



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.



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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 due to government guidelines. We were unable to re enter 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 PEOFFEE 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.



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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 24th 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>

Cash deficit	<u><u>-£13,598</u></u>
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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

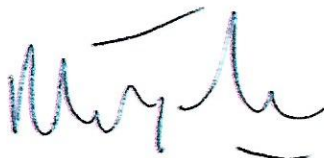
Current account balance carried forward	£10,535.74
Deposit account balance carried forward	£50,355.19
Petty cash	£59.83
Total cash carried forward	<u>£60,950.76</u>

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 st 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:		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.

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