



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 inline 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

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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:

24th 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>

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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