

BUSY BEES PRE SCHOOL (BEMERTON)
REPORT AND ACCOUNTS FOR THE YEAR
TO
31 MARCH 2022

Charity Number: 1014692

**BUSY BEES PRE SCHOOL (BEMERTON)
LEGAL AND ADMINISTRATIVE DETAILS
FOR THE YEAR TO 31 MARCH 2022**

TRUSTEES	Toni Smith – Chair Person Stacey Daniel Carly Thompson Rebecca Ford (appointed January 2022) Gemma Dunell (appointed January 2022) Inga Webb (resigned January 2022) Heather Parker (resigned January 2022) Niamh Fatcher (resigned January 2022)
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

**BUSY BEES PRE SCHOOL (BEMERTON)
TRUSTEES REPORT
FOR THE YEAR TO 31 MARCH 2022**

CHARITABLE STATUS

Busy Bees Pre School (Bremerton) 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 Early Years Alliance.

Busy Bees Pre School (Bremerton) 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 Early Years 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 January 2022 we were deemed “good” in all areas of provision, 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 9 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.

The Trustees have reviewed the finances of the Charity and will continue to monitor them closely. 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:-

Toni Smith – Chairperson
Stacey Daniel - Secretary
Carly Thompson – Treasurer
Gemma Dunell (appointed January 2022)
Rebecca Ford (appointed January 2022)
Heather Parker (resigned January 2022)
Inga Webb (resigned January 2022)
Niamh Futcher (resigned January 2022)

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 has 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 £39,000. At the year end, free reserves were £72,031 (2021: £65,396). The Committee is mindful of the need to review their reserves policy on an ongoing basis each year.

Approved by the Trustees on 24 January 2023 and signed on their behalf by:

Toni Smith
Chairperson

**BUSY BEES PRE SCHOOL (BEMERTON)
INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES
FOR THE YEAR TO 31 MARCH 2022**

I report on the accounts of the charity for the year ended 31 March 2022, 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 130 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: 24 January 2023

**BUSY BEES PRE SCHOOL (BEMERTON)
STATEMENT OF FINANCIAL ACTIVITIES
(INCOME AND EXPENDITURE ACCOUNT)
FOR THE YEAR TO 31 MARCH 2022**

	Note	To 31 March 2022 Unrestricted Funds £	To 31 March 2022 Restricted Funds £	To 31 March 2022 Total £	To 31 March 2021 Total £
INCOME AND ENDOWMENTS FROM:					
Donations and legacies:					
Grants	4	139,544	-	139,544	143,027
Charitable activities:					
School fees		19,918	-	19,918	15,971
Bank interest		3	-	3	14
Other income		1,551	-	1,551	718
Total incoming and endowments		161,016	-	161,016	159,730
EXPENDITURE					
Expenditure on charitable activities:					
Direct costs	6	136,304	-	136,304	129,212
Support costs	6	17,504	-	17,504	11,605
Expenditure on raising funds:					
Fundraising	6	573	-	573	447
Total expenditure		154,381	-	154,381	141,264
NET EXPENDITURE INCOME/(EXPENDITURE)		6,635	-	6,635	18,466
TRANSFERS BETWEEN FUNDS		-	-	-	-
NET MOVEMENT IN FUNDS		6,635	-	6,635	18,466
Total funds brought forward at 1 April 2021		65,396	-	65,396	46,930
TOTAL FUNDS CARRIED FORWARD AT 31 MARCH 2022		72,031	-	72,031	65,396

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 2022**

	Note	At 31/3/22 £	£	At 31/3/21 £	£
FIXED ASSETS	7		-		-
CURRENT ASSETS					
Debtors	8	1,603		880	
Cash at bank and in hand		74,445		66,396	
		<u>76,048</u>		<u>67,276</u>	
CREDITORS					
Amounts falling due within one year	9	(4,017)		(1,880)	
NET CURRENT ASSETS			<u>72,031</u>		<u>65,396</u>
TOTAL ASSETS LESS CURRENT LIABILITIES			<u>72,031</u>		<u>65,396</u>
Represented By:					
Restricted funds			-		-
General unrestricted funds	10		<u>72,031</u>		<u>65,396</u>
	11		<u>72,031</u>		<u>65,396</u>

Approved by the Committee on 24 January 2023 and signed on its behalf by:

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Toni Smith – Chairperson

BUSY BEES PRE SCHOOL (BEMERTON)
STATEMENT OF CASH FLOWS
AS AT 31 MARCH 2022

	Notes	2022 £	2021 £
Cash provided by/(used) in operating activities	1	8,046	17,162
Cash flows from investing activities:			
Interest income		3	14
Purchase of tangible fixed assets		-	-
Cash provided by/(used in) investing activities		3	14
Cash flows from financing activities:			
Repayment of borrowing		-	-
Increase/(Decrease) in cash and cash equivalents in the year		8,049	17,176
Cash and cash equivalents at the beginning of the year		66,396	49,220
Cash and cash equivalents at the end of the year		74,445	66,396

1. RECONCILIATION OF EXPENDITURE TO NET CASH FROM OPERATING ACTIVITIES

	2022 £	2021 £
Net income/(expenditure) for the period as per SOFA	6,635	18,466
Adjustments for:		
Decrease /(increase) in debtors	(723)	(982)
(Decrease)/ increase in creditors	2,137	(308)
Bank interest received	(3)	(14)
Net cash provided by/(used) in operating activities	8,046	17,162

BUSY BEES PRE SCHOOL (BEMERTON)

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR TO 31 MARCH 2022

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.

Government grants

Under the accrual model, government grants relating to revenue are recognised on a systematic basis over the periods in which the company recognises the related costs for which the grant is intended to compensate. Grants that are receivable as compensation for expenses or losses already incurred or for the purpose of giving immediate financial support to the entity with no future related costs are recognised in income in the period in which it becomes receivable

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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BUSY BEES PRE SCHOOL (BEMERTON)

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR TO 31 MARCH 2022

3. ACCOUNTING POLICIES (continued)

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.

Defined contribution plans

Contributions to defined contribution plans are recognised as an expense in the period in which the related service is provided. Prepaid contributions are recognised as an asset to the extent that the prepayment will lead to a reduction in future payments or a cash refund.

When contributions are not expected to be settled wholly within 12 months of the end of the reporting date in which the employees render the related service, the liability is measured on a discounted present value basis. The unwinding of the discount is recognised as a finance cost in profit or loss in the period in which it arises.

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 31/3/22 £	Restricted 31/3/22 £	Total 31/3/22 £	Total to 31/3/21 £
Core grants – Wiltshire County Council	138,544	-	138,544	124,624
Government Grant – Business rates	-	-	-	10,000
Government Grant – Furlough claims	-	-	-	7,403
Government Grant – PPE costs	1,000	-	1,000	1,000
	<hr/> 139,544	<hr/> -	<hr/> 139,544	<hr/> 143,027

BUSY BEES PRE SCHOOL (BEMERTON)	To	To
	31/3/22	31/3/21
NOTES TO THE FINANCIAL STATEMENTS	£	£
FOR THE YEAR TO 31 MARCH 2022		

5. STAFF COSTS

Wages and salaries	125,114	121,005
Social security costs	2,482	1,839
Pensions	3,753	3,642
	<u>131,349</u>	<u>126,486</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 £22,570 (2021 - £21,418)

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

	To	To
	31/3/22	31/3/21
	9	9
	==	==

6. ANALYSIS OF TOTAL RESOURCES EXPENDED

	Unrestricted	Restricted	Total	Total
	31/3/22	31/3/22	31/3/22	31/3/21
	£	£	£	£
Expenditure on charitable activities:				
Direct costs:				
Pre School staff salaries	127,596	-	127,596	122,844
Transport	-	-	-	-
Recruitment	-	-	-	-
Training courses	615	-	615	497
Materials for children	1,969	-	1,969	1,253
Refreshments	2,371	-	2,371	976
Pensions	3,753	-	3,753	3,642
	<u>136,304</u>	<u>-</u>	<u>136,304</u>	<u>129,212</u>
Support costs:				
Rent	-	-	-	-
Rates	701	-	701	555
Heat and light	2,193	-	2,193	1,993
Bookkeeping	2,100	-	2,100	2,100
Bad debt write off	-	-	-	-
Premises expenses	7,433	-	7,433	3,895
Office costs	4,429	-	4,429	2,414
Independent Examiners Fees	648	-	648	648
	<u>17,504</u>	<u>-</u>	<u>17,504</u>	<u>11,605</u>
Expenditure on raising funds:				
Fundraising costs	573	-	573	447
	<u>573</u>	<u>-</u>	<u>573</u>	<u>447</u>
Total resources expended	<u>154,381</u>	<u>-</u>	<u>154,381</u>	<u>141,264</u>

BUSY BEES PRE SCHOOL (BEMERTON)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR TO 31 MARCH 2022**

7. FIXED ASSETS

	Furniture & Fixtures	Total
	£	£
Cost		
As at 1 April 2021	2,429	2,429
Additions	-	-
Disposals	-	-
As at 31 March 2022	2,429	2,429
Depreciation		
As at 1 April 2021	2,429	2,429
Charge for the year	-	-
Disposals	-	-
As at 31 March 2022	2,429	2,429
Net Book Value at 31 March 2022	-	-
Net Book Value at 31 March 2021	-	-

8. DEBTORS

	To 31/3/22	To 31/3/21
	£	£
Prepayments	857	-
Other debtors	746	880
	1,603	880

9. LIABILITIES: AMOUNTS FALLING DUE WITHIN ONE YEAR

	To 31/3/22	To 31/3/21
	£	£
Trade creditors	1,275	-
Taxation and social security costs	1,752	-
Other creditors and accruals	990	1,880
	4,017	1,880

BUSY BEES PRE SCHOOL (BEMERTON)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR TO 31 MARCH 2022**

10. ANALYSIS OF CHARITABLE FUNDS

UNRESTRICTED FUNDS

	Balance at 1 April 2021 £	Incoming resources £	Outgoing resources £	Balance at 31 March 2022 £
General funds	65,396	161,016	(154,381)	72,031
	<u>65,396</u>	<u>161,016</u>	<u>(154,381)</u>	<u>72,031</u>

RESTRICTED FUNDS

	Balance at 1 April 2021 £	Incoming resources £	Outgoing resources £	Balance at 31 March 2022 £
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	72,031	-	72,031
	<u>72,031</u>	<u>-</u>	<u>72,031</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 (2021 - nil).