

BUSY BEES PRE SCHOOL (BEMERTON)
REPORT AND ACCOUNTS FOR THE YEAR
TO
31 MARCH 2023

Charity Number: 1014692

**BUSY BEES PRE SCHOOL (BEMERTON)
LEGAL AND ADMINISTRATIVE DETAILS
FOR THE YEAR TO 31 MARCH 2023**

TRUSTEES

Toni Smith – Chair Person
Stacey Daniel – resigned 24 January 2023
Carly Thompson
Rebecca Ford
Gemma Dunell
Nicola Dawkins – appointed 24 January 2023

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 2023**

CHARITABLE STATUS

Busy Bees Pre School (Bemerton) 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 (Bemerton) 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.

FINANCIAL REVIEW

The results for the period ending 31st March 2023 are shown in the attached accounts. At the end of the period unrestricted funds were £66,793.

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
Carly Thompson – Treasurer
Gemma Dunell -Secretary
Rebecca Ford
Nicola Dawkins (appointed January 2023)
Stacey Daniel (resigned January 2023)

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 £43,000. At the year end, free reserves were £66,793 (2022: £72,031). The Committee is mindful of the need to review their reserves policy on an ongoing basis each year.

Approved by the Trustees on 20 December 2023 and signed on their behalf by:

TONI SMITH

Toni Smith
Chairperson

**BUSY BEES PRE SCHOOL (BEMERTON)
INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES
FOR THE YEAR TO 31 MARCH 2023**

I report on the accounts of the charity for the year ended 31 March 2023, which are set out on pages 7 to 15.

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: 20 December 2023

**BUSY BEES PRE SCHOOL (BEMERTON)
STATEMENT OF FINANCIAL ACTIVITIES
(INCOME AND EXPENDITURE ACCOUNT)
FOR THE YEAR TO 31 MARCH 2023**

	Note s	To 31 March 2023 Unrestricted Funds £	To 31 March 2023 Restricted Funds £	To 31 March 2022 Total £	To 31 March 2022 Total £
INCOME AND ENDOWMENTS FROM:					
Donations and legacies:					
Grants	4	143,286	6,945	150,231	139,544
Charitable activities:					
School fees		13,928	-	13,928	19,918
Bank interest		194	-	194	3
Other income		2,986	-	2,986	1,551
Total incoming and endowments		160,394	6,945	167,339	161,016
EXPENDITURE					
Expenditure on charitable activities:					
Direct costs	6	143,199	6,945	150,144	136,304
Support costs	6	21,977	-	21,977	17,504
Expenditure on raising funds:					
Fundraising	6	456	-	456	573
Total expenditure		165,632	6,945	172,577	154,381
NET (EXPENDITURE)/INCOME		(5,238)	-	(5,238)	6,635
TRANSFERS BETWEEN FUNDS		-	-	-	-
NET MOVEMENT IN FUNDS		(5,238)	-	(5,238)	6,635
Total funds brought forward at 1 April 2022		72,031	-	72,031	65,396
TOTAL FUNDS CARRIED FORWARD AT 31 MARCH 2023		66,793	-	66,793	72,031

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 2023**

	Note	At 31/3/23 £	£	At 31/3/22 £	£
FIXED ASSETS	7		-		-
CURRENT ASSETS					
Debtors	8	918		1,603	
Cash at bank and in hand		70,174		74,445	
		<u>71,092</u>		<u>76,048</u>	
CREDITORS					
Amounts falling due within one year	9	(4,299)		(4,017)	
NET CURRENT ASSETS			66,793		72,031
TOTAL ASSETS LESS CURRENT LIABILITIES			<u>66,793</u>		<u>72,031</u>
Represented By:					
Restricted funds	10		-		-
General unrestricted funds	10		<u>66,793</u>		<u>72,031</u>
	11		<u>66,793</u>		<u>72,031</u>

Approved by the Committee on 20 December 2023 and signed on its behalf by:

TONI SMITH

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Toni Smith – Chairperson

BUSY BEES PRE SCHOOL (BEMERTON)
STATEMENT OF CASH FLOWS
AS AT 31 MARCH 2023

	Notes	2023	2022
		£	£
Cash provided by/(used) in operating activities	1	(4,465)	8,046
Cash flows from investing activities:			
Interest income		194	3
Purchase of tangible fixed assets		-	-
Cash provided by/(used in) investing activities		194	3
Cash flows from financing activities:			
Repayment of borrowing		-	-
Increase/(Decrease) in cash and cash equivalents in the year		(4,271)	8,049
Cash and cash equivalents at the beginning of the year		74,445	66,396
Cash and cash equivalents at the end of the year		70,174	74,445

1. RECONCILIATION OF EXPENDITURE TO NET CASH FROM OPERATING ACTIVITIES

	2023	2022
	£	£
Net income/(expenditure) for the period as per SOFA	(5,238)	6,635
Adjustments for:		
Decrease /(increase) in debtors	685	(723)
(Decrease)/ increase in creditors	282	(2,137)
Bank interest received	(194)	(3)
Net cash provided by/(used) in operating activities	(4,465)	8,046

BUSY BEES PRE SCHOOL (BEMERTON)

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR TO 31 MARCH 2023

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. The Charity is a public benefit entity.

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 performance model, 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. A grant which imposes specified future performance-related conditions on the recipient is recognised in income only when the performance-related conditions are met. Grants which are received before the revenue recognition criteria are satisfied are recognised as a liability.

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 2023

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 31/3/23 £	Restricted 31/3/23 £	Total 31/3/23 £	Total to 31/3/22 £
Core grants – Wiltshire County Council	143,286	-	143,286	135,789
Wiltshire County Council – Inclusion Support funding	-	5,500	5,500	2,200
Wiltshire County Council – Household Support Fund	-	1,445	1,445	555
Government Grant – PPE costs	-	-	-	1,000
	<hr/> 143,286	<hr/> 6,945	<hr/> 150,231	<hr/> 139,544

Restricted funding received included the following:

Inclusion support funding – for additional staff cover to support individual children with additional needs.

Household support funding – to support eligible families with food vouchers.

BUSY BEES PRE SCHOOL (BEMERTON)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR TO 31 MARCH 2023**

	To	To
5. STAFF COSTS	31/3/23	31/3/22
	£	£
Wages and salaries	135,768	125,114
Social security costs	3,072	2,482
Pensions	3,996	3,753
	<u>142,836</u>	<u>131,349</u>

One of the Trustees received remuneration during the year from the Charity for teaching services, as allowed under the provisions of the Charity's constitution. No remuneration is paid for services that form part of their duties as a Committee member and Trustee. The amount of remuneration and benefits paid to the Trustee during the year were as follows;

	Salary	Pension	Total
	£	Contributions	£
		£	
Nicola Dawkins	24,488	792	25,280

No employee earned £60,000 per annum or more.

The key personnel of the charity comprise the Trustees and the Head. The total amount of employee benefits of the key management personnel was £25,280 (2022 - £22,570)

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

	To	To
	31/3/23	31/3/22
	9	9
	==	==

BUSY BEES PRE SCHOOL (BEMERTON)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR TO 31 MARCH 2023**

6. ANALYSIS OF TOTAL RESOURCES EXPENDED

	Unrestricted 31/3/23 £	Restricted 31/3/23 £	Total 31/3/23 £	Total 31/3/22 £
Expenditure on charitable activities:				
Direct costs:				
Pre School staff salaries	133,340	5,500	138,840	127,596
Transport	-	-	-	-
Recruitment	-	-	-	-
Training courses	-	-	-	615
Materials for children	3,147	-	3,147	1,969
Refreshments	2,716	1,445	4,161	2,371
Pensions	3,996	-	3,996	3,753
	<u>143,199</u>	<u>6,945</u>	<u>150,144</u>	<u>136,304</u>
Support costs:				
Rent	5,606	-	5,606	-
Rates	1,366	-	1,366	701
Heat and light	2,172	-	2,172	2,193
Bookkeeping	2,124	-	2,124	2,100
Small equipment	930	-	930	-
Premises expenses	4,474	-	4,474	7,433
Office costs	4,621	-	4,621	4,429
Independent Examiners Fees	684	-	684	648
	<u>21,977</u>	<u>-</u>	<u>21,977</u>	<u>17,504</u>
Expenditure on raising funds:				
Fundraising costs	456	-	456	573
	<u>456</u>	<u>-</u>	<u>456</u>	<u>573</u>
Total resources expended	<u><u>165,632</u></u>	<u><u>6,945</u></u>	<u><u>172,577</u></u>	<u><u>154,381</u></u>

7. FIXED ASSETS

	Furniture & Fixtures £	Total £
Cost		
As at 1 April 2022	2,429	2,429
Additions	-	-
Disposals	-	-
As at 31 March 2023	<u>2,429</u>	<u>2,429</u>
Depreciation		
As at 1 April 2022	2,429	2,429
Charge for the year	-	-
Disposals	-	-
As at 31 March 2023	<u>2,429</u>	<u>2,429</u>
Net Book Value at 31 March 2023 and 31 March 2022	<u>-</u>	<u>-</u>

BUSY BEES PRE SCHOOL (BEMERTON)**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR TO 31 MARCH 2023****8. DEBTORS**

	To 31/3/23 £	To 31/3/22 £
Prepayments	918	857
Other debtors	-	746
	<u>918</u>	<u>1,603</u>

9. LIABILITIES: AMOUNTS FALLING DUE WITHIN ONE YEAR

	To 31/3/23 £	To 31/3/22 £
Trade creditors	2,306	1,275
Taxation and social security costs	572	1,752
Other creditors and accruals	1,421	990
	<u>4,299</u>	<u>4,017</u>

10. ANALYSIS OF CHARITABLE FUNDS**UNRESTRICTED FUNDS**

	Balance at 1 April 2022 £	Incoming resources £	Outgoing resources £	Balance at 31 March 2023 £
General funds	72,031	160,394	(165,632)	66,793
	<u>72,031</u>	<u>160,394</u>	<u>(165,632)</u>	<u>66,793</u>

RESTRICTED FUNDS

	Balance at 1 April 2022 £	Incoming resources £	Outgoing resources £	Balance at 31 March 2023 £
Inclusion Support Funding	-	5,500	5,500	-
Household Support Funding	-	1,445	1,445	-
	<u>-</u>	<u>6,945</u>	<u>6,945</u>	<u>-</u>

BUSY BEES PRE SCHOOL (BEMERTON)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR TO 31 MARCH 2023**

11. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Unrestricted Funds £	Restricted Funds £	Total £
Net current assets	66,793	-	66,793
	66,793	-	66,793

12. RELATED PARTY TRANSACTIONS

There are no related party transactions that require disclosure.

13. TRUSTEE REMUNERATION AND EXPENSES

One of the Trustees received remuneration during the year from the Charity for teaching services, as allowed under the provisions of the Charity's constitution. No remuneration is paid for services that form part of their duties as a Committee member and Trustee. The amount of remuneration and benefits paid to the Trustee during the year were as follows;

	Salary £	Pension Contributions £	Total £
Nicola Dawkins	24,488	792	25,280

No Trustee expenses were incurred in the year (2022 £nil).