

St Paul's Stars Breakfast and After School Club
Trustees' Annual Report for the period
1st April 2023 – 31st March 2024

Section A Reference and administration details

Charity name	St Paul's Stars Breakfast and After School Club
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Registered charity number (if any)	108 7223
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Charity's principal address	St Paul's Catholic School	
	City Road, Tilehurst	
	Reading	
	Postcode	RG31 4SZ

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	Sarah Armstrong-Stacey	Chair		Annual General Meeting
2	Zanna Rojenko	Treasurer		Annual General Meeting
3	Kieran Jennings	Secretary		Annual General Meeting
4	Jodie Veck			Annual General Meeting
5	Felicia Mandu			Annual General Meeting
6	Benjamin Awuah			Annual General Meeting
7	Suzie Shu Yang			Annual General Meeting
8	Patricia Brennan		20.06.23 - present	Annual General Meeting
9	Nicola Wallace		20.06.23 - present	Annual General Meeting
10				
11				

Type of adviser	Name	Address
Banker	Barclays Bank	Reading
Independent Examiner	EJBC Chartered Accountants	Canal Walk, Newbury, RG14 1DY
Co-Opted member		
Co-Opted member		

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

Gillian Skeldon, Playleader

Section B Structure, governance and management**Description of the charity's trusts**

Type of governing document (eg. trust deed, constitution)	Constitution
How the charity is constituted (eg. trust, association, company)	Unincorporated association
Trustee selection methods (eg. appointed by, elected by)	Elected by the Annual General Meeting

Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

The Breakfast and After School Club works independently for the benefit of the children who attend its out of school hours care. We work solely for the benefit of the children who attend St Paul's Catholic Primary School.

The Group is managed by the Management Committee, the members of which are the 'Charity Trustees' of the Group, which is a recreational charity. As Charity Trustees, they are responsible for complying with legislation applicable to charities. This includes the registration, keeping proper accounts and making returns to the Charity Commission as appropriate.

The Committee meets every month to six weeks during term time and consists of 3 officers (Chair, Treasurer and Secretary) together with the other Committee members and playworkers' representation.

Members of the Committee receive information about their responsibilities as trustees and the operating handbook of the Committee within the first weeks of joining the committee.

The Group has in place systems of internal controls that are designed to provide reasonable assurance against material mismanagement or loss, these include 2 signatories for all payments and comprehensive insurance policies to ensure that insurable risks are covered.

Section C Objectives and activities**Summary of the objects of the charity set out in its governing document**

The objective of the Group shall be to enhance the development and education of children aged 4-11 years of age attending St Paul's Catholic Primary School, in particular but not exclusively by:

- Offering appropriate play, recreation, education and care facilities during out-of-school hours, and;
- to advance the education and training of persons in the provision of care, and in the safe use of recreational equipment and facilities for the benefit of the said children.

The Group provides educational and developmental activities and care for children at St Paul's Catholic Primary School.

The Group meets the Charity Commission's public benefit criteria under both the advancement of education and the advancement of citizenship or community development headings.

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

Section D

Achievements and performance

Summary of the main achievements of the charity during the year

The Group has continued to flourish during the year and demonstrates a wide range of activities, open to all the children.

Other points of interest this year include:

- The committee continues to retain shadow roles for office holders to allow a smooth handover at the end of their time in office. We also gained some new committee members and said goodbye to others who were standing down after a number of years service to the club.
- Club policies continue to be updated and are available on the School website, along with the Club Handbook.
- We continue to benefit from the hard work and commitment of the entire staff team, including from Mrs Skeldon as the playleader. The staff provide many enjoyable activities for the children as well as helping them to learn and grow in confidence in their time in the club. The children really enjoy their time at BASC, which as parents we know is very important.
- The children have enjoyed another year of Fun, Learning, Crafts and Games. Children and staff have celebrated through crafts and cooking, different festivals from a variety of cultures, including Remembrance Day, Christingle, Advent, Diwali, Christmas, Lunar New Year, Easter, May Day, as well as St George, St Patrick, St Andrew and St David's feast days. The children have enjoyed daily crafts both themed and of their own initiative. In the winter months children enjoyed finger knitting and pompom making, which has been particularly enjoyable for SEN children, and parents have been especially pleased with the MANY fluffy balls their children eagerly bring home! In warmer weather the children enjoy playing outdoors, riding scooters and balance bikes (for EYRS children), playing football, searching for insects and generally making good use of the facilities available.
- This year we have set up online banking for 3 members of the committee so that we are able to process online payments using 2 stage authorisation. This has made it significantly easier to pay bills in particular salaries payments to West Berkshire council. Previously these were paid by cheque which was always problematic as cheques often went missing resulting in invoices not being paid.
- We have also settled a number of outstanding salary payments with West Berkshire council, including an invoice from 2020 which the committee disputed as it was during the period of government furlough during Covid 19 lockdown. Having resolved this puts the club finances in a much better position as we no longer have any unresolved debts.
- In December 2023 we recruited a new staff member to join the BASC team to ensure sufficient cover on some days of the week. The new staff member is a member of the school staff and already knew the children and BASC staff and has settled in well.
- This year the club moved bookings to an online system run by Kids Club HQ. This has made the process of managing bookings and registers significantly easier and eases the burden on committee members managing this.
- The new booking system also issues invoices to parents automatically, and keeps a log of invoices and payments, which is helping with the process of reconciling payments and tracking debts. We hope that in time this will help to reduce the number of outstanding payments which has historically been an issue. There are still several parents with outstanding debts prior to this new system, which the committee is chasing directly to redress this.

Section E

Financial review

Brief statement of the charity's policy on reserves

The Group's policy on reserves is to hold sufficient resources to continue the charitable activities of the Group should income fall short. It also requires sufficient resources to close the Club and the charity should this be necessary. The Group Committee considers that the Group should hold a sum of at least £40k to protect this risk.

The reserves (closing combined bank balances) at the end of March 2024 stand at £57.2k

In the previous year the Club reported an operating profit of £17k, due largely to delays in payments of staff salaries covering a total of three months from the 22/23 financial year (this was due to issues with delivery of cheques).

In the 23/24 financial year, the club has paid a total of £31.7k (approx.) of salaries from previous financial years (those referred to above as well as another bill from 2020 which had been in dispute), in addition to the current year's salaries. These additional payments are as follows (figures approx.):

February 2023: £6,300 paid April 2023

June and July 2022: £6,800 x 2 paid August 2023

April-June 2020: £11,800, paid March 2024

As a result of settling these outstanding payments, the club is reporting an operating deficit of £25.8k. However, as these payments are a one-off and do not represent an ongoing increase in expenditure, we are confident this will not be replicated in future years. The club does not have any other outstanding payments.

Income generated in this financial year is £89.3k.

Details of any funds materially in deficit

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

The Treasurer summarised the BASC accounts as follows:

The only source of income for the club is from fees charged to parents for before and after school childcare. The income this financial year had decreased by £3.5k in comparison to the financial year 2022/23, which is likely to be due to a decrease in bookings this year. Booking numbers fluctuate year on year depending on parents situations and need for out of school childcare, so this is likely to go up and down sometimes. Another factor could be that the school has had reduced admissions in the last two years, although this has increased again for the September 25 intake.

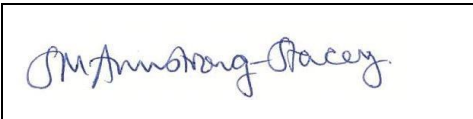

Section F

Other optional information

Section GDeclaration

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

Signed on behalf of the charity's trustees

Signature(s)		
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Full name(s)	Sarah Armstrong-Stacey	Zanna Rojenko
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Position (eg Secretary, Chair, etc)	Chair	Treasurer
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Date	02/07/2024
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St. Pauls Stars After School Club (including Breakfast Club)

Charity No: 1087223

Income & Expenditure Account

for 12 months ended 31 March 2024

		2023/24	2022/23	2021/22	2020/21
		£	£	£	£
Income					
Fees	After School Club	78,310.99	80,002.10	73,546.60	33,068.49
	Breakfast Club	11,021.54	12,741.21	9,724.81	5,338.50
		<u>89,332.53</u>	<u>92,743.31</u>	<u>83,271.41</u>	<u>38,406.99</u>
Other Income	Grants	0.00	0.00	0.00	0.00
Total Income		89,332.53	92,743.31	83,271.41	38,406.99
Less Expenses					
Staff wages		98,843.86	58,942.57	83,748.53	18,514.43
Other staff costs					
Food & kitchen supplies		4,021.58	2,806.48	3,870.30	1,842.30
Party food & sundry kitchen supplies		0.00	134.97	26.62	549.61
Club play equipment & craft supplies		358.49	35.35	102.03	124.14
Grant Funded Equipment					
Shed maintenance					
Insurance		428.21	434.54	661.83	607.02
Ofsted fee					
Berkshire Asssoc. of Clubs for Young People - fee					
Public Video Screening Licence					
Mobile phone		28.00	0.00	108.00	30.00
Premises usage		9,000.00	10,000.00	5,000.00	2,500.00
St Pauls Funding		0.00	0.00	0.00	3,000.00
Other expenses		2,442.69	2,389.92	2,003.03	1,830.94
		<u>115,122.83</u>	<u>74,743.83</u>	<u>95,520.34</u>	<u>28,998.44</u>
Net Income/Loss for the year		<u>(25,790.30)</u>	17,999.48	<u>(12,248.93)</u>	<u>9,409</u>

Bank Balances:

	At beginning of the year	beginning of the year	At beginning of the year	
St. Pauls Stars After School Club	50,465.56	45,157.29	42,307.26	
St. Pauls Breakfast Club	<u>32,571.63</u>	<u>19,880.42</u>	<u>34,979.38</u>	
	83,037.19	65,037.71	77,286.64	
Add net income for the year	(25,790.30)	17,999.48	(12,248.93)	
	<u>57,246.89</u>	83,037.19	<u>65,037.71</u>	(7,790.82)

I report that I have examined the records and vouchers of the St. Pauls Stars After School and Breakfast Club for the year ended 31 March 2024 and that the receipts and payments are in accordance therewith and that I have verified the cash balances.



Section A

Independent Examiner's Report

Report to the trustees

St Paul's Stars Breakfast and After School Club

On accounts for the year
ended

31 March 2024

Charity no
(if any)

1087223

Set out on pages

1-2

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/03/2024.

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

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.

Signed:

Date:

25 September 2024

Name:

Joseph Hall

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

ACA – member of ICAEW

Address:

EJBC Limited

2 Toomers Wharf

Newbury, RG14 1DY

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.