

# **Poppleton School's Out Club**

Charity number 1081953

## **Trustees annual report & financial statements for the year ended**

**31st August 2020**

# **outsourc**

Charity accounts preparation &  
independent examination service

# **Poppleton School's Out Club**

Charity number 1081953

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# Trustees' Annual Report

From: 01/09/2019

To: 31/08/2020

Charity's full name Poppleton School's Out Club

Registered Charity number 1081953

## Objectives and activities

### Summary of the purposes of the charity set out in its governing document

The 3 objectives as written in the constitution are as follows:

1. To provide the necessary facilities for the daily care, recreation and education of children during out of school hours and school holidays.
2. To advance the education and training of the persons in the provision of such care, education and recreation facilities.
3. To promote the provision of childcare facilities in the catchment area of Poppleton Ousebank Primary School.

### Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts

Popsoc provides out of school hours childcare in the form of breakfast club, an afterschool club and holiday clubs. The committee rents premises from Poppleton Ousebank Primary School and is fully integrated into the school working days. Popsoc has a very good working relationship with the school and they help to promote the club in return. Popsoc are fully committed to staff development and during the year staff have attended and completed a number of professional development courses.

The trustees consider that they have complied with their duties to have due regard to the public benefit guidance published by the Charity Commission.

## Achievements and performance

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

This year has been a particularly challenging period for PopSoc – the Covid 19 outbreak meant that the club didn't operate from March 2020 – August 2020, and the staff team were all enrolled on the government furlough scheme, where we able to claim 80% of their wages. When we resumed, it was with strictly limited numbers. The relationship with the school is still strong and we have worked closely with the Head teacher to ensure we are able to provide a safe and sanitised environment for all our team members and children. From Sept 2019 – March 2020 we made good progress - the breakfast club operates in the school hall to enable a smooth transition into the school working day for the attendees and was running at maximum capacity 5 days a week. This year we have extended the opening hours to start at 07.30am after requests from parents and we now have additional space in the school to ensure we keep our "bubbles" apart. At the after-school club, children are now kept in year group bubbles to mirror the work done within the school. We are now working across multiple rooms in the school and in our premises and children have a number of structured activities available to choose from, or they are able to do homework. Numbers attending the after-school club are still at maximum on Tuesdays, Wednesdays and Thursdays, with a waiting list held by the club.

Because of the restrictions imposed by the Covid 19 guidelines, we can only take 1 bubble's worth of children (15) for the holiday clubs. Within these bubbles, the children and staff enjoy a wide variety of activities, themed weeks with special days. Day trips this year have been cancelled due to the Covid 19 restrictions.

Staff are actively encouraged to continue their professional development and attend courses to improve their skills and portfolio. All staff have an annual appraisal where their development needs are identified and addressed. We retain an Ofsted rating of "Good" which we gained in 2018, which reflects the hard work and dedication of the management team.

## Financial review

### Review of the charity's financial position at the end of the period

Based upon an estimate of the amount required for employees redundancy pay entitlements and rental payable, a minimum figure of £10,000 is required to be held in the PopSOC Bank Account at all times. This figure is based upon the redundancy entitlements of all PopSOC employees as of 31st August 2020 & the full annual rental amounts for hiring facilities to run the breakfast, out of school and holiday clubs for 1 full year.

**Amount of Reserves held - £25,999**

### Statement explaining the policy for holding reserves stating why they are held

The reserves policy for the club will be reviewed on an annual basis to take into account revised staff details and increased rental fees.

### Reasons for holding zero reserves

N/A

### Funds materially in deficit

None

### Explanation of any uncertainties about the charity continuing as a going concern

None

## Structure, governance and management

### Description of the charity's trusts

Type of governing document (e.g. trust deed, royal charter)      Constitution

How the charity is constituted (e.g. unincorporated association, CIO)      Association

Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees      AGM

## Reference and administration details

Club full name      Poppleton School's Out Club

Other names the charity is known by      Popsoc

Club principal address      The Studio  
Main Street  
Upper Poppleton  
York

Postcode YO26 6JT



# Names of the 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)
Abi Burton	Chair		
Heidi Otley	Vice Chair		
<del>Louise Drury</del> LAURA CRAWFORD	Treasurer		
Kathryn Milner	Secretary		
Alison Mortimer			
Julie Parry			
Mark Glenister			
Emma Woodland			
Vicky Hutchinson			
Jon Yates			

## Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year
Nil	

## Names and addresses of advisers (OPTIONAL)

Type of adviser	Name	Address
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### Independent

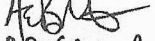
**Examiner** Karen Wood ACMA Outsource Accountancy Services & IE's  
Hiscox Building  
Peasholme Green, York  
YO1 7PR

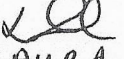
### Bankers

## Declaration

The trustees declare that they have approved the Trustees Annual Report and Accounts

Signed on behalf of the charity's trustees

Signature   
Full Name ABIGAIL BURTON  
Position CHAIR  
Date 12-10-20

Signature   
Full Name LAURA CRAWFORD  
Position Treasurer  
Date 14.10.20

## Independent examiner's report to the trustees of Poppleton's School's Out Club

I report on the accounts of: **Poppleton School's Out Club**  
for the year ended: **31st August 2020** which are set out on pages 5 to 7.

### 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').

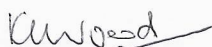
I report in respect of my examination of the Charity's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

### 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 giving me cause to believe that in any material respect:

- 1 accounting records were not kept in respect of the Trust as required by section 130 of the Act; or
- 2 the accounts do not accord with those records

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.



**Karen Wood (ACMA)**

Outsource independent examination  
service

The Hiscox Building  
Peasholme Green  
York YO1 7PR



**Date:**

**Poppleton School's Out Club**

Charity number 1081953

**Statement of assets and liabilities at:**

**31st August 2020**

	Unrestricted funds £	Restricted funds £	2020 Total funds £	2019 Total funds £
<b>Assets</b>				
<b>Cash at bank and in hand</b>				
Current bank account	13,881	-	13,881	14,299
Savings bank account	12,026	-	12,026	12,008
Mastercard	92		92	71
	<u>25,999</u>	<u>-</u>	<u>25,999</u>	<u>26,378</u>

	Unrestricted funds £	Restricted funds £	2020 Total funds £	2019 Total funds £
<b>Liabilities</b>				
Independent examination fee	320	-	320	320
	<u>320</u>	<u>-</u>	<u>320</u>	<u>320</u>

**Poppleton School's Out Club**  
Charity number 1081953

<b>Receipts &amp; payments accounts for the year ended:</b>			<b>31st August 2020</b>	
	<b>Unrestricted funds</b>	<b>Restricted funds</b>	<b>2020 Total funds</b>	<b>2019 Total funds</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>Receipts</b>				
Fees	90,494	-	90,494	111,319
Bank interest	18	-	18	12
<b>Total receipts</b>	<b>90,512</b>	<b>-</b>	<b>90,512</b>	<b>111,331</b>
<b>Payments</b>				
Salaries	76,637	-	76,637	102,031
Staff training & other costs	1,179	-	1,179	1,723
Activities	2,672	-	2,672	4,693
Refreshments	3,741	-	3,741	5,751
Rent	1,610	-	1,610	3,353
Equipment	393	-	393	1,542
Payroll fees	-	-	-	314
Insurance	552	-	552	550
Independent examiner's fees	320	-	320	320
Licences & subscriptions	1,843	-	1,843	354
Administration & running costs	526	-	526	457
Bank charges	120	-	120	120
Website, telephone & internet	1,298	-	1,298	1,474
Donations to charities	-	-	-	55
<b>Total payments</b>	<b>90,891</b>	<b>-</b>	<b>90,891</b>	<b>122,737</b>
<b>Net of receipts/(payments)</b>	<b>(379)</b>	<b>-</b>	<b>(379)</b>	<b>(11,406)</b>
<b>Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Balance brought forward</b>	<b>26,378</b>	<b>-</b>	<b>26,378</b>	<b>37,784</b>
<b>Balance carried forward</b>	<b>25,999</b>	<b>-</b>	<b>25,999</b>	<b>26,378</b>



Poppleton School's Out Club  
Charity number 1081953

Notes to the accounts for the year ended:

31st August 2020

The trustees have taken advantage of section 144 (2) of the Charities Act 2011 and prepared the accounts on a receipts and payments basis.

Approval of accounts for the year ended:

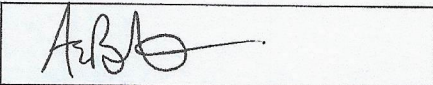
31st August 2020

The report and accounts were approved at a meeting of the trustees held on:

12-10-20

Date

Signed for and on behalf of the trustees:



Signature

ABIGAIL BURTON

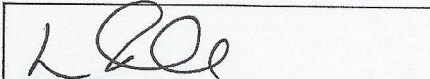
Name

CHAIR

Position (e.g. Chair etc)

12-10-20

Date



Signature

LAURA CRAWFORD

Name

TREASURER

Position (e.g. Chair etc)

14-10-20

Date

