



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	Day 1ST	Month APRIL	Year 2017		Day 31ST	Month MAR	Year 2018

Section A Reference and administration details

Charity name Brown Edge Busy Bees

Other names charity is known by

Registered charity number (if any) 1036896

Charity's principal address Sandy Lane Centre, Sandy Lane

Brown Edge

Stoke on Trent, Staffordshire

Postcode

ST6 8QJ

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	Deborah Gratton	Chairperson		Committee
2	Xanthe Verney	Treasurer		Committee
3	Barbara Owen	Secretary		Committee
4	Janeen Fereday			Committee
5	Sarah Billinge			Committee
6	Lorraine Pope			Committee
7	Andie Dale			Committee
8				
9				
10				
11				
12				

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)

SHARON WHITE-----MANAGER

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)	COMMITTEE MEMBERS
Trustee selection methods (eg. appointed by, elected by)	ELECTED BY AND SECONDED BY

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.

BROWN EDGE BUSY BEES STAFF AND COMMITTEE WORK TOGETHER TO DEVELOP AND FOLLOW POLICES AND PROCEDURES THAT THE SETTING ADHERES TO FOR THE CARE, EDUCATION AND WELFARE OF THE CHILDREN IN ITS CARE.

POLICIES AND PROCEDURES ARE IN LINE WITH OFSTED AND THE PRE-SCHOOL LEARNING ALLIANCE (PLA) AND ARE REVIEWED EVERY YEAR BY THE STAFF AND COMMITTEE OR UPDATED AS AND WHEN REQUIRED DUE TO NEW GUIDELINES OR LEGISLATION

Section C

Objectives and activities

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

TO PROVIDE CARE, EDUCATION AND LEARNING TO ALL OF ITS CHILDREN AGED 2-4 YEARS TO ENHANCE THEIR LEARNING AND DEVELOPMENT AND TO WORK IN PARTNERSHIP WITH THEIR PARENTS AND FAMILIES TO PROVIDE CONTINUITY OF CARE AND A FUN AND PRODUCTIVE LEARNING ENVIRONMENT FOR EVERYONE

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)

THE COMMITTEE AND STAFF PROVIDE A RANGE OF TOYS, ACTIVITIES AND OTHER LEARNING EXPERIENCES EG VISITORS TO THE SETTING AND TRIPS OUT TO ENHANCE THE CHILDRENS LEARNING IN DIFFERENT AREAS AND PROMOTE AN IMPORTANT START TO THEIR JOURNEY OF LEARNING AND THEIR TRANSITION INTO THE LOCAL PRIMARY SCHOOLS

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.

POLICIES AND PROCEDURES WERE ALL RENEWED OR UPDATED IN LINE WITH CURRENT LEARNING AND LEGISLATION DURING SEPTEMBER AND OCTOBER 2016 BY STAFF AND COMMITTEE AND SHARED WITH ALL PARENTS AND FAMILIES.

THE COMMITTEE IS MADE UP OF VOLUNTEERS FROM PARENTS AND FAMILIES AND THE LOCAL COMMUNITY WHO WISH TO HAVE A SAY AND VALUED PART IN THE RUNNING OF BROWN EDGE BUSY BEES AND ARE INVOLVED IN THE DAY TO DAY ROUTINE, DRAWING UP AND ADHERING TO A YEARLY ACTION PLAN FOR STAFF AND CHILDREN AND GENERALLY OVER SEEING THE CARE, EDUCATION AND LEARNING THAT THE STAFF PROVIDE FOR ALL OF ITS CHILDREN IN AN HOLISTIC APPROACH THAT IS INTEGRAL TO EVERY CHILD

Summary of the main achievements of the charity during the year

SUMMER TERM 2017 (APRIL---JULY)

The children learnt about Summer. The children learnt about summer clothes, places to go, places to stay, things to do etc and how to stay safe in the sun. Obtaining a Sun Safe certificate for the things that they did.

During the month of June we held a summer fun day with stalls, games and a bar-b-que and the children competed in sports races. All families and friends were invited to attend and then they purchased goods and food to raise funds.

Money raised paid for the children to have an end of year trip to Gullivers world in Warrington with staff and Committee members supervising the children.

AUTUMN TERM 2017 (SEPT---DEC)

To start our Autumn term off we looked at Autumn and different things that happen in Autumn time, eg Autumn animals, the weather, leaves and trees, etc

We then moved on to Christmas activities and the children made lots of exciting pictures with glitter, glue, cards, stencils etc and then took part in a nativity concert for their parents and families.

As fundraisers the children made a Christmas picture that was turned into a Christmas card which their parents then purchased, we had a photographer in to take pictures of all of the children in a snowy scene and again the parents were able to purchase photos and gifts with their child's picture on. Then we held a Christmas shopping evening with lots of stalls and shops coming along to sell their products. The staff and committee raised money through charging for the stalls and also having their own toy stall and various fun stalls eg grab a bag, teddy tombola etc

SPRING TERM 2018 (JAN--MAR)

This term we looked at Springtime eg spring animals, flowers, the weather, Easter and making Easter bonnets with their parents and holding an Easter bonnet parade.

To fundraise for the trip all children took part in a sponsored search where they had to find different things around their home and garden and stick them to their form. Parents and families sponsored them for doing this and the children had lots of fun with their parents finding the different things and sticking them to their form.

Section E

Financial review

Brief statement of the charity's policy on reserves

All fundraising that is carried out throughout the year goes towards are trips or visitors that we use to enhance our leaning. Any money left over from fundraising is used to purchase new toys and activities for the children which they choose alongside the staff to ensure that we are providing fun activities for everyone to enjoy.

Details of any funds materially in deficit

N/A

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)	S White	
Full name(s)	Sharon White	
Position (eg Secretary, Chair, etc)	Manager	
Date	18/01/2019	

	Charity Name		No (if any)		CC16a
	BROWN EDGE PLAYGROUP				
	Receipts and payments accounts				
	For the period from	Period start date 01/04/2017	To	Period end date 31/03/2018	
Section A Receipts and payments					
	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Last year
	to the nearest £	to the nearest £	to the nearest £	to the nearest £	to the nearest £
A1 Receipts					
Fees	20,193			20,193	
Funding SCC	56,520			56,520	
Donations	1,826	-	-	1,826	-
Fund Raising	1,890	-	-	1,890	-
Bank Interest	- 0			-	
		-	-	-	-
Sub total(Gross income for AR)	80,429	-	-	80,429	-
A2 Asset and investment sales, (see table).					
	- 0	- 0	- 0	-	
	- 0	- 0	- 0	-	- 0
Sub total	- 0	- 0	- 0	-	- 0
Total receipts	80,429	- 0	- 0	80,429	- 0
A3 Payments					
Salaries	50,672	-	-	50,672	-
Hall Hire	8,197	-	-	8,197	-
Toys and Equipment	1,741	-	-	1,741	-
Payroll Fees	379	-	-	379	-
Training	198	-	-	198	-
Accountancy	- 0			-	
Insurance	455			455	
Trips	1,997			1,997	
Photos and Cards	74			74	
Pensions	147			147	
Telephone	226			226	
Uniforms	85			85	
Postage and Stationary	407			407	
Sundry Expenses	55			55	
Leavers Gifts	145	-	-	145	-
Christmas Meal and Party	135			135	
Cleaning	36			36	
Food	129			129	
Music and Subscription Licence	204			204	
Advert	22			22	
Repairs and Renewal	405			405	
	- 0	-	-	-	-
Sub total	65,712	-	-	65,712	-
A4 Asset and investment purchases, (see table)					
	- 0	- 0	- 0	-	
	- 0	- 0	- 0	-	
Sub total	- 0	- 0	- 0	-	- 0
Total payments	65,712	- 0	- 0	65,712	- 0
Net of receipts/(payments)	14,717	-	-	14,717	-
A5 Transfers between funds		-	-	-	-
A6 Cash funds last year end	39,446	-	-	39,446	-
Bank funds this year end	54,164	-	-	54,164	-
Section B Statement of assets and liabilities at the end of the period					
Categories	Details	Unrestricted funds	Restricted funds	Endowment funds	
		to nearest £	to nearest £	to nearest £	
B1 Cash funds	Cash in Bank	54,198	-	-	
	Petty Cash	4	-	-	

		-	-	-	
	Total cash funds	54,202	-	-	
	(agree balances with receipts and payments account(s))	Agreement Error	OK	OK	
		Unrestricted funds	Restricted funds	Endowment funds	
	Details	to nearest £	to nearest £	to nearest £	
B2 Other monetary assets		-	-	-	
		-	-	-	
		-	-	-	
		-	-	-	
		-	-	-	
		-	-	-	
	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)	
B3 Investment assets			-	-	
			-	-	
			-	-	
			-	-	
			-	-	
	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)	
B4 Assets retained for the charity's own use			-	-	
			-	-	
			-	-	
			-	-	
			-	-	
			-	-	
			-	-	
			-	-	
			-	-	
	Details	Fund to which liability relates	Amount due (optional)	When due (optional)	
B5 Liabilities			-		
			-		
			-		
			-		
			-		
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name		Date of approval	
		Xanthe Verney		17/01/2019	

[illegible]

Brown Edge PreSchool Playgroup

**Sandy Lane
Brown Edge
Stoke-on-Trent
Staffordshire
ST6 8QL**

Receipts and Payments Account

Year ended 31 March 2018

**Crewe and Nantwich
Chartered Certified Accountants
Unit 10, Alvaston Business Park
Nantwich
Cheshire
CW5 6PQ**

Brown Edge PreSchool Playgroup

Receipts and Payments Account

Year ended 31 March 2018

The following financial statements have been prepared, without audit, from the records, vouchers and information supplied by the officers of Sandy Lane Pre-School Playgroup and are certified only to be in accordance therewith.

Crewe & Nantwich Accountants

Andrew M Brown FCCA FMAAT
Crewe and Nantwich Chartered Certified Accountants
Unit 10, Alvaston Business Park,
Nantwich
Cheshire
CW5 6PQ

17/1/2019.

Date

Brown Edge PreSchool Playgroup

Receipts and Payments Account

Year ended 31 March 2018

Receipts :-

	£
SCC funding	56,520.44
Fees	20,193.00
Fund raising	1,889.80
Donations	1,825.70

80,428.94

Payments :-

Salaries	50,672.23
Pension	146.97
Hall hire	8,197.00
Toys & equipment	1,741.21
Payroll fees	378.84
Training	198.00
Accountancy	0.00
Insurance	454.93
Trips	1,997.25
Photos and cards	74.00
Webb Ivory	0.00
Telephone & broadband	226.40
Postage & stationery	407.45
Licences & subscriptions	204.28
Cleaning	36.27
Food	129.05
Gifts	144.90
Christmas party and meal	134.81
Advert	22.00
Uniforms	85.20
Repairs & renewals	405.49
Sundry expenses	55.33

65,711.61

Excess of payments over receipts

14,717.33

Represented by :-

Bank Balances at 31st March 2018	54,198.44
Bank Balances at 31st March 2017	39,446.46
	14,751.98
Cash Balance at 31st March 2018	3.86
Cash Balance at 31st March 2017	38.51
	-34.65

Increase during year

14,717.33