

# HANSLOPE 326 CLUB

England & Wales · Charity number 1079967

## Details

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Other names	HANSLOPE AFTER SCHOOL CLUBS, HANSLOPE AFTER SCHOOL CLUB
Status	Registered
Legal form	Other
Registered	2000-03-23
Register	<a href="#">View on the Charity Commission register</a>

## Contact

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**Address** 326 Club  
Hanslope Primary School  
Long Street Road  
Hanslope  
Milton Keynes  
MK19 7BL

**Phone** 01908510709

## Activities

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**Objects:** TO ADVANCE THROUGH PLAY, THE DEVELOPMENT AND LEARNING OF CHILDREN PRIMARILY OF PRIMARY-SCHOOL AGE BY:A) OFFERING APPROPRIATE PLAY OPPORTUNITIES AND CARE FACILITIES WITHIN EXTENDED HOURS GROUPS, TOGETHER WITH THE RIGHT OF PARENTS OR GUARDIANS TO TAKE RESPONSIBILITY FOR AND TO BECOME INVOLVED IN THE ACTIVITIES OF SUCH GROUPS, ENSURING THAT SUCH GROUPS OFFER OPPORTUNITIES FOR ALL CHILDREN IN ACCORDANCE WITH THE CURRENT LEGISLATION;B) PROVIDING AND ASSISTING IN THE PROVISION OF EXTENDED HOURS ACTIVITIES AND CLUBS AT THE SCHOOL FOR THE USE OF THE 326 CLUB

**Activities:** Hanslope After School Clubs provides after school and holiday care to children from primary school foundation year up to 12 years old, in a safe, stimulating environment. The latest Ofsted rating was Good. Through professional tutors, we also provide a wide range of after school activities such as Pottery, Football and Gym.

## Classification

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- **How:** Provides Services
- **What:** Education/training, Arts/culture/heritage/science, Amateur Sport
- **Who:** Children/young People

## Geography

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- **Area of benefit:** NOT DEFINED, IN PRACTICE HANSLOPE, MILTON KEYNES
- Milton Keynes

## Finances

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Period end	Income	Expenditure	Assets	Employees
2024-08-31	£115,550	£116,167	-	-
2023-08-31	£117,557	£104,400	-	-
2022-08-31	£74,951	£89,572	-	-
2021-08-31	£73,758	£87,356	-	-
2020-08-31	£73,758	£87,356	-	-

## Trustees

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Name	Role	Appointed
<b>Caroline Hodgkinson</b>	Chair	2023-10-14
ANNE TERESA GAMBLES		2012-03-14
Georgina Tunnicliffe-King		2018-01-09
Joanna Obidzinska-Bushby		2025-11-01
Scott Pardoe		2020-10-14

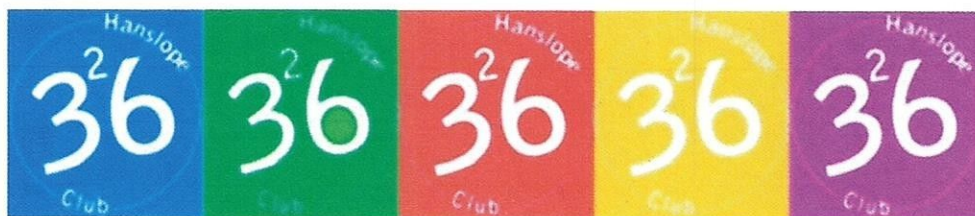
**HANSLOPE 326 CLUB**

England & Wales - Charity number 1079967

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# Accounts

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**Registered Charity Number: 1079967**

**Trustees' Annual Report for the financial year from 01/09/23 to 31/08/24**

**Charity's principal address:** Hanslope Primary School, Long Street Road, Hanslope, Milton Keynes, MK19 7BL

**Governing Document:** Hanslope 326 Club Constitution 2011, re-adopted at the Annual General Meeting.

**Objectives of the Charity:** The aims of the 326 Club are to advance through play, the development and learning of children primarily of primary-school age by:

- a. Offering appropriate play opportunities and care facilities within extended groups, together with the right of parents or guardians to take responsibilities for and to become involved in the activities of such groups, ensuring that such groups offer opportunities for all children in accordance with the current legislation.
- b. Providing and assisting in the provision of extended hours activities and clubs at the school for the use of the 326 Club.

**Trustees at the date of this report (24/08/24):**

<b>Name</b>	<b>Current Position</b>	<b>Date of Appointment</b>
Georgina Tunnicliffe-King	Chairman	1/09/2018
Scott Pardoe	Ordinary Member	18/10/2020
Anne Gambles	Ordinary Member	16/09/2010
Victoria Taylor	Secretary (part time)	18/10/2022
Danielle Cotte-Wick	Secretary (part time)	18/10/2022
Jenny Swift	Ordinary Member	18/10/2022
Zoe Snelling	Ordinary Member	18/10/2022
Caroline Hodgkinson	Treasurer	18/10/2022
Nigel Stacey	School Representative (Taken over from Ryan)	03/08/16

### **Trustee Selection Method:**

- a. The Officers and Committee members shall be elected for one year at the Annual General Meeting. Retiring Officers and Committee Members are eligible for re-election unless they have already served on the Committee unless they have served on the Committee for ten consecutive years.
- b. Co-opted members may join at any time on the invitation of the Committee but shall retire at the next Annual General Meeting. No co-opted member shall serve more than six consecutive years.
- c. In the event of the death or resignation of an elected Committee member, the vacancy shall be filled until the next Annual General Meeting by a member appointed by the Committee.

**Activities and achievements during the year:** The 2023/2024 Accounts for Hanslope 326 Club were approved and independently examined by the 31<sup>st</sup> August 2025. The accounts show a deficit of £195.28 for the 2023/2024 financial year. Although the accounts show a deficit, this is significantly up from the previous year, as monies owed from the previous year have been collected. As stated previously, this was due to our previous administrator who didn't collect, or chase money owed when fees were due, and eventually resigned in the May. Matt undertook the task of obtaining monies owed, and we can confirm that most of the outstanding fees has now been collected. Our thanks to Matt for his hard work and dedication in rectifying the issue.

Throughout the year, Hanslope 326 Club has continued to face some challenges due to parents continuing to work from home, although outlook for 2024/25 is more promising; unable to retain and replace staff due to location, which has significantly impacted our ability to run at full capacity; all of which has meant that numbers have not been high as we would have liked.

In addition, the new Labour government is suggesting that there will be an increase in minimum wage and National Insurance in the autumn budget in October 2024. If this does go ahead, this will have a significant impact on our finances, and a review of wages, NI, and fees will need to be considered.

Throughout the 2023/2024 year Hanslope 326 Club successfully applied again for HAF Funding for the Easter and Summer Playschemes. The funding has helped the Club continue to provide our School Holiday Clubs, as well as provide school meals and places to underprivileged children.

We reviewed our finances and session bookings during the year until June 2024 and agreed to continue to do so for 2024/25. Our aim is to continue to hold these prices as they are for the rest of the school year with the intention of revisiting the option of an increase at the start of the summer term 2025. However, the autumn budget may change this approach. As a charity run by a Committee of volunteers, we operate on a not-for-profit basis where the

sessions remain at a very competitively priced rate and provide parents excellent value for money.

#### Staff changes

We have continued to struggle to replace Eleanor and Kristy. Unfortunately, this means that we've had to reduce the number of children within the setting. Recruiting staff is increasingly difficult and has had a knock-on effect if someone is ill on the rest of the team.

Matt has taken over the role of the Administrator, as well as his job as Manager and has done an amazing job of collecting outstanding fees, sending out invoices, and clawing back outstanding fees from the previous year.

#### Committee Members

Due to increased pressures for returning to work and children related issues, committee members are struggling to commit to every meeting. We are endeavouring to ensure that we work around those issues and have decided to split the secretary role between two committee members. This dual role will continue for 24/25. We continue to advertise for new committee members. Treasurer role has been taken up by Caroline and will be supported by myself and Anne.

#### **Summary:**

Attendance at Hanslope 326 Club has steadily increased and we are working well to increase attendance to full capacity once again. We are extremely grateful of all our stakeholders and especially of the grants that continue to help us keep our heads above water.

We would also like to express our appreciation to Matt French and his play team who have also had a difficult year, but have continued to work hard to ensure the Clubs survival and support to the children.

Hanslope 326 Club will continue to work hard to meet the needs of both the parents and the school to slowly try to recoup some of the overall losses.

#### **Reserves Policy:**

The following levels of reserves are considered necessary to ensure a constant level of service and to meet our liabilities in the event of closure:

- a. £40,546.78 to ensure all of our liabilities can be met should the 326 Club need to close (e.g. statutory redundancy and notice pay for staff and any outstanding financial commitments). This amount is held in our Reserve Account (30 day deposit) and the interest earned within the account will be retained to help with inflation.

The level of reserves is monitored at our regular committee meetings and will be reviewed by the Committee once a year. Due to the financial impact of Covid-19, the account and reserve policy is reviewed more frequently by our Treasurer to ensure the Club remains viable and provide early warning should the Club creep close to this amount. Steps will be taken to rebuild levels of reserves if a shortfall is identified or to increase expenditure for the benefit of families using the Club if excess funds are identified.

**Investments Selection Policy:** It is the 326 Club's Policy to invest appropriate proportions of cash in the interest bearing notice account(s) and in an immediate access account to ensure the continued flexibility to meet the 326 Club's obligations as they fall due.

**Review of Major Risks:** The Trustees meet six times per year as a minimum and have instituted procedures to monitor day-to-day operations.

**I declare, in my capacity of Chair of the Charity Trustee Board, that the Trustees have approved the above report and have authorised me to sign it on their behalf.**

**Signature:**



**Date:** 7<sup>th</sup> July 2025

**Full Name:** Georgina Tunncliffe-King  
Chair

**Position:**

**INCOME**

<b>Parent fees</b>	
326 Fees	£ 97,700.87
HAF Funding	£ 10,095.10
Fundraising	£ -
Grants and donations	£ -
Strictly Payroll Adjustments	£ 6,640.57
Pay Alteration	£ 1,075.87
phone refund	£ -
Nest refund	£ 37.49
misc	£ -

**Total Income** £ 115,549.90

**Expenses****EXPENDITURE****Rent**

Rent - School	£ 10,666.66
<b>HMRC</b>	£ 200.12

**Wages/Staff Costs**

Staff wages (including Employer's NI)	£ 76,138.12
Wage Advance	£ 1,213.15
Strictly Education	£ 13,005.97
Nest Pension contributions	£ 2,798.66
Staff Uniform	£ 349.89
Staff training	£ 72.00
DBS charges	£ 198.29

**Contracts/Subscriptions/Memberships**

Insurance	£ 801.89
Phone Contract	£ 159.01
Zoom subscription	£ 187.08
Amazon Prime	£ 107.88
HP Ink Subscription	£ 175.88
Ofsted registration fee	£ 220.00
MKPA Membership fee	£ -
OOSA membership fee	£ 55.00
ICO Registration	£ 35.00
Motion picture license	£ 298.61
PPL PRS Licence	£ 209.56
Domain name registration	£ 28.78
Microsoft	£ 175.87
G Suite	£ 120.27
	£ 2,574.83

**Purchases**

Equipment/Goods/Food/Consumables/Me:	£ 6,079.51
Equipment Repair/Maintenance	£ 38.81
Trips/Special sessions/taxis/diesel	£ 580.00
Christmas gifts/vouchers	£ 310.00
Computer/Phone repairs/replacement	£ 379.00
Petty Cash	£ 470.00
Charitable Donation	£ 344.00
	£ 8,201.32

**Others**

Fee Refund	£ 698.20
Miscellaneous	£ 50.00

**Total Expense** £ 116,167.21

Adjustment for Petty Cash £ 68.79

**After Adjustment** £ 116,098.42

Savings account opening 40372.22  
Savings account closing 40546.78

Interest on savings £ 422.03

**INCOME**

Fees from subs and other parental income	£ 97,002.67
Grant income	£ 10,095.10
Misc Income	£ 422.03
<b>TOTAL INCOME</b>	£ 107,519.80

**EXPENDITURE**

Rental costs	£ 10,666.66
HMRC	£ 200.12
Wages and other Salary costs	£ 85,401.97
Staff Welfare incl staff gifts and training	£ 930.18
Insurance	£ 801.89
Phone costs	£ 159.01
Subscriptions	£ 954.83
Computer costs	£ 1,038.10
Administration costs	
Subsistence and scheme trips	£ 7,523.51
Equipment Hire and repair and Maintenance	£ 38.81

£ 107,715.08

Surplus/Defecit £195.28



Section A

Independent Examiner's Report

Report to the trustees

Charity Name  
Hanslope 326 Club

On accounts for the year ended

31<sup>st</sup> August 2024 Charity no (if any) 1079967

Set out on pages

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31<sup>st</sup> August 2024

Responsibilities and basis of report

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of Hanslope 326 Club the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination (other than that disclosed below \*) which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
the accounts did not accord with the accounting records; or
the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 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.

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 accounts to be reached.

Signed: Edward Snook

Date: 24/06/2025

Name: Edward Snook

Relevant professional qualification(s) or body (if any): FCCA, membership no. 1256831

Address: 73 Ashpole Avenue, Wootton, MK43 9EG

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**Section B**

**Disclosure**

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

**Give here brief details of any items that the examiner wishes to disclose.**

Large empty rectangular box for providing details of items to disclose.

**HANSLOPE 326 CLUB**

England & Wales - Charity number 1079967

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# Accounts

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**Registered Charity Number: 1079967**

**Trustees' Annual Report for the financial year from 01/09/22 to 31/08/23**

**Charity's principal address:** Hanslope Primary School, Long Street Road, Hanslope, Milton Keynes, MK19 7BL

**Governing Document:** Hanslope 326 Club Constitution 2011, re-adopted at the Annual General Meeting.

**Objectives of the Charity:** The aims of the 326 Club are to advance through play, the development and learning of children primarily of primary-school age by:

- a. Offering appropriate play opportunities and care facilities within extended groups, together with the right of parents or guardians to take responsibilities for and to become involved in the activities of such groups, ensuring that such groups offer opportunities for all children in accordance with the current legislation.
- b. Providing and assisting in the provision of extended hours activities and clubs at the school for the use of the 326 Club.

**Trustees at the date of this report (24/08/23):**

<b>Name</b>	<b>Current Position</b>	<b>Date of Appointment</b>
Georgina Tunnicliffe-King	Chairman	1/09/2018
Scott Pardoe	Treasurer	18/10/2020
Anne Gambles	Ordinary Member	16/09/2010
Victoria Taylor	Secretary (part time)	18/10/2022
Danielle Cotte-Wick	Ordinary Member	18/10/2022
Jenny Swift	Ordinary Member	18/10/2022
Zoe Snelling	Ordinary Member	18/10/2022
Caroline Hodgkinson	Secretary (part time)	18/10/2022
Ryan Brown	School Representative (Resigned)	03/08/16
Nigel Stacey	School Representative (Taken over from Ryan)	03/08/16

### **Trustee Selection Method:**

- a. The Officers and Committee members shall be elected for one year at the Annual General Meeting. Retiring Officers and Committee Members are eligible for re-election unless they have already served on the Committee unless they have served on the Committee for ten consecutive years.
- b. Co-opted members may join at any time on the invitation of the Committee but shall retire at the next Annual General Meeting. No co-opted member shall serve more than six consecutive years.
- c. In the event of the death or resignation of an elected Committee member, the vacancy shall be filled until the next Annual General Meeting by a member appointed by the Committee.

**Activities and achievements during the year:** The 2022/2023 Accounts for Hanslope 326 Club were approved and independently examined by the 30<sup>th</sup> August 2024. The accounts show a profit of £11,371 for the 2022/2023 financial year, however, it is important to note that the Club withdrew £10000 from its reserve account in 2021 and made a financial loss of over £14,000.

Throughout the year, Hanslope 326 Club has continued to face some challenges due to parents continuing to work from home and therefore reduction in numbers; unable to retain and replace staff due to location; all of which has meant that numbers have not been high as we would have liked. Since Covid-19, the staff have continued to work in a positive manner and provide a safe environment.

Throughout the 2022/2023 year Hanslope 326 Club successfully applied for HAF Funding for the Easter and Summer Playschemes. The funding has helped the Club continue to provide our School Holiday Clubs, as well as provide school meals and places to underprivileged children.

We reviewed our finances and session bookings during the year until June 2023 and agreed to increase prices from September 2023. Our aim is to continue to hold these prices as they are for the rest of the school year with the intention of revisiting the option of an increase at the following Annual General Meeting. This was due to many families now suffering with the increased cost of living and it didn't seem an appropriate time to increase our prices. As a charity run by a Committee of volunteers, we operate on a not-for-profit basis where the sessions remain at a very competitively priced rate and provide parents excellent value for money.

### **Staff changes**

Ellenor finished working for us at the start of October, having taken a gap year from university, and has agreed that she will continue to work with us during the summer holidays, if time allows. We would like to thank Elenor for her support and flexibility during this last year to support us when staffing

numbers have been low, and look forward to welcoming her back in the summer

Kristy decided that due to ill health, she would no longer be able to work for us. We would like to thank Kristy for all of her hard work this last year and wish her well.

We are currently recruiting new staff to replace Ellenor and Kristy.

Unfortunately, this means that we've had to reduce the number of children within the setting. But with the aim to increase the number of children once we have replaced the staff.

#### Committee Members

Due to increased pressures for returning to work and children related issues, committee members are struggling to commit to every meeting. We are endeavouring to ensure that we work around those issues and have decided to split the secretary role between two committee members.

The treasurer has provided notice to resign from the position due to a home life issue, and we are working with him to find a replacement. Scott will continue to reside as treasurer, with the support of myself until such times as we can find a replacement.

As Chairman, as well as my own role, I have undertaken additional supporting roles to ensure that the secretary role and the treasurer role are covered.

#### **Summary:**

Although Covid-19 is a past painful chapter of 326, the attendance at Hanslope 326 Club has steadily increased and we are working well to increase attendance to full capacity once again. We are extremely grateful of all our stakeholders and especially of the grants that continue to help us keep our heads above water.

We would also like to express our appreciation to Matt French and his play team who have also had a difficult year, but have continued to work hard to ensure the Clubs survival and support to the children.

Despite the financial losses incurred last financial year, Hanslope 326 Club will continue to work hard to meet the needs of both the parents and the school to slowly try to recoup some of the overall losses.

#### **Reserves Policy:**

The following levels of reserves are considered necessary to ensure a constant level of service and to meet our liabilities in the event of closure:

- a. £34190.44 to ensure all of our liabilities can be met should the 326 Club need to close (e.g. statutory redundancy and notice pay for staff and any outstanding financial commitments). This amount is held in our Reserve Account (30 day deposit) and the interest earned within the account will be retained to help with inflation.

The level of reserves is monitored at our regular committee meetings and will be reviewed by the Committee once a year. Due to the financial impact of Covid-19, the account and reserve policy is reviewed more frequently by our Treasurer to ensure the Club remains viable and provide early warning should the Club creep close to this amount. Steps will be taken to rebuild levels of reserves if a shortfall is identified or to increase expenditure for the benefit of families using the Club if excess funds are identified.

**Investments Selection Policy:** It is the 326 Club's Policy to invest appropriate proportions of cash in the interest bearing notice account(s) and in an immediate access account to ensure the continued flexibility to meet the 326 Club's obligations as they fall due.

**Review of Major Risks:** The Trustees meet six times per year as a minimum and have instituted procedures to monitor day-to-day operations.

**I declare, in my capacity of Chair of the Charity Trustee Board, that the Trustees have approved the above report and have authorised me to sign it on their behalf.**

**Signature:**

**Date:**

**Full Name:** Georgina Tunncliffe  
Chair

**Position:**

## 326 Accounts to 31st August 2023

£

£

**INCOME****Parent fees**

326 Fees	£ 102,141.67
Cheque Fees	£ 2,877.00
HAF Funding	£ 11,748.60
Transfer from 326 Savings Account	£ -
Fundraising	£ -
Grants and donations	£ 601.59
Other income	£ -
Strictly Payroll Adjustments	£ 3,853.38
Pay Alteration	£ 1,452.09
phone refund	£ 29.52
Nest refund	£ -
misc	£ 14.30

**Total Income** £122,718.15

**Expenses****Rent**

Rent - School £ 9,500.03

**HMRC** £ 152.10

**Wages/Staff Costs**

Staff wages (including Employer's NI) £ 84,699.95

Wage Advance £ 842.00

Strictly Education £ 965.57

PSA payment (PAYE) £ -

Nest Pension contributions £ 2,091.96

Staff Christmas gifts/vouchers £ 400.00

Staff Uniform £ 626.70

Staff training £ 235.00

Recruitment £ -

DBS charges £ 150.75

**Contracts/Subscriptions/Members**

Insurance £ 786.06

Phone Contract £ 365.58

Zoom subscription £ 178.68

Amazon Prime £ 106.88

HP Ink Subscription £ 119.88

Ofsted registration fee £ 220.00

MKPA Membership fee £ 30.00

OOSA membership fee £ 55.00

ICO Registration £ 35.00

Motion picture license £ 519.45

PPL PRS Licence £ 188.29

Domain name registration £ -

Microsoft £ 63.92

G Suite £ 49.83

**Purchases**

Equipment/Goods/Food/Consumable £ 4,776.87

Equipment hire £ -

Equipment Repair/Maintenance £ 471.10

Trips/Special sessions/taxis/diesel £ 1,780.00

Playscheme Meals £ -

Independent examiner's report Gift £ -

Fee refund £ -

Returned cheque £ -

Fundraising £ -

Computer/Phone repairs/replacemen £ -

Petty Cash £ 400.00

Cheques

**Total Expense** £109,810.60 £ 12,983.11

Adjustment for Petty Cash 75.56

**After Adjustment** £109,735.04

Savings account opening 40372.22

Savings account closing 40546.78

174.56

**INCOME**

Fees from subs and other parental income	£ 105,018.67
Grant income	£ 12,350.19
Misc Income	£ 188.86

**TOTAL INCOME** £117,557.72

**EXPENDITURE**

Rental costs	£ 9,500.03
Wages and other Salary costs	£ 82,480.54
Staff Welfare incl staff gifts and training	£ 2,378.02
Insurance	£ 786.06
Phone costs	£ 336.06
Subscriptions	£ 1,047.74
Computer costs	£ 412.31
Administration costs	£ 431.32
Subsistence and scheme trips	£ 6,556.87
Equipment Hire and repair and Maintenance	£ 471.10

£104,400.05

Surplus/Defecit £13,157.67



Section A

Independent Examiner's Report

Report to the trustees

Charity Name  
Hanslope 326 Club

On accounts for the year  
ended

31<sup>st</sup> August 2023

Charity no  
(if any)

1079967

Set out on pages

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended **31<sup>st</sup> August 2023**

Responsibilities and  
basis of report

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of **Hanslope 326 Club** the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent  
examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination (other than that disclosed below \*) which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 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.

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 accounts to be reached.

Signed:

Date:

03/09/2024

Name:

Edward Snook

Relevant professional  
qualification(s) or body  
(if any):

FCCA, membership no. 1256831

Address:

73 Ashpole Avenue, Wootton, MK43 9EG


**Section B**

**Disclosure**

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

**Give here brief details of any items that the examiner wishes to disclose.**

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**HANSLOPE 326 CLUB**

England & Wales - Charity number 1079967

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# Accounts

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**Registered Charity Number: 1079967**

**Trustees' Annual Report for the financial year from 01/09/21 to 31/08/22**

**Charity's principal address:** Hanslope Primary School, Long Street Road, Hanslope, Milton Keynes, MK19 7BL

**Governing Document:** Hanslope 326 Club Constitution 2011, re-adopted at the Annual General Meeting.

**Objectives of the Charity:** The aims of the 326 Club are to advance through play, the development and learning of children primarily of primary-school age by:

- a. Offering appropriate play opportunities and care facilities within extended groups, together with the right of parents or guardians to take responsibilities for and to become involved in the activities of such groups, ensuring that such groups offer opportunities for all children in accordance with the current legislation.
- b. Providing and assisting in the provision of extended hours activities and clubs at the school for the use of the 326 Club.

**Trustees at the date of this report (24/08/22):**

<b>Name</b>	<b>Current Position</b>	<b>Date of Appointment</b>
Georgina Tunnicliffe-King	Chairman	1/09/2018
Scott Pardoe	Treasurer	18/10/2020
Anne Gambles	Ordinary Member	16/09/2010
Emma Pardoe	Secretary (Resigned)	18/10/2020
Zoe Snelling	Ordinary Member	18/10/2020
James Fraser	Ordinary Member	18/10/2022
Matt Smith	Ordinary Member	18/10/2019
Isabelle Arevalo	Ordinary Member	18/10/2019
Ryan Brown	School Representative	03/08/16

### **Trustee Selection Method:**

- a. The Officers and Committee members shall be elected for one year at the Annual General Meeting. Retiring Officers and Committee Members are eligible for re-election unless they have already served on the Committee unless they have served on the Committee for ten consecutive years.
- b. Co-opted members may join at any time on the invitation of the Committee but shall retire at the next Annual General Meeting. No co-opted member shall serve more than six consecutive years.
- c. In the event of the death or resignation of an elected Committee member, the vacancy shall be filled until the next Annual General Meeting by a member appointed by the Committee.

**Activities and achievements during the year:** The 2021/2022 Accounts for Hanslope 326 Club were approved and independently examined by the 24<sup>th</sup> April 2024. Due to the significant issues of employing an Administrator, 5 administrators failed to issue invoices to parents to pay for their spaces. Poor bookkeeping by several administrators has led to us being unable to provide all of the relevant information to the accountant in a timely manner. The subsequent team, Matt and Scott the Treasure, have managed to source all financial information and documentation to be able to provide it to the accountant, unfortunately beyond the due date. 326 Club went through 5 administrators in 8 months.

The Summer Playscheme was one of the best undertaken. Matt and the team put lots of thought into make the summer playscheme interesting for all ages. This has meant that there has been an increase in bookings for September 2022.

Throughout the year, Hanslope 326 Club has continued to face some challenges due to parents continuing to work from home which has meant less children; Administration staff unable to perform the job they were employed to do; and lack of available staff to work for 326.

Throughout the 2021/2022 year Hanslope 326 Club successfully applied for HAF Funding for the Christmas, Easter and Summer Playschemes. This has enabled 326 to be able to offer places to underprivileged children with parents on low income. Without this grant, we would have probably had to close due to the inadequacies of the administrators.

We reviewed our finances and session bookings during the year until June 2022 and agreed to hold the prices for the time being. Whilst we have made a loss, with the support of Matt and the grant funding, we believe that we can claw back some of the losses. Our aim is to continue to hold these prices as they are for the rest of the school year with the intention of revisiting the option of an increase at the following Annual General Meeting and again at Easter 2023, if we have been unsuccessful. As a charity run by a Committee of volunteers, we operate on a not-for-profit basis where the sessions remain

at a very competitively priced rate and provide parents excellent value for money.

#### Staff changes

Ellenor has decided to defer her place at university by taking a gap year to support 326. Our thanks to her for her continued support to the club.

Kristy has joined the team for breakfast and afterschool club.

We are currently recruiting new staff as we still are under staffed. Matt has agreed to undertake the Admin/Book keeper role to ensure that invoices are sent and can chase payments. We have agreed to review the admin role with Matt at every committee meeting, to ensure that he is not over burdened. With Matt taking on this extra responsibility, the outgoings for an administrator have been reduced.

#### Committee Members

Due to a variety of reasons, several committee members have stood down. With the new school year, we have managed to replace these committee members, and are able to retain a minimum of 6.

#### **Summary:**

Although Covid-19 is a past painful chapter of 326, the attendance at Hanslope 326 Club has steadily increased and we are working well to increase attendance to full capacity once again. We are extremely grateful of all our stakeholders and especially of the grants that continue to help us keep our heads above water.

We would also like to express our appreciation to Matt French and his play team who have also had a difficult year, but have continued to work hard to ensure the Clubs survival and support to the children.

Despite the financial losses incurred this year, Hanslope 326 Club will continue to work hard to meet the needs of both the parents and the school to slowly try to recoup some of the overall losses.

#### **Reserves Policy:**

The following levels of reserves are considered necessary to ensure a constant level of service and to meet our liabilities in the event of closure:

- a. £34190.44 to ensure all of our liabilities can be met should the 326 Club need to close (e.g. statutory redundancy and notice pay for staff and any outstanding financial commitments). This amount is held in our Reserve Account (30 day deposit) and the interest earned within the account will be retained to help with inflation.

The level of reserves is monitored at our regular committee meetings and will be reviewed by the Committee once a year. Due to the financial impact of Covid-19, the account and reserve policy is reviewed more frequently by our Treasurer to ensure the Club remains viable and provide early warning should the Club creep close to this amount. Steps will be taken to rebuild levels of reserves if a shortfall is identified or to increase expenditure for the benefit of families using the Club if excess funds are identified.

**Investments Selection Policy:** It is the 326 Club's Policy to invest appropriate proportions of cash in the interest bearing notice account(s) and in an immediate access account to ensure the continued flexibility to meet the 326 Club's obligations as they fall due.

**Review of Major Risks:** The Trustees meet six times per year as a minimum and have instituted procedures to monitor day-to-day operations.

**I declare, in my capacity of Chair of the Charity Trustee Board, that the Trustees have approved the above report and have authorised me to sign it on their behalf.**

**Signature:**

**Date:**

**Full Name:** Georgina Tunncliffe  
Chair

**Position:**

## 326 Accounts to 31st August 2022

**INCOME**

<b>Parent fees</b>	
326 Fees	£67,077.41
Cheques	£ 1,477.00
HAF Funding	£ 4,300.00
Transfer from 326 Savings Account	£ -
Fundraising	£ -
Santander matched funding	£ -
Grants and donations	£ 2,096.84
Other income	£ -
Strictly Payroll Adjustments	£ 5,137.18
Pay Alteration	£ 871.79
phone refund	£ 44.99
Nest refund	£ -
misc	£ -
<b>Total Income</b>	<b>81005.21</b>

**Expenses**

<b>Rent</b>	
Rent - School	£ 6,500.01
<b>Wages/Staff Costs</b>	
Staff wages (including Employer's NI)	£74,408.29
Strictly Education	£ 3,609.55
PSA payment (PAYE)	
Nest Pension contributions	£ 1,987.29
Staff Christmas gifts/vouchers	£ 325.00
Staff Uniform	£ 339.60
Staff training	£ 301.00
Recruitment	£ -
DBS charges	£ 271.34
<b>Contracts/Subscriptions/Memberships</b>	
Insurance	£ 726.00
Phone Contract	£ 535.31
Zoom subscription	£ 172.68
Amazon Prime	£ 95.88
HP Ink Subscription	£ 29.97
Ofsted registration fee	£ 220.00
MKPA Membership fee	£ 25.00
OOSA membership fee	£ -
ICO Registration	£ 35.00
Motion picture license	£ -
Domain name registration	£ -
<b>Purchases</b>	
Equipment/Goods/Food/Consumables	£ 2,961.16
Equipment hire	£ 160.00
Equipment Repair/Maintenance	£ 205.20
Trips/Special sessions/taxis/diesel	£ 490.00
Playscheme Meals	£ 1,066.50
Independent examiner's report Gift	£ -
Fee refund	£ -
Returned cheque	£ -
Fundraising	£ -
Computer/Phone repairs/replacement	£ 104.98
Petty Cash	£ 100.00
Cheques	£ 955.84
<b>Total Expenses</b>	<b>£95,625.60</b>

**INCOME**

Fees from subs and other parental income	£ 68,554.41
Grant income	£ 6,396.84
<b>TOTAL INCOME</b>	<b>£ 74,951.25</b>

**EXPENDITURE**

Rental costs	£ 6,500.01
Wages and other Salary costs	£ 70,386.61
Staff Welfare incl staff gifts and training	£ 4,846.49
Insurance	£ 726.00
Phone costs	£ 490.32
Subscriptions	£ 280.00
Computer costs	£ 307.63
Administration costs	£ 1,151.72
Subsistence and scheme trips	£ 4,517.66
Equipment Hire and repair and Maintenance	£ 365.20

£ 89,571.64

Surplus/Defecit

**£14,620.39**



**Section A**

**Independent Examiner's Report**

<b>Report to the trustees</b>	Hanslope 326 Club		
<b>On accounts for the year ended</b>	2022	<b>Charity no (if any)</b>	1079967
	<b>Set out on pages</b>		

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended **31/08/2022**

**Responsibilities and basis of report**

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

**Independent examiner's statement**

[The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of [insert name of applicable listed body]]. *Delete [ ] if not applicable.*

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination (other than that disclosed below \*) which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 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.

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 accounts to be reached.

*\* Please delete the words in the brackets if they do not apply.*

**Signed:**  **Date:** 20/03/2024

**Name:** Edward Snook

**Relevant professional qualification(s) or body (if any):** ACCA (ref no. 1256831)

**Address:**

73 Ashpole Avenue

Wootton

Beds, MK43 9EG

**Section B**

**Disclosure**

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

**Give here brief details of any items that the examiner wishes to disclose.**

**HANSLOPE 326 CLUB**

England & Wales - Charity number 1079967

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# Accounts

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**Registered Charity Number: 1079967**

**Trustees' Annual Report for the financial year from 01/09/20 to 31/08/21**

**Charity's principal address:** Hanslope Primary School, Long Street Road, Hanslope, Milton Keynes, MK19 7BL

**Governing Document:** Hanslope 326 Club Constitution 2011, re-adopted at the Annual General Meeting.

**Objectives of the Charity:** The aims of the 326 Club are to advance through play, the development and learning of children primarily of primary-school age by:

- a) Offering appropriate play opportunities and care facilities within extended groups, together with the right of parents or guardians to take responsibilities for and to become involved in the activities of such groups, ensuring that such groups offer opportunities for all children in accordance with the current legislation.
- b) Providing and assisting in the provision of extended hours activities and clubs at the school for the use of the 326 Club.

**Trustees at the date of this report (24/06/22):**

Name	Current Position	Date of Appointment
Georgina Tunnicliffe	Chairman	09/01/18
Scott Pardoe	Treasurer	21/10/20
Emma Pardoe	Ordinary Member / Secretary	21/10/20
Anne Gambles	Ordinary Member	16/09/10
James Fraser	Ordinary Member	26/02/18
Melanie Fraser	Ordinary Member	26/02/18
Tessa Grant	Secretary (retiring)	12/01/16
Matt Smith	Ordinary Member	09/01/18
Ryan Brown	School Representative	08/03/16
Roz B	Ordinary Member but resigned in January 2021 due to home commitments.	21/10/20

**Trustee Selection Method:**

- a) The Officers and Committee members shall be elected for one year at the Annual General Meeting. Retiring Officers and Committee Members are eligible for re-election unless they have already served on the Committee unless they have served on the Committee for ten consecutive years.

- b) Co-opted members may join at any time on the invitation of the Committee but shall retire at the next Annual General Meeting. No co-opted member shall serve more than six consecutive years.
- c) In the event of the death or resignation of an elected Committee member, the vacancy shall be filled until the next Annual General Meeting by a member appointed by the Committee.

**Activities and achievements during the year:** The 2020/2021 Accounts for Hanslope 326 Club were approved and independently examined in June 2021. Although the accounts show a profit of £11,371 for the 2020/2021 financial year, however, it is important to note that the Club withdrew £10000 from its reserve account, received grants totalling £15663.49 and were forced to close from 12 February – 8 March 2021 due to financial loss. The money available provided a breather to allow us to continue to employ staff for the start of the next School Year and accept that we wouldn't have the same numbers that we had pre-COVID.

Throughout the year, Hanslope 326 Club faced a number of challenges due to Covid-19 lockdowns / restrictions. The Committee made the decision to remain open where possible, whilst following the government guidelines and in line with the School; we continued to provide our service to the children of key-workers. However, we were aware that this would be operating at a significant loss due to the limited number of children allowed back in the school setting and that we had to implement bubbles that limited our staff-to-child ratios.

In January 2021, the committee held a weekly Zoom meeting to closely monitor the Covid-19 situation, changes in government guidance, furlough scheme and the overall impact that it was having on our finances. At this time, our draw down figure that is held in our reserve account, was re-assessed and the Committee applied for a number of government grants in the hope that the Club was not forced to moth ball until attendance at the school returned to normal. Unfortunately, as a result of Covid-19, the Committee were forced to close the Club from 12 February to 8 March and cancel the holiday Club in a bid to protect our finances.

Throughout the 2020/2021 year Hanslope 326 Club successfully applied for several Government grants to support small charities like ourselves that totalled £15663.49 and were forced to transfer £10000 from our reserve account, which invariably offset what would have been a loss of £14292.49. The grants helped the Club continue to provide our School Holiday Clubs albeit, we had to continue to implement bubbles to a restricted number of children and were unable to invite external children from the surrounding villages that did not attend Hanslope Primary School.

We reviewed our finances and session bookings during the year until March 2021 and agreed to leave the prices as they were for the rest of the school year with the intention of revisiting the option of an increase at the following Annual General Meeting. This was due to many families being off work under the furlough scheme and it didn't seem an appropriate time to increase our prices. As a charity run by a Committee of volunteers, we operate on a not-for-profit basis where the sessions remain at a very competitively priced rate and provide parents excellent value for money.

Towards the end of the 2020/2021 school year, things slowly started to improve, and attendance started to slowly increase. However, the knock-on effect of Covid-19 has meant that many parents had now started to work from home; which meant that they no longer needed our wrap around care. Throughout the year, it has proved very difficult to calculate an average attendance for both the Club and Holiday scheme that would reflect our usual capacity because of the Covid-19 restrictions. As an example, when the Club was forced to operate in bubbles; our staff-to-child ratios were reduced to adhere to the government guidelines.

**Staff changes:** At the end of September 2020, Carrie left us to return to full time education. We wish her all the best with her chosen career path.

**Committee changes:** In November 2020, our Treasurer Mark Thomas stood down from the position and Scott Pardoe was nominated and approved to take on the role. The Committee thanked Mark for his hard work over his two-year tenure and wished him all the best for the future.

Tessa Grant, Secretary of 326, also stood down due to personal reasons and Emma Pardoe was nominated and approved to take on the role. The Committee thanked Tessa for her hard work over her tenure, both as secretary and ordinary member and wished her all the best for the future.

### **Summary:**

After what has proven to be an extremely turbulent time, the attendance at Hanslope 326 Club has steadily increased for certain days and we have been fortunate enough to recruit more staff with the intention of increasing our overall capacity. We hope that this continues in the to the next school year and the Club continues to grow in line with the Schools expansion. We are extremely grateful of all our stakeholders, parents and especially of the government schemes and charities that have helped us through a very difficult year.

We would also like to express our appreciation to Matt French and his play team who have also had a difficult year but have continued to work hard to ensure the Clubs survival and support to the children.

Despite the financial losses incurred through Covid-19, Hanslope 326 Club will continue to work hard to meet the needs of both the parents and the school to slowly try to recoup some of the overall losses.

### **Reserves Policy:**

The following levels of reserves are considered necessary to ensure a constant level of service and to meet our liabilities in the event of closure:

- a) £34190.44 to ensure all of our liabilities can be met should the 326 Club need to close (e.g. statutory redundancy and notice pay for staff and any outstanding financial commitments). This amount is held in our Reserve Account (30 day deposit) and the interest earned within the account will be retained to help with inflation.

The level of reserves is monitored at our regular committee meetings and will be reviewed by the Committee once a year. Due to the financial impact of Covid-19, the account and reserve policy is reviewed more frequently by our Treasurer to ensure the Club remains viable and provide early warning should the Club creep close to this amount. Steps will be taken to rebuild levels of reserves if a shortfall is identified or to increase expenditure for the benefit of families using the Club if excess funds are identified.

**Investments Selection Policy:** It is the 326 Club's Policy to invest appropriate proportions of cash in the interest-bearing notice account(s) and in an immediate access account to ensure the continued flexibility to meet the 326 Club's obligations as they fall due.

**Review of Major Risks:** The Trustees meet six times per year as a minimum and have instituted procedures to monitor day-to-day operations.

During February 2021, the Committee met on several occasions to discuss the financial situation due to COVID-19 and the reduced number of children due to further COVID lock-down. The Committee agreed with the hard decision to mothball 326 Club to ensure it's survival beyond the lock-down and the government roadmap to return to normality.

**I declare, in my capacity of Chair of the Charity Trustee Board, that the Trustees have approved the above report and have authorised me to sign it on their behalf.**

**Signature:**

**Date:**

**Full Name:** Georgina Tunnicliffe

**Position:** Chair

**Review of Major Risks:** The Trustees meet six times per year as a minimum and have instituted procedures to monitor day-to-day operations.  
During February 2021, the Committee met on several occasions to discuss the financial situation due to COVID-19 and the reduced number of children due to further COVID lock-down. The Committee agreed with the hard decision to mothball 326 Club to ensure its survival beyond the lock-down and the government roadmap to return to normality.

**I declare, in my capacity of Chair of the Charity Trustee Board, that the Trustees have approved the above report and have authorised me to sign it on their behalf.**

**Signature:**



**Full Name:** Georgina Tunnicliffe

**Date:**

24<sup>th</sup> June 2022

**Position:** Chair

**ACCOUNTS FOR HANSLOPE 326 CLUB**  
**reg. charity no. 1079967**  
**For the year ended 31st August 2020**

**Income and Expenditure Account for the year to 31st August 2020**

**Income Current Account**

Parent payments		
326 payments		£35,498
Playscheme payments		£7,682
Breakfast club payments		£10,602
Club payments		£2,776
Unallocated credit		£920
Grants & Donations		£180
HMRC Job retention scheme		£11,009
NI Refund		£4,269
Miscellaneous		£821
		<u>£73,758</u>

**Expenditure Current Account**

Wages/staffing costs		£70,853
School rent		£4,131
Staff Training		£817
Club Tutor Fees		£1,945
Parent payment adjustments		£144
Registration fees		£70
Special sessions/trips/equipment hire (incl delivery)		£300
Art consummables		£782
Equipment/Goods		£1,078
Insurance		£723
Telephones		£497
Food shopping		£2,424
Motion picture license		£197
Photocopying		£153
Admin consummables		£176
School cleaning costs		£861
Staff Uniform		£315
DBS Charges		£206
Miscellaneous		£1,683
		<u>£87,356</u>
		<u>£13,598</u>

Cash deficit

**Bank Reconciliation Year End 31st August 2020**

**Current Account**

Opening balance as of 31st August 2019	£24,540.17
Plus credits (as statements)	£73,757.84
Less debits (as statements)	£87,356.26
Balance	£10,941.75
As per bank statement (009/2020)	£10,941.74
Less unrepresented cheques	£406.00
Balance carried forward	<u>£10,535.74</u>

unrepresented chqs	2157	£85.50
	2159	£9.50
	2161	£9.00
	2162	£25.00
	2163	£36.00
	2164	£24.00
	2165	£130.00
	2166	£36.00
debit card		£51.00
		<u>£406.00</u>

**Deposit Account**

Opening balance as of 31st August 2019	£50,076.28
Plus credits	£0.00
Less debits	£0.00
Plus interest	£278.91
Balance as per bank statement (009/2020)	£50,355.19
Balance carried forward	<u>£50,355.19</u>

**Monetary Assets**

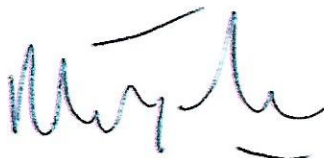
Current account balance carried forward	£10,535.74
Deposit account balance carried forward	£50,355.19
Petty cash	£59.83
Total cash carried forward	<u>£60,950.76</u>

Prepared by



Lianne Flach  
Bookkeeper/Administrator Hanslope 326 Club

Approved by



Mark Thomas  
Treasurer, Hanslope 326 Club

Independently Examined by



Edward Snook



Section A Independent Examiner's Report

Report to the trustees/ members of	Hanslope 326 Club		
On accounts for the year ended	31 <sup>st</sup> August 2020	Charity no (if any)	1079967
	Set out on pages 1 & 2		

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/08/2020.

**Responsibilities and basis of report** As the charity trustees, you are responsible for the preparation of the accounts in accordance with the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

**Independent examiner's statement** [The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of [insert name of applicable listed body]]. Delete [ ] if not applicable.

I have completed my examination. I confirm that no material matters have come to my attention (other than that disclosed below \*) in connection with the examination which gives me cause to believe that in, any material respect,:

- the accounting records were not kept in accordance with section 130 of the Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 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.

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 accounts to be reached.

\* Please delete the words in the brackets if they do not apply.

Signed: Edward Snook Date: 18/12/20

Name: EDWARD SNOOK

Relevant professional qualification(s) or body (if any): ACCA

Address: 73 Ashpole Avenue, Bedford,  
MK43 9EG.

**Section B**

**Disclosure**

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here details of any items that the examiner wishes to disclose.

[Empty box for disclosure details]

**HANSLOPE 326 CLUB**

England & Wales - Charity number 1079967

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# Accounts

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Registered charity number 1079967

## Trustees' Annual Report for the financial year from 01/09/19 to 31/08/20

**Charity 's principal address:** Hanslope Primary School, Long Street Road, Hanslope, Milton Keynes, MK19 7BL.

**Governing Document:** Hanslope 326 Club Constitution 2011, re-adopted at the Annual General Meeting.

### Objects of the Charity:

The aims of the 326 Club are to advance through play, the development and learning of children primarily of primary-school age by:

- Offering appropriate play opportunities and care facilities within extended hours groups, together with the right of parents or guardians to take responsibilities for and to become involved in the activities of such groups, ensuring that such groups offer opportunities for all children in accordance with the current legislation;
- Providing and assisting in the provision of extended hours activities and clubs at the school for the use of the 326 Club.

### Trustees at the date of this report (31/08/20):

Name	Current Position	Date of appointment
Helen Dalling	Secretary	12/01/2016
Anne Gambles	Ordinary Member	16/09/2010
Mark Thomas	Treasurer	28/09/2018
James Frazer	Ordinary Member	26/02/2018
Melanie Fraser	Ordinary Member	26/02/2018
Andrew Grout	Chair (Retiring)	30/09/2015
Tessa Grant	Ordinary Member	09/01/2018
Georgina Tunnicliffe	New Chair /Ordinary Member	09/01/2018
Ryan Fensham-Brown	School Representative	08/03/2016

### Trustee selection method:

- The Officers and Committee members shall be elected for one year at the Annual General Meeting. Retiring Officers and Committee members are eligible for re-election unless they have already served on the Committee in any capacity for ten consecutive years.
- Co-opted members may join at any time on the invitation of the Committee but shall retire at the next Annual General Meeting. No co-opted member shall serve more than six consecutive years.
- In the event of the death or resignation of an elected Committee member, the vacancy shall be filled until the next Annual General Meeting by a member appointed by the Committee.



**Registered charity number 1079967**

#### **Activities and achievements during the year:**

The 2019/2020 Financial Accounts for Hanslope 326 Club were approved and independently examined in June 2020. The accounts show a loss of £13,598 for the 2019/2020 financial year.

We reviewed our finances and session bookings during the year until March 2020 and decided to leave prices as they were. As a charity run by a Committee of volunteers we operate on a not-for-profit basis. The sessions remain very competitively priced and provide good value for money. Due to COVID-19 we had to suspend the Club until government guidance allowed us to reopen.

At Christmas 2019, two members of staff made the decision to leave the club and we are now looking for replacement staff. This has meant that our reserve policy, in terms of financial redundancy, has been reduced.

At the end of March, COVID-19 meant that we had to suspend the club at the same time as the school. Although school was able to open to key worker children, as a club we were unable to do so due to government guidelines. We were unable to re-entire the school premises until September 2020.

During the 2019/20 FY, prior to beginning of April 2020 COVID-19, we had an average of 31.5 children per session attending 326 and 30.2 children per session attending the play schemes. We were unable to run an Easter, May half term or summer playscheme this year. This has significantly impacted our finances and we have had to use funds from our savings account to support wages/pensions for the permanent staff, as well as rent and insurance.

With the support of the committee we took a view of what we could reduce and what required payment to reduce our overheads. With the additional government guidance available in July, on what we could or couldn't do; discussions with the school on their structure for September term, we agreed to stop any additional clubs e.g. football, as it was provided by an external contract and would potentially bring in the chances of the virus.

The breakfast club was doing well, but due to capacity of the accommodation and the additional member of staff required to run breakfast, we have now reached our limit. We had been in the process of advertising for new staff but we have put this on hold until times are better.

Andy Grout, Chairman of 326, took the decision to retire due to family ill health at the end of June 2020. Georgina Tunnicliffe was nominated as the new chairman and the committee thanked Andy for all of his support to the club during his tenure.

In summary, we are now at a stage, which we hope that things improve and we are able to rebuild our impacted reserves funds. As ever, we are extremely grateful to all our stakeholders and especially the FEOFFEE Estates Charity who funded new and replacement equipment for the club. I would also want to take the opportunity to thank Matt French and the play team for their hard work and commitment to providing high quality play experiences for the children in our care.



**Registered charity number 1079967**

Running 326 Club is not without its challenges though and with the agreement for the development of 300 to possibly 400 homes in the village, there will be significant challenge to meet the increased needs of the parents moving into the locality. We are looking to work with the school to see how best we can meet that challenge.

#### **Reserves Policy**

The following levels of reserves are considered necessary to ensure a consistent level of service and to meet our liabilities in the event of closure:

1. £44,471 to ensure that our liabilities can be met should the 326 Club need to close (e.g. statutory redundancy and notice pay for staff and outstanding bills.). This amount is held in our Reserves (30 day deposit) Account and interest earned will be retained in the account to help cover inflation.

The level of reserves is monitored at our regular committee meetings and will be reviewed by the committee once a year. During COVID-19 we have reviewed these figures more regularly to ensure the ongoing viability of the club. Steps will be taken to rebuild levels of reserves if a shortfall is identified or to increase expenditure for the benefit of families using the group if excess funds are being held.

**Investments selection policy:** it is the 326 Club's policy to invest appropriate proportions of cash in interest bearing notice account(s) and in an immediate access account to ensure continued flexibility to meet the 326 Club's obligations as they fall due.

**Review of major risks:** the trustees meet six times per year and have instituted procedures to monitor day-to-day operations.

**I declare, in my capacity as Chair of the charity trustee board, that the trustees have approved the above report and have authorized me to sign it on their behalf.**

Signature

Date 24<sup>th</sup> June 2021

Full name - Georgina Tunnicliffe

Position - CHAIR

**ACCOUNTS FOR HANSLOPE 326 CLUB**  
**reg. charity no. 1079967**  
**For the year ended 31st August 2020**

**Income and Expenditure Account for the year to 31st August 2020**

**Income Current Account**

Parent payments		
326 payments		£35,498
Playscheme payments		£7,682
Breakfast club payments		£10,602
Club payments		£2,776
Unallocated credit		£920
Grants & Donations		£180
HMRC Job retention scheme		£11,009
NI Refund		£4,269
Miscellaneous		£821
		<u>£73,758</u>

**Expenditure Current Account**

Wages/staffing costs		£70,853
School rent		£4,131
Staff Training		£817
Club Tutor Fees		£1,945
Parent payment adjustments		£144
Registration fees		£70
Special sessions/trips/equipment hire (incl delivery)		£300
Art consummables		£782
Equipment/Goods		£1,078
Insurance		£723
Telephones		£497
Food shopping		£2,424
Motion picture license		£197
Photocopying		£153
Admin consummables		£176
School cleaning costs		£861
Staff Uniform		£315
DBS Charges		£206
Miscellaneous		£1,683
		<u>£87,356</u>
		<u>£13,598</u>

Cash deficit

## Bank Reconciliation Year End 31st August 2020

### Current Account

Opening balance as of 31st August 2019	£24,540.17
Plus credits (as statements)	£73,757.84
Less debits (as statements)	£87,356.26
Balance	£10,941.75
As per bank statement (009/2020)	£10,941.74
Less unrepresented cheques	£406.00
Balance carried forward	<u>£10,535.74</u>

unrepresented chqs	2157	£85.50
	2159	£9.50
	2161	£9.00
	2162	£25.00
	2163	£36.00
	2164	£24.00
	2165	£130.00
	2166	£36.00
debit card		£51.00
		<u>£406.00</u>

### Deposit Account

Opening balance as of 31st August 2019	£50,076.28
Plus credits	£0.00
Less debits	£0.00
Plus interest	£278.91
Balance as per bank statement (009/2020)	£50,355.19
Balance carried forward	<u>£50,355.19</u>

### Monetary Assets

Current account balance carried forward	£10,535.74
Deposit account balance carried forward	£50,355.19
Petty cash	£59.83
Total cash carried forward	<u>£60,950.76</u>

Prepared by



Lianne Flach  
Bookkeeper/Administrator Hanslope 326 Club

Approved by



Mark Thomas  
Treasurer, Hanslope 326 Club

Independently Examined by



Edward Snook



Section A Independent Examiner's Report

Report to the trustees/ members of	Hanslope 326 Club		
On accounts for the year ended	31 <sup>st</sup> August 2020	Charity no (if any)	1079967
	Set out on pages 1 & 2		

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/08/2020.

Responsibilities and basis of report As the charity trustees, you are responsible for the preparation of the accounts in accordance with the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement [The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of [insert name of applicable listed body]]. Delete [ ] if not applicable.

I have completed my examination. I confirm that no material matters have come to my attention (other than that disclosed below \*) in connection with the examination which gives me cause to believe that in, any material respect,:

- the accounting records were not kept in accordance with section 130 of the Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 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.

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 accounts to be reached.

\* Please delete the words in the brackets if they do not apply.

Signed: Edward Snook Date: 18/12/20

Name: EDWARD SNOOK

Relevant professional qualification(s) or body (if any): ACCA

Address: 73 Ashpole Avenue, Bedford,  
MK43 9EG.

**Section B**

**Disclosure**

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here details of any items that the examiner wishes to disclose.

[Empty box for disclosure details]