

# **LAWRENCE WESTON OUT OF SCHOOL ACTIVITIES**

## **ACCOUNTS**

**Year ended 31<sup>st</sup> March 2024**

**Charity Number 1129694**

**LAWRENCE WESTON OUT OF SCHOOL ACTIVITIES**  
**FINANCIAL STATEMENTS**  
**YEAR ENDED 31 MARCH 2024**

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**LAWRENCE WESTON OUT OF SCHOOL ACTIVITIES**

**Legal and administrative information**

**YEAR ENDED 31 MARCH 2024**

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**Status**

Lawrence Weston Out Of School Activities is a registered charity governed by its Constitution. Charity number: 1129694.

**Trustees**

Moraid Warren	Chair	appointed as Chair 5 April 2022
Christine Walkett	Trustee	appointed 22 January 2020
Karlie Phillips	Trustee	appointed 25 March 2022
Hanna Chambers	Trustee	resigned 12 March 2024
Annemarie Emrys-Jones	Trustee	appointed 22 March 2022
Hannah Lenik	Trustee	appointed 19 September 2023
Lucy Greening	Trustee	appointed 13 November 2023
Christopher Grahame	Trustee	appointed 16 October 2023

**Registered Office**

The Rock Community Centre  
Ridingleaze  
Lawrence Weston  
Bristol  
BS11 0QF

**Independent Examiners**

Jacob Trowbridge MAAT  
Bristol Community Accountants CIC  
The Park,  
Daventry Road,  
Knowle  
Bristol BS4 1DQ

**Bankers**

National Westminster Bank  
PO Box 227  
3 Parade  
High Street  
Shirehampton  
Bristol  
BS99 5AS

# **LAWRENCE WESTON OUT OF SCHOOL ACTIVITIES**

## **TRUSTEES REPORT**

### **YEAR ENDED 31 MARCH 2024**

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The Trustees present their report and the unaudited financial statements of the charity for the year ended 31 March 2024.

The charity trustees are responsible for preparing a trustees' annual report and financial statements in accordance with the accounting policies set out in notes to the accounts and comply with the charity's governing document, the Charities Act 2011 and 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).

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

##### **Organisation**

The Trustees are appointed or re-appointed annually at the AGM.

##### **Public Benefit**

The Trustees have complied with their duty under Section 17 of the Charities Act 2011 to have due regard to public benefit guidance published by the Charity Commission and this is reflected in the objectives below.

The Charity is also registered with Ofsted and all staff and volunteers undertake full DBS checks and Paediatric First Aid training.

#### **Summary of the objectives and main activities undertaken for the public benefit**

- To provide afterschool facilities for the children of the area. The Charity runs two after school clubs, one based at The Rock Community Centre in Lawrence Weston and one based at Shirehampton Primary School.
- To provide holiday play scheme facilities for the children of the area, currently based at Shirehampton Primary School.
- To advance the education and training of the staff in the provision of such care, education and recreational facilities.

#### **Summary of main achievements of the Charity during the year**

##### **Chair's Report**

2023-2024 was another excellent year for the club. It was a year of transformation as we welcomed our new Operations Manager, Molly Lockyer, and several new permanent staff members, Lucinda, Amy and Grace, whilst also seeing the departure of 3 of our longstanding employees.

Molly joined us in May 2023 and quickly set about updating methods/processes to optimise back-office efficiency, whilst also strengthening the skills, knowledge, and expertise of the Operations team through formal training. This ensured the club continued to offer high quality childcare.

# **LAWRENCE WESTON OUT OF SCHOOL ACTIVITIES**

## **TRUSTEES REPORT**

### **YEAR ENDED 31 MARCH 2024**

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The addition of new Trustees ensured the club was better supported and operating within the legal parameters of both the Charity Commission and Ofsted. We look to recruit more Trustees to further strengthen our commitment to improving and growing the club.

We fully appreciate the ongoing support we have received this year from both the public and private sector, without which we would not be in the stable financial position we find ourselves. We recognise that further grants and funding is required to ensure we remain viable.

Funding this year came primarily from Nisbet Catering Equipment, the Port of Bristol and Quartet. These grants were essential to our continued growth and our ability to serve the community. We were also fortunate to secure funding from Bristol City Council, which enabled us to offer young children places at our Playschemes during the school holidays, when we provided them with more than 900 meals. These proved really successful and we will continue to support these children in the coming year.

Using the Digital Improvement Grant we received in 2022 we continued with our plans to digitise our processes and achieve our goal to become paperless by the end of 2024. Having sourced an HR software programme in early 2023, we launched this in April of that year and can now accurately schedule shifts, manage leave, monitor absences as well as tracking performance. We can also securely store club policies and other sensitive data. The final step of our digitisation programme was achieved in February 2024 when we purchased an accounts package, to be rolled out in the new financial year, which will enable us to more accurately record income and expenditure, as well as simplify the tracking of grants and funding.

We would like to thank all our staff for their continued commitment to supporting children and their families during the year, demonstrating great flexibility during what was a period of significant change.

#### **Looking to the Future**

This year the club has continued to thrive, with increased numbers of children attending both After School Club and Playschemes. Also a new energy was injected into the organisation, with the arrival of the new Operations Manager and some key staff changes, which has enabled us to flourish and cement our position as a vital resource within the local community.

Nonetheless we cannot afford to be complacent - we do recognise the challenges we face if we are to remain a viable entity. Essentially, we need to:

- secure sufficient additional funding to cover the basic operational requirements, eg rent and staff salaries.
- secure funding to retain the Operations Manager in the key role of the business.
- continue our recruitment of key staff (both permanent and bank) to ensure staff to child ratios are achieved in line with Ofsted's guidance.
- continue to strengthen the Club's management team with the recruitment of new Trustees.
- ensure the relationships we have built with families we have been supporting over the years

**LAWRENCE WESTON OUT OF SCHOOL ACTIVITIES**

**TRUSTEES REPORT**

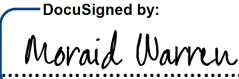
**YEAR ENDED 31 MARCH 2024**

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are maintained, whilst also recognising the needs of those who have recently joined us.

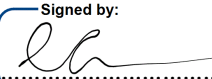
- ensure that, despite the big increase in numbers, all children continue to be treated equally and fairly.

Approved by the trustees and signed on their behalf by:

DocuSigned by:  
  
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21/1/2025  
Date .....

Chairperson

Signed by:  
  
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21/1/2025  
Date .....

Trustee

**LAWRENCE WESTON OUT OF SCHOOL ACTIVITIES**  
**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES**  
**YEAR ENDED 31 MARCH 2024**

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I report on the accounts of the Charity for the Year ended 31st March 2024 which are set out on pages 7-14.

**Responsibilities and basis of report**

As the charity trustees of the Trust you are responsible for the preparation of the accounts in accordance with the requirements of 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 giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Trust as required by section 130 of the Act;  
or
2. the accounts do not accord with those records; or
3. the accounts do 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.

DocuSigned by:  
  
.....D70803CDD8D7427.....

Jacob Trowbridge MAAT

21/1/2025  
Date .....

Bristol Community Accountants CIC  
The Park  
Daventry Road,  
Knowle  
Bristol  
BS4 1DQ

**LAWRENCE WESTON OUT OF SCHOOL ACTIVITIES****STATEMENT OF FINANCIAL ACTIVITIES (including Income and Expenditure Account)****YEAR ENDED 31 MARCH 2024**

		Unrestricted Funds	Restricted Funds	Total Funds 2024	Total Funds 2023
		£	£	£	£
<b>Income and Endowments from:</b>					
Donations and legacies	<b>3</b>	500	33,410	33,910	45,777
Charitable activities	<b>4</b>	89,175	-	89,175	71,359
Investment income	<b>5</b>	600	-	600	174
<b>Total Income</b>		<u>90,275</u>	<u>33,410</u>	<u>123,685</u>	<u>117,310</u>
<b>Expenditure On:</b>					
Charitable activities	<b>7</b>	81,585	35,619	117,204	100,030
Other	<b>8</b>	3,936	359	4,295	3,227
<b>Total expenditure</b>		<u>85,521</u>	<u>35,978</u>	<u>121,499</u>	<u>103,257</u>
<b>Net income/(expenditure)</b>		4,754	(2,568)	2,186	14,053
Total funds brought forward		49,257	24,074	73,331	59,278
<b>Total funds Carried Forward</b>	<b>14</b>	<u>54,011</u>	<u>21,506</u>	<u>75,517</u>	<u>73,331</u>

The charity has no recognised gains or losses other than the results for the year as set out above.

All of the activities of the charity are classed as continuing

**The notes on pages 9 to 14 form part of these financial statements**

As required by paragraph 4.67 of the SORP, the brought forward and carried forward funds above have been agreed to the Balance Sheet.



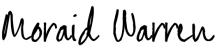
LAWRENCE WESTON OUT OF SCHOOL ACTIVITIES

BALANCE SHEET

YEAR ENDED 31 MARCH 2024

	Note	2024 £	£	2023 £
<b>Current assets</b>				
Cash at bank		77,366		76,079
Cash in hand		25		20
		<u>77,391</u>		<u>76,099</u>
<b>Creditors : Amounts falling due within one year</b>				
	13	(1,874)		(2,768)
Net current assets or liabilities			75,517	73,331
<b>Total net assets or liabilities</b>			<u>75,517</u>	<u>73,331</u>
<b>The Funds of the Charity</b>				
Restricted funds	14	21,945		24,074
Unrestricted funds	14	23,572		19,257
Designated funds	14	30,000		30,000
			<u>75,517</u>	<u>73,331</u>

These financial statements were approved by the trustees on 21/1/2025 and are signed on their behalf by:

DocuSigned by:  
  
A15F87BAF3CB450...  
Moraid Warren

21/1/2025  
.....

The notes on pages 9 to 14 form part of these financial statements

# LAWRENCE WESTON OUT OF SCHOOL ACTIVITIES

## NOTES TO THE FINANCIAL STATEMENTS

### YEAR ENDED 31 MARCH 2024

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#### 1 Basis of Preparation

- a) These accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts.

The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective from 1 January 2019) - (Charities SORP(FRS 102)) and with the Charities Act 2011.

- b) The trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern.
- c) The charity constitutes a public benefit entity as defined by FRS 102.

#### 2 Accounting Policies

- a) Income from donations is included in income and endowments when these are receivable, except as follows:
- i) When donors specify that donations given to the charity must be used in future accounting periods, the income is deferred until those periods.
  - ii) When donors impose conditions which have to be fulfilled before the charity becomes entitled to use such income, the income is deferred until the pre-conditions have been met.
- b) Expenditure is recognised in the period in which it is incurred. Expenditure includes attributable VAT which cannot be recovered.
- c) Most expenditure is directly attributable to specific activities, and have been included in those cost categories. Support cost have been allocated 100% towards the charitable activities of the charity.
- d) Depreciation is calculated so as to write off the cost of an asset in equal instalments over their estimated useful economic lives as follows:  
Office Equipment - 4 Years  
Fixtures & Fittings - 4 Years
- e) Unrestricted funds can be used in accordance with the charitable objects at the discretion of the trustees.
- f) 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.
- g) The charity is exempt from tax on income and gains falling within section 505 of the Taxes Act 1988 or section 252 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects.
- h) The charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value.
- i) The charity operates a defined contribution pension scheme and the pension charge represents the amounts payable by the charity to the fund in respect of the period.

# LAWRENCE WESTON OUT OF SCHOOL ACTIVITIES

## NOTES TO THE FINANCIAL STATEMENTS

### YEAR ENDED 31 MARCH 2024

#### Income and Endowments From:

#### 3 Donations and Legacies

	Unrestricted Funds £	Restricted Funds £	Total Funds 2024 £	Total Funds 2023 £
Donations & Grants	500	33,410	33,910	45,777
	<u>500</u>	<u>33,410</u>	<u>33,910</u>	<u>45,777</u>

#### Donations and Legacies

	Unrestricted Funds £	Restricted Funds £	Total Funds 2023 £
Donations & Grants	-	45,777	45,777
	<u>-</u>	<u>45,777</u>	<u>45,777</u>

#### 4 Charitable Activities

	Unrestricted Funds £	Restricted Funds £	Total Funds 2024 £	Total Funds 2023 £
Fees	89,175	-	89,175	71,359
	<u>89,175</u>	<u>-</u>	<u>89,175</u>	<u>71,359</u>

#### Charitable Activities prior year - all unrestricted

#### 5 Investment Income

	Unrestricted Funds £	Restricted Funds £	Total Funds 2024 £	Total Funds 2023 £
Bank Interest	600	-	600	174
	<u>600</u>	<u>-</u>	<u>600</u>	<u>174</u>

#### Investment Income prior year - all unrestricted

#### 6 Government Grants

The charity receives government grants, defined as funding from Bristol City Council to fund charitable activities. The total value of such grants in the period ending 31 March 2024 was £22,410 (2023: £23,193). There are no unfulfilled conditions or contingencies attaching to these grants in the year ended 31 March 2024.

**LAWRENCE WESTON OUT OF SCHOOL ACTIVITIES****NOTES TO THE FINANCIAL STATEMENTS****YEAR ENDED 31 MARCH 2024****Expenditure on:****7 Charitable Activities**

	Unrestricted Funds £	Restricted Funds £	Total Funds 2024 £	Total Funds 2023 £
Salaries	71,807	22,079	93,886	83,633
Transport and activities	10	4,495	4,505	1,337
Refreshments	1,841	1,572	3,413	853
Equipment & Materials	423	2,465	2,888	6,100
Postage/Stationery/Printing	314	6	320	465
Ofsted	440	-	440	440
Telephone & Internet	1,688	-	1,688	688
Miscellaneous	346	2	348	1,116
Bank Charges	103	-	103	96
Rent	-	5,000	5,000	4,521
Training	2,555	-	2,555	54
Recruitment	1,372	-	1,372	-
Payroll	686	-	686	727
	<u>81,585</u>	<u>35,619</u>	<u>117,204</u>	<u>100,030</u>

*Charitable Activities prior year*

	Unrestricted Funds £	Restricted Funds £	Total Funds 2023 £
Salaries	51,649	31,984	83,633
Transport	-	1,337	1,337
Refreshments	8	845	853
Equipment & Materials	261	5,839	6,100
Postage/Stationery/Printing	465	-	465
Ofsted	440	-	440
Telephone & Internet	688	-	688
Miscellaneous	469	647	1,116
Bank Charges	96	-	96
Rent	1,694	2,827	4,521
Training	-	54	54
Payroll	727	-	727
	<u>56,497</u>	<u>43,533</u>	<u>100,030</u>

**LAWRENCE WESTON OUT OF SCHOOL ACTIVITIES****NOTES TO THE FINANCIAL STATEMENTS****YEAR ENDED 31 MARCH 2024****8 Other**

	Unrestricted Funds £	Restricted Funds £	Total Funds 2024 £	Total Funds 2023 £
Independent Examination	899	-	899	817
Insurance	1,701	-	1,701	1,186
Professional Fees	637	359	996	376
Membership fees	699	-	699	848
	<u>3,936</u>	<u>359</u>	<u>4,295</u>	<u>3,227</u>

*Other prior year - all unrestricted*

**9 Net incoming resources for the year**

**This is stated after charging:**

	2024 £	2023 £
Independent Examiners Fee	<u>899</u>	<u>817</u>

**10 Staff costs and numbers**

The aggregate payroll costs were:

	2024 £	2023 £
Wages and salaries	93,193	82,999
Pension	693	634
	<u>93,886</u>	<u>83,633</u>

No employee received emoluments of more than £60,000.

The average monthly head count was 17 staff (2023: 18 staff)

- 11** The charity trustees were not paid or received any other benefits from employment with the charity in the year (2023: £nil). One trustee was reimbursed expenses during the year £2,710 (2023: £927). No charity trustee received payment for professional or other services supplied to the charity (2023: £nil).

The key management personnel of the charity are the board of trustees. The total benefits of key management personnel, during the year, total £Nil (2023: £Nil).

**LAWRENCE WESTON OUT OF SCHOOL ACTIVITIES****NOTES TO THE FINANCIAL STATEMENTS****YEAR ENDED 31 MARCH 2024****13 Creditors: amounts falling due within one year**

	2024 £	2023 £
Creditors	-	934
<u>Accruals:</u>		
Holiday pay	975	1,017
Independent Examination	899	817
	<u>1,874</u>	<u>2,768</u>

**14 Analysis of charitable funds**

	At 01-Apr 2023 £	Incoming resources £	Outgoing resources £	Transfers £	At 31-Mar 2024 £
<b>Restricted funds</b>					
Nisbets Trust	4,553	11,000	(8,000)	-	7,553
John James Foundation	1,676	-	(156)	-	1,520
Co-op Local Community Fund	645	-	(396)	-	249
Quartet	11,851	-	(6,812)	327	5,366
Bristol City Council	5,189	22,410	(20,614)	112	7,097
Ambition Lawrence Weston	160	-	-	-	160
	<u>24,074</u>	<u>33,410</u>	<u>(35,978)</u>	<u>439</u>	<u>21,945</u>
<b>Unrestricted funds</b>					
General funds	19,257	90,275	(85,521)	(439)	23,572
Designated funds	30,000	-	-	-	30,000
<b>Total funds</b>	<u>73,331</u>	<u>123,685</u>	<u>(121,499)</u>	<u>-</u>	<u>75,517</u>

**Transfer between funds**

Contribution from unrestricted funds towards project costs

**Purpose of restricted funds**

Nisbets Trust	Project Manager Role
John James Foundation	Play equipment renewal
Co-op Local Community Fund	Playscheme trips and activities
Quartet	Rent and resilience Fund for digital admin
Bristol City Council	Holiday Hub provision and kitchen equipment
Ambition Lawrence Weston	Big Local Fund for food/snacks
City of Bristol College	Apprentice payment
BAND	Access to childcare support

**Purpose of designated funds**

Funds ring fenced to cover potential statutory liabilities such as redundancy costs and 3 months salary costs in the event of closure

**LAWRENCE WESTON OUT OF SCHOOL ACTIVITIES****NOTES TO THE FINANCIAL STATEMENTS****YEAR ENDED 31 MARCH 2024****15 Analysis of net assets between funds**

	<b>General Funds £</b>	<b>Designated Funds £</b>	<b>Restricted Funds £</b>	<b>Total Funds £</b>
Cash at Bank and In Hand	25,446	30,000	21,945	77,391
Other Net Current Assets/Liabilities	(1,874)	-	-	(1,874)
<b>Total</b>	<b>23,572</b>	<b>30,000</b>	<b>21,945</b>	<b>75,517</b>

**16 Analysis of charitable funds - previous year, as required by paragraph 4.2. of the SORP**

	<b>Unrestricted Funds £</b>	<b>Restricted Funds £</b>	<b>Total Funds 2023 £</b>
<b>Income and Endowments from:</b>			
Donations and legacies	-	45,777	45,777
Charitable activities	71,359	-	71,359
Investment income	174	-	174
<b>Total</b>	<b>71,533</b>	<b>45,777</b>	<b>117,310</b>
<b>Expenditure On:</b>			
Charitable activities	56,497	43,533	100,030
Other	2,488	739	3,227
<b>Total</b>	<b>58,985</b>	<b>44,272</b>	<b>103,257</b>
<b>Net incoming resources</b>	<b>12,548</b>	<b>1,505</b>	<b>14,053</b>
<b>Net movement in funds</b>	<b>12,548</b>	<b>1,505</b>	<b>14,053</b>
<b>Total funds brought forward</b>	<b>36,709</b>	<b>22,569</b>	<b>59,278</b>
<b>Total funds carried forward</b>	<b>49,257</b>	<b>24,074</b>	<b>73,331</b>