 2 | Paula Bannell | Manager | | |
| 3 | Kayleigh Vernon | Treasurer | | |
| 4 | Samantha Woods | Secretary | 16 th 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)

| |
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| |
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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) 

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 Grants | 60,971.49 | | Training | 374.60 | |
| | | 164,942.16 | Staff Uniform | 348.09 | |
| | | | Staff Recruitment | 37.50 | |
| | | | Debarment Disclosure | 220.98 | |
| | | | Other | 333.40 | 135,932.09 |
| Staff Reimbursements | | | Premises | | |
| Training Re-imbursement | - | | Rent | 4,786.00 | |
| Staff Uniform | - | | Equipment /Repair | 2,856.06 | 7,642.06 |
| Fundraising | | | Equipment & Materials | | |
| Children Uniform | 732.50 | | Equipment | 1,294.52 | |
| General Fundraising | 1,193.98 | 2,754.23 | Materials | 1,529.84 | 2,824.36 |
| Donations | 827.75 | | Consumables | | |
| Other | | | Food / Drink | 1,640.23 | 1,640.23 |
| Interest | - | 7,967.55 | Administration | | |
| Miscellaneous | 7,967.55 | | 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)

Nicola O'Halloran

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

Alex Chandler

Alex Chandler ACA External reviewer
Sygma
Chartered Accountants

22 November 2021

Date:

BIZZY BEES PRE SCHOOL
Charity Number 1172751

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Chartered Accountants

22 November 2021

Date: