



**CHARITY COMMISSION**  
FOR ENGLAND AND WALES

## Trustees' Annual Report for the period

**From January 2020-December 2020**

**Charity name: St John's Out of School Club**

**Charity registration number: 1120392**

### Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	<p>The Out of School Club is a successful provision offering before and after school care for families that need it. We are able to offer care for:</p> <ul style="list-style-type: none"><li>• Working families who wish to pay using vouchers.</li><li>• Families wishing to use it for additional childcare and not using vouchers.</li><li>• Subsidised places for pupil premium children.</li><li>• Fully funded places for staff children.</li></ul>
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	<p>The main activities of the club are to provide safe and meaningful activities for children aged 4-11 in a well-resourced and attractive environment.</p> <p>The club is able to access the Hall and extensive grounds of the school. They have also had their own secure outside environment created for Early Years and Key Stage One children initially.</p> <p>The club also ran a summer club for 2 weeks, primarily for pupil premium children during August 2020 whilst still in the midst of the pandemic.</p>
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	<p>The trustees, in making decisions, have had due regard to the commission's public benefit guidance when exercising any powers or duties to which the guidance is relevant</p>

## 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	The global pandemic continued to be a major focus in all of our minds. The Out of School Club continued to be adversely impacted as adherence to government guidance meant that we could not operate at usual capacity for much of the year. Meanwhile the support that we could offer to children and their families did not cover costs and so we had to eat into the reserves. The OOSC continues to follow the latest government guidance as we attempt to bring the greatest degree of normality to the lives of the children who use the service.

## Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	The balance at December 31 <sup>st</sup> 2020 was £26,993.00
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	There were no current reserves held.
Amount of reserves held	Para 1.22	None
Reasons for holding zero reserves	Para 1.22	The OOSC had re-opened in bubbles in September 2020. This meant higher staff costs following the furlough period of April to August 2020.
Details of fund materially in deficit	Para 1.24	There is no deficit.
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	<p>Although income isn't as high as pre-pandemic, this will be built up as restrictions lift. There are monthly staffing costs of £3,700 that need to be in the bank each month.</p> <p>In order to safeguard the future of the OOSC it is planned that the OOSC will merge with our Nursery provision to offer fully flexible childcare provision from 7.30am -6.00pm.</p> <p>Business plan and consultation to take place in 2021.</p>

## Structure, Governance and Management

Description of charity's trusts:		The directors of the St John's Primary School and Nursery Out of School Club are legally responsible for the overall management and control of all of the OOSC and carry out this function as Governors of the school. The Governors meet as a full board at least 3 times a year while the Resources Committee meets at least once a term and oversees all financial activity in relation to the OOSC. The day-to-day management of the OOSC is delegated to the Head Teacher who attends meetings of the various committees described above and reports to directors on staffing, take up and financial position.
Type of governing document (trust deed, royal charter)	Para 1.25	Trust deed
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	CIO constitution
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	The Governing Body of St. John's Primary School are trustees following a recruitment and selection procedure.

## Reference and Administrative details

Charity name	St. John's Out of School Club
Other name the charity uses	n/a
Registered charity number	
Charity's principal address	St. John's Primary School, Mortimer Road, Kenilworth CV8 1FS
	<b>01926 854450</b>

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

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Daryl Molyneux	Chair		
2	James Cox	Vice Chair		
3	Trisha Coopey			
4	Margot Brown			
5	Martyn Robinson			
6	Rebecca Augustus			
7	Leah Feldman			
8	Andrea Eastham			
9	Beth Cordrey			
10				

### Corporate trustees – names of the directors at the date the report was approved

Director name		
<b>Darren Barrow</b>	<b>Leaves on 31.12.21</b>	

### Funds held as custodian trustees on behalf of others


Description of the assets held in this capacity	None
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	None
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	None

## Exemptions from disclosure

Reason for non-disclosure of key personnel details

None

## Declarations

Signature(s)	
Full name(s)	Mr Daryl Molyneux
Position (eg Secretary, Chair, etc)	Chair
Date	03.12.21

**REGISTERED COMPANY NUMBER: 06088743 (England and Wales)**  
**REGISTERED CHARITY NUMBER: 1120392**

**Report of the Trustees and**  
**Unaudited Financial Statements for the Year Ended 31st December 2020**  
**for**  
**St. John's Out Of School Club**

West - Chartered Accountants  
Office 2 Greswolde House  
197b Station Road  
Knowle  
Solihull  
West Midlands  
B93 0PU

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**for the Year Ended 31st December 2020**

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## **St. John's Out Of School Club**

### **Chairman's Report** **for the Year Ended 31st December 2020**

The global pandemic continued to be a major focus in all of our minds. The Out of School Club continued to be adversely impacted as adherence to government guidance meant that we could not operate at usual capacity for much of the year. Meanwhile the support that we could offer to children and their families did not cover costs and so we had to eat into the reserves. The OOSC continues to follow the latest government guidance as we attempt to bring the greatest degree of normality to the lives of the children

D Molyneux  
3rd December 2021



## **St. John's Out Of School Club**

### **Report of the Trustees** **for the Year Ended 31st December 2020**

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31st December 2020. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019).

#### **STRUCTURE, GOVERNANCE AND MANAGEMENT**

##### **Governing document**

The charity is controlled by its governing document, a deed of trust, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006.

#### **REFERENCE AND ADMINISTRATIVE DETAILS**

##### **Registered Company number**

06088743 (England and Wales)

##### **Registered Charity number**

1120392

##### **Registered office**

St John's Primary School And Nursery  
Mortimer Road  
Kenilworth  
Warwickshire  
CV8 1FS

##### **Trustees**

R L Augustus  
M Bailey (appointed 1/2/2020)  
D Barrow  
P M Coopey  
B Cordrey (resigned 1/3/2021)  
A L Eastham (appointed 1/1/2021)  
D J Molyneux  
M Robinson (appointed 1/2/2020)  
J Cox  
M Brown  
L Feldman

##### **Independent Examiner**

West - Chartered Accountants  
Office 2 Greswolde House  
197b Station Road  
Knowle  
Solihull  
West Midlands  
B93 0PU

Approved by order of the board of trustees on 8th December 2021 and signed on its behalf by:

D J Molyneux - Trustee

**Independent Examiner's Report to the Trustees of  
St. John's Out Of School Club**

**Independent examiner's report to the trustees of St. John's Out Of School Club ('the Company')**

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31st December 2020.

**Responsibilities and basis of report**

As the charity's trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5) (b) of the 2011 Act.

**Independent examiner's statement**

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

1. accounting records were not kept in respect of the Company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities (applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

West - Chartered Accountants  
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8th December 2021

**St. John's Out Of School Club**

**Statement of Financial Activities**  
**for the Year Ended 31st December 2020**

	Notes	2020 Unrestricted fund £	2019 Total funds £
<b>INCOME AND ENDOWMENTS FROM</b>			
Donations and legacies		7,397	1,228
Other trading activities	2	34,282	80,028
<b>Total</b>		<b>41,679</b>	<b>81,256</b>
 <b>EXPENDITURE ON</b>			
<b>Charitable activities</b>			
Out of school club		75,103	114,117
Other		791	887
<b>Total</b>		<b>75,894</b>	<b>115,004</b>
 <b>NET INCOME/(EXPENDITURE)</b>		<b>(34,215)</b>	<b>(33,748)</b>
 <b>RECONCILIATION OF FUNDS</b>			
<b>Total funds brought forward</b>		<b>61,872</b>	<b>95,620</b>
 <b>TOTAL FUNDS CARRIED FORWARD</b>		<b>27,657</b>	<b>61,872</b>

The notes form part of these financial statements

**St. John's Out Of School Club**

**Balance Sheet**

**31st December 2020**

		<b>2020 Unrestricted fund £</b>	<b>2019 Total funds £</b>
<b>CURRENT ASSETS</b>	Notes		
Debtors	6	<b>6,903</b>	22,930
Cash at bank		<b>26,994</b>	42,027
		<b>33,897</b>	64,957
<b>CREDITORS</b>			
Amounts falling due within one year	7	<b>(6,240)</b>	(3,085)
<b>NET CURRENT ASSETS</b>		<b>27,657</b>	61,872
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		<b>27,657</b>	61,872
<b>NET ASSETS</b>		<b>27,657</b>	61,872
<b>FUNDS</b>	8		
Unrestricted funds		<b>27,657</b>	61,872
<b>TOTAL FUNDS</b>		<b>27,657</b>	61,872

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31st December 2020.

The members have not required the company to obtain an audit of its financial statements for the year ended 31st December 2020 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- (a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

These financial statements have been prepared in accordance with the provisions applicable to charitable companies subject to the small companies regime.

The financial statements were approved by the Board of Trustees and authorised for issue on 8th December 2021 and were signed on its behalf by:

D J Molyneux - Trustee

The notes form part of these financial statements

**Notes to the Financial Statements**  
**for the Year Ended 31st December 2020**

**1. ACCOUNTING POLICIES**

**Basis of preparing the financial statements**

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

**Income**

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

**Expenditure**

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

**Taxation**

The charity is exempt from corporation tax on its charitable activities.

**Fund accounting**

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

**Hire purchase and leasing commitments**

Rentals paid under operating leases are charged to the Statement of Financial Activities on a straight line basis over the period of the lease.

**2. OTHER TRADING ACTIVITIES**

	2020	2019
	£	£
Pupil payments received	<u>34,282</u>	<u>80,028</u>

**St. John's Out Of School Club**

**Notes to the Financial Statements - continued**  
**for the Year Ended 31st December 2020**

**3. NET INCOME/(EXPENDITURE)**

Net income/(expenditure) is stated after charging/(crediting):

	<b>2020</b>	2019
	<b>£</b>	£
Other operating leases	<b>6,850</b>	9,300

**4. TRUSTEES' REMUNERATION AND BENEFITS**

	<b>2020</b>	2019
	<b>£</b>	£
Trustees' fees	-	3,000

**Trustees' expenses**

There were no trustees' expenses paid for the year ended 31st December 2020 nor for the year ended 31st December 2019.

**5. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES**

	Unrestricted fund £
<b>INCOME AND ENDOWMENTS FROM</b>	
Donations and legacies	1,228
Other trading activities	80,028
<b>Total</b>	81,256
<b>EXPENDITURE ON</b>	
<b>Charitable activities</b>	
Out of school club	114,117
Other	887
<b>Total</b>	115,004
<b>NET INCOME/(EXPENDITURE)</b>	(33,748)
<b>RECONCILIATION OF FUNDS</b>	
<b>Total funds brought forward</b>	95,620
<b>TOTAL FUNDS CARRIED FORWARD</b>	61,872

**Notes to the Financial Statements - continued**  
**for the Year Ended 31st December 2020**

**6. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	2020	2019
	£	£
Pupil debtors	<b>4,629</b>	19,023
Other debtors	<b>2,274</b>	3,907
	<b><u>6,903</u></b>	<u>22,930</u>

**7. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	2020	2019
	£	£
Pupil creditors	<b>1,084</b>	2,021
Other creditors	<b>5,156</b>	1,064
	<b><u>6,240</u></b>	<u>3,085</u>

**8. MOVEMENT IN FUNDS**

	At 1.1.20	Net movement in funds	At 31.12.20
	£	£	£
<b>Unrestricted funds</b>			
General fund	<b>61,872</b>	<b>(34,215)</b>	<b>27,657</b>
	<b><u>61,872</u></b>	<b><u>(34,215)</u></b>	<b><u>27,657</u></b>

Net movement in funds, included in the above are as follows:

	Incoming resources	Resources expended	Movement in funds
	£	£	£
<b>Unrestricted funds</b>			
General fund	<b>41,679</b>	<b>(75,894)</b>	<b>(34,215)</b>
	<b><u>41,679</u></b>	<b><u>(75,894)</u></b>	<b><u>(34,215)</u></b>

**Comparatives for movement in funds**

	At 1.1.19	Net movement in funds	At 31.12.19
	£	£	£
<b>Unrestricted funds</b>			
General fund	95,620	(33,748)	61,872
	<b><u>95,620</u></b>	<b><u>(33,748)</u></b>	<b><u>61,872</u></b>

**Notes to the Financial Statements - continued**  
**for the Year Ended 31st December 2020**

**8. MOVEMENT IN FUNDS - continued**

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General fund	81,256	(115,004)	(33,748)
<b>TOTAL FUNDS</b>	<u>81,256</u>	<u>(115,004)</u>	<u>(33,748)</u>

A current year 12 months and prior year 12 months combined position is as follows:

	At 1.1.19 £	Net movement in funds £	At 31.12.20 £
<b>Unrestricted funds</b>			
General fund	95,620	(67,963)	27,657
<b>TOTAL FUNDS</b>	<u>95,620</u>	<u>(67,963)</u>	<u>27,657</u>

A current year 12 months and prior year 12 months combined net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General fund	122,935	(190,898)	(67,963)
<b>TOTAL FUNDS</b>	<u>122,935</u>	<u>(190,898)</u>	<u>(67,963)</u>

**9. RELATED PARTY DISCLOSURES**

There were no related party transactions for the year ended 31st December 2020.



**St. John's Out Of School Club****Detailed Statement of Financial Activities**  
**for the Year Ended 31st December 2020**

	2020 £	2019 £
<b>INCOME AND ENDOWMENTS</b>		
<b>Donations and legacies</b>		
Donations	-	1,228
Grants	<b>7,397</b>	-
	<b>7,397</b>	1,228
<b>Other trading activities</b>		
Pupil payments received	<b>34,282</b>	80,028
<b>Total incoming resources</b>	<b>41,679</b>	81,256
<b>EXPENDITURE</b>		
<b>Charitable activities</b>		
Wages	<b>49,317</b>	43,794
Room hire	<b>6,850</b>	9,300
Insurance	<b>458</b>	457
Postage, stationery & phone	<b>8</b>	31
Sundries	<b>591</b>	392
Groceries	<b>2,999</b>	4,617
Play equipment & materials	<b>751</b>	4,741
Summer playscheme	<b>951</b>	1,265
Kids club membership	-	43
Furniture & fittings	<b>307</b>	1,820
Legal fees	<b>746</b>	1,223
Computer costs	<b>2,146</b>	715
Staff training	-	70
ParentPay & stripe fees	<b>276</b>	299
Payroll services	<b>1,697</b>	1,212
Library redecoration	<b>2,750</b>	-
Bad debts	<b>5,221</b>	-
Exceptional item - alterations to out of school club room and outdoor space	-	41,138
	<b>75,068</b>	111,117
<b>Support costs</b>		
<b>Governance costs</b>		
Trustees' fees	-	3,000
Sundries	<b>826</b>	887
	<b>826</b>	3,887
<b>Total resources expended</b>	<b>75,894</b>	115,004
<b>Net expenditure</b>	<b>(34,215)</b>	(33,748)

This page does not form part of the statutory financial statements

**Independent Examiner's Report to the Trustees of  
St. John's Out Of School Club**

**Independent examiner's report to the trustees of St. John's Out Of School Club ('the Company')**

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**Responsibilities and basis of report**

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