



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

From 01 September 2019
To 31 August 2020

Period start date
Period end date

Charity name: St Joseph's Out of School Club

Charity registration number: 1084550

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	<ul style="list-style-type: none">To provide the necessary facilities for the daily care, recreation and education of children during out of school hours,To advance the education and training of the persons in the provision of such care, education and recreational facilities.
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.	Para 1.17 and 1.19	<p>The St Joseph's Out of School Club exists to provide wrap around care for those children attending St Joseph's Catholic Primary School. The St Joseph's Out of School Club (The Club) runs two session every day during School term times; one in them morning from 7.45 – 8.45 and another after school from 3.15 – 6pm.</p> <p>This provision enables children's whose working parents who have no other childcare facilities, to attend the school. Surveys of OOSC parents, demonstrates that The Club was a major factor when considering St Joseph's Catholic School for their children; and also that many would unable to send their children to the school without this facility.</p> <p>The Club provides a home from home environment during the morning session. Breakfast is provided and the children are allowed free play which is typically supervised by two staff members.</p> <p>The longer after school session allows for a more structured programme of events to be run. Typically each term a theme is adopted and activates are organised relating to this.</p> <p>The Staff employed by The Club are supported in all aspects of their role. Their opinions are sought in regard to third party activities arranged by The Club's Committee and they are actively encouraged to be proactive in requested specific training. All staff are members of the local community.</p>
Statement confirming whether the trustees have had regard to	Para 1.18	All members of The Club's management committee have due regard to the guidance

the guidance issued by the Charity Commission on public benefit		issued by the Charity Commission on public benefit and take this into consideration in the ongoing management of the provision of The Club's services.
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Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	N/A
Policy on social investment including program related investment	Para 1.38	N/A
Contribution made by volunteers	Para 1.38	N/A
Other		N/A

Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	<p>Provided reliable, stimulating, home-from-home wrap around care, for children attending St Joseph's Catholic Primary School, and a holiday club facility for local primary aged school children. In total 42 children benefit from the OOSC services.</p> <p>Enabled a significant number of families to send their children to St Joseph's Catholic Primary School who would not be able to do so without the existence of the Club.</p> <p>Protected the jobs of the staff despite lockdown and no income from March - September 2020.</p> <p>Growing the strength of the club so it was operated at capacity more often than not.</p> <p>Securing the financial future of the club by increasing the number of contract bookings which meant that we had our costs covered</p> <p>Successfully running of holiday club for St Joseph's and local school children, building out a bigger range of third party suppliers to bolster our offering.</p>

Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	N/A
Performance of fundraising activities against objectives set	Para 1.41	N/A
Investment performance against objectives	Para 1.41	N/A
Other		N/A

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	<p>The financial position at the end of the period is set out in the Balance Sheet and Statement of Profit and Loss.</p> <p>Covid-19 has had a significant impact on the Charities' finances as no income was received between 21 March 2020 – 3 September due to the Club needing to close due to lockdown measures.</p>
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	<p>"Reserves policy" – the Club requires £23,000 to be held in reserves at all times to meet the financial commitments of the club and redundancy payments of staff, in the event of the Club income being severely compromised.</p> <p>The OOSC is committed to ensuring that they have a dedicated, permanent allocated space from which to provide the OOSC service. Any surplus of funds, over and above the financial commitments of the Club, are put towards funding the provision of such a space.</p>
Amount of reserves held	Para 1.22	£47,160
Reasons for holding zero reserves	Para 1.22	N/A
Details of fund materially in deficit	Para 1.24	N/A
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	<p>N/A</p> <p>Notwithstanding the challenges presented by the global pandemic, the Committee have a reasonable expectation that the charity will be able to continue as a going concern due to the level of reserves and the return of fee income from parents (from September 2020).</p>

Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	N/A
Investment policy and objectives including any social investment policy adopted	Para 1.46	N/A
A description of the principal risks facing the charity	Para 1.46	The Committee have assessed the major risks to which the charity is exposed, in particular those related to the operations and finances of the charity, and are satisfied that systems and procedures are in place to mitigate our exposure to the major risks.
Other		

Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed , royal charter)	Para 1.25	Constitution
How is the charity constituted? (e.g. unincorporated association , CIO)	Para 1.25	Unincorporated 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	Para 1.25	The Committee invites parents of children attending St Joseph's Out of School Club to volunteer for a place on the committee. If they wish to undertake the role of Chair, Treasurer or Secretary then they have to be proposed and seconded by an existing member of the Out of School Committee.

Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	New trustees are also referred to the charities commission website for help (including in respect of their responsibilities).
The charity's organisational structure and any wider network with which the charity works	Para 1.51	N/A
		N/A

Relationship with any related parties	Para 1.51	
Other		N/A

Reference and Administrative details

Charity name	St Joseph's Out of School Club
Other name the charity uses	St Joseph's OOSC
Registered charity number	1084550
Charity's principal address	St Joseph's Out of School Club, Front Street, Nympsfield, Stonehouse, Gloucestershire, GL10 3TY

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	Helen Harper	Chair		OOSC Committee
2	Helen Tarr	Treasurer		OOSC Committee
3	Joanna Armstrong	Secretary		OOSC Committee
4	Daniel Harper			OOSC Committee
5	Claire Turp			OOSC Committee
6	Wendy D'Arcey			OOSC Committee
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Corporate trustees – names of the directors at the date the report was approved

Director name		
N/A		

Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	
N/A		

Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	N/A
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	N/A
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	N/A

Additional information (optional)**Names and addresses of advisers (Optional information)**

Type of adviser	Name	Address

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

N/A

Exemptions from disclosure

Reason for non-disclosure of key personnel details

No Trustee receives remuneration from the charity.

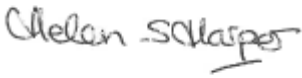
Other optional information

N/A

Declarations

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

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Helen Harper	
Position (eg Secretary, Chair, etc)	Chair	
Date	5 October 2020	

Balance Sheet

St Joseph's Nympsfield Out of School Club
As at 31 August 2020

31 AUG 2020

Fixed Assets

Tangible Assets

710 Office Equipment	1,759.91
720 Computer Equipment	812.83
Total Tangible Assets	2,572.74

Total Fixed Assets	2,572.74
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Current Assets

Cash at bank and in hand

Current Account	21,608.79
Deposit Account	23,273.14
Total Cash at bank and in hand	44,881.93

Total Current Assets	44,881.93
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Creditors: amounts falling due within one year

800 Accounts Payable	167.10
Petty Cash	127.31
Total Creditors: amounts falling due within one year	294.41

Net Current Assets (Liabilities)	44,587.52
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Total Assets less Current Liabilities	47,160.26
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Net Assets	47,160.26
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Capital and Reserves

960 Retained Earnings	47,235.04
Current Year Earnings	(74.78)
Total Capital and Reserves	47,160.26

Audited
A. Britton
Nov-20
[Signature]

Profit and Loss

St Joseph's Nympsfield Out of School Club For the year ended 31 August 2020

	2020	
Turnover		
200 Fee Income	25,364.94	dB
202 Grants	6,194.72	AB
270 Interest Income	185.32	AB
Total Turnover	31,744.98	
Cost of Sales		
320 Direct Wages	22,021.23	
321 Consumables and Refreshments	381.95	af
322 Craft items	380.95	
323 Toys and Games	227.22	
324 Wages Costs (PAYE/NII)	1,099.68	
Total Cost of Sales	24,111.03	
Gross Profit	7,633.95	
Administrative Costs		
401 Audit & Accountancy fees	3,558.60	
417 Children's Entertainment	902.50	
424 Payroll Expenses	418.75	
433 Insurance	11.50	
463 IT Software and Consumables	589.19	
469 Rent	1,244.72	
473 Repairs & Maintenance	115.88	
481 Staff Gifts	80.24	
485 Subscriptions	787.35	
Total Administrative Costs	7,708.73	
Operating Profit	(74.78)	
Profit on Ordinary Activities Before Taxation	(74.78)	
Profit after Taxation	(74.78)	



Section A

Independent Examiner's Report

Report to the trustees/
members of

St Joseph's Out of School Club

On accounts for the year
ended

31 August 2020

Charity no
(if any)

1109360

Set out on pages

I report to the trustees on my examination of the accounts of the above
charity ("the Trust") for the year ended

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

[The charity's gross income exceeded £250,000 and I am qualified to
undertake the examination by being a qualified member of [insert name of
applicable listed body]]. Delete [] if not applicable.

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.

* Please delete the words in the brackets if they do not apply.

Signed:

L Britton

Date:

29/11/2020

Name:

LAURA BRITTON

Relevant professional
qualification(s) or body

CIMA qualified accountant.

(if any):

Address:

34 Dwsley Road

Dwsley, Gloucs

GL11 6PP

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.