



ANNUAL REPORT

Busy Bees Preschool (at Southwick Methodist Church)

CIO 1198933

1 September 2024 – 31 August 2025

Objectives and Activities

Busy Bees Preschool (at Southwick Methodist Church) objective is to advance preschool education for young children (aged 2-4) who live in the local area, by providing an Ofsted registered EYFS setting, operating at Southwick Methodist Church, West Sussex. This service is provided in accordance with Christian principles and is inclusive of children and families of any faith, or without a faith.

The preschool is registered by Ofsted and with the Department of Education, for 'free entitlement' funding for eligible two, three and four-year-old children, and with the Early Childhood Service of West Sussex County Council.

The preschool aims to provide a safe, secure, happy and stimulating environment for pre-school children, where they will be helped and encouraged to develop and learn through a variety, and appropriate range, of play and learning activities, by caring, professional, trained adults with the involvement of all families within our community who are interested in and support our aims.

Meetings of the trustee committee take place three times a year. This provides the opportunity for management and financial reporting and forecasting, the setting of objectives and planning. The constitution prescribes for church, staff and parent representation on the committee. The trustees give careful consideration to the public benefit guidance provided by the Charity Commission.

Achievements and Performance

The autumn term 2024 started with almost full numbers in the mornings, less in the afternoon. As the year progressed the pre-school achieved almost full capacity from April until July with some bookings for places starting in September 2025 and beyond.

We received our final instalment of the Co-op Community Fund support in October 2024 and were able to obtain some help with funding through the local Lions Club at Christmas.

Stay and play sessions were arranged during the year which provided excellent opportunities for children and parents to experience activities together with practitioners. parents, children All involved benefited positively from these sessions, building up stronger relationships throughout the organisation.

There have been several staff and trustee changes during this year with everyone working closely together to build upon the strong positive ethos and achievements of the preschool.

Our staff team have continued to work exceptionally hard to support all the children including those with delayed speech and language, developmental delays and SEN concerns. Staff have worked alongside supporting agencies and advisors to ensure the best possible progress for all the children involved.



Financial Review

Please see the accompanying accounts and reserves policy below. The annual accounts have been independently examined and show a £23,330 excess of income over expenditure by the end of the accounting period covered in this report, this following a surplus of £18,922 the previous year. The trustees believe that Busy Bees is a going concern based on the present finances. Busy Bees does not own or hold any freehold property, using the premises of Southwick Methodist Church under a standard form of agreement.

Reserves Policy

Reserves are unrestricted funds which are available to spend on the charity's purpose. Reserves provide a buffer against uneven and unpredictable income and/or expenditure. There are inherent financial risks within the early years sector and Busy Bees activities which have been considered by the treasurer and trustees. These include:

- Government policy - legislation regarding employment (e.g., NIC, hourly living wage rate, wider tax policies, etc.) and the early years sector (e.g., the setting of funding, staff training requirements, etc.) are significant cost factors outside of the direct control of the charity itself.
- Annual place fulfilment - whilst consistently high for Busy Bees in recent years, place take-up is ultimately not guaranteed. Approximately 50%-70% of children will leave Busy Bees each July to begin primary school, therefore creating an implicit cyclical annual income risk. Additional external factors such as (amongst others) the birth rate and prevailing social and economic conditions will also influence fulfilment in a way that is uncontrollable by the charity.

The reserves policy of Busy Bees continues to be an amount equivalent to at least three months gross payroll costs (i.e., net wages, any statutory payments due, pension payments, etc.). Current estimations place this value at £31,500. Reserves to earn interest are placed with the Epworth Fund managed at the Methodist Church House offices in London - this is provided for charitable organisations that are not part of the Methodist Church but affiliated to the church. At 31 August 2025 these reserves totalled £40,959 and this is prudent to hold given the reserves policy in place.

Structure, Governance and Management

The charity is a Charitable Incorporated Organisation (CIO). The governing document is a 'Foundation' constitution whose only voting members are the charity trustees. The constitution was last amended on 12 May 2022 when Busy Bees Preschool (at Southwick Methodist Church) registered with the Charity Commission.



Reference and Administrative Details

Charity Name: Busy Bees Pre School (at Southwick Methodist Church)

Registered Charity Number: 1198933

Address:

Southwick Methodist Church

Manor Hall Road

Southwick

West Sussex

BN42 4NA

Names of Managing Trustees:

Una O'Donovan (Chair)

Jenna Cooper (Setting Manager)

Amy Cooke (Treasurer)

Heather McKay and Chris Tucknott (Nominated Trustees)

Katie Walker and Sarah McDonnell (Parent Representative Trustees)

Busy Bees Preschool (at Southwick Methodist Church)

Annual accounts statement for period 1 September 2024 to 31 August 2025

<u>2023/24</u>	<u>Income</u>	<u>2024/25</u>	
17,270.00	Private fees	8,915.12	
2,125.00	Tax free childcare fees	1,520.00	
31,629.17	WSCC funding - 2 year old	34,402.80	
86,861.22	WSCC funding - 3 and 4 year old	121,037.36	
1,291.40	Co op Local Community Fund	1,930.67	
800.00	Other income/donations	1,001.51	
2,227.11	Interest - Epworth Cash Plus Fund for Charities	2,319.98	
<u>142,203.90</u>		<u>171,127.44</u>	
	<u>Expenditure</u>		
89,731.93	Salaries	102,832.45	
6,112.57	PAYE	12,946.46	
4,390.37	NEST pension scheme contributions	5,675.81	
166.00	Staff uniform	333.74	
665.13	Other staff expenses	1,907.96	
13,200.00	Southwick Methodist Church premises	16,600.00	
695.00	Private fees - provision for doubtful debt	-	
453.45	Insurance	484.94	
5,242.49	Equipment, resources and materials	5,307.66	
-	Garden	518.97	
50.00	Ofsted	166.18	
825.00	Training	-	
376.58	Photocopying	349.74	
1,072.30	Computing and office expenses	351.63	
301.56	Mobile phone	321.38	
-	Other expenses	-	
<u>123,282.38</u>		<u>147,796.92</u>	
18,921.52	Excess of Income over Expenditure	23,330.52	
	Deficit of Expenditure over Income		
	<u>Balance Sheet as at 31st August 2025</u>		
	<u>Assets</u>		
3,035.52	Current Account	50,797.51	
79,638.92	Epworth Cash Plus Fund for Charities	40,958.90	
695.00	Private fees debtor due	1,254.00	
(695.00)	Less private fees provision for doubtful debt	(1,254.00)	
<u>82,674.44</u>		<u>91,756.41</u>	
	<u>Liabilities</u>		
(21,571.96)	WSCC autumn term funding received in advance	(22,638.16)	
<u>61,102.48</u>		<u>69,118.25</u>	
	Represented by:		
	Balances at 1st September 2024		
4,619.77	Current Account	3,035.52	
40,411.81	Epworth Cash Plus Fund for Charities	79,638.92	
-	Private fees debtor due	695.00	
-	Less private fees provision for doubtful debt	(695.00)	
<u>45,031.58</u>		<u>82,674.44</u>	
(18,165.37)	WSCC autumn term funding received in advance	(36,886.71)	
<u>26,866.21</u>		<u>45,787.73</u>	
18,921.52	Excess of Income/Deficit of Expenditure for year	23,330.52	
<u>45,787.73</u>		<u>69,118.25</u>	

I have examined the accounts and supporting statements and certify that they are correct.

[Signature]

6/1/26