



# Trustees' Annual Report for the period

Period start date		Period end date	
From	1 09 2022	To	31 08 2023

## 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
Karen Teanby	
Victoria van Hateren	

### 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.

A new policy was introduced this year which supported procedures related to any school strikes.

Appointment of New Trustees is undertaken in accordance with adopted guidelines and procedure. We have welcomed two new committee members this year but also lost two members as they step down due to their children moving on to secondary school.

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.

The focus of the activities remains as educational creative play that enables learning to take place in a fun and secure environment. These 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 who contribute their time and energy which support our children and young people whom without we would very much be at a loss.

We continue to welcome parents and this year have encouraged more parental involvement which we hope will lead to more parents becoming actively involved as new committee members in the future.

**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)**

## 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.

Every year in September except for during the pandemic we accept work experience students from different schools who volunteer for a week.

This last year we have had 2 volunteers.

## Section D

## Achievements and performance

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

**Holiday Clubs**

As with every year we are immensely proud of the provision we provide for the Chandlers Ford community.

Our aim is ensuring all the children who attend have fun whilst staying safe in our care, within the fabulous facilities at Knightwood Primary School.

This year we have had a range of activities:

Sublime Science where the children had fun whilst learning about science and making slime!

Crazy Creatures – the children were able to hold some unusual creatures Snakes-Tarantulas -Lizards-Iguanas- and learn about where they live, what they eat etc.

Sports Solent – Lots of sports activities, obstacle courses, bungy runs, football, dance mats.

Mill Farm Cottage – Who bought along Goats-Pigs-Rabbits-Guinea Pigs-Turkey-Hens-Cockerels.

In the afternoons we had six very large paddling pools, for the children to splash around. On some days when the weather was extremely hot, we had ice creams, ice lollies.

We make sure there are always plenty of activities on offer for all the children's ages.

Arts and crafts, games, roleplay, and a Wii for the winter months. We also have the occasional film night.

**The Childrens Feedback**

Every year we ask our young people to complete questionnaires either by writing or drawing about what they like, dislike about the club and if they could change anything what would they change.

We feel this is an important aspect of gathering the child's views as this helps us adapt and develop the club around the children's needs.

**Staff and Volunteers**

We are incredibly fortunate that within our amazing team of staff we have two brothers working for us who attended our Holiday Clubs when they were younger, they now help organise lots of sporting activities indoor and outdoor depending on the weather. This year one of the brothers left kids Club as he has started University.

All staff continue to update training and relevant qualifications.

## 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

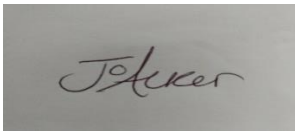
## Other optional information

## Section G

## Declaration

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

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Jo Alker	
Position (eg Secretary, Chair, etc)	Chair	

**Date**

11/11/2023



CHARITY COMMISSION  
FOR ENGLAND AND WALES

Knightwood Kids Club

1081786

## Receipts and payments accounts

CC16a

For the period  
from

01/09/2022

To

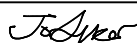
31/08/2023

### Section A Receipts and payments

	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Last year
	to the nearest £	to the nearest £	to the nearest £	to the nearest £	to the nearest £
<b>A1 Receipts</b>					
Trading Funds	108,071	-	-	108,071	114,529
Investment Income	566	-	-	566	32
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>108,637</b>	<b>-</b>	<b>-</b>	<b>108,637</b>	<b>114,561</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>108,637</b>	<b>-</b>	<b>-</b>	<b>108,637</b>	<b>114,561</b>
<b>A3 Payments</b>					
Salaries	78,605	-	-	78,605	84,934
Rent	9,685	-	-	9,685	12,473
Insurance	1,243	-	-	1,243	1,025
Education Consumables & Activities	3,703	-	-	3,703	5,042
Snacks	3,809	-	-	3,809	3,504
Computer & Telephone	861	-	-	861	816
Support Costs	16,042	-	-	16,042	16,546
Misc	492	-	-	492	491
	-	-	-	-	-
<b>Sub total</b>	<b>114,439</b>	<b>-</b>	<b>-</b>	<b>114,439</b>	<b>124,830</b>
<b>A4 Asset and investment purchases, (see table)</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>114,439</b>	<b>-</b>	<b>-</b>	<b>114,439</b>	<b>124,830</b>
<b>Net of receipts/(payments)</b>	<b>- 5,802</b>	<b>-</b>	<b>-</b>	<b>- 5,802</b>	<b>- 10,269</b>
<b>A5 Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>65,134</b>	<b>-</b>	<b>-</b>	<b>65,134</b>	<b>75,403</b>
<b>Cash funds this year end</b>	<b>59,332</b>	<b>-</b>	<b>-</b>	<b>59,332</b>	<b>65,134</b>



## 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 £
<b>B1 Cash funds</b>	Bank Current Account	500	-	-
	Bank Deposit Account	58,823	-	-
	Petty Cash	9	-	-
	<b>Total cash funds</b>	<b>59,332</b>	<b>-</b>	<b>-</b>
	(agree balances with receipts and payments account(s))	OK	OK	OK
<b>B2 Other monetary assets</b>	Debtors	1,100	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
<b>B3 Investment assets</b>		Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
<b>B4 Assets retained for the charity's own use</b>		Fund to which asset belongs	Cost (optional)	Current value (optional)
	Computer Equipment	Unrestricted funds	-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
<b>B5 Liabilities</b>		Fund to which liability relates	Amount due (optional)	When due (optional)
	Creditors	783	-	
	Social Security & other taxes	883	-	
			-	
			-	
Signed by one or two trustees on behalf of all the trustees		Signature	Print Name	Date of approval
			J ALKER	3.1.24



Section A

Independent Examiner's Report

Report to the trustees

Charity Name  
Knightwood Kids Club

On accounts for the year  
ended

31/08/2023

Charity no  
(if any)

1081786

Set out on pages

1 to 2

(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 31/08/2023.

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 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 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:

14/11/2023

Name:

Keeley Cousens

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

FCCA DipPFS

Address:

2a Poles Copse, Poles Lane  
Otterbourne

**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.**