

Deganwy Out of School Club Limited

DIRECTORS' AND TRUSTEES'

ANNUAL REPORT AND

FINANCIAL STATEMENTS

1st September 2022 – 31st August 2023

Company Number: 4815885

Charity Number 1108101

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Deganwy Out of School Club Limited

Report of the Directors/Trustees (also known as the Management Committee) for the year ended 31st August 2023

The Directors present their report and financial statements of the charity for the year ending 31st August 2023.

1. Reference and Administrative Details

| | |
|----------------------------|--|
| Charity number: | 1108101 |
| Company number: | 4815885 (incorporated 30 th June 2003) |
| CSSIW Registration number: | W040001003 |
| Registered Office: | Deganwy Play and Learning Centre, Ysgol Deganwy, Park Drive, Deganwy, Conwy. LL31 9YB |
| Bankers: | HSBC, 60 Mostyn Street, Llandudno. LL30 2SS |

2. Directors, Trustees and Company Secretary

The Club was registered with Companies House, Cardiff on the 30th June 2003. The Club became a charity on 15th February 2005 and the Board of Directors of the charitable company became Trustees for the purposes of charity law. The Board of Directors / Trustees who have served on the Committee from 1st September 2021 until 31st August 2022 are listed below.

| | | |
|----------------------|-----------|--|
| Ms Caroline Filbee | Chair | appointed 2 nd April 2014 and as Chair from 18 th April 2018 |
| Mrs Angela Bowen | Treasurer | appointed 7 th December 2005 and as Treasurer 18 th April 2018 |
| Ms Carol Stanley | | appointed 18 th April 2018 |
| Ms Leah Victoria | | appointed 18 th April 2018 |
| Ms Kristen Gallagher | | appointed 25 th May 2021 |

Company Secretary

| | |
|--------------------|---------------------------------------|
| Mrs Nicola Roberts | appointed 26 th April 2011 |
|--------------------|---------------------------------------|

3. Objectives and Activities

The objects of the Charity are

- To promote the benefits of the inhabitants of Deganwy and the surrounding area by providing facilities or assisting in the provision of facilities for the daily care, recreation and education of children during out of school hours and school holidays.
- To advance the education and training of persons involved in the provision of such care, education and recreational activities and facilities.

The Charity's main aim is to support parents and guardians who are at work or study by providing safe, quality, affordable childcare, run by qualified professionals, on their local primary school site. The Charity seeks to make good quality, flexible childcare accessible to all parents using primarily Deganwy school, to facilitate lone parents and families on low income or in need of support to be able to access work or training to improve the quality of their life.

The Club operates in the purpose built Deganwy Play and Learning Centre, which was opened in January 2006. The Centre is managed by the Deganwy Play and Learning Association.

4. Structure, Governance and Management

Governing Document

Deganwy Out of School Club (DOSC) Limited is a company limited by guarantee. The company is governed by its Memorandum and Articles of Association, first adopted 16th June 2003 but replaced in its entirety by special resolution on 18th October 2004 in order to provide a better governing document suited to registration as a charity. The company was registered as a charity on 15th February 2005. Anyone over the age of 18 can become a member of the charity and there are currently 14 members, each of whom agree to contribute £1 in the event of the charity winding up. Membership is currently much smaller than the number of individuals who use the childcare provided by the Club. New parents registering with the Club are provided with membership forms inside their Club Information Pack. They are informed of the benefits and of the limited liability of being a member. To further encourage parents, they are reminded of the benefits of the becoming members regularly through termly newsletters', by social media and prior to AGM's.

Under the Charity's Articles, the business of the Charity is managed by a Board of Trustees which is accountable to the members.

Recruitment and Appointment of Trustees

As set out in the Articles of Association, the Board of Trustees, including Honorary Officers, are elected annually by the members at the Annual General Meeting of the Charity and retiring members are eligible for re-election without further nomination. The number of Trustees elected cannot be less than three. If a vacancy occurs between Annual General Meetings, the Trustees have the power to co-opt a member to the Board provided that not more than one third of the Board of Trustees shall be co-opted members. All persons so co-opted shall retire at the AGM following their co-option but shall be eligible to be re-appointed. All members are circulated with invitations to nominate Trustees prior to the AGM.

As the main object of the Charity is to provide facilities for the provision of out of school childcare for children aged 3-12 years, all nominees to the position of Trustee are required to sign a declaration to declare that they do not have any convictions for criminal offences against children, including any "spent convictions" under the Rehabilitation of Offenders Act 1974. No nomination would be accepted unless this declaration was signed.

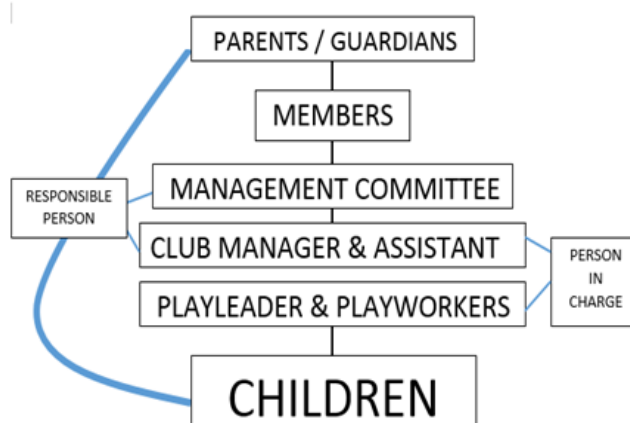
Induction and Training of Trustees

New trustees have an induction meeting to brief them on their obligations under charity and company law, the content of the Memorandum and Articles of Association, the committee and decision making processes and the recent financial performance of the Charity and the most recent

inspection report. New Trustees will be provided with appropriate literature from the Charity Commission and they will be encouraged to attend appropriate external training events.

Organisational Structure (see diagram)

The Board of Trustees administer the Charity. The Board employ a Management team and Playworkers, who are responsible for the daily provision of childcare within the purpose built Deganwy Play and Learning Centre located on the site of Ysgol Deganwy. The Manager, Assistant Manager and Chair of the Committee are registered with the Care Inspectorate for Wales (CIW) as the “Responsible Individuals” (RI). The day to day operation of the Club is the responsibility of the ‘Persons in Charge’; Janet Smith (Manager) and the Sheena McCabe (Assistant Manager). The Board meets once a month to discuss all matters relating to the management of the Club. The Company Secretary and Manager meet on a weekly basis to discuss Club finances and monthly to complete the payroll. The Company Secretary, Club Manager and Treasurer meet regularly to discuss financial matters. The Staff meet once a month to discuss planning and any issues relating to the operation of the Club and its policies and procedures.



5. Related Parties

The Club is a member of national *Clybiau Plant Cymru Kids' Clubs*. The local office of *Clybiau Plant Cymru Kids' Clubs* (CPCKC) and Conwy Early Years Development and Childcare Partnership provide training for staff and Trustees in all aspects of the provision of out of school childcare and play opportunities.

6. Risk Management

The Club operates within the guidelines of the National Minimum Standards for Out of School Childcare set by the Welsh Assembly Government and is registered with the Care Inspectorate Wales (CIW). The operation of the Club is assessed regularly by CIW.

The most recent Inspection Report can be viewed on the CIW website:

<https://careinspectorate.wales/deganwy-out-school-club>

The Club regularly reviews its operational policies and procedures in line with new literature, guidance and / or training received from CIW, CPCKC and Conwy Early Years Partnership

Trustees meet monthly to compare the predicted and actual cash flow, monitor the attendance levels and fee income versus the staff costs in order to manage the financial risk. Trustees assess whether fees need to be increased or grant applications made to assist with revenue costs. The Board and staff also assess demand for future school holidays in order to agree opening hours and minimise staff costs.

7. Achievements and Performance

Staff

During this year the Club employed 8 members of staff. The staff constantly work to update their qualifications and have attended several courses during the year including: Safeguarding, Health and Safety, Paediatric First Aid, Fire Safety, Manual Handling and Risk Assessment. The Club Manager and Assistant Manager have an excellent relationship with staff and parents. The staff work very well together providing a happy and stimulating environment for the children.

Attendance

After the disruption of the Covid pandemic attendance had begun to pick up during 2021-2022 and this continued in 2022-2023. After School Club operated daily from 3pm until 6pm capping attendance at 32 places Monday to Thursday and 24 on Friday. Attendance at After School Club has gradually increased during the year averaging 95% of capacity. Holiday Club attendance was good because of the 30hr funding, without this funding DOSC would have struggled to open. We continued to only open Monday to Thursday (except during the New Year week) with nearly full attendance each week. During the summer weeks we were able to offer up to 24 places two days a week due to staff availability.

Building/Environment improvements

DOSC received Small Grants funding to level and re-turf the outside area, purchase and erect sheds for both DOSC and Playgroup on a newly levelled slabbed area and incorporate a safe space for play, ride on cars and football, and maintain the sensory garden.

The Small Grants also provided funding for both the girls and the boys toilet walls to be clad and painted, a new sofa, outside heater, office chair, multipurpose step ladder, recycled bench and freezer.

Website & Facebook

Our website www.deganwyoutofschoolclub.co.uk is regularly updated with information and photos. The Facebook page is used daily to highlight the range of activities the children take part in and is an easy way for the parents to be involved. Both are used to advertise and promote forthcoming events, display newsletters and inform parents of important dates.

Annual General Meeting

The Annual General Meeting was held this year on the 21st June 2023 at the Deganwy Play and Learning Centre. As required by our Articles of Association all Members, Trustees and parents were invited. Disappointingly the meeting was only attended by the Trustees and Club staff. The Annual Report for 2021-2022 was presented at this meeting.

Review of Quality of Care

The Manager and Management Committee review the quality of care it provides on an ongoing basis. It does this in several ways:

Children's Meetings

Children's meetings are held twice a year. Children are given the chance to contribute to the planning of activities, games, trips and visitors and workshops. The Children are also asked for menu ideas to help plan snacks. The children are encouraged to run the meetings with the staff advising if and when necessary. The children's committee continues to allow the children have a voice.

Children, Parent, Staff & Committee Questionnaires

Questionnaires went out in June this year using Google forms for all but the children. The response from the parents was very good with 23 completed. Children's questionnaires were both written for juniors and group discussion with thumbs up thumbs down for infants. Staff and Committee questionnaires gave them the opportunity to give an honest response to how the Club is doing. Please see Appendix for a summary of questionnaire responses.

Parent/Carer Information

The Club produced parent newsletters in the Autumn, Winter, Spring and Summer. The newsletter details any changes and developments at the Club, forthcoming holiday club dates and any planned workshops. Newsletters were e-mailed to parents and a copy on our notice board outside. The Club also has a notice board for parents to read regarding any changes. Our outside daily chalk board detailing who is working, theme of the week, craft and snack of the day is a great success among children and parents and has received excellent feedback.

Staff

Staff meetings are held every month where the staff and manager discuss planning, evaluation, menus, funding, holidays, training, incidents and other issues that have come to light over the previous month. Staff receive regular supervisions and an annual appraisal. On a less formal note, staff are happy to volunteer ideas and suggestions and discuss these with the other staff, the manager and the committee as appropriate.

Committee Meetings

Committee meetings are held regularly where the manager, club secretary and committee members discuss matters concerning the running of the Club, staff issues, finance and funding.

8. Financial Review

During the year September 2022 – August 2023 Deganwy Out of School Club continued to recover from the effects of the pandemic. A very close eye was kept on finances, attendance and staffing so that the Club remained sustainable

Income

Fees

Total income increased substantially in 2022-2023 with very good fee income and more than £22k in grants during the year. Fee income was £105,643, a 34% rise on the previous year.

The small rise in the fees for After School and Holiday Club during the year and better attendance contributed to the increased fee income.

Grants and Donations

Donations were £34.00 for 2022 – 2023.

Grant income was £ 22,444. Grants received were all restricted funds and had to be spent on specific items or wages. This included; £14,765 in December 2022 and £2163 in July 2023 from Conwy Council Small Grants, Helping Hands in August £3515, a Transport For Wales Grant of £1000.00 and two Local Giving Magic Stars grants totalling £1000.

Expenditure

Staff Costs

Staff costs represent the largest expenditure for the Club totalling £84,152.00 which is 73% of total expenditure in 2022 -2023. In year ending August 31st 2023, staff costs rose by 31% on the previous year. This was due to employing more playworkers and a hefty increase in the minimum wage that was reflected across all staff wages.

Total expenditure (£115,621.00) rose by 36% this year some of which can be attributed to grant spending but the costs of food, expendables and materials have all increased.

Debtors

At the end of August 2023, the Club had £8,758 of outstanding fees as a result of the 30 hour funding paying in arrears.

9. Director's Signatures

This Director's Report was approved by the Management Committee and signed on its behalf by:

Angela Bowen

Treasurer

Date: 7/2/24

Caroline Filbee

Chair

Date: 7/2/24



CHARITY COMMISSION FOR ENGLAND AND WALES

Independent examiner's report on the accounts

Section A

Independent Examiner's Report

Report to the trustees/
members of

Charity Name
Deganwy Out of School Club

On accounts for the year
ended

31st August 2023

Charity no
(if any)

1108101

Set out on pages

10 - 13

Ten to thirteen.

(Remember to add the page numbers of additional sheets.)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended **31/08/2023**.

Responsibilities and
basis of report

As the charity trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent
examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention 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:

18/04/2024

Name:

Mary E A Holmes

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

Financial Director
North Wales Regional Equality Network

Address:

21 West Place, Gobowen, Oswestry, Shropshire SY113NR

Section B

Disclosure

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Deganwy Out of School Club Limited

Statement of Financial Activities (including income and expenditure) 1st September 2022 to 31st August 2023

| | Note | Unrestricted funds £ | Restricted funds £ | Total funds 2022-2023 £ | Total funds 2021-2022 £ |
|--|------|-------------------------|-----------------------|-------------------------------|-------------------------------|
| Incoming Resources | | | | | |
| Voluntary Income | | | | | |
| Grants and donations | 2 | 34 | 22,444 | 22,478 | 10,147 |
| Activities for generating funds | | | | | |
| Fundraising | | 15 | 0 | 15 | 0 |
| Miscellaneous Income | | | | | |
| | 3 | 184 | 0 | 184 | 0 |
| Investment Income | | | | | |
| Interest on bank accounts | 4 | 1001 | 0 | 1,001 | 388 |
| Incoming resources from charitable activities | | | | | |
| Fees for childcare services | 5 | 105,644 | 0 | 105,644 | 79,118 |
| Total incoming resources | | 106,878 | 22,444 | 129,322 | 89,653 |
| Resources Expended | | | | | |
| Costs of generating funds | | | | | |
| Fundraising outlay | | 0 | 0 | 0 | 0 |
| Charitable Activities | | | | | |
| Operation of the Out of School Club | 6 | 92,818 | 22,444 | 115,262 | 84,562 |
| Governance costs | | 359 | | 359 | 257 |
| Total Resources expended | | 93,177 | 22,444 | 115,621 | 84,819 |
| Net incoming resources | | 13,701 | 0 | 13,701 | 4,834 |
| Reconciliation of Funds | | | | | |
| Total funds brought forward from previous year | | | | 50,670 | 45,836 |
| Total funds carried forward | | | | 64,371 | 50,670 |

Deganwy Out of School Club Limited

Balance Sheet as at 31st August 2023

| | Note | 2022-2023 £ | 2021-2022 £ |
|--|------|----------------|----------------|
| Current assets | | | |
| Debtors | 7 | 8,758 | 2,725 |
| Cash at bank and in hand | 8 | 55,613 | 47,945 |
| Total current assets | | 64,371 | 50,670 |
| Liabilities | | | |
| Deferred Income | 9 | 0 | 0 |
| Total assets less current liabilities | | 64,371 | 50,670 |
| Total unrestricted funds | | 64,371 | 50,670 |
| Total charity funds | | 64,371 | 50,670 |

For the year ended 31st August 2023 the company was entitled to exemption from audit under section 477 (2) of the Companies Act 2006.

The members have not required the company to obtain an audit in accordance with section 476 of the Companies Act 2006.

The directors acknowledge their responsibility for:

- i) Ensuring the company keeps accounting records which comply with Section 386; and
- ii) Preparing accounts which give a true and fair view of the company as at the end of the financial year, and of its profit or loss for the financial year, in accordance with the requirements of section 393, and which otherwise comply with the requirements of the Companies Act relating to accounts, so far as is applicable to the company.

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

Approved by the management committee and signed on its behalf by:

Angela Bowen
Treasurer

Date: 7/2/24

C. Filbee
Chair

Date: 7/2/24

Notes forming part of the Financial Statements for the year ended 31st August 2023

1. Accounting Policies

The principal accounting policies are summarised below. The accounting policies have been applied consistently throughout the year and in the preceding year.

Basis of accounting

The financial statements have been prepared in accordance with the Companies Act 1985 and the Statement of Recommended Practices: Accounting and Reporting by Charities issued in March 2005.

Fund Accounting

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.

Restricted Funds are subjected to restrictions on their expenditure imposed by the donor or grant funding body.

2. Voluntary Income: Grants received

The charity received a start-up grant of £25,200 in 2003 from the Lottery New Opportunities Fund. This grant was facilitated through Clybiau Plant Cymru.

The Club received grants totalling £22,444 and donations to the value of £34.00 in 2022 - 2023.

3. Miscellaneous income

This year miscellaneous income comprised of payments for DBS checks from volunteers and staff £53.95, and £130.00 for staff contributions to the Christmas party.

4. Investment Income

Much of funds for the Club are now held in savings accounts which this year earned £ 1,001 interest. This investment is contingency against unexpected circumstances or closure of the Club. Deganwy Out of School Club has a Reserves Policy which is updated annually in September, with a new calculation that is sufficient to pay redundancy, wages, rent and all other running costs for three months. The amount held in savings in August 2023 was £48,721 and this was more than necessary to cover the costs calculated in the Reserves Policy, and a further improvement on the previous year.

5. Fees

The Club received £105,644 in fees for providing childcare services in 2022 - 2023.

6. Charitable activities

Expenditure is reported as total expenditure including unrestricted and restricted.

Staff costs

| | 2022-2023 £ | 2021-2022 £ |
|--|----------------|----------------|
| Salaries and wages | 84,152 | 64,063 |
| Social Security costs (Employer's National Insurance contributions) | 0 | 0 |
| <i>Total</i> | 84,152 | 64,063 |

Expenditure

| | 2022-2023 | 2021-2022 |
|--|----------------|---------------|
| | £ | £ |
| Staff Costs (see above) | 84,152 | 64,063 |
| Insurance | 678 | 701 |
| Food & Expendables | 1,811 | 1,358 |
| Rent | 5,811 | 5,973 |
| Administration Expenses | 735 | 754 |
| Activity Costs | 890 | 318 |
| Trips & workshops | 89 | 50 |
| Advertising | 0 | 0 |
| Miscellaneous (inc memberships) | 770 | 238 |
| DBS | 269 | 239 |
| Bad debt written off 1 st September | 455 | 37 |
| Staff Training | 311 | 55 |
| Staff Uniform | 89 | 74 |
| Travelling costs | 135 | 162 |
| Equipment / Building Expenditure | 19,067 | 10,540 |
| Total | 115,262 | 84,562 |

7. Debtors

| | £ |
|----------------------------------|--------------|
| Debtors as at 31 August 2022 | 2,725 |
| Income due for the year | 105,644 |
| Less cash paid | -99,190 |
| Less bad debt written off 1/9/22 | -455 |
| Donations 1/9/22 | 34 |
| Balance at 31 August 2023 | 8,758 |

8. Cash at Bank

At 31st August 2023, the current account balance was £6,892 and the deposit account balance was £48,721.

9. Deferred Income 2022 - 2023

The Club had no deferred income this year.