

**BUSY BEES BENEFITS LIMITED**

**DIRECTORS' REPORT AND FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 31 DECEMBER 2019**

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**BUSY BEES BENEFITS LIMITED**

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**BUSY BEES BENEFITS LIMITED**

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**DIRECTORS' REPORT  
FOR THE YEAR ENDED 31 DECEMBER 2019**

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The directors present their report and the financial statements for the year ended 31 December 2019.

**Principal activity**

The Company's principal activity is the provision of childcare vouchers and related employee benefits.

**Directors**

The directors who served during the year were:

S A Irons

J B Woodward who was a director during the year under review passed away on 9 September 2020.

**Directors' responsibilities statement**

The directors are responsible for preparing the Directors' Report and the financial statements in accordance with applicable law and regulations.

Company law requires the directors to prepare financial statements for each financial year. Under that law the directors have elected to prepare the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice), including Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland'. Under company law the directors must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the Company and of the profit or loss of the Company for that period.

In preparing these financial statements, the directors are required to:

- select suitable accounting policies for the Company's financial statements and then apply them consistently;
- make judgments and accounting estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Company will continue in business.

The directors are responsible for keeping adequate accounting records that are sufficient to show and explain the Company's transactions and disclose with reasonable accuracy at any time the financial position of the Company and to enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the Company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

**Disclosure of information to auditor**

Each of the persons who are directors at the time when this Directors' Report is approved has confirmed that:

- so far as the directors is aware, there is no relevant audit information of which the Company's auditor is unaware, and
- the directors has taken all the steps that ought to have been taken as a directors in order to be aware of any relevant audit information and to establish that the Company's auditor is aware of that information.

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**BUSY BEES BENEFITS LIMITED**

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**DIRECTORS' REPORT (CONTINUED)  
FOR THE YEAR ENDED 31 DECEMBER 2019**

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**Auditor**

The auditor, MHA MacIntyre Hudson, will be proposed for reappointment in accordance with section 485 of the Companies Act 2006.

**Small companies note**

In preparing this report, the directors have taken advantage of the small companies exemptions provided by section 415A of the Companies Act 2006.

This report was approved by the board on 7 January 2021 and signed on its behalf.

**S A Irons  
Director**

**INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF BUSY BEES BENEFITS LIMITED**

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**Opinion**

We have audited the financial statements of Busy Bees Benefits Limited (the 'Company') for the year ended 31 December 2019, which comprise the Statement of Income and Retained Earnings, the Balance Sheet and the related notes, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the Company's affairs as at 31 December 2019 and of its profit for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

**Basis for opinion**

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the Company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the United Kingdom, including the Financial Reporting Council's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

**Conclusions relating to going concern**

We have nothing to report in respect of the following matters in relation to which the ISAs (UK) require us to report to you where:

- the directors' use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the directors have not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the Company's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

**INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF BUSY BEES BENEFITS LIMITED (CONTINUED)**

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**Other information**

The directors are responsible for the other information. The other information comprises the information included in the Annual Report, other than the financial statements and our Auditor's Report thereon. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

**Opinion on other matters prescribed by the Companies Act 2006**

In our opinion, based on the work undertaken in the course of the audit:

- the information given in the Directors' Report for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the Directors' Report has been prepared in accordance with applicable legal requirements.

**Matters on which we are required to report by exception**

In the light of the knowledge and understanding of the Company and its environment obtained in the course of the audit, we have not identified material misstatements in the Directors' Report.

We have nothing to report in respect of the following matters in relation to which the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of directors' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the directors were not entitled to prepare the financial statements in accordance with the small companies regime and take advantage of the small companies' exemptions in preparing the Directors' Report and from the requirement to prepare a Strategic Report.

**INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF BUSY BEES BENEFITS LIMITED (CONTINUED)**

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**Responsibilities of directors**

As explained more fully in the Directors' Responsibilities Statement on page 1, the directors are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the directors determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the directors are responsible for assessing the Company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the directors either intend to liquidate the Company or to cease operations, or have no realistic alternative but to do so.

**Auditor's responsibilities for the audit of the financial statements**

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an Auditor's Report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at: [www.frc.org.uk/auditorsresponsibilities](http://www.frc.org.uk/auditorsresponsibilities). This description forms part of our Auditor's Report.

**Use of our report**

This report is made solely to the Company's members in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the Company's members those matters we are required to state to them in an Auditor's Report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the Company and the Company's members for our audit work, for this report, or for the opinions we have formed.

Christopher Barlow BFP ACA FCCA (Senior Statutory Auditor)

for and on behalf of

**MHA MacIntyre Hudson**

Chartered Accountants

Statutory Auditors

Rutland House

148 Edmund Street

Birmingham

B3 2FD

7 January 2021

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**BUSY BEES BENEFITS LIMITED**

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**STATEMENT OF INCOME AND RETAINED EARNINGS  
FOR THE YEAR ENDED 31 DECEMBER 2019**

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	2019 £	2018 £
Turnover	2,037,838	2,214,999
Cost of sales	(1,494,160)	(1,262,491)
<b>Gross profit</b>	<b>543,678</b>	<b>952,508</b>
Administration Expenses	(556,016)	(476,117)
<b>Operating (loss)/profit</b>	<b>(12,338)</b>	<b>476,391</b>
Interest receivable and similar income	55,963	16,629
Interest payable and expenses	(81)	(2,116)
<b>Profit before tax</b>	<b>43,544</b>	<b>490,904</b>
Tax on profit	35,912	(94,382)
<b>Profit after tax</b>	<b>79,456</b>	<b>396,522</b>
Retained earnings at the beginning of the year	1,518,177	1,121,655
Profit for the year	79,456	396,522
Dividends declared and paid	(300,000)	-
<b>Retained earnings at the end of the year</b>	<b>1,297,633</b>	<b>1,518,177</b>

The notes on pages 8 to 13 form part of these financial statements.

**BALANCE SHEET**  
**AS AT 31 DECEMBER 2019**

	Note	2019 £	2018 £
<b>Fixed assets</b>			
Intangible assets	4	5,591	-
Tangible assets	5	245,660	143,939
		<u>251,251</u>	<u>143,939</u>
<b>Current assets</b>			
Debtors: amounts falling due within one year	6	525,152	480,139
Cash at bank and in hand	7	14,220,803	15,509,253
		<u>14,745,955</u>	<u>15,989,392</u>
Creditors: amounts falling due within one year	8	(13,699,572)	(14,615,153)
<b>Net current assets</b>		<u>1,046,383</u>	<u>1,374,239</u>
<b>Total assets less current liabilities</b>		<u>1,297,634</u>	<u>1,518,178</u>
<b>Net assets</b>		<u>1,297,634</u>	<u>1,518,178</u>
<b>Capital and reserves</b>			
Called up share capital		1	1
Profit and loss account		1,297,633	1,518,177
		<u>1,297,634</u>	<u>1,518,178</u>

The financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies regime and in accordance with the provisions of FRS 102 Section 1A - small entities.

The financial statements were approved and authorised for issue by the board and were signed on its behalf on 7 January 2021.

**S A Irons**  
**Director**

The notes on pages 8 to 13 form part of these financial statements.

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2019**

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**1. General information**

Busy Bees Benefits Limited is a private company limited by shares incorporated in England under the Companies Act 2006 and is registered in England and Wales. The address of the company's registered office is Latchford House, Shenstone Business Park, Lynn Lane, Shenstone, Staffordshire, WS14 0SB.

**2. Accounting policies**

**2.1 Basis of preparation of financial statements**

The financial statements have been prepared under the historical cost convention unless otherwise specified within these accounting policies and in accordance with Section 1A of Financial Reporting Standard 102, the Financial Reporting Standard applicable in the UK and the Republic of Ireland and the Companies Act 2006.

The functional currency is pounds sterling as that is the currency of the economic environment in which the company operates.

The following principal accounting policies have been applied:

**2.2 Going concern**

The financial statements have been prepared using the going concern basis of accounting.

The directors have prepared detailed forecasts for the next twelve months and as such, the directors have a reasonable expectation that the company has adequate resources to continue in operational existence for the foreseeable future. Accordingly, the company continued to adopt the going concern basis in preparing the annual report and financial statements.

**2.3 Revenue**

Revenue represents the value of sales, excluding value added tax, and is attributable to the company's principal activity and arises wholly within the United Kingdom. The company charges employers a service charge for administering childcare voucher and other salary sacrifice schemes, receives introductory commissions for Cycle to Work Schemes and re-sells licenses for retail discounts and Employee Assistance Programme portals. Revenue is recognised when the administration services are provided.

Revenue is recognised to the extent that it is probable that the economic benefits will flow to the Company and the revenue can be reliably measured. Revenue is measured as the fair value of the consideration received or receivable, excluding discounts, rebates, value added tax and other sales taxes. The following criteria must also be met before revenue is recognised:

**Rendering of services**

Revenue from a contract to provide services is recognised in the period in which the services are provided in accordance with the stage of completion of the contract when all of the following conditions are satisfied:

- the amount of revenue can be measured reliably;
- it is probable that the Company will receive the consideration due under the contract;
- the stage of completion of the contract at the end of the reporting period can be measured reliably; and
- the costs incurred and the costs to complete the contract can be measured reliably.

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2019**

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**2. Accounting policies (continued)**

**2.4 Finance costs**

Finance costs of financial liabilities are recognised in the profit and loss account over the term of such instruments at a constant rate on the carrying amount.

**2.5 Pensions**

The company contributes to a number of money purchase pension schemes. The assets of the schemes are held separately from those of the company in an independently administered fund. The pension charge represents the amounts payable by the company to the schemes during the year. Differences between contributions payable in the year and contributions actually paid are shown as either accruals or prepayments in the balance sheet.

**2.6 Current and deferred taxation**

The tax expense for the year comprises current and deferred tax. Tax is recognised in the Statement of Income and Retained Earnings, except that a charge attributable to an item of income and expense recognised as other comprehensive income or to an item recognised directly in equity is also recognised in other comprehensive income or directly in equity respectively.

The current income tax charge is calculated on the basis of tax rates and laws that have been enacted or substantively enacted by the balance sheet date in the countries where the Company operates and generates income.

Deferred tax balances are recognised in respect of all timing differences that have originated but not reversed by the Balance Sheet date, except that:

- The recognition of deferred tax assets is limited to the extent that it is probable that they will be recovered against the reversal of deferred tax liabilities or other future taxable profits; and
- Any deferred tax balances are reversed if and when all conditions for retaining associated tax allowances have been met.

Deferred tax balances are not recognised in respect of permanent differences except in respect of business combinations, when deferred tax is recognised on the differences between the fair values of assets acquired and the future tax deductions available for them and the differences between the fair values of liabilities acquired and the amount that will be assessed for tax. Deferred tax is determined using tax rates and laws that have been enacted or substantively enacted by the balance sheet date.

**2.7 Intangible assets**

Intangible assets are initially recognised at cost. After recognition, under the cost model, intangible assets are measured at cost less any accumulated amortisation and any accumulated impairment losses.

All intangible assets are considered to have a finite useful life. If a reliable estimate of the useful life cannot be made, the useful life shall not exceed ten years.

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2019**

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**2. Accounting policies (continued)**

**2.8 Tangible fixed assets**

Tangible fixed assets under the cost model are stated at historical cost less accumulated depreciation and any accumulated impairment losses. Historical cost includes expenditure that is directly attributable to bringing the asset to the location and condition necessary for it to be capable of operating in the manner intended by management.

Depreciation is charged so as to allocate the cost of assets less their residual value over their estimated useful lives, using the straight-line method.

Depreciation is provided on the following basis:

Office equipment	- over four to five years
Computer equipment	- over five years

The assets' residual values, useful lives and depreciation methods are reviewed, and adjusted prospectively if appropriate, or if there is an indication of a significant change since the last reporting date.

Gains and losses on disposals are determined by comparing the proceeds with the carrying amount and are recognised in the Statement of Income and Retained Earnings.

**2.9 Financial instruments**

The Company only enters into basic financial instrument transactions that result in the recognition of financial assets and liabilities like trade and other debtors and creditors, loans from banks and other third parties, loans to related parties and investments in ordinary shares.

**2.10 Dividends**

Equity dividends are recognised when they become legally payable. Interim equity dividends are recognised when paid. Final equity dividends are recognised when approved by the shareholders at an annual general meeting.

**3. Employees**

The average monthly number of employees, including directors, during the year was 25 (2018 - 23).

NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2019

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4. Intangible assets

	Trademarks £
<b>Cost</b>	
Additions	5,720
At 31 December 2019	<u>5,720</u>
<b>Amortisation</b>	
Charge for the year on owned assets	129
At 31 December 2019	<u>129</u>
<b>Net book value</b>	
At 31 December 2019	<u><u>5,591</u></u>
<i>At 31 December 2018</i>	<u><u>-</u></u>

NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2019

5. Tangible fixed assets

	Office equipment £	Computer equipment £	Total £
<b>Cost</b>			
At 1 January 2019	8,618	150,203	158,821
Additions	29,625	124,295	153,920
At 31 December 2019	<u>38,243</u>	<u>274,498</u>	<u>312,741</u>
<b>Depreciation</b>			
At 1 January 2019	1,776	13,106	14,882
Charge for the year on owned assets	3,918	48,281	52,199
At 31 December 2019	<u>5,694</u>	<u>61,387</u>	<u>67,081</u>
<b>Net book value</b>			
At 31 December 2019	<u>32,549</u>	<u>213,111</u>	<u>245,660</u>
<i>At 31 December 2018</i>	<u>6,842</u>	<u>137,097</u>	<u>143,939</u>

6. Debtors

	2019 £	2018 £
Trade debtors	128,816	35,226
Other debtors	332,389	406,050
Prepayments and accrued income	55,109	38,863
Deferred taxation	8,838	-
	<u>525,152</u>	<u>480,139</u>

7. Cash and cash equivalents

	2019 £	2018 £
Cash at bank and in hand	<u>14,220,803</u>	<u>15,509,253</u>

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2019**

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**8. Creditors: Amounts falling due within one year**

	<b>2019</b>	<i>2018</i>
	<b>£</b>	<b>£</b>
Trade creditors	<b>164,643</b>	<i>109,789</i>
Bills of exchange	<b>13,336,231</b>	<i>14,048,172</i>
Corporation tax	-	<i>95,721</i>
Other taxation and social security	<b>118,602</b>	<i>231,014</i>
Other creditors	<b>10,727</b>	<i>13,118</i>
Accruals and deferred income	<b>69,369</b>	<i>117,339</i>
	<b><u>13,699,572</u></b>	<i><u>14,615,153</u></i>

**9. Pension commitments**

The group operates a money purchase scheme for the benefit of certain employees. Contributions are charged to the profit and loss account in the year to which they relate. The charge in the year was £21,000 (2018: £8,000).

**10. Related party transactions**

During the year, the company purchased services from associates companies totalling £720,000 (2018: £501,000). The company sold services to associated companies totalling £166,000 (2018: £221,000).

Key management personnel is represented by the directors of the company.

**11. Controlling party**

The company's immediate parent undertaking is Busy Bees Benefits Holdings Limited, a company incorporated in Great Britain and registered in England and Wales. The registered office address of Busy Bees Benefits Holdings Limited is Busy Bees at Latchford House, Shenstone Business Park, Lynn Lane, Shenstone, Staffordshire, WS14 0SB, United Kingdom. The company is ultimately owned by Knowledge Universe Holdings Limited (43.41%), Busy Bees Benefits Holdings Limited (43.41%) and management (13.18%) and therefore there is no ultimate controlling party.

This document was delivered using electronic communications and authenticated in accordance with the registrar's rules relating to electronic form, authentication and manner of delivery under section 1072 of the Companies Act 2006.