



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

From 01 September 2021
To 31 August 2022

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 (the Club) exists to provide wrap around care for those children attending St Joseph's Catholic Primary School. 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.</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	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 105 children benefitted from the OOSC</p>

<p>difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.</p>		<p>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>September 2021, post Covid, saw normality resume with the club back to offering ad-hoc and contract bookings for both breakfast and after school club and being open 5 days a week.</p> <p>Successfully running of holiday club for St Joseph's and local school children.</p> <p>During the year the children participated in range of celebration events including Easter, Parliament week, The Queens Jubilee, Chinese new year, Mother's day, Father's day, Autumn activities, Wellbeing week and Thanksgiving. Other activities include Tea parties, baking cakes/biscuits, making key rings, planting flowers and making our traditional Christmas cakes including making a wish as we stir.</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	The financial position at the end of the period is set out in the Balance Sheet and Statement of Profit and Loss.
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	£52,863.04
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>The Committee has a reasonable expectation that the charity will be able to continue as a going concern due to the level of reserves and fee income not withstanding the increased cost associated with the services provided.</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.
		N/A

Other		
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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	Laura Britton	Treasurer		OOSC Committee
2	Louise Benton	Secretary		OOSC Committee
3	Clare Howells			OOSC Committee
4	Rebecca Steele			OOSC Committee
5	Ceriss Crew			OOSC Committee
7	Joanne Smee	Chair	1 Sep 21 - 4 July 22	OOSC Committee
8	Heidi Saunders	Chair	4 Jul 22 - 31 Aug 22	OOSC Committee
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Corporate trustees - names of the directors at the date the report was approved

Director name		
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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.
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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)

Louise Benton

Full name(s)

Louise Benton

**Position (eg
Secretary, Chair, etc)**

Secretary

Date

28 June 23

Profit and Loss

St Joseph's Nympsfield Out of School Club

For the year ended 31 August 2022

Cash Basis

2022

Turnover

200 Fee Income	50,377.72
270 Interest Income	51.69
Total Turnover	50,429.41

Cost of Sales

320 Direct Wages	25,631.08
321 Consumables and Refreshments	33.14
322 Craft items	642.59
323 Toys and Games	74.98
324 Wages Costs (PAYE/NI)	2,098.01
Total Cost of Sales	28,479.80

Gross Profit

21,949.61

Administrative Costs

401 Audit & Accountancy fees	3,059.90
408 Cleaning	33.98
417 Children's Entertainment	15,572.02
424 Payroll Expenses	432.70
429 General Expenses	3.15
463 IT Software and Consumables	733.74
469 Rent	2,881.46
473 Repairs & Maintenance	603.76
480 Staff Training	349.09
481 Staff Gifts	155.00
482 Pensions Costs	356.15
485 Subscriptions	714.35
Total Administrative Costs	24,895.30

Operating Profit

(2,945.69)

Profit on Ordinary Activities Before Taxation

(2,945.69)

Profit after Taxation

(2,945.69)

Balance Sheet

St Joseph's Nympsfield Out of School Club

As at 31 August 2022

Cash Basis

31 AUG 2022

Fixed Assets

Tangible Assets

710 Office Equipment	1,946.91
720 Computer Equipment	812.83
Total Tangible Assets	2,759.74

Total Fixed Assets	2,759.74
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Current Assets

Cash at bank and in hand

Current Account	26,579.65
Deposit Account	23,346.36
Petty Cash	177.30
Total Cash at bank and in hand	50,103.31

Total Current Assets	50,103.31
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Creditors: amounts falling due within one year

860 Rounding	0.01
Total Creditors: amounts falling due within one year	0.01

Net Current Assets (Liabilities)	50,103.30
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Total Assets less Current Liabilities	52,863.04
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Net Assets	52,863.04
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Capital and Reserves

960 Retained Earnings	55,808.73
Current Year Earnings	(2,945.69)
Total Capital and Reserves	52,863.04



Section A

Independent Examiner's Report

Report to the trustees/
members of

Charity Name

St Joseph's Nympsfield Out of School Club

On accounts for the year
ended

31 August 2022

Charity no
(if any)

1084550

Set out on pages

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 DD / MM / YYYY.

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 Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed 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 (other than that disclosed below *) in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn 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:

Ingrid Rowlands

Date:

31st May 2023

Name:

Ingrid Rowlands

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

CPA

Address:

16 Budding Way

Dursley GL11 5BE

Only complete if the examiner needs to highlight 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.

In the course of my examination, no matter has come to my attention.