

**Year  
End  
2023**



# **BOWER BUSY BEEES**

**Early Learning Centre**

**TRUSTEE'S ANNUAL  
REPORT**



# BOWER BUSY BEES

## ELC



[www.bowerbusybees.com](http://www.bowerbusybees.com)

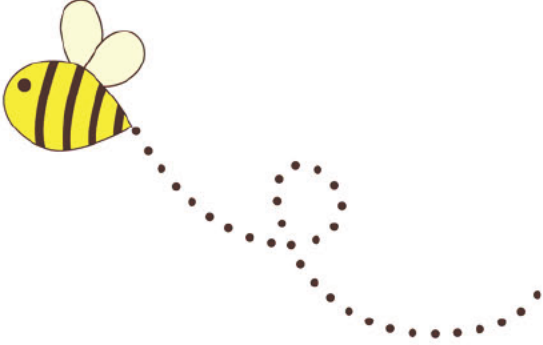


# OUR TRUSTEES



*The trustees present their report and  
the unaudited financial statements of  
the charity for their year ended 31  
July 2023*





## **Reference and administrative details**

**Registered charity name**  
**Bower Busy Bees**

**Charity registration number**  
**SC013192**

**Principal office and registered:**



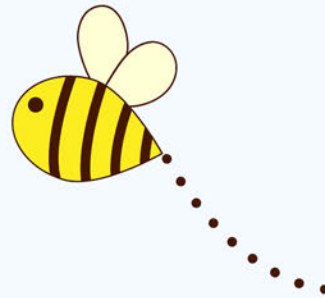
**Bookkeeper:**



# OUR STORY

## WHY WAS YOUR CHARITY SET UP?

BUSY BEES IS AN EARLY LEARNING CENTRE, BASED IN THE HEART OF THE CAITHNESS COUNTY. THE SETTING IS FUNDED BY THE HIGHLAND COUNCIL BUT IS RUN BY A PARENT COMMITTEE. OUR CHARITY STATUS ALLOWS US TO RAISE FUNDS TO SUPPORT OUR RURAL NURSERY. BUSY BEES IS A VERY POPULAR SETTING AND IS USED BY FAMILIES FROM ACROSS CAITHNESS. WITH A PRIMARILY OUTDOOR FOCUS WE ARE A UNIQUE ELC IN OUR COUNTY!



## WHO does your charity help?

Our charity helps children and their families from across Caithness, in addition to supporting our local community, school and toddler group.

## WHAT was done ?

An Easter Fair for our community and Muddy Puddle Sponsor walk

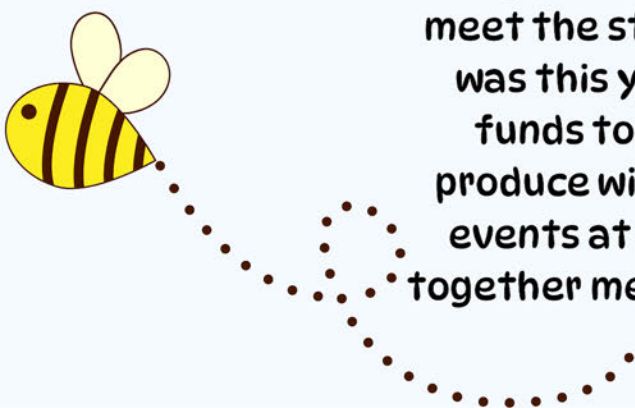
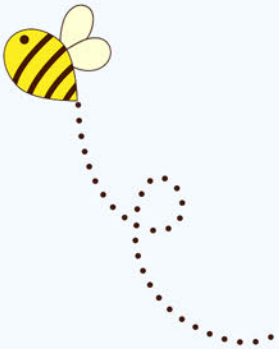
## WHAT was achieved ?

Our ELC playground development was funded , improving our play space for children attending the settting.

## WHAT difference was made ?

We improved our setting for children!

In the past our fundraising has allowed us to purchase resources to enhance the learning opportunitites for our families. This has included a Tent to provide a warm space for our children, encouraging them to play outdoors for longer. The development of our nursery playground to meet the standards expected by the Care Inspectorater was this year's focus. Whilst in the past we have used funds to build our community garden and share our produce with the community. As part of our fundraising events at Easter; we provided an opportunity to bring together memebbers of our wider community, (Bower lacks community opportunities).





# **COURT YARD DEVELOPMENT**

**ENHANCING OUTDOOR PLAY**

**2023 PROJECT USING FUNDS**

# How our Trustee's are selected:

## General structure

4. The structure of the group shall consist of:

- (a) the MEMBERS - who have the right to attend the annual general meeting (and any special general meeting) and have important powers under the constitution; in particular, the members elect people to serve on the management committee and take decisions in relation to changes to the constitution itself
- (b) the MANAGEMENT COMMITTEE - who hold regular meetings during the period between annual general meetings, and manage and supervise the activities of the group; in particular, the management committee is responsible for the financial control of the group.

## Powers of management committee

- 26. Except as otherwise provided in this constitution, the group, its assets and undertakings shall be managed by the management committee, who may exercise all the powers of the group.
- 27. A meeting of the management committee at which a quorum is present may exercise all powers exercisable by the management committee.
- 28. The management committee may co-opt up to two members at any one time. Co-opted members shall have a vote.

# Structure & Governance (as per constitution)

This is a model early years/childcare group constitution which has been approved by the Office of the Scottish Charities Regulator (OSCR) as acceptable for charitable status.

Having charitable status means that your group may be exempt from tax and rates relief, may claim gift aid, can fundraise with the general public, seek grants from charitable trusts and be eligible for local authority funding.

## Objects

2. The aim of the group is to advance the education and social development of pre-school and older children with the emphasis on the play experience, so that they take a constructive place in the community and also to advance the education of their parents/carers and other appropriate persons.

In furtherance of the above aims the group shall seek:

- (a) to provide safe and satisfying group play and learning
- (b) to encourage other charitable activities through which the parents/carers may support the development of children.

## Termination of office

23. A member of the management committee shall automatically vacate office if:-
- (a) s/he becomes debarred under any statutory provision from being a charity trustee



Conduct of members of the management committee  
(d) ensure that the group complies with any direction,  
requirement, notice or duty  
imposed on it by the Charities and Trustee Investment  
(Scotland) Act 2005.

For the avoidance of doubt, no part of the income or  
property of the group shall (otherwise than in pursuance of  
the group's charitable objects) be paid or transferred  
(directly or indirectly) to the members, either in the course  
of the group's existence or on dissolution.

### Interpretation

51. For the purposes of this constitution, "charitable"  
shall be interpreted as charitable within the meaning of  
section 7(2) of the Charities and Trustee Investment  
(Scotland) Act 2005 and section 505 of the Income and  
Corporation Taxes Act 1988 (including any statutory  
amendment or re-enactment of the provisions of these  
sections); "charity" shall be interpreted accordingly.



## **From Constiution:**


### **Accounting records and annual accounts**

**44. The management committee shall ensure that proper accounting records are maintained in accordance with all applicable statutory requirements. At each meeting of the committee the treasurer will present an up to date written statement of accounts to the committee. Bank statements should also be available for inspection.**

**45. The management committee shall prepare annual accounts, complying with all relevant statutory requirements; if an audit is required under any statutory provisions, they shall ensure that an audit is carried out by a qualified auditor or by a capable independent examiner where an audit is deemed unnecessary.**

## **Future Plans**

**The trustees will continue to seek fundraising opportunities to enhance the learning provision available in Bower in addition to seeking opportunitites to bring together the wider community (by utilising our charity status)**



# End of Year Financial Report and Review

Bower Busy Bees

Income & Expenditure Report as at 31 July 2023

## Income

Funding	82,817.75	
2 Year Old Fees	3,726.70	
Grants	2,000.00	
Bank Interest	311.34	
Donations	15.00	
Fundraising	<u>1,292.41</u>	90,163.20

## Expenditure

Staff Costs	69,180.62	
ELC Materials & Direct Costs	5,729.27	
Overheads	2,590.04	
Admin/Office Costs	1,404.98	
Repairs & Renewals	5,413.08	
Health & Safety	1,288.00	
Misc Expenses	<u>786.92</u>	86,392.91

Surplus for year		<u><u>3,770.29</u></u>
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# END of Annual Report for Bower Busy Bees

SIGNED:  
DATE:

