



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):

Name	Current Position	Date of Appointment
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 24th 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 Tunnicliffe
Chair

Position:

326 Accounts to 31st August 2022
£ £

INCOME

Parent fees

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	£ -

Total Income 81005.21

Expenses

Rent

Rent - School £ 6,500.01

Wages/Staff Costs

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

Contracts/Subscriptions/Memberships

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	£ -

Purchases

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

Total Expenses £95,625.60

INCOME

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

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

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

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.