



**CHARITY COMMISSION**  
FOR ENGLAND AND WALES

## Trustees' Annual Report for the period

From **1<sup>st</sup> September 2022** To **31<sup>st</sup> August 2023**

**Charity name: Bardfield After School Club**

**Charity registration number: 1062159**

## Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	To provide the necessary facilities for the daily care, education and recreation of children during out of school hours and school holidays
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	After School and Breakfast Club provision including care, food and refreshments and the upkeep and maintenance of the premises
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	The Trustees have had regard to Charity Commission guidance on public benefit

## Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	
Policy on social investment including program related investment	Para 1.38	
Contribution made by volunteers	Para 1.38	
Other		

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## Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	The Charity provides out of school care facilities for parents of children attending Gt Bardfield School and where appropriate surrounding villages. These facilities ensure that parents who are working are able to access out of school care for their children in a secure, appropriate and local facility. The Charity is flexible and responsive to the needs of families and children and works within Ofsted requirements.

### Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	
Performance of fundraising activities against objectives set	Para 1.41	
Investment performance against objectives	Para 1.41	
Other		

## Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	<b>Despite another challenging year with a falling booking numbers and rising costs we reached break even at the end of another year and our reserves still intact.</b>
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	<b>We have had a policy of ringfencing fundraised income in the event of financial difficulties and this has been used as a reserve.</b>
Amount of reserves held	Para 1.22	<b>£16,606</b>
Reasons for holding zero reserves	Para 1.22	<b>N/A</b>
Details of fund materially in deficit	Para 1.24	<b>N/A</b>
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	<b>There are always concerns about how we are dependent on the School roll to stay viable but this is unavoidable and we manage to continue year on year. The School's growing role in providing breakfast and after school activities is still a concern.</b>

### Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	
Investment policy and objectives including any social investment policy adopted	Para 1.46	
A description of the principal risks facing the charity	Para 1.46	
Other		

## Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	<b>Constitution</b>
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	<b>Unincorporated Association</b>
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	<b>Committee members come forward from our family members and are appointed at the AGM or co-opted throughout the year</b>

### Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	
The charity's organisational structure and any wider network with which the charity works	Para 1.51	
Relationship with any related parties	Para 1.51	
Other		

## Reference and Administrative details

Charity name	Bardfield After School Club
Other name the charity uses	
Registered charity number	1062159
Charity's principal address	C/o Great Bardfield Primary School, Braintree Road, Great Bardfield CM7 4RN

## 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	Mel Sims	Chairperson		
2	Tim Hayward-Smith	Secretary		
3	Dawn Luxford	Treasurer		
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## Corporate trustees – names of the directors at the date the report was approved

Director name		

## Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	
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## Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	

### Additional information (optional)

#### Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

#### Name of chief executive or names of senior staff members (Optional information)

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## Exemptions from disclosure

Reason for non-disclosure of key personnel details

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## Other optional information

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## Declarations

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)

*Mel Sims*

*Tim Hayward-Smith*

Full name(s)

Mel Sims

Tim Hayward-Smith

Position (eg Secretary,  
Chair, etc)

Chair

Secretary

Date

18<sup>th</sup> October 2023



## Bardfield After School Club

### TRADING AND SURPLUS AND DEFICIT ACCOUNT Year from 1st September 2022 to 31st August 2023

		2023	2022
	£	£	£
<b>Turnover</b>		39,743	37,519
<b>Other Income</b>			
Fundraising	1,724		457
Income Received	<u>1,907</u>		<u>3,257</u>
		3,631	3,714
<b>Expenditure</b>			
Food & Food Related Items	2,164		2,951
Employment Costs	33,855		35,944
Premises Costs	3,520		3,141
General Administrative Expenses	2,492		1,932
Sports & Crafts	246		12
Legal & Professional Costs	<u>761</u>		<u>648</u>
		43,037	44,628
<b>NET (DEFICIT) / SURPLUS FOR THE YEAR</b>		<u><u>337</u></u>	<u><u>-3,395</u></u>

**Bardfield After School Club**  
**CASH FLOW STATEMENT**

	<b>2023</b>	<b>2022</b>
(Deficit) / Surplus for the Year	<u>337</u>	<u>(3,395)</u>
<b>Surplus on Operations</b>	<u>337</u>	<u>(3,395)</u>
<b>Retained in Buisness in Year</b>	337	(3,395)
<b>Opening Cash Position</b>		
Bank/Building Society Balances	17,006	19,254
Cash in Hand	150	1,297
Net Cash at beginning of Year	<u>17,156</u>	<u>20,551</u>
<b>Surplus Retained in Business</b>	<u>17,493</u>	<u>17,156</u>
<b>Changes in Current Assets and Liabilities</b>		
(Decrease) / Increase in Trade Creditors	-	-
Net Decrease in Working Capital	<u>-</u>	<u>-</u>
<b>Net Cash at End of Year</b>	<u><u>17,493</u></u>	<u><u>17,156</u></u>
<b>Represented By:</b>		
Bank/Building Society Balances	16,606	17,006
Cash in Hand	887	150
<b>Net Cash at End of Year</b>	<u><u>17,493</u></u>	<u><u>17,156</u></u>

## Bardfield After School Club

### BALANCE SHEET

As at 31st August 2023

		2023	2022
	£	£	£
<b>Current Assets</b>			
Bank/Building Society Balances	16,606		17,006
Cash in Hand	887		150
		17,493	17,156
<b>Current Liabilities</b>			
Trade Creditors	-		-
		-	
<b>Net Assets</b>		<b>17,493</b>	<b>17,156</b>
<b>Capital Account</b>			
Balance Brought Forward		17,156	20,551
Net (Deficit) / Surplus for the year		337	(3,395)
<b>Capital Employed</b>		<b>17,493</b>	<b>17,156</b>

These financial statements were approved by the Trustees on .....

Tim Hayward -Smith  
Trustee

**Registered Charity Number 1062159**

**Registered Charity Number 1062159**

**Bardfield After School Club**

**C/o Great Bardfield Primary School, Braintree Road, Great Bardfield CM7 4RN**

**Accounts for the Year Ending**

**31st August 2023**

**Bardfield After School Club**  
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**Bardfield After School Club**  
**Independent Examiner's Report**  
**To the Trustees of Bardfield After School Club**

I report to the trustees on my examination of the financial statements of Bardfield After School Club (the charity) for the year ended 31 August 2023.

**Responsibilities and basis of report**

As the trustees of the charity (and also its directors for the purposes of company law) you are responsible for the preparation of the financial statements in accordance with the requirements of the Companies Act 2006 (the 2006 Act).

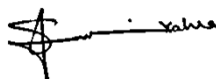
Having satisfied myself that the financial statements of the charity are not required to be audited under part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of the charity's financial statements carried out under section 145 of the Charities Act 2011 (the 2011 Act). In carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

**Independent examiner's statement**

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

- 1 Accounting records were not kept in respect of the charities as required by section 386 of the act; or
- 2 the financial statements do not accord with those records; or
- 3 the financial statements do not comply with the accounting requirements of section 396 of the 2006 act 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; or
- 4 the financial statements have not been prepared in accordance with the methods and principles of the statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the financial statements to be reached.



Zahra Kazmi  
Finance Officer  
Independent Examiner  
GATE Herts  
Suite G5 –  
Cuffley Place  
Sopers Road  
Cuffley  
Hertfordshire  
EN6 4SG

**Dated: 27/11/2024**

## Bardfield After School Club

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These financial statements were approved by the Trustees on 28 November 2024

Tim Hayward -Smith  
Trustee

**Registered Charity Number 1062159**