

Manor After School and Kids Klubs

(Registered Charity number 1131388)

financial statements

for the year ended 31 March 2021

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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
Aspatria
CA7 2EL

Date:  _____

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.

	Unrestricted funds	Restricted funds	Total 2021	2020
	£	£	£	£
2 Grants				
ACIS	-	-	-	240
Freshgate Trust	-	-	-	1,500
D Oily Carte	-	2,500	2,500	-
Great Places	-	3248	3248	500
Manor & Castle Development Trust	-	19,137	19137	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	-	2500	(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.
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- 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.