



# Trustees' Annual Report for the period

		Period start date			Period end date		
From	1	09	2019	To	31	08 2020	

## Section A Reference and administration details

Charity name

Knightwood Kids Club

Other names charity is known by

Registered charity number (if any)

1081786

Charity's principal address

Bellflower Way

Knightwood Road

Chandlers Ford

Postcode

SO53 4HW

### Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Jo Alker			KKC Committee
2	Joh Foster			
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

### Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year
Katie Hunt	
Rob Unger	
Richard Bell	

### Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

### Name of chief executive or names of senior staff members (Optional information)

Julie Dellow

## Section B Structure, governance and management

### Description of the charity's trusts

Type of governing document  
(eg. trust deed, constitution)

Constitution

How the charity is constituted  
(eg. trust, association, company)

Trust

Trustee selection methods  
(eg. appointed by, elected by)

Election by committee

### Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

The Knightwood Kids Club is a charitable unincorporated body, charity number 1081786.

The charity is governed by its constitution adopted on the 25<sup>th</sup> May 2000. The club is managed by a voluntary committee of parents who are appointed annually at the AGM.

A child protection policy is in place. Criminal Records Bureau checks are carried out prior to commencement to employment or trusteeship. These checks are carried out every two years in line with statutory requirements.

Appointment of New Trustees is undertaken in accordance with adopted guidelines and procedure. This includes application, induction, probation period and adoption.

All trustees give their time voluntarily and receive no remuneration.

As an ongoing process Trustees assess the level of risk in relation to governance, services, employment, health and safety, child protection, financial management and information management. The trustees keep under review the major business and operational risks that the charity face and ensure that monitoring systems have been established so that the necessary steps can be taken to lessen the risks.

## Section C Objectives and activities

**Summary of the objects of the charity set out in its governing document**

The main purpose of the charity is to provide necessary facilities for the daily care, recreation and education of children out of school hours in a safe and secure stimulating environment which works within a framework ensuring equality of opportunity for all children and families in the local community.

The trustees confirm that they have referred to all the guidance contained in the Charity Commissions general guidance on Public Benefit when reviewing the charities aims and objectives and in planning future activities.

**Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)**

The focus of the activities remains as educational creative play that enables learning to take place in a fun and secure environment. This benefits children developing social and emotional skills alongside practical and life skills.

We welcome all primary age school children in the local community regardless of background, faith or gender. Our philosophy is one of which encourages openness to others and enriches through sharing skills aptitudes and experiences.

We have a dedicated team of staff and volunteers whom contribute their time and energy which support our children and young people whom without we would very much be at a loss.



### Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

## Section D

## Achievements and performance

## Section D

## Achievements and performance

### Summary of the main achievements of the charity during the year

This year has been a very different from any other as we had the extra challenge of Covid 19.

We have worked as flexibly and safely whilst also maintaining a fun and normal today to today provision for the children and their families to access.

We have added new policies and risk assessment related to Covid 19 and successfully continued to run a provision which supported children and parents of key workers and vulnerable children in the first lockdown.

We continued to offer our service to the local community albeit for limited numbers of children and parents over the summer holidays whilst adhering to the government's advice of social distancing and use of PPE. The children were able to participate in outdoor activities and learn whilst still adhering to social distancing which has enabled confidence in their social skills with peers and supported good physical and emotional wellbeing.

The team of staff have creatively adapted fun activities and worked hard to continue to provide an after school service in the autumn/winter term of 2020 which lead to employing new staff and training and developing our current employees further in order to facilitate working in new way with year group bubbles/zorbs.

This unprecedented year has also provided the charity with an opportunity to look at developing the club. We have established our social media platform which aims to provide useful information about our service to the local community and updates parents accordingly. The website has been developed and updated– we have been able to continue our Trustee meetings via Microsoft Teams

We have successfully recruited new trustee members this year and appointed a new Chair person.

We are encouraged by the children and parents continued support. We have been overwhelmed by their understanding attitudes and patience. The demand for after school provision continue and we endeavour to facilitate the need as best we can in these challenging times. The positivity and resilience is inspiring and we look forward to when we can be back to normal.

## Section E

## Financial review

### Brief statement of the charity's policy on reserves

Reserves are managed in accordance with the reserves policy. The funds are held in accordance with our policy to hold at least 2 months operating costs in reserve to ensure independent financial and operational stability.

These reserves have held the club in good stead and enable future recruitment, additional staff as and when needed.

### Details of any funds materially in deficit

### Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

## Section F

## Other optional information

**Section G****Declaration**

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)	Jo Alker	
Full name(s)	JO ALKER	
Position (eg Secretary, Chair, etc)	CHAIR	
Date	26-2-2021	



## Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	Bank Current Account	500	-	-
	Bank Deposit Account	92,602	-	-
	Petty Cash	25	-	-
	<b>Total cash funds</b>	<b>93,127</b>	<b>-</b>	<b>-</b>
	(agree balances with receipts and payments account(s))	OK	OK	OK

	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets	Debtors	204	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets			-	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use	Computer Equipment	Unrestricted funds	-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities	Creditors	4,211	-	
	Social Security & other taxes	2,898	-	
			-	
			-	
			-	

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval
<i>T. Aker</i>	<i>JO AKER</i>	<i>26-2-21</i>





CHARITY COMMISSION  
FOR ENGLAND AND WALES

Knightwood Kids Club 1061786

## Receipts and payments accounts

CC16a

For the period from	01/09/2019	To	31/08/2020
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### Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
<b>A1 Receipts</b>					
Trading Funds	77,600	-	-	77,600	132,688
Investment Income	172	-	-	172	172
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>77,772</b>	<b>-</b>	<b>-</b>	<b>77,772</b>	<b>132,860</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>77,772</b>	<b>-</b>	<b>-</b>	<b>77,772</b>	<b>132,860</b>
<b>A3 Payments</b>					
Salaries	63,841	-	-	63,841	65,829
Rent	9,958	-	-	9,958	8,298
Insurance	590	-	-	590	598
Education Consumables & Activities	2,468	-	-	2,468	3,068
Snacks	2,906	-	-	2,906	3,538
Computer & Telephone	2,797	-	-	2,797	515
Support Costs	15,219	-	-	15,219	16,993
Misc	-	-	-	-	443
	-	-	-	-	-
<b>Sub total</b>	<b>97,780</b>	<b>-</b>	<b>-</b>	<b>97,780</b>	<b>99,282</b>
<b>A4 Asset and investment purchases. (see table)</b>					
Computer	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>97,780</b>	<b>-</b>	<b>-</b>	<b>97,780</b>	<b>99,282</b>
<b>Net of receipts/(payments)</b>	<b>- 20,008</b>	<b>-</b>	<b>-</b>	<b>- 20,008</b>	<b>33,578</b>
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	113,135	-	-	113,135	79,557
<b>Cash funds this year end</b>	<b>93,127</b>	<b>-</b>	<b>-</b>	<b>93,127</b>	<b>113,135</b>



**Section A**

**Independent Examiner's Report**

**Report to the trustees/  
members of**

Charity Name  
Knightwood Kids Club

**On accounts for the year  
ended**

31/08/2020

**Charity no  
(if any)**

1081786

**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 / 08 / 2020.

**Responsibilities and  
basis of report**

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

**Independent  
examiner's statement**

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 the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn 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:**

1 / 3 / 21

**Name:**

Keeley Cousens

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

FCCA DipPFS

**Address:**

2a Poles Copse, Poles Lane

Otterbourne

SO21 2DZ

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