

**Registered Number: 1151862**

**SS AIDAN & OSWALD'S OUT OF SCHOOL CARE-CLUB  
CHARITABLE INCORPORATED ORGANISATION (CIO)  
TRUSTEES' ANNUAL REPORT AND  
FINANCIAL STATEMENTS  
For The Year Ended 31 December 2020**

# SS AIDAN & OSWALD'S OUT OF SCHOOL CARE-CLUB CIO

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# SS AIDAN & OSWALD'S OUT OF SCHOOL CARE-CLUB CIO

## MEMBERS OF THE BOARD AND PROFESSIONAL ADVISORS

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<b>Name</b>	SS Aidan & Oswald's Out Of School Care-Club
<b>Number</b>	1151862
<b>Registered Office</b>	St. Aidan & Oswald's School Roman Road Royton Oldham Lancashire OL2 5PQ
<b>Trustees</b>	Vicki Gibbons John Francis (appointed 06/07/2021) Corona Newton (appointed 06/07/2021) Dominique Stusinski-Marsh (appointed 06/07/2021) Sophie Charlotte Francis (appointed 06/07/2021) Anne Butler (resigned 31/07/2021) Julia Heap (resigned 31/07/2021) Mairead Handrick (resigned 31/07/2021) Terence Butler (resigned 31/07/2021)
<b>Secretary</b>	Ms Julie Russell
<b>Independent Examiner</b>	Community Accounting Lancashire C.I.C. Foxfields 9 Norley Close Chadderton Oldham OL1 2RA
<b>Bankers</b>	Virgin Money (Yorkshire Bank) 47 Market Place Oldham OL1 3AB

## Trustees' Annual Report for the period

Period start date				Period end date			
From	Day	Month	Year	To	Day	Month	Year
	01	January	2020		31	December	2020

# Ss. Aidan & Oswald's OUT OF SCHOOL CARE CLUB

**Charity's Principal Address:** c/o SS. Aidan & Oswald's Primary School,  
Roman Road,  
Royton,  
Oldham,  
OL2 5PQ.

**Registered Charity No:** 1151862

### Names of the Charity Trustees who manage the Charity

Vicky Gibbons	-	Appointed 1 <sup>st</sup> March 2013
Corona Newton	-	Appointed 6 <sup>th</sup> July 2021
John Francis	-	Appointed 6 <sup>th</sup> July 2021
Sophie Francis	-	Appointed 6 <sup>th</sup> July 2021
Dominique Stusinski-Marsh-	-	Appointed 6 <sup>th</sup> July 2021
Danielle Stusinski	-	Appointed 6 <sup>th</sup> July 2021
Julia Heap	-	Resigned 31 <sup>st</sup> July 2021
Anne Butler	-	Resigned 31 <sup>st</sup> July 2021
Terence Butler	-	Resigned 31 <sup>st</sup> July 2021
Mairead Handrick	-	Resigned 31 <sup>st</sup> July 2021

### Structure Governance and Management

We are constituted as a Charitable Incorporated Organisation (CIO) and have been registered with the Charity Commission since 1<sup>st</sup> May 2013.

The Trustee Selection process is via letter to parents.

- All our policies and procedures are signed by a trustee and are kept at the Club for all the staff to update themselves with.

- The Charity's Organisational Structure

Moira Harwood: Officer in Charge  
Sarah Atkinson: Deputy Officer in Charge  
Adult Child Care Assistants  
Student Child Care Assistants  
Julie Russell: Accounts & Payroll Manager

- We have a strong relationship with Ss Aidan & Oswald's RC Primary School and with the teachers and staff. We also have a solid bond with many primary schools in the Oldham area as children from these attend our successful Holiday Club. A strong association extends to the High schools too eg. Newman RC College and Crompton House School and facilitate students completing their Duke of Edinburgh Awards.
- Trustees consideration of Major risks and the system and procedure to manage them is taken into account by our Risk Assessment Policy which states we check:
  1. The playgrounds



## Trustees' Annual Report for the period

Period start date				Period end date			
From	Day	Month	Year	To	Day	Month	Year
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2. The Hall
  3. The toilets
  4. Toys and Games (suitable to age range and age appropriate)
  5. Electronics to ensure no violent/inappropriate games (Holiday Club only)
  6. No internet Connection
  7. Parents are aware of this and children cannot share games
- We contact the School Caretaker with issues with the playgrounds/hall/toilets  
We throw away any damaged Toys/Games etc  
When inappropriate/violent games are brought on site, electronics are confiscated and parents are contacted and are advised on our policy.

### Objectives and Activities



Our primary objective is as a Before and After School Care Club looking after Ss Aidan & Oswald's School children. These children range from 3 – 11 years old and we care for them between 7.30 am – 8.45 am and 3.00 pm – 5.30 pm.

We also run a Holiday Club for children in the school holidays which we have children from many different primary schools in the Oldham area.

Our aims are to keep children safe and to look after them in a caring and loving environment but with a keen sense of fun too.

The children in the Early Years Foundation Stage framework are assisted with their learning.

We encourage the children to develop their independence and explore the surroundings in a safe way.

We offer a wide range of activities and opportunities to learn through play.

Ofsted rated us as 'Good' in 2017 and were extremely impressed with the age range of our staff, as we have students from 14 years up to adults in their 60's. We have both male and female staff acting as role models trying to 'model' a strong and emotional caring person, helping the children to follow their good examples.

We have children on the SEND register who play alongside and are helped by their peers.

We have Looked After Children who may need extra emotional support.

We offer support for families who are 'Pupil Premium' especially through the school holidays. We ensure they have lunch and snacks. For the young students who work with us from 14 years of age, we develop their work skills and they grow in confidence.

### Achievements and Performance

We have Football and Netball training every Wednesday which are run by the students.

We also have Literacy Club, Maths Club, Cross Country Club, Homework Club, all of which the children can participate in voluntarily.

We have a large play area that is safe and completely fenced around, enabling the children to have space to play and learn.



## Trustees' Annual Report for the period

Period start date				Period end date			
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There are strong bonds between the children and the staff.

Ofsted inspected us last in November 2017 for which we were rated 'Good' overall.

Oldham MBC Food Standards inspected in 2017 and we received the highest score of 5.

All on site staff have undertaken courses in Safeguarding, Prevent and Food Hygiene.

### Financial review

Our Charity's policy on reserves is to try to maintain that we have at last 3 months salary.

We have no funds in deficit.

Our charity principal source of funds is from parents. Parents pay by cash, cheque and bank cards.

We also have voucher payments from a wide range of companies. From December 2018 we signed up to the Tax-Free Childcare Scheme and now receive payments through HMRC. We also receive payments through the Childcare Grant Payment Service.

Our expenditure is mostly on salaries and we have maintained Real Living Wage for our employees up to the end of 2020.

We haven't increased the fee charges since September 2017 for school term time and haven't increased Holiday club fees since before 2017. So it was agreed by the trustees that there should be an increase from September 2021.

### The Impact of Covid-19 (Coronavirus) on the Charity

At the end of March 2020, the majority of the staff were put on furlough and we utilised the Government's Job Retention Scheme to claim 80% of their wages back which helped especially with the charity having very little to no income throughout the lockdown months March -August 2020.

With our reserves being good for the first 3 months we topped up our employees' wages to 100%.

We re-opened on the 3<sup>rd</sup> September 2020 but there was a slow uptake in places taken by the children and didn't cover the wages which is where the majority of our expenditure is. We again used the Job Retention Scheme from the end of October 2020 to fully furlough and flexibly furlough our staff. Flexi-furlough is when you pay for hours worked and claim 80% of hours not worked but we still had to go into our reserves for the Holiday pay at the end of December which you are unable to claim for under the terms of the Job Retention Scheme Guidelines.

We are now below the reserves for the 3 month's salary as above.

We also claimed for Statutory Sick Pay when our staff were isolating because of Covid-19 or had Covid-19.

All on site staff have undertaken a Covid-19 awareness course and understand fully what is required and were happy to follow the guidelines. All on site staff have undertaken courses in Safeguarding, Prevent and Food Hygiene. From the 3<sup>rd</sup> September 2020 closed snacks only were given to the children, for example babybel cheese, yoghurt tubes, crisps, bars, bananas, oranges etc. to ensure no cross contamination.

The Charity also now have a Pandemic Policy.

## Trustees' Annual Report for the period

Period start date

Period end date

From

Day

01

Month

January

Year

2020

To

Day

31

Month

December

Year

2020

### Declaration

The trustees declare that they have approved the trustees' report above

Signed on behalf of the charity's trustees

Signature(s)

V. Gibbons

Full Name(s)

Vicky Gibbons

Position

Trustee

Date

26/10/2021

**SS AIDAN & OSWALD'S OUT OF SCHOOL CARE-CLUB CIO**

**REPORT TO THE MEMBERS ON THE UNAUDITED FINANCIAL STATEMENTS OF  
SS AIDAN & OSWALD'S OUT OF SCHOOL CARE-CLUB CIO**

**THE YEAR ENDED 31 DECEMBER 2020**

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I report to the trustees on my examination of the accounts of SS Aidan & Oswald's Out Of School Care-Club for the year ended 31 December 2020.

**Respective Responsibilities of Trustees and Examiner**

As the charity's trustees you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

The charity's trustees consider an audit is not required for this year under section 144 of the 2011 Act, and that an independent examination is needed.

It is my responsibility as independent examiner to:

- examine the accounts under section 145 of the 2011 Act
- follow the applicable Directions given by the Charity Commissioners under section 145(5)(b) of the 2011 Act, and
- to state whether particular matters have come to my attention

**Basis of Independent Examiners Report**

My examination was carried out in accordance with the 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 of disclosures in the accounts, and seeking explanations from the trustees concerning any such matters.

The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the accounts.


**Independent Examiners Statement**

I have completed my examination for the year ended 31 December 2020.

I can confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the 2011 Act or;
- the accounts do not accord with the accounting records to comply with the accounting requirement of the 2011 Act

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.



27<sup>th</sup> October 2021

**Jacqueline Bird F.M.A.A.T.**

Community Accounting Lancashire C.I.C.

Foxfields

9 Norley Close

Chadderton

Oldham

OL1 2RA



**SS AIDAN & OSWALD'S OUT OF SCHOOL CARE-CLUB CIO**

**RECEIPTS AND PAYMENTS ACCOUNTS**

**YEAR ENDED 31 DECEMBER 2020**

	<i>Notes</i>	<b>Total Funds 2020 £</b>	<b>Total Funds 2019 £</b>
<b>RECEIPTS</b>			
Fee Income		48,317	103,016
Other Income	2	41,186	-
Computer Vouchers		1,475	2,323
HM Government Tax-Free Childcare Scheme		4,631	8,490
Childcare Grant Payment Service		3,453	1,300
Eden Road		2,666	4,439
Fair Care		672	2,758
Fideliti		-	500
Sodexo		3,798	8,330
Care 4		-	72
Asda Donation		500	-
PTA Donation		-	86
Miscellaneous		-	-
<b>TOTAL RECEIPTS</b>		<b>106,698</b>	<b>131,314</b>
<b>PAYMENTS</b>			
Wages & Salaries		115,999	118,991
Rent		1,000	2,500
Equipment		689	981
Stationery		159	448
Telephone		376	447
Insurance		358	264
Business Online & Bank Charges		1,219	1,360
Refreshments		69	359
Crafts & Materials		-	-
Professional Fees		52	52
Accountancy		630	630
Ofsted		255	255
Miscellaneous		70	585
<b>TOTAL PAYMENTS</b>		<b>120,876</b>	<b>126,872</b>
<b>Net of receipts/(payments)</b>	<b>1</b>	<b>(14,148)</b>	<b>4,442</b>
<b>Cash Funds Brought Forward at 1 January 2020</b>		<b>34,592</b>	<b>30,150</b>
<b>Cash Funds Carried Forward at 31 December 2020</b>		<b>20,414</b>	<b>34,592</b>

SS AIDAN & OSWALD'S OUT OF SCHOOL CARE-CLUB CIO

STATEMENT OF ASSETS AND LIABILITIES

AS AT 31 DECEMBER 2020

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	Total Funds 2020 £	Total Funds 2019 £
<b>ASSETS</b>		
Cash Funds - Bank	20,414	34,592
HMRC (Credit on PAYE Account)	-	2,212
	<u>20,414</u>	<u>36,804</u>
<b>LIABILITIES</b>		
HMRC	1,217	1,683
Independent Examination Fee	660	630
	<u>1,877</u>	<u>2,313</u>

The financial statements were approved by the Board of Trustees on 26/10/21 and signed on their behalf:

Signed..... V. Gibbons

Name: Vicky Gibbons  
Trustee

SS AIDAN & OSWALD'S OUT OF SCHOOL CARE-CLUB CIO

NOTES TO THE FINANCIAL STATEMENTS

for the year ended 31 December 2020

1. Receipts and payments accounts

Receipts and payments accounts are statements that summarise the movement of cash into and out of the organisation during the financial year. In this context "cash" includes cash equivalents, for example, bank accounts where cash can be readily withdrawn to pay for debts as they become due.

All incoming resources received are 'Unrestricted Funds' for charitable purposes, with all payments being allocated to applicable expenditure headings.

2. Other Income

	Unrestricted Funds	Restricted Funds	2020 Total Funds	2019 Total Funds
	£	£	£	£
HMRC Job Retention Scheme Grant	40,419	-	40,419	-
HMRC Statutory Sick Pay Scheme	767	-	767	-
	<u>41,186</u>	<u>-</u>	<u>41,186</u>	<u>-</u>

During the period the charity benefitted from a total of £41,186 of Government Grants from £40,419: HMRC Job Retention Scheme (JRS) Grant and £767: HMRC Coronavirus Statutory Sick Pay Rebate Scheme. In accordance with accounting policy, this credit is included in 'Other Income' within the 'Receipts and Payments Accounts' in the period for which they compensate.