

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 2022**

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

Name	SS Aidan & Oswald's Out Of School Care-Club
Number	1151862
Registered Office	St. Aidan & Oswald's School Roman Road Royton Oldham Lancashire OL2 5PQ
Trustees	John Francis Dominique Stusinski-Marsh Danielle Stusinski Vicky Gibbons (resigned 31/12/2021) Corona Newton (resigned 28/08/2022) Sophie Francis (resigned 13/10/2022)
Secretary	Ms Julie Russell
Independent Examiner	Community Accounting Lancashire C.I.C. Foxfields 9 Norley Close Chadderton Oldham OL1 2RA
Bankers	Virgin Money 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	2022		31	December	2022

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

John Francis	-	Appointed 6 th July 2021
Dominique Stusinski-Marsh-	-	Appointed 6 th July 2021
Danielle Stusinski	-	Appointed 6 th July 2021
Vicky Gibbons	-	Resigned 31 st December 2021
Corona Newton	-	Resigned 28 th August 2022
Sophie Francis	-	Resigned 13 th October 2022

Structure Governance and Management

We are constituted as a Charitable Incorporated Organisation (CIO) and have been registered with the Charity Commission since 1st 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

Moir Harwood: Officer in Charge

Sarah Atkinson: Deputy Officer in Charge

Adult Child Care Assistants

Student Child Care Assistants

Julie Russell: Finance Manager/Senior Care Assistant

Moir Harwood, our Officer in Charge and extremely valued member of the team, sadly passed away on 21st April 2022. This devastated all members of staff. Sarah Atkinson has been Acting Officer in Charge together with Julie Russell who came in house in October 2022 and assisted in all the day to day running of the club.

- 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' Annual Report for the period

Period start date				Period end date			
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- 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
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 3.15 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 15 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.



Trustees' Annual Report for the period

Period start date

Day

01

Month

January

Year

2022

Period end date

Day

31

Month

December

Year

2022

From

To



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. We also have mentored students who are taking part in the Duke of Edinburgh programme.

At the rollout of the Holiday Activities and Food programme (HAF) to local authorities in Summer 2021, SS Aidan &

Oswald's RC Primary School received funds to support children who receive free school meals. To support the school in its provision of support, Care Club provided meals and activities to children in two holiday periods in 2021, (Summer and Christmas holidays), three periods in 2022 (Easter, Summer and Christmas holidays) and two periods in 2023 (Easter and Summer). In Summer 2023 we had activities such as Hygiene, Drumming and First Aid. We hope to continue this support moving forward.



Achievements and Performance

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

There are strong bonds between the children and the staff. We have welcomed new staff members and said goodbye to one of our long-term valued staff members who retired in 2023. Ofsted inspected us last in November 2017 for which we were rated 'Good' overall.

Oldham MBC Food Standards inspected in 2023 and we received the highest score of 5.

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

We have also made sure that all our staff have new DBS checks.

We have a Facebook Page and a new email address which we use to contact parents and receive their messages.

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/carers. From January 2023 we decided to cease payments by bank cards and most families now pay straight into our bank account via Bank Transfer.

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 National Living Wage for our employees.

Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	Day	Month	Year		Day	Month	Year
	01	January	2022		31	December	2022

We haven't increased the fee charges since September 2021 for school term time and haven't increased Holiday Club fees since before 2017.

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 3rd 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 used the Job Retention Scheme from the end of October 2020 and again in January 2021 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, at the time, had 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 3rd 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.

Declaration

The trustees declare that they have approved the trustees' report above
Signed on behalf of the charity's trustees

Signature(s)



Full Name(s)

D Shinsin

Position

Trustee

Date

29.9.23

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 2022

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 2022.

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 2022.

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.



19th October 2023

Miss 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 2022

		Total Funds 2022 £	Total Funds 2021 £
	<i>Notes</i>		
RECEIPTS			
Fee Income		70,527	59,054
Other Income	2	173	22,912
SS Aidan & Oswald's School (School Holiday Cover)		11,499	10,362
Computer Vouchers		1,174	1,116
HM Government Tax-Free Childcare Scheme		11,212	6,376
Childcare Grant Payment Service		7,505	4,535
Eden Road		882	1,340
Care 4		700	-
Sodexo		2,123	2,964
PTA Donation		-	105
Interest Received		138	-
TOTAL RECEIPTS		105,933	108,764
PAYMENTS			
Wages & Salaries		97,379	108,564
Rent		700	700
Equipment		964	766
Stationery		32	64
Telephone		297	343
Insurance		465	399
Business Online & Bank Charges		1,588	1,437
Refreshments		722	333
Crafts & Materials		-	224
Professional Fees		-	-
Accountancy		660	660
Ofsted		255	255
Miscellaneous		279	810
TOTAL PAYMENTS		103,341	114,555
Net of receipts/(payments)	<i>1</i>	2,592	(5,791)
Cash Funds Brought Forward at 1 January 2022		14,623	20,414
Cash Funds Carried Forward at 31 December 2022		17,215	14,623

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

STATEMENT OF ASSETS AND LIABILITIES

AS AT 31 DECEMBER 2022

	Total Funds 2022 £	Total Funds 2021 £
ASSETS		
Cash Funds - Bank	17,215	14,623
LIABILITIES		
Independent Examination Fee	(775)	(660)
TOTAL ASSETS/(LIABILITIES)	<u>16,440</u>	<u>13,963</u>

The financial statements were approved by the Board of Trustees on the 12th of October 2023 and signed on their behalf:



D Stusinski
Trustee

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

NOTES TO THE FINANCIAL STATEMENTS

for the year ended 31 December 2022

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 £	2022 Total Funds £	2021 Total Funds £
HMRC Job Retention Scheme Grant	-	-	-	22,623
HMRC Statutory Sick Pay Grant	<u>173</u>	<u>-</u>	<u>173</u>	<u>289</u>
	<u>173</u>	<u>-</u>	<u>173</u>	<u>22,912</u>

During the period the charity benefitted from a total of £173.43 of Government Grants from the HMRC Statutory Sick Pay Grant.

(In the previous year the charity received a total of £22,912 of Government Grants from £22,623: HMRC Job Retention Scheme Grant and £289: HMRC Coronavirus Statutory Sick Pay Rebate Scheme).

In accordance with accounting policy, these credits are included in 'Other Income' within the 'Receipts and Payments Accounts' in the period for which they compensate.