
MR BEE'S FAMILY CENTRE (KING'S LYNN)
TRUSTEES' REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST MARCH 2019

Charity Registration Number: 1169475

MR BEE'S FAMILY CENTRE (KING'S LYNN)
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MR BEE'S FAMILY CENTRE (KING'S LYNN)
LEGAL AND ADMINISTRATIVE DETAILS

Registered Charity No: 1169475

Addresses:	Central & Head Office St Augustine's Healthy Living Centre Columbia Way Kings Lynn Norfolk PE30 2LB	3 - 5 Hamburg Way North Lynn Industrial Est. King's Lynn Norfolk PE30 2ND	Springwood High School Queensway King's Lynn Norfolk PE30 4AW
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Telephone:	01553 692797	01553 777097	01553 766661
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Trustees:	Dr Dennis A C Barter Mr R High J Nowrung L Hartley K Le serve S Brearly S Jenner	Resigned 16 September 2019 Resigned 20 August 2018 Appointed 04 March 2019 Appointed 04 March 2019
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Bankers: Lloyds TSB Bank Plc
21-23 High Street
King's Lynn
Norfolk

Solicitors: Ward Gethin
3 Regis Place
Bergen Way
Kings Lynn
Norfolk
PE30 2JN

Independent Examiner: Hayhow and Co
Chartered Certified Accountants & Business Advisors
19 King Street
King's Lynn
Norfolk
PE30 1HB

MR BEE'S FAMILY CENTRE (KING'S LYNN)
TRUSTEES REPORT

The trustees present their annual report and financial statements of the charity for the year ended 31st March 2019. The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the charity's constitution, the Charities Act 2011 and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with FRS 102.

OBJECTIVES

We aim to offer a safe and secure environment for all children, in which they will be offered a wide range of opportunities to learn through play. Enthusiastic staff will give the children opportunities to be creative, imaginative and to develop physical skills. We have a wide range of activities and equipment to suit all ages and interests. The children will be empowered to extend and develop their skills and confidence in a caring supportive framework.

We have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing our aims and objectives and in planning our future activities.

STRUCTURE GOVERNANCE AND MANAGEMENT

The charity is governed by a Trust Deed which requires that there shall be at least three trustees. A trustee is recommended by an existing trustee and invited to a meeting and then elected at the next trustees meeting.

All trustees receive adequate induction and training.

TRUSTEES AND ORGANISATIONAL MATTERS

The trustees of the charity during the year are shown in the legal and administrative section.

ACHIEVEMENTS AND PERFORMANCE

Mr Bee's family centre has had a busy and challenging year whereby a number of systems, policies and protocols have been reviewed resulting in a more streamlined service being offered.

- The use of Famly to document and record the children's learning has been implemented in all areas of the early years provision and is well received by parents as it allow ease of access to children learning and development and as such promotes partnership with parents.
- All staff have participated in INSET training – in keeping with job roles and areas of responsibility with some staff completing nationally recognise level 2, 3 or 5 qualifications and early year teach status

ACHIEVEMENTS AND PERFORMANCE - continued

- Staff have updated relevant mandatory qualifications – including risk assessment, first aid, moving and handling, and safeguarding with sessions on the latest requirements and legislation.
- We continued to successfully implement the Early Years Foundation Stage in keeping with best practice as identified in the OfSTED reports.
- Children have had the opportunity to visit various locations both locally and in the wider environment.
- Staff participated in communication friendly spaces training to support with development of the environment, both indoors and out to encourage and develop children's speech and language

FINANCIAL REVIEW

At the end of the year the charity held £41,578 in the bank. Trustees recognise that they must not only invest in promoting, developing and improving the services provided but also ensure that sufficient income and reserves are secured to meet the day to day running expenses of the charity. There were redundancies made in the year totalling £28,635 in order to restructure the charity and streamline the processes. This saving in wages should help with the charities dedication to providing a service and continue to maintain reserves to carry forward

RESERVES

The unrestricted funds are used for the general purposes within the charity. The restricted funds are used according to their original instruction.

The level of reserves is monitored and reviewed at the regular trustees meetings.

The trustees believe that the level of reserves which is necessary should be enough to cover the running costs of the sites for one year, including all free family services, and that this is to be monitored and maintained throughout the year.

MAJOR RISKS

The main risk experienced by the charity is the competition from other nursery and childcare services in the area. This is closely monitored and action put in place where necessary to protect against the impact on the charity.

PLANS FOR THE FUTURE

This has been another difficult year to balance the demands of the cost of providing a quality childcare service against the revenue available from government funding and childcare fee's. The rising cost of our service has caused increasing tensions on the budgets and financial sustainability of Mr Bee's. Despite continuing to claim funds for 2, 3 and 4 year olds. This has caused tensions within the budgets as the 'capped funding' via the 15 and 30 hour funding does not fully meet the actual hourly cost. This has therefore presented us with the dilemma of how to ensure that Mr Bee's remains financial secure. Advice and guidance has been sort from an independent financial advisor and ongoing evaluations and actions are taking place as a result of this to ensure that best practice and efficiencies are maintained including:

- Non-funded childcare fee's being reviewed and increased
- Staff wages reviewed and increased in line with recommendations for minimum wage and the living wage
- Spending /Costing reviewed and savings made where possible including utilities and other such running costs
- Education of staff into cost effective management of funds
- Efficiency of non-essentials i.e. turn off lights, electrical items etc. when not in use

STATEMENT OF RESPONSIBILITIES OF TRUSTEES

The trustees are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England and Wales requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently
- observe the methods and principles in the Charities SORP

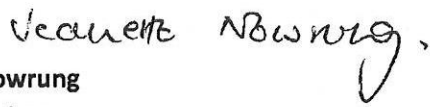
MR BEE'S FAMILY CENTRE (KING'S LYNN)
TRUSTEES REPORT

STATEMENT OF RESPONSIBILITIES OF TRUSTEES continued

- make judgements and estimates that are reasonable and prudent
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to

The Trustees are responsible for maintaining proper accounting records, which disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Charities Act 2011, the applicable Charities (Accounts and Reports) Regulations. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Signed on behalf of the Trustees on17.6.2020.....


J Nowrung
Trustee

MR BEE'S FAMILY CENTRE (KING'S LYNN)
STATEMENT OF FINANCIAL ACTIVITIES
YEAR ENDED 31 MARCH 2019

	Notes	Endowment Fund 2019 £	Restricted Fund 2019 £	Unrestricted Fund 2019 £	Total 2019 £	Total 2018 £
<u>INCOMING RESOURCES</u>						
Charitable activities		-	-	901,298	901,298	859,179
Other trading activities		-	-	16,525	16,525	44,048
Donations and Legacies		-	-	66,314	66,314	65,758
Government grants				500	500	-
Profit on sale of assets		-	-	-	-	-
Total Income	3	-	-	984,637	984,637	968,985
<u>RESOURCES EXPENDED</u>						
Charitable activities		4,104	-	955,327	959,431	977,516
Total Expenditure	4	4,104	-	955,327	959,431	977,516
Net income/(expenditure)		(4,104)	-	29,310	25,206	(8,531)
Transfers between funds		-	-	-	-	-
Transfer from old charity		-	-	-	-	555,921
Total funds brought forward		129,665	-	417,725	547,390	-
Total funds carried forward		125,561	-	447,035	572,596	547,390

The statement of financial activities includes all gains and losses recognised in the year.
All income resources and resources expended derive from continuing activities.

The notes on pages 8 to 15 form part of these accounts

MR BEE'S FAMILY CENTRE (KING'S LYNN)
BALANCE SHEET
YEAR ENDED 31 MARCH 2019

	Notes	2019		2018	
		£	£	£	£
<u>FIXED ASSETS</u>					
Tangible Fixed Assets	7		188,288		196,684
<u>CURRENT ASSETS</u>					
Debtors	8	383,463		380,841	
Cash at bank and in hand		<u>41,578</u>		<u>29,039</u>	
			425,041		409,880
<u>CREDITORS</u>					
Amounts falling due within one year	9		40,733		59,174
<u>NET CURRENT ASSETS</u>			<u>384,308</u>		<u>350,706</u>
<u>NET ASSETS</u>			<u>572,596</u>		<u>547,390</u>
<u>FUNDS</u>					
Unrestricted	11		447,035		417,725
Endowment Fund	11		125,561		129,665
Restricted	11a		-		-
<u>TOTAL FUNDS</u>			<u>572,596</u>		<u>547,390</u>

Approved by the Board of Trustees on 17.6.2020 and signed on its behalf by:

Jeannette Nowrung
J Nowrung
Trustee

1. Principal Accounting Policies

1.1 Basis of Preparation

These accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts.

The accounts have been prepared in accordance with:

- the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014
- and with the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102)
- and with the Charities Act 2011.

The charity constitutes a public benefit entity as defined by FRS 102.

1.2 Going concern

The accounts have been prepared on a going concern basis.

Budgets are completed for the following year, and plans have been put in place to ensure the continued supply of childcare to the local community.

The charity have already implemented cost saving changes, and will continue to monitor the centre's cost, to ensure continued services.

2. Accounting Policies

2.1 Incoming Resources

Incoming resources from children's clubs and nurseries are included when receivable. Grants and local authority fees are recognised in full in the Statement of Financial Activities in the year in which they are receivable. Capital grants specifically for capital expenditure are converted by an inter-fund transfer at cost or held within endowment funds if necessary.

No income is shown net of expenditure.

2.2 Fund Accounting

General funds are unrestricted which are available for use at the discretion of the trustees in furtherance of general objectives of the charity and which have not been designated for other purposes.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by

2.3 Resources Expended

All expenditure is included on an accruals basis and is recognised when there is legal or constructive obligations to pay for expenditure. The charity is not registered for VAT and accordingly expenditure is shown gross of irrecoverable VAT.

Expenses are apportioned where necessary. Fundraising costs are those incurred in seeking voluntary contributions and do not include the costs of disseminating information in support of charitable activities. Support costs are those costs incurred directly in respect of expenditure on the objects of the charity. Governance costs are those incurred in connection with administration of the charity.

2.4 Tangible Fixed Assets and Depreciation

Individual assets costing £1,000 or more are capitalised at cost.

Depreciation is calculated to write off the costs of each asset over its estimated useful life

Freehold land	Nil
Freehold buildings	2% straight line basis
Equipment	15% reducing balance basis
Motor vehicles	25% reducing balance basis

MR BEE'S FAMILY CENTRE (KING'S LYNN)
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31 MARCH 2019

	Endowment				
	Fund	Restricted	Unrestricted	Total	Total
	2019	2019	2019	2019	2018
	£	£	£	£	£
3. Incoming Resources					
Charitable Activities					
Children's clubs	-	-	5,207	5,207	189,546
Nursery fees	-	-	896,091	896,091	669,633
Other Trading Activities					
Other income	-	-	2,539	2,539	3,207
Café & Refreshments	-	-	13,986	13,986	40,841
Donations and Legacies					
Donations	-	-	66,314	66,314	65,758
Government grants	-	-	500	500	-
Profit on sale of assets	-	-	-	-	-
Total	-	-	984,637	984,137	968,985

MR BEE'S FAMILY CENTRE (KING'S LYNN)
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31 MARCH 2019

	Endowment				
	Fund	Restricted	Unrestricted	Total	Total
	2019	2019	2019	2019	2018
	£	£	£	£	£
4. Charitable Activities					
Equipment and Materials	-	-	9,441	9,441	2,823
Food and Drink	-	-	39,516	39,516	63,254
Other Childcare	-	-	1,481	1,481	6,243
Wages	-	-	739,888	739,888	747,415
Er NI	-	-	11,845	11,845	20,916
Pension	-	-	6,111	6,111	3,233
Staff Training	-	-	2,423	2,423	2,736
Travel	-	-	1,111	1,111	-
Rent	-	-	5,000	5,000	5,000
Water and Rates	-	-	11,523	11,523	1,112
Light and Heat	-	-	32,235	32,235	22,002
R&M Premises	-	-	11,916	11,916	19,679
R&M equipment	-	-	6,270	6,270	2,727
Insurance	-	-	7,123	7,123	5,128
Motor	-	-	5,267	5,267	6,677
Vehicle leasing	-	-	-	-	401
Legal and Professional	-	-	2,016	2,016	690
Telephone	-	-	11,792	11,792	10,708
Printing, Postage, Stationery	-	-	6,285	6,285	9,284
Depreciation	4,104	-	4,292	8,396	8,925
Cleaning	-	-	18,813	18,813	21,493
Waste disposal	-	-	10,594	10,594	10,459
Bank and Card Charges	-	-	1,655	1,655	1,911
Accountancy	-	-	8,730	8,730	4,700
	4,104	-	955,327	959,431	977,516

	Endowment				
	Fund	Restricted	Unrestricted	Total	Total
	2018	2018	2018	2018	2018
	£	£	£	£	£
5. Governance Costs					
Accountancy	-	-	8,730	8,730	8,730

MR BEE'S FAMILY CENTRE (KING'S LYNN)
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31 MARCH 2019

6. Staff Costs and Numbers

	£
Salaries	711,253
Social Security	11,845
Pension costs	6,111
Redundancy	28,635
	<u>757,844</u>

The average weekly number of employees during the period

	<u>Number</u>
Full time	27
Part time	30
	<u>57</u>

No employee received remuneration of more than £60,000.

Trustees are not remunerated. No expenses are reimbursed to Trustees.

In addition volunteers donate a value, which it is impossible to reflect in the financial statements.

	<u>Number</u>
Number of redundancies	<u>2</u>

Redundancies paid were above the statutory amount necessary. Advice was taken regarding the redundancy process from a third party professional

MR BEE'S FAMILY CENTRE (KING'S LYNN)
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31 MARCH 2019

7. Tangible Fixed Assets

	Freehold Property	Equipment	Motor Vehicles	Total
Cost:	£	£	£	£
At 1 April 2018	205,194	161,207	15,190	381,591
Additions	-	-	-	-
Disposals	-	-	-	-
At 31 March 2019	205,194	161,207	15,190	381,591
Depreciation:				
At 1 April 2018	36,059	135,252	13,596	184,907
Provision for the year	4,104	3,893	399	8,396
On disposals	-	-	-	-
At 31 March 2019	40,163	139,145	13,995	193,303
Net book value at 31 March 2018	169,135	25,955	1,594	196,684
Net book value at 31 March 2019	165,031	22,062	1,195	188,288

8. Debtors	2019	2018
	£	£
Trade debtors	18,173	43,786
Prepayments	643	3,640
Related Loan	364,647	333,415
	383,463	380,841

MR BEE'S FAMILY CENTRE (KING'S LYNN)
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31 MARCH 2019

9. Creditors – Amounts Falling Due within One Year

	2019	2018
	£	£
Trade creditors	22,355	10,320
Taxes and Social Security costs	8,233	7,460
Accruals and deferred income	9,695	40,766
Overdrafts	450	628
	40,733	59,174

10. Analysis of Net Assets between Funds

	Endowment Fund	Restricted Funds	Designated Funds	General Funds	Total
Tangible fixed assets	125,561	-	-	62,727	188,288
Current assets	-	-	-	425,041	425,041
Current liabilities	-	-	-	40,733	40,733
	125,561	-	-	447,035	572,596

11. Unrestricted Fund

	Balance At 1.4.2018 £	Income Resources £	Outgoing Resources £	Transfers £	Balance at 31.03.2019 £
General Fund	417,725	984,637	(955,327)	-	447,035
Endowment Fund	129,665	-	(4,104)	-	125,561
	547,390	984,637	(959,431)	-	572,596

11a. Restricted Fund

	Balance At 1.4.2018 £	Income Resources £	Outgoing Resources £	Transfers £	Balance at 31.03.2019 £
Restricted Fund	-	-	-	-	-
	547,390	984,637	(959,431)	-	572,596

12. Related Party Transactions

The charity is controlled by its board of trustees.

Mr Bee's are owed £364,647 by Family Support Centre Limited as at the 31 March 2019. The company made donations to the charity of £65,758 during the year. Dennis Barter is the chairman of Mr Bee's Family Centre and is also a director of Family Support Centre Limited. Dennis Barter ceased being a director on 16 September 2019

J Nowrung and S Jenner were appointed as directors on 1 June 2019, they are also trustees of the charity

The shares in the Family Support Centre Limited are owned by Mr Bee's Family Centre who also control the company. The shares were transferred from the old charity to the CIO on 31 May 2019.

The charity received a loan in the year of £20,000 from St Michaels, of which J Nowrung is linked to. This was repaid in the year.

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF
MR BEE'S FAMILY CENTRE (KING'S LYNN)
YEAR ENDED 31 MARCH 2019**

I report to the trustees on my examination of the Financial Statements of Mr Bee's Family Centre (King's Lynn) for the year ended 31 March 2019, charity number 1169475, which are set out on pages 1 to 7.

This report is made solely to the charity's trustees, as a body, in accordance with section 154 of the Charities Act 2011. My independent examiner's work has been undertaken so that I might state to the charity's trustees those matters I am required to state to them in an independent examiner's report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the charity, the charity's members as a body and the charity's trustees as a body for my independent examiner's work, for this report, or for the opinions I have formed.

Responsibilities and basis of report

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 ("the Charities Act") and that an independent examination is needed.

It is my responsibility to:

- 1 examine the accounts under section 145 of the Charities Act,
- 2 to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act, and
- 3 to state whether particular matters have come to my attention

My examination was carried out in accordance with 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 the 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 REPORT TO THE TRUSTEES OF
MR BEE'S FAMILY CENTRE (KING'S LYNN)
YEAR ENDED 31 MARCH 2019**

Independent examiner's statement

In connection with my examination, no material matters have come to my attention except for those matters described in the basis for qualified opinion paragraph, which gives me cause to believe that in,

- 1 the accounting records were not kept in respect of the Trust as required by section 130 of the Act; or
- 2 the accounts did not accord with the accounting records; or
- 3 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.

Basis for Qualified Opinion

We are unable to quantify the income figures presented in the accounts, due to a lack of sufficient and appropriate evidence being held due to poor internal controls. It was not possible to ascertain whether the debtor figures at the year end is accurate as income had not been properly recorded throughout the year. We are unable to verify the creditors amounts which relate to parent holding fees, therefore no adjustment has been made. The presentation of income and expenses in the accounts cannot be reliably split due to insufficient evidence being made available. There has been an overall decline in the quality of the accounting records that are being maintained and the reporting throughout the year.



**Kezia Benefer FCCA
Hayhow & Co
Chartered Certified Accountants and Business Advisers
19 King Street
King's Lynn
Norfolk
PE30 1HB**

Date: 1 July 2020