



Trustees' Annual Report for the period

Period start date
From 01 June 2018 To 31 May 2019
Period end date

Section A Reference and administration details

Charity name Busy Bees Pre School Playgroup

Other names charity is known by

Registered charity number (if any) 1032318

Charity's principal address

Village Hall

High Street

Wollaston, Wellingborough

Northants

NN29 7QQ

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	James MacKenzie	Chair		Chair
2	Callie Scully	Secretary		
3	Judith Savage	Treasurer	Until 10/09/2018	
4	Kerrie Holden	Treasurer	10/09/2018 – 27/11/2018	
5	Sarah Tanner	Treasurer	27/11/2018 onwards	
6	Emma Hughes	Parent Liaison		
7	Carly Cornes	Policy Co-ordinator		
8	Deborah Haw	General Member		
9	Katie Morrow	General Member		
10	Chloe Taylor	Parent Liaison		
11	Lucy Swales	Fund Raiser		
12	Sue Sparrow	Snack Co-ordinator		
13				
14				
15				
16				
17				
18				
19				
20				
21				
22				
23				

Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name

Dates acted if not for whole year

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

Name of chief executive or names of senior staff members (Optional information)

--

Section B Structure, governance and management

Description of the charity's trusts

Type of governing document

(eg. trust deed, constitution)

Constitution

How the charity is constituted

(eg. trust, association, company)

Association

Trustee selection methods

(eg. appointed by, elected by)

Elected at AGM

Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- ☐ policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

--

Section C Objectives and activities

Summary of the objects of the charity set out in its governing document

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.

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

We deliver the Early Years Foundation Stage Curriculum to all children in an Ofsted rated Outstanding setting. We provide the children in our care with the necessary skills to ensure the transfer to school in a smooth, happy and confident manner.

Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

Section D

Achievements and performance

Section D

Achievements and performance

Summary of the main achievements of the charity during the year

2018-2019 DETAILS

We prepare 19 children to move on to school.

Helped our children develop through spot observations, termly observations, Target Plans, one-page profiles and transitional paperwork.

We've undertaken Continual Professional Development staff training, including First Aid, Safeguarding, Health & Safety, Food Hygiene, mini me yoga, portage accreditation, prevent, CSE, FGM, PECs, happy healthy me, trauma, GDPR etc.

We continued to mentor another settings in the local area and visit other settings to continuously improve all areas of our setting.

We have worked with: Educational psychologist, Portage, Speech & Language, Early Years Advisor, Health Visitors, Early Help team, Social Workers, physiotherapist, occupational therapist and other schools and settings. Staff have visited 5 schools to speak with reception teachers to support our children's transitions to school.

We welcomed Police men and their police van and Fire engine to setting to support staying safe for Beep Beep week. And Podington garden center staff to develop our theme of growing.

We arranged many activities including science week, music sessions, dance sessions, yoga sessions, sports day, royal wedding tea party and we have visited a farm, local churches, the library, local park and the Post Office.

Section E

Financial review

Brief statement of the charity's policy on reserves

We will aim towards holding 3 months of running costs in our reserves account

Details of any funds materially in deficit

None

Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

Section F

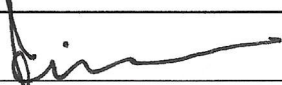
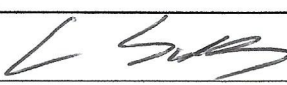
Other optional information

Section G

Declaration

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

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	James MacKenzie	Callie Scully
Position (eg Secretary, Chair, etc)	Chair	Secretary

Date

10 Sept 2019

BUSY BEES PRE-SCHOOL PLAYGROUP
Income and Expenditure 1st June 2018 to 31st May 2019

INCOME	£	£
From Fees		
Fees - Unfunded	9,473.50	
Fees - Funded	53,455.19	
Fees - High Needs / SEN / EYPP	<u>14,360.23</u>	
Total Fees		77,288.92
Other Income		
Uniform	453.50	
Fundraising - Photos	0.00	
Fundraising - T Towels / Gifts	308.00	
Fundraising - Xmas/sum Fair	2,116.65	
Fundraising - Other	3,623.75	
Donations	374.05	
Interest	24.71	
Summer trip	574.70	
Training	0.00	
Other	<u>827.50</u>	
Total Other Income		<u>8,320.66</u>
Total Income		85,591.78
EXPENDITURE		
Wages (inc o/t, transitional & Key worker)	59,947.16	
Training Course Cost	683.18	
Pension	983.04	
Tax & NI	1,415.18	
Mentoring	60.00	
Rent	5,235.00	
Materials	855.50	
Large Materials (from fundraising)	384.14	
Garden	5.98	
High Needs / SEN / EYPP	13,256.38	
Snacks	791.38	
Mobile phone & Internet	133.31	
Stationery	223.95	
Postage	23.41	
Key working photos	79.00	
Music Teacher	284.00	
DBS checks	276.10	
Summer Trip	384.80	
Insurance & PreSchool Alliance	379.62	
Uniform	517.16	
Fundraising - Xmas Fair	608.10	
Fundraising - T Towels / Gifts	229.14	
Fundraising - Other	133.84	
Ofsted, NIMP & Information		
Commissioner	149.99	
Software	223.39	
DEEL Expenditure	11.24	

Total Expenditure

87,786.26

Net Profit/(Loss)

(£2,194.48)

BUSY BEES PRE-SCHOOL PLAYGROUP

**Village Hall, High Street
Wollaston, Northants, NN29 7QQ
Registered Charity Number: 1032318**

Financial Report 1st June 2016 to 31st May 2019

Bank Account summary	Opening Balance 1st June 2018	Closing Balance 31st May 2019
	£	£
Cash in hand	673.04	811.52
Current Account	17,025.82	14,643.74
Reserve Account	16,516.10	16,540.81
Total Assets	£34,214.96	£31,996.07
Difference in cash	£815.59	<u>(£2,194.48)</u>
Financial adjustment	<u>(24.41)</u>	<u>(234.05)</u>
Net Profit / (Loss)	<u>£791.18</u>	<u>(£2,438.53)</u>

Treasurer Report Year Ending 31st May 2019

These Accounts have been prepared by myself the Treasurer and are to the best of my knowledge a true and accurate record of the accounts of Busy Bees Pre-school Playgroup

Signed Treasurer:

Sarah Tanner

Date:

11/11/19

Signed Chair:

[Signature]

Date:

12/11/19.

I have independently conducted an examination of the accounts of Busy Bees Pre-school Playgroup, and therefore I am satisfied, to the best of my knowledge, that the above represent a true and fair view of the accounts as at the 31st May 2019.

Signed:

[Signature]

Date:

4/7/2019

Print Name and Address:

JONATHAN SPARKS - 8 HOLYOAKE ROAD,

WOLLASTON, NORTHAMPTONSHIRE, NN29 7RZ.

BUSY BEES PRE-SCHOOL PLAYGROUP
Income and Expenditure 1st June 2018 to 31st May 2019

INCOME	£	£
From Fees		
Fees - Unfunded	9,473.50	
Fees - Funded	53,455.19	
Fees - High Needs / SEN / EYPP	<u>14,360.23</u>	
Total Fees		77,288.92
Other Income		
Uniform	453.50	
Fundraising - Photos	0.00	
Fundraising - T Towels / Gifts	308.00	
Fundraising - Xmas/sum Fair	2,116.65	
Fundraising - Other	3,623.75	
Donations	374.05	
Interest	24.71	
Summer trip	574.70	
Training	0.00	
Other	<u>827.50</u>	
Total Other Income		<u>8,320.66</u>
Total Income		85,591.78
EXPENDITURE		
Wages (inc o/t, transitional & Key worker)	59,947.16	
Training Course Cost	683.18	
Pension	983.04	
Tax & NI	1,415.18	
Mentoring	60.00	
Rent	5,235.00	
Materials	855.50	
Large Materials (from fundraising)	384.14	
Garden	5.98	
High Needs / SEN / EYPP	13,256.38	
Snacks	791.38	
Mobile phone & Internet	133.31	
Stationery	223.95	
Postage	23.41	
Key working photos	79.00	
Music Teacher	284.00	
DBS checks	276.10	
Summer Trip	384.80	
Insurance & PreSchool Alliance	379.62	
Uniform	517.16	
Fundraising - Xmas Fair	608.10	
Fundraising - T Towels / Gifts	229.14	
Fundraising - Other	133.84	
Ofsted, NIMP & Information		
Commissioner	149.99	
Software	223.39	
DEEL Expenditure	11.24	

Total Expenditure

87,786.26

Net Profit/(Loss)

(£2,194.48)

BUSY BEES PRE-SCHOOL PLAYGROUP

**Village Hall, High Street
Wollaston, Northants, NN29 7QQ
Registered Charity Number: 1032318**

Financial Report 1st June 2016 to 31st May 2019

Bank Account summary	Opening Balance 1st June 2018	Closing Balance 31st May 2019
	£	£
Cash in hand	673.04	811.52
Current Account	17,025.82	14,643.74
Reserve Account	16,516.10	16,540.81
Total Assets	£34,214.96	£31,996.07
Difference in cash	£815.59	<u>(£2,194.48)</u>
Financial adjustment	<u>(24.41)</u>	<u>(234.05)</u>
Net Profit / (Loss)	<u>£791.18</u>	<u>(£2,438.53)</u>

Treasurer Report Year Ending 31st May 2019

These Accounts have been prepared by myself the Treasurer and are to the best of my knowledge a true and accurate record of the accounts of Busy Bees Pre-school Playgroup

Signed Treasurer:

Sarah Tanner

Date:

11/11/19

Signed Chair:

[Signature]

Date:

12/11/19

I have independently conducted an examination of the accounts of Busy Bees Pre-school Playgroup, and therefore I am satisfied, to the best of my knowledge, that the above represent a true and fair view of the accounts as at the 31st May 2019.

Signed:

[Signature]

Date:

4/7/2019

Print Name and Address:

JONATHAN SPARKS - 8 HOLYOAKE ROAD,

WOLLASTON, NORTHAMPTONSHIRE, NN29 7RZ.