



The Cabin Crew 'Out of School Club'

ANNUAL REPORT FROM TRUSTEES

Registered Charity Number: 1119785

Financial Year: 1st January 2021 to 31st December 2021

Trustees during 2021

Mrs Megan O'Keefe

Mrs Susan Ramsey

Mrs Lisa Fermor

Committee Members

Mrs Amy Barker

Ms Heather Osborn

Mrs Karen Myall

Report

At The Cabin Crew we aim to provide a safe, secure and relaxed environment, offering a range of activities to reflect the interests of the children in our care.

Background to 2021

- Covid restrictions were still in place for the Spring and Summer terms of 2021.
- Schools were suddenly closed to most children from January to March 2021 – only children of key workers and vulnerable children attending.
- Cabin Crew remained open to support those families and because the school asked if we could continue to provide wraparound care, as it was unable to offer extended opening hours due to staffing.
- Numbers of children attending were low during the Spring term, which greatly affected our income and we monitored this constantly to try to avoid putting the club into financial difficulties.
- Staff were placed on flexible furlough, and we applied for Covid grants from the Suffolk Community Foundation and Ipswich Borough Council as underpinning funding.
- In November 2020 we had committed to the hire of two portacabins to help house separate bubbles of children. Originally hired until March 2021, we had to extend this to July 2021 as the restrictions remained in place longer than expected.
- To help with the hire costs, and the additional costs for cleaning, PPE, resources etc, we introduced a temporary 'Covid Levy' of £15 per family per month, which was charged from January to December 2021.
- We ran all our holiday clubs in 2021, however in the first half of the year numbers were affected by the pandemic. In February we could only open for the keyworker and vulnerable children attending Sidegate, whilst the Easter and May holidays were limited to a maximum of 15 children per day (as that was the bubble size allowed at the time).
- In the Summer we worked with Suffolk County Council to deliver the Holiday Activity and Food (HAF) Programme. The aim of the programme was to provide fun filled days for kids, lots of physical activity, enrichment, and some delicious and nutritious food. Places were free of charge for those eligible for benefits related free school meals. The programme was very successful, with a lot of positive feedback from families attending, and the club benefitted greatly from the HAF funding provided by SCC and Activities Unlimited.

Income 2021: overall there was a big improvement on 2020

- Breakfast, after school and holiday club income increased compared to 2020, because we had been closed for 5 months that year due to the pandemic.
- However, income from these clubs was lower than 2019:
 - After school club down £17.5k
 - Breakfast club down £14k
 - Holiday club down £8k
- Grant funding specifically related to Covid included Suffolk Community Foundation £5k, National Lottery £5k, Ipswich Borough Council £2.5k, Furlough Scheme £24.7k. The covid levy generated another £13k (approx. £50k in total).
- In addition, we received grants towards our holiday club from Activities Unlimited of £4.5k, SCC HAF scheme £10.7k and we had a one-off grant from the Rope Trust of £2k to replace our fridge and freezer (approx. £17k in total)

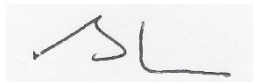
Expenses 2021: higher than 2020, as expected, because we were open for the full 12 months

- Refreshments – these returned to the level of 2019
- Premises costs – a lot higher than usual, but this is largely due to the portacabin costs

After another challenging year, we made a surplus of £18,897 compared to £1,059 for 2020, which is very encouraging.

Auditor: I propose next years' Auditor – Chris Regan Limited.

Signed:

A handwritten signature in black ink, appearing to be 'AB', on a light grey background.

Amy Barker, Finance Administrator

The Cabin Crew
Accounts
31 December 2021

The Cabin Crew

I approve the accounts which comprise of the Profit and Loss Account, the Balance Sheet and the related notes. I acknowledge my responsibility for the accounts, including the appropriateness of the applicable financial reporting framework as set out in note 1, and for providing Chris Regan Ltd with all information and explanations necessary for their compilation.

21 September 2022

The Cabin Crew

to The Cabin Crew

In accordance with your instructions, we have compiled these unaudited accounts from the accounting records and information and explanations supplied to us.

Chris Regan Ltd

Citygate House
r/o 197-199 Baddow Road
Chelmsford
Essex
CM2 7PZ

21 September 2022

**The Cabin Crew
Profit and Loss Account
for the year ended 31 December 2021**

| | 2021 | 2020 |
|--|----------------|----------------|
| | £ | £ |
| Sales | - | - |
| After school fees | 64,037 | 50,526 |
| Registration Fees | 940 | 860 |
| Holiday Playschemes | 20,089 | 3,904 |
| Breakfast Club | 32,699 | 27,742 |
| Little Acorns | 3,929 | 1,421 |
| Fundraising | 31,265 | 18,849 |
| Sundry Income | 132 | (261) |
| Bank Deposit Interest | 8 | 92 |
| Covid Levy | 13,005 | - |
| Other business income | 24,722 | 35,761 |
| | <u>190,826</u> | <u>138,894</u> |
| Expenses | | |
| Cost of goods bought for resale or goods used | - | - |
| Construction industry - payments to subcontractors | - | - |
| Wages and Salaries | 136,715 | 118,368 |
| Staff Training | 1,384 | 465 |
| Premises Costs | 15,001 | 3,954 |
| Repairs and Maintenance | 1,321 | 3,075 |
| Equipment Expensed | 3,853 | 3,185 |
| Advertising and Promotion | - | 29 |
| General Administrative expenses | 5,650 | 3,634 |
| Trips | - | - |
| Legal and Professional Fees | 240 | 240 |
| Refreshments | 7,223 | 4,293 |
| Sundry Expenses | 177 | 482 |
| Bank Charges | 94 | 94 |
| Bad Debts | 242 | - |
| Charity Donation | 29 | 16 |
| | <u>171,929</u> | <u>137,835</u> |
| Profit | <u>18,897</u> | <u>1,059</u> |
| Cash and Bank Balances | 78,569 | 61,629 |
| Debtors | 5,126 | (407) |
| Creditors | (8,071) | (4,504) |
| | <u>75,624</u> | <u>56,718</u> |
| Total Funds b/f | 56,718 | 55,690 |
| Prior Year Adjustment | 9 | (31) |
| Surplus/(deficit) for the year | 18,897 | 1,059 |
| Total Funds | <u>75,624</u> | <u>56,718</u> |

I approve the accounts which comprise of
the Profit and Loss Account, the Balance Sheet and the related notes

Amy Barker

21/09/2022



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
The Cabin Crew out of school club

On accounts for the year
ended

31st December 2021

Charity no
(if any) 1119785

Set out on pages

(remember to include 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 / 12 / 2021**.

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 (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: 24th October 2022

Name:

Chris Regan

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

MAAT, ATT.

Address:

Citygate House
r/o 197-199 Baddow Road
Chelmsford CM2 9PZ

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

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