

**TRUSTEES REPORT 1st September 2020 TO 31st August 2021**

**Honeybees Preschool**

Charity Commission number:

1022441

Charity's Principal Address:-

The Pavillion, King George V Playing Fields. Plumpton Green, Lewes, East Sussex

Names of the Trustees for the charity:-

Suzanne Crouch (Resigned August 2021)

Lisa Sanford (Resigned October 2020)

Toni Saunders

Jo Read

Andrea Campbell (Resigned August 2021)

Daren Little (Resigned August 2021)

Tina Lambert

Sian Tomsett-Hills

Type of governing document:-

2011 Constitution adopted 23rd May 2016 How the charity is constituted:-

Unincorporated association

Trustee selection methods:-

Trustees are appointed or reappointed at the Annual General Meeting as set out in the Constitution.

Summary of the objects of the charity as set out in its government document:-

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 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; 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; instigating and adhering to and further the aims and objections of the Pre-School Learning Alliance.

Summary of the main activities undertaken for the public benefit in relation of these objectives:-

In planning our activities for the year we kept in mind the Charity Commission's guidance on public benefit.

The focus of our activities remains the provision of pre-school education with an emphasis on learning outdoors and ensuring children have a smooth transition into their first year at school.

We welcome children regardless of their personal background, faith, gender or personal circumstances.

Achievements and performance:-

Honeybees followed government guidelines with regards to Covid 19 and we stayed open even when the schools closed from January too March 2021. We worked closely with our families to ensure both children and staff were happy and safe. We used our outdoor area as much as possible and followed all the guidance.

Due to the success of our holiday club last year we decided to run it again this year. It ran for four weeks of the summer holidays, three days a week. This was a chance



for the children who had missed so much during lockdown to have some fun and was especially popular with the school leavers.

We continue our marketing strategy, including adverts with Grapevine and advertised in shops, Facebook and parish magazines around the local area. This will help us raise our pupil numbers for the autumn 2021.

We invested in a new large outdoor marquee for our woodland area and some new children friendly picnic benches. This has enhanced our outdoor space and offered vital protection from the great British weather.

In April 2021 we took the decision to increase our hourly fees for parents by 15p an hour. Our fees haven't gone up for 4 years but all of our costs including staffing, pensions, materials etc have.

Over this financial period have seen an increase in the number of children coming to Honeybees and most of them are 2 year olds. We believe this has been due to the impact of Covid 19. These young children have been unable to socialise and have been in and out of lockdown most of their lives, resulting in parents sending them to pre school at 2 rather than 3.

#### Staffing:-

In October our Manager decided it was time for a change of pace, and moved to a Primary School, local to her home, to become a TA. Our Deputy Manager has taken on the role and is thriving.

We also took on two new members of staff in February and another left in August to pursue her dream job. After these changes our team is happy and strong.

Two of our staff members have completed a postgraduate university course at Brighton University and are now Early Years Teachers. We also have another staff member who is entering her second year studying in Early years BA Hons. Then we have a fourth staff member who is starting the same three-year course in Early Years BA Hons at Brighton University in September 2021. Honeybees will do all we can to support and assist them.

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Email: [hello@honeybeespreschool.co.uk](mailto:hello@honeybeespreschool.co.uk)  
Charity No 1022441

Fundraising:-

Covid 19 made fundraising difficult however we did all we could. We raised a total of £2,230.53 through multiple fundraising events such as the raffles, donations, a summer fair, sponsored events and charity shakers on shop counters and in our local pub.

Statement of the Charity's policy on reserves:-

The Preschool's reserves policy continues to be to retain sufficient funds in order to meet any unforeseen expenditure that may occur and to cover staff and rent costs in the event of reduction in pupil numbers, which usually occurs in the Autumn Term.

Other Financial Information:-

Our biggest cost remains salaries however we believe that it is important to provide good quality experienced staff to ensure the standards continue to improve and also to invest in our existing staff with further training.

Our main source of funds continues to be from parents paying fees and also the monies paid by East Sussex Council for the Early Years Entitlement Funding of 15 and 30 hours per week provided for 3 and 4 years olds. We continue to rely on fundraising in order to meet the shortfall in funds, as the majority of our parents only send their children for the free hours.

Our longer opening hours trial from last year has been successful, therefore our opening hours are 8am – 5pm, Monday – Friday term time only.

Signed 

Toni Saunders

Treasurer Honeybees Preschool

Date : 24<sup>th</sup> March 2022

# HONEYBEES PRESCHOOL GROUP INDEPENDENT EXAMINERS REPORT For the year ended 31 August 2021

I report on the accounts of the charitable company for the year ended 31 August 2021, which comprise receipts and payments account and statement of assets and liabilities.

## **Respective responsibilities of trustees and examiner**

The Trustees, who are also directors for the purposes of company law, are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is required.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- examine the accounts under Section 145 of the 2011 Act;
- to follow the procedures laid down in the General Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- to state whether particular matters have come to my attention.

## **Basis of independent examiner's report**

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 charitable company 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**

In connection with my examination, no matter has come to my attention:

(1) which gives me reasonable cause to believe that, in any material respect, the requirements:

- to keep accounting records in accordance with 386 and 387 of the Companies Act 2006; and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of section 394 and 395 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities

have not been met, or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Andrew M Wells FMAAT

99 Western Road

Lewes

East Sussex

BN7 1RS

24 March 2022

**HONEYBEES PRESCHOOL GROUP**  
**INCOME AND EXPENDITURE ACCOUNT**  
for the year ended 31 August 2021

	<b>2021</b>	<b>2020</b>
	£	£
<b>Income</b>		
Council funding	76,915.50	76,769.02
Nursery fees	48,072.40	27,418.21
Sundry income	2,472.73	1,686.41
Prior year adjustment (insurance)	-	710.40
	<b>127,460.63</b>	<b>106,584.04</b>
<b>Expenditure</b>		
Salaries and employers national insurance and pensions	85,917.03	92,802.34
Staff training	446.98	966.45
Rent	3,141.00	2,792.00
Advertising	240.00	188.00
Telephone and internet	553.78	976.03
Bookkeeping and professional fees	3,136.44	2,460.07
Consumables	1,427.65	824.28
IT support	774.45	835.81
General expenses	1,797.00	896.65
Insurance	718.61	710.40
Waste	504.00	468.00
Website	234.77	674.74
Printing, stationery and postage	156.88	77.36
Subscriptions	169.00	138.00
Licences	-	50.00
Uniforms	-	-
Equipment	1,236.42	347.31
Activities	-	-
	<b>100,454.01</b>	<b>105,207.44</b>
Surplus	<b>27,006.62</b>	<b>1,376.60</b>
<b>Fundraising</b>		
Fundraising income	2,668.87	5,710.46
Less expenses	(438.34)	(1,992.40)
	<b>2,230.53</b>	<b>3,718.06</b>
Surplus for the year	<b>29,237.15</b>	5,094.66
Opening balance	<b>34,396.98</b>	29,302.32
	<b>63,634.13</b>	<b>34,396.98</b>
Cash at bank	<b>63,593.89</b>	34,347.39
Cash in hand	<b>40.24</b>	49.59
	<b>63,634.13</b>	<b>34,396.98</b>

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T Saunders

Treasurer

Date