

Manor After School and Kids Klubs

England & Wales · Charity number 1131388

Details

Other names MANOR AFTER SCHOOL KIDS KLUB, MASKK

Status Registered

Legal form Other

Registered 2009-08-27

Register [View on the Charity Commission register](#)

Contact

Address Temple Park Centre
197 Harborough Avenue
Sheffield
S2 1QT

Phone 01142395739

Email letsplay@maskk.org.uk

Website <http://www.maskk.org.uk>

Activities

Objects: A) TO PROVIDE THE NECESSARY FACILITIES FOR THE DAILY CARE, RECREATION AND EDUCATION OF CHILDREN DURING OUT OF SCHOOL HOURS AND SCHOOL HOLIDAYS.B) TO ADVANCE THE EDUCATION AND TRAINING OF THE PERSONS IN THE PROVISION OF SUCH CARE, EDUCATION AND RECREATIONAL FACILITIES.C) TO ADVANCE EDUCATION OF THE PUBLIC (IN PARTICULAR LOCAL FAMILIES) IN THE FIELD OF PARENTING AND TO PROVIDE OR ASSIST IN PROVIDING FACILITIES FOR RECREATION OR OTHER LEISURE TIME OCCUPATION FOR THE PUBLIC WITH THE OBJECT OF IMPROVING THEIR CONDITIONS OF LIFE AND WITH A VIEW TO PROMOTING GOOD PARENTING.

Activities: MASKK provide affordable After School & Holiday Childcare, Short Breaks for children with disabilities, a variety of Kids Clubs, Open access Activities, Family Stay and Plays, and other activities the community require or request through regular consultation. MASKK deliver a volunteer programme that supports local adults to gain experience, training and employment. Using the playwork model.

Classification

- **How:** Provides Human Resources, Provides Services, Provides Advocacy/advice/information
- **What:** Education/training, The Prevention Or Relief Of Poverty, Amateur Sport, Economic/community Development/employment, Recreation
- **Who:** Children/young People, People With Disabilities, Other Charities Or Voluntary Bodies, The General Public/mankind

Geography

- **Area of benefit:** UNDEFINED. IN PRACTICE, LOCAL
- Sheffield City

Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£372,287	£329,112	-	-
2024-03-31	£210,735	£231,282	-	-
2023-03-31	£206,318	£186,295	-	-
2022-03-31	£176,606	£155,799	-	-
2021-03-31	£174,210	£154,803	-	-

Trustees

Name	Role	Appointed
Johnathan Buckley	Chair	2022-02-11
Gemma Murray		2017-07-22
Nicholas Jowett		2022-02-11
SALLY Hamilton		
Terry Gallagher		2018-11-10

Manor After School and Kids Klubs

England & Wales - Charity number 1131388

Accounts

CHARITY REGISTRATION NUMBER: 1131388

MANOR AFTER SCHOOL AND KIDS KLUBS
TRUSTEES' REPORT AND UNAUDITED ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2025

MANOR AFTER SCHOOL AND KIDS KLUBS

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LEGAL AND ADMINISTRATIVE INFORMATION

TRUSTEES:

Sally Hamilton
Gemma Murray
Terry Gallagher
Jonathan Buckley
Nicholas Jowett

CHAIRTY NUMBER:

1131388

REGISTERED OFFICE:

197 Harborough Avenue
SHEFFIELD
S2 1QT

BANKERS:

HSBC
Carmel House
49-63 Fargate
SHEFFIELD
S1 2HD

INDEPENDENT EXAMINER:

Samantha Nicholson MAAT
Nicholson & Co (Sheffield) Ltd
Knowle House
4 Norfolk Park Road
SHEFFIELD
S2 3QE

**TRUSTEES' REPORT
FOR THE YEAR ENDED 31 MARCH 2025**

Report of the trustees for the year ending 31 March 2025.

The Trustees of Manor After School And Kids Klubs present their annual report for the year ended 31 March 2025 and confirm they comply with the requirements of the Charities Act 2011, the constitution and the Charities SORP (FRS 102).

The charity is governed by the constitution adopted on 17 March 2001.

Structure, governance and management

The trustees, who served during the year were:

Sally Hamilton
Gemma Murray
Terry Gallagher
Jonathan Buckley
Nicholas Jowett

The trustee is responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Charities Act 2011, the applicable Charities (Accounts and Reports) Regulations, and the provisions of the Trust deed. The Trustee is also responsible for safeguarding the assets of the charity and hence taking reasonable steps for the prevention and detection of fraud and other irregularities.

Aims & Objectives

1. To provide quality and affordable play care to enable parents to work, train or have respite, that is safe, secure and child led that meets national standards and best practice guidelines both after school and in school holidays and
2. To assist with and facilitate the development of 'free play' opportunities that are assessable to all children and promote good health and social awareness and
3. To advance the employment, education and training of the persons involved in the provision of such play care and opportunities and
4. provide or assist in providing facilities for cultural and recreational pursuits as may enhance their quality of life and in so doing promote good parenting skills and practice along with promoting attitudes conducive to good parenting.

Objectives:

To be Child centred: All decisions will be made with children in mind and a focus on play and providing enjoyable activities.

To be Child Led: Children will be empowered to make decisions for themselves whenever possible, including snack options, what resources and games we buy and what new activities we decide to start.

To Create a Safe and Secure Environment: All staff will be encouraged to attend any relevant safeguarding children and health and safety courses. MASKK will provide activities that help children to develop a sense of risk management as well as teaching them, what they can do to protect themselves.

MANOR AFTER SCHOOL AND KIDS KLUBS

To Promote Health and Wellbeing: To encourage children and parents to choose a healthy lifestyle by providing healthy snacks and physical activities that demonstrate how exercise can be fun.

To Include Parents: To encourage them to take part in the running of club by inviting them to join the management committee and advertising volunteering opportunities.

To be Inclusive: To provide staff with relevant training to accept children with extra requirements to give the child an opportunity to play with other children and provide respite time for the parents.

To provide activities that teaches children about diversity and respect for different cultures and beliefs.

To be an Example to Others: To meet national standards and be the best we can be by working towards best practice guidelines. To be constantly encouraging staff and volunteers to develop through training and experience. To offer support and guidance to other clubs.

To be Independent: To be a business in its own right, self-reliant and constantly growing and developing. development and improvement. To offer support to schools for example by providing an activity at a school gala.

To develop new activities that continue to progress our aims.

Reserves Policy

The organisation needs to hold reserves for the following reasons:

- To cover running costs for a 3 month period in the event of continuation funding not being immediately available
- To cover running costs for a 3 month period in the event grants are issued in arrears
- To allow enough time to source alternative funds and ensure that the organisation continues to function effectively
- To cover contingencies such as emergency repairs, replacement of equipment which is no longer under guarantee, increase in insurance premium should the organisation experience burglary or similar

Review of Activities

Over the past year we have continued to deliver high quality provision for local Children and Young People. Our after-school club remains a core part of what we do and offer alongside various other groups and activities.

We have continued to deliver on our SNIPS Contract on Saturday's, providing high quality respite care for SEND children and young people. Our community activities during school holidays have been a highlight of the year. We've intentionally focused on working in partnership with other organisations to help deliver those activities which has been really beneficial to all involved.

One of our particular highlights has been the development of SEND Sunday's; a group led by parents with Children with SEND needs. It has been a privilege supporting them to meet at Temple Park Centre, using our equipment and the wider TPC building and garden.

Next year we will celebrating our 25th anniversary; we are looking forward to celebrating all that has happened over the past quarter of a century.

Trustees responsibilities for the financial statements

Charity law requires the trustees to prepare financial statements for each financial period which show the state of affairs of the charity and of net income or expenditure of the charity for that period. In preparing those financial statements, the Trustees are required to:

MANOR AFTER SCHOOL AND KIDS KLUBS

- select suitable accounting policies and apply them consistently;
- observe the methods and principles in the Charities SORP FRS (102);
- make judgements and estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation;
- state whether applicable accounting standards of recommended practice have been followed subject to any departures disclosed and explained in the financial statements.

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and enable the Trustees to prepare financial statements. The Trustees are responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention of fraud and other irregularities.

This report was approved by the Trustees on 12/12/2025 and is signed on their behalf by:

Jonathan Buckley

Jonathan Buckley
signed on 19/12/2025 13:09:28 GMT

Chair

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES

I report to the trustees on my examination of the financial statements of Manor After School Kids Klub for the year ended 31 March 2025, which comprise the Statement of Financial Activities, the Balance Sheet and the related notes.

Respective responsibilities of trustees and examiner

As the charity's trustee you are responsible for the preparation of the financial statements in accordance with the requirements of the Charities Act 2011 ('the Act'). The trustee considers that an audit is not required for this year under the Charities Act 2011, s.144(2) (the 2011 Act) and that an independent examination is needed.

I report in respect of my examination of the charity's financial statements 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.

Basis of independent examiner's report

I have completed my examination. I can 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:

- the accounting records were not kept in respect of the charity as required by section 130 of the Act; or
- the financial statements do not accord with those records; or
- the financial statements do not comply with the applicable requirements concerning the form and content of the financial statements set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the financial statements 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 financial statements to be reached.


signed on 19/12/2025, 13:20:44 GMT

S Nicholson BA (Open) (Hons) FMAAT
Nicholson & Co Accountancy

Date: 19/12/2025

MANOR AFTER SCHOOL AND KIDS KLUBS

**STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 MARCH 2025**

	Notes	Unrestricted funds £	Restricted funds £	Total 2025 £	Total 2024 £
<u>Incoming resources from generated funds</u>					
Grants	2	63,412	115,908	179,320	75,721
Donations	2	1,175	0	1,175	1,371
Gift Aid	2	35	0	35	0
Fundraising Income	2	43	0	43	0
Investment income	3	1,296	0	1,296	979
Incoming resource from charitable activities		0	0	0	0
Childcare Fee Income		62,356	0	62,356	49,835
Short Breaks Contract Income		100,207	0	100,207	82,174
Other income		<u>27,855</u>	<u>0</u>	<u>27,855</u>	<u>655</u>
Total incoming resources		<u>256,379</u>	<u>115,908</u>	<u>372,287</u>	<u>210,735</u>
<u>Resources expended</u>					
Raising funds		0	0	0	0
Charitable activities	4	<u>256,411</u>	<u>72,201</u>	<u>328,612</u>	<u>231,282</u>
Other		<u>500</u>	<u>0</u>	<u>500</u>	<u>0</u>
Total resources expended		<u>256,911</u>	<u>72,201</u>	<u>329,112</u>	<u>231,282</u>
Net income/(expenditure) for the year		(532)	43,707	43,175	(20,547)
Net movement in Funds					
Fund balances brought forward		<u>53,004</u>	<u>14,662</u>	<u>67,666</u>	<u>88,213</u>
Fund balances to carry forward		<u>52,472</u>	<u>58,369</u>	<u>110,841</u>	<u>67,666</u>

MANOR AFTER SCHOOL AND KIDS KLUBS

**BALANCE SHEET
AS AT 31 MARCH 2025**

	Notes	2025	2024
FIXED ASSETS			
Tangible assets		<u>0</u>	<u>0</u>
CURRENT ASSETS			
Debtors	8	15,589	5,824
Cash at bank and in hand		<u>95,752</u>	<u>61,842</u>
		111,341	67,666
LIABILITIES			
Creditors: Amounts falling due within one year	9	<u>(500)</u>	<u>0</u>
Amounts falling due over one year		0	0
NET CURRENT ASSETS		<u>110,841</u>	<u>67,666</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		110,841	67,666
INCOME FUNDS			
Restricted funds	14	58,369	14,662
Designated funds		0	0
Unrestricted funds	14	<u>52,472</u>	<u>53,004</u>
TOTAL CHARITY' FUNDS		<u>110,841</u>	<u>67,666</u>

The directors acknowledge their responsibilities for ensuring that the company keeps accounting records which comply with section 386 of the Act and for preparing accounts which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its incoming resources and application of resources, including its income and expenditure, for the financial year in accordance with the requirements of sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to accounts, so far as applicable to the company.

The accounts were approved by the Board on 12/12/2025 and signed on its behalf by:

Jonathan Buckley

signed on 19/12/2025, 13:09:28 GMT

Jonathan Buckley

Chair

**NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2025**

1. ACCOUNTING POLICIES

1.1 Charity Information

The charities principal address is at Manor After School and Kids Klub of Temple Park Centre, 197 Harborough Avenue, Sheffield, S2 1QT.

The principal business activity is out of school childcare.

1.2 Basis of preparation

The financial statements have been prepared in accordance with 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) issued on 16 July 2014 and the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and the Charities Act 2011.

The financial statements are presented in Sterling (£)

1.3 Going Concern

After reviewing the companies' forecasts and projections, the directors have a reasonable expectation that the company has adequate resources to continue in operational existence for the foreseeable future. The company therefore continues to adopt the going concern basis in preparing its financial statements.

1.4 Incoming resources

Donations and grants received are allocated between restricted and unrestricted funds and between the difference types of incoming resources according to their nature. Grants for revenue expenditure and capital expenditure are recognised in the statement of financial activities on a receivable basis.

Other incoming resources, including investment income, are recognised in the statement of financial activities on a receivable basis.

1.5 Resources expended

Resources expended are recognised in the year in which they are incurred and include irrecoverable VAT. Resources expended are allocated to heading within the statement of finance activities based on the actual purpose of the expenditure.

Charitable activities represent the direct costs incurred in the provision of the company's services, and include all support costs.

Governance costs represent the cost of managing and administrating the company as a statutory vehicle

1.6 Tangible fixed assets and depreciation

Tangible fixed assets are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost less its estimated residual value of each asset over its expected useful life, as follows:

Fixtures, fittings & equipment	- 15% straight line
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Items of capital expenditure of less than £100 are not capitalised but are treated as revenue expenditure in the period in which the expenditure is incurred, however items costing less than £100 can be capitalised at the trustees' discretion.

**NOTES TO THE ACCOUNTS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2025**

1.7 Leasing and hire purchase commitments

Rentals payable under operating leases are charged against income over the period of the lease.

1.8 Investments

Fixed asset investments are stated at market value.

1.9 Pensions

The charity operates a defined contributions scheme. Contributions are charged in the accounts as they become payable in accordance with the rules of the scheme.

1.8 Accumulated funds

Restricted funds are subject to specific conditions by donors as to how they may be used. The purpose and uses of the restricted funds are set out in the notes to the accounts.

2. GRANTS AND DONATIONS

	Total 2025 £	Total 2024 £
Unrestricted		
Donations, including gift aid	1,210	1,371
Fundraising	43	0
Grant: Sheffield Medical School	10,192	7,644
Grant: Sheffield City Council	38,220	0
Grant: Garfield Weston Foundation	15,000	0
	<u>64,665</u>	<u>9,015</u>
Restricted		
Sheffield City Council (Capital)	50,000	0
Sheffield City Council (SY-NC)	0	4,000
Sheffield City Council (SEND Sunday)	750	0
Sheffield City Council (Lets Play)	2,200	1,794
HAF Healthy Holidays	40,636	36,709
SYCF Community	0	15,000
Manor & Castle Development Trust		
Manor & Castle Development Trust (SY-NC)	8,500	4,500
Manor & Castle Development Trust (Lets Play)	0	1,685
Places for People (SY-NC)	0	1,000
Co-operative (Lets play)	0	1,389
Clarion Future	10,000	0
Asda (Lets Play)	400	0
Green Estate (SY-NC)	640	0
Green Estate (Lets Play)	200	0
Great Places (Lets Pay)		2,000
Great Places (Wybourn Kids Club)	2,582	0
	<u>115,908</u>	<u>68,077</u>

**NOTES TO THE ACCOUNTS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2025**

3. INVESTMENT INCOME

Interest receivable	<u>1,296</u>	<u>979</u>
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4. TOTAL RESOURCES EXPENDED

	Staff costs £	Depreciation £	Other costs £	Total 2025 £	Total 2024 £
Charitable activities					
<u>Charitable activities</u>					
Activities undertake directly	254,117	0	74,495	328,612	231,282
Grant funding of activities	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total	254,117	0	74,495	328,612	231,282
Other costs	0	0	500	0	0
	<u>254,117</u>	<u>0</u>	<u>74,995</u>	<u>328,612</u>	<u>231,282</u>

Other costs includes payments to the independent examiner of £500 for independent examination fees.

5. ACTIVITES UNDERTAKEN DIRECTLY

	2024 £	2023 £
Charitable activities	46,518	30,222
Insurance	2,051	1,848
Volunteer expenses	637	644
Rent	14,023	11,750
Repairs and Maintenance of premises	1,301	967
Cleaning materials	517	617
Telephone and internet	1,490	1913
Printing, postage and stationery	1,039	275
Membership and subscriptions	1,105	544
Equipment, repairs and renewals	339	0
Bank and Card chargers	287	467
IT and Software	2,470	2614
Legal & Professional fees	2,036	529
Fundraising expenses	15	0
Other expenses	667	685
	<u>74,495</u>	<u>53,075</u>

6. TRUSTEES

No Trustees received out of pocket expenses during the year.

No Trustee received remuneration during the year.

**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2025**

7. EMPLOYEES AND VOLUNTEERS

	2025	2024
	£	£
Number of employees		
The average monthly number of employees during the year was:		
Charity employees	31	27
Trustees	5	5
Volunteers	<u>35</u>	<u>12</u>
	<u>71</u>	<u>44</u>
Employment costs		
Wages and salaries	208,486	144,696
Social security costs (Employer)	28,770	19,620
Pension costs (Employer)	13,184	8,645
Other Staffing costs (including staff training)	<u>3,677</u>	<u>4,568</u>
	<u>254,117</u>	<u>178,207</u>

There were no employees whose annual remuneration was £60,000 or more.

8. DEBTORS

	2025	2024
	£	£
Trade debtors	15,589	5,824
Amounts owed by group undertakings	<u>0</u>	<u>0</u>
	<u>15,589</u>	<u>5,824</u>

9. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2025	2024
	£	£
Trade creditors	0	0
Loans	0	0
Taxes and social security costs	0	0
Other creditors	0	0
Accruals	500	0
Deferred Income	<u>0</u>	<u>0</u>
	<u>500</u>	<u>0</u>

**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2025**

12. COMMITMENTS UNDER OPERATING LEASES

At the year end the company has an annual commitment under a license to occupy for the premises they rent.

13. RELATED PARTIES

No other related parties.

14. SUMMARY OF FUND MOVEMENT

	Balance brought forward	Income	Expenditure	Balance carried forward
	£	£	£	£
Unrestricted funds	53,004	256,379	256,911	52,472
Restricted funds				
Sheffield City Council (Capital)	0	50,000	4,000	46,000
Sheffield City Council (SY-NC)	0	0		
Sheffield City Council (SEND Sunday)	0	750	740	10
Sheffield City Council (Lets Play)	0	2,200	2,200	0
HAF Healthy Holidays	0	40,636	40,636	0
SYCF Community	9,060	0	8,384	676
Manor & Castle Development Trust				
Manor & Castle Development Trust (SY-NC)	4,081	8,500	12,581	0
Places for People (SY-NC)	1,000	0	1,000	0
Clarion Future		10,000		10,000
Asda (Lets Play)		400	400	0
Green Estate (SY-NC)		640	640	0
Green Estate (Lets Play)		200	200	0
Great Places (Lets Pay)	521		521	0
Great Places (Wybourn Kids Club)	0	2,582	899	1,683
	<u>67,666</u>	<u>367,287</u>	<u>329,112</u>	<u>110,841</u>

Signatures' technical details

Signatures

jonathanbuckley@maskk.org.uk

19/12/2025, 13:09:28 GMT

Fingerprint

412a10962a2b20b0fd777d6811002152ef15a839

info@nicholsonandco.co.uk

19/12/2025, 13:20:44 GMT

Fingerprint

e2fd01b1830f75180c60a71a8eca581f7afffcfd

Event log

10.50.10.71 19/12/2025, 09:03:25 GMT
Signing request created.

System 19/12/2025, 09:03:28 GMT
Notification sent to jonathanbuckley@maskk.org.uk.

System 19/12/2025, 09:04:19 GMT
Signing page opened by signee jonathanbuckley@maskk.org.uk.

System 19/12/2025, 13:08:57 GMT
Signing page opened by signee jonathanbuckley@maskk.org.uk.

System 19/12/2025, 13:09:28 GMT
Signee jonathanbuckley@maskk.org.uk signed document.

System 19/12/2025, 13:09:31 GMT
Notification sent to info@nicholsonandco.co.uk.

System 19/12/2025, 13:20:27 GMT
Signing page opened by signee info@nicholsonandco.co.uk.

System 19/12/2025, 13:20:44 GMT
Signee info@nicholsonandco.co.uk signed document.

System 19/12/2025, 13:20:44 GMT
Signing process completed.

Summary

Envelope's ID: 3n7i4ogl

Document's hash: 4e73b18ad628f9480ff79f9bdf5e4c7c1db0e714a2863db948c98b82c34ddb10

Final stamp: 19/12/2025, 13:20:46 GMT

CHARITY REGISTRATION NUMBER: 1131388

MANOR AFTER SCHOOL AND KIDS KLUBS
TRUSTEES' REPORT AND UNAUDITED ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2025

Verification QR Code



Manor After School and Kids Klubs

England & Wales - Charity number 1131388

Accounts

CHARITY REGISTRATION NUMBER: 1131388

MANOR AFTER SCHOOL AND KIDS KLUBS
TRUSTEES' REPORT AND UNAUDITED ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2024

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Sally Hamilton
Gemma Murray
Terry Gallagher
Jonathan Buckley
Nicholas Jowett

CHAIRTY NUMBER:

1131388

REGISTERED OFFICE:

197 Harborough Avenue
SHEFFIELD
S2 1QT

BANKERS:

HSBC
Carmel House
49-63 Fargate
SHEFFIELD
S1 2HD

INDEPENDENT EXAMINER:

Samantha Nicholson MAAT
Nicholson & Co (Sheffield) Ltd
Knowle House
4 Norfolk Park Road
SHEFFIELD
S2 3QE

**TRUSTEES' REPORT
FOR THE YEAR ENDED 31 MARCH 2024**

Report of the trustees for the year ending 31 March 2024.

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To Promote Health and Wellbeing: To encourage children and parents to choose a healthy lifestyle by providing healthy snacks and physical activities that demonstrate how exercise can be fun.

To Include Parents: To encourage them to take part in the running of club by inviting them to join the management committee and advertising volunteering opportunities.

To be Inclusive: To provide staff with relevant training to accept children with extra requirements to give the child an opportunity to play with other children and provide respite time for the parents.

To provide activities that teaches children about diversity and respect for different cultures and beliefs.

To be an Example to Others: To meet national standards and be the best we can be by working towards best practice guidelines. To be constantly encouraging staff and volunteers to develop through training and experience. To offer support and guidance to other clubs.

To be Independent: To be a business in its own right, self-reliant and constantly growing and developing. development and improvement. To offer support to schools for example by providing an activity at a school gala.

To develop new activities that continue to progress our aims.

Reserves Policy

The organisation needs to hold reserves for the following reasons:

- To cover running costs for a 3 month period in the event of continuation funding not being immediately available
- To cover running costs for a 3 month period in the event grants are issued in arrears
- To allow enough time to source alternative funds and ensure that the organisation continues to function effectively
- To cover contingencies such as emergency repairs, replacement of equipment which is no longer under guarantee, increase in insurance premium should the organisation experience burglary or similar

Review of Activities

Over the past 12 months, the growth of MASKK has continued. We've seen different strands of delivery emerge, many of which have grown out of the skills and talents of our staff members and volunteers, and their heart for the local community, such as Forest School sessions, SEND Sundays, the expansion of Youth Work delivery and the growth of Playwork Training delivered by our staff, both within the Manor and across Sheffield.

We have increased the central capacity of the organisation by creating a Deputy Manager Role, initially on a part-time basis. We have been able to do this due to additional income received through the Playwork Training and other surplus income generated.

Children and Young People in the Manor and the surrounding area remain the focus of our work, and we regularly receive positive feedback about our work, both by the Children and Young people we serve and from their family and friends. We continue to work closely with local partners in the area, and it has been pleasing to undertake more partnership work with other organisations in the local area.

We sadly lost one of our Trustees, Chris Marriott, in December 2023. Whilst Chris had only been involved as a Trustee at MASKK for 6 months or so, he had been heavily involved in developing the HAF Funding during Covid through his work at VAS, and was a supportive member of our Trustee board during his time with us.

MANOR AFTER SCHOOL AND KIDS KLUBS

We are thankful for all the time, effort and dedication that all of our Staff, Volunteers and Trustees give to MASKK and to the Children, Young People and Families across the Manor; we could not undertake the work that we do without them. We are looking forward with confidence to the next 12 months.

For more information about our work, please visit our Website and Social Media platforms.

Trustees responsibilities for the financial statements

Charity law requires the trustees to prepare financial statements for each financial period which show the state of affairs of the charity and of net income or expenditure of the charity for that period. In preparing those financial statements, the Trustees are required to:

- select suitable accounting policies and apply them consistently;
- observe the methods and principles in the Charities SORP FRS (102);
- make judgements and estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation;
- state whether applicable accounting standards of recommended practice have been followed subject to any departures disclosed and explained in the financial statements.

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and enable the Trustees to prepare financial statements. The Trustees are responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention of fraud and other irregularities.

This report was approved by the Trustees on ^{20/11/2024}_____ and is signed on their behalf by:

Jonathan Buckley

signed on 21/11/2024, 19:39:58 GMT
Jonathan Buckley

Chair

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES

I report to the trustees on my examination of the financial statements of Manor After School Kids Klub for the year ended 31 March 2024, which comprise the Statement of Financial Activities, the Balance Sheet and the related notes.

Respective responsibilities of trustees and examiner

As the charity's trustee you are responsible for the preparation of the financial statements in accordance with the requirements of the Charities Act 2011 ('the Act'). The trustee considers that an audit is not required for this year under the Charities Act 2011, s.144(2) (the 2011 Act) and that an independent examination is needed.

I report in respect of my examination of the charity's financial statements 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.

Basis of independent examiner's report

I have completed my examination. I can 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:

- the accounting records were not kept in respect of the charity as required by section 130 of the Act; or
- the financial statements do not accord with those records; or
- the financial statements do not comply with the applicable requirements concerning the form and content of the financial statements set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the financial statements 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 financial statements to be reached.


signed on 22/11/2024, 09:39:33 GMT

S Nicholson BA (Open) (Hons) MAAT
Nicholson & Co Accountancy

Date: 22/11/2024

MANOR AFTER SCHOOL AND KIDS KLUBS

**STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 MARCH 2024**

	Notes	Unrestricted funds £	Restricted funds £	Total 2024 £	Total 2023 £
<u>Incoming resources from generated funds</u>					
Grants	2	7,644	68,077	75,721	47,356
Donations	2	1,371	0	1,371	8,451
Gift Aid		0	0	0	0
Investment income	3	979	0	979	0
Incoming resource from charitable activities		0	0	0	0
Childcare Fee Income		49,835	0	49,835	50,305
Short Breaks Contract Income		82,174	0	82,174	78,215
Other income		655	0	655	21,991
Total incoming resources		<u>142,658</u>	<u>68,077</u>	<u>210,735</u>	<u>206,318</u>
<u>Resources expended</u>					
Raising funds		0	0	0	0
Charitable activities	4	<u>173,521</u>	<u>57,761</u>	<u>231,282</u>	<u>186,295</u>
Other		<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total resources expended		<u>173,521</u>	<u>57,761</u>	<u>231,282</u>	<u>186,295</u>
Net income/(expenditure) for the year		(30,863)	10,316	(20,547)	20,023
Net movement in Funds					
Fund balances brought forward		<u>83,867</u>	<u>4,346</u>	<u>88,213</u>	<u>68,190</u>
Fund balances to carry forward		<u>53,004</u>	<u>14,662</u>	<u>67,666</u>	<u>88,213</u>

MANOR AFTER SCHOOL AND KIDS KLUBS

**BALANCE SHEET
AS AT 31 MARCH 2024**

	Notes	2024	2023
FIXED ASSETS			
Tangible assets		<u>0</u>	<u>0</u>
CURRENT ASSETS			
Debtors	8	5,824	150
Cash at bank and in hand		<u>61,842</u>	<u>88,303</u>
		67,666	88,453
LIABILITIES			
Creditors: Amounts falling due within one year	9	<u>0</u>	<u>(240)</u>
Amounts falling due over one year		0	0
NET CURRENT ASSETS		<u>67,666</u>	<u>88,213</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		67,666	88,213
INCOME FUNDS			
Restricted funds	14	14,662	4,346
Designated funds		0	0
Unrestricted funds	14	<u>53,004</u>	<u>83,867</u>
TOTAL CHARITY' FUNDS		<u>67,666</u>	<u>88,213</u>

The directors acknowledge their responsibilities for ensuring that the company keeps accounting records which comply with section 386 of the Act and for preparing accounts which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its incoming resources and application of resources, including its income and expenditure, for the financial year in accordance with the requirements of sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to accounts, so far as applicable to the company.

The accounts were approved by the Board on 20/11/2024 and signed on its behalf by:

Jonathan Buckley

signed on 21/11/2024, 19:39:58 GMT

Jonathan Buckley

Chair

**NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2024**

1. ACCOUNTING POLICIES

1.1 Charity Information

The charities principal address is at Manor After School and Kids Klub of Temple Park Centre, 197 Harborough Avenue, Sheffield, S2 1QT.

The principal business activity is out of school childcare.

1.2 Basis of preparation

The financial statements have been prepared in accordance with 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) issued on 16 July 2014 and the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and the Charities Act 2011.

The financial statements are presented in Sterling (£)

1.3 Going Concern

After reviewing the companies' forecasts and projections, the directors have a reasonable expectation that the company has adequate resources to continue in operational existence for the foreseeable future. The company therefore continues to adopt the going concern basis in preparing its financial statements.

1.4 Incoming resources

Donations and grants received are allocated between restricted and unrestricted funds and between the difference types of incoming resources according to their nature. Grants for revenue expenditure and capital expenditure are recognised in the statement of financial activities on a receivable basis.

Other incoming resources, including investment income, are recognised in the statement of financial activities on a receivable basis.

1.5 Resources expended

Resources expended are recognised in the year in which they are incurred and include irrecoverable VAT. Resources expended are allocated to heading within the statement of finance activities based on the actual purpose of the expenditure.

Charitable activities represent the direct costs incurred in the provision of the company's services, and include all support costs.

Governance costs represent the cost of managing and administrating the company as a statutory vehicle

1.6 Tangible fixed assets and depreciation

Tangible fixed assets are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost less its estimated residual value of each asset over its expected useful life, as follows:

Fixtures, fittings & equipment	- 15% straight line
--------------------------------	---------------------

Items of capital expenditure of less than £100 are not capitalised but are treated as revenue expenditure in the period in which the expenditure is incurred, however items costing less than £100 can be capitalised at the trustees' discretion.

**NOTES TO THE ACCOUNTS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2024**

1.7 Leasing and hire purchase commitments

Rentals payable under operating leases are charged against income over the period of the lease.

1.8 Investments

Fixed asset investments are stated at market value.

1.9 Pensions

The charity operates a defined contributions scheme. Contributions are charged in the accounts as they become payable in accordance with the rules of the scheme.

1.8 Accumulated funds

Restricted funds are subject to specific conditions by donors as to how they may be used. The purpose and uses of the restricted funds are set out in the notes to the accounts.

2. GRANTS AND DONATIONS

	Total 2024 £	Total 2023 £
Unrestricted		
Donations	1,371	3,355
Fundraising	0	300
Grant: Sheffield Medical School	<u>7,644</u>	<u>5,096</u>
	<u>9,015</u>	<u>8,451</u>
Restricted		
HMRC SSP (COVID Support)	0	344
Co-op	0	2,568
South Yorkshire Police and Crime Commissioner	0	2,500
Sheffield City Council	0	100
HAF Healthy Holidays	36,709	5,000
Manor & Castle Development Trust		33,729
SYCF Community	15,000	0
Manor & Castle Development Trust (SY- NC)	4,500	0
Sheffield City Council (SY-NC)	4,000	0
Places for People (SY-NC)	1,000	0
Co-operative (Lets play)	1,389	0
Manor & Castle Development Trust (Lets Play)	1,685	0
Great Places (Lets Pay)	2,000	0
Sheffield City Council (Lets Play)	<u>1,794</u>	<u>0</u>
	<u>68,077</u>	<u>44,241</u>

3. INVESTMENT INCOME

Interest receivable	<u>979</u>	<u>0</u>
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MANOR AFTER SCHOOL AND KIDS KLUBS

**NOTES TO THE ACCOUNTS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2024**

4. TOTAL RESOURCES EXPENDED

	Staff costs £	Depreciation £	Other costs £	Total 2024 £	Total 2023 £
Charitable activities					
<u>Charitable activities</u>					
Activities undertake directly	178,207	0	53,075	231,282	186,295
Grant funding of activities	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total	178,207	0	53,075	231,282	186,295
Other costs	0	0	0	0	0
	<u>178,207</u>	<u>0</u>	<u>53,075</u>	<u>231,282</u>	<u>186,295</u>

Other costs includes payments to the independent examiner of £500 for independent examination fees.

5. ACTIVITES UNDERTAKEN DIRECTLY

	2024 £	2023 £
Charitable activities	30,222	24,392
Insurance	1,848	1,253
Volunteer expenses	644	0
Rent	11,750	513
Repairs and Maintenance of premises*	967	7,723
Cleaning materials	617	818
Telephone and internet	1913	1,621
Printing, postage and stationery	275	558
Membership and subscriptions	544	613
Equipment, repairs and renewals	0	0
Ofsted fee	0	220
Bank and Card chargers	467	1,072
IT and Software	2614	1,070
Legal & Professional fees	529	377
Other expenses	<u>685</u>	<u>155</u>
	<u>53,075</u>	<u>40,385</u>

* Includes £313 for development of garden area, within the accounting year 2024 and £ £6,394 within the accounting year 2023.

6. TRUSTEES

No Trustees received out of pocket expenses during the year.

No Trustee received remuneration during the year.

**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2024**

7. EMPLOYEES AND VOLUNTEERS

	2024	2023
	£	£
Number of employees		
The average monthly number of employees during the year was:		
Charity employees	27	18
Trustees	5	5
Volunteers	<u>12</u>	<u>12</u>
	<u>44</u>	<u>35</u>
Employment costs		
Wages and salaries	144,696	119,971
Social security costs (Employer)	19,620	14,703
Pension costs (Employer)	8,645	5,973
Other Staffing costs (including staff training)	<u>4,568</u>	<u>5,263</u>
	<u>178,207</u>	<u>145,910</u>

There were no employees whose annual remuneration was £60,000 or more.

8. DEBTORS

	2024	2023
	£	£
Trade debtors	5,824	(150)
Amounts owed by group undertakings	<u>0</u>	<u>0</u>
	<u>5,824</u>	<u>(150)</u>

9. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2024	2023
	£	£
Trade creditors	0	0
Loans	0	0
Taxes and social security costs	0	0
Other creditors	0	0
Accruals	0	0
Deferred Income	<u>0</u>	<u>240</u>
	<u>0</u>	<u>240</u>

**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2024**

12. COMMITMENTS UNDER OPERATING LEASES

At the year end the company has an annual commitment under a license to occupy for the premises they rent.

13. RELATED PARTIES

No other related parties.

14. SUMMARY OF FUND MOVEMENT

	Balance brought forward	Income	Expenditure	Balance carried forward
	£	£	£	£
Unrestricted funds	83,867	142,658	173,521	53,004
Restricted funds				
Co-op	1,846	0	1,846	0
South Yorkshire Police and Crime Commissioner	2,500	0	2,500	0
HAF Healthy Holidays Capital	0	36,709	36,709	0
SYCF Community	0	15,000	5,940	9,060
Manor & Castle Development Trust (SY-NC)	0	4,500	419	4,081
Sheffield City Council (SY-NC)	0	4,000	4,000	0
Places for People (SY-NC)	0	1,000	0	1,000
Co-operative (Lets play)	0	1,389	1,389	0
Manor & Castle Development Trust (Lets Play)	0	1,685	1,685	0
Great Places (Lets Pay)	0	2,000	1,479	521
Sheffield City Council (Lets Play)	0	1,794	1,794	0
	<u>88,213</u>	<u>210,735</u>	<u>231,282</u>	<u>67,666</u>

Signatures' technical details

Signatures

jonathanbuckley@maskk.org.uk

21/11/2024, 19:39:58 GMT

Fingerprint

069a91f1dddbdd52d3c27a7fd8232ab97957fee5

info@nicholsonandco.co.uk

22/11/2024, 09:39:33 GMT

Fingerprint

c103d98157ccdc630f267dfc8c5050797e8dafcd

Event log

10.50.11.185 21/11/2024, 16:53:46 GMT
Signing request created.

System 21/11/2024, 16:53:49 GMT
Notification sent to jonathanbuckley@maskk.org.uk.

System 21/11/2024, 19:39:16 GMT
Signing page opened by signee jonathanbuckley@maskk.org.uk.

System 21/11/2024, 19:39:58 GMT
Signee jonathanbuckley@maskk.org.uk signed document.

System 21/11/2024, 19:40:00 GMT
Notification sent to info@nicholsonandco.co.uk.

System 22/11/2024, 09:39:23 GMT
Signing page opened by signee info@nicholsonandco.co.uk.

System 22/11/2024, 09:39:33 GMT
Signee info@nicholsonandco.co.uk signed document.

System 22/11/2024, 09:39:33 GMT
Signing process completed.

Summary

Envelope's ID: agclkd3l

Document's hash: d8049a9a461ec0f50e213bc2949d66a3db47f8853d06dc3c13e7c433411ba9f4

Final stamp: 22/11/2024, 09:39:37 GMT

CHARITY REGISTRATION NUMBER: 1131388

MANOR AFTER SCHOOL AND KIDS KLUBS
TRUSTEES' REPORT AND UNAUDITED ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2024

Verification QR Code



MyDocSafe

Manor After School and Kids Klubs

England & Wales - Charity number 1131388

Accounts

CHARITY REGISTRATION NUMBER: 1131388

MANOR AFTER SCHOOL AND KIDS KLUBS
TRUSTEES' REPORT AND UNAUDITED ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2023

MANOR AFTER SCHOOL AND KIDS KLUBS

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Statement of financial activities	8
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MANOR AFTER SCHOOL AND KIDS KLUBS

LEGAL AND ADMINISTRATIVE INFORMATION

TRUSTEES: Sally Hamilton
Gemma Murray
Terry Gallagher
Jonathan Buckley
Nicholas Jowett
Simon Loveitt (Resigned February 23)

CHAIRTY NUMBER: 1131388

REGISTERED OFFICE: 197 Harborough Avenue
SHEFFIELD
S2 1QT

BANKERS: HSBC
Carmel House
49-63 Fargate
SHEFFIELD
S1 2HD

INDEPENDENT EXAMINER: Samantha Nicholson MAAT
Nicholson & Co (Sheffield) Ltd
Knowle House
4 Norfolk Park Road
SHEFFIELD
S2 3QE

**TRUSTEES' REPORT
FOR THE YEAR ENDED 31 MARCH 2023**

Report of the trustees for the year ending 31 March 2023.

The Trustees of Manor After School And Kids Klubs present their annual report for the year ended 31 March 2022 and confirm they comply with the requirements of the Charities Act 2011, the constitution and the Charities SORP (FRS 102).

The charity is governed by the constitution adopted on 17 March 2001.

Structure, governance and management

The trustees, who served during the year were:

Sally Hamilton
Gemma Murray
Terry Gallagher
Jonathan Buckley
Nicholas Jowett
Simon Loveitt (Resigned February 23)

The trustee is responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Charities Act 2011, the applicable Charities (Accounts and Reports) Regulations, and the provisions of the Trust deed. The Trustee is also responsible for safeguarding the assets of the charity and hence taking reasonable steps for the prevention and detection of fraud and other irregularities.

Aims & Objectives

1. To provide quality and affordable play care to enable parents to work, train or have respite, that is safe, secure and child led that meets national standards and best practice guidelines both after school and in school holidays and
2. To assist with and facilitate the development of 'free play' opportunities that are assessable to all children and promote good health and social awareness and
3. To advance the employment, education and training of the persons involved in the provision of such play care and opportunities and
4. provide or assist in providing facilities for cultural and recreational pursuits as may enhance their quality of life and in so doing promote good parenting skills and practice along with promoting attitudes conducive to good parenting.

Objectives:

To be Child centred: All decisions will be made with children in mind and a focus on play and providing enjoyable activities.

To be Child Led: Children will be empowered to make decisions for themselves whenever possible, including snack options, what resources and games we buy and what new activities we decide to start.

To Create a Safe and Secure Environment: All staff will be encouraged to attend any relevant safeguarding children and health and safety courses. MASKK will provide activities that help children to develop a sense of risk management as well as teaching them, what they can do to protect themselves.

MANOR AFTER SCHOOL AND KIDS KLUBS

To Promote Health and Wellbeing: To encourage children and parents to choose a healthy lifestyle by providing healthy snacks and physical activities that demonstrate how exercise can be fun.

To Include Parents: To encourage them to take part in the running of club by inviting them to join the management committee and advertising volunteering opportunities.

To be Inclusive: To provide staff with relevant training to accept children with extra requirements to give the child an opportunity to play with other children and provide respite time for the parents.

To provide activities that teaches children about diversity and respect for different cultures and beliefs.

To be an Example to Others: To meet national standards and be the best we can be by working towards best practice guidelines. To be constantly encouraging staff and volunteers to develop through training and experience. To offer support and guidance to other clubs.

To be Independent: To be a business in its own right, self-reliant and constantly growing and developing. development and improvement. To offer support to schools for example by providing an activity at a school gala.

To develop new activities that continue to progress our aims.

Reserves Policy

The organisation needs to hold reserves for the following reasons:

- To cover running costs for a 3 month period in the event of continuation funding not being immediately available
- To cover running costs for a 3 month period in the event grants are issued in arrears
- To allow enough time to source alternative funds and ensure that the organisation continues to function effectively
- To cover contingencies such as emergency repairs, replacement of equipment which is no longer under guarantee, increase in insurance premium should the organisation experience burglary or similar

Review of Activities

At the end of March 2022 the role of Duty Manager sadly became redundant due to financial constraints, including the significant increase in the Real Living Wage and other costs, and meant some of our activities such as Active Kids also came to an end. But our Lead Playworkers stepped up and ensured that the delivery and quality of our core projects could continue.

Change is nothing new to the MASKK team and although our capacity was challenged, we and our supporters continued to go the extra mile. This renewed passion along with the increased need in our community highlighted by Covid meant 2022 quickly developed into one of our most productive and expansion phases.

Starting from early April 2022 right through to March 2023 the MASKK team, community partners and individuals in our community were busy restarting what covid had paused and developing new activities in partnership with others. This included further developing our Healthy Holiday (HAF) provision, developing our training offer to volunteers but also to others across the city and building our after school club capacity to meet the growing local demand.

For further details about our activities please visit our website.

Trustees responsibilities for the financial statements

Charity law requires the trustees to prepare financial statements for each financial period which show the state of affairs of the charity and of net income or expenditure of the charity for that period. In preparing those financial statements, the Trustees are required to:

- select suitable accounting policies and apply them consistently;
- observe the methods and principles in the Charities SORP FRS (102);
- make judgements and estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation;
- state whether applicable accounting standards of recommended practice have been followed subject to any departures disclosed and explained in the financial statements.

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and enable the Trustees to prepare financial statements. The Trustees are responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention of fraud and other irregularities.

This report was approved by the Trustees on ^{20/12/2023} _____ and is signed on their behalf by:

Jonathan Buckley

signed on 20/12/2023, 17:28:54 GMT
Johnathan Buckley

Chair

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES

I report to the trustees on my examination of the financial statements of Manor After School Kids Klub for the year ended 31 March 2023, which comprise the Statement of Financial Activities, the Balance Sheet and the related notes.

Respective responsibilities of trustees and examiner

As the charity's trustee you are responsible for the preparation of the financial statements in accordance with the requirements of the Charities Act 2011 ('the Act'). The trustee considers that an audit is not required for this year under the Charities Act 2011, s.144(2) (the 2011 Act) and that an independent examination is needed.

I report in respect of my examination of the charity's financial statements 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.

Basis of independent examiner's report

I have completed my examination. I can 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:

- the accounting records were not kept in respect of the charity as required by section 130 of the Act; or
- the financial statements do not accord with those records; or
- the financial statements do not comply with the applicable requirements concerning the form and content of the financial statements set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the financial statements 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 financial statements to be reached.



signed on 20/12/2023, 18:09:55 GMT

S Nicholson BA (Open) (Hons) MAAT
Nicholson & Co Accountancy

Date: 20/12/2023

MANOR AFTER SCHOOL AND KIDS KLUBS

**STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 MARCH 2023**

	Notes	Unrestricted funds £	Restricted funds £	Total 2023 £	Total 2022 £
<u>Incoming resources from generated funds</u>					
Grants	2	0	44,241	47,356	42,290
Donations	2	8,451	0	8,451	17,462
Gift Aid		0	0	0	0
Investment income	3	0	0	0	0
Incoming resource from charitable activities		0	0	0	0
Childcare Fee Income		50,305	0	50,305	35,173
Short Breaks Contract Income		78,215	0	78,215	77,526
Other income		<u>25,106</u>	<u>0</u>	<u>21,991</u>	<u>4,155</u>
Total incoming resources		<u>162,077</u>	<u>44,241</u>	<u>206,318</u>	<u>176,606</u>
<u>Resources expended</u>					
Raising funds		0	0	0	0
Charitable activities	4	<u>140,208</u>	<u>46,087</u>	<u>186,295</u>	<u>155,299</u>
Other		<u>0</u>	<u>0</u>	<u>0</u>	<u>500</u>
Total resources expended		<u>140,208</u>	<u>46,087</u>	<u>186,295</u>	<u>155,799</u>
Net income/(expenditure) for the year		21,869	(1,846)	20,023	20,807
Net movement in Funds					
Fund balances brought forward		<u>66,344</u>	<u>1,846</u>	<u>68,190</u>	<u>47,383</u>
Fund balances to carry forward		<u>88,213</u>	<u>0</u>	<u>88,213</u>	<u>68,190</u>

MANOR AFTER SCHOOL AND KIDS KLUBS

**BALANCE SHEET
AS AT 31 MARCH 2023**

	Notes	2023	2022
FIXED ASSETS			
Tangible assets		<u>0</u>	<u>0</u>
CURRENT ASSETS			
Debtors	8	150	3,368
Cash at bank and in hand		<u>88,303</u>	<u>66,810</u>
		88,453	70,178
LIABILITIES			
Creditors: Amounts falling due within one year	9	<u>(240)</u>	<u>(1,988)</u>
Amounts falling due over one year		0	0
NET CURRENT ASSETS		<u>88,213</u>	<u>68,190</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		88,213	68,190
INCOME FUNDS			
Restricted funds	14	4,346	1,846
Designated funds		0	49,274
Unrestricted funds	14	<u>83,867</u>	<u>17,070</u>
TOTAL CHARITY' FUNDS		<u>88,213</u>	<u>68,190</u>

The directors acknowledge their responsibilities for ensuring that the company keeps accounting records which comply with section 386 of the Act and for preparing accounts which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its incoming resources and application of resources, including its income and expenditure, for the financial year in accordance with the requirements of sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to accounts, so far as applicable to the company.

The accounts were approved by the Board on 20/12/2023 and signed on its behalf by:

Jonathan Buckley

signed on 20/12/2023, 17:28:54 GMT

Johnathan Buckley

Chair

**NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2023**

1. ACCOUNTING POLICIES

1.1 Charity Information

The charities principal address is at Manor After School and Kids Klub of Temple Park Centre, 197 Harborough Avenue, Sheffield, S2 1QT.

The principal business activity is out of school childcare.

1.2 Basis of preparation

The financial statements have been prepared in accordance with 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) issued on 16 July 2014 and the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and the Charities Act 2011.

The financial statements are presented in Sterling (£)

1.3 Going Concern

After reviewing the companies' forecasts and projections, the directors have a reasonable expectation that the company has adequate resources to continue in operational existence for the foreseeable future. The company therefore continues to adopt the going concern basis in preparing its financial statements.

1.4 Incoming resources

Donations and grants received are allocated between restricted and unrestricted funds and between the difference types of incoming resources according to their nature. Grants for revenue expenditure and capital expenditure are recognised in the statement of financial activities on a receivable basis.

Other incoming resources, including investment income, are recognised in the statement of financial activities on a receivable basis.

1.5 Resources expended

Resources expended are recognised in the year in which they are incurred and include irrecoverable VAT. Resources expended are allocated to heading within the statement of finance activities based on the actual purpose of the expenditure.

Charitable activities represent the direct costs incurred in the provision of the company's services, and include all support costs.

Governance costs represent the cost of managing and administrating the company as a statutory vehicle

1.6 Tangible fixed assets and depreciation

Tangible fixed assets are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost less its estimated residual value of each asset over its expected useful life, as follows:

Fixtures, fittings & equipment	- 15% straight line
--------------------------------	---------------------

Items of capital expenditure of less than £100 are not capitalised but are treated as revenue expenditure in the period in which the expenditure is incurred, however items costing less than £100 can be capitalised at the trustees' discretion.

**NOTES TO THE ACCOUNTS (CONTINUED)
FOR THE YEAR ENDED 31 AUGUST 2023**

1.7 Leasing and hire purchase commitments

Rentals payable under operating leases are charged against income over the period of the lease.

1.8 Investments

Fixed asset investments are stated at market value.

1.9 Pensions

The charity operates a defined contributions scheme. Contributions are charged in the accounts as they become payable in accordance with the rules of the scheme.

1.8 Accumulated funds

Restricted funds are subject to specific conditions by donors as to how they may be used. The purpose and uses of the restricted funds are set out in the notes to the accounts.

2. GRANTS AND DONATIONS

	Total 2023	Total 2022
	£	£
Unrestricted		
Donations	3,355	2,174
Fundraising	300	0
Grant: Sheffield Medical School	<u>5,096</u>	<u>15,288</u>
	<u>8,451</u>	<u>17,462</u>
Restricted		
Groundworks	0	1000
HMRC SSP (COVID Support)	344	177
Manor & Castle Development Trust	33,729	40,413
Sheffield City Council	100	700
Co-op	2,568	0
HAF Healthy Holidays Capital	5,000	0
South Yorkshire Police and Crime Commissioner	<u>2,500</u>	<u>0</u>
	<u>44,241</u>	<u>42,290</u>

3. INVESTMENT INCOME

Interest receivable	<u>0</u>	<u>0</u>
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MANOR AFTER SCHOOL AND KIDS KLUBS

**NOTES TO THE ACCOUNTS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2023**

4. TOTAL RESOURCES EXPENDED

	Staff costs £	Depreciation £	Other costs £	Total 2023 £	Total 2022 £
Charitable activities					
<u>Charitable activities</u>					
Activities undertake directly	145,910	0	40,385	186,295	155,299
Grant funding of activities	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total	145,910	0	40,385	186,295	155,299
Other costs	0	0	0	0	500
	<u>145,910</u>	<u>0</u>	<u>40,385</u>	<u>186,295</u>	<u>155,799</u>

Other costs includes payments to the independent examiner of £500 for independent examination fees.

5. ACTIVITES UNDERTAKEN DIRECTLY

	2023 £	2022 £
Charitable activities	24,392	24,113
Insurance	1,253	1,216
Volunteer expenses	0	56
Rent	513	10,540
Repairs and Maintenance of premises*	7,723	1,198
Cleaning materials	818	519
Telephone and internet	1,621	1,055
Printing, postage and stationery	558	40
Membership and subscriptions	613	1,809
Equipment, repairs and renewals	0	1,637
Ofsted fee	220	220
Bank and Card chargers	1,072	94
IT and Software	1,070	408
Legal & Professional fees	377	0
Other expenses	<u>155</u>	<u>425</u>
	<u>40,385</u>	<u>43,330</u>

* Includes £6,394 for development of garden area.

6. TRUSTEES

No Trustees received out of pocket expenses during the year.

No Trustee received remuneration during the year.

**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2023**

7. EMPLOYEES AND VOLUNTEERS

	2023	2022
	£	£
Number of employees		
The average monthly number of employees during the year was:		
Charity employees	18	18
Trustees	5	4
Volunteers	<u>12</u>	<u>8</u>
	<u>35</u>	<u>30</u>
Employment costs		
Wages and salaries	119,971	107,593
Social security costs (Employer)	14,703	797
Pension costs (Employer)	5,973	2,328
Other Staffing costs (including staff training)	<u>5,263</u>	<u>1,251</u>
	<u>145,10</u>	<u>111,969</u>

There were no employees whose annual remuneration was £60,000 or more.

8. DEBTORS

	2023	2022
	£	£
Trade debtors	(150)	3,368
Amounts owed by group undertakings	<u>0</u>	<u>0</u>
	<u>(150)</u>	<u>3,368</u>

9. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2023	2022
	£	£
Trade creditors	0	0
Loans	0	0
Taxes and social security costs	0	1,488
Other creditors	0	0
Accruals	0	500
Deferred Income	<u>240</u>	<u>0</u>
	<u>0</u>	<u>1,988</u>

**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2023**

12. COMMITMENTS UNDER OPERATING LEASES

At the year end the company has an annual commitment under a license to occupy for the premises they rent.

13. RELATED PARTIES

No other related parties.

14. SUMMARY OF FUND MOVEMENT

	Balance brought forward £	Income £	Expenditure £	Balance carried forward £
Unrestricted funds	66,344	162,077	(140,208)	88,213
Restricted funds				
HMRC SSP (COVID Support)	0	<u>344</u>	<u>(344)</u>	0
Manor & Castle Development Trust	0	33,729	(33,729)	0
Sheffield City Council	1,846	100	(1,946)	0
Co-op	0	2,568	(2,568)	0
HAF Healthy Holidays Capital	0	5,000	(5,000)	0
South Yorkshire Police and Crime Commissioner	0	2,500	(2,500)	0
	<u>68,190</u>	<u>206,318</u>	<u>186,295</u>	<u>88,213</u>

Signatures' technical details

Signatures

jonathanbuckley504@hotmail.com

20/12/2023, 17:28:54 GMT

Fingerprint

2bf5b92a70fbdab24fcf9415bf00ddad52afefa4

info@nicholsonandco.co.uk

20/12/2023, 18:09:55 GMT

Fingerprint

573a412611bdfd73c8723a9cf976c872c220f738

Event log

10.50.11.80 20/12/2023, 08:43:35 GMT
Signing request created.

System 20/12/2023, 08:43:37 GMT
Notification sent to jonathanbuckley504@hotmail.com.

System 20/12/2023, 12:33:05 GMT
Signing page opened by signee jonathanbuckley504@hotmail.com.

System 20/12/2023, 17:16:56 GMT
Signing page opened by signee jonathanbuckley504@hotmail.com.

System 20/12/2023, 17:28:54 GMT
Signee jonathanbuckley504@hotmail.com signed document.

System 20/12/2023, 17:28:55 GMT
Notification sent to info@nicholsonandco.co.uk.

System 20/12/2023, 18:09:46 GMT
Signing page opened by signee info@nicholsonandco.co.uk.

System 20/12/2023, 18:09:55 GMT
Signee info@nicholsonandco.co.uk signed document.

System 20/12/2023, 18:09:55 GMT
Signing process completed.

Summary

Envelope's ID: 60m697k1

Document's hash: 2a270da49f83b644cf62c5caa7305fbd3a94c9bfc295bc987ca2e4ccb3e5

Final stamp: 20/12/2023, 18:09:58 GMT

CHARITY REGISTRATION NUMBER: 1131388

MANOR AFTER SCHOOL AND KIDS KLUBS
TRUSTEES' REPORT AND UNAUDITED ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2023

Verification QR Code



Manor After School and Kids Klubs

England & Wales - Charity number 1131388

Accounts

CHARITY REGISTRATION NUMBER: 1131388

MANOR AFTER SCHOOL AND KIDS KLUBS
TRUSTEES' REPORT AND UNAUDITED ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2022

MANOR AFTER SCHOOL AND KIDS KLUBS

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Statement of financial activities	8
Balance Sheet	9
Notes to the Accounts	10-14

LEGAL AND ADMINISTRATIVE INFORMATION

TRUSTEES: Sally Hamilton
Simon Loveitt
Gemma Murray
Terry Gallagher
Jonathan Buckley (Appointed February 2022)
Nicholas Jowett (Appointed February 2022)

CHAIRTY NUMBER: 1131388

REGISTERED OFFICE: 197 Harborough Avenue
SHEFFIELD
S2 1QT

BANKERS: HSBC
Carmel House
49-63 Fargate
SHEFFIELD
S1 2HD

INDEPENDENT EXAMINER: Samantha Nicholson MAAT
Nicholson & Co (Sheffield) Ltd
Knowle House
4 Norfolk Park Road
SHEFFIELD
S2 3QE

**TRUSTEES' REPORT
FOR THE YEAR ENDED 31 MARCH 2022**

Report of the trustees for the year ending 31 March 2022.

The Trustees of Manor After School And Kids Klubs present their annual report for the year ended 31 March 2022 and confirm they comply with the requirements of the Charities Act 2011, the constitution and the Charities SORP (FRS 102).

The charity is governed by the constitution adopted on 17 March 2001.

Structure, governance and management

The trustees, who served during the year were:

Sally Hamilton
Simon Loveitt
Gemma Murray
Terry Gallagher
Jonathan Buckley (Appointed February 2022)
Nicholas Jowett (Appointed February 2022)

Aims & Objectives

1. To provide quality and affordable play care to enable parents to work, train or have respite, that is safe, secure and child led that meets national standards and best practice guidelines both after school and in school holidays and
2. To assist with and facilitate the development of 'free play' opportunities that are assessable to all children and promote good health and social awareness and
3. To advance the employment, education and training of the persons involved in the provision of such play care and opportunities and
4. provide or assist in providing facilities for cultural and recreational pursuits as may enhance their quality of life and in so doing promote good parenting skills and practice along with promoting attitudes conducive to good parenting.

Objectives:

To be Child centred: All decisions will be made with children in mind and a focus on play and providing enjoyable activities.

To be Child Led: Children will be empowered to make decisions for themselves whenever possible, including snack options, what resources and games we buy and what new activities we decide to start.

To Create a Safe and Secure Environment: All staff will be encouraged to attend any relevant safeguarding children and health and safety courses. MASKK will provide activities that help children to develop a sense of risk management as well as teaching them, what they can do to protect themselves.

To Promote Health and Wellbeing: To encourage children and parents to choose a healthy lifestyle by providing healthy snacks and physical activities that demonstrate how exercise can be fun.

To Include Parents: To encourage them to take part in the running of club by inviting them to join the management committee and advertising volunteering opportunities.

To be Inclusive: To provide staff with relevant training to accept children with extra requirements to give the child an opportunity to play with other children and provide respite time for the parents.

MANOR AFTER SCHOOL AND KIDS KLUBS

To provide activities that teaches children about diversity and respect for different cultures and beliefs.

To be an Example to Others: To meet national standards and be the best we can be by working towards best practice guidelines. To be constantly encouraging staff and volunteers to develop through training and experience. To offer support and guidance to other clubs.

To be Independent: To be a business in its own right, self-reliant and constantly growing and developing. development and improvement. To offer support to schools for example by providing an activity at a school gala.

To develop new activities that continue to progress our aims.

Reserves Policy

The organisation needs to hold reserves for the following reasons:

- To cover running costs for a 3-month period in the event of continuation funding not being immediately available, we calculate this figure to be £21,236.
- To cover running costs for a 3-month period in the event grants are issued in arrears.
- To allow enough time to source alternative funds and ensure that the organisation continues to function effectively.
- To cover contingencies such as emergency repairs, replacement of equipment, which is no longer under guarantee, increase in insurance premium should the organisation experience burglary or similar.
- Safeguarded for any future redundancy payments. Redundancy costs are calculated at £28,038 and correct as of March 2022 calculated using the statutory calculator found at gov.uk.

Our reserves policy has been designated within our accounts and the remaining unrestricted funds of £17,070 is to continue our charitable activities.

Review of Activities

During the financial year being reported MASKK was able to deliver our full range of activities and services and began to re-build capacity with the further lifting of Covid restrictions. Although some sessions still had to have reduced numbers to reduce the risks and due to potential staff shortages due to on-going isolation rules.

Our Short Breaks were able to accept new children, supporting children potentially city wide to access specific activities for children with disabilities while providing a break for the carers.

Our Play care was able to increase its holiday capacity and we were full each day, resulting in the service becoming more sustainable. As restrictions eased the Holiday club were also able to restart going on outings and days out further afield using public transport. The children enjoyed visiting a range of parks across the city as well as museums.

Our HAF (Healthy Activities and Food) programme funded by The Department of Education and Sheffield City Council also grow. With our manager continuing to support the local co-ordination of services across the ward.

In December 2021 MASKK was also approached by Sheffield Theatres who wanted to help us support children to further access the arts. From January 2022 to March the children and young people wrote, prepared, and performed their 'Showtime' show – performing at our venue then the Arbourthorne Centre followed by performing on stage at the Crucible in front of the Lord Mayor of Sheffield and members of the public.

This project allowed us to properly re-start our public free activities, which has carried on since.

Trustees responsibilities for the financial statements

Charity law requires the trustees to prepare financial statements for each financial period which show the state of affairs of the charity and of net income or expenditure of the charity for that period. In preparing those financial statements, the Trustees are required to:

- select suitable accounting policies and apply them consistently;
- observe the methods and principles in the Charities SORP FRS (102);
- make judgements and estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation;
- state whether applicable accounting standards of recommended practice have been followed subject to any departures disclosed and explained in the financial statements.

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and enable the Trustees to prepare financial statements. The Trustees are responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention of fraud and other irregularities.

This report was approved by the Trustees on 13/12/2022 and is signed on their behalf by:



signed on 13/12/2022 18:59:58 GMT
Johnathan Buckley

Chair

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES

I report on the accounts of the charity for the year ended 31 March 2022, which are set out on pages 8 to 14.

Respective responsibilities of trustees and examiner

The trustees, are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011, the 2011, Act and that an independent examination is needed.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- i. Examine the accounts under section 145 of the 2011 Act;
- ii. To follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- iii. To state whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the general Directions given by the Charity commission. An examination included 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 explanation from you as 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:

- a) Which gives me reasonable cause to believe that in any material respect the requirements:
 - i. To keep accounting records in accordance with section 386 of the Companies Act 2006; and
 - ii. To prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities;

Have not been met; or

- b) To which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



signed on 13/12/2022, 20:10:25 GMT

S Nicholson BA (Open) (Hons) MAAT
Nicholson & Co Accountancy

MANOR AFTER SCHOOL AND KIDS KLUBS

**STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 MARCH 2022**

	Notes	Unrestricted funds £	Restricted funds £	Total 2022 £	Total 2021 £
<u>Incoming resources from generated funds</u>					
Grants	2	0	42,290	42,290	71,125
Donations	2	17,462	0	17,462	21,836
Gift Aid		0	0	0	906
Investment income	3	0	0	0	0
Incoming resource from charitable activities		0	0	0	0
Childcare Fee Income		35,173	0	35,173	10,696
Short Breaks Contract Income		77,526	0	77,526	66,422
Other income		<u>4,155</u>	<u>0</u>	<u>4,155</u>	<u>3,225</u>
Total incoming resources		<u>134,316</u>	<u>42,290</u>	<u>176,606</u>	<u>174,210</u>
<u>Resources expended</u>					
Raising funds		0	0	0	0
Charitable activities	4	<u>108,622</u>	<u>46,677</u>	<u>155,299</u>	<u>154,553</u>
Other		<u>500</u>	<u>0</u>	<u>500</u>	<u>250</u>
Total resources expended		<u>109,122</u>	<u>46,677</u>	<u>155,799</u>	<u>154,803</u>
Net income/(expenditure) for the year		25,194	(4,287)	20,807	19,407
Net movement in Funds					
Fund balances brought forward		<u>41,150</u>	<u>6,233</u>	<u>47,383</u>	<u>27,976</u>
Fund balances to carry forward		<u>66,344</u>	<u>1,846</u>	<u>68,190</u>	<u>47,383</u>

MANOR AFTER SCHOOL AND KIDS KLUBS

**BALANCE SHEET
AS AT 31 MARCH 2022**

	Notes	2022	2021
FIXED ASSETS			
Tangible assets		<u>0</u>	<u>0</u>
CURRENT ASSETS			
Debtors	8	3,368	0
Cash at bank and in hand		<u>66,810</u>	<u>47,633</u>
		70,178	47,633
LIABILITIES			
Creditors: Amounts falling due within one year	9	<u>(1,988)</u>	<u>(250)</u>
Amounts falling due over one year		0	0
NET CURRENT ASSETS		<u>68,190</u>	<u>47,383</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		68,190	47,383
INCOME FUNDS			
Restricted funds	14	1,846	6,233
Designated funds		49,274	17,728
Unrestricted funds	14	<u>17,070</u>	<u>23,422</u>
TOTAL CHARITY' FUNDS		<u>68,190</u>	<u>47,383</u>

The financial statements have been prepared in accordance with the Financial Reporting Standards for Smaller Entities (effective January 2015).

The directors acknowledge their responsibilities for ensuring that the company keeps accounting records which comply with section 386 of the Act and for preparing accounts which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its incoming resources and application of resources, including its income and expenditure, for the financial year in accordance with the requirements of sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to accounts, so far as applicable to the company.

The accounts were approved by the Board on ^{13/12/2022} _____ and signed on its behalf by:



signed on 13/12/2022, 18:59:58 GMT

Johnathan Buckley

Chair

**NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2022**

1. ACCOUNTING POLICIES

1.1 Charity Information

The charities principal address is at Manor After School and Kids Klub of Temple Park Centre, 197 Harborough Avenue, Sheffield, S2 1QT.

The principal business activity is out of school childcare.

1.2 Basis of preparation

These financial statements have been prepared in accordance with applicable United Kingdom accounting standards, including Financial Reporting Standard 102 – 'The Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland' ('FRS 102'). The financial statements have been prepared on the historical cost basis except for the modification to a fair value basis for certain financial instruments as specified in the accounting policies below.

The financial statements are presented in Sterling (£)

1.3 Going Concern

After reviewing the companies' forecasts and projections, the directors have a reasonable expectation that the company has adequate resources to continue in operational existence for the foreseeable future. The company therefore continues to adopt the going concern basis in preparing its financial statements.

1.4 Incoming resources

Donations and grants received are allocated between restricted and unrestricted funds and between the difference types of incoming resources according to their nature. Grants for revenue expenditure and capital expenditure are recognised in the statement of financial activities on a receivable basis.

Other incoming resources, including investment income, are recognised in the statement of financial activities on a receivable basis.

1.5 Resources expended

Resources expended are recognised in the year in which they are incurred and include irrecoverable VAT. Resources expended are allocated to heading within the statement of finance activities based on the actual purpose of the expenditure.

Charitable activities represent the direct costs incurred in the provision of the company's services, and include all support costs.

Governance costs represent the cost of managing and administrating the company as a statutory vehicle

1.6 Tangible fixed assets and depreciation

Tangible fixed assets are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost less its estimated residual value of each asset over its expected useful life, as follows:

Fixtures, fittings & equipment	- 15% straight line
--------------------------------	---------------------

Items of capital expenditure of less than £100 are not capitalised but are treated as revenue expenditure in the period in which the expenditure is incurred, however items costing less than £100 can be capitalised at the trustees' discretion.

**NOTES TO THE ACCOUNTS (CONTINUED)
FOR THE YEAR ENDED 31 AUGUST 2022**

1.7 Leasing and hire purchase commitments

Rentals payable under operating leases are charged against income over the period of the lease.

1.8 Investments

Fixed asset investments are stated at market value.

1.9 Pensions

The charity operates a defined contributions scheme. Contributions are charged in the accounts as they become payable in accordance with the rules of the scheme.

1.8 Accumulated funds

Restricted funds are subject to specific conditions by donors as to how they may be used. The purpose and uses of the restricted funds are set out in the notes to the accounts.

2. GRANTS AND DONATIONS

	Total 2022	Total 2021
	£	£
Unrestricted		
Donation: C3 Hope	1,000	0
Donation: Other	1,174	22,742
Grant: Sheffield Medical School	<u>15,288</u>	<u>0</u>
	<u>17,462</u>	<u>22,742</u>
Restricted		
D Oylly Carte	0	2,500
Great Place	0	3,248
Groundworks	1,000	0
Manor & Castle Development Trust	40,413	19,137
HMRC SSP (COVID Support)	177	0
HMRC Job Retention Scheme	0	19,785
New Ground Together	0	500
Sheffield City Council	700	18,385
South Yorkshire Community Foundation	0	5,000
South Yorkshire Police Crime Commissioner	0	2,500
Voluntary Action Sheffield	0	<u>70</u>
	<u>42,290</u>	<u>71,125</u>

3. INVESTMENT INCOME

Interest receivable	<u>0</u>	<u>0</u>
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MANOR AFTER SCHOOL AND KIDS KLUBS

**NOTES TO THE ACCOUNTS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2022**

4. TOTAL RESOURCES EXPENDED

	Staff costs £	Depreciation £	Other costs £	Total 2022 £	Total 2021 £
Charitable activities					
<u>Charitable activities</u>					
Activities undertake directly	111,969	0	43,330	155,299	100,440
Grant funding of activities	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total	111,969	0	43,330	155,299	100,440
Other costs	0	0	500	500	250
	<u>111,969</u>	<u>0</u>	<u>43,830</u>	<u>155,799</u>	<u>100,690</u>

Other costs includes payments to the independent examiner of £500 for independent examination fees.

5. ACTIVITES UNDERTAKEN DIRECTLY

	2022 £	2021 £
Charitable activities	24,113	18,898
Insurance	1,216	1,201
Volunteer expenses	56	101
Rent	10,540	17,250
Repairs and Maintenance of premises	1,198	4,383
Cleaning materials	519	881
Telephone and internet	1,055	1,078
Printing, postage and stationery	40	181
Membership and subscriptions	1,809	1,993
Equipment, repairs and renewals	1,637	7,766
Ofsted fee	220	255
Bank and Card chargers	94	0
Software	408	0
Other expenses	<u>425</u>	<u>125</u>
	<u>43,330</u>	<u>54,363</u>

6. TRUSTEES

No Trustees received out of pocket expenses during the year.

No Trustee received remuneration during the year.

**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2022**

7. EMPLOYEES AND VOLUNTEERS

	2022	2021
	£	£
Number of employees		
The average monthly number of employees during the year was:		
Charity employees	18	18
Trustees	4	4
Volunteers	<u>8</u>	<u>8</u>
	<u>30</u>	<u>30</u>
 Employment costs		
Wages and salaries	107,593	99,873
Social security costs (Employer)	797	455
Pension costs (Employer)	2,328	0
Other Staffing costs (including staff training)	<u>1,251</u>	<u>112</u>
	<u>111,969</u>	<u>100,440</u>

There were no employees whose annual remuneration was £60,000 or more.

8. DEBTORS

	2022	2021
	£	£
Trade debtors	3,368	0
Amounts owed by group undertakings	<u>0</u>	<u>0</u>
	<u>3,368</u>	<u>0</u>

9. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2022	2021
	£	£
Trade creditors	0	0
Loans	0	0
Taxes and social security costs	1,488	0
Other creditors	0	0
Accruals	500	250
Deferred Income	<u>0</u>	<u>0</u>
	<u>1,988</u>	<u>250</u>

**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2022**

12. COMMITMENTS UNDER OPERATING LEASES

At the year end the company has an annual commitment under a license to occupy for the premises they rent.

13. RELATED PARTIES

Simon Loveitt is also a trustee of Manor Church and Community Project, who is the landlord of the building the charity operates from.

No other related parties.

14. SUMMARY OF FUND MOVEMENT

	Balance brought forward	Income	Expenditure	Balance carried forward
	£	£	£	£
Unrestricted funds	41,150	134,316	(109,122)	66,344
Restricted funds				
Great Place	2,998	0	(2,998)	0
Groundworks	0	1,000	(1,000)	0
HMRC SSP (COVID Support)	0	177	177	0
Manor & Castle Development Trust	0	40,413	(40,413)	0
Sheffield City Council	3,235	700	(2,089)	1,846
	<u>47,383</u>	<u>176,606</u>	<u>155,799</u>	<u>68,190</u>

Signatures' technical details

Signatures

chair@maskk.org.uk

13/12/2022, 18:59:58 GMT

Fingerprint

e808d8edb279ba20a5df6aa84862bcb76648d739

info@nicholsonandco.co.uk

13/12/2022, 20:10:25 GMT

Fingerprint

46149a634f962d6d9ebb518036d faef949b7560e

Event log

10.50.10.144 13/12/2022, 13:09:40 GMT
Signing request created.

System 13/12/2022, 13:09:42 GMT
Notification sent to chair@maskk.org.uk.

System 13/12/2022, 13:10:26 GMT
Signing page opened by signee chair@maskk.org.uk.

System 13/12/2022, 13:12:04 GMT
Signing page opened by signee chair@maskk.org.uk.

System 13/12/2022, 18:58:30 GMT
Signing page opened by signee chair@maskk.org.uk.

System 13/12/2022, 18:59:58 GMT
Signee chair@maskk.org.uk signed document.

System 13/12/2022, 19:00:02 GMT
Notification sent to info@nicholsonandco.co.uk.

System 13/12/2022, 20:10:08 GMT
Signing page opened by signee info@nicholsonandco.co.uk.

System 13/12/2022, 20:10:25 GMT
Signee info@nicholsonandco.co.uk signed document.

System 13/12/2022, 20:10:25 GMT
Signing process completed.

Summary

Envelope's ID: 3a82dg59

Document's hash: 6fa8320595055486db661dcc563abce80a42f8a950aa3bbcae5ac1fd8f7600f2

Final stamp: 13/12/2022, 20:10:27 GMT

CHARITY REGISTRATION NUMBER: 1131388

MANOR AFTER SCHOOL AND KIDS KLUBS
TRUSTEES' REPORT AND UNAUDITED ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2022

Verification QR Code



Manor After School and Kids Klubs

England & Wales - Charity number 1131388

Accounts

Manor After School and Kids Klubs

(Registered Charity number 1131388)

financial statements

for the year ended 31 March 2021

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Balance sheet	8
Notes to the accounts	9

Manor After School and Kids Klubs

Legal information

Trustees

Sally Hamilton
Simon Loveitt - Chair
Gemma Murray
Terry Gallagher

Principal address

197 Harborough Avenue
Sheffield
S2 1QT

Independent examiner

Craig Williamson
White Rose Accounting for Charities
The Ghyll
Threapland
Aspatria
CA7 2EL

Bank

HSBC
Carmel House
49-63 Fargate
Sheffield
S1 2HD

Manor After School and Kids Klubs

Trustees' report

Aims & Objectives

- 1) To provide quality and affordable playcare to enable parents to work, train or have respite, that is safe, secure and child led that meets national standards and best practice guidelines both after school and in school holidays and
- 2) To assist with and facilitate the development of 'free play' opportunities that are assessable to all children and promote good health and social awareness and
- 3) To advance the employment, education and training of the persons involved in the provision of such playcare and opportunities and
- 4) provide or assist in providing facilities for cultural and recreational pursuits as may enhance their quality of life and in so doing promote good parenting skills and practice along with promoting attitudes conducive to good parenting.

Objectives:

To be Child centred: All decisions will be made with children in mind and a focus on play and providing enjoyable activities.

To be Child Led: Children will be empowered to make decisions for themselves when ever possible, including snack options, what resources and games we buy and what new activities we decide to start.

To Create a Safe and Secure Environment: All staff will be encouraged to attend any relevant safeguarding children and health and safety courses. MASKK will provide activities that help children to develop a sense of risk management as well as teaching them what they can do to protect themselves.

To Promote Health and Wellbeing: To encourage children and parents to choose a healthy lifestyle by providing healthy snacks and physical activities that demonstrate how exercise can be fun.

To Include Parents: To encourage them to take part in the running of club by inviting them to join the management committee and advertising volunteering opportunities.

To be Inclusive: To provide staff with relevant training to accept children with extra requirements to give the child an opportunity to play with other children and provide respite time for the parents. To provide activities that teaches children about diversity and respect for different cultures and beliefs.

To be an Example to Others: To meet national standards and be the best we can be by working towards best practice guidelines. To be constantly encouraging staff and volunteers to develop through training and experience. To offer support and guidance to other clubs.

To be Independent: To be a business in its own right, self reliant and constantly growing and developing. development and improvement. To offer support to schools for example by providing an activity at a school gala.

To develop new activities that continue to progress our aims.

Reserves Policy

The organisation needs to hold reserves for the following reasons:

To cover running costs for a 3 month period in the event of continuation funding not being immediately available, we calculate this figure to be £38,000. As at 31 March 2021 the unrestricted funds were £23,422

To cover running costs for a 3 month period in the event grants are issued in arrears

To allow enough time to source alternative funds and ensure that the organisation continues to function effectively

To cover contingencies such as emergency repairs, replacement of equipment which is no longer under guarantee, increase in insurance premium should the organisation experience burglary or similar

Additionally MASKK holds designated funds safeguarded for any future redundancy payments

Redundancy costs are calculated at £17,728 and correct as of March 2021 calculated using the statutory calculator found at gov.uk.

Manor After School and Kids Klubs

Trustees' report

Review of Activities

The financial year being reported starts at the beginning of the Covid-19 pandemic which had a significant impact on our organisation. MASKK was required to close our services during the first lock down but recognised quickly a need in our community to provide support in other ways.

We were supported by our Short Breaks Contract and by donations from Great Places Housing, MaTReC and generous local people to create and supply 235 at home activity packs. MASKK also delivered over 100 enhanced packages for children with special educational needs or disabilities to 24 families, many of these hand delivered each month to include a door stop visit to check in with families and offer additional support if required. Jo, Kirsty and April spent time calling families and staying in touch remotely so that we could provide support as well as referrals to other services.

While MASKK was running reduced services Craig gave his time to co-ordinate the local DfE funded Healthy Holidays provision, in partnership with MCDT, which in summer 2020 distributed 1024 hampers each week for 4 weeks in our local area. MASKK also provided a further 100 at home activity packs that were distributed through this project to support children who receive free school meals. Each school holiday since Craig has continued to support MCDT with this valuable work including a Christmas pop up shop to help ensure every local child woke up to a present at Christmas.

In July 2020 when the restrictions allowed some services to re-open MASKK Playcare and Short Breaks moved temporarily to MaTReC where we could utilise multiple rooms to allow for bubbles, helping us to create a covid secure environment while Temple Park Centre also went through a refurbishment.

As restrictions then eased further, and we moved back to Temple Park Centre in October 2020 we slowly re-opened more services and started activities again, including a fantastic socially distanced pumpkin trail in half term with Friends of Manor Fields Park.

The financial impact of Covid was significant though, a drop of £38,121 in fee and contract income. However because of grants and donations the organisation was able to stay viable and gained some specific grants and donations to carry in to the next year to help cover the ongoing losses. One such grant was thanks to the support of the local councillors and a grant from the Community Infrastructure Levy. Councillor Terry Fox when confirming the grant said "I know myself and Sioned welcome the fact that MASKK the long established and trusted organisation is able to continue its valuable service to the good residents of Manor Castle Ward."

In March 2021 when this financial period ends MASKK was in a good position to carry on our work and prepared for the challenges ahead.

Manor After School and Kids Klubs

Trustees' report

Trustees responsibilities for the financial statements

Charity law requires the trustees to prepare financial statements for each financial period which show the state of affairs of the charity and of net income or expenditure of the charity for that period. In preparing those financial statements, the Trustees are required to:

- select suitable accounting policies and apply them consistently;
- observe the methods and principles in the Charities SORP FRS (102);
- make judgements and estimates that are reasonable and prudent.
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.
- state whether applicable accounting standards of recommended practice have been followed subject to any departures disclosed and explained in the financial statements.

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and enable the Trustees to prepare financial statements. The Trustees are responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention of fraud and other irregularities.

This report was approved by the Trustees on 10/12/21 and is signed on their behalf by:



Trustee

SIMON LOVEITT

Manor After School and Kids Klubs

Independent examiner's report to the trustees of Manor After School and Kids Klubs

I report on the accounts for the year ended 31 March 2021, which are set out on pages 7 to 9.

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(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145 (5)(b) of the 2011 Act; and
- to state whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the general Directions 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 you as 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 2011 Act; and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 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.

Signed:  _____

Craig Williamson
White Rose Accounting for Charities
The Ghyll
Threapland
Aspatia
CA7 2EL

Date: 9/12/21

Manor After School and Kids Klubs

Statement of financial activities for the year ended 31 March 2021

	Notes	Unrestricted funds £	Restricted funds £	Total funds 2021 £	Total funds 2020 £
Income	1				
Grants	2	-	71,125	71,125	14,520
Donations	2	21,836	-	21,836	5,111
Gift Aid		906	-	906	241
Fees and contract income					115,239
Childcare Fee Income		10,696	-	10,696	-
Short Breaks Contract Income		66,422	-	66,422	-
Other income		3,225	-	3,225	1,774
Total income		103,085	71,125	174,210	136,885
Expenditure					
Salaries and national insurance	4	45,436	54,892	100,328	98,573
Training		112	-	112	932
Trips and activities		8,898	10,000	18,898	11,019
Insurance		1,201	-	1,201	1,109
Volunteer expenses		101	-	101	67
Rent		17,250	-	17,250	6,000
Garden		4,383	-	4,383	-
Cleaning materials		881	-	881	442
Telephone and internet		1,078	-	1,078	1,440
Printing, postage and stationery		181	-	181	307
Membership and subscriptions		1,994	-	1,994	895
Equipment, repairs and renewals		7,766	-	7,766	2,202
Ofsted fee		255	-	255	220
Accountancy		250	-	250	250
Other expenses		125	-	125	870
Total expenditure		89,911	64,892	154,803	124,326
Net Incoming/(outgoing) resources	3	13,174	6,233	19,407	12,560
Total funds brought forward		27,976	-	27,976	15,416
Total funds carried forward		41,150	6,233	47,383	27,976

Manor After School and Kids Klubs

Balance Sheet as at 31 March 2021

	2021	2020
Notes	£	£
Current Assets		
Debtors	-	3,593
Balance at Bank and cash	47,633	24,633
Total Current Assets	47,633	28,226
Creditors: amounts falling due within one year	(250)	(250)
Net current assets/(liabilities)	47,383	27,976
Total assets less current liabilities	47,383	27,976
Net Assets	47,383	27,976
Represented By		
Unrestricted income fund	23,422	17,076
Designated funds	17,728	10,900
Restricted	6,233	-
	47,383	27,976

This report was approved by the Trustees on 10/12/21 and is signed on their behalf by:



SIMON LOVETT

Manor After School and Kids Klubs

Notes to the financial statements for the year ended 31 March 2021

1 Accounting policies:-

(a) Basis of preparation

The financial statements have been prepared in accordance with 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) (effective 1 January 2015) issued on 16 July 2014, Charities SORP (FRS 102), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102).

The Charity meets the definition of a public benefit entity as defined under FRS102.

(b) Accounting for income

Donations and sundry income are accounted for on receipts basis. Grant income and fee income are accounted for on an accruals basis, insofar as it is prudent to do so.

(c) Accounting for purchases with an expected life of more than one year

It has been considered prudent to write off the costs of such items in the year of purchase.

2 Grants	Unrestricted funds	Restricted funds	Total 2021	2020
	£	£	£	£
ACIS	-	-	-	240
Freshgate Trust	-	-	-	1,500
D Oily Carte	-	2,500	2,500	-
Great Places	-	3,248	3,248	500
Manor & Castle Development Trust	-	19,137	19,137	2,790
Local Giving	-	-	-	500
New Ground Together	-	500	500	500
HMRC Job Retention Scheme	-	19,785	19,785	-
Persimmon Homes	-	-	-	5,000
PFP Homes	-	-	-	240
Sheffield City Council	-	18,385	18,385	1,250
Sheffield Housing Company	-	-	-	1,500
South Yorkshire Community Foundation	-	5,000	5,000	-
South Yorkshire Police Crime Commissioner	-	2,500	2,500	-
South Yorkshire Housing Association	-	-	-	500
Voluntary Action Sheffield	-	70	70	-
	0	71,125	71,125	14,520
Donations				
AVIA Crowd Funding	-	-	-	1,880
Manor Park TARA	-	-	-	200
Other donations	22,742	-	22,742	3,031
	22,742	-	22,742	5,111
3 Restricted Funds				
	Brought forward	Incoming resources	Outgoing resources	Carried forward
D Oily Carte	-	2,500	(2,500)	-
Great Places	-	3,248	(250)	2,998
Manor & Castle Development Trust	-	19,137	(19,137)	-
New Ground Together	-	500	(500)	-
HMRC Job Retention Scheme	-	19,785	(19,785)	-
Sheffield City Council	-	18,385	(15,150)	3,235
South Yorkshire Community Foundation	-	5,000	(5,000)	-
South Yorkshire Police Crime Commissioner	-	2,500	(2,500)	-
Voluntary Action Sheffield	-	70	(70)	-
	-	71,125	(64,892)	6,233
4 Staff costs and trustees remuneration				
		2021	2020	
		£	£	
Salaries		99,873	96,683	
Employers national insurance		455	1,890	
		100,328	98,573	

No Trustees received out of pocket expenses during the year.

No Trustees received remuneration during the year.



Much More than Just After School

2020 - 2021

Annual Report

Manor After School & Kids Klubs

Temple Park Centre
197 Harborough Avenue
Sheffield
S2 1QT

Phone: 0114 2395739

Email: letsplay@maskk.org.uk

Web: <http://maskk.org.uk>

Registered Charity: 1131388

Ofsted Registered: RP519452

Who are MASKK:

MASKK is a charity that provides activities and services for children and families.

In 2020-2021 MASKK had 17 members of staff and 9 volunteers. Out of the 26 people working/volunteering at MASKK, 10 live in the S2 area and we aim to increase local employment opportunities.

The Trustees who oversee the governance and quality are a group of 4 people, all of whom work locally and bring different skills and experiences. New people are welcome to join the Trustees at the AGM or throughout the year by contacting MASKK.

MASKK is managed day to day by a Manager, Craig, supported by a Duty Manager, Joanna, and each project is then led by a Lead Playworker. The Duty Manager and Lead Playworkers work together to plan and prepare sessions as well as monitoring quality and supporting the staff and volunteers.

Mission Statement:

“To work towards the enhancement of the lives of the local children living in the Manor area aged 5 and over regardless of wealth, religion, gender, race, background or ability.”

Aims:

a) To provide the necessary facilities for the daily care, recreation and education of children during out of school hours and school holidays.

b) To advance the education and training of the persons in the provision of such care, education and recreational facilities.

c) To advance education of the public (in particular local families) in the field of parenting and to provide or assist in providing facilities for recreation or other leisure time occupation for the public with the object of improving their conditions of life and with a view to promoting good parenting.

Objectives:

- To be Child centred: All decisions will be made with children in mind and a focus on play and providing enjoyable activities.
- To be Child Led: Children will be empowered to make decisions for themselves when ever possible, including snack options, what resources and games we buy and what new activities we decide to start.
- To Create a Safe and Secure Environment: All staff will be encouraged to attend any relevant safeguarding children and health and safety courses. MASKK will provide activities that help children to develop a sense of risk management as well as teaching them what they can do to protect themselves.
- To Promote Health and Wellbeing: To encourage children and parents to choose a healthy lifestyle by providing healthy snacks and physical activities that demonstrate how exercise can be fun.
- To Include Parents: To encourage them to take part in the running of club by inviting them to join the management committee and advertising volunteering opportunities.
- To be Inclusive: To provide staff with relevant training to accept children with extra requirements to give the child an opportunity to play with other children and provide respite time for the parents. To provide activities that teaches children about diversity and respect for different cultures and beliefs.
- To be an Example to Others: To meet national standards and be the best we can be by working towards best practice guidelines. To be constantly encouraging staff and volunteers to develop through training and experience. To offer support and guidance to other clubs.
- To be Independent: To be a business in its own right, self reliant and constantly growing and developing.

- To be a Community Partner: To work with other organisations in the area to promote community development and improvement. To offer support to schools for example by providing an activity at a school gala.
- To develop new activities that continue to progress our aims.

MESSAGE FROM THE MANAGER

The financial year being reported starts at the beginning of the Covid-19 pandemic which had a significant impact on our organisation. MASKK was required to close our services during the first lock down but quickly recognised a need in our community to provide support in other ways.

We were supported by our Short Breaks Contract and by donations from Great Places Housing, MaTReC and generous local people to create and supply 235 at home activity packs. MASKK also delivered over 100 specific packages for children with special educational needs or disabilities to 24 families, many of these hand delivered to include a door stop visit to check in with families and offer additional support if required. Thanks to a further grant from South Yorkshire community Foundation we were able to create more too.

Jo, Kirsty and April also spent time calling families and staying in touch remotely so that we could provide support as well as referrals to other services as required, linking with Hope Hampers to provide a care package to some of the parents too.

In July 2020 when the restrictions allowed some services to re-open MASKK Playcare and Short Breaks moved temporarily to MaTReC where we could utilise multiple rooms to allow for bubbles, helping us to create a covid secure environment while Temple Park Centre also went through a refurbishment.

The financial impact of Covid was significant though, a drop of £38,121 in fee and contract income. However because of grants and donations the organisation was able to stay viable and gained some specific grants and donations to carry in to the next year to help cover the ongoing losses. One such grant was thanks to the support of the local councillors and a grant from the Community Infrastructure Levy. Councillor Terry Fox when confirming the grant said "I know myself and Sioned welcome the fact that MASKK the long established and trusted organisation is able to continue its valuable service to the good residents of Manor Castle Ward."

For more about our 2020 you can watch this short video: <https://youtu.be/uGoeb1aMz54>

Update on the Projects:

INCLUSIVE PLAYCARE

Manor After School and Kids Klubs opened originally as an After School Club only in September 1999 and since then had continued to grow until the pandemic.

MASKK had to reduce our operating hours and group sizes to meet the requirements to keep people safe, along with a number of our families being furloughed or working from home reducing the demand for childcare. In comparison in 2019 we had 4,261 bookings and fee income to the sum of £37,115.64 but in 2020 we had only 1,368 bookings generating only £10,695. Due to this significant drop MASKK unfortunately had to make the difficult decision to make 3 Playworker posts redundant in October 2020.

LETS PLAY

MASKK believe all children should have access to opportunities to play and belong to a group that supports and encourages them. During this year much of our focus around this was through our at home activity packs. You can see and download our packs here: <https://www.maskk.org.uk/home/maskk-activity-booklets/> While MASKK was running reduced services Craig also gave his time to co-ordinate the local DfE funded Healthy Holidays provision, in partnership with MCDT and Voluntary Action Sheffield, which in summer 2020 distributed 1024 hampers each week for 4 weeks in our local area. MASKK also provided a further 100 at home activity packs that were distributed through this project to support children who receive free school meals. Each school holiday since Craig has continued to support MCDT with this valuable work including a Christmas pop up shop to help ensure every local child woke up to a present at Christmas.

SHORT BREAKS

MASKK continue to provide activities and services for children with disabilities through a contract with SNIPS (Special Needs Inclusive Playcare Service) from Sheffield City Council. MASKK provide these Short Breaks on Saturday's term time, during the week in school holidays and some children benefit from attending our After School Club. The MASKK team have experience and training to support a number of children with a variety of support needs and disabilities including providing one to one support where needed.

In 2020-2021 we were limited in what we could do but the implantation of the at home packs were greatly received with one parent commenting "Appropriate activities structured to the child's needs. It gave them a sense of fun and calmness". When we were able to open parents/carers also fed back that they fully trusted we were providing a safe and secure place.

EVENTS

The MASKK team enjoy putting on events and creating opportunities to bring people together but in 2020 this was not possible to put on the events we would have liked.

As restrictions then eased in October 2020 though we were able to work with partners to put on a fantastic socially distanced pumpkin trail in half term with Friends of Manor Fields Park. Families booked a time slot, came and said hello to receive a bag of goodies and set off on a walk around the park looking for hidden items. When they finished, they then were given a pumpkin to take home and enjoy carving.

PARTNERSHIPS & SUPPORTING OTHERS

MASKK understand that the resources and opportunities for smaller charities are reducing; one way of tackling this is by building partnerships and networks. Partnerships and Networks provide opportunities to share ideas, equipment, skills, and sometimes finance. Other benefits of partnerships include sharing challenges and experiences. The MASKK Manager also sits on the board of Trustees of other local charities to share his knowledge and experience.

MASKK are part of a number of partnerships and work together with others including:

- Manor Assembly
- Manor Church and Community Project
- Manor and Castle Development Trust
- Manor Training & Resource Centre (MaTReC)
- Manor Action Group
- Everyone's Festival
- Victoria Centre Enterprise
- Manor Community Childcare Centre
- 186th Sheffield Scout Group
- Friends of Manor Fields Park
- Green Estate
- Manor Castle Alliance for People Keeping Well
- Local Area Partnership (LAP), including local Councillors and officers

VOLUNTEERING & STUDENT PLACEMENTS

Volunteers are central to enabling MASKK continue to deliver the variety of services, activities and events. MASKK throughout each year recruit and assist many volunteers, some volunteer for short periods such as six weeks, whilst others remain with MASKK for many years. Each volunteer is offered a variety of training courses, support with confidence building, help applying for work, and become part of the MASKK team.

In 2020/21 MASKK supported the placements of 6 third year medical students and a second year Sports Science student. The sports student helped us develop one of our activities at home booklets while the medical students transformed our garden, creating a space we can use ongoing and supported us to raise over £15,000 in donations to support us in future years too.