



**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 Tunnicliffe  
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/Memberships

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/Consumables	£ 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/replacement	£ -
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
<b>TOTAL INCOME</b>	£ 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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