

Trustees' Annual Report for the period

CHARITY
COMMISSION

From

Period start date

To

Period end date

1 Sept 2021

31 Aug 2022

Section A

Reference and administration details

Charity name

Wilburton Out of School Club

Other names charity is known by

-

Registered charity number (if any)

1128011

Charity's principal address

Wilburton Primary School

Carpond Lane

Wilburton, ELY

Postcode

CB6 3RJ

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	Ayesha Sakura Bailey	Chair	1 Sep 21 to 9 Feb 22	
2	Helen Attrill	Chair	From 9 Feb 22	
3	Simon McKay	Treasurer		
4	Liz Taberner	Assistant treasurer		
5	Lucy Wallace	Secretary	1 Sep 21 to 9 Feb 22	
6	Mary Bemment	Secretary	From 9 Feb 22	
7	Victoria Ruffell		From 9 Feb 22	
8	Kayleigh Cochrane		From 30 Jun 22	
9	Suzanne Meadows		1 Sep 21 to 9 Feb 22	

Section B Structure, governance and management

Description of the charity's trusts

Type of governing document
(eg. trust deed, constitution)

Constitution

How the charity is constituted
(eg. trust, association, company)

Association

Trustee selection methods
(eg. appointed by, elected by)

The chair, secretary and treasurer – the group's honorary officers – are elected by the committee at the club's AGM. The other trustees are elected by the membership at the AGM.

Section C Objectives and activities	
Summary of the objects of the charity set out in its governing document	The club's mission is to advance the education and provide for the recreation of children of primary school age by making facilities and services available to them during out of school hours and school holidays.
Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)	<p>The club provides an invaluable resource for the children of Wilburton Church of England Primary School and their parents. Children are dropped off at breakfast club at 7.45 am, breakfast is provided if required. After school a drink and healthy snack are provided before children are involved in a range of sporting, creative and educational activities until 5.30 pm.</p> <p>The club also provides a very successful and popular summer club for 2 weeks at the start of the summer holiday, where children can participate in a full day of engaging and inspiring activity. The club staff work with a number of external contractors and partners to provide a range of experiences to develop children's interests, confidence and skills. Refreshments are also provided.</p>
Additional details of objectives and activities (Optional information)	
<ul style="list-style-type: none"> You may choose to include further statements, where relevant, about: policy on grantmaking; policy programme related investment; and contributions made by volunteers. 	

Section D Achievements and performance	
Summary of the main achievements of the charity during the year	<p>The club has fulfilled its principal goal of providing a safe and stimulating environment for pupils who are attending either because their parents are working or for the social benefits. The club has achieved an excellent safety record. Healthy breakfast and snack choices have been offered to the children.</p> <p>During the year, the committee has worked closely with the school to carry out a complete review of the club's procedures and policies – including the staffing and financial implications – to ensure it can continue to provide dedicated 121 supervision for any children who require it.</p> <p>As a direct result, the club has updated its annual registration form so that before booking any sessions parents can advise if their children might require dedicated support or if they already have an arrangement in place during normal school hours. [Please note: under the data protection act the school is not allowed to automatically share this information with the club without a parent's full consent and vice versa].</p> <p>With this additional information, the club staff are now able to work more closely with parents and to make the necessary arrangements to ensure additional trained staff are available and in place to accommodate a child's specific needs.</p> <p>The club has retained a superb core team of three key staff members for a number of years, although unfortunately one of them has left on 31 Aug 19. The club has been actively recruiting for a replacement to start in Sept 19. Throughout the year the club has been working with a small number of relief staff and freelance contractors who are available at short notice to cover staff absences or where additional staff are required.</p> <p>All staff pay rates were reviewed on 1 Apr 18, as in previous years and</p>

once again the committee unanimously agreed to pay an end of year bonus (in Dec 18) to further motivate staff and to recognise their contribution in making the club an ongoing success.

Section E Financial review	
Brief statement of the charity's policy on reserves	<p>The committee is continuing to actively pursue its agreed reserves policy to help ensure the club's long-term future. It regularly reviews income levels and costs enabling it to take rapid and remedial actions as needed.</p> <p>The club maintains sufficient cash reserve so it can continue trading as normal for several months, even if income levels were to drop significantly, costs were to rise and/or to meet all its financial obligations in the event it needs to be wound up and closed.</p> <p>The school club made a profit of £2,917 for y/e 31 Aug 22. It has also invested in a new entrance gate, external signage and additional equipment throughout the year.</p> <p>The profit will be part invested in additional equipment and resources during school year 22/23, paying a staff bonus in December 22 and the balance transferred to reserves.</p>

□

Section F Other optional information	
Not applicable.	

Section G Declaration		
The trustees declare that they have approved the trustees' report above.		
Signed on behalf of the charity's trustees		
Signature(s)		
Full name(s)	Helen Attrill	Kayleigh Cochrane
Position (eg Secretary, Chair, etc)	Chair	Treasurer
Date	23 June 2023	23 June 2023



CHARITY COMMISSION
FOR ENGLAND AND WALES

Charity Name
Wilburton Out of School Club

No (if any)
1128011

Receipts and payments accounts

CC16a

For the period from Period start date
1-Sep-21 To Period end date
31-Aug-22

Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
Breakfast and After School Club fees	20,620	212	0	20,832	9,267
Summer Club	5,841	746	0	6,587	0
Cambs County Council CV19 grant	0	0	0	0	903
HMRC CJRS funding	0	0	0	0	1,601
	0	0	0	0	0
	0	0	0	0	0
	0	0	0	0	0
	0	0	0	0	0
Sub total(Gross income for AR)	26,461	958	0	27,418	11,771
A2 Asset and investment sales					
	0	0	0	0	
	0	0	0	0	0
Sub total	0	0	0	0	0
Total receipts	26,461	958	0	27,418	11,771
A3 Payments					
Wages and salaries	18,225	958	0	19,183	13,039
Payroll processing fees	120	0	0	120	0
Food and resources	490	0	0	490	187
Summer club suppliers	832	0	0	832	0
Advertising and PR	0	0	0	0	29
Accountancy fees	0	0	0	0	0
Facilities fees	1,500	0	0	1,500	650
Gifts to volunteers	225	0	0	225	134
Insurance	347	0	0	347	315
Postages and stationery	5	0	0	5	15
Staff training, welfare & DBS	177	0	0	177	115
Subscriptions	55			55	0
Telephone	47			47	8
Other incl new gate, signage etc	737	0	0	737	81
Sub total	22,759	958	0	23,717	14,573
A4 Asset/investment purchases					
New toys and equipment	785	0	0	785	402
	0	0	0	0	0
	0	0	0	0	0
Sub total	785	0	0	785	402
Total payments	23,544	958	0	24,502	14,975
Net of receipts/(payments)	2,917	0	0	2,917	-3,204
A5 Transfers between funds	0	0	0	0	0
A6 Cash funds last year end	34,600	0	0	34,600	37,804
Cash funds this year end	37,517	0	0	37,517	34,600

Section B Statement of assets and liabilities at the end of the period

Categories	Assets	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
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B1 Cash funds

Current account balance @ 31 Aug 22	37,450	0	0
Cash held at school for expenses	67	0	0
	0	0	0
Total cash funds	37,517	0	0

(agree balances with receipts and payments account(s))

OK

OK

OK

Unrestricted funds

Restricted funds

Endowment funds

to nearest £

to nearest £

to nearest £

B2 Other monetary assets

Details

Not applicable	0	0	0
	0	0	0

B3 Investment assets

Details

Not applicable		0	0
		0	0

B4 Assets retained for the charity's own use

Details

Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
Games and audio equipment		0	700
7 tablet computers, iPad and mobile phone		0	450
Tables, chairs and storage units		0	100
Fridge, microwave and kitchen equipment		0	300
Wooden storage shed		0	150
6 go karts		0	150
2 filing cabinets		0	40

B5 Liabilities

Details

Details	Fund to which liability relates	Amount due (optional)	When due (optional)
No taxes due, staff salary payments or other liabilities.		0	
		0	

Signed by one or two trustees on behalf of all the trustees

Signature

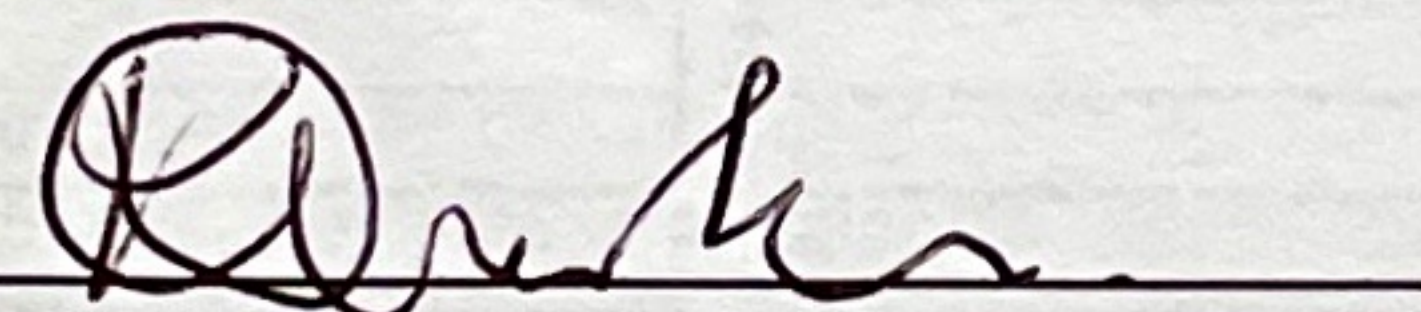
Print Name

Date of approval



Helen Attrill, Chair

23-Jun-23



Kayleigh Cochrane, Treasurer

23-Jun-23



Section A

Independent Examiner's Report

**Report to the trustees/
members of**

Wilburton Out of School Club

**On accounts for the year
ended**

31st August 2022

**Charity no
(if any)**

1128011

Set out on pages

CC16a

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/08/2022.

**Responsibilities and
basis of report**

As the charity trustees, you are responsible for the preparation of the accounts in accordance with 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 all 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 in connection with the examination which gives me cause to believe that in, any material respect,:

- the accounting records were not kept in accordance with section 130 of the Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 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.

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.

Signed:

S Roper

Date:

22/06/2023

Name:

Sarah Roper FCA

**Relevant professional
qualification(s) or body
(if any):**

ICAEW Chartered Accountant

Address:

44 Duck Lane

Haddenham

CB6 3UE

Give here details of any items that the examiner wishes to disclose.

NONE