



Trustees' Annual Report for the period

Period start date			Period end date		
From	01	September	To	31	August
		2019			2020

Section A Reference and administration details

Charity name

Other names charity is known by

Registered charity number (if any)

Charity's principal address

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	Lesley Atkins	Chairman		
2	Phil Mummery	Treasurer	Died 27 February 2020	
3	Lyrine Goodchild		Appointed 1 November 2020	
4	Helen Stevens		Resigned 1 June 2021	
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17				
18				
19				
20				

Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

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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Section B Structure, governance and management

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Constitution Adopted 15 March 2004
How the charity is constituted (eg. trust, association, company)	Trust
Trustee selection methods (eg. appointed by, elected by)	Trustees are selected and appointed by existing trustees

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 Charity operates a safe recruitment policy.

All employees and trustees are routinely checked using the Disclosure and Barring Service.

The Charity operates its own Health & Safety policy and carries out routine risk assessments to ensure that the activities and the environment are safe for children.

Two of the Trustees are Trustees of another Charity, the Cranbrook Primary School Care Project (Registered Charity Number 1108261), to which a loan of £8,000 was made. The outstanding repayments of the loan are recognised as an asset in these accounts.

Section C Objectives and activities

Summary of the objects of the charity set out in its governing document¹.

1. To provide the necessary facilities for the daily care, recreation and education of children during out of school hours and school holidays.
2. To advance the education and training of persons in the provisions of such care, education and recreational facilities.

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)

The Charity provides a Breakfast Club before school from 7:45am to 8:45am, providing a healthy breakfast before school. It provides an Out of School Club after school each day during term time from 3:15pm to 6:00pm. During holiday times the Charity also provides a Holiday Club from 7:45am to 5:00pm, providing full day care and a full programme of activities for the children. The Charity provides a minibus service to collect and drop children from two other local schools.

In setting objectives and planning activities, the Trustees have given careful consideration to the Charity Commission's general guidance on Public Benefit and, in particular, to its supplementary Public Benefit Guidance on advancing Education and on fee charging. The Trustees believe that the opportunity to benefit from the Out of School Club is not unreasonably restricted by the fees that are charged.

Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

Summary of the main achievements of the charity during the year

The Charity has continued to run all three of our clubs despite a still challenging environment, which has led to further reductions in demand for our services, which we are managing on an on-going basis.

The management of the club has maintained the fundraising activities and will carry on in order to ease financial constraints due to reduced demand.

The Charity has appropriate staffing levels in place as required by Ofsted with on-going training as required.

Section E

Financial review

Brief statement of the charity's policy on reserves

The Trustees have decided to operate reserves sufficient to pay salaries for six months in the event that there is no take up for the club. This normally means reserves of about £15,000.

Details of any funds materially in deficit

At the end of the year to 31 August 2020, cash reserves were £3,208, which is only sufficient to pay salaries for about one month, so the Trustees are actively engaged in securing on-going funding for the Charity.

Further financial review details (Optional information)

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.

Section F

Other optional information

Section G

Declaration

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

Signed on behalf of the charity's trustees

Signature(s)



Full name(s)

Lesley Atkins

Position (eg Secretary, Chair, etc)

Chair

Date

11 October 2021



Independent examiner's report on the accounts

Section A

Independent Examiner's Report

**Report to the trustees/
members of**

Cranbrook Primary Out Of School Club

**On accounts for the year
ended**

31 August 2020

**Charity no
(if any)**

1103608

Set out on pages

1 and 2

**Respective
responsibilities of
trustees and examiner**

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act, and
- to state whether particular matters have come to my attention.

**Basis of independent
examiner's statement**

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

**Independent
examiner's statement**

In connection with my examination, no matter has come to my attention (other than that disclosed below *)

1. which gives me reasonable cause to believe that in, any material respect, the requirements:
 - to keep accounting records in accordance with section 130 of the Charities Act; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act have not been met; or
2. to which, in my opinion, 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:

Date:

11 October 2021

Name:

DNA Boobbyer FCA

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

Fellow of the Institute of Chartered Accountants in England and Wales.

Address: McCabe Ford Williams

61 High Street

Cranbrook

Kent

TN17 3EG

Section B

Disclosure

Only complete if the examiner needs to highlight material problems.

Give here brief details of any items that the examiner wishes to disclose.



Cranbrook Primary Out of School Club		1103608		CC16a
Receipts and payments accounts				
For the period from	01/09/2019	To	31/08/2020	

Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
Fees received & use of minibus	29,839	-	-	29,839	29,915
Fundraising	-	-	-	-	-
Interest	-	-	-	-	-
Job Retention Fund Grant	9,072	-	-	9,072	-
Coop Community Fund	-	-	-	-	8,649
Sub total (Gross income for AR)	38,911	-	-	38,911	38,564
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	38,911	-	-	38,911	38,564
A3 Payments					
Salaries	27,537	-	-	27,537	28,036
Staff training costs	-	-	-	-	312
Arts & craft materials	946	-	-	946	928
Play Equipment	45	-	-	45	123
Food & Cleaning Supplies	2,036	-	-	2,036	2,814
Office Costs, Post & Stationery	66	-	-	66	79
Utilities & Telephone	2,602	-	-	2,602	1,761
Unit Maintenance	60	-	-	60	466
Minibus Costs, Insurance & Fuel	2,306	-	-	2,306	2,753
Business Insurance	1,162	-	-	1,162	-
Fundraising Costs	-	-	-	-	-
Operational Fees	1,012	-	-	1,012	1,394
Bookkeeping costs	-	-	-	-	-
Miscellaneous	-	-	-	-	-
Sub total	37,772	-	-	37,772	38,665
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	37,772	-	-	37,772	38,665
Net of receipts/(payments)	1,139	-	-	1,139	101
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	2,069	-	-	2,069	2,170
Cash funds this year end	3,208	-	-	3,208	2,069



Cranbrook Primary Out of School Club		1103608		CC16a
Receipts and payments accounts				
For the period from	01/09/2019	To	31/08/2020	

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	Current Account	3,109	-	-
	Deposit Account	100	-	-
			-	-
	Total cash funds	3,209	-	-
	(agree balances with receipts and payments account(s))	OK	OK	OK
B2 Other monetary assets	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
	Fees Owed to Club at 31 August 2020	1,685	-	-
	Related Party: Loan to Care Project	5,000	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
B3 Investment assets	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
B4 Assets retained for the charity's own use	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
	Playgroup equipment	Unrestricted	-	-
	Office and kitchen equipment	Unrestricted	-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
B5 Liabilities	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
	Independent examination	Unrestricted	1,200	
	Related Party: Loan to Care Project	Unrestricted	1,000	
			-	
			-	
			-	
Signed by one or two trustees on behalf of all the trustees		Signature	Print Name	Date of approval
			Lesley Atkins	11/10/2021