



## Trustees' Annual Report for the period

From **01/01/2023** Period start date To **31/12/2023**  
Period end date

Charity name: **Busy Bees Preschool (Bishops Sutton)**

Charity registration number: **1031658**

### Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	To offer high quality childcare and learning through play for children aged 2 years to school age.
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts	Para 1.17 and 1.19	Busy Bees is a provider of sessional day care and early years education in line the EYFS statutory framework for children aged 2 years upwards to school age.
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	We have had regard to the guidance.

### Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	
Policy on social investment including program related investment	Para 1.38	
Contribution made by volunteers	Para 1.38	
Other		

## Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	<p>We have provided both in setting and Forest school provision to our children. We've offered extra sessions for those who use EYPP.</p> <p>As our numbers of children attending have increased we have more bank staff, one of which has decided to study for her level 3 in early years.</p> <p>We hosted Work Experience sessions from local schools</p> <p>Welcomed an outside project of Whispers of a chalk stream who worked with the children to explore chalk streams through creative activities.</p> <p>We offer Cook Stars as an extra curricular activity.</p> <p>As our numbers of children attending have increased</p>

### Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	
Performance of fundraising activities against objectives set	Para 1.41	
Investment performance against objectives	Para 1.41	
Other		

## Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	Busy Bees is in a financially secure position.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	Busy Bees does not actively hold reserves, but does look to maintain a financial safety net in order that any short term financial issues, or unexpected costs can be managed. We look to maintain 3 months of expenditure in case of emergencies. Grant and fee income is totally dependent on child numbers and that can vary dramatically year on year depending on birth rates and the availability of other childcare in the area.
Amount of reserves held	Para 1.22	£55,471.33
Reasons for holding zero reserves	Para 1.22	
Details of fund materially in deficit	Para 1.24	
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	

### Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	
Investment policy and objectives including any social investment policy adopted	Para 1.46	
A description of the principal risks facing the charity	Para 1.46	
Other		

## Structure, Governance and Management

Description of charity's		
Type of governing document (trust deed, royal charter)	Para 1.25	Constitution
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	Trust
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more	Para 1.25	Elected by Parents and Committee

### Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	
The charity's organisational structure and any wider network with which the charity works	Para 1.51	
Relationship with any related parties	Para 1.51	
Other		

### Reference and Administrative details

Charity name	Busy Bees Preschool (Bishops Sutton)
Other name the charity uses	
Registered charity number	1031658
Charity's principal address	Village Hall Bishops Sutton Hampshire SO24 0AL

**Names of the charity trustees who manage the charity**

	<b>Trustee name</b>	<b>Office (if any)</b>	<b>Dates acted if not for whole year</b>	<b>Name of person (or body) entitled to appoint trustee (if any)</b>
1	Sarah Stratten	Chair		Committee
2	Olivia Rawlings	Secretary		Committee
3	Richard Venn	Treasurer	1st January 2024 to-date	Committee
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**Corporate trustees – names of the directors at the date the report was approved**

<b>Director name</b>		

**Name of trustees holding title to property belonging to the charity**

Trustee name	Dates acted if not for whole year	

## Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	

### Additional information (optional)

#### Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
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#### Name of chief executive or names of senior staff members (Optional information)

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### Exemptions from disclosure

Reason for non-disclosure of key personnel details

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### Other optional information

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## Declarations

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)

	
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Full name(s)

Richard Venn	
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Position (eg  
Secretary, Chair, etc)

Treasurer	
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Date

11 October 2024
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BUSY BEES PRE-SCHOOL  
(BISHOPS SUTTON)  
Charity No. 1031659

Financial Statements for the  
Year Ended 31<sup>st</sup> December 2023

# Busy Bees Pre-School (Bishops Sutton)

## Financial Activities

January - December 2023

	TOTAL
Income	
Donation	437.39
Fees	26,698.30
Fund Raising	2,645.04
HCC Grants	56,077.78
interest	248.51
Uncategorised Income	3.05
Uniform sales	217.00
<b>Total Income</b>	<b>£86,327.07</b>
<b>TOTAL</b>	<b>£86,327.07</b>
Expenditures	
Activities	172.00
Computer Costs	168.74
Consumables	460.75
Employers Pension Contributions	1,796.23
Equipment	540.70
Gifts	284.97
Gross Wages	66,944.41
Insurances	1,191.20
IT and Software	4.92
Ofstead	148.00
Other Professional Services	850.00
Printing, Postage and Stationery	336.71
Raising funds	2,258.38
Rent	4,840.00
Subscriptions	269.00
Telephone / Broadband	218.95
Training	300.00
Uncategorised Expense	-178.76
<b>Total Expenditures</b>	<b>£80,606.20</b>
<b>NET OPERATING INCOME</b>	<b>£5,720.87</b>
Other Expenditures	
Depreciation	161.37
<b>Total Other Expenditures</b>	<b>£161.37</b>
<b>NET OTHER INCOME</b>	<b>£ -161.37</b>
<b>NET INCOME/(EXPENDITURE)</b>	<b>£5,559.50</b>



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ADMIN & SOLUTIONS LTD

Busy Bees Pre-School (Bishops Sutton)  
Bishops Sutton Village Hall  
Bishops Sutton  
Alresford  
Hampshire  
SO24 0AA  
Charity No: 1031658

I approve the attached accounts for the year ended 31<sup>st</sup> December 2023 for submission to the Charities Commission.

I confirm that all the relevant records and information has been supplied for their preparation.

Signed.....Dated.....

For and on behalf of Busy Bees Pre-School (Bishops Sutton) in accordance with instructions given and the records, information and explanations supplied, accounts have been prepared without an audit.

Signed  ..... Dated 11.9.2024

Marrianne Hunt

MCH Admin & Solutions Ltd



**Section A Independent Examiner's Report**

**Report to the trustees/  
members of** Busy Bees Pre-School (Bishops Sutton)

**On accounts for the year  
ended** 31.12.2023 **Charity no  
(if any)** 1031658

**Set out on pages** 3

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/12/2023.

**Responsibilities and  
basis of report** As the charity trustees of the Trust, 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 the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

**Independent  
examiner's statement** I have completed my examination. I confirm that no material matters have come to my attention (other than that disclosed below \*) in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

*\* Please delete the words in the brackets if they do not apply.*

**Signed:**  **Date:** 11.09.2024

**Name:** Marrienne Hunt

**Relevant professional  
qualification(s) or body  
(if any):**

**Address:** MCH Admin & Solutions Ltd  
Adelaide House, Portsmouth Road, Bursledon, Southampton  
SO31 8EQ

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.

