



## Trustees' Annual Report for the period

From **1/1/2021** Period start date To**31/12/2021**  
Period end date

Charity name:**Activity Club for Children with Special Needs**

Charity registration number:**1104007**

## Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	Provide a holiday club at Easter and Summer plus an After School Club for up to 40 children with Special Needs
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	Provide a holiday club from 9.30 to 3.30 in a safe environment with staff ratio of 1 staff :2 children. Provide After School Club based at Addington school, during term time
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	The trustees have had regard to the guidance issued by the Charity Commission on public benefit.

### Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	
Policy on social investment including program related investment	Para 1.38	
Contribution made by volunteers	Para 1.38	The unpaid volunteers provide administration support necessary to run the clubs.eg liaising with fundraisers, local authorities, parents .

Other		

## Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	<p>The charity offered a limited holiday club at Easter due to Covid restrictions and operating a "Bubbles system".</p> <p>In spite of challenges posed by building works during the Summer club, 137 children were able to attend which was near normal capacity.</p> <p>Due to higher numbers the children were split into groups such as</p> <ul style="list-style-type: none"> <li>-Teens where they had more "grown up" activities</li> <li>-Complex/ behaviour group with 1:1 support</li> <li>-Primary &amp; Early years</li> </ul> <p>The feedback from parents/carers and users was very positive</p>

### Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	
Performance of fundraising activities against objectives set	Para 1.41	
Investment performance against objectives	Para 1.41	
Other		



## Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	Staffing costs were 50% higher this year however this was mostly offset by increase in fundraising
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	Any reserves we hold are to assist with operational costs in the event of not meeting fund raising targets. Reserves are held as cash.
Amount of reserves held	Para 1.22	£78k of which £6k is restricted
Reasons for holding zero reserves	Para 1.22	
Details of fund materially in deficit	Para 1.24	
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	The charity relies on fundraising to cover the shortfall between costs and receipts from bookings.

### 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	
Investment policy and objectives including any social investment policy adopted	Para 1.46	
A description of the principal risks facing the charity	Para 1.46	
Other		

## Structure, Governance and Management

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

### 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	
The charity's organisational structure and any wider network with which the charity works	Para 1.51	
Relationship with any related parties	Para 1.51	
Other		

### Reference and Administrative details

Charity name	Activity Club for children with Special Needs
Other name the charity uses	Thumbs Up Holiday Club
Registered charity number	1104007

Charity's principal address	Woodlands Avenue Woodley RG5 3EU

### Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year
1	Toni Cannon	Chairperson	
2	Jacky Mackenzie	Treasurer	
3	Danielle Ledger	Secretary	
4			
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20			

Corporate trustees - names of the directors at the date the report was approved

[illegible]

Name of trustees holding title to property belonging to the charity

[illegible]

## Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	

### Additional information (optional)

#### Names and addresses of advisers (Optional information)

Type of adviser	Name

#### 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

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### Other optional information

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## Declarations

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

Signed on behalf of the charity's trustees

**Signature(s)**

J Mackenzie

**Full name(s)**

Jacky Mackenzie

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

Treasurer

**Date**

10/03/22



CHARITY COMMISSION  
FOR ENGLAND AND WALES

Activity club for Children with Special Needs 1104007

## Receipts and payments accounts

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For the period from	Period start date 01/01/21	To	Period end date 12/01/21
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### 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 £
<b>A1 Receipts</b>					
Booking fees	53,045	-	-	53,045	33,534
Grants	-	-	-	-	35,213
Donations	4,068	-	-	4,068	1,334
Fundraising	63,250	10,907	-	74,157	47,420
Furlough re Covid	5,624	-	-	5,624	7,384
Restricted Fundraising	-	-	-	-	31,992
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b> (Gross income for AR)	<b>125,987</b>	<b>10,907</b>	<b>-</b>	<b>136,894</b>	<b>156,877</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>125,987</b>	<b>10,907</b>	<b>-</b>	<b>136,894</b>	<b>156,877</b>
<b>A3 Payments</b>					
Covid (Brookfields)	3,549	-	-	3,549	8,500
General expenses	8,800	-	-	8,800	6,066
Booking fee refunds	392	-	-	392	4,250
Toys and Equipment	-	4,838	-	4,838	2,316
Outside Entertainment	350	-	-	350	123
Salaries/Tax/NI/Pension	98,524	-	-	98,524	63,065
Insurance	-	-	-	-	944
Fundraising/Marketing	15,037	-	-	15,037	20,610
Petty Cash	-	-	-	-	-
<b>Sub total</b>	<b>126,651</b>	<b>4,838</b>	<b>-</b>	<b>131,489</b>	<b>105,874</b>
<b>A4 Asset and investment purchases, (see table)</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>126,651</b>	<b>4,838</b>	<b>-</b>	<b>131,489</b>	<b>105,874</b>
<b>Net of receipts/(payments)</b>	<b>-664</b>	<b>6,069</b>	<b>-</b>	<b>5,405</b>	<b>51,003</b>
<b>A5 Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>72,410</b>	<b>-</b>	<b>-</b>	<b>72,410</b>	<b>21,407</b>
<b>Cash funds this year end</b>	<b>71,746</b>	<b>6,069</b>	<b>-</b>	<b>77,815</b>	<b>72,410</b>

## 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 £
<b>B1 Cash funds</b>		-	-	-
		-	-	-
		-	-	-
	<b>Total cash funds</b>	-	-	-
	(agree balances with receipts and payments account(s))	Agreement Error	Agreement Error	OK
<b>B2 Other monetary assets</b>		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
<b>B3 Investment assets</b>				
<b>B4 Assets retained for the charity's own use</b>				
<b>B5 Liabilities</b>				
Signed by one or two trustees on behalf of all the trustees		Signature	Print Name	Date of approval
J Mackenzie		J Mackenzie		



**Section A**

**Independent Examiner's Report**

**Report to the trustees/  
members of**

Activity Club for Children with Special Needs

**On accounts for the year  
ended**

31<sup>st</sup> December 2021

**Charity no  
(if any)**

1104007

**Set out on pages**

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended

**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").

**Independent  
examiner's statement**

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.

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:**

**Date:**

10<sup>th</sup> October 2022

**Name:**

Anthony Paul Woodman

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

Associate of the Chartered Institute of Bankers (ACIB)

**Address:**

14 Rothwell Gardens

Woodley

Reading RG5 4TJ