



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

From 01 September 2020
To 31 August 2021

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	<p>The enhancement of the development, care and education of children primarily under statutory school age and also of children and young people of school age by encouraging parents to understand and provide for the needs of their children through community (voluntary managed) groups and by:</p> <ul style="list-style-type: none">a) offering appropriate play facilities and training courses, together with the right of parents to take responsibility for and to become involved in the activities of such groups, ensuring that such groups offer opportunities for all children and young people, whatever their race, culture, religion, means or ability; andb) encouraging the study of the needs of such children and their families and promoting public interest in and recognition of such needs in the local area.
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 the 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 be 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 activities 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 the guidance issued by the Charity Commission on public benefit	Para 1.18	All members of The Club's management committee have due regard to the guidance 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.

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	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 80 children benefit from the OOSC services.</p> <p>Enabled a significant number of families to send their children to St Joseph's Catholic</p>

benefits to society as a whole.		<p>Primary School who would not be able to do so without the existence of the Club.</p> <p>During the January – March 2021 lockdown, the Club remained open four days a week for Key Working families and children on an ad hoc basis. Session lengths were reduced which was reflected in associated costs. Sessions were also opened to pre-school children.</p> <p>In order to help our families, we re-opened the Club to all families as soon as lockdown ended on a reduced length and cost basis although five days a week. Given the uncertain nature of Covid, sessions could only be booked on an ad hoc rather than contract basis.</p> <p>In Summer 2021 we returned to normal in terms of hours, sessions and booking approach although bubbles continued to be in operation.</p> <p>Growing the strength of the club so it was operated at capacity where possible given government guidance operating during the year.</p> <p>Securing the financial future of the club by returning to contract bookings as soon as possible so our costs covered</p>
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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 had a significant negative impact on the Charities' finances due to the January – March 2021 lockdown as the Club could not operate at capacity due to governmental restrictions.</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	£55,437
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 Summer 2021).</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	<p>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.</p>

Other		N/A

Structure, Governance and Management

Description of charity's trusts:		Constitution
Type of governing document (trust deed , royal charter)	Para 1.25	Unincorporated Association.
How is the charity constituted? (e.g unincorporated association , CIO)	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.
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	Constitution

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
Relationship with any related parties	Para 1.51	N/A
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	1 Sep 20 – 24 Oct 20	OOSC Committee
2	Helen Tarr	Treasurer	1 Sep 20 – 24 Oct 20	OOSC Committee
3	Joanna Armstrong	Secretary	1 Sep 20 – 24 Oct 20	OOSC Committee
4	Daniel Harper		1 Sep 20 – 24 Oct 20	OOSC Committee
5	Claire Turp		1 Sep 20 – 24 Oct 20	OOSC Committee
7	Rebecca Sanders	Chair	25 Oct 20 – 17 Jul 21	OOSC Committee
8	Laura Britton	Treasurer	25 Oct 20 – 31 Aug 21	OOSC Committee
9	Louise Benton	Secretary	25 Oct 20 – 31 Aug 21	OOSC Committee
10	Clare Howells			
11	Rebecca Steele		25 Oct 20 – 31 Aug 21	
12	Ceriss Crew		25 Oct 20 – 31 Aug 21	
13	Joanne Smee	Chair	18 July 21 – 31 Aug 21	
14				
15				
16				
17				
18				
19				
20				

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)

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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)	<i>LE Benton</i>	
Full name(s)	Louise Benton	
Position (eg Secretary, Chair, etc)	Secretary	
Date	29 June 22	

Balance Sheet

St Joseph's Nympsfield Out of School Club As at 31 August 2021

31 AUG 2021

Fixed Assets

Tangible Assets

710 Office Equipment	1,866.91
720 Computer Equipment	812.83
Total Tangible Assets	2,679.74
Total Fixed Assets	2,679.74

Current Assets

Cash at bank and in hand

Current Account	29,957.02
Deposit Account	23,293.65
Total Cash at bank and in hand	53,250.67
Total Current Assets	53,250.67

Creditors: amounts falling due within one year

800 Accounts Payable	491.10
Petty Cash	2.31
Total Creditors: amounts falling due within one year	493.41

Net Current Assets (Liabilities)

52,757.26

Total Assets less Current Liabilities

55,437.00

Net Assets

55,437.00

Capital and Reserves

960 Retained Earnings	47,160.26
Current Year Earnings	8,276.74
Total Capital and Reserves	55,437.00

Profit and Loss

St Joseph's Nympsfield Out of School Club For the year ended 31 August 2021

2021

Turnover

200 Fee Income	31,166.17
201 Fundraising income	30.00
202 Grants	7,166.05
270 Interest Income	20.51
Total Turnover	38,382.73

Cost of Sales

320 Direct Wages	21,478.73
321 Consumables and Refreshments	49.59
322 Craft items	222.02
323 Toys and Games	1,545.66
324 Wages Costs (PAYE/NI)	1,192.52
Total Cost of Sales	24,488.52

Gross Profit

13,894.21

Administrative Costs

401 Audit & Accountancy fees	3,126.90
402 Administrative Costs	16.99
417 Children's Entertainment	16.51
424 Payroll Expenses	527.50
463 IT Software and Consumables	328.08
469 Rent	360.00
480 Staff Training	292.50
481 Staff Gifts	282.75
485 Subscriptions	666.24
Total Administrative Costs	5,617.47

Operating Profit

8,276.74

Profit on Ordinary Activities Before Taxation

8,276.74

Profit after Taxation

8,276.74



CHARITY COMMISSION
FOR ENGLAND AND WALES

Independent examiner's report on the accounts

Section A

Independent Examiner's Report

Report to the trustees/
members of

Charity Name

ST JOSEPH'S OUT OF SCHOOL CLUB

On accounts for the year
ended

31st Aug 2021

Charity no
(if any)

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 31/08/2021.

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:

Katy Seal

Date:

23/6/22

Name:

KATY SEAL

Relevant professional
qualification(s) or body

BA (HONS)

(if any):

Address:

25 BOX RD

CAM

GLOS GL11 5DJ

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.