

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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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 2024**

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

The Trustees of Manor After School And Kids Klubs present their annual report for the year ended 31 March 2024 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.

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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.

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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>

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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 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 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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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>
				<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. ACTIVITIES 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	1,913	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	2,614	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	Fingerprint
21/11/2024, 19:39:58 GMT	069a91f1dddbdd52d3c27a7fd8232ab97957fee5
info@nicholsonandco.co.uk	Fingerprint
22/11/2024, 09:39:33 GMT	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
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CHARITY REGISTRATION NUMBER: 1131388

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FOR THE YEAR ENDED 31 MARCH 2024

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