

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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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.

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 administering 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 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 Oyly 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	<u>0</u>	<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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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>
				<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. ACTIVITIES 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

46149a634f962d6d9ebb518036dfaef949b7560e

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
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FOR THE YEAR ENDED 31 MARCH 2022

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