

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

# MANOR AFTER SCHOOL AND KIDS KLUBS

## BALANCE SHEET AS AT 31 MARCH 2023

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

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

**3. INVESTMENT INCOME**

Interest receivable	<u><b>0</b></u>	<u><b>0</b></u>
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**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 £
<b>Charitable activities</b>					
<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>
				<u>-</u>	<u>-</u>
<b>Total</b>	<b>145,910</b>	<b>0</b>	<b>40,385</b>	<b>186,295</b>	<b>155,299</b>
<b>Other costs</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>500</b>
	<u><b>145,910</b></u>	<u><b>0</b></u>	<u><b>40,385</b></u>	<u><b>186,295</b></u>	<u><b>155,799</b></u>

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

**5. ACTIVITIES 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><b>40,385</b></u>	<u><b>43,330</b></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
	£	£
<b>Number of employees</b>		
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>
 <b>Employment costs</b>		
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
	£	£	£	£
<b>Unrestricted funds</b>	66,344	162,077	(140,208)	88,213
<b>Restricted funds</b>				
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><b>206,318</b></u>	<u><b>186,295</b></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**

573a412611bfdf73c8723a9cf976c872c220f738

## 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:** 2a270da49f83b644cf62c5caa7305fbdb3a94c9bfcfb295bc987ca2e4ccbac3e5

**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

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