

ANNUAL REPORT OF THE TRUSTEES OF THE WILFORD YOUTH AND CHILDREN SCHEME (CHARITY NUMBER 1116733)

**FOR THE PERIOD BETWEEN
1 APRIL 2020 AND 31 MARCH 2021**

TRUSTEES

The trustees were in the last year, as follows:

Mrs A Mason (appointed by WYCS in 2016)
Mr E Mason (founding trustee)
Mrs A Massarella (appointed by WYCS in 2016)
Mr S Massarella (founding trustee)
Wendy Brown (appointed by WYCS in 2019)

Rev Phil Marsh resigned from post to take up an appointment in the diocese of ELY.

ACTIVITY DURING THE YEAR

The primary focus over this last year continues to be providing services for our Before and After School Club (BASC) and rooms to Wilford Village Playgroup. The BASC has now run for over eight years, serving local children from the South Wilford Endowed VA CE Primary School. This year we've continued to improve the half of The Centre that's devoted to the BASC and it remains at full capacity for many sessions, with some sessions also having a waiting list.

The BASC is a not-for-profit concern and employs six part time staff. We continue to use a part-time professional bookkeeper to complement our childcare staff, meaning that the BASC is now self-contained and no longer needs to use volunteers to run; making it a more sustainable operation into the future. There have been a few changes in staff over the year but the manager and trustees have secured appointments for suitably trained staff as replacements.

The Centre, formerly known as the Old Victorian School Building, on Main Road in Wilford remains as the base for our activities. We rent the building (from the Carters Educational Foundation) and are responsible for its development and upkeep. As trustees we continue to make improvements as funds allow. The rent is now a commercial basis which is financially challenging but has been supplemented by grants to WYCS.

The half of The Centre we don't use ourselves is still rented to the Wilford Village Playgroup. This playgroup has flourished during their term in the building and are able to offer more sessions to parents. They are another local organisation serving local children and we're pleased we've been able to provide them with a permanent home. We continue to make The Centre available for occasional use by the church youth groups and so on – in line with our objectives.

COVID 19 had a significant effect on the running of the club. The opening followed the lockdown of schools during 2020. The trustees decided that the staff would retain full salary during the lockdown which was supplemented by the Government Furlough scheme. On reopening although numbers were initially down the cash flow was maintained. Significant expenditure was encountered with the need for new cleaning processes and purchase of PPE.

WYCS continues to hold a modest cash reserve as a contingency against emergencies. Our financial statement for the twelve months between April 2020 and March 2021 was examined by Lesley Skermer (CFIIA) and follows.

The treasurer and acting Chairman is Eddie Mason.

Wilford Youth and Childrens Scheme

The Centre, The Old School
South Wilford CE School
Main Road
Wilford

Receipt + Payments Profit & Loss Statement

April 2020 to March 2021

Income		
BAS Club income	£21,847.22	
Carters Grants Received	£15,000.00	
HMRC: CJRS grant	£17,054.77	
Refund of gas overpayment	£5,852.75	
The Centre rental income	£8,096.00	
Total Income		£67,850.74
Expenses		
Food	£1,841.49	
Toys & craft materials	£691.00	
Staff training courses	£168.58	
Equipment	£25.00	
Specific Centre costs	£899.64	
Specific club expenses	£488.58	
Insurance	£1,057.99	
Auditing	£110.00	
Licence & Membership Fees	£311.50	
Fire & safety equip/services	£54.00	
Postage, stationery, computer	£521.46	
Rent to Carters	£9,000.00	
Business Rates	£1,638.40	
Payroll		
Wages	£46,738.77	
* Employers NIC	£2,714.15	
Employer pension contribution	£209.77	
Total Payroll		£43,451.72
Telephone & internet		£690.36
Utilities		
Electricity	£1,987.53	
Gas	£1,062.28	
Water charges	£955.49	
Total Utilities		£4,005.30
Total Expenses		£64,955.02
Operating Profit		£2,895.72
Other Income		
Other Expenses		
Net Profit / (Loss)		£2,895.72

Actual EA
SMP recovered
in year / set
against P&L
liabilities

* £2,714.15 credit due from HMRC is c/fwd
& will reduce next years P&L

Wilford Youth and Childrens Scheme

Balance Sheet

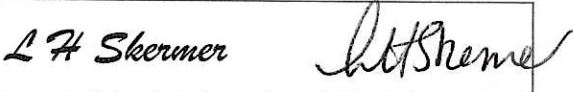
cash basis

As of March 2021

Assets				
Current Assets				
Cash On Hand				
TSB Treasurers Account	£36,540.45			
Pocket Pay (prepay card)	<u>£142.83</u>			
Total Cash On Hand		<u>£36,683.28</u>		
Total Current Assets			<u>£36,683.28</u>	
Total Assets				<u>£36,683.28</u>
Liabilities				
Net Assets				
				<u>£36,683.28</u>
Capital				
Retained Earnings			£33,787.56	
Current Year Earnings			<u>£2,895.72</u>	
Total Capital				<u>£36,683.28</u>



Independent Examiner's Report on the Accounts

Report to the trustees/ members of	Wilford Youth and Children Scheme		
On accounts for the year ended	31 st March 2021	Charity no (if any)	1116733
Set out on pages	1 to 2 <small>(remember to include the page numbers of additional sheets)</small>		
Respective responsibilities of trustees and examiner	<p>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(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.</p> <p>It is my responsibility to:</p> <ul style="list-style-type: none">• examine the accounts under section 145 of the 2011 Act• to follow the procedures laid down in the general Directions given by the commission under section 145(5)(b) of the 2011 Act• to state whether particular matters have come to my attention		
Basis of independent examiner's statement	<p>My examination was carried out in accordance with General Directions given by the Charity Commissioners. 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 you as 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 next statement.</p>		
Independent examiner's statement	<p>In connection with my examination, no matter has come to my attention:</p> <p>(1) which gives me reasonable cause to believe that in any material respect the requirements:</p> <ul style="list-style-type: none">to keep accounting records in accordance with section 130 of the 2011 Act andto prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act <p>have not been met or</p> <p>(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached</p>		
Signed:			08/11/2021
Name:	Lesley H Skermer		
Relevant professional qualification(s) or body (if any):	Chartered Fellow of the Institute of Internal Auditors (CFIIA)		
Address:	10 The Hollows		

Silverdale
Nottingham
NG11 7FJ

Disclosure section

Only complete if the examiner needs to highlight material problems.

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

No issues to disclose.

Wilford Youth and Children Scheme

Independent Examiners findings arising from the review of the accounts for period. 1st April 2020 to 31st March 2021

Summary

I have completed my independent examination of Wilford Youth and Childrens Scheme accounts for the 2020/21 financial year and can confirm that in the course of my examination, no matter has come to my attention which gives me reasonable cause to believe that in, any material respect, the Trustees have not met the requirements to ensure that:

- . proper accounting records are kept (in accordance with section 130 of the 2011 Act and
- . accounts are prepared which agree with the accounting records and comply with the accounting requirements of the 2011 Act; or
- . to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

The accounting records of the Scheme continue to be maintained to a good standard and are maintained by a person experienced in accounting and book keeping. There are no issues of concern to report.

Testing completed

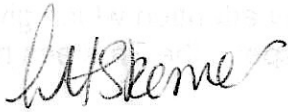
The following tests were completed:

- A check on the years opening balances brought forward correctly;
- A check that the Receipts and Payment Account was derived from the cashbook (Nominal Ledger) records maintained;
- A check that all income received by the Treasurer banked intact and in timely manner;
- A sample check that payments made are supported by supporting invoice/evidence;
- A sample check that pocket card disbursements adequately supported;
- A sample check that wage payments correctly calculated based on hours worked and evidenced as paid over to staff;
- An analytical review of receipts and payments in the period of account, comparing to previous years and expectations;
- A check of regular completion of monthly bank reconciliations;
- Re performance of the March 2021 bank reconciliation and verification of balances held to independent sources, and
- Sample testing that invoices raised in respect of fees were subsequently paid and cash accounted for correctly.

Balances held

I confirmed that the funds reconciliation sheet in the accounts includes the correct brought forward balance from the 2019/20 independently reviewed accounts (£33,787.56 and that the funds carried forward balance at 31.3.21 of £36,683.28 is represented by funds held within the charity's bank account and a small balance on the pocket pay card. All balances have been agreed to independent sources.

Signed:



L H Skermer (CFIIA)

Date: 8th November 2021

L H Skermer
10 The Hollows
Silverdale
Nottingham
NG11 7FJ

01 November 2021

Trustees of Wilford Youth and Childrens Scheme
School Building
Main Street
Wilford Village
Nottingham

Letter of Engagement

Between the Trustees of Wilford Youth and Childrens Scheme and Mrs LH Skermer (CFIIA), the Independent Examiner of the accounts for the period 1st April 2020 to 31st March 2021.

This Letter of Engagement confirms that the Trustees of the Wilford Youth and Childrens Scheme have considered the requirements of the Charity Commissions guidance for the appointment of an Independent Examiner. Mrs L H Skermer has hereby been appointed as independent examiner of the Wilford Youth and Childrens Scheme accounts for the period 1st April 2020 to 31st March 2021.

The terms of agreement are that Mrs L H Skermer will undertake an independent examination of the accounts in accordance with the Charity Commissions 'CC32 Independent Examination of Charity Accounts: Directions and Guidance notes'. All relevant reports will be completed as part of this review.

In return a fee of £110 will be payable to Mrs L H Skermer on completion of the review and issue of the Independent Examiners report.

Signed: **L H Skermer**

Mrs LH Skermer (CFIIA)
Independent Examiner

Signed:

Mrs B Young
Treasurer of Wilford Youth and Childrens Scheme