

Registered Charity  
Number: 1075221

THE HEAD ON IN KIDS CLUB

FINANCIAL STATEMENTS

Period ended

31 AUGUST 2021

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For the period ended 31 August 2021**

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**Trustees Annual Report  
For the year ending 31 August 2021**

The Trustees present their report with the independently examined financial statements of Head On In Kids Club, a registered Charity, for the year ending 31 August 2021.

**Reference and Administrative Details of the Charity, its Trustees and Advisers**

<u>Name of charity:</u>	Head On In Kids Club
<u>Charity Registration Number:</u>	1075221
<u>Principal Operating Address:</u>	Head On In Kids Club Inmans County Primary School Inmans Road Hedon East Yorkshire HU12 8NL

**Trustees:**

Names of Trustees who served during the year were as follows:

Chair	Lindsey Smith
Treasurer	Becki Rosser (current trustee, appointed to Treasurer on 22 November 2020)
Treasurer/Secretary	Katherine Smith (Treasurer until 22 November 2020, appointed Secretary from 22 November 2020)
Secretary	Debbie Smith (resigned 21 November 2020)
Co-ordinator	Diane Hockless
Safeguarding Rep.	Kelly Goucher
Playworker	Andrea Vickers

Karen Westfield has been co-opted to attend meetings as a minute taker, however is not a Trustee.

**Trustees Annual Report  
For the year ending 31 August 2021**

Independent Examiner:

Miss Sian Broughton ACMA, CGMA, DChA, MAAT  
Chartered Management Accountant  
Director of:  
Phoenix Accountancy and Business Consultancy Limited  
Morley's Cottage, Morley's Yard  
Walkergate  
Beverley  
East Yorkshire  
HU17 9BY

Bankers:

HSBC  
3-4 Jameson Street  
Hull  
East Yorkshire  
HU1 3JX

Virgin Money PLC  
Jubilee House  
Gosforth  
Newcastle-upon-Tyne  
NE3 4PL

**Structure, Governance and Management**

Governing Document:

The Head On In Kids Club is a registered charity, registered with the Charity Commission on 23<sup>rd</sup> April 1999 and governed by its Constitution adopted on 15<sup>th</sup> July 1998 as amended 8<sup>th</sup> February 1999, 15<sup>th</sup> November 1999, 8<sup>th</sup> May 2000 and 3<sup>rd</sup> June 2019.

**Trustees Annual Report  
For the year ending 31<sup>st</sup> August 2021**Recruitment and appointment of Trustees

The Trustees form the Executive Committee of the charity. The members of the Executive Committee are elected at the Annual General Meeting by the members of the Charity. All members are circulated with invitations to nominate Trustees in advance of the AGM.

The Constitution states that the Executive Committee shall consist of the Honorary Officers (Chairperson, Secretary and Treasurer) and not less than two nor more than eight members of the Kids Club elected by the Annual General Meeting.

The Executive Committee may co-opt new charity Trustees at any time. Co-opted members are not entitled to vote.

At every AGM, all of the Trustees must retire from office but shall be eligible for re-election or re-co-option.

Trustee Induction and Training:

New Trustees undergo induction training. The induction includes a discussion about the role and responsibilities of Trustees, the activities, aims and objectives of the charity, the structure of the organisation, board of Trustees, general procedures of the organisation. New Trustees are introduced to volunteers and other Trustees, and are provided with the Charity Commissions 'Roles and Responsibilities of Trustees', the Constitution, the business plan, the latest statutory financial statements, Annual Report, and financial reports provided to the board of Trustees. Any additional training required by the new Trustees will be identified during induction, and may be requested at any point by new and existing Trustees, where it is considered useful to their role as Trustee.

Organisational Structure:

The board of Trustees manages the Charity, and aims to consider only strategic decisions at its meetings. Trustees are aware that any conflict of interest is declared and minuted. The board holds a meeting quarterly.



## **Trustees Annual Report For the year ending 31<sup>st</sup> August 2021**

### Risk Management:

The major risks, to which the charity is exposed, as identified by the Trustees, have been reviewed and systems have been established to mitigate those risks. All systems and procedures are reviewed regularly to ensure they meet charity law and our own organisations aims and objectives.

### **Objectives and Activities**

Head On In Kids Club objects are:

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

### Main objectives for the following year:

In shaping our objectives for the following year and planning our activities, the Trustees have considered the Charity Commission's guidance on public benefit.

The main objectives for 2021/22 are:

- to continue to provide the same high quality child care provision as we have done for the past 23 years
- to further enhance the excellent reputation the club has built up over the years
- to plan for and oversee all snags that come with good club

### Review of Activities 2020/21

The Head On In Kids Club board of Trustees is satisfied that in 2020/21:

- Our work reflected our aims.
- Our resources were well managed.

## **Trustees Annual Report For the year ending 31<sup>st</sup> August 2021**

### Review of Activities 2020/21 (continued)

During the accounting period we have undertaken the following activities:

- Bouncy Castle
- Magician
- Junk Modelling Day
- Sports Day
- Circus Skills
- Water Play Day
- Dressing Up Day
- Fish 'n' Chip Day
- Easter Crafts
- Christmas Crafts
- Halloween Crafts
- Autumn Crafts

Due to the Covid-19 pandemic the Kids Club closed for 1 week after a child tested positive.

## **Financial Review**

### Reserves Policy

As a non-profit making charity the Committee of Head on-in Kids Club have reviewed the need for reserves in line with guidance issued by the Charity Commission. The reserves policy requires the charity to maintain a level of reserves that will ensure:

- the charity is able to operate during periods of lower income covering at least a full 12 months
- money is reserved for unexpected events, redundancies or any emergencies
- ensure money is reserved for unexpected events, redundancies or any emergencies

### Principal Funding Sources

The Charity's principal funding source is from fees charged to parents of the children attending the Head On In Kids Club.

**Trustees Annual Report  
For the year ending 31<sup>st</sup> August 2021**

**Plans for Future periods**

Please see main objectives for the following year.

**Statement of disclosure of information to Independent Examiner**

We, the Trustees of the charity who held office at the date of approval of these financial statements, each confirm so far as we are aware, that:

- there is no relevant information of which the charity's Independent Examiner is unaware; and
- we have taken all the steps that we ought to have taken as Trustees in order to make ourselves aware of any relevant information and to establish that the charity's independent examiners are aware of that information.

**Statement of Trustees responsibilities**

The Trustees are responsible for preparing a Trustees' Annual Report and Financial Statements in accordance with applicable law and United Kingdom Accounting Standards. Head On In Kids Club has income below £250,000 and has therefore elected to prepare the financial statements on a Receipts and Payments basis in line with the Charities Act 2011.

The Trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity. They are also responsible for safeguarding the assets of the charity and hence taking reasonable steps for the prevention and detection of fraud and other irregularities.

**Trustee Declaration**

The Trustees declare that they have approved the Trustees Annual Report.  
Signed on behalf of the charity's Trustees

**Lindsey Smith**  
**Chair of the board of Trustees**



Date: 13-10-21



**Independent Examiner's Report to the Members of The Head On In Kids Club**

I report on the accounts of The Head On Kids Club for the year ending 31 August 2021, which are set out on pages 10 to 13.

**Respective responsibilities of Trustees and examiner**

The charity's Trustees 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 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act;
- to follow the procedures laid down in the General Directions given by the Charity Commissioners under section 145 (5)(b) of the Charities Act; and
- to state 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 given by the Charity Commissioners. 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 I do not express an audit opinion on the view given by the accounts.

**Independent examiner's statement**

In connection with my examination, no 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 and 131 of the Charities Act; and
  - b. to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Acthave not been met; or
- 2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Sian Broughton ACMA, CGMA, DChA, MAAT  
Chartered Management Accountant  
Director of Phoenix Accountancy and Business Consultancy Limited  
Morley's Cottage, Morley's Yard  
Walkergate  
Beverley  
HU17 9BY

Date: 18 OCTOBER 2021

**Receipts and Payments Account**  
**For the year ended 31 August 2021**

	Notes	2021 Unrestricted Total £	2020 Unrestricted Total £
<b>RECEIPTS</b>	1		
Fees		83,475	91,950
Coronavirus Job Retention Scheme		14,587	12,318
Sale of Minibus		-	4,000
Donations		170	-
Bank Interest		106	475
		<u>98,338</u>	<u>108,743</u>
<b>PAYMENTS</b>			
Staffing	2 & 3	97,542	90,988
Equipment		428	899
Food and Refreshments		964	1,102
Insurance		418	621
Rent		10,832	-
Utilities		1,859	1,860
Business Rates		-	1,518
Minibus Costs		(170)	783
Outings and Activity Expenses		651	1,064
Repairs, Maintenance and Cleaning		4,708	4,358
Stationery and Materials		937	2,321
Subscriptions		220	440
Professional Fees		4,112	972
Other		268	517
		<u>122,769</u>	<u>107,443</u>
<b>Net Surplus/(Deficit) for the period</b>		<b><u>(24,431)</u></b>	<b><u>1,300</u></b>
Cash & Bank Balances brought forward		153,371	152,071
Cash and Bank Balances carried forward		<u>128,940</u>	<u>153,371</u>

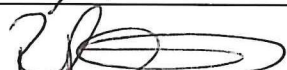
The notes on pages 12 to 13 form part of these financial statements

**Statement of Assets and Liabilities  
As at 31 August 2021**

	Notes	2021 £	2020 £
<b>Monetary Assets</b>			
HSBC Current Account		25,086	49,622
HSBC Savings Account		51,062	51,057
Virgin Savings Account		52,792	52,692
<b>Total Monetary Assets</b>		<b>128,940</b>	<b>153,371</b>
Comprising:			
Unrestricted Funds		128,940	153,371
Restricted Funds		-	-
		<u>128,940</u>	<u>153,371</u>
<b>Non-Monetary Assets and Liabilities</b>			
<b>Fixed Assets for the Charity's use</b>			
Equipment		No value provided	No value provided
<b>Debtors</b>			
Trade Debtors		<u>3,172</u>	<u>3,248</u>
		<u>3,172</u>	<u>3,248</u>
<b>Creditors</b>			
Trade Creditors		(2,443)	(3,843)
Rent		-	(5,400)
Accounts Fees (Current Year)		(567)	(619)
Accounts Fees (Prior Year)		-	(730)
		<u>(3,010)</u>	<u>(10,592)</u>

These financial statements were approved by the committee on date 13-10-21 and signed on its behalf by:

  
Lindsey Smith, Chair

  
Becki Rosser, Treasurer

The notes on pages 12 to 13 form part of these financial statements.

## Notes to the Financial Statements For the year ended 31 August 2021

### Notes

#### 1 Basis of Preparation

These accounts have been prepared on a receipts and payments (R&P) basis in line with Charity Commission guidance for a charity of this size.

The Head On In Kids Club was registered as a Charity on 23<sup>rd</sup> April 1999.

The comparative figures are for the year 1<sup>st</sup> September 2019 to 31 August 2020.

#### 2 Staffing Costs

	<b>2021 Total £</b>	<b>2020 Total £</b>
Salaries	87,909	83,736
Tax and NI	10,595	8,079
Employers NI Rebate	(1,986)	(3,143)
Pension	1,024	795
Staff Training	-	1,521
	<u>97,542</u>	<u>90,988</u>

#### 3 Payments to Trustees

During the year remuneration was paid to two Trustees out of the funds of the Charity as follows:

<b>Name</b>	<b>Gross Payment</b>
Diane Hockless	27,744
Andrea Vickers	12,026

These two Trustees are paid employees of the Charity. There are no prohibitions in the Constitution in relation to making Payments to Trustees.

There was no reimbursement of travel expenses to Trustees in respect of the year or the prior year.



**Notes to the Financial Statements  
For the year ended 31 August 2021****Notes****4 Related Party Transactions (continued)**

During the year the Charity had no related party transactions with its Trustees/Senior Officers and the organisations they represent on the Board of The Head On In Kids Club.

**5 Taxation**

Head On In Kids Club is a registered charity. All the Charities' income is applied to its charitable objectives and the association is therefore exempt under current legislation from most forms of taxation.

The charity is not VAT registered and all expenditure includes irrecoverable VAT.