

# **St Edward's School Club Annual Report 2020.21**

## **Registered Charity – 1121617**

**Our Lady & St. Edward's Catholic Primary School**  
**Lightfoot Lane**  
**Fulwood**  
**Preston**  
**PR2 3LP**

### **Trustees**

Nicola Kippax	Chair	(School Governor & Parent)
Justine Brooks	Secretary	(Parent)
Karen Woods	Treasurer	(Headteacher)
Emma Moore		(Parent)
Stefan Verstraelen		(Parent)

### **Structure, Governance and Management**

St. Edward's School Club became a registered charity in November 2007. It is managed by an Executive Committee made up of the Trustees and volunteers. These are elected on an annual basis at the AGM, which is held in January. All parents of children attending the club are eligible to become members of the committee.

The Constitution of the Club was approved on the twenty ninth day of January 2007

The Executive Committee have met once every school term, in accordance with the Constitution.

### **Financial Review**

A copy of the Club's audited accounts is attached.

The Charity's only source of income in 2020/21 was the fees paid by parents of children who attend the club.

During this financial year the club accounts show a deficit of £8,220

The Club policy with regard to reserves is to maintain these at a level not exceeding £10,000 (ten thousand pounds). This sum is held in an interest paying deposit account.

These reserves are held to cover an emergency, such as a sudden decline in demand for places, where income would not match expenditure. Interest from this account and any end of year surplus from the current account are used to improve facilities within the club and the school. In 2020.21 the club did generate a deficit of £8,220

### **Objectives and Activities**

The Charity's objectives are:

- (A) TO PROVIDE THE NECESSARY FACILITIES FOR THE DAILY CARE, RECREATION AND EDUCATION OF CHILDREN DURING OUT OF SCHOOL HOURS
- (B) TO ADVANCE THE EDUCATION AND RECREATIONAL FACILITIES.

During the financial year 2020.21 the club has provided care facilities within the school for 156 pupils who are registered with the club. During morning sessions a maximum of 40 pupils are catered for and an average of 28 attend. After school a maximum of 60 attend and it is unusual for attendance to drop below 50.

Children enjoy a wide range of sporting, craft, play and ICT activities as well as support with homework. During the afternoon sessions they are provided with a snack, usually, toast or sandwiches, fruit and a drink. In the morning sessions, the children can have breakfast if the parents request this. Throughout the year the Charity has continuously updated and replenished resources but no major capital investment in facilities or equipment has taken place.

### **Administrative Information**

The School Club has been managed on a day to day basis by two paid supervisors:

Mrs Justine Slater	Morning Supervisor
Mrs Margaret Hitchen and Mrs Gill Hope	Afternoon Supervisors

The Headteacher of Our Lady & St. Edward's School, Mrs Woods, is the responsible person, who has overall responsibility for the School Club. This is a voluntary role.

The Club is staffed by paid qualified and unqualified assistants, many of whom are also employed in Our Lady & St. Edward's School as Teaching Assistants and Welfare Assistants.

The Charity Bank accounts are held with the NatWest Bank, 292 Garstang Road, Fulwood, Preston, PR2 9RQ.

The Club is registered with the Out of School Alliance and is insured with Morton Michel, child care specialists.

Trustees and members of the Executive Committee are inducted and trained as part of their termly meetings.

The Charity works in very close consultation with Our Lady & St. Edward's School, to mutual benefit.

This report was approved by the Executive Committee at their meeting on January 24th 2022.

**St Edwards School Club**  
**Statement of receipts and payments**  
**for the year ended 31 March 2021**

**Charity no 1121617**

	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
<b>Receipts</b>		
Fees	33,725	56,417
Interest	4	21
	<u>33,729</u>	<u>56,438</u>
<b>Payments</b>		
Wages	29,519	38,354
Materials consumables & refreshments	2,000	2,402
Equipment	393	-
Outdoor storage	1,275	-
Rent	4,989	4,989
Insurance	289	241
Accountancy	180	180
Solicitors fees	-	1,063
Subscriptions	35	35
Administration costs	<u>3,269</u>	<u>124</u>
	<u>41,949</u>	<u>47,388</u>
<b>Surplus/(deficit) for the year</b>	<u>(8,220)</u>	<u>9,050</u>
<b>Summary</b>		
Balance at 1 April 2020	71,997	62,947
ADD/LESS (deficit for the year)/surplus for the year	(8,220)	9,050
Balance at 31 March 2021	<u>63,777</u>	<u>71,997</u>
<b>Being:</b>		
Current account	53,447	61,653
Deposit account	10,302	10,297
Petty cash	28	47
	<u>63,777</u>	<u>71,997</u>

Kim Woods  
 Karen Woods - Trustee

18/10/21  
 Date

**Independent Examiners Report to the trustees/members of St Edwards School Club  
on the accounts set out on pages 2 and 3 for the year ended 31 March 2021**

**Respective  
responsibilities of  
trustees and  
examiner**

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 of the Charities Act 2011 (the Charities Act) and that an  
independent examination is needed. It is my responsibility to:

- examine the accounts under section 145 of the Charities Act
- to follow the procedures laid down in the general Direction given by the  
Charity Commission (under section 145(5)(b) of the Charities Act
- to state whether particular matters have come to my attention

**Basis of  
independent  
examiner's  
statement**

My examination was carried out in accordance with general direction given  
by the Charity Commission. 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 the  
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 statement below

**Independent  
examiner's  
statement**

In connection with my examination, no matter has come to my attention:

- 1 which gives me reasonable cause to believe that in any material  
respect, the requirements:
  - to keep accounting records in accordance with section 130  
of the Charities Act; and
  - to prepare accounts which accord with the accounting  
records and comply with the accounting requirement of  
the Charities Act have not been met; or
- 2 to which in my opinion, attention should be drawn in order to enable a  
proper understanding of the accounts to be reached



Jackie Stopyra  
ACA

Date

13/10/2021

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