

St Edward's School Club Annual Report 2022.23

Registered Charity – 1121617

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

Trustees

Nicola Kippax	Chair	(School Governor)
Jane Joyce	Secretary	(School Club Admin Staff)
Karen Woods	Treasurer	(Headteacher)
Rachel Dixon		(Parent)
Inayah Abdullah		(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 2022/23 was the fees paid by parents of children who attend the club.

During this financial year the club accounts show a surplus of £16,750

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 2022.23 the club did generate a surplus of £16,750

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 2022.23 the club has provided care facilities within the school for 172 pupils who are registered with the club. During morning sessions, a maximum of 40 pupils are catered for and

an average of 34 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

Afternoon Supervisor

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 16th 2024.

St Edwards School Club
Accounts
31 March 23

Independent Examiners Report to the trustees/members of St Edwards School Club on the accounts set on pages 2 and 3 for year ended 31 March 2023

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 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 such matters. The procedures undertaken do not provide all the evidence that would be required in an audit 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 requirements 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

Claire Crompton



Date: 08.06.2023

Prospect House
30 Stricklands Lane
Penwortham
Preston, PR1 9XU

St Edwards School Club
Statement of Receipts and payments
for the year ended 31 March 2023

Charity no 1121617

	2023	2022
	£	£
Receipts		
Fees	69,308	62,806
Interest	45	1
	<u>69,354</u>	<u>62,807</u>
 Payments		
Wages	39,734	44,097
Materials, consumables & refreshments	3,696	2,684
Equipment	813	800
Refurbishments	0	44,478
Rent	5,089	4,989
Insurance	327	310
Subscriptions	245	425
Administration Costs	<u>2,701</u>	<u>2,080</u>
	52,604	99,863
 Surplus/(deficit) for the year	<u>16,750</u>	<u>-37,056</u>
 Summary		
Balance at 1 April 2021	26,721	63,777
ADD/LESS (deficit for the year)/surplus for the year	<u>16,750</u>	<u>-37,056</u>
Balance at 31 March 2022	43,471	26,721
 Being:		
Current Account	33,039	16,372
Deposit Account	10,348	10,302
Petty Cash	84	47
	<u>43,471</u>	<u>26,721</u>

Karen Woods
 Karen Woods - Trustee

16/1/24
 Date

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