

St Edward's School Club Annual Report 2023.24

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)
Richard Jennings		(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 2023/24 was the fees paid by parents of children who attend the club.

During this financial year the club accounts show a surplus of £44,866

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 2023.24 the club did generate a surplus of £44,866.

(This surplus seems larger than previous years due to cheques not being cashed until after the financial due to issues with payroll. The cheques total £21,045 which will be debited in the 24/25 financial year.)

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 2023.24 the club has provided care facilities within the school for 183 pupils who are registered with the club. During morning sessions, a maximum of 40 pupils are catered for and an average of 36 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:

Miss Gemma Catterall
Mrs Kalpana Patel

Morning Supervisor
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, 97 Fishergate, Preston, PR1 2AE

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 22nd 2025.

St Edwards School Club

Accounts

31 March 24

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 2024

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: 15th September 2024

Prospect House
30 Stricklands Lane
Penwortham
Preston, PR1 9XU

St Edwards School Club
Statement of Receipts and payments
for the year ended 31 March 2024

Charity no 1121617

	2024	2023
	£	£
Receipts		
Fees	84,798	69,308
Interest	139	45
	<u>84,937</u>	<u>69,354</u>
 Payments		
Wages	29,332	39,734
Materials, consumables & refreshments	2,663	3,696
Equipment	2,527	813
Refurbishments	768	0
Rent	1,763	5,089
Insurance	352	327
Subscriptions	200	245
Administration Costs	2,132	2,701
Other	334	0
	40,071	52,604
 Surplus/(deficit) for the year	<u>44,866</u>	<u>16,750</u>
 Summary		
Balance at 1 April 2023	43,471	26,721
ADD/LESS (deficit for the year)/surplus for the year	<u>44,866</u>	<u>16,750</u>
Balance at 31 March 2024	88,337	43,471
 Being:		
Current Account	77,850	33,039
Deposit Account	10,487	10,348
Petty Cash	0	84
	<u>88,337</u>	<u>43,471</u>

KWoods
 Karen Woods - Trustee

8/10/24
 Date