

REGISTERED COMPANY NUMBER 07289317: (England and Wales)
REGISTERED CHARITY NUMBER: 1139070

BUSY BEES LEDBURY LTD

REPORT OF THE TRUSTEES AND UNAUDITED FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 AUGUST 2021

BUSY BEES LEDBURY LTD

REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 AUGUST 2021

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BUSY BEES LEDBURY LTD

REPORT OF THE TRUSTEES

FOR THE YEAR ENDED 31 AUGUST 2021

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 August 2021. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) applicable to charities preparing their accounts in accordance with the Financial Reporting Standard (FRS 102).

REFERENCE AND ADMINISTRATION INFORMATION

Registered company number

07289317 (England and Wales)

Registered charity number

1139070

Registered office and operational address

The Hive
Bye Street
Ledbury
Herefordshire
HR8 2AG

The trustees who acted during the year were as follows:

E Davies (Chair)
G Jenkins
H Lane
C Lovering

Independent examiner

Ian P Cooke FCA
Crowthers Accountants Limited
10 The Southend
Ledbury
Herefordshire
HR8 2EY

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The charity is controlled by its Memorandum and Articles of Association, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006.

Risk management

The trustees have a duty to identify and review the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error.

BUSY BEES LEDBURY LTD

REPORT OF THE TRUSTEES

FOR THE YEAR ENDED 31 AUGUST 2021

OBJECTIVES AND ACTIVITIES

Objectives and aims

The objectives of Busy Bees Ledbury 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 offering appropriate play, education and care facilities for all children whatever their race, culture, religion, means or ability; Combined with the rights of parents to take responsibility for and to become involved in the activities of the charity, ensuring that such groups offer opportunities.

Busy Bees operate from the former Youth Centre building close to Ledbury town centre, having moved here in 2018 following extensive renovations. At the beginning of this accounting period, Busy Bees were operating Preschool, Breakfast and After School sessions for children aged 2-11 years. The charity is closely involved in wider community activities and works in partnership with Ledbury in Bloom, local emergency services and Ledbury Children's Centre.

The charity is run and administered by a small, dedicated team of staff. Governance of the charity is the responsibility of the committee members who are parent volunteers.

All trustees have been made aware and signed to say that they have read the Charity Commission guidance of Trustees and their Director responsibilities as set out by Companies House. As we are Ofsted inspected we have all policies in place to be a safe environment for the children and staff. All Health and Safety issues are a priority as the importance is so vital. All the necessary staff qualifications are duly up to date with regard to Health and Safety. All staff members and committee members are DBS checked. When we interview for new staff members a committee member is always present when the manager is interviewing.

Significant activities

At the beginning of this accounting period, Busy Bees had been running from The Hive for a period over 2 years. During this period, the space was transformed into a stimulating environment where children can thrive in the care of a dedicated team of Early Years practitioners. The team is led by a qualified Early Years teacher.

This has been a challenging year for Busy Bees and the community, with the onset of the Covid pandemic. The provision continued to be open from September to all children. Lockdowns were still happening throughout the United Kingdom, but education settings were still open. Due to these lockdowns some parents reduced their children's hours as either they were not working or to keep their children safe. During this time, some staff were still furloughed.

In September 2020, Busy Bees resumed operating as a full setting, although numbers were down on previous years. Aside from dealing with the Covid pandemic, the setting ensured children experienced a creative curriculum at Busy Bees. Some highlights included walks around the neighbourhood, outdoor visits to the local town and being able to visit our local church.

Due to Covid we have seen a rise in behaviour problems, communication and language and children being affected by routines. As a setting we started having small group working sessions for the children. We also had strict routines and timetables, so that children had stability. We also had to reduce the amount of resources that were available for the children due to Covid and deep cleans were carried out. PPE was continued to be brought to keep both staff and children safe.

In September 2020 we had great feed back from parents regarding the home packs that we sent home for the children to use. We were able to offer these using the home learning grant from Tesco.

BUSY BEES LEDBURY LTD

REPORT OF THE TRUSTEES

FOR THE YEAR ENDED 31 AUGUST 2021

We continue to build on the 'Outstanding' Ofsted grade achieved in April 2016 even though we have had to re-register due to change of address. The setting thrives through a process of continual reflection on the provision, ensuring quality experiences for the children attending. Ofsted inspections have been delayed due to the Covid pandemic. Busy Bees are still awaiting inspection.

Staff turnover continues to be low, offering continuity of care for children and families. We have continued to support the staff through training with the Manager achieving a Master's in Education. Due to our Deputy Manager being a Communication setting lead, they were able to train others alongside online training and the setting received an Elklan Communication Friendly setting in January 2021. All other staff have completed courses essential to and above the requirements of the Early Years Foundation Stage (EYFS). Our Deputy Manager also completed their Forest School training and became a Forest School Lead. We were then able to offer regular Forest School sessions to our pre-school children.

We retained our low prices at Preschool, and the setting has a fantastic reputation, locally and nationally. Busy Bees features in every issue of Teach Early Years magazine, celebrating experiences and activities which have been a particular success for other settings to try. This feature is called 'Tales from the Setting Floor' and is shared widely on social media, further publicising the setting.

Transitions to schools were managed well with children leaving Busy Bees to attend four different Primary Schools in the area. Unfortunately, due to Covid, there were reduced opportunities for fundraising. The staff, children and parents are all very happy and invested in supporting Busy Bees in growing from strength to strength.

An excellent local facility serving the families of Ledbury.

FINANCIAL REVIEW

Reserves policy

The charity seeks to maintain reserves that allow the organisation to continue to deliver its objectives. Income is cyclical, mostly coming at the start of the school term for daytime nursery and in arrears for after school and breakfast club. Reserves need to be maintained to pay for the running and administration costs. The trustees have credit control procedures in place and monitor and manage expenditure carefully.

The charity aims to maintain unrestricted revenue accumulated reserves of £35,000 to cover three months (one terms worth) of income to the charity.

Financial Report

The total net assets at the year end, stand at £49,940 (2020: £81,525). Of these £2,616 (2020: £2,616) were restricted.

Free unrestricted liquid reserves at the end of the year amounted to £16,980 (2020: £31,995). The trustees acknowledge that the available reserves at the end of the year were below the minimum levels that they aim for. The trustees have reviewed the financial position and consider that the charity remains a Going Concern.

On behalf of the board


.....
Emma Davies

21 November 2022

BUSY BEES LEDBURY LTD

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF BUSY BEES LEDBURY LTD

FOR THE YEAR ENDED 31 AUGUST 2021

I report on the accounts for the year ended 31 August 2021 set out on pages 5 to 11.

Respective responsibilities of trustees and examiner

The charity's trustees (who are also the directors for the purposes of company law) 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(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 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 the 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 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 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 statements below.

Independent examiner's statement

In the course of my examination, no matter has come to my attention;

- (1) which gives me reasonable cause to believe that, in any material respect, the trustees have not met the requirements to ensure that:-
 - proper accounting records are kept (in accordance with Section 130 of the 2011 Act); and
 - accounts are prepared which agree with the accounting records and comply with the accounting requirements of the 2011 Act, or
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Ian P Cooke FCA
Crowthers Accountants Limited
10 The Southend
Ledbury
Herefordshire
HR8 2EY

21 November 2022

BUSY BEES LEDBURY LTD**STATEMENT OF FINANCIAL ACTIVITIES****FOR THE YEAR ENDED 31 AUGUST 2021**

INCOMING RESOURCES	Note	Unrestricted funds	Restricted funds	Total 2021	Total 2020
Incoming resources from generated funds:		£	£	£	£
Voluntary income		114,298	-	114,298	140,218
Activities for generating funds	2	-	-	-	195
Investment income	3	3	-	3	4
Incoming resources from charitable activities					
Nursery		16,659	-	16,659	25,466
Total incoming resources		130,960	-	130,960	165,883
RESOURCES EXPENDED					
Activities for Generating Funds					
Charitable activities:		180	-	180	98
Nursery		7,501	-	7,501	4,255
General administrative expenses		7,050	-	7,050	24,779
Premises costs		9,101	-	9,101	10,215
Direct support costs		137,213	-	137,213	122,834
Governance costs		1,500	-	1,500	1,502
Other resources expended		-	-	-	2,760
Total resources expended		162,545	-	162,545	166,443
NET INCOME/(EXPENDITURE)		(31,585)	-	(31,585)	(560)
Transfers between funds		-	-	-	-
NET MOVEMENT IN FUNDS		(31,585)	-	(31,585)	(560)
Reconciliation of funds:					
Total funds brought forward		78,909	2,616	81,525	82,085
Total funds carried forward		47,324	2,616	49,940	81,525

BUSY BEES LEDBURY LTD

BALANCE SHEET

FOR THE YEAR ENDED 31 AUGUST 2021

FIXED ASSETS	Notes	Unrestricted funds £	Restricted funds £	2021 £	2020 £
Tangible fixed assets	7	<u>30,344</u>	<u>2,616</u>	<u>32,960</u>	<u>49,529</u>
CURRENT ASSETS					
Debtors	8	-	-	-	30
Cash at bank and in hand		18,985	-	18,985	35,747
		<u>18,985</u>	<u>-</u>	<u>18,985</u>	<u>35,777</u>
Creditors: amounts falling due within one year	9	(2,005)	-	(2,005)	(3,782)
		<u>16,980</u>	<u>-</u>	<u>16,980</u>	<u>31,995</u>
Net current assets		<u>16,980</u>	<u>-</u>	<u>16,980</u>	<u>31,995</u>
Total assets less current liabilities		<u>47,324</u>	<u>2,616</u>	<u>49,940</u>	<u>81,525</u>
NET ASSETS		<u>47,324</u>	<u>2,616</u>	<u>49,940</u>	<u>81,525</u>
FUNDS					
	10				
Unrestricted funds				47,324	78,909
Restricted funds:					
Landscaping				2,616	2,616
				<u>49,940</u>	<u>81,525</u>
TOTAL FUNDS				<u>49,940</u>	<u>81,525</u>

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 August 2021.

The members have not required the charitable company to obtain an audit of its financial statements for the year ended 31 August 2021 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- (a) Ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) Preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

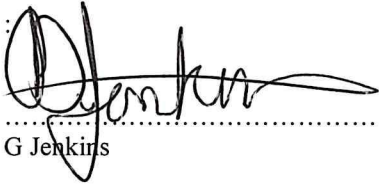
These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small charitable companies and with the Financial Reporting Standard applicable in the UK (FRS 102).

The financial statements were approved by the Board of Trustees on 21 November 2022 and were signed on its behalf by;

BUSY BEES LEDBURY LTD

BALANCE SHEET

FOR THE YEAR ENDED 31 AUGUST 2021


.....
G Jenkins

21 November 2022

The notes on pages 8 to 11 form part of these accounts.

BUSY BEES LEDBURY LTD)
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 AUGUST 2021

1. ACCOUNTING POLICIES

Accounting convention

The financial statements have been prepared under the historical cost convention, and in accordance with the Financial Reporting Standard (FRS 102), the Companies Act 2006 and the requirements of the Statement of Recommended Practice, Accounting and Reporting by Charities. The trustees have opted to apply the small entities regime under FRS 102.

Incoming resources

All incoming resources are included on the Statement of Financial Activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy.

Resources expended

Expenditure is accounted for on an accruals basis and has been classified under heading that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life;

Building work on leased premises – depreciated over the lifetime of the initial lease (5 years)

Classroom, computing and office equipment – useful life of 5 years

Taxation

The charity is exempt from corporation tax on its charitable activities

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

Hire purchase and leasing commitments

Rentals paid under operating leases are charged to the Statement of Financial Activities on a straight line basis over the period of the lease.

2. ACTIVITIES FOR GENERATING FUNDS

	2021 £	2020 £
Fundraising events		
Sales of children's clothing	-	195
	<hr/> -	<hr/> 195

3. INVESTMENT INCOME

	2021 £	2020 £
Deposit account interest	3	4
	<hr/> 3	<hr/> 4

BUSY BEES LEDBURY LTD

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 AUGUST 2021

4. NET INCOMING/(OUTGOING) RESOURCES

Net resources are stated after charging/(crediting):	2021	2020
	£	£
Depreciation – owned assets	18,537	19,181
Other operating leases	-	4,147
	<u> </u>	<u> </u>

5. STAFF COSTS

	2021	2020
	£	£
Wages and salaries	111,234	116,910
Social security costs	5,952	4,071
Pension costs	1,333	1,501
	<u> </u>	<u> </u>
	<u>118,519</u>	<u>122,482</u>

The average monthly number of employees during the year was 12 (2020: 12)

No employee received emoluments in excess of £60,000.

6. TRUSTEES' REMUNERATION AND BENEFITS

The trustees all give freely their time and expertise without any form of remuneration or other benefit in cash or kind (2020: £Nil).

Expenses paid to the trustees in the year totalled £Nil (2020: £30).

BUSY BEES LEDBURY LTD

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 AUGUST 2021

7. TANGIBLE FIXED ASSETS

	Leasehold Building Improvements £	Plant and machinery £	Total £
COST OR VALUATION			
Balance at 1 September 2020	85,048	49,168	134,216
Additions	1,968	-	1,968
Balance at 31 August 2021	87,016	49,168	136,184
ACCUMULATED DEPRECIATION			
Balance at 1 September 2020	38,209	46,478	84,687
Charge for the year	17,403	1,134	18,537
Revaluation adjustments			
Balance at 31 August 2021	55,612	47,612	103,224
NET BOOK VALUE			
At 31 August 2021	31,404	1,556	32,960
At 31 August 2020	46,839	2,690	49,529

8. DEBTORS

	2021 £	2020 £
Amounts falling due within one year:		
Trade debtors	-	30
Other debtors	-	-
	-	30

9. CREDITORS

	£	£
Amounts falling due within one year:		
Trade creditors	505	635
Overdraft and loans	-	3,147
Accruals	1,500	-
	2,005	3,782

BUSY BEES LEDBURY LTD

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 AUGUST 2021

10. MOVEMENT IN FUNDS

	At 01.09.20	Net movement in funds	At 31.08.21
	£	£	£
Unrestricted funds			
General fund	78,909	(31,585)	47,324
Restricted funds			
Landscaping	2,616	-	2,616
TOTAL FUNDS	<u>81,525</u>	<u>(31,585)</u>	<u>49,940</u>

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	130,960	162,545	(31,585)
Restricted funds			
Landscaping	-	-	-
TOTAL FUNDS	<u>130,960</u>	<u>162,545</u>	<u>(31,585)</u>

The landscaping fund is for external landscaping at The Hive, funded by a Tesco grant of £4,000 and other donations of £389. The fund now consists of fixed assets being depreciated over the lifetime of the lease.

11. LIMITED BY GUARANTEE

The company is limited by guarantee and has no share capital. Each member undertakes to contribute to the assets of the company in the event of a winding up, such as an amount may be required, not exceeding £1.

12. GENERAL INFORMATION

The company is a private company, limited by guarantee, incorporated in England and Wales, registered number 07289317. The registered office is The Hive, Bye Street, Ledbury, Herefordshire, HR8 2AG.

BUSY BEES LEDBURY LTD

DETAILED STATEMENT OF FINANCIAL ACTIVITIES

FOR THE YEAR ENDED 31 AUGUST 2021

INCOMING RESOURCES	Note	Unrestricted funds £	Restricted funds £	Total 2021 £	Total 2020 £
Voluntary income					
Donations		172	-	172	415
Grants		<u>114,126</u>	-	<u>16,487</u>	<u>139,803</u>
		114,298	-	16,659	140,218
Activities for generating fund					
Sale of children's clothing	2	-	-	-	195
Investment income					
Deposit account interest	3	3	-	3	4
Incoming resources from charitable activities					
Nursery		16,659	-	114,298	25,466
Total incoming resources		<u>130,960</u>	<u>-</u>	<u>130,960</u>	<u>165,883</u>
RESOURCES EXPENDED					
Activities for Generating Funds					
Advertising and fundraising events:		180	-	180	98
Charitable activities					
Wages		111,234	-	111,234	116,910
Social security		5,952	-	5,952	4,071
Pension costs		1,333	-	1,333	1,501
Uniforms and workwear		335	-	335	352
Catering		1,603	-	1,603	1,734
Toys and consumables		5,898	-	5,898	2,522
Rent payable		3,153	-	3,153	4,147
Cleaning		1,746	-	1,746	1,087
Premises consumables		60	-	60	106
Premises repairs and renewals		590	-	590	474
Light, heat and power		2,948	-	2,948	3788
Water charges		-	-	-	151
Waste disposal		604	-	604	463
Telephone		779	-	779	1,025
Postage and stationery		353	-	353	267
Sundries		957	-	957	62
Staff training		175	-	175	92
Staff travel and subsistence		40	-	40	17
Payroll management		-	-	-	798
Information and publications		167	-	167	97
IT software/consumables		480	-	480	37
Website		449	-	449	318
Subscriptions		<u>1,865</u>	<u>-</u>	<u>1,865</u>	<u>2,137</u>
Carried forward		140,901	-	140,901	142,253

BUSY BEES LEDBURY LTD

DETAILED STATEMENT OF FINANCIAL ACTIVITIES

FOR THE YEAR ENDED 31 AUGUST 2021

Charitable activities

Brought forward	140,901	-	140,901	142,253
Insurance	758	-	758	748
Depreciation	18,537	-	18,537	19,181
Accountancy	1,914	-	1,914	1,520
Bank charges	435	-	435	341
Bad debts	-	-	-	2,419
Total resources expended	162,545	-	162,545	166,443
NET (LOSS)	(31,585)	-	(31,585)	(560)