

Dear Sirs

The following representations are made on the basis of enquiries of management and staff with relevant knowledge and experience such as we consider necessary in connection with your independent examination of the charitable company's financial statements for the year ended 31 August 2020. These enquiries have included inspection of supporting documentation where appropriate. All representations are made to the best of our knowledge and belief.

**General**

- 1 We acknowledge that the work performed by you is substantially less in scope than an audit performed in accordance with International Standards on Auditing (UK) and that you do not express an audit opinion.
- 2 We confirm that the charitable company qualifies as small in accordance with the conditions set out in chapter 1 of part 15 of the Companies Act 2006.
- 3 We confirm that the charitable company was entitled to exemption under section 144 of the Charities Act 2011 the requirement to have its financial statements for the financial year ended 31 August 2020 audited. We also confirm that the members have not required the company to obtain an audit of its financial statements for the financial year in accordance with section 476 of the Companies Act 2006.
- 4 We have fulfilled our responsibilities as directors / trustees as set out in the terms of your engagement letter dated 4<sup>th</sup> November 2019 under the Charities Act 2011 for preparing financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice), for being satisfied that they give a true and fair view and for making accurate representations to you.
- 5 All the transactions undertaken by the charitable company have been properly reflected and recorded in the accounting records.
- 6 All the accounting records have been made available to you for the purpose of your independent examination. We have provided you with unrestricted access to all appropriate persons within the charitable company, and with all other records and related information requested, including minutes of all management and trustee meetings and correspondence with The Charity Commission.
- 7 The financial statements are free of material misstatements, including omissions.

**Assets and liabilities**

- 8 The charitable company has satisfactory title to all assets and there are no liens or encumbrances on the charitable company's assets, except for those that are disclosed in the notes to the financial statements.
- 9 All actual liabilities, contingent liabilities and guarantees given to third parties have been recorded or disclosed as appropriate.
- 10 We have no plans or intentions that may materially alter the carrying value and where relevant the fair value measurements or classification of assets and liabilities reflected in the financial statements.

**Accounting estimates**

- 11 Significant assumptions used by us in making accounting estimates, including those measured at fair value, are reasonable.

**Legal claims**

- 12 We have disclosed to you all claims in connection with litigation that have been, or are expected to be, received and such matters, as appropriate, have been properly accounted for, and disclosed in, the financial statements.

**Laws and regulations**

- 13 We have disclosed to you all known instances of non-compliance or suspected non-compliance with laws and regulations whose effects should be considered when preparing the financial statements.

**Related parties**

- 14 Related party relationships and transactions have been appropriately accounted for and disclosed in the financial statements. We have disclosed to you all relevant information concerning such relationships and transactions and are not aware of any other matters which require disclosure in order to comply with legislative and accounting standards requirements.



**Subsequent events**

- 15 All events subsequent to the date of the financial statements which require adjustment or disclosure have been properly accounted for and disclosed.

**Going concern**

- 16 We believe that the charitable company's financial statements should be prepared on a going concern basis on the grounds that current and future sources of funding or support will be more than adequate for the charitable company's needs. We have considered a period of twelve months from the date of approval of the financial statements. We believe that no further disclosures relating to the charitable company's ability to continue as a going concern need to be made in the financial statements.

**Grants and donations**

- 17 All grants, donations and other income, the receipt of which is subject to specific terms or conditions, have been notified to you. There have been no breaches of terms or conditions in the application of such income.

**There were no Restricted donations during the year**

Yours faithfully

..........

Signed on behalf of the board of trustees

C Hughes

Dated.....23/11/2020.....



**COMPANY REGISTRATION NUMBER: 04181246**  
**CHARITY REGISTRATION NUMBER: 1087674**

**Greenfield Club**  
**Company Limited by Guarantee**  
**Unaudited Financial Statements**  
**31 August 2020**

**WEBB & CO LTD**

Accountants and Business Advisers  
One New Street  
Wells  
Somerset  
BA5 2LA



# **Greenfield Club**

**Company Limited by Guarantee**

**Financial Statements**

**Year ended 31 August 2020**

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# **Greenfield Club**

## **Company Limited by Guarantee**

### **Trustees' Annual Report (Incorporating the Director's Report)**

**Year ended 31 August 2020**

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The trustees, who are also the directors for the purposes of company law, present their report and the unaudited financial statements of the charity for the year ended 31 August 2020.

#### **Reference and administrative details**

<b>Registered charity name</b>	Greenfield Club
<b>Charity registration number</b>	1087674
<b>Company registration number</b>	04181246
<b>Principal office and registered office</b>	Greenfield Centre Park Avenue Winterbourne Bristol BS36 1NJ

#### **The trustees**

V Kitchener	(Appointed 21 April 2020)
L Lane	(Resigned 21 April 2020)
J Tipling	(Resigned 21 April 2020)
R Sheppard	(Appointed 9 March 2020)
P Clapp	(Served from 9 March 2020 to 26 March 2020)
M Gowen	(Served from 9 March 2020 to 14 September 2020)
C Hughes	(Appointed 9 March 2020)
E Teuten	(Appointed 9 March 2020)

<b>Company secretary</b>	V Kitchener
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<b>Independent examiner</b>	Barry Davidson FCA, FCCA One New Street Wells Somerset BA5 2LA
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# **Greenfield Club**

## **Company Limited by Guarantee**

### **Trustees' Annual Report (Incorporating the Director's Report) *(continued)***

**Year ended 31 August 2020**

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#### **Structure, governance and management**

The organisation is a charitable company limited by guarantee.

The company was established under a Memorandum of Association which established the objects and powers of the charitable company, and is governed under its Articles of Association. In the event of the company being wound up members are required to contribute an amount, not exceeding £1.

The directors of the company are also charity trustees for the purpose of charity law, and under the company's Articles.

All trustees give their time voluntarily, and received no benefits from the charity. The trustees endeavour to maintain a broad mix of skills amongst the trustee body to ensure that the charity can be managed effectively. Trustees are encouraged to attend appropriate external training events where these will facilitate the undertaking of their role.

#### **Objectives and activities**

The aims of the organisation are to provide high quality social and educational care facilities for children of primary school age in Winterbourne and the surrounding area, both before and after school each day, during the school holidays, and in-service training days.

The charity provides a breakfast, after school and holiday club based at The Greenfield Centre. The breakfast club allows drop off from 7.45am where healthy breakfast choices are available. Children are then taken to the main school playground from 8.45am, where they play with their friends before school starts.

The after school club runs from 3.30pm-6.00pm each weekday with the children being assembled in the school hall and collected by the Greenfield Club staff. (This applies to both Elm Park and St Michaels' school pupils)

Activities are provided to stimulate the children, encouraging their development in a safe and caring environment. On sunny days the children can play in the large playing field which backs onto the club, as well as being taken to the local park. Arts and crafts are provided and children can choose from a wide range of games and equipment. Snacks are provided to the children in the after school provision.

We are particularly proud of the development of our holiday and the in-service day provision. We run a full time holiday provision as well as operating on all in-service days for both schools. The holiday club, when possible, runs a number of activities including trips to the library, bowling, cinema and trips to the local parks and trampoline parks. In planning provision for child care for this year the trustees have considered the Charity Commission guidance on public benefit.



# **Greenfield Club**

## **Company Limited by Guarantee**

### **Trustees' Annual Report (Incorporating the Director's Report) *(continued)***

#### **Year ended 31 August 2020**

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##### **Achievements and performance**

The second half of this year has been challenging for the charity. COVID saw the club closed from March through July and then, when it was able to reopen, operating at reduced capacity in line with childcare provision guidelines. The committee agreed unanimously to support staff during this unprecedented time, and were very pleased when we were able to reopen and remove the team from the furlough scheme.

Demand for places at the club has reduced as family circumstances have changed. However, the committee have made a conscious decision to utilise reserves if necessary to keep the charity operational as they believe this is a temporary position and the public benefit would be lessened should the club close.

We have been very proud of the team work shown by everyone involved with the club during this difficult period.

##### **Financial review**

The charity had incoming resources of £70,863 (2019 : £99,438) and total resources expended of £67,640 (2019: £97,047), giving a surplus of £3,223 (2019: £2,391) for the year. Total funds of the charity have therefore increased on last year, with a total surplus of £36,554 carried forward (2019 : £33,331)

The club continues to recover Gift Aid on the annual membership fee paid for each child, and all parents must now pay in advance either via a standing order, or through the child care voucher scheme. For ad hoc bookings there is strict policy requiring payment up front, which has resulted in no amounts owing to the club.

##### **Investment policy**

Aside from retaining a prudent amount each year in reserves, most of the charity's funds are to be spent in the short term in the provision of services, so there are few funds available for long term investment.

##### **Reserves policy**

The trustees aim to maintain free reserves in unrestricted funds at a level which equates to approximately one month of unrestricted charitable expenditure. The trustees consider that this level will produce sufficient funds to cover support and governance costs. The charity will not maintain a capital base but will seek to expend charitable donations with due and proper consideration of the future needs and objects of the charity.



# **Greenfield Club**

## **Company Limited by Guarantee**

### **Trustees' Annual Report (Incorporating the Director's Report) *(continued)***

**Year ended 31 August 2020**

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#### **Plans for future periods**

The short term plan must be to adapt as necessary in line with COVID guidelines, and to ensure the charity is able to operate in the longer term. Once this is achieved, the future plans for the charity are to maintain and increase the financial strength of the charity to enable it to continue to fulfil its objectives. The club also intends to continue to subsidise trips during holidays, as and when they can re-commence. The committee will continue to monitor costs on a monthly basis, and apply for possible grant monies. The club will also continue to promote the services offered via the local schools.

#### **Risk management**

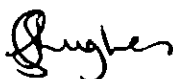
The trustees have conducted a review of the major risks to which the charity is exposed. Where appropriate, systems or procedures have been established to mitigate those risks. These procedures are reviewed periodically to ensure that they continue to meet the needs of the charity.

All staff are required to complete e-training in respect of data protection in light of the GDPR 2018 regulations.

#### **Small company provisions**

This report has been prepared in accordance with the provisions applicable to companies entitled to the small companies exemption.

The trustees' annual report was approved on ...23/11/2020... and signed on behalf of the board of trustees by:



C Hughes  
Trustee





# **Greenfield Club**

## **Company Limited by Guarantee**

### **Independent Examiner's Report to the Trustees of Greenfield Club**

**Year ended 31 August 2020**

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I report to the trustees on my examination of the financial statements of Greenfield Club ('the charity') for the year ended 31 August 2020.

#### **Responsibilities and basis of report**

As the trustees of the company (and also its directors for the purposes of company law) you are responsible for the preparation of the financial statements in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of the charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

#### **Independent examiner's statement**

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

1. accounting records were not kept in respect of the charity as required by section 386 of the 2006 Act; or
2. the financial statements do not accord with those records; or
3. the financial statements do not comply with the accounting requirements of section 396 of the 2006 Act 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; or
4. the financial statements have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

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.



Barry Davidson FCA, FCCA  
Independent Examiner  
Webb & Co Ltd  
One New Street  
Wells  
Somerset  
BA5 2LA

3 December 2020

1. Introduction

2. Method

3. Results

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# Greenfield Club

## Company Limited by Guarantee

### Statement of Financial Activities (including income and expenditure account)

Year ended 31 August 2020

		2020		2019
		Unrestricted	Total funds	Total funds
	Note	funds		
		£	£	£
<b>Income and endowments</b>				
Donations and grants	5	10,834	10,834	60
Charitable activities	6	60,029	60,029	99,378
<b>Total income</b>		<u>70,863</u>	<u>70,863</u>	<u>99,438</u>
<b>Expenditure</b>				
Expenditure on charitable activities	7,8	67,640	67,640	97,047
<b>Total expenditure</b>		<u>67,640</u>	<u>67,640</u>	<u>97,047</u>
<b>Net income and net movement in funds</b>		<u>3,223</u>	<u>3,223</u>	<u>2,391</u>
<b>Reconciliation of funds</b>				
Total funds brought forward		33,331	33,331	30,940
<b>Total funds carried forward</b>		<u>36,554</u>	<u>36,554</u>	<u>33,331</u>

The statement of financial activities includes all gains and losses recognised in the year.  
All income and expenditure derive from continuing activities.

The notes on pages 8 to 13 form part of these financial statements.

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# Greenfield Club

## Company Limited by Guarantee

### Statement of Financial Position

31 August 2020

	Note	2020 £	2019 £
<b>Current assets</b>			
Debtors	12	604	74
Cash at bank and in hand		45,981	39,845
		<u>46,585</u>	<u>39,919</u>
<b>Creditors: amounts falling due within one year</b>	13	10,031	6,588
<b>Net current assets</b>		<u>36,554</u>	<u>33,331</u>
<b>Total assets less current liabilities</b>		<u>36,554</u>	<u>33,331</u>
<b>Net assets</b>		<u>36,554</u>	<u>33,331</u>
<b>Funds of the charity</b>			
Unrestricted funds		36,554	33,331
<b>Total charity funds</b>	15	<u>36,554</u>	<u>33,331</u>

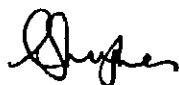
For the year ending 31 August 2020 the charity was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

#### Directors' responsibilities:

- The members have not required the company to obtain an audit of its financial statements for the year in question in accordance with section 476;
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of financial statements.

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime.

These financial statements were approved by the board of trustees and authorised for issue on 23/11/2020, and are signed on behalf of the board by:



C Hughes  
Trustee

The notes on pages 8 to 13 form part of these financial statements.



# **Greenfield Club**

## **Company Limited by Guarantee**

### **Notes to the Financial Statements *(continued)***

**Year ended 31 August 2020**

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#### **1. General Information**

The charity is a public benefit entity and a private company limited by guarantee, registered in and a registered charity in England and Wales. The address of the registered office is Greenfield Centre, Park Avenue, Winterbourne, Bristol, BS36 1NJ.

#### **2. Statement of compliance**

These financial statements have been prepared in compliance with FRS 102, 'The Financial Reporting Standard applicable in the UK and the Republic of Ireland', the Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (Charities SORP (FRS 102)) and the Companies Act 2006.

#### **3. Accounting policies**

##### **Basis of preparation**

The financial statements have been prepared on the historical cost basis, as modified by the revaluation of certain financial assets and liabilities and investment properties measured at fair value through income or expenditure.

The financial statements are prepared in sterling, which is the functional currency of the entity.

##### **Going concern**

There are no material uncertainties about the charity's ability to continue. The charity has made use of the government COVID furlough grant schemes during the year to balance its responsibilities to staff members and families, and ensure that the club was able to re-open and operate as per revised government guidelines. It will continue to evaluate and adapt, as necessary, with the aim of memberships and care provision growing in future.

##### **Judgements and key sources of estimation uncertainty**

The preparation of the financial statements requires management to make judgements, estimates and assumptions that affect the amounts reported. These estimates and judgements are continually reviewed and are based on experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances.

##### **Fund accounting**

Unrestricted funds are available for use at the discretion of the trustees to further any of the charity's purposes.

Designated funds are unrestricted funds earmarked by the trustees for particular future project or commitment.

Restricted funds are subjected to restrictions on their expenditure declared by the donor or through the terms of an appeal, and fall into one of two sub-classes: restricted income funds or endowment funds.





# **Greenfield Club**

## **Company Limited by Guarantee**

### **Notes to the Financial Statements *(continued)***

#### **Year ended 31 August 2020**

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##### **Incoming resources**

All income is included in the statement of financial activities when entitlement has passed to the charity, it is probable that the economic benefits associated with the transaction will flow to the charity and the amount can be reliably measured. The following specific policies are applied to particular categories of income:

- income from donations or grants is recognised when there is evidence of entitlement to the gift, receipt is probable and its amount can be measured reliably.
- income from fees received in advance of provision of the service is deferred until the criteria for income recognition are met.
- donated professional services and donated facilities are recognised as income when the charity has control over the item, any conditions associated with the donated item have been met, the receipt of economic benefit from the use by the charity of the item, is probable and the economic benefit can be measured reliably. In accordance with the Charities SORP (FRS 102), general volunteer time is not recognised.

##### **Resources expended**

Expenditure is recognised on an accruals basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered, and is classified under headings of the statement of financial activities to which it relates:

- expenditure on raising funds includes the costs of all fundraising activities, events, non-charitable trading activities, and the sale of donated goods.
- expenditure on charitable activities includes all costs incurred by a charity in undertaking activities that further its charitable aims for the benefit of its beneficiaries, including those support costs and costs relating to the governance of the charity apportioned to charitable activities.
- other expenditure includes all expenditure that is neither related to raising funds for the charity nor part of its expenditure on charitable activities.

All costs are allocated to expenditure categories reflecting the use of the resource. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs are apportioned between the activities they contribute to on a reasonable, justifiable and consistent basis.

##### **Debtors**

Debtors are recognised at settlement amount due.

##### **Creditors**

Creditors are only recognised where the charity has a present obligation resulting from a past event that will result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors are normally recognised at their settlement amount after allowing for any discounts.



# Greenfield Club

## Company Limited by Guarantee

### Notes to the Financial Statements *(continued)*

Year ended 31 August 2020

#### Financial Instruments

A financial asset or a financial liability is recognised only when the entity becomes a party to the contractual provisions of the instrument. Basic financial instruments are initially recognised at the amount receivable or payable including any related transaction costs, unless the arrangement constitutes a financing transaction, where it is recognised at the present value of the future payments discounted at a market rate of interest for a similar debt instrument. Current assets and current liabilities are subsequently measured at the cash or other consideration expected to be paid or received and not discounted.

#### Defined contribution plans

Contributions to defined contribution plans are recognised as an expense in the period in which the related service is provided. Prepaid contributions are recognised as an asset to the extent that the prepayment will lead to a reduction in future payments or a cash refund.

When contributions are not expected to be settled wholly within 12 months of the end of the reporting date in which the employees render the related service, the liability is measured on a discounted present value basis. The unwinding of the discount is recognised as an expense in the period in which it arises.

#### 4. Limited by guarantee

In the event of the company being wound up members are required to contribute an amount not exceeding £1.

#### 5. Donations and grants

	Unrestricted Funds £	Total Funds 2020 £	Unrestricted Funds £	Total Funds 2019 £
<b>Donations</b>				
Donations	834	834	60	60
<b>Grants</b>				
Covid Grant	10,000	10,000	—	—
	<u>10,834</u>	<u>10,834</u>	<u>60</u>	<u>60</u>

#### 6. Charitable activities

	Unrestricted Funds £	Total Funds 2020 £	Unrestricted Funds £	Total Funds 2019 £
Membership fees	508	508	3,206	3,206
Attendance fees	59,521	59,521	96,172	96,172
	<u>60,029</u>	<u>60,029</u>	<u>99,378</u>	<u>99,378</u>



# Greenfield Club

## Company Limited by Guarantee

### Notes to the Financial Statements *(continued)*

Year ended 31 August 2020

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#### 7. Expenditure on charitable activities by fund type

	Unrestricted Funds £	Total Funds 2020 £	Unrestricted Funds £	Total Funds 2019 £
Charitable activities	<u>67,640</u>	<u>67,640</u>	<u>97,047</u>	<u>97,047</u>

#### 8. Expenditure on charitable activities by activity type

	Activities undertaken directly £	Total funds 2020 £	Total fund 2019 £
Charitable activities	<u>67,640</u>	<u>67,640</u>	<u>97,047</u>

#### 9. Independent examination fees

	2020 £	2019 £
Fees payable to the independent examiner for: Independent examination of the financial statements	<u>1,140</u>	<u>1,140</u>

#### 10. Staff costs

The total staff costs and employee benefits for the reporting period are analysed as follows:

	2020 £	2019 £
Wages and salaries	45,587	64,194
Employer contributions to pension plans	689	437
Other employee benefits	125	809
	<u>46,401</u>	<u>65,440</u>

The average head count of employees during the year was 13 (2019: 14).

No employee received employee benefits of more than £60,000 during the year (2019: Nil).

#### Key Management Personnel

The key management personnel of the charitable company comprise the trustees and the following staff members - Sian Pumford and Elaine Teuton. The total employee benefits of the key management personnel were £28,738 (2019: £26,611)

#### 11. Trustee remuneration and expenses

One trustee received remuneration of £2,000 during the year (2019: £3,114) for bookkeeping services to the charitable company. This is permitted under the governing document.

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# Greenfield Club

## Company Limited by Guarantee

### Notes to the Financial Statements *(continued)*

Year ended 31 August 2020

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#### 12. Debtors

	2020	2019
	£	£
Trade debtors	<u>604</u>	<u>74</u>

#### 13. Creditors: amounts falling due within one year

	2020	2019
	£	£
Trade creditors	2,293	—
Accruals and deferred income	7,454	6,048
Social security and other taxes	<u>284</u>	<u>540</u>
	<u>10,031</u>	<u>6,588</u>

#### 14. Pensions and other post retirement benefits

##### Defined contribution plans

The amount recognised in income or expenditure as an expense in relation to defined contribution plans was £689 (2019: £437).

#### 15. Analysis of charitable funds

##### Unrestricted funds

	At 1 September 2019 £	Income £	Expenditure £	At 31 August 20 £
General funds	<u>33,331</u>	<u>70,863</u>	<u>(67,640)</u>	<u>36,554</u>

	At 1 September 2018 £	Income £	Expenditure £	At 31 August 19 £
General funds	<u>30,940</u>	<u>99,438</u>	<u>(97,047)</u>	<u>33,331</u>





# Greenfield Club

## Company Limited by Guarantee

### Notes to the Financial Statements *(continued)*

Year ended 31 August 2020

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#### 16. Analysis of net assets between funds

	Unrestricted Funds £	Total Funds 2020 £
Current assets	46,585	46,585
Creditors less than 1 year	(10,031)	(10,031)
<b>Net assets</b>	<b><u>36,554</u></b>	<b><u>36,554</u></b>

	Unrestricted Funds £	Total Funds 2019 £
Current assets	39,919	39,919
Creditors less than 1 year	(6,588)	(6,588)
<b>Net assets</b>	<b><u>33,331</u></b>	<b><u>33,331</u></b>

#### 17. Related parties

Greenfield Club paid Justine Tipling, a trustee, £2,000 (2019 - £3,114) in her role as bookkeeper during the year. This has been agreed by the trustees and is permitted under the charity's governing document.



# **Greenfield Club**

**Company Limited by Guarantee**

**Management Information**

**Year ended 31 August 2020**

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**The following pages do not form part of the financial statements.**

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# Greenfield Club

## Company Limited by Guarantee

### Detailed Statement of Financial Activities

Year ended 31 August 2020

	2020 £	2019 £
<b>Income and endowments</b>		
<b>Donations and grants</b>		
Donations	834	60
Covid Grant	10,000	—
	<u>10,834</u>	<u>60</u>
<b>Charitable activities</b>		
Membership fees	508	3,206
Attendance fees	59,521	96,172
	<u>60,029</u>	<u>99,378</u>
<b>Total income</b>	<u>70,863</u>	<u>99,438</u>
<b>Expenditure</b>		
<b>Expenditure on charitable activities</b>		
Cost of activities	3,052	6,485
Wages and salaries	45,587	64,194
Pension costs	689	437
Staff training	125	809
Rent and rates	9,308	10,939
Repairs and maintenance	339	4,303
Insurance	452	372
Cleaning	1,246	1,935
Accountancy and bookkeeping	4,250	5,436
Legal and professional	—	180
Telephone	716	856
Other office costs	1,306	1,020
Subscriptions	570	81
	<u>67,640</u>	<u>97,047</u>
<b>Total expenditure</b>	<u>67,640</u>	<u>97,047</u>
<b>Net income</b>	<u>3,223</u>	<u>2,391</u>

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**COMPANY REGISTRATION NUMBER: 04181246**  
**CHARITY REGISTRATION NUMBER: 1087674**

**Greenfield Club**  
**Company Limited by Guarantee**  
**Unaudited Financial Statements**  
**31 August 2020**

**WEBB & CO LTD**

Accountants and Business Advisers  
One New Street  
Wells  
Somerset  
BA5 2LA





# **Greenfield Club**

**Company Limited by Guarantee**

**Financial Statements**

**Year ended 31 August 2020**

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# **Greenfield Club**

## **Company Limited by Guarantee**

### **Trustees' Annual Report (Incorporating the Director's Report)**

**Year ended 31 August 2020**

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The trustees, who are also the directors for the purposes of company law, present their report and the unaudited financial statements of the charity for the year ended 31 August 2020.

#### **Reference and administrative details**

<b>Registered charity name</b>	Greenfield Club
<b>Charity registration number</b>	1087674
<b>Company registration number</b>	04181246
<b>Principal office and registered office</b>	Greenfield Centre Park Avenue Winterbourne Bristol BS36 1NJ

#### **The trustees**

V Kitchener	(Appointed 21 April 2020)
L Lane	(Resigned 21 April 2020)
J Tipling	(Resigned 21 April 2020)
R Sheppard	(Appointed 9 March 2020)
	(Served from 9 March 2020 to 26 March 2020)
P Clapp	(Served from 9 March 2020 to 14 September 2020)
M Gowen	(Appointed 9 March 2020)
C Hughes	(Appointed 9 March 2020)
E Teuten	(Appointed 9 March 2020)

<b>Company secretary</b>	V Kitchener
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<b>Independent examiner</b>	Barry Davidson FCA, FCCA One New Street Wells Somerset BA5 2LA
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# **Greenfield Club**

## **Company Limited by Guarantee**

### **Trustees' Annual Report (Incorporating the Director's Report) *(continued)***

**Year ended 31 August 2020**

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#### **Structure, governance and management**

The organisation is a charitable company limited by guarantee.

The company was established under a Memorandum of Association which established the objects and powers of the charitable company, and is governed under its Articles of Association. In the event of the company being wound up members are required to contribute an amount, not exceeding £1.

The directors of the company are also charity trustees for the purpose of charity law, and under the company's Articles.

All trustees give their time voluntarily, and received no benefits from the charity. The trustees endeavour to maintain a broad mix of skills amongst the trustee body to ensure that the charity can be managed effectively. Trustees are encouraged to attend appropriate external training events where these will facilitate the undertaking of their role.

#### **Objectives and activities**

The aims of the organisation are to provide high quality social and educational care facilities for children of primary school age in Winterbourne and the surrounding area, both before and after school each day, during the school holidays, and in-service training days.

The charity provides a breakfast, after school and holiday club based at The Greenfield Centre. The breakfast club allows drop off from 7.45am where healthy breakfast choices are available. Children are then taken to the main school playground from 8.45am, where they play with their friends before school starts.

The after school club runs from 3.30pm-6.00pm each weekday with the children being assembled in the school hall and collected by the Greenfield Club staff. (This applies to both Elm Park and St Michaels' school pupils)

Activities are provided to stimulate the children, encouraging their development in a safe and caring environment. On sunny days the children can play in the large playing field which backs onto the club, as well as being taken to the local park. Arts and crafts are provided and children can choose from a wide range of games and equipment. Snacks are provided to the children in the after school provision.

We are particularly proud of the development of our holiday and the in-service day provision. We run a full time holiday provision as well as operating on all in-service days for both schools. The holiday club, when possible, runs a number of activities including trips to the library, bowling, cinema and trips to the local parks and trampoline parks. In planning provision for child care for this year the trustees have considered the Charity Commission guidance on public benefit.



# **Greenfield Club**

## **Company Limited by Guarantee**

### **Trustees' Annual Report (Incorporating the Director's Report) *(continued)***

#### **Year ended 31 August 2020**

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##### **Achievements and performance**

The second half of this year has been challenging for the charity. COVID saw the club closed from March through July and then, when it was able to reopen, operating at reduced capacity in line with childcare provision guidelines. The committee agreed unanimously to support staff during this unprecedented time, and were very pleased when we were able to reopen and remove the team from the furlough scheme.

Demand for places at the club has reduced as family circumstances have changed. However, the committee have made a conscious decision to utilise reserves if necessary to keep the charity operational as they believe this is a temporary position and the public benefit would be lessened should the club close.

We have been very proud of the team work shown by everyone involved with the club during this difficult period.

##### **Financial review**

The charity had incoming resources of £70,863 (2019 : £99,438) and total resources expended of £67,640 (2019: £97,047), giving a surplus of £3,223 (2019: £2,391) for the year. Total funds of the charity have therefore increased on last year, with a total surplus of £36,554 carried forward (2019 : £33,331)

The club continues to recover Gift Aid on the annual membership fee paid for each child, and all parents must now pay in advance either via a standing order, or through the child care voucher scheme. For ad hoc bookings there is strict policy requiring payment up front, which has resulted in no amounts owing to the club.

##### **Investment policy**

Aside from retaining a prudent amount each year in reserves, most of the charity's funds are to be spent in the short term in the provision of services, so there are few funds available for long term investment.

##### **Reserves policy**

The trustees aim to maintain free reserves in unrestricted funds at a level which equates to approximately one month of unrestricted charitable expenditure. The trustees consider that this level will produce sufficient funds to cover support and governance costs. The charity will not maintain a capital base but will seek to expend charitable donations with due and proper consideration of the future needs and objects of the charity.





# **Greenfield Club**

## **Company Limited by Guarantee**

### **Trustees' Annual Report (Incorporating the Director's Report) *(continued)***

**Year ended 31 August 2020**

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#### **Plans for future periods**

The short term plan must be to adapt as necessary in line with COVID guidelines, and to ensure the charity is able to operate in the longer term. Once this is achieved, the future plans for the charity are to maintain and increase the financial strength of the charity to enable it to continue to fulfil its objectives. The club also intends to continue to subsidise trips during holidays, as and when they can re-commence. The committee will continue to monitor costs on a monthly basis, and apply for possible grant monies. The club will also continue to promote the services offered via the local schools.

#### **Risk management**

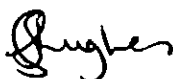
The trustees have conducted a review of the major risks to which the charity is exposed. Where appropriate, systems or procedures have been established to mitigate those risks. These procedures are reviewed periodically to ensure that they continue to meet the needs of the charity.

All staff are required to complete e-training in respect of data protection in light of the GDPR 2018 regulations.

#### **Small company provisions**

This report has been prepared in accordance with the provisions applicable to companies entitled to the small companies exemption.

The trustees' annual report was approved on ...23/11/2020... and signed on behalf of the board of trustees by:



C Hughes  
Trustee



# **Greenfield Club**

## **Company Limited by Guarantee**

### **Independent Examiner's Report to the Trustees of Greenfield Club**

**Year ended 31 August 2020**

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I report to the trustees on my examination of the financial statements of Greenfield Club ('the charity') for the year ended 31 August 2020.

#### **Responsibilities and basis of report**

As the trustees of the company (and also its directors for the purposes of company law) you are responsible for the preparation of the financial statements in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of the charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

#### **Independent examiner's statement**

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

1. accounting records were not kept in respect of the charity as required by section 386 of the 2006 Act; or
2. the financial statements do not accord with those records; or
3. the financial statements do not comply with the accounting requirements of section 396 of the 2006 Act 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; or
4. the financial statements have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

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.



Barry Davidson FCA, FCCA  
Independent Examiner  
Webb & Co Ltd  
One New Street  
Wells  
Somerset  
BA5 2LA

3 December 2020

1. Introduction

2. Methodology

3. Results and Discussion

4. Conclusion

5. References

6. Appendix

7. Acknowledgements

8. Notes

9. Figures

# Greenfield Club

## Company Limited by Guarantee

### Statement of Financial Activities (including income and expenditure account)

Year ended 31 August 2020

		2020		2019
		Unrestricted	Total funds	Total funds
	Note	funds		
		£	£	£
<b>Income and endowments</b>				
Donations and grants	5	10,834	10,834	60
Charitable activities	6	60,029	60,029	99,378
<b>Total income</b>		<u>70,863</u>	<u>70,863</u>	<u>99,438</u>
<b>Expenditure</b>				
Expenditure on charitable activities	7,8	67,640	67,640	97,047
<b>Total expenditure</b>		<u>67,640</u>	<u>67,640</u>	<u>97,047</u>
<b>Net income and net movement in funds</b>		<u>3,223</u>	<u>3,223</u>	<u>2,391</u>
<b>Reconciliation of funds</b>				
Total funds brought forward		33,331	33,331	30,940
<b>Total funds carried forward</b>		<u>36,554</u>	<u>36,554</u>	<u>33,331</u>

The statement of financial activities includes all gains and losses recognised in the year.  
All income and expenditure derive from continuing activities.

The notes on pages 8 to 13 form part of these financial statements.

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# Greenfield Club

## Company Limited by Guarantee

### Statement of Financial Position

31 August 2020

	Note	2020 £	2019 £
<b>Current assets</b>			
Debtors	12	604	74
Cash at bank and in hand		45,981	39,845
		<u>46,585</u>	<u>39,919</u>
<b>Creditors: amounts falling due within one year</b>	13	10,031	6,588
<b>Net current assets</b>		<u>36,554</u>	<u>33,331</u>
<b>Total assets less current liabilities</b>		<u>36,554</u>	<u>33,331</u>
<b>Net assets</b>		<u>36,554</u>	<u>33,331</u>
<b>Funds of the charity</b>			
Unrestricted funds		36,554	33,331
<b>Total charity funds</b>	15	<u>36,554</u>	<u>33,331</u>

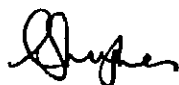
For the year ending 31 August 2020 the charity was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

#### Directors' responsibilities:

- The members have not required the company to obtain an audit of its financial statements for the year in question in accordance with section 476;
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of financial statements.

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime.

These financial statements were approved by the board of trustees and authorised for issue on 23/11/2020, and are signed on behalf of the board by:



C Hughes  
Trustee

The notes on pages 8 to 13 form part of these financial statements.





# **Greenfield Club**

## **Company Limited by Guarantee**

### **Notes to the Financial Statements *(continued)***

**Year ended 31 August 2020**

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#### **1. General Information**

The charity is a public benefit entity and a private company limited by guarantee, registered in and a registered charity in England and Wales. The address of the registered office is Greenfield Centre, Park Avenue, Winterbourne, Bristol, BS36 1NJ.

#### **2. Statement of compliance**

These financial statements have been prepared in compliance with FRS 102, 'The Financial Reporting Standard applicable in the UK and the Republic of Ireland', the Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (Charities SORP (FRS 102)) and the Companies Act 2006.

#### **3. Accounting policies**

##### **Basis of preparation**

The financial statements have been prepared on the historical cost basis, as modified by the revaluation of certain financial assets and liabilities and investment properties measured at fair value through income or expenditure.

The financial statements are prepared in sterling, which is the functional currency of the entity.

##### **Going concern**

There are no material uncertainties about the charity's ability to continue. The charity has made use of the government COVID furlough grant schemes during the year to balance its responsibilities to staff members and families, and ensure that the club was able to re-open and operate as per revised government guidelines. It will continue to evaluate and adapt, as necessary, with the aim of memberships and care provision growing in future.

##### **Judgements and key sources of estimation uncertainty**

The preparation of the financial statements requires management to make judgements, estimates and assumptions that affect the amounts reported. These estimates and judgements are continually reviewed and are based on experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances.

##### **Fund accounting**

Unrestricted funds are available for use at the discretion of the trustees to further any of the charity's purposes.

Designated funds are unrestricted funds earmarked by the trustees for particular future project or commitment.

Restricted funds are subjected to restrictions on their expenditure declared by the donor or through the terms of an appeal, and fall into one of two sub-classes: restricted income funds or endowment funds.



# **Greenfield Club**

## **Company Limited by Guarantee**

### **Notes to the Financial Statements *(continued)***

#### **Year ended 31 August 2020**

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##### **Incoming resources**

All income is included in the statement of financial activities when entitlement has passed to the charity, it is probable that the economic benefits associated with the transaction will flow to the charity and the amount can be reliably measured. The following specific policies are applied to particular categories of income:

- income from donations or grants is recognised when there is evidence of entitlement to the gift, receipt is probable and its amount can be measured reliably.
- income from fees received in advance of provision of the service is deferred until the criteria for income recognition are met.
- donated professional services and donated facilities are recognised as income when the charity has control over the item, any conditions associated with the donated item have been met, the receipt of economic benefit from the use by the charity of the item, is probable and the economic benefit can be measured reliably. In accordance with the Charities SORP (FRS 102), general volunteer time is not recognised.

##### **Resources expended**

Expenditure is recognised on an accruals basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered, and is classified under headings of the statement of financial activities to which it relates:

- expenditure on raising funds includes the costs of all fundraising activities, events, non-charitable trading activities, and the sale of donated goods.
- expenditure on charitable activities includes all costs incurred by a charity in undertaking activities that further its charitable aims for the benefit of its beneficiaries, including those support costs and costs relating to the governance of the charity apportioned to charitable activities.
- other expenditure includes all expenditure that is neither related to raising funds for the charity nor part of its expenditure on charitable activities.

All costs are allocated to expenditure categories reflecting the use of the resource. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs are apportioned between the activities they contribute to on a reasonable, justifiable and consistent basis.

##### **Debtors**

Debtors are recognised at settlement amount due.

##### **Creditors**

Creditors are only recognised where the charity has a present obligation resulting from a past event that will result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors are normally recognised at their settlement amount after allowing for any discounts.

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# Greenfield Club

## Company Limited by Guarantee

### Notes to the Financial Statements *(continued)*

Year ended 31 August 2020

#### Financial Instruments

A financial asset or a financial liability is recognised only when the entity becomes a party to the contractual provisions of the instrument. Basic financial instruments are initially recognised at the amount receivable or payable including any related transaction costs, unless the arrangement constitutes a financing transaction, where it is recognised at the present value of the future payments discounted at a market rate of interest for a similar debt instrument. Current assets and current liabilities are subsequently measured at the cash or other consideration expected to be paid or received and not discounted.

#### Defined contribution plans

Contributions to defined contribution plans are recognised as an expense in the period in which the related service is provided. Prepaid contributions are recognised as an asset to the extent that the prepayment will lead to a reduction in future payments or a cash refund.

When contributions are not expected to be settled wholly within 12 months of the end of the reporting date in which the employees render the related service, the liability is measured on a discounted present value basis. The unwinding of the discount is recognised as an expense in the period in which it arises.

#### 4. Limited by guarantee

In the event of the company being wound up members are required to contribute an amount not exceeding £1.

#### 5. Donations and grants

	Unrestricted Funds £	Total Funds 2020 £	Unrestricted Funds £	Total Funds 2019 £
<b>Donations</b>				
Donations	834	834	60	60
<b>Grants</b>				
Covid Grant	10,000	10,000	—	—
	<u>10,834</u>	<u>10,834</u>	<u>60</u>	<u>60</u>

#### 6. Charitable activities

	Unrestricted Funds £	Total Funds 2020 £	Unrestricted Funds £	Total Funds 2019 £
Membership fees	508	508	3,206	3,206
Attendance fees	59,521	59,521	96,172	96,172
	<u>60,029</u>	<u>60,029</u>	<u>99,378</u>	<u>99,378</u>



# Greenfield Club

## Company Limited by Guarantee

### Notes to the Financial Statements *(continued)*

Year ended 31 August 2020

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#### 7. Expenditure on charitable activities by fund type

	Unrestricted Funds £	Total Funds 2020 £	Unrestricted Funds £	Total Funds 2019 £
Charitable activities	<u>67,640</u>	<u>67,640</u>	<u>97,047</u>	<u>97,047</u>

#### 8. Expenditure on charitable activities by activity type

	Activities undertaken directly £	Total funds 2020 £	Total fund 2019 £
Charitable activities	<u>67,640</u>	<u>67,640</u>	<u>97,047</u>

#### 9. Independent examination fees

	2020 £	2019 £
Fees payable to the independent examiner for: Independent examination of the financial statements	<u>1,140</u>	<u>1,140</u>

#### 10. Staff costs

The total staff costs and employee benefits for the reporting period are analysed as follows:

	2020 £	2019 £
Wages and salaries	45,587	64,194
Employer contributions to pension plans	689	437
Other employee benefits	125	809
	<u>46,401</u>	<u>65,440</u>

The average head count of employees during the year was 13 (2019: 14).

No employee received employee benefits of more than £60,000 during the year (2019: Nil).

#### Key Management Personnel

The key management personnel of the charitable company comprise the trustees and the following staff members - Sian Pumford and Elaine Teuton. The total employee benefits of the key management personnel were £28,738 (2019: £26,611)

#### 11. Trustee remuneration and expenses

One trustee received remuneration of £2,000 during the year (2019: £3,114) for bookkeeping services to the charitable company. This is permitted under the governing document.

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# Greenfield Club

## Company Limited by Guarantee

### Notes to the Financial Statements *(continued)*

Year ended 31 August 2020

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#### 12. Debtors

	2020	2019
	£	£
Trade debtors	<u>604</u>	<u>74</u>

#### 13. Creditors: amounts falling due within one year

	2020	2019
	£	£
Trade creditors	2,293	—
Accruals and deferred income	7,454	6,048
Social security and other taxes	<u>284</u>	<u>540</u>
	<u>10,031</u>	<u>6,588</u>

#### 14. Pensions and other post retirement benefits

##### Defined contribution plans

The amount recognised in income or expenditure as an expense in relation to defined contribution plans was £689 (2019: £437).

#### 15. Analysis of charitable funds

##### Unrestricted funds

	At 1 September 2019 £	Income £	Expenditure £	At 31 August 20 £
General funds	<u>33,331</u>	<u>70,863</u>	<u>(67,640)</u>	<u>36,554</u>

	At 1 September 2018 £	Income £	Expenditure £	At 31 August 19 £
General funds	<u>30,940</u>	<u>99,438</u>	<u>(97,047)</u>	<u>33,331</u>



# Greenfield Club

## Company Limited by Guarantee

### Notes to the Financial Statements *(continued)*

Year ended 31 August 2020

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#### 16. Analysis of net assets between funds

	Unrestricted Funds £	Total Funds 2020 £
Current assets	46,585	46,585
Creditors less than 1 year	(10,031)	(10,031)
<b>Net assets</b>	<b><u>36,554</u></b>	<b><u>36,554</u></b>

	Unrestricted Funds £	Total Funds 2019 £
Current assets	39,919	39,919
Creditors less than 1 year	(6,588)	(6,588)
<b>Net assets</b>	<b><u>33,331</u></b>	<b><u>33,331</u></b>

#### 17. Related parties

Greenfield Club paid Justine Tipling, a trustee, £2,000 (2019 - £3,114) in her role as bookkeeper during the year. This has been agreed by the trustees and is permitted under the charity's governing document.



**Greenfield Club**

**Company Limited by Guarantee**

**Management Information**

**Year ended 31 August 2020**

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**The following pages do not form part of the financial statements.**

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# Greenfield Club

## Company Limited by Guarantee

### Detailed Statement of Financial Activities

Year ended 31 August 2020

	2020 £	2019 £
<b>Income and endowments</b>		
<b>Donations and grants</b>		
Donations	834	60
Covid Grant	10,000	—
	<u>10,834</u>	<u>60</u>
<b>Charitable activities</b>		
Membership fees	508	3,206
Attendance fees	59,521	96,172
	<u>60,029</u>	<u>99,378</u>
<b>Total income</b>	<u>70,863</u>	<u>99,438</u>
<b>Expenditure</b>		
<b>Expenditure on charitable activities</b>		
Cost of activities	3,052	6,485
Wages and salaries	45,587	64,194
Pension costs	689	437
Staff training	125	809
Rent and rates	9,308	10,939
Repairs and maintenance	339	4,303
Insurance	452	372
Cleaning	1,246	1,935
Accountancy and bookkeeping	4,250	5,436
Legal and professional	—	180
Telephone	716	856
Other office costs	1,306	1,020
Subscriptions	570	81
	<u>67,640</u>	<u>97,047</u>
<b>Total expenditure</b>	<u>67,640</u>	<u>97,047</u>
<b>Net income</b>	<u>3,223</u>	<u>2,391</u>

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