



The Cabin Crew 'Out of School Club'

ANNUAL REPORT FROM TRUSTEES

Registered Charity Number: 1119785

Financial Year: 1st January 2023 to 31st December 2023

Trustees during 2023

Mrs Karen Myall - Chairperson

Mrs Susan Ramsey - Secretary

Mrs Amy Barker (club finance manager)

Committee Members

Mrs Lynne Newson (acting club manager)

Mr Murray Brunning - Treasurer

Mrs Suzanne Andrews

Mrs Lauren Brunning

Mrs Natasha Clifton

Miss Lianne Fountain

Mr John Carswell

Report

We are pleased to present the Trustee's Annual Report for the period 1st January 2023 to 31st December 2023.

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.

All our clubs continue to flourish, and our intake of Reception children for the beginning of the academic year in September 2023 was particularly high with 21 joining the club.

In the Easter and Summer holidays we again worked with Suffolk County Council to deliver the Holiday Activity and Food (HAF) Programme. The aim of the programme is to provide fun filled days for kids, lots of physical activity, enrichment, and some delicious and nutritious food. Places are free of charge for those eligible for benefits-related free school meals. The programme was again very successful, with a lot of positive feedback from families attending, and the club benefitted greatly from the HAF funding provided by SCC, which was approximately £9,000.

We were also awarded a £13,000 grant from Activities Unlimited to support all our holiday clubs across the year. The funding was awarded as we have a high number of SEN children who regularly access our holiday clubs and enables us to enhance the staff ratio to support them and provide different workshops, experiences, activities and respite throughout the holidays.

In May 2023 we had a full Ofsted inspection. We were delighted to achieve the highest grading available for an out-of-school club, which is 'met'. There are three possible grades for out-of-school clubs:

- met
- not met with actions
- not met with enforcement

The inspection report contained many positive comments about the club and praise for all the staff.

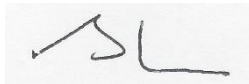
Our staff numbers increased from 23 members in January 2023 to 29 at the end of the year. Across the year we had 11 new staff members joining and 6 leaving.

Income from our breakfast, after school and holiday clubs was slightly higher than in 2022, which resulted in an increase in our overall income of £4,397. Our overall expenditure in 2023 was very similar to the previous year. In 2023 we invested in some new play equipment and craft resources. The cost of refreshments increased as we began to offer more hot food options at after school club. After another challenging year, we ended with a surplus of £17,541, which is very encouraging.

In November 2023 we held our AGM and welcomed three new parent representatives to our committee, Natasha Clifton, Lianne Fountain and John Carswell.

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 Manager & Trustee

The Cabin Crew

Accounts

31 December 2023

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.

A handwritten signature in black ink, appearing to be 'AB' followed by a horizontal line.

Amy Barker, Finance Manager

15 October 2024

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

15 October 2024

The Cabin Crew
Profit and Loss Account
for the year ended 31 December 2023

	2023	2022
	£	£
Sales	-	-
After school fees	83,717	82,814
Registration Fees	940	910
Holiday Playschemes	33,121	31,344
Breakfast Club	46,705	42,611
Little Acorns	3,598	4,843
Fundraising	22,048	24,659
Sundry Income	-	-
Bank Deposit Interest	490	92
Covid Levy	-	125
Deposits	1,176	-
	<u>191,795</u>	<u>187,398</u>
Expenses		
Wages and Salaries	134,060	138,358
Staff Training	1,432	948
Premises Costs	8,372	7,154
Repairs and Maintenance	3,250	4,322
Equipment Expensed	7,042	3,957
Advertising and Promotion	-	330
General Administrative expenses	5,624	6,176
Staff Uniform	250	2,599
Legal and Professional Fees	2,873	1,303
Refreshments	9,890	7,672
Sundry Expenses	90	355
Bank Charges	662	575
Bad Debts	699	512
Charity Donation	10	22
	<u>174,254</u>	<u>174,283</u>
Profit	<u>17,541</u>	<u>13,115</u>
Cash and Bank Balances	109,298	92,464
Debtors	3,303	2,646
Creditors	(6,321)	(6,371)
	<u>106,280</u>	<u>88,739</u>
Total Funds b/f	88,739	75,624
Prior Year Adjustment	-	-
Surplus/(deficit) for the year	17,541	13,115
Total Funds	<u>106,280</u>	<u>88,739</u>

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

Amy Barker

15/10/2024



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 2023

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 / 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 (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: 15th October 2024

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.