

**COCKERMOUTH AFTER SCHOOL SCHEME
TRUSTEES' REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2021**

Charity No: 1006822

COCKERMOUTH AFTER SCHOOL SCHEME

Charity Information

Governing Instrument:	Constitution of Cockermouth After School Scheme Adopted October 1991
Charity Registration:	Charity registration number: 1006822
Address:	The Scout Centre St. Helens Street Cockermouth Cumbria CA13 9HX
Trustees:	Mrs J Friend - Chairperson Mr R Griffiths - Secretary Mrs R Griffiths Ms Elsa Brailey Mr Callum McLaurin Mrs J Collins Mrs C Page Mr N Pearson
Treasurers:	Mrs R Griffiths
Secretary:	Mr R Griffiths
Advisors:	
Bankers:	HSBC Bank 1 Main Street Cockermouth Cumbria CA13 9LB
Independent Examiner:	Mr Tony Hindmoor Gibbons Chartered Accountants Lakeland Office 2 Europe Way Cockermouth Cumbria CA13 0RJ

COCKERMOUTH AFTER SCHOOL SCHEME

Contents

	<i>Page</i>
Trustees' Report	1 - 5
Independent Examiners Report	6
Receipts and Payments Accounts	7
Statement of Assets and Liabilities	8

COCKERMOUTH AFTER SCHOOL SCHEME
Annual Report of the Trustees
for the year ended 31 August 2021

The Trustees present their report and financial statements for the year ended 31 August 2021.

Scheme Objectives

Cockermouth After School Scheme (CASS) is a not - for - profit Registered Charity operating, within the terms of its Constitution, as approved by the Charity Commission in October 1991. Its primary objectives are detailed below:

- 1 To provide the necessary facilities for the daily care, recreation and education of children during out of school hours and school holidays.
- 2 To advance the education and training of persons in the provision of such care, education and recreational facilities.

Activities

The Cockermouth After School Scheme (CASS) is a not-for-profit registered charity which was set-up in 1990 by a group of working parents who were struggling to find value-for-money, flexible childcare in the Cockermouth locality. CASS childcare provision is available to both working and non-working parents who require out of school hours care for their children.

CASS provides high quality out-of-school hours care for children attending most of our local schools. The number of children per session at CASS is limited by the appropriate ratio of children to carers in order to maintain high standards of welfare and care for the children.

CASS currently has 251 (252 in previous year) children registered with the scheme, with children ranging in age from 4-11 years old (Reception year through to and including Year 6).

CASS welcomed 49(14) new children during the reporting year, balancing the numbers leaving for senior school.

CASS continues to enjoy residence and excellent facilities within our local Scout Centre via a two year lease agreement and have the kind support of the Scout Association. Since April 2021 the Scout association have only charged CASS for the periods we have been able to open.

Pre Covid and its impact CASS operated Monday to Friday throughout the year, offering term time sessions each weekday and an additional holiday activity scheme during every holiday period, less one week at Christmas. CASS additionally provides an invaluable service by providing cover for inset days and unexpected school closures due to, for example, flooding, snow days and teacher strikes.

In term-time CASS operated a morning session which was held from 0730 – 0900hrs, followed later in the day by our after-school session from 1510 – 1800hrs. The holiday activity scheme continues to offer unrivalled coverage in the local area retaining the 0730hrs start and the 1800hrs closing times.

Children attending CASS may be dropped off at the Scout Centre by their parents/carers in the morning. During school term time, CASS staff supervise the walk to local primary schools, or supervise organised transport to satellite schools. CASS staff supervise the pick-up and return of the children to the Scout Centre at the end of the school day, covering a wide range of pick-up times to allow children to attend after-school clubs both at their schools and at the local swimming pool.

During the school holiday sessions, CASS provide wide range of organised fun activities for all age ranges. Each week sees an organised trip or visit to local parks or venues that are supervised by the CASS staff.

Since January 2021 CASS has only operated a holiday scheme, due to lack of parental demand for term time wraparound childcare.

**COCKERMOUTH AFTER SCHOOL SCHEME
Annual Report of the Trustees
for the year ended 31 August 2021**

CASS has been severely impacted by COVID and has not been able to restart its term time provision since December 2020 due to lack of demand. This may be due to many people still working from home and the existence of other wraparound schemes run through schools.

We have continued to operate a holiday scheme which has been well attended and has attracted some new families.

The committee has been considering how best to ensure sufficient holiday provision in Cockermouth if the current situation continues, investigating possible grants to cover staffing costs during termtime until we know the long-term impact of COVID on parental requirements.

Achievements and performance

NEW STARTERS SEPTEMBER 2020

During the 2020-21 school year, CASS warmly welcomed 49 new children who quickly settled in, began making new friends and enjoying the extensive range of fun and interactive activities we provide.

CASS accepts children throughout the year, and we actively encourage families to come along and support our scheme by enrolling their children.

ACTIVITY HIGHLIGHTS

CASS has continued to operate and publicise a fun-packed programme for all sessions.

Notable activities have included:

- Various baking/food days, lattice tarts, muffins, gingerbread, reindeer cookies, mug cakes, dinosaur biscuits, food week.
- Celebration days e.g., Easter, (Spring hats), Halloween (fun day) Christmas (Wreaths, glass painting, reindeer biscuits)
- Crafts – apple bird feeders, door wreaths, Plaster of Paris pets, slime, pinecone buddies, jewellery, tile art,
- STEM activities – Rubber band racers, science Lab, how to be a scientist day

All in all, the children have had a lot of activities to enjoy when they have been able to attend. Many thanks to all the staff, committee members, parents/carers and everyone else involved for making this all happen.

MARKETING:

We have continued to market CASS on Facebook and have surveyed our parents/guardians to establish ongoing childcare need due to the impact of Covid on working arrangements. The Chair also did an interview with a local newspaper, the News and Star, regarding CASS' financial situation re lack of termtime demand, to try and increase bookings.

COVID-19

The COVID-19 pandemic continued to have an impact on CASS operations. We have not opened for term time provision since December 2020 due to lockdowns and low demand, which has impacted on our financial situation. We were able to remain open for holiday sessions due to the Government furlough scheme, which paid 80% of costs up to August and then 70% to October.

COCKERMOUTH AFTER SCHOOL SCHEME
Annual Report of the Trustees
for the year ended 31 August 2021

STAFFING

Staffing levels have been kept under review during the year to reflect the variable needs across both term time and holiday attendances. Two new members of staff were recruited for the summer holiday provision.

The staffing situation is kept under constant review by the committee.

All staff, including additional support staff complete the required DBS and safeguarding training. Additional training conducted this year has included:

TQUK Level 2 Certificate in Understanding autism – Julie Poole

POLICIES & PROCEDURES

The combined policy and procedures document was re-approved at the start of this year and has continued to be subject to review as required.

RENT AGREEMENT

CASS committee continues to lease the premises at the Scout Hut and thanks the Scouts for their continued support. Following dialogue in February 2021, the management committee would like to thank Cockermouth Scouts for allowing CASS to only pay rent for the periods it is able to open, which helps significantly with our financial health.

ATTENDANCE FEE

The Trustees agreed to increase the attendance fees from the start of the summer holidays to £25 for a full day and £18.50 for half a day. Fees had not been increased since 2018 and the increased rate was still competitive with other schemes.

SCHEME ATTENDANCE

CASS continues to operate in a competitive local market. Wraparound schemes at Fairfield Primary and Eaglesfield Paddle are now well established and have returned to pre-Covid attendance levels.

CASS remains a major long serving, value for money, high quality and reliable childcare provider within the Cockermouth local area. The CASS management team are committed to continuation of this service.

SUMMARY

This has been a significantly challenging year for CASS, as it has been for many others in the childcare sector with the COVID-19 pandemic. A significant reduction in turnover has, in part, been compensated for by the receipt of grants and the UK government's Job Retention Scheme but the future of CASS is less certain once this ends in October 2021 and the scheme had an deficit of £12,268 for the accounting year.

We are proud to continue offering the very best value for money service which is clearly highly valued by the families that use our service.

Our ability to continue to run during this year has been due to the continuing loyalty, dedication, hard work and boundless enthusiasm of our excellent management team, their staff and of course the valued support of its volunteer committee.

COCKERMOUTH AFTER SCHOOL SCHEME
Annual Report of the Trustees
for the year ended 31 August 2021

Financial Review

Fees for 2020-21

Fees were increased to £18.50 for a half day and £25 for a full day, from Summer 2021.

Reserves Policy

The Management committee note the reasons for a reserves policy, and have determined that a prudent reserves policy be required. The objective of the policy is to reflect the sum that would be required in the event the Scheme ceases to operate, and it is the intention that the reserve is segregated from the other funds in the savings account.

The amount of the reserves is calculated as follows:

Redundancy provision	£17,500
Wind down costs	£12,825
Total	£30,325

These amounts will remain subject to review.

GRANTS AND ADDITIONAL INCOME (EXCLUDING FEES)

Grants gratefully received during the year:
 UK Government Job Retention Scheme (Furlough) – £13,709
 Private donation - £87.50
 Private Donation - £500
 Private Donation- £109.96 and £190
 Allerdale Borough Council Lottery - £59
 Amazon - £5

SUMMARY OF FINANCIAL PERFORMANCE

Income	£	£
Childcare	25,948	
Grants & Donations	14,611	
Tuck Shop	199	
Interest	291	
	41,049	41,049
Expenditure		48,360
Surplus Income over Expenditure		(7,311)

COCKERMOUTH AFTER SCHOOL SCHEME
Annual Report of the Trustees
for the year ended 31 August 2021

CONCLUSION

We continue to be incredibly proud of the service that CASS provides to working parents, both in terms of affordability and reliability.

CASS provides a unique service, with none of the other providers offering holiday care which is essential to many local families. We know that this is important to our supporters and are committed to doing what we can to ensure that CASS continues to help out working parents/carers in this way, but this will prove difficult now the Government furlough scheme has ended, and CASS has to cover staff costs in full whilst potentially not having any income during term times due to lack of demand. We are currently in discussion with local schools and grant funders to find a way for CASS to remain financially viable.

We extend our thanks to our dedicated management team, contributors, supporters and the committee for their support this year, and we look forward to engaging everyone in ensuring the future of CASS.

Last, but not least, without out children there would be no CASS, so we thank them for their boundless energy, enthusiasm and creativity which makes the scheme the happy place that is.



Mrs J Friend
Chairperson

Date: 7/6/23

COCKERMOUTH AFTER SCHOOL SCHEME
Independent Examiner's Report to the Trustees of
Cockermouth After School Scheme

I report on the financial statements of the Trust for the year ended 31 August 2021, which are set out on pages 7 and 8.

Respective responsibilities of trustees and examiner

As the charity's trustees you are responsible for the preparation of the financial statements; you consider that the audit requirement of section 144(2) of the Charities Act 2011 (the Act) does not apply. It is my responsibility to state, on the basis of procedures specified in the General Directions given by the Charity Commissioners under section 145 (5)(b) of the Act, whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the General Directions under section 145 of the Act given by the Charity Commissioners. An examination includes a review of the accounting records kept by the charity and a comparison of the financial statements presented with those records. It also includes consideration of any unusual items or disclosures in the financial statements, 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 I do not express an audit opinion on the view given by the financial statements.

Independent examiner's statement

In connection with my examination, no other matter has come to my attention:

1. Which gives me reasonable cause to believe that, in any material respect, the requirements
 - a) to keep accounting records in accordance with section 130 of the Act; and
 - b) to prepare financial statements which accord with the accounting records and to comply with the accounting requirements of the Act.have not been met; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the financial statements to be reached.



Tony Hindmoor FCA
Gibbons & Company
Chartered Accountants
Lakeland Office
2 Europe Way
Cockermouth
Cumbria
CA13 0RJ

Date: 12 / 06 / 2023

COCKERMOUTH AFTER SCHOOL SCHEME

Receipts and Payments account for the year ended 31 August 2021

	2021	2020
	£	£
Receipts		
Fees	25,948	39,965
Donations and gifts	902	1,252
Grants	-	4,500
Bank Interest	291	1,028
Furlough	13,709	12,021
Tuck Shop	199	221
Sale of Toys	-	-
	<hr/>	<hr/>
	41,049	58,987
	<hr/>	<hr/>
Payments		
Tuck Shop	146	157
Staff Costs		
Wages and Salaries	37,435	47,565
Uniforms	-	192
Training	-	-
Committee expenses	36	171
Premises		
Rent	4,455	4,455
Repairs	-	454
Outdoor improvements	-	-
Administration Costs		
Insurance	340	310
Professional Fees	3,373	2,013
Gifts	-	-
Telephone	763	442
Postage and Stationery	166	193
Advertising	66	227
Sundry Expenses	505	568
Bank Charges	-	30
Asset Addition	-	450
Activities Costs		
Transport	-	276
Food and Refreshments	434	939
Craft Materials	350	617
Entrance Fees	-	-
Toys/Equipment	291	514
	<hr/>	<hr/>
	48,360	59,573
	<hr/>	<hr/>
Net Receipts	(7,311)	(586)
Cash Funds brought forward	58,082	58,668
	<hr/>	<hr/>
Cash Funds carried forward	<u>50,771</u>	<u>58,082</u>

COCKERMOUTH AFTER SCHOOL SCHEME

Statement of Assets and Liabilities as at 31 August 2021

	Unrestricted Funds 2021 £	Unrestricted Funds 2020 £
Cash Funds		
HSBC Current Account	8,705	16,360
HSBC High Interest Account	-	-
Cumberland Savings Account	41,534	41,243
Petty Cash Account	170	170
Tuck Shop Account	362	309
	<u>50,771</u>	<u>58,082</u>
 Assets Retained for the Charity's Own Use		
Office Equipment	606	713
Equipment and Fittings	1,496	1,760
Computer	66	88
Outdoor improvements	1,597	1,878
	<u>3,765</u>	<u>4,439</u>
 Liabilities		
Expenses to reimburse	170	170
Other taxes and social security costs	881	1,140
Accruals	900	900
	<u>1,951</u>	<u>2,210</u>

The financial statements were approved on ...12/06/23..... by the trustees, and signed on their behalf by the treasurer.



**Mr R Griffiths
Treasurer**