

# **Poppleton School's Out Club**

Charity number 1081953

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

**31st August 2021**

# **outsourc**e

Charity accounts preparation &  
independent examination service

# **Poppleton School's Out Club**

Charity number 1081953

## **Contents**

<b>Index</b>	<b>Page</b>
<b>Report of the trustees</b>	<b>1</b>
<b>Independent examiner's report</b>	<b>4</b>
<b>Receipts &amp; payments accounts</b>	<b>5</b>
<b>Statement of assets and liabilities</b>	<b>6</b>
<b>Notes to the accounts</b>	<b>7</b>

# Trustees' Annual Report

**From:** 01/09/2020

**To:** 31/08/2021

**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 challenging period for PopSoc – the Covid 19 outbreak and guidelines meant that the club didn't operate as normal through some parts of the year, with strictly limited numbers for holiday clubs, and class year group bubbles in operation. Many of the staff team were all enrolled on the government furlough scheme, where we able to claim 80% of their wages until Jan of 2021. 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 April 2021 we made good progress - the after-school club in particular, has been popular, and is operating at its maximum numbers on a Monday, Tuesday, Wednesday and Thursday. We have explored gaining additional rooms or space for the club, but haven't been able to secure anything at the moment. The children have a number of structured activities available to choose from, or they are able to do homework or have downtime and we consistently ask for their input and that of the parents into looking at additional things we can introduce to the club.

The breakfast club has been low on numbers as due to the pandemic; the Head Teacher had been opening the school doors at 08.30am to allow parents to drop off their children. This impacted on our income. Our breakfast club numbers are low – possibly due to larger numbers of people still working from home and able to be more flexible with school drop off times.

Within the holiday clubs, once the maximum limit of 15 children was relaxed, the children and staff have been enjoying a wide variety of activities, themed weeks with special days and visitors to the site looking at nature, different cultures, and the world around us. 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 on an estimate of the amount required for employees redundancy pay entitlements and rental payable, a minimum figure of £12, 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 2021 and 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** - £16,650

### 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			
Laura Crawford			
Kathryn Milner			
Mark Glenister			
Vicky Hutchinson			
Marianne Hughes-Tritton			

**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
-----------------	------	---------


**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** Marianne Tritton-Hughes  
**Position** Trustee  
**Date** 8/12/2021

**Signature**   
**Full Name** Heidi Otley  
**Position** Deputy Chair  
**Date** 5/12/2021

## 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 2021** 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

10/12/2021

**Date:**

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

<b>Receipts &amp; payments accounts for the year ended:</b>			<b>31st August 2021</b>	
	<b>Unrestricted funds</b>	<b>Restricted funds</b>	<b>2021 Total funds</b>	<b>2020 Total funds</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>Receipts</b>				
Fees	87,101	-	87,101	90,494
Fundraising & donations	1,699	-	1,699	-
Bank interest	1	-	1	18
	<u><b>88,801</b></u>	<u><b>-</b></u>	<u><b>88,801</b></u>	<u><b>90,512</b></u>
JRS Government grant	-	16,052	16,052	9,235
<b>Total receipts</b>	<u><b>88,801</b></u>	<u><b>16,052</b></u>	<u><b>104,853</b></u>	<u><b>99,747</b></u>
<b>Payments</b>				
Salaries	80,331	-	80,331	76,637
Staff training & other costs	1,751	-	1,751	1,179
Activities & play materials	2,718	-	2,718	2,672
Milk & refreshments	4,500	-	4,500	3,741
Rent	3,244	-	3,244	1,610
IT equipment & software	712	-	712	393
Accountancy assistance	539	-	539	-
Insurance	642	-	642	552
Independent examiner's fees	320	-	320	320
Licences & subscriptions	795	-	795	1,843
Administration & running costs	1,312	-	1,312	526
Bank charges	168	-	168	120
Website, telephone & internet	1,118	-	1,118	1,298
Donations to charities	-	-	-	-
	<u><b>98,150</b></u>	<u><b>-</b></u>	<u><b>98,150</b></u>	<u><b>90,891</b></u>
Furloughed staff payments	-	16,052	16,052	9,235
<b>Total payments</b>	<u><b>98,150</b></u>	<u><b>16,052</b></u>	<u><b>114,202</b></u>	<u><b>100,126</b></u>
<b>Net of receipts/(payments)</b>	<b>(9,349)</b>	<b>-</b>	<b>(9,349)</b>	<b>(379)</b>
<b>Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Balance brought forward</b>	<b>25,999</b>	<b>-</b>	<b>25,999</b>	<b>26,378</b>
<b>Balance carried forward</b>	<u><b>16,650</b></u>	<u><b>-</b></u>	<u><b>16,650</b></u>	<u><b>25,999</b></u>

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

Statement of assets and liabilities at:	31st August 2021
---	------------------

	Unrestricted funds £	Restricted funds £	2020 Total funds £	2019 Total funds £
<b>Assets</b>				
<b>Cash at bank and in hand</b>				
Current bank account	4,141	-	4,141	13,881
Savings bank account	12,027	-	12,027	12,026
Mastercard	482	-	482	92
	<u>16,650</u>	<u>-</u>	<u>16,650</u>	<u>25,999</u>

	Unrestricted funds £	Restricted funds £	2021 Total funds £	2020 Total funds £
Outstanding fees	5,535	-	5,535	-
	<u>5,535</u>	<u>-</u>	<u>5,535</u>	<u>-</u>

	Unrestricted funds £	Restricted funds £	2021 Total funds £	2020 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>Notes to the accounts for the year ended:</b>	<b>31st August 2021</b>
--	-------------------------

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

<b>Approval of accounts for the year ended:</b>	<b>31st August 2021</b>
---	-------------------------

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

25/11/2021

Date

**Signed for and on behalf of the trustees:**



**Signature**

Heidi Otley

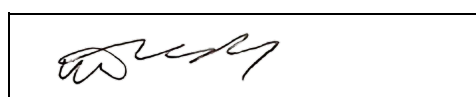
**Name**

Deputy Chair

**Position (e.g. Chair etc)**

5/12/2021

**Date**



**Signature**

Marianne Tritton-Hughes

**Name**

Trustee

**Position (e.g. Chair etc)**

8/12/2021

**Date**