

BUSY BEES PRE SCHOOL (BEMERTON)
REPORT AND ACCOUNTS FOR THE YEAR
TO
31 MARCH 2021

DRAFT

Charity Number: 1014692

**BUSY BEES PRE SCHOOL (BEMERTON)
LEGAL AND ADMINISTRATIVE DETAILS
FOR THE YEAR TO 31 MARCH 2021**

TRUSTEES
Heather Parker – Chair Person
Sarah Longley
Niamh Fatcher
Natalie Curtis (resigned October 2019)
Monika Rusin (resigned October 2019)
Inga Webb (appointed May 2019)
Toni Smith (appointed May 2019)

ADDRESS
Manor Fields Primary School
Wilton Road
Salisbury
Wiltshire
SP2 7EJ

BANKERS
National Westminster Bank plc
48 Blue Boar Row
Salisbury
Wiltshire
SP1 1DF

INDEPENDENT
EXAMINER
Simon M Bachrach FCA
Chalmers & Co (SW) Limited
Trading as Chalmers & Co
The Old Emporium
Bow Street
Langport
Somerset
TA10 9PQ

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**BUSY BEES PRE SCHOOL (BEMERTON)
TRUSTEES REPORT
FOR THE YEAR TO 31 MARCH 2021**

CHARITABLE STATUS

Busy Bees Pre-School is a community group established by an original constitution which was subsequently amended on 28 November 2011. The Pre School is a body in membership of the Pre School Learning Alliance.

Busy Bees Pre-School is a registered charity, number 1014692, registered with the Charity Commission on 12 October 1992.

The charity's accounts attached to this report have been prepared in line with the charity's governing documents, the Charities Act 2011 and the Charities SORP FRS 102, Accounting and Reporting by Charities.

CHARITY'S OBJECTS

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;
- (c) instigating and adhering to and furthering the aims and objects of the Pre-school Learning Alliance.

CHARITY ADDRESS

Manor Fields Primary School
Wilton Road
Salisbury
Wiltshire
SP2 7EJ

PRINCIPAL ACTIVITY AND REVIEW OF THE BUSINESS

Busy Bees Pre-School (Bemerton) is a community pre-school group run by a parent committee and our local community which strives to provide affordable and high quality childcare to local families in a way which enriches and empowers children and their families regardless of race, colour, gender or ability. We have been in our current premises since September 2009 although Busy Bees has been running since November 1968. We maintain close links with Manor Fields Primary School and our pre-school is situated on their school site.

We provide care and education for up to 70 children aged 2-5 years, using the Early Years Foundation Stage, currently having 34 families on our register. Busy Bees regularly liaises with external agencies and professionals such as Speech and Language Therapists, Health Visitors, Early Years Advisory Teacher, Early Years Inclusion Advisor, Children's Centre Services and Social Care to support and meet the needs of the children's development.

At our last Ofsted Inspection in November 2015 we were deemed outstanding in all areas of provision, which we have retained from the past two inspections, and we endeavour to maintain a high level of care for all the children.

In March 2014, March 2016 & March 2017 we were awarded 'The Bristol Standard Quality Improvement for Birth to Five' certificate in recognition of our continuing reflective journey, which we have maintained ever since. The Pre-school are currently undertaking their own self-evaluation processes to maintain high standards.

We currently have 10 members of staff and regularly involve parents in all aspects of the pre-school, all of whom give their dedication and hard work to us.

Due to the COVID 19 pandemic the pre-school was closed from the start of lockdown on 23rd March until 1st June 2020. However since re-opening on 1st of June child numbers are looking higher for the next academic year. The Trustees have reviewed the finances of the Charity and will continue to monitor them closely. Steps have been taken to reduce staff costs and increase income. At present the Trustees consider the Charity to be financially stable.

TRUSTEES

The Trustees at the year end and those who served throughout the year were as follows:-

Heather Parker – (Chairperson)

Sarah Longley

Niamh Futcher

Natalie Curtis (resigned October 2019)

Monika Rusin (resigned October 2019)

Inga Smith (appointed May 2019)

Toni Smith (appointed May 2019)

TRUSTEES INDUCTION AND TRAINING

The committee is elected at the Annual General Meeting. The committee also has the power to appoint Trustees as required.

All Trustees are given an Induction Pack, Governing Documents, Minutes, the Business Plan, access to copies of all relevant publications and financial matters. They meet once a term, approximately every six weeks to discuss and maintain the group issues concerning the preschool. Trustees have access to online training through Educare to support them in carrying out their roles.

The Trustees are responsible to ensure the pre-school have the required Policies in place, many of which have been rewritten and extended. The policies are reviewed annually by the preschool management team and committee. Our governing constitution is the PLA, Preschool Alliance, 2011 constitution which sets how we run an effective pre-school and business. The committee of Trustees is also responsible for organising the pre-school's fundraising and run a number of successful events each term.

The Trustees have paid due regard to the guidance given by the Charity Commission on public benefit when deciding what activities the charity should undertake.

RISK MANAGEMENT

The organisation has comprehensive risk assessments covering every aspect of the pre-school operations, and considers it an ongoing commitment with regular reviews of existing arrangements.

RESERVES POLICY

It is the intention of the Committee that the freely available reserves of the charity should be built up to a level which is sufficient to ensure the continuance of its operations, should there be an unexpected short-term dip in income. These freely available reserves are unrestricted funds not committed or invested in tangible fixed assets (i.e. 'free reserves'). The Committee considers that an appropriate level of free reserves is approximately three months' normal expenditure. This equates to approximately £37,000. At the year end, free reserves were £65,396. (2020: £46,930). The Committee is mindful of the need to review their reserves policy on an ongoing basis each year.

Approved by the Trustees on _____ and signed on their behalf by:

Heather Parker
Chair Person

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**BUSY BEES PRE SCHOOL (BEMERTON)
INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES
FOR THE YEAR TO 31 MARCH 2021**

I report on the accounts of the charity for the year ended 31 March 2021, which are set out on pages 7 to 14.

RESPECTIVE RESPONSIBILITIES OF TRUSTEES AND EXAMINER

As the charity's trustees you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act")

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

BASIS OF INDEPENDENT EXAMINER'S STATEMENT

My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

INDEPENDENT EXAMINER'S STATEMENT

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 150 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have no concerns and 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 accounts to be reached.

Simon M Bachrach FCA
Chalmers & Co (SW) Limited
Trading as Chalmers & Co
The Old Emporium
Bow Street
Langport
Somerset
TA10 9PQ

Dated:

**BUSY BEES PRE SCHOOL (BEMERTON)
STATEMENT OF FINANCIAL ACTIVITIES
(INCOME AND EXPENDITURE ACCOUNT)
FOR THE YEAR TO 31 MARCH 2021**

	Note	To 31 March 2021 Unrestricted Funds £	To 31 March 2021 Restricted Funds £	To 31 March 2021 Total £	To 31 March 2020 Total £
INCOME AND ENDOWMENTS FROM:					
Donations and legacies:					
Grants	4	143,027	-	143,027	120,322
Charitable activities:					
School fees		15,971	-	15,971	13,629
Bank interest		14	-	14	69
Other income		718	-	718	2,510
Total incoming and endowments		159,730	-	159,730	136,530
EXPENDITURE					
Expenditure on charitable activities:					
Direct costs	6	129,212	-	129,212	145,359
Support costs	6	11,605	-	11,605	16,646
Expenditure on raising funds:					
Fundraising	6	447	-	447	127
Total expenditure		141,264	-	141,264	162,132
NET EXPENDITURE INCOME/(EXPENDITURE)		18,466	-	18,466	(25,602)
TRANSFERS BETWEEN FUNDS		-	-	-	-
NET MOVEMENT IN FUNDS		18,466	-	18,466	(25,602)
Total funds brought forward at 1 April 2020		46,930	-	46,930	72,532
TOTAL FUNDS CARRIED FORWARD AT 31 MARCH 2021		65,396	-	65,396	46,930

There were no recognised gains and losses other than those shown in the above Statement of Financial Activities. The results from the above financial period derive from continuing operations.

BUSY BEES PRE SCHOOL (BEMERTON)

**BALANCE SHEET
AS AT 31 MARCH 2021**

	Note	At 31/3/21 £	£	At 31/3/20 £	£
FIXED ASSETS	7		-		-
CURRENT ASSETS					
Debtors	8	880		352	
Cash at bank and in hand		66,396		49,220	
		<u>67,276</u>		<u>49,572</u>	
CREDITORS					
Amounts falling due within one year	9	(1,880)		(2,642)	
NET CURRENT ASSETS			<u>65,396</u>		<u>46,930</u>
TOTAL ASSETS LESS CURRENT LIABILITIES			<u>65,396</u>		<u>46,930</u>
Represented By:					
Restricted funds			-		-
General unrestricted funds			<u>65,396</u>		<u>46,930</u>
			<u>65,396</u>		<u>46,930</u>

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Approved by the Committee on _____ and signed on its behalf by:

.....
Heather Parker - Chair Person

**BUSY BEES PRE SCHOOL (BEMERTON)
STATEMENT OF CASH FLOWS
AS AT 31 MARCH 2021**

	Notes	2021 £	2020 £
Cash provided by/(used) in operating activities	1	17,162	(25,472)
Cash flows from investing activities:			
Interest income		14	70
Purchase of tangible fixed assets		-	-
Cash provided by/(used in) investing activities		14	70
Cash flows from financing activities:			
Repayment of borrowing			-
Increase/(Decrease) in cash and cash equivalents in the year		17,176	(25,402)
Cash and cash equivalents at the beginning of the year		49,220	74,622
Cash and cash equivalents at the end of the year		66,396	49,220

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1. RECONCILIATION OF EXPENDITURE TO NET CASH FROM OPERATING ACTIVITIES

	2021 £	2020 £
Net income/(expenditure) for the period as per SOFA	18,466	(25,602)
Adjustments for:		
Decrease /(increase) in debtors	(982)	(2)
(Decrease)/ increase in creditors	(308)	202
Bank interest received	(14)	(70)
Net cash provided by/(used) in operating activities	17,162	(25,472)

BUSY BEES PRE SCHOOL (BEMERTON)

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR TO 31 MARCH 2021

1. GENERAL INFORMATION

The Charity is a registered charity in England and Wales.

The address of the registered office is: Manor Fields Primary School, Wilton Road, Salisbury, Wiltshire SP2 7EJ.

2. STATEMENT OF COMPLIANCE

The financial statements have been prepared in accordance with the Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102), effective from 1st January 2015 – Charities SORP (FRS 102) and the Charities Act 2011.

3. ACCOUNTING POLICIES

Basis of accounting

The financial statements have been prepared on the historical cost basis.

The financial statements are prepared in sterling which is the functional currency of the entity.

Taxation

No Corporation Tax is provided for as Busy Bees Pre-School, being a charity, is exempt. Because of its current activities Busy Bees Pre-School is not registered for VAT and therefore cannot recover VAT on its expenses.

Funds accounting

General funds are unrestricted funds available for use at the discretion of the trustees in furtherance of the general activities of the charity and which have not been designated for other purposes.

Incoming resources

All incoming resources becoming available to the charity during the year are included when there is a certainty of receipt.

Resources expended

Charitable expenditure includes costs associated with particular projects in furtherance of the charity's objects.

Support costs comprise expenditure incurred in support of charitable activities and include an appropriate proportion of overheads.

Governance costs include all expenditure which is not directly related to the charitable activity. This includes salaries for administration staff and accountancy fees.

Fixed assets

Tangible fixed assets are stated at cost. Depreciation is calculated at appropriate annual rates estimated to write off the cost of fixed assets less their estimated residual value over their useful lives as follows:

Furniture and fixtures	33.3% straight line
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The cost of acquiring fixed assets is charged to the SOFA in the year of acquisition if the cost is less than £1,000 or the useful economic life is less than three years.

Hire purchase and leasing commitments

Rentals paid under operating leases are charged on a time basis over the lease term.

BUSY BEES PRE SCHOOL (BEMERTON)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR TO 31 MARCH 2021**

3. ACCOUNTING POLICIES (continued)

Restricted funds

Restricted funds are to be used for specific purposes as laid down by the donor. Expenditure which meets these criteria is charged to the fund.

Going Concern

After a review of the Charities finances the Trustees have taken steps to reduce staff costs and increase income by a combination of advertising and improving links with the local primary school. The committee will continue to review the situation and the Charity's finances are currently stable. There are no material uncertainties about the charity's ability to continue.

Related party disclosure

FRS 102 requires the disclosure of the details of material transactions between the charity and any related parties, as defined. Details of relevant related party transactions are included if required.

4. GRANTS AND DONATIONS

	Unrestricted 31/3/21 £	Restricted 31/3/21 £	Total 31/3/21 £	Total to 31/3/20 £
Core grants – Wiltshire County Council	143,027		143,027	120,322
	<u>143,027</u>		<u>143,027</u>	<u>120,322</u>

5. STAFF COSTS

	To 31/3/21 £	To 31/3/20 £
Wages and salaries	118,004	132,524
Social security costs	-	3,709
Pensions	8,482	2,814
	<u>126,486</u>	<u>139,047</u>

Neither the Trustees nor any persons connected with them received any remuneration or other material benefits from the charity. No employee earned £60,000 per annum or more.

The key personnel of the charity comprise the Trustees and the Head. The total remuneration of the key management personnel was £21,971 (2020 - £21,971)

The average monthly number of employees during the year was as follows:

	To 31/3/21	To 31/3/20
	9	10
	==	==

BUSY BEES PRE SCHOOL (BEMERTON)**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR TO 31 MARCH 2021****6. ANALYSIS OF TOTAL RESOURCES EXPENDED**

	Unrestricted 31/3/21 £	Restricted 31/3/21 £	Total 31/3/21 £	Total 31/3/20 £
Expenditure on charitable activities:				
Direct costs:				
Pre School staff salaries	118,004	-	118,004	136,233
Transport	-	-	-	207
Recruitment	-	-	-	-
Training courses	497	-	497	874
Materials for children	1,253	-	1,253	2,856
Refreshments	976	-	976	2,375
Pensions	8,482	-	8,482	2,814
	<u>129,212</u>	<u>-</u>	<u>129,212</u>	<u>145,359</u>
Support costs:				
Rent	-	-	-	-
Rates	555	-	555	699
Heat and light	1,993	-	1,993	2,339
Bookkeeping	2,100	-	2,100	2,100
Bad debt write off	-	-	-	-
Premises expenses	3,895	-	3,895	7,904
Office costs	2,414	-	2,414	2,956
Independent Examiners Fees	648	-	648	648
	<u>11,605</u>	<u>-</u>	<u>11,605</u>	<u>16,646</u>
Expenditure on raising funds:				
Fundraising costs	447	-	447	127
	<u>447</u>	<u>-</u>	<u>447</u>	<u>127</u>
Total resources expended	<u>141,264</u>	<u>-</u>	<u>141,264</u>	<u>162,132</u>

BUSY BEES PRE SCHOOL (BEMERTON)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR TO 31 MARCH 2021**

7. FIXED ASSETS

	Furniture & Fixtures	Total
	£	£
Cost		
As at 1 April 2020	2,429	2,429
Additions	-	-
Disposals	-	-
As at 31 March 2021	2,429	2,429
Depreciation		
As at 1 April 2020	2,429	2,429
Charge for the year	-	-
Disposals	-	-
As at 31 March 2021	2,429	2,429
Net Book Value at 31 March 2021	-	-
Net Book Value at 31 March 2020	-	-

8. DEBTORS

	To 31/3/21	To 31/3/20
	£	£
Other debtors	880	352
	<u>880</u>	<u>352</u>

9. LIABILITIES: AMOUNTS FALLING DUE WITHIN ONE YEAR

	To 31/3/21	To 31/3/20
	£	£
Trade creditors	-	-
Taxation and social security costs	-	915
Other creditors and accruals	1,880	1,727
	<u>1,880</u>	<u>2,642</u>

BUSY BEES PRE SCHOOL (BEMERTON)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR TO 31 MARCH 2021**

10. ANALYSIS OF CHARITABLE FUNDS

UNRESTRICTED FUNDS

	Balance at 1 April 2020 £	Incoming resources £	Outgoing resources £	Balance at 31 March 2021 £
General funds	46,930	159,730	(141,264)	65,396
	<u>46,930</u>	<u>159,730</u>	<u>(141,264)</u>	<u>65,396</u>

RESTRICTED FUNDS

	Balance at 1 April 2020 £	Incoming resources £	Outgoing resources £	Balance at 31 March 2021 £
Ofsted Course funding	-	-	-	-
	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>

11. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Unrestricted Funds £	Restricted Funds £	Total £
Net current assets	65,396	-	65,396
	<u>65,396</u>	<u>-</u>	<u>65,396</u>

12. RELATED PARTY TRANSACTIONS

There are no related party transactions that require disclosure.

13. TRUSTEE REMUNERATION AND EXPENSES

None of the trustees received any remuneration or reimbursement of expenses in the year (2020 - nil).