

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

**TRUSTEES' REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST MARCH 2020**

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:

J Nowrung
L Hartley
K Le serve
S Brearly
S Jenner

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 2020. 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.

- In addition to the use of Famly which last year was well received by our families principally as it promotes our partnership with parents, all invoicing activity is now completed on Famly, giving instant access to invoices and payments and makes keeping track of their finances and catching up with the on-line world in which we live.
- Children have had the opportunity to visit various locations both locally and in the wider environment.

ACHIEVEMENTS AND PERFORMANCE - continued

- All staff members have participated in Professional Development days – in keeping with job roles and areas of responsibility with some staff completing nationally recognised level 2, 3 or 5 qualifications and Early Years Teach Status
- Staff continue to update relevant mandatory qualifications – including risk assessment, first aid, moving and handling, and safeguarding with sessions on the latest requirements and legislation.
- In our commitment to learning outdoors, Staff participated in a two day Pedagogy training where praise was given by the Action Research carried out by the Mr Bee's team and request made to include them in the Good Practice Room at the Woodside Hub in Norwich.
- We continued to successfully implement the Early Years Foundation Stage in keeping with best practice as identified in the OfSTED reports.

FINANCIAL REVIEW

At the end of the year the charity held £45,879 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.

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. Whereby, the term after child is 3 years old they are entitled to 15 hours for funded sessions which we claim from Norfolk County Council Education department. Further a number of children are funded via the Norfolk County Council 2 year funded scheme. Likewise, from September 2017 we had have children that in receipt of the government 30 hour funding. However, 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's reviewed and savings made where possible including utilities and other such running costs
- Education of staff into cost effective management of funds (i.e. ordering in bulk to gain best price, use of competitive quotes, use of recycled materials and requesting support from local organisations).
- Efficiency of non-essentials i.e. turn off lights, electrical items etc. when not in use

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

STATEMENT OF RESPONSIBILITIES OF TRUSTEES

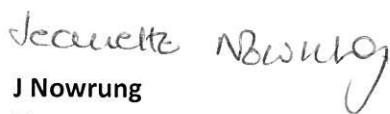
The trustees are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

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
- 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 on 9-12-2020


J Nowrung
Trustee

MR BEE'S FAMILY CENTRE (KING'S LYNN)
STATEMENT OF FINANCIAL ACTIVITIES
YEAR ENDED 31 MARCH 2020

	Notes	Endowment Fund 2020 £	Restricted Fund 2020 £	Unrestricted Fund 2020 £	Total 2020 £	Total 2019 £
<u>INCOMING RESOURCES</u>						
Charitable activities		-	-	895,814	895,814	901,298
Other trading activities		-	-	14,549	14,549	16,525
Donations and Legacies		-	-	47,878	47,878	66,314
Government grants		-	-	-	-	500
Total Income	3	-	-	958,241	958,241	984,637
<u>RESOURCES EXPENDED</u>						
Charitable activities		4,104	-	958,515	962,619	959,431
Total Expenditure	4	4,104	-	958,515	962,619	959,431
Net income/(expenditure)		(4,104)	-	(274)	(4,378)	25,206
Transfers between funds		-	-	-	-	-
Transfer from old charity		-	-	-	-	-
Total funds brought forward		125,561	-	447,035	572,596	547,390
Total funds carried forward		121,457	-	446,761	568,218	572,596

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 2020

	Notes	2020		2019	
		£	£	£	£
<u>FIXED ASSETS</u>					
Tangible Fixed Assets	7		180,576		188,288
<u>CURRENT ASSETS</u>					
Debtors	8	416,057		383,463	
Cash at bank and in hand		<u>45,879</u>		<u>41,578</u>	
			461,936		425,041
<u>CREDITORS</u>					
Amounts falling due within one year	9		74,294		40,733
<u>NET CURRENT ASSETS</u>			<u>387,642</u>		<u>384,308</u>
<u>NET ASSETS</u>			<u>568,218</u>		<u>572,596</u>
<u>FUNDS</u>					
Unrestricted	11		446,761		447,035
Endowment Fund	11		121,457		125,561
Restricted	11a		-		-
<u>TOTAL FUNDS</u>			<u>568,218</u>		<u>572,596</u>

Approved by the Board of Trustees on 9.12.2020 and signed on its behalf by:

Jacquette Nowrunga
J Nowrunga
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 2020

	Endowment				
	Fund	Restricted	Unrestricted	Total	Total
	2020	2020	2020	2020	2019
	£	£	£	£	£
3. Incoming Resources					
Charitable Activities					
Children's clubs	-	-	-	-	5,207
Nursery fees	-	-	895,814	895,814	896,091
Other Trading Activities					
Other income	-	-	1,562	1,562	2,539
Café & Refreshments	-	-	12,987	12,987	13,986
Donations and Legacies					
Donations	-	-	47,878	47,878	66,314
Government grants			-	-	500
Total	-	-	958,241	958,241	984,637

MR BEE'S FAMILY CENTRE (KING'S LYNN)
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31 MARCH 2020

	Endowment			Total 2020	Total 2019
	Fund 2020	Restricted 2020	Unrestricted 2020		
4. Charitable Activities	£	£	£	£	£
Equipment and Materials	-	-	7,357	7,357	9,441
Food and Drink	-	-	29,930	29,930	39,516
Other Childcare	-	-	1,170	1,170	1,481
Wages	-	-	726,902	726,902	739,888
Er NI	-	-	19,358	19,358	11,845
Pension	-	-	9,705	9,705	6,111
Staff Training	-	-	3,097	3,097	2,423
Travel	-	-	173	173	1,111
Rent	-	-	5,000	5,000	5,000
Water and Rates	-	-	5,931	5,931	11,523
Light and Heat	-	-	33,049	33,049	32,235
R&M Premises	-	-	30,097	30,097	4,066
R&M equipment	-	-	6,721	6,721	6,270
Insurance	-	-	5,224	5,224	7,123
Motor	-	-	5,617	5,617	5,267
Computer Costs	-	-	10,315	10,315	7,850
Legal and Professional	-	-	-	-	2,016
Telephone	-	-	4,419	4,419	11,792
Printing, Postage, Stationery	-	-	5,514	5,514	6,285
Depreciation	4,104	-	3,608	7,712	8,396
Cleaning	-	-	24,433	24,433	18,813
Waste disposal	-	-	9,728	9,728	10,594
Bank and Card Charges	-	-	767	767	1,655
Payroll	-	-	7,200	7,200	3,900
Accountancy	-	-	3,200	3,200	4,830
	4,104	-	958,515	962,619	959,431

	Endowment			Total 2020	Total 2019
	Fund 2020	Restricted 2020	Unrestricted 2020		
5. Governance Costs	£	£	£	£	£
Independent Examination	-	-	3,200	3,200	4,830

MR BEE'S FAMILY CENTRE (KING'S LYNN)
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31 MARCH 2020

6. Staff Costs and Numbers

	£
Salaries	726,902
Social Security	19,358
Pension costs	9,705
	<u>755,965</u>

The average weekly number of employees during the period

	<u>Number</u>
Full time	29
Part time	<u>25</u>
	<u>54</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.

MR BEE'S FAMILY CENTRE (KING'S LYNN)
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31 MARCH 2020

7. Tangible Fixed Assets

	Freehold Property	Equipment	Motor Vehicles	Total
Cost:	£	£	£	£
At 1 April 2019	205,194	161,207	15,190	381,591
Additions	-	-	-	-
Disposals	-	-	-	-
At 31 March 2020	205,194	161,207	15,190	381,591
Depreciation:				
At 1 April 2019	40,163	139,145	13,995	193,303
Provision for the year	4,104	3,309	299	7,712
On disposals	-	-	-	-
At 31 March 2020	44,267	142,454	14,294	201,015
Net book value at 31 March 2019	165,031	22,062	1,195	188,288
Net book value at 31 March 2020	160,927	18,753	896	180,576

8. Debtors	2020	2019
	£	£
Trade debtors	36,754	18,173
Other debtors	364	-
Prepayments	1,667	643
Related Party Loan	377,272	364,647
	416,057	383,463

The above trade debtors has not been able to be verified as a reconciliation between the software systems had not been completed as at 31 March 2020

MR BEE'S FAMILY CENTRE (KING'S LYNN)
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31 MARCH 2020

9. Creditors – Amounts Falling Due within One Year

	2020	2019
	£	£
Trade creditors	20,529	22,355
Taxes and Social Security costs	8,744	8,233
Accruals and deferred income	45,021	9,695
Overdrafts	-	450
	74,294	40,733

10. Analysis of Net Assets between Funds

	Endowment Fund	Restricted Funds	Designated Funds	General Funds	Total
Tangible fixed assets	121,457	-	-	59,119	180,576
Current assets	-	-	-	461,936	461,936
Current liabilities	-	-	-	74,294	74,294
	121,457	-	-	446,761	568,218

11. Unrestricted Fund

	Balance At 1.4.2019	Income Resources	Outgoing Resources	Transfers	Balance at 31.03.2020
	£	£	£	£	£
General Fund	447,035	958,241	(958,515)	-	446,761
Endowment Fund	125,561	-	(4,104)	-	121,457
	572,596	958,241	(962,619)	-	568,218

11a. Restricted Fund

	Balance At 1.4.2019	Income Resources	Outgoing Resources	Transfers	Balance at 31.03.2020
	£	£	£	£	£
Restricted Fund	-	-	-	-	-
	572,596	958,241	(962,619)	-	568,218

12. Related Party Transactions

The charity is controlled by its board of trustees.

Mr Bee's are owed £377,272 by Family Support Centre Limited as at the 31 March 2020. The company made donations to the charity of £47,333 during the year. J Nowrung and S Jenner are trustees of Mr Bee's Family Centre and are also the directors of Family Support Centre Limited.

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.

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF
MR BEE'S FAMILY CENTRE (KING'S LYNN)
YEAR ENDED 31 MARCH 2020**

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 2020, 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 2020**

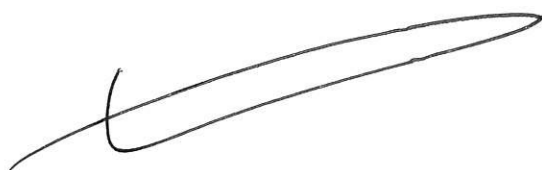
Independent examiner's statement

In connection with my examination, no material matters, except for those detailed in the emphasis of matter paragraph, have come to my attention which gives me cause to believe that in, any material respect:

- 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.

Emphasis of matter

We have been unable to verify the debtors balance as at 31 March 2020 due to a reconciliation between the software systems not being complete for the month. A reconciliation was completed for the period March to October in order to agree the balances. A monthly debtors reconciliation is now being complete.



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

Date: 21 Dec 2020