

ASHLEY DOWN AFTER SCHOOL CLUB AND HOLIDAY PLAYScheme

England & Wales · Charity number 1154025

Details

Status Registered

Legal form CIO

Registered 2013-10-01

Register [View on the Charity Commission register](#)

Contact

Address Ashley Down After School Club
Manor Farm Boys Club
Wellington Hill
Bristol
BS7 8ST

Phone 07583965073

Email info@ashleydownafterschoolclub.org.uk

Website www.ashleydownafterschoolclub.org.uk

Activities

Objects: THE OBJECTS OF THE CIO ARE:-A) TO PROVIDE THE NECESSARY FACILITIES FOR THE DAILY CARE, RECREATION AND EDUCATION OF CHILDREN DURING OUT OF SCHOOL HOURS AND SCHOOL HOLIDAYS.B) TO ADVANCE THE EDUCATION AND TRAINING OF THE PERSONS IN THE PROVISION OF SUCH CARE, EDUCATION AND RECREATIONAL FACILITIES.

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Classification

- **How:** Provides Services
- **What:** Education/training, Recreation
- **Who:** Children/young People

Geography

- Bristol City

Finances

| Period end | Income | Expenditure | Assets | Employees |
|------------|----------|-------------|--------|-----------|
| 2024-08-31 | £208,965 | £212,440 | - | - |
| 2023-12-31 | £293,887 | £254,054 | - | - |
| 2022-12-31 | £162,076 | £141,139 | - | - |
| 2021-12-31 | £103,565 | £100,911 | - | - |
| 2020-12-31 | £81,284 | £103,452 | - | - |

Trustees

| Name | Role | Appointed |
|---------------------|------|------------|
| Heidi Burniston | | 2023-03-31 |
| Matthew Lenny | | 2025-02-24 |
| Nicholas Lind | | 2023-03-31 |
| Nicola Presley | | 2023-03-31 |
| Phillip John Moores | | 2025-01-20 |
| Robert Burr | | 2026-02-26 |
| Sam Bacon | | 2026-01-27 |
| Sylive Fabre | | 2026-01-19 |

ASHLEY DOWN AFTER SCHOOL CLUB AND HOLIDAY PLAYScheme

England & Wales - Charity number 1154025

Accounts

ASHLEY DOWN AFTER SCHOOL CLUB AND HOLIDAY PLAYScheme
ACCOUNTS

Period ended 31 August 2024

Charity Number 1154025

ASHLEY DOWN AFTER SCHOOL CLUB AND HOLIDAY PLAYScheme
FINANCIAL STATEMENTS
PERIOD ENDED 31 AUGUST 2024

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ASHLEY DOWN AFTER SCHOOL CLUB AND HOLIDAY PLAYScheme

Legal and administrative information

PERIOD ENDED 31 AUGUST 2024

| | |
|---------------------------------------|--|
| Full Name: | Ashley Down After School Club and Holiday Playscheme |
| Registered Charity Number: | 1154025 |
| Address: | Manor Farm Boys Club Wellington Hill Bristol BS7 8ST |
| Trustees: | Nicola Presley (Chair April 2024) Helen Thomson (Secretary October 2024) Heidi Burniston (Treasurer March 2023) Nicholas Lind Phillip Moores (joined January 2025) Matthew Lenny (joined February 2025) |
| Trustees resigned during 2024: | Jessica Tibble (Co-Chair April 2024) Leigh Thomas (April 2024) Zoe Crick-Turner (June 2024) Sarah Barker (Secretary October 2024) |
| Trustees resigned during 2025: | Laura Ashley (February 2025) Laura Rushbridge (Co-Chair May 2025) Joanne Morris (May 2025) |
| Key Management personnel: | Haidi Haskins – Club Manager |
| Independent Examiner: | Jacob Trowbridge MAAT Bristol Community Accountants CIC The Park, Daventry Road Knowle, Bristol BS4 1DQ |
| Bankers: | Unity Trust Bank PLC Lloyds Bank PLC Nine Brindley Place 25 Gresham Street Birmingham London B1 2HB EC2V 7HN |
| Accounting Services: | Joanne Trowbridge MAAT Bristol Community Accountants CIC (11836955) |

ASHLEY DOWN AFTER SCHOOL CLUB AND HOLIDAY PLAYScheme

TRUSTEES' REPORT

PERIOD ENDED 31 AUGUST 2024

The trustees present their report and the unaudited financial statements of the charity for the year ended 31 August 2024.

Reference and administrative information set out on page 2 forms part of this report. The financial statements comply with current statutory requirements, the memorandum and articles of association and the Statement of Recommended Practice - Accounting and Reporting by Charities.

Structure, Governance and Management

Organisation

Ashley Down After School Club and Holiday Play Scheme is a Charitable Incorporated Organisation (CIO), registered with the Charity Commission and governed in accordance with its association constitution, adopted on 1 October 2013.

The charity is overseen by a board of trustees who are responsible for the overall management and strategic direction of the CIO. In line with the constitution, the trustees may exercise all the powers of the CIO in managing its affairs. The constitution requires a minimum of four trustees. Should the number fall below this minimum, the remaining trustees are authorised only to convene a meeting of the board or to appoint new trustees. Trustees may be reappointed after retirement, whether by rotation or resignation, provided they continue to meet eligibility requirements.

During the reporting period, the trustee board underwent several changes. Four trustees stepped down in 2024, followed by an additional three in 2025. The board extends its sincere thanks to all departing trustees for their dedication and service. New trustees have since been appointed, with responsibilities reassigned accordingly. Trustee recruitment efforts are ongoing. While trustees have historically been drawn from the parent community served by the club, in 2025 the recruitment strategy was broadened to include the wider local community, with the aim of attracting individuals with relevant skills and experience.

Operational management of the club is carried out by a team of experienced, paid staff who report directly to the board of trustees. The trustees provide support, oversight, and governance to ensure the effective delivery of the club's services.

Change to Financial Reporting Period

In 2024, the charity changed its financial year-end from 31 December to 31 August to align with the academic year and operational cycle of the club. As a result, the reporting period for these financial statements covers eight months, from 1 January 2024 to 31 August 2024. Future financial years will run from 1 September to 31 August annually. This transition improves alignment with operational realities and reporting clarity.

Objectives and activities

Objects of the Charity

The charitable objects, as stated in the constitution, are:

- A. To provide the necessary facilities for the daily care, recreation and education of children during out-of-school hours and school holidays.
- B. To advance the education and training of persons involved in the provision of such care, education and recreational facilities.

ASHLEY DOWN AFTER SCHOOL CLUB AND HOLIDAY PLAYScheme

TRUSTEES' REPORT

PERIOD ENDED 31 AUGUST 2024

Activities and Public Benefit

Ashley Down After School Club is a not-for-profit organisation providing affordable, high-quality childcare for children aged 4 to 11. The charity offers wrap-around care during term time and school holidays for children attending Brunel Field Primary School and Ashley Down Primary School. These services are delivered in accordance with the Charity Commission's guidance on public benefit.

The charity's core aim is to offer reliable, accessible, and safe childcare before and after the school day, supporting families, particularly working parents and carers, who are unable to meet standard school drop-off and pick-up times. This enables parents and carers to sustain employment and meet family responsibilities, while children benefit from a secure, engaging environment that promotes their well-being and development.

The club is operated by qualified and experienced staff who plan and deliver a wide range of inclusive activities that support children's social, emotional, and educational growth. Services are offered on a fee-paying basis to cover operational costs, with any surplus reinvested to enhance facilities, improve service quality, and increase access for families in need.

Public Benefit Statement

In shaping the charity's objectives for the year and planning its activities, the trustees have given careful consideration to the Charity Commission's guidance on public benefit, including the guidance *Public benefit: running a charity (PB2)*. The trustees are satisfied that the charity's aims and activities continue to provide identifiable benefits to a sufficient section of the public, in line with the legal requirements for charitable status.

Review of activities and summary of main objectives

During 2024, the charity made significant progress in enhancing its operations, facilities, and service delivery in response to increasing demand. A notable driver of this growth was the additional intake of children from the 2024 Reception year group, which further strengthened the pipeline of families requiring wrap-around childcare services.

Expansion of Provision and Facilities

Working in close collaboration with both Brunel Field and Ashley Down Primary Schools, the club expanded its provision across both sites. Services continued to operate from the previous "Main Site" at the Bristol Civil Service Sports Club (BCSSC) until August 2024.

A key milestone during the year was the planning for the relocation of services for Ashley Down KS2 children to a new site at Manor Farm. This move, implemented in September 2024 at the start of the academic year, marked a major enhancement in the quality and capacity of our facilities. The Manor Farm site offers significantly improved accommodation and resources, enabling the charity to increase its capacity and enhance the range of activities available to children.

While the transition required the closure of our Holiday Club, due to the new site being available only during term time, the Trustees consider this a worthwhile trade-off, given the long-term operational advantages and the enhanced quality of term-time provision. The local area is well served by a variety of established holiday clubs that offer engaging and affordable activities, including sports and creative play. As such, the Trustees did not anticipate, and have not observed, any significant negative impact on children, families, or staff resulting from the cessation of the club's holiday offering.

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TRUSTEES' REPORT

PERIOD ENDED 31 AUGUST 2024

Service Delivery Overview

The club continues to provide breakfast and afterschool clubs on all school days:

- **Brunel Field:** All year groups are served on-site.
- **Ashley Down Reception and KS1 (years 1-2):** Provision is delivered on-site at Ashley Down.
- **Ashley Down KS2 (years 3-6):** Provision was delivered at the BCSSC site until August 2024, then relocated to Manor Farm from September 2024.

During the reporting period, the club was able to offer up to 54 breakfast club spaces and 162 afterschool club spaces per day. These were distributed as follows:

- **Breakfast Club:** 30 at Brunel Field, 24 at Ashley Down.
- **Afterschool Club:** 80 at Brunel Field, 50 at Ashley Down (Reception and KS1), and 32 at the Main Site (KS2).

Staffing and Operations

As service demand increased, the charity expanded its staff team to maintain quality, safety, and child-to-staff ratios in line with regulatory guidance. The recruitment and retention of experienced staff remained a key operational focus, and staffing levels were adjusted throughout the year to meet service growth.

The charity continues to enjoy strong and collaborative relationships with both school partners. Regular meetings are held with school staff to discuss operational matters and ensure alignment between the club's services and school needs.

Trustee Acknowledgements

The Trustees would like to express their sincere appreciation to all staff who contributed to the delivery of high-quality care during this period of change and growth. Their commitment and professionalism have been instrumental in the charity's successful expansion.

Summary and Strategic Outlook

The achievements of 2024 reflect our charity's core strengths in adaptability, collaboration, and a commitment to excellence. Strategic decisions, particularly around site relocation and service scaling, have positioned the charity to better meet the needs of the community and respond to future demand. The Trustees remain committed to continuous improvement, ensuring that children receive safe, enriching, and dependable care, and that families can access affordable support aligned with their working lives.

Financial review

Financial Performance

In 2024, the charity continued to grow and strengthen its financial position, supporting the increasing demand for wrap-around childcare services across three operational sites. This expansion resulted in higher running costs, particularly from the recruitment of additional staff. However, through effective financial management, use of existing reserves, and strong operational oversight, the charity was able to mitigate the financial impact.

The modest deficit is primarily attributable to the shortened reporting period, which includes operational costs during a non-revenue generating summer break.

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PERIOD ENDED 31 AUGUST 2024

Increased income from session fees, alongside cost management measures, ensured that the charity ended the year in a healthy financial position. Importantly, session fees remained unchanged from previous years, allowing families to access an enhanced service without additional cost burden, an outcome aligned with our charitable purpose of providing affordable childcare.

The club's accounts continue to be prepared on an accruals basis, providing a clear and accurate reflection of financial performance and obligations.

Reporting Period

These financial statements cover an eight-month period from 1 January 2024 to 31 August 2024, following a change in the charity's financial year-end. The change was made to align the financial year with the academic and operational cycle of the charity. Comparative figures are for a full 12-month period (1 January 2023 to 31 December 2023), and care should be taken when comparing year-on-year financial results.

Reserves Policy

Ashley Down After School Club holds no restricted or designated funds; all reserves are available for the general purposes of the charity. Trustees reviewed the reserves policy as part of the 2024 strategic planning process

The trustees maintain a prudent reserves policy, regularly reviewed to ensure alignment with operational needs and sector best practice. The target reserve level is set to cover between three and six months of core operating costs, providing financial resilience in the event of unforeseen circumstances or income shortfalls.

As of the end of the 2024 reporting period, the charity's reserves stood at £81,324. The small deficit recorded during this period was well within the charity's established reserves threshold and posed no risk to operational continuity.

Management of the reserve funds is central to the 2025 planning process to support key developments, including:

- The relocation and improvement of premises.
- Strengthening the management team, with designated leads across sites.
- Planning the recruitment of qualified inclusion workers at all locations.
- Expanding governance and oversight capacity to support continued growth.

The trustees remain committed to ensuring that reserves are used strategically to support the charity's objectives while safeguarding sustainability.

Risk Management

The trustees have examined the major risks facing the charity, including those arising from operational expansion, staffing, and regulatory compliance.

Key risks identified include:

- Recruitment and retention of qualified staff.
- Maintaining appropriate staff-to-child ratios.
- Regulatory requirements under Ofsted.
- Financial risks from dependency on fee income.

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TRUSTEES' REPORT

PERIOD ENDED 31 AUGUST 2024

To mitigate these risks, the charity has implemented a range of measures:

- A structured and compliant recruitment process.
- A comprehensive staff induction and training programme.
- Weekly staffing plans and flexible deployment of staff across sites.
- An experienced and diversified board of trustees with relevant expertise.
- A comprehensive suite of documented policies and procedures.

These systems are regularly reviewed and updated to ensure they remain fit for purpose and responsive to the charity's evolving operational landscape.

Plans for the future

The Trustees remain committed to ensuring that Ashley Down After School Club continues to deliver high-quality, affordable childcare for the school communities it serves. Looking ahead, our strategic objectives are focused on sustaining excellence in care, ensuring regulatory compliance, maintaining strong partnerships, and securing long-term financial sustainability.

Our key strategic aims for the coming year are as follows:

1. Delivering High-Quality Care and Play Experiences

We will continue to provide safe, stimulating, and engaging childcare through:

- Regular assessment and development of the play and care programmes to meet the evolving needs and interests of the children.
- Ongoing feedback collection from children, parents, and staff to inform continuous improvement.
- Continued investment in staff training and development to ensure our team is equipped with the skills and confidence to deliver exceptional care.

2. Upholding Regulatory Compliance and Promoting Best Practice

We will ensure compliance with relevant regulations and sector standards by:

- Staying current with statutory guidance and sector best practice in out-of-school care provision.
- Maintaining and updating our suite of operational policies and procedures to reflect regulatory requirements.
- Conducting regular internal audits and policy reviews to identify and address areas for improvement.

3. Strengthening Our Role Within the School Communities

We are committed to serving the needs of Ashley Down and Brunel Field Primary Schools by:

- Maintaining close and constructive working relationships with both schools' leadership teams.
- Engaging proactively with parents and carers to address concerns and gather feedback.
- Exploring potential opportunities for service expansion in response to community demand, where appropriate and sustainable.

4. Ensuring Financial Sustainability

To maintain our not-for-profit status while ensuring robust operations, we will:

- Operate a financially sustainable model that covers all running costs through service fees.
- Monitor financial performance closely and adapt operational plans as needed to remain viable.

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TRUSTEES' REPORT

PERIOD ENDED 31 AUGUST 2024

5. Maintaining an Appropriate Level of Reserves

To safeguard the charity's long-term future, we will:

- Adhere to our reserves policy, which aims to maintain between three and six months of operating costs.
- Allocate funds strategically to build and maintain this reserve level over time.
- Deploy reserves prudently to support investments in service quality, staffing, or infrastructure while maintaining sufficient contingency.

By focusing on these strategic priorities and regularly evaluating our impact, we aim to ensure that the club continues to meet the evolving needs of families in our community.

Trustees' responsibilities in relation to the financial statements

The law applicable to charities in England and Wales requires the trustees to prepare financial statements for each financial year that give a true and fair view of the charity's financial activities and position, including the income, expenditure, assets, and liabilities for the reporting period.

In preparing these financial statements, the trustees are required to:

- Select suitable accounting policies and apply them consistently.
- Observe the methods and principles set out in the Charities SORP (Statement of Recommended Practice).
- Make reasonable and prudent judgements and estimates.
- Prepare the financial statements on a going concern basis, unless it is inappropriate to presume that the charity will continue in operation.
- State whether applicable accounting standards and SORP requirements have been followed, subject to any material departures disclosed and explained in the financial statements.

The trustees are responsible for maintaining proper accounting records that disclose, with reasonable accuracy, the financial position of the charity at any given time. This enables them to ensure that the financial statements comply with the Charities Act 2011, the Charities (Accounts and Reports) Regulations, and the charity's governing document.

Trustees are also responsible for safeguarding the charity's assets and for taking reasonable steps to prevent and detect fraud or other irregularities.

In addition, the trustees are responsible for the content of the Trustees' Annual Report. The Independent Examiner's responsibility in relation to this report is limited to reviewing the report for consistency with the financial statements and identifying any material inconsistencies.

The financial statements have been prepared in accordance with the Charities SORP (FRS 102), which applies to charities preparing accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland.

Chair's Statement

On behalf of the Board of Trustees, I am pleased to present the Trustees' Annual Report for the year ended 31 August 2024.

This year has been a significant period of growth and transition for Ashley Down After School Club. In response to rising demand, we expanded our provision across multiple sites, successfully relocated

ASHLEY DOWN AFTER SCHOOL CLUB AND HOLIDAY PLAYScheme

TRUSTEES' REPORT

PERIOD ENDED 31 AUGUST 2024

one of our key settings, and strengthened our management and staffing structure. These developments reflect not only the continued need for high-quality, affordable wrap-around care but also our commitment to meeting that need with professionalism, compassion, and ambition.

The relocation to the Manor Farm site was a particularly important milestone. While it brought some difficult decisions, such as the cessation of our Holiday Club, it also enabled us to increase capacity and improve the day-to-day experience for children in our care. I am proud of how our team navigated this change, ensuring continuity of care for families and high standards for children.

This year's progress would not have been possible without the dedication of our incredible staff team, who continue to deliver safe, enriching, and responsive care. I would also like to acknowledge the significant contributions of our trustees, past and present, who have given their time and expertise to guide the charity through a period of considerable operational development.


Looking ahead, we remain focused on consolidating and enhancing the services we offer. Our plans for 2025 include targeted investment in inclusion workers, strengthening our management team, and continuing to build strong relationships with our school communities. Our financial health and prudent reserves policy position us well to pursue these priorities while maintaining long-term sustainability.

Ashley Down After School Club exists to support families, empower working parents and carers, and enrich the lives of children. I am confident that, with continued teamwork and a clear sense of purpose, we will continue to grow and evolve in line with the needs of the communities we serve.

Nicola Presley

Chair of Trustees

This report, including the financial statements, was approved by the Board of Trustees on 09 June 2025 and signed on their behalf by:

Signed by:

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.....

Nikki Presley

Chair

16/6/2025
Date

ASHLEY DOWN AFTER SCHOOL CLUB AND HOLIDAY PLAYScheme

Independent Examiner’s Report to the Trustees

PERIOD ENDED 31 AUGUST 2024

I report on the accounts of the Charity for the period ended 31st August 2024 which are set out on pages 11-19.

Responsibilities and basis of report

As the charity trustees of the Trust you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 (‘the Act’).

I report in respect of my examination of the charity’s accounts 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.

Independent examiner’s statement


I have completed my examination. I 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:

- accounting records were not kept in respect of the charity as required by section 130 of the Act; or
- the accounts do not accord with those records; or
- the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts 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 accounts to be reached.

It should be noted that Bristol Community Accountants provide bookkeeping services to Ashley Down After School Club and holiday Playscheme. I confirm that my duties are segregated, and I am not involved in the day-to-day bookkeeping matters of the charity.

Jacob Trowbridge MAAT

DocuSigned by:

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Bristol Community Accountants CIC
 The Park
 Daventry Road,
 Knowle
 Bristol
 BS4 1DQ

16/6/2025
 Date

ASHLEY DOWN AFTER SCHOOL CLUB**STATEMENT OF FINANCIAL ACTIVITIES (Including Income and Expenditure Account)****PERIOD ENDED 31 AUGUST 2024**

| | | Unrestricted Funds | Restricted Funds | Total Funds 2024 | Total Funds 2023 |
|--------------------------------------|------|-----------------------|---------------------|---------------------|---------------------|
| | Note | £ | £ | £ | £ |
| Incoming and Endowments from: | | | | | |
| Charitable activities | 2 | 208,721 | - | 208,721 | 293,466 |
| Investments | | 244 | - | 244 | 421 |
| Total Income | | <u>208,965</u> | <u>-</u> | <u>208,965</u> | <u>293,887</u> |
| Expenditure On: | | | | | |
| Charitable activities | 3 | 211,582 | - | 211,582 | 252,439 |
| Other | 4 | 858 | - | 858 | 1,615 |
| Total Expenditure | | <u>212,440</u> | <u>-</u> | <u>212,440</u> | <u>254,054</u> |
| Net income | | (3,475) | - | (3,475) | 39,833 |
| Net movement in funds | | <u>(3,475)</u> | <u>-</u> | <u>(3,475)</u> | <u>39,833</u> |
| Total funds brought forward | | 84,799 | - | 84,799 | 44,966 |
| Total funds carried forward | | <u>81,324</u> | <u>-</u> | <u>81,324</u> | <u>84,799</u> |

All of the activities of the charity are classed as continuing

The notes on pages 13 to 19 form part of these financial statements

The charity changed its financial year-end from 31 December to 31 August to align with the academic year. As such, balances for the eight months ended 31st August 2024 may not be directly comparable to the equivalent balance for the twelve months ended 31st December 2023.

Details of the allocation of 2023 total funds between unrestricted and restricted are shown in note 15

ASHLEY DOWN AFTER SCHOOL CLUB

BALANCE SHEET

PERIOD ENDED 31 AUGUST 2024

| | Note | 2024 £ | 2023 £ |
|--|------|----------------------|----------------------|
| Fixed assets | | | |
| Tangible assets | 9 | 2,800 | 3,646 |
| Current assets | | | |
| Debtors | 10 | 1,192 | 4,817 |
| Cash at bank and in hand | | 108,984 | 80,394 |
| <i>Total current assets</i> | | <u>110,176</u> | <u>85,211</u> |
| Creditors : Amounts falling due within one year | 11 | (31,652) | (4,058) |
| <i>Net current assets or liabilities</i> | | <u>78,524</u> | <u>81,153</u> |
| Total net assets or liabilities | | <u><u>81,324</u></u> | <u><u>84,799</u></u> |
| The Funds of the Charity | | | |
| Unrestricted funds | 13 | | |
| <i>General funds</i> | | 81,324 | 84,799 |
| | | <u>81,324</u> | <u>84,799</u> |

These financial statements of Ashley Down After School Club and holiday Playscheme registered number 1154025 were approved by the trustees and are signed on their behalf by:

Signed by:

Nikki Presley

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Nikki Presley - Chair

16/6/2025

The notes on pages 13 to 19 form part of these financial statements

ASHLEY DOWN AFTER SCHOOL CLUB**NOTES TO THE FINANCIAL STATEMENTS****PERIOD ENDED 31 AUGUST 2024**

1 Accounting Policies**Basis of preparation**

These accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts.

Change in accounting reference date

The trustees have changed the accounting reference date from 31st December to 31st August. As such, balances for the 8 months ended 31st August 2024 may not be directly comparable to the equivalent balance for the 12 months ended 31st December 2023.

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

The accounts have been prepared on the assumption that the charity is able to continue as a going concern, which the trustees consider appropriate having regard to the current level of unrestricted reserves. There are no material uncertainties about the charity's ability to continue as a going concern.

The charity meets the definition of a public benefit entity as defined by FRS 102 and has therefore taken the advantage of the disclosure exemption available to it in relation to presentation of a cash flow statement.

Fund accounting

| | |
|--------------------|---|
| Unrestricted Funds | These are available for use at the discretion of the trustees in furtherance of the general objects of the charity. |
| Designated funds | These are unrestricted funds earmarked by the trustees for particular purposes. |
| Restricted funds | These are available for use subject to restrictions imposed by the donor or through terms of an appeal. |

Income

| | |
|-------------------------------------|---|
| Recognition of income | Income is included in the Statement of Financial Activities (SoFA) when the charity becomes entitled to, and virtually certain to receive, the income and the amount of the income can be measured with sufficient reliability. |
| Income with related expenditure | Where income has related expenditure the income and related expenditure is reported gross in the SoFA. |
| Donations and legacies | Voluntary income received by way of grants, donations and gifts is included in the SoFA when receivable and only when the Charity has unconditional entitlement to the income. |
| Tax reclaims on donations and gifts | Income from tax reclaims is included in the SoFA at the same time as the gift/donation to which it relates. |
| Volunteer help | These are only included in income (with an equivalent amount in expenditure) where the benefit to the Charity is reasonably quantifiable, measurable and material. |

ASHLEY DOWN AFTER SCHOOL CLUB

NOTES TO THE FINANCIAL STATEMENTS

PERIOD ENDED 31 AUGUST 2024

Expenditure

| | |
|--------------------------------------|---|
| Recognition of expenditure | Expenditure is recognised on an accruals basis. Expenditure includes any VAT which cannot be fully recovered, and is reported as part of the expenditure to which it relates. |
| Expenditure on raising funds | These comprise the costs associated with attracting voluntary income, fundraising trading costs and investment management costs. |
| Expenditure on charitable activities | These comprise the costs incurred by the Charity in the delivery of its activities and services in the furtherance of its objects, including the making of grants and governance costs. |
| Governance costs | These include those costs associated with meeting the constitutional and statutory requirements of the Charity, including any audit/independent examination fees, costs linked to the strategic management of the Charity, together with a share of other administration costs. |
| Other expenditure | These are support costs not allocated to a particular activity. |

Taxation

The charity is exempt from corporation tax on its charitable activities.

Tangible fixed assets and depreciation

Tangible fixed assets are carried at cost less accumulated depreciation and impairment losses.

Depreciation is calculated so as to write off the cost of an asset, less its estimated residual value, over the useful economic life of that asset as follows:

| | |
|-----------------------|-----------------------|
| Office Equipment | 3 years straight line |
| Fixtures and Fittings | 3 years straight line |

Trade and other debtors

Trade and other debtors are recognised at the settlement amount due after any trade discount offered.

Prepayments are valued at the amount prepaid net of any trade discounts due.

Cash and cash equivalents

Cash and cash equivalents comprise cash at bank and on hand, demand deposits with banks and other short-term highly liquid investments with original maturities of three months or less and bank overdrafts. In the statement of financial position, bank overdrafts are shown within borrowings or current liabilities.

Trade and other creditors

Short term creditors are measured at the transaction price. Other creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

Financial Instruments

The charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value.

ASHLEY DOWN AFTER SCHOOL CLUB**NOTES TO THE FINANCIAL STATEMENTS****PERIOD ENDED 31 AUGUST 2024****Pensions costs**

The charitable company operates a defined contribution pension scheme. The assets of the scheme are held separately from those of the charitable company in an independently administered fund. Pension costs charged in the financial statements represent the contribution payable by the charitable company during the year.

The trustees confirm, in accordance with the Charitable Incorporated Organisations (General) Regulations 2012, that at year end the CIO did not have any outstanding guarantees to third parties nor any debts secured on assets of the CIO.

Income and Endowments From:

| 2 Charitable Activities | Unrestricted Funds £ | Restricted Funds £ | Total Funds 2024 £ | Total Funds 2023 £ |
|--------------------------------|-------------------------------------|-----------------------------------|-----------------------------------|-----------------------------------|
| Fees | 206,540 | - | 206,540 | 293,466 |
| Inclusion funding | 891 | - | 891 | - |
| Access Childcare funding | 1,290 | - | 1,290 | - |
| | <u>208,721</u> | <u>-</u> | <u>208,721</u> | <u>293,466</u> |

Charitable activities prior year - all unrestricted

ASHLEY DOWN AFTER SCHOOL CLUB**NOTES TO THE FINANCIAL STATEMENTS****PERIOD ENDED 31 AUGUST 2024****Expenditure on:**

| 3 Charitable Activities | Unrestricted Funds £ | Restricted Funds £ | Total Funds 2024 £ | Total Funds 2023 £ |
|--------------------------------|-------------------------------------|-----------------------------------|-----------------------------------|-----------------------------------|
| Salaries | 171,284 | - | 171,284 | 200,533 |
| Recruitment | 1,242 | - | 1,242 | 710 |
| Agency fees | - | - | - | 183 |
| Training | 600 | - | 600 | 1,202 |
| Repairs and maintenance | 819 | - | 819 | 435 |
| Cleaning | 479 | - | 479 | 819 |
| Insurance | 1,016 | - | 1,016 | 550 |
| Rent | 17,050 | - | 17,050 | 21,560 |
| Telephone | 426 | - | 426 | 352 |
| Office supplies | 822 | - | 822 | 738 |
| Food | 7,123 | - | 7,123 | 9,801 |
| Consumables and resources | 2,988 | - | 2,988 | 5,921 |
| Equipment | 682 | - | 682 | 3,106 |
| IT Equipment and software | 667 | - | 667 | 748 |
| Subscriptions | 1,530 | - | 1,530 | 3,383 |
| Staff & trustee recognition | 492 | - | 492 | 680 |
| Bank Charges | 36 | - | 36 | 72 |
| Fines | 101 | - | 101 | 1,486 |
| Bookkeeping support | 3,379 | - | 3,379 | - |
| Depreciation | 846 | - | 846 | 160 |
| | <u>211,582</u> | <u>-</u> | <u>211,582</u> | <u>252,439</u> |

Charitable Activities prior year - all unrestricted

| 4 Other | Unrestricted Funds £ | Restricted Funds £ | Total Funds 2024 £ | Total Funds 2023 £ |
|-------------------------|-------------------------------------|-----------------------------------|-----------------------------------|-----------------------------------|
| Independent examination | 858 | - | 858 | 985 |
| Professional fees | - | - | - | 630 |
| | <u>858</u> | <u>-</u> | <u>858</u> | <u>1,615</u> |

Other prior year - all unrestricted

ASHLEY DOWN AFTER SCHOOL CLUB**NOTES TO THE FINANCIAL STATEMENTS****PERIOD ENDED 31 AUGUST 2024****5 Net incoming resources for the year****This is stated after charging:**

| | 2024 | 2023 |
|-----------------------------|-------------|-------------|
| | £ | £ |
| Independent Examiner's Fees | 858 | 985 |

6 Staff costs and numbers

The aggregate payroll costs were:

| | 2024 | 2023 |
|-----------------------|----------------|----------------|
| | £ | £ |
| Wages and Salaries | 171,284 | 193,068 |
| Social Security Costs | 4,943 | 7,276 |
| Pension Costs | 580 | 189 |
| | <u>176,807</u> | <u>200,533</u> |

No employee received emoluments of more than £60,000 (2023: £Nil)

The average monthly head count was 39 staff (2023: 33 staff)

The key management personnel of the charity include all persons that have authority and responsibility for planning, directing and controlling the activities of the charity. The total employee benefits of key management personnel, during the period of 8 months, total £24,574 (2023: £34,719).

7 Trustee expenses

The charity trustees were not paid or received any other benefits from employment with the charity in the year (2023: £nil). The trustees were not reimbursed expenses during the year (2023: £nil). No charity trustee received payment for professional or other services supplied to the charity (2023: £nil).

8 Related party transactions

No trustee or other person related to the charity has any personal interest in any contract or transactions entered into by the charity during the year. There were no other related party transactions during the year (2023: £nil)

ASHLEY DOWN AFTER SCHOOL CLUB**NOTES TO THE FINANCIAL STATEMENTS****PERIOD ENDED 31 AUGUST 2024**

| 9 Tangible fixed assets | Fixtures and Fittings £ | Office Equipment £ | Total £ |
|--------------------------------|--|-----------------------------------|--------------------|
| Cost | | | |
| At the beginning of the year | 1,842 | 1,964 | 3,806 |
| At the end of the year | <u>1,842</u> | <u>1,964</u> | <u>3,806</u> |
| Depreciation | | | |
| At the beginning of the year | 51 | 109 | 160 |
| Charge for the year | 409 | 437 | 846 |
| At the end of the year | <u>460</u> | <u>546</u> | <u>1,006</u> |
| Net book value | | | |
| At the beginning of the year | 1,791 | 1,855 | 3,646 |
| At the end of the year | <u>1,382</u> | <u>1,418</u> | <u>2,800</u> |
| 10 Debtors | | 2024 | 2023 |
| | | £ | £ |
| Trade debtors | | - | 4,817 |
| Prepayments | | 1,192 | - |
| | | <u>1,192</u> | <u>4,817</u> |
| 11 Creditors | | 2024 | 2023 |
| | | £ | £ |
| Trade creditors | | 7,447 | 4 |
| Social security costs | | 1,821 | 1,811 |
| Pension | | 392 | 441 |
| Accruals and deferred income | | 21,992 | 1,802 |
| | | <u>31,652</u> | <u>4,058</u> |
| 12 Corporation Taxation | | | |

The charity is exempt from tax on income and gains falling within section 505 of the Taxes Act 1988 or section 252 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects.

ASHLEY DOWN AFTER SCHOOL CLUB**NOTES TO THE FINANCIAL STATEMENTS****PERIOD ENDED 31 AUGUST 2024**

| 13 Movement in funds | At 01-Jan 2024 £ | Incoming resources £ | Outgoing resources £ | Transfers £ | At 31-Aug 2024 £ |
|---------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|------------------------|-------------------------------------|
| Unrestricted funds | | | | | |
| General funds | 84,799 | 208,965 | (212,440) | - | 81,324 |
| Total unrestricted funds | 84,799 | 208,965 | (212,440) | - | 81,324 |
| Total funds | 84,799 | 208,965 | (212,440) | - | 81,324 |

| 14 Analysis of net assets between funds | Unrestricted Funds £ | Restricted Funds £ | Total Funds 2024 £ |
|--|-------------------------------------|-----------------------------------|-----------------------------------|
| Tangible fixed assets | 2,800 | - | 2,800 |
| Cash at bank and in hand | 108,984 | - | 108,984 |
| Other net current assets or liabilities | (30,460) | - | (30,460) |
| | 81,324 | - | 81,324 |

15 Analysis of charitable funds - previous year, as required by paragraph 4.2. of the SORP

| | Unrestricted Funds £ | Restricted Funds £ | Total Funds 2023 £ |
|--------------------------------------|-------------------------------------|-----------------------------------|-----------------------------------|
| Incoming and Endowments from: | | | |
| Charitable activities | 293,466 | - | 293,466 |
| Investments | 421 | - | 421 |
| Total income | 293,887 | - | 293,887 |
| Expenditure On: | | | |
| Charitable activities | 252,439 | - | 252,439 |
| Other | 1,615 | - | 1,615 |
| Total expenditure | 254,054 | - | 254,054 |
| Net Income | 39,833 | - | 39,833 |
| Net movement in funds | 39,833 | - | 39,833 |
| Total funds brought forward | 44,966 | - | 44,966 |
| Total funds carried forward | 84,799 | - | 84,799 |

ASHLEY DOWN AFTER SCHOOL CLUB AND HOLIDAY PLAYScheme

England & Wales - Charity number 1154025

Accounts

ASHLEY DOWN AFTER SCHOOL CLUB AND HOLIDAY PLAYScheme
ACCOUNTS

Year ended 31 December 2023

Charity Number 1154025

ASHLEY DOWN AFTER SCHOOL CLUB AND HOLIDAY PLAYScheme
FINANCIAL STATEMENTS
YEAR ENDED 31 DECEMBER 2023

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ASHLEY DOWN AFTER SCHOOL CLUB AND HOLIDAY PLAYScheme

Legal and administrative information

YEAR ENDED 31 DECEMBER 2023

| | |
|---|--|
| Full Name: | Ashley Down After School Club and Holiday Playscheme |
| Registered Charity Number: | 1154025 |
| Address: | Manor Farm Boys Club Wellington Hill Bristol BS7 8ST |
| Trustees: | Laura Rusbridge (Co-Chair March 2023) Nicola Presley (Co-Chair April 2024) Heidi Burniston (Treasurer March 2023) Sarah Barker (Secretary March 2023) Laura Ashley Joanne Morris Nicholas Lind Helen Thomson Zoe Crick-Turner (resigned June 2024) |
| Trustees resigned at AGM March 2023: | Julia Hodgson (Chair) Lindsey Shobbrook (HR officer) Sharon Gordon (Treasurer) Kate Bruce |
| Trustees resigned at AGM April 2024: | Jessica Tibble (Co-Chair) Leigh Thomas |
| Key Management personnel: | Haidi Haskins – Charity and Play group Manager |
| Independent Examiner: | Jacob Trowbridge MAAT Bristol Community Accountants CIC The Park, Daventry Road, Knowle Bristol BS4 1DQ |
| Bankers: | Unity Trust Bank PLC Lloyds Bank PLC Nine Brindley Place 25 Gresham Street Birmingham London B1 2HB EC2V 7HN |
| Accounting Services: | Joanne Trowbridge MAAT Bristol Community Accountants CIC (11836955) |

ASHLEY DOWN AFTER SCHOOL CLUB AND HOLIDAY PLAYScheme

TRUSTEES' REPORT

YEAR ENDED 31 DECEMBER 2023

The Trustees present their report and the unaudited financial statements of the charity for the year ended 31 December 2023.

Reference and administrative information set out on page 2 forms part of this report. The financial statements comply with current statutory requirements, the memorandum and articles of association and the Statement of Recommended Practice - Accounting and Reporting by Charities.

Structure, Governance and Management

Organisation

Ashley Down After School Club and Holiday Play Scheme is a Charitable Incorporated Organisation (CIO), registered with the Charity Commission and governed according to its association constitution, adopted 01 Oct 2013.

The charity trustees shall manage the affairs of the CIO and may for that purpose exercise all the powers of the CIO. There must be at least 4 charity trustees. If the number falls below this minimum, the remaining trustee or trustees may act only to call a meeting of the charity trustees, or appoint a new charity trustee. The maximum number of charity trustees is 8. The charity trustees may not appoint any charity trustee if as a result the number of charity trustees would exceed the maximum. Any person who retires as a charity trustee by rotation or by giving notice to the CIO is eligible for reappointment. A charity trustee who has served for 4 consecutive terms may not be reappointed for a 5th consecutive term but may be reappointed after an interval of at least 2 years.

A number of existing trustees stepped down at the 2023 AGM as a result of their children no longer attending the club. Many of these trustees had been on the board since the creation of the club, and the new trustees thanked them for their commitment to the club to date. A number of newer trustees stayed on the board and took up new roles.

New trustees for this period were recruited from the parent population of the club, using an email Call to Action to parents asking for volunteers to join the trustee board. New trustees presented at the AGM, and were nominated, seconded and voted in at the AGM.

Objectives and activities

Objects of the Charity

- A) To provide the necessary facilities for the daily care, recreation and education of children during out of school hours and school holidays.
- B) To advance the education and training of the persons in the provision of such care, education and recreational facilities.

Ashley Down After School Club is a not-for-profit organisation providing affordable, quality childcare for children aged 4 to 11. The provision of wrap around care is offered for children attending Brunel Field Primary School and Ashley Down Primary School, in accordance with the guidance issued by the Charity Commission on public benefit.

ASHLEY DOWN AFTER SCHOOL CLUB AND HOLIDAY PLAYScheme

TRUSTEES' REPORT

YEAR ENDED 31 DECEMBER 2023

The charity's purpose is to provide quality, regulated care for children between the hours of 7:45 to the start of the school day and from 15:15 to 17:40. This benefits parents/carer's who work or are unable to meet the drop off and collection times for the school day. Provision was also offered occasionally during the reporting period on non-school days as a holiday club.

Fees are collected to cover the costs of providing this care with any profit being reinvested into the club.

Public benefit

In shaping the objectives for the year and planning activities, the trustees have considered the Charity Commission's guidance on public benefit, including the guidance 'public benefit: running a charity (PB2)'.

Review of activities & summary of main objectives

During 2023, our organisation has made significant strides in enhancing its operations and services. Despite our expansion in 2021/22, the club continued to operate with a waiting list, with significant additional demand from the 2023 Reception intake adding to the pipeline. Collaborating closely with school authorities, the club secured additional space at both the Ashley Down and Brunel Field schools whilst continuing to operate from the Main Site.

Breakfast and Afterschool clubs are run on school days. For children attending Brunel Field from all year groups, the club was held at the Brunel Field school site. For children attending Ashley Down from the Reception and Year 1 year groups, the club was held at the Ashley Down school site. For children attending Ashley Down in the Year 2 to 6 year groups, the club was held at a dedicated space within the grounds of the Bristol Civil Service Sports Club on Filton Avenue known as Main Site.

Between January 2023 and July 2023, the club provided up to 56 after-school places per day for children attending Ashley Down Primary School and up to 60 places per day for children attending Brunel Field Primary School. In September 2023 our provision expanded for both schools. For children attending Ashley Down the club provided 54 places per day at the Ashley Down School site for Reception, Year 1 and Year 2, and up to 36 places per day at the Main Site for children between Year 3 and Year 6 across Monday to Thursday. On Fridays, with a significant reduction in the number of spaces required, the club provided 24 places at the Ashley Down site for all year groups eliminating the requirement to use Main Site. For children attending Brunel Field the club expanded to provide up to 80 places per day Monday through Thursday dropping to 30 places on Fridays. Additionally, the club continued to provide Breakfast Club services at both school sites from Monday to Friday, with up to 24 places at Ashley Down and up to 36 places at Brunel Field.

As operations expanded, so did the need for a larger staff team to maintain quality service delivery. Starting with 21 staff members in January 2023, the club successfully scaled up to a team of 31 by the end of the year thus ensuring adequate staffing levels to meet the growing demands of our programs and services.

As a club catering for pupils from two local schools, we have good relationships with staff from both school sites. Meetings are held with these partners regularly and as and when necessary to improve the breakfast and after school club provision.

ASHLEY DOWN AFTER SCHOOL CLUB AND HOLIDAY PLAYScheme

TRUSTEES' REPORT

YEAR ENDED 31 DECEMBER 2023

In April 2023 our Brunel Field site was OFSTED inspected, with an outcome of us meeting all requirements. Feedback from the inspector was positive noting:

"The manager and leader are knowledgeable and ensure the club is well organised and inviting. Children arrive happy and enthusiastic for the session ahead of them. Staff greet them with warmth and excitement, and there is a clear ethos of mutual respect and kindness. Children enjoy established routines that allow them to have a healthy range of snacks with their friends and then choose from a wide range of activities, both indoors and outdoors. Children enjoy quieter activities such as dinosaurs, magnetic blocks, and puzzles, as well as physical play activities such as football and a climbing wall. Children are deeply engaged in their chosen play and activities. They play harmoniously and children of all ages are well behaved and considerate of each other."

Shortly after in May 2023, our Main Site was inspected and also met all requirements which are conditions of our registration. Once again, the inspector was very complementary in their report about the club stating:

"Children excitedly join staff in their school playground before walking to the club. Staff offer a warm welcome and children approach them to tell them about their day. Staff talk to teachers from the school to gain important information about the children's day, particularly for children with special educational needs and/or disabilities (SEND). Staff use this information to support children and ensure they are happy and settled in their care. All children go straight to specific activities within the club when they arrive. They play and engage in the activities and resources offered.

Children say they enjoy their time at the club and many ask for more time to play when parents arrive. They play with a variety of activities inside and outside that have been specifically chosen by staff to follow children's interests. Children play football and other active games, such as skittles and gymnastics. They spend considerable amounts of time on activities and play harmoniously together. Older children play chess and card games inside, while younger children develop their small muscle skills in arts and crafts activities".

The Trustees would like to take this opportunity to thank those staff that worked hard to ensure the continued provision of quality care for local children throughout the expansion.

Overall, these achievements underscore our commitment to adaptability, collaboration, and excellence in providing essential childcare services to our community. Through strategic decision making and effective teamwork, we have successfully navigated challenges and positioned ourselves for continued growth and success in the future.

Financial review

The expansion of the club to support the needs of the school community allowed us to accommodate a higher volume of children across three sites. Although the running costs of the club increased with higher staff numbers and an additional site, the club was able to utilise existing resources and relationships, ensuring that a significant financial impact was not felt.

ASHLEY DOWN AFTER SCHOOL CLUB AND HOLIDAY PLAYScheme

TRUSTEES' REPORT

YEAR ENDED 31 DECEMBER 2023

The additional revenue generated from fees for new families using the club's services, coupled with our management of running costs and existing reserves has provided a healthy balance. This has already been put to work in 2024 to enhance the provision offered at the club along with the management and oversight of the charity.

The increase in provision has resulted in an increase of staff numbers to ensure an appropriate ratio is offered. Higher staff numbers present additional risks across a wide range of club activities including recruitment and retention, training and management, ratio management and scheduling. The club has actively managed these risks by implementing and enhancing the following strategies:

- Implemented a broader recruitment and marketing campaign to attract potential candidates.
- Implemented a robust recruitment procedure to ensure appropriate candidate selection.
- All new starters follow a full induction programme to ensure they are confident and capable supporting the children in our care, and that we meet our OFSTED requirements.
- Staffing is planned on a weekly basis to ensure there are adequate staff at each site to meet our ratio requirements. Staff are used flexibly across all three sites to support the changing needs of the club and the children in our care.
- New trustees have been recruited, with experience across both business and educational backgrounds. This has allowed us to bring new policy and process expertise into the management of the club to ensure we scale successfully.
- The club has a comprehensive range of documented policies and procedures to ensure we run as an effective employer, childcare provider, and business.

The club's main source of income is generated from the fees charged to parents/carers for the childcare services the club provides. Though the 2023 expansion of the club increased our running costs, we were able to keep the cost of each session per child the same as previous years. The families who the club supports were able to access an enhanced provision without feeling the impact of increased costs.

Due to the increase in income during the reporting year, the accounts are now being prepared on the accruals basis rather than the previous receipts and payments basis.

Reserves policy and risk management

As an organisation, ADASC do not have any restricted or designated funds. All funds held are for the general use of the charity.

We maintain a prudent level of reserves to ensure the organisation can navigate unforeseen challenges while continuing to deliver essential services to the community. Our reserves are regularly reviewed, with a target reserve level set to cover at least three months of operational costs. Our reserves at the end of 2023 were £84,799. Given the increased demand for the clubs services, we have been able to build a higher than required reserve. Our intention is to allocate funding in 2024 to support a potential move of premises if one can be identified along with the expansion and control of the clubs management and charity oversight.

The trustees have examined the major risks to which the charity is exposed and systems have been established to mitigate those risks. These procedures will be periodically reviewed to ensure that they still meet the needs of the charity.

ASHLEY DOWN AFTER SCHOOL CLUB AND HOLIDAY PLAYScheme

TRUSTEES' REPORT

YEAR ENDED 31 DECEMBER 2023

Policy Reviews and Updates

Throughout the reporting period, our organisation has continued to carry out a comprehensive review process for all existing policies, ensuring they remain current and aligned with evolving needs and regulations. Where necessary, updates were made to existing policies to reflect changes in our operations, including the further expansion in size and the addition of new sites.

In addition to reviewing existing policies, we recognise the importance of a robust framework to guide our activities effectively. As part of this effort, new policies continue to be adopted to address emerging challenges and ensure compliance with industry standards and best practices.

Plans for the future

Our strategic aims for the club are:

1. To continue to offer High-Quality Care and Play Experiences by:
 - Continuously assessing and improving the programs and activities offered to ensure they meet the needs and interests of the children.
 - Regularly gathering feedback from children, parents, and staff to identify areas for improvement.
 - Investing in staff training and development to enhance their ability to provide engaging and enriching experiences for the children.
2. Continuing to meet our Regulatory Compliance and Good Practice goals by:
 - Staying updated on relevant regulations and guidelines for out-of-school care programmes
 - Establish robust policies and procedures to ensure compliance with regulations and promote best practices in childcare.
 - Conducting regular audits and reviews to monitor compliance and identify any areas for improvement.
3. Continued Provision of Care for our Schools by:
 - Maintaining strong relationships with Ashley Down and Brunel Field schools to understand their needs and priorities.
 - Working collaboratively with the schools and parents to address any challenges or concerns related to our out-of-school care provision.
 - Explore opportunities for expansion to increase the reach of our services, if needed.
4. Maintain Financial Self-Sufficiency by:
 - Developing a sustainable business model that generates sufficient revenue to cover operating expenses.
 - Regularly review financial performance and adjust strategies as needed to ensure long-term sustainability.

ASHLEY DOWN AFTER SCHOOL CLUB AND HOLIDAY PLAYScheme

TRUSTEES' REPORT

YEAR ENDED 31 DECEMBER 2023

5. Maintaining Suitable Reserves by:

- Establishing a clear policy for reserve levels based on anticipated expenses and potential risks.
- Allocate a portion of revenue to build and maintain reserves over time.
- Use reserves prudently to address unexpected expenses or investment opportunities while ensuring they remain at an appropriate level to mitigate financial risks.

By focusing on these areas and continually evaluating and adapting our strategies, we can work towards achieving the club's strategic aims by providing high-quality care for the children and families in the schools communities.

Trustees' responsibilities in relation to the financial statements

The law applicable to charities in England and Wales requires the charity trustees to prepare financial statements for each year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources, of the charity for that period. In preparing the financial statements, the trustees are required to:-

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the applicable Charities SORP;
- make judgements and estimates that are reasonable and prudent; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.
- state whether applicable accounting standards and statements of recommended practice have been followed, subject to any material departures disclosed and explained in the financial statements;

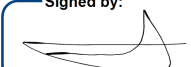
The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Charities Act 2011, the applicable Charities (Accounts and Reports) Regulations, and the provisions of the governing document. They are also responsible for safeguarding the assets of the charity and taking reasonable steps for the prevention and detection of fraud and other irregularities.

The trustees are also responsible for the contents of the trustees' report, and the statutory responsibility of the Independent Examiner in relation to the trustees' report is limited to examining the report and ensuring that, on the face of the report, there are no material inconsistencies with the figures disclosed in the financial statements.

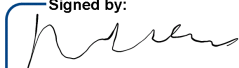
The financial statements have been prepared implementing the Statement of Recommended Practice for Accounting and Reporting by Charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

ASHLEY DOWN AFTER SCHOOL CLUB AND HOLIDAY PLAYScheme
TRUSTEES' REPORT
YEAR ENDED 31 DECEMBER 2023

Approved by the trustees and signed on their behalf by:

Signed by:

56BBB6A94E8E475...

Nicola Presley

Signed by:

6E145A577709492...

Laura Rusbridge

26/10/2024

Date

ASHLEY DOWN AFTER SCHOOL CLUB AND HOLIDAY PLAYScheme

Independent Examiner's Report to the Trustees

YEAR ENDED 31 DECEMBER 2023

I report on the accounts of the Charity for the Year ended 31st December 2023 which are set out on pages 11-19

Responsibilities and basis of report

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

I report in respect of my examination of the charity's accounts 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.

Independent examiner's statement

Since the charity's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of The Association of Accounting Technicians, which is one of the listed bodies.

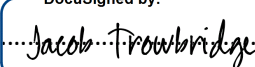
I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

- accounting records were not kept in respect of the charity as required by section 130 of the Act; or
- the accounts do not accord with those records; or
- the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts 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 accounts to be reached.

It should be noted that Bristol Community Accountants provide bookkeeping services to Ashley Down After School Club and holiday Playscheme. I confirm that my duties are segregated, and I am not involved in the day-to-day bookkeeping matters of the charity.

Jacob Trowbridge MAAT

DocuSigned by:

D70803CDD8D7427...

Bristol Community Accountants CIC
The Park
Daventry Road,
Knowle
Bristol
BS4 1DQ

28/10/2024
Date

ASHLEY DOWN AFTER SCHOOL CLUB**STATEMENT OF FINANCIAL ACTIVITIES (Including Income and Expenditure Account)****YEAR ENDED 31 DECEMBER 2023**

| | | Unrestricted Funds | Restricted Funds | Total Funds 2023 | <i>restated</i> Total Funds 2022 |
|--------------------------------------|------|-----------------------|---------------------|---------------------|--|
| | Note | £ | £ | £ | £ |
| Incoming and Endowments from: | | | | | |
| Donations and legacies | 2 | - | - | - | 312 |
| Charitable activities | 3 | 293,466 | - | 293,466 | 164,811 |
| Investments | | 421 | - | 421 | 106 |
| Total Income | | <u>293,887</u> | <u>-</u> | <u>293,887</u> | <u>165,229</u> |
| Expenditure On: | | | | | |
| Charitable activities | 4 | 252,439 | - | 252,439 | 148,839 |
| Other | 5 | 1,615 | - | 1,615 | 817 |
| Total Expenditure | | <u>254,054</u> | <u>-</u> | <u>254,054</u> | <u>149,656</u> |
| Net income | | 39,833 | - | 39,833 | 15,573 |
| Net movement in funds | | <u>39,833</u> | <u>-</u> | <u>39,833</u> | <u>15,573</u> |
| Total funds brought forward | | 44,966 | - | 44,966 | 29,393 |
| Total funds carried forward | | <u>84,799</u> | <u>-</u> | <u>84,799</u> | <u>44,966</u> |

All of the activities of the charity are classed as continuing

The notes on pages 13 to 19 form part of these financial statements


As required by paragraph 4.67 of the SORP, the brought forward and carried forward funds above have been agreed to the Balance Sheet.

Details of the allocation of 2022 total funds between unrestricted and restricted are shown in note 16

ASHLEY DOWN AFTER SCHOOL CLUB**BALANCE SHEET****YEAR ENDED 31 DECEMBER 2023**

| | Note | 2023 £ | 2022 £ |
|--|------|-----------|-----------|
| Fixed assets | | | |
| Tangible assets | 10 | 3,646 | - |
| Current assets | | | |
| Debtors | 11 | 4,817 | 3,153 |
| Cash at bank and in hand | | 80,394 | 50,330 |
| <i>Total current assets</i> | | 85,211 | 53,483 |
| Creditors : Amounts falling due within one year | | | |
| | 12 | (4,058) | (8,517) |
| <i>Net current assets or liabilities</i> | | 81,153 | 44,966 |
| Total net assets or liabilities | | 84,799 | 44,966 |
| The Funds of the Charity | | | |
| Unrestricted funds | 14 | | |
| <i>General funds</i> | | 84,799 | 44,966 |
| | | 84,799 | 44,966 |

These financial statements of Ashley Down After School Club registered number 1154025 were approved by the trustees and are signed on their behalf by:

Signed by:

56BBB6A94E8E475.....

Nicola Presley

Date 26/10/2024

Signed by:

6E145A577709492.....

Laura Rusbridge

Date 26/10/2024

The notes on pages 13 to 19 form part of these financial statements

ASHLEY DOWN AFTER SCHOOL CLUB

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 DECEMBER 2023

1 Accounting Policies

Basis of preparation

These accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts.

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

The accounts have been prepared on the assumption that the charity is able to continue as a going concern, which the trustees consider appropriate having regard to the current level of unrestricted reserves. There are no material uncertainties about the charity's ability to continue as a going concern.

These financial statements have been prepared on the accruals basis due to the increased level of income in the financial period. The prior year comparative figures have been restated from receipts and payments on the basis of the new accounting policy

The charity meets the definition of a public benefit entity as defined by FRS 102 and has therefore taken the advantage of the disclosure exemption available to it in relation to presentation of a cash flow statement.

Fund accounting

| | |
|--------------------|---|
| Unrestricted Funds | These are available for use at the discretion of the trustees in furtherance of the general objects of the charity. |
| Designated funds | These are unrestricted funds earmarked by the trustees for particular purposes. |
| Restricted funds | These are available for use subject to restrictions imposed by the donor or through terms of an appeal. |

Income

| | |
|-------------------------------------|---|
| Recognition of income | Income is included in the Statement of Financial Activities (SoFA) when the charity becomes entitled to, and virtually certain to receive, the income and the amount of the income can be measured with sufficient reliability. |
| Income with related expenditure | Where income has related expenditure the income and related expenditure is reported gross in the SoFA. |
| Donations and legacies | Voluntary income received by way of grants, donations and gifts is included in the SoFA when receivable and only when the Charity has unconditional entitlement to the income. |
| Tax reclaims on donations and gifts | Income from tax reclaims is included in the SoFA at the same time as the gift/donation to which it relates. |
| Volunteer help | These are only included in income (with an equivalent amount in expenditure) where the benefit to the Charity is reasonably quantifiable, measurable and material. |

Expenditure

| | |
|----------------------------|---|
| Recognition of expenditure | Expenditure is recognised on an accruals basis. Expenditure includes any VAT which cannot be fully recovered, and is reported as part of the expenditure to which it relates. |
|----------------------------|---|

ASHLEY DOWN AFTER SCHOOL CLUB**NOTES TO THE FINANCIAL STATEMENTS****YEAR ENDED 31 DECEMBER 2023**

| | |
|--------------------------------------|---|
| Expenditure on raising funds | These comprise the costs associated with attracting voluntary income, fundraising trading costs and investment management costs. |
| Expenditure on charitable activities | These comprise the costs incurred by the Charity in the delivery of its activities and services in the furtherance of its objects, including the making of grants and governance costs. |
| Governance costs | These include those costs associated with meeting the constitutional and statutory requirements of the Charity, including any audit/independent examination fees, costs linked to the strategic management of the Charity, together with a share of other administration costs. |
| Other expenditure | These are support costs not allocated to a particular activity. |

Taxation

The charity is exempt from corporation tax on its charitable activities.

Tangible fixed assets and depreciation

Tangible fixed assets are carried at cost less accumulated depreciation and impairment losses. Depreciation is calculated so as to write off the cost of an asset, less its estimated residual value, over the useful economic life of that asset as follows:

| | |
|-----------------------|-----------------------|
| Office Equipment | 3 years straight line |
| Fixtures and Fittings | 3 years straight line |

Trade and other debtors

Trade and other debtors are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

Cash and cash equivalents

Cash and cash equivalents comprise cash at bank and on hand, demand deposits with banks and other short-term highly liquid investments with original maturities of three months or less and bank overdrafts. In the statement of financial position, bank overdrafts are shown within borrowings or current liabilities.

Trade and other creditors

Short term creditors are measured at the transaction price. Other creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

Financial Instruments

The charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value.

Pensions costs

The charitable company operates a defined contribution pension scheme. The assets of the scheme are held separately from those of the charitable company in an independently administered fund. Pension costs charged in the financial statements represent the contribution payable by the charitable company during the year.

The trustees confirm, in accordance with the Charitable Incorporated Organisations (General) Regulations 2012, that at year end the CIO did not have any outstanding guarantees to third parties nor any debts secured on assets of the CIO.

ASHLEY DOWN AFTER SCHOOL CLUB

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 DECEMBER 2023

Income and Endowments From:

| 2 Donations and Legacies | Unrestricted Funds | Restricted Funds | Total Funds 2023 | Total Funds 2022 |
|---------------------------------|-------------------------------|-----------------------------|-----------------------------|-----------------------------|
| | £ | £ | £ | £ |
| Miscellaneous | - | - | - | 312 |
| | <u>-</u> | <u>-</u> | <u>-</u> | <u>312</u> |

Donations and Legacies prior year - all unrestricted

| 3 Charitable Activities | Unrestricted Funds | Restricted Funds | Total Funds 2023 | Total Funds 2022 |
|--------------------------------|-------------------------------|-----------------------------|-----------------------------|-----------------------------|
| | £ | £ | £ | £ |
| Fees | 293,466 | - | 293,466 | 164,811 |
| | <u>293,466</u> | <u>-</u> | <u>293,466</u> | <u>164,811</u> |

Charitable activities prior year - all unrestricted

ASHLEY DOWN AFTER SCHOOL CLUB**NOTES TO THE FINANCIAL STATEMENTS****YEAR ENDED 31 DECEMBER 2023****Expenditure on:**

| 4 Charitable Activities | Unrestricted Funds £ | Restricted Funds £ | Total Funds 2023 £ | Total Funds 2022 £ |
|--------------------------------|-------------------------------------|-----------------------------------|-----------------------------------|-----------------------------------|
| Salaries | 200,533 | - | 200,533 | 113,099 |
| Recruitment | 710 | - | 710 | 692 |
| Agency fees | 183 | - | 183 | - |
| Training | 1,202 | - | 1,202 | 240 |
| Repairs and maintenance | 435 | - | 435 | - |
| Cleaning | 819 | - | 819 | - |
| Insurance | 550 | - | 550 | 573 |
| Rent | 21,560 | - | 21,560 | 14,755 |
| Telephone | 352 | - | 352 | 1,111 |
| Stationery/post | 28 | - | 28 | - |
| Food | 9,801 | - | 9,801 | 4,603 |
| Consumables and resources | 5,921 | - | 5,921 | 3,890 |
| Equipment | 3,106 | - | 3,106 | 4,832 |
| IT Equipment and software | 748 | - | 748 | - |
| Other | 710 | - | 710 | 2,026 |
| Subscriptions | 3,383 | - | 3,383 | 2,441 |
| Staff & trustee recognition | 680 | - | 680 | - |
| Bank Charges | 72 | - | 72 | 120 |
| Fines | 1,486 | - | 1,486 | 457 |
| Depreciation | 160 | - | 160 | - |
| | <u>252,439</u> | <u>-</u> | <u>252,439</u> | <u>148,839</u> |

Charitable Activities prior year - all unrestricted

| 5 Other | Unrestricted Funds £ | Restricted Funds £ | Total Funds 2023 £ | Total Funds 2022 £ |
|-------------------------|-------------------------------------|-----------------------------------|-----------------------------------|-----------------------------------|
| Independent examination | 985 | - | 985 | 817 |
| Professional fees | 630 | - | 630 | - |
| | <u>1,615</u> | <u>-</u> | <u>1,615</u> | <u>817</u> |

Other prior year - all unrestricted

ASHLEY DOWN AFTER SCHOOL CLUB**NOTES TO THE FINANCIAL STATEMENTS****YEAR ENDED 31 DECEMBER 2023****6 Net incoming resources for the year****This is stated after charging:**

| | 2023 | 2022 |
|-----------------------------|-------------|-------------|
| | £ | £ |
| Independent Examiner's Fees | 985 | 817 |

7 Staff costs and numbers

The aggregate payroll costs were:

| | 2023 | 2022 |
|-----------------------|----------------|----------------|
| | £ | £ |
| Wages and Salaries | 193,068 | 109,505 |
| Social Security Costs | 7,276 | 3,494 |
| Pension Costs | 189 | 100 |
| | <u>200,533</u> | <u>113,099</u> |

No employee received emoluments of more than £60,000 (2023: £Nil)

The average monthly head count was 33 staff (2022: 25 staff)

The key management personnel of the charity include all persons that have authority and responsibility for planning, directing and controlling the activities of the charity. The total employee benefits of key management personnel, during the year, total £31,446 (2022: £19,485).

8 Trustee expenses

The charity trustees were not paid or received any other benefits from employment with the charity in the year (2022: £nil). The trustees were not reimbursed expenses during the year (2022: £nil). No charity trustee received payment for professional or other services supplied to the charity (2022: £nil).

9 Related party transactions

No trustee or other person related to the charity has any personal interest in any contract or transactions entered into by the charity during the year. There were no other related party transactions during the year (2022: £nil)

ASHLEY DOWN AFTER SCHOOL CLUB**NOTES TO THE FINANCIAL STATEMENTS****YEAR ENDED 31 DECEMBER 2023**

| 10 Tangible fixed assets | Fixtures and Fittings £ | Office Equipment £ | Total £ |
|---------------------------------|--|-----------------------------------|--------------------|
| Cost | | | |
| Additions | 1,842 | 1,964 | 3,806 |
| At the end of the year | <u>1,842</u> | <u>1,964</u> | <u>3,806</u> |
| Depreciation | | | |
| Charge for the year | 51 | 109 | 160 |
| At the end of the year | <u>51</u> | <u>109</u> | <u>160</u> |
| Net book value | | | |
| At the end of the year | <u>1,791</u> | <u>1,855</u> | <u>3,646</u> |
| 11 Debtors | | 2023 | 2022 |
| | | £ | £ |
| Trade debtors | | 4,817 | 3,153 |
| | | <u>4,817</u> | <u>3,153</u> |
| 12 Creditors | | 2023 | 2022 |
| | | £ | £ |
| Trade creditors | | 4 | 3,405 |
| Social security costs | | 1,811 | 4,295 |
| Pension | | 441 | - |
| Accruals and deferred income | | 1,802 | 817 |
| | | <u>4,058</u> | <u>8,517</u> |

13 Corporation Taxation

The charity is exempt from tax on income and gains falling within section 505 of the Taxes Act 1988 or section 252 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects.

ASHLEY DOWN AFTER SCHOOL CLUB**NOTES TO THE FINANCIAL STATEMENTS****YEAR ENDED 31 DECEMBER 2023**

| 14 Movement in funds | At 01-Jan 2023 £ | Incoming resources £ | Outgoing resources £ | Transfers £ | At 31-Dec 2023 £ |
|---------------------------------|---------------------------|----------------------------|----------------------------|----------------|---------------------------|
| Unrestricted funds | | | | | |
| General funds | 44,966 | 293,887 | (254,054) | - | 84,799 |
| Total unrestricted funds | <u>44,966</u> | <u>293,887</u> | <u>(254,054)</u> | <u>-</u> | <u>84,799</u> |
| Total funds | <u>44,966</u> | <u>293,887</u> | <u>(254,054)</u> | <u>-</u> | <u>84,799</u> |

| 15 Analysis of net assets between funds | Unrestricted Funds £ | Restricted Funds £ | Total Funds 2023 £ |
|---|----------------------------|--------------------------|--------------------------|
| Tangible fixed assets | 3,646 | - | 3,646 |
| Cash at bank and in hand | 80,394 | - | 80,394 |
| Other net current assets or liabilities | 759 | - | 759 |
| | <u>84,799</u> | <u>-</u> | <u>84,799</u> |

16 Analysis of charitable funds - previous year, as required by paragraph 4.2. of the SORP

| | Unrestricted Funds £ | Restricted Funds £ | Total Funds 2022 £ |
|--------------------------------------|----------------------------|--------------------------|--------------------------|
| Incoming and Endowments from: | | | |
| Donations and legacies | 312 | - | 312 |
| Charitable activities | 164,811 | - | 164,811 |
| Other Trading activities | 106 | - | 106 |
| Total income | <u>165,229</u> | <u>-</u> | <u>165,229</u> |
| Expenditure On: | | | |
| Charitable activities | 148,839 | - | 148,839 |
| Other | 817 | - | 817 |
| Total expenditure | <u>149,656</u> | <u>-</u> | <u>149,656</u> |
| Net Income | 15,573 | - | 15,573 |
| Net movement in funds | 15,573 | - | 15,573 |
| Total funds brought forward | 29,393 | - | 29,393 |
| Total funds carried forward | <u>44,966</u> | <u>-</u> | <u>44,966</u> |

ASHLEY DOWN AFTER SCHOOL CLUB AND HOLIDAY PLAYScheme

England & Wales - Charity number 1154025

Accounts

**ASHLEY DOWN AFTER SCHOOL CLUB AND HOLIDAY PLAYScheme
CIO**

ACCOUNTS

YEAR ENDED 31 DECEMBER 2022

Registered Charity Number 1154025

ASHLEY DOWN AFTER SCHOOL CLUB AND HOLIDAY PLAYScheme CIO
FINANCIAL STATEMENTS
YEAR ENDED 31 DECEMBER 2022

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| Trustees annual report | 2 |
| Independent Examiner's Report | 7 |
| Receipts and payments accounts | 8 |

ASHLEY DOWN AFTER SCHOOL CLUB AND HOLIDAY PLAYScheme CIO

TRUSTEES REPORT

YEAR ENDED 31 DECEMBER 2022

LEGAL AND ADMINISTRATIVE INFORMATION

Legal Form

Charitable Incorporated Organisation (formed under the Charities Act 2011) registered charity number 1154025.

Principle Office

Bristol Civil Service Sports Club Annexe
Filton Avenue
Horfield
Bristol BS7 0AT

Trustees

| | |
|-------------------|---|
| Julia Hodgson | Chair & Child Protection Officer resigned 31 March 2023 |
| Lindsey Shobbrook | HR Officer resigned 31 March 2023 |
| Sharon Gordon | Treasurer resigned 23 March 2023 |
| Kate Bruce | Trustee resigned 31 March 2023 |
| Jessica Tibble | H&S Officer |
| Leigh Thomas | H&S Officer |

Trustees appointed at AGM 31 March 2023

Laura Ashley
Joanne Morris
Nicholas Lind
Sarah Barker
Nicola Presley
Heidi Burniston
Helen Thompson
Zoe Crick-Tucker
Laura Rusbridge

Independent Examiners

Joanne Trowbridge MAAT
Bristol Community Accountants CIC
The Park,
Daventry Road,
Knowle
Bristol BS4 1DQ

Bankers

| | |
|--|--|
| Unity Trust Bank PLC Nine Brindleyplace Birmingham B1 2HB | Lloyds Bank PLC 25 Gresham Street London EC2V 7HN |
|--|--|

ASHLEY DOWN AFTER SCHOOL CLUB AND HOLIDAY PLAYScheme CIO

TRUSTEES REPORT

YEAR ENDED 31 DECEMBER 2022

The Trustees present their report and accounts for the year ended 31 December 2022.

Structure, Governance and Management

Organisation

Ashley Down After School Club and Holiday Playscheme CIO is a Charitable Incorporated Organisation (CIO), registered with the Charity Commission on 1 October 2013 and governed by its constitution.

Membership of the CIO is open to anyone who is interested in furthering its purpose and, who by applying for membership, has indicated agreement to become a member and accept the duties of membership. A member may be an individual, a corporate body, or an individual representing an organisation that is not incorporated. If the CIO is wound up, the members of the CIO have no liability to contribute to its assets and no personal responsibility for settling its debts and liabilities.

The affairs of the charity are managed on a day-to-day basis by the trustees, who may exercise all the powers of the CIO.

The trustees who served during the year are shown on page 2 of this report.

Appointment of Trustees

In accordance with the terms of the constitution, there must be at least four charity trustees. If the number falls below this minimum, the remaining trustee or trustees may act only to call a meeting of the charity trustees, or appoint a new charity trustee. The maximum number of Charity trustees that may be appointed to the CIO is eight.

Public benefit

The Trustees have complied with their duty under Section 17 of the Charities Act 2011 to have due regard to public benefit guidance published by the Charity Commission.

Objectives and activities

As a club catering for pupils from Brunel Field Primary School and Ashley Down Primary School, we have good relationships with staff from both school sites. Meetings are held with these partners as and when necessary to improve after school club provision.

Ashley Down After School Club is a not-for-profit organisation providing affordable, quality childcare for children aged 4 to 11. We run clubs every evening after school for children from the Ashley Down Primary School and Brunel field Primary School. The Brunel field club is on the school site. Children who are in reception or year 1 attend the club based at Ashley Down Primary School. The KS2 children continue to attend the club that is based within the grounds of the Bristol Civil Service Sports Club on Filton Avenue.

Provision of after-school care for children attending Brunel Field and Ashley Down Primary schools, in accordance with the guidance issued by the Charity Commission on public benefit.

ASHLEY DOWN AFTER SCHOOL CLUB AND HOLIDAY PLAYScheme CIO

TRUSTEES REPORT

YEAR ENDED 31 DECEMBER 2022

The charity's purpose is to provide quality, regulated care for children between the hours of 3.15- 5.4-Spm. This will benefit parents/carer's who work or are unable to pick their children up at the end of the school day. From September 2022 the club started to offer breakfast club from 7.45am until the start of school for parents who need childcare before the start of school.

Fees are-collected to cover the costs of proving this care {staff, premises, consumables} with any profit being reinvested into the club.

From January 2022 to July 2022 the club offered 32 places per day for after school for children who attend Ashley Down Primary School and 30 places per day for Brunel Field School. This increased in September 2022 to offering 24 places per day at Ashley Down Primary School for Reception and Year 1 children and 32 children at the site at Bristol Civil Services Sports Club (know as our Main Site). We continued to offer 30 places at Brunel Field School on Monday and Friday and increased to 60 places on Tuesday, Wednesday and Thursday. We also started to offer Breakfast Club on the school sites Monday to Friday for up to 20 children.

Objects of the Charity

The objects of the Group shall be:

- A) To provide the necessary facilities for the daily care, recreation and education of children during out of school hours and school holidays.
- B) To advance the education and training of the persons in the provision of such care, education and recreational facilities.

Nothing in this constitution shall authorise an application of the property of the CIO for the purposes which are not charitable in accordance with [section 7 of the Charities and Trustee Investment (Scotland) Act 2005 and section 2 of the Charities Act (Northern Ireland) 2008.

Summary of main achievements and performance

Over the past year, our organisation has made significant strides in enhancing its operations and services. One of the major achievements was the appointment of a Club Manager, a pivotal role that brought about structural changes within the organisation. Unlike the previous Play Facilitator role, the Club Manager's responsibilities were primarily managerial, focusing on strategic planning and coordination rather than direct interaction with children.

Additionally, the departure of the Business Manager led to a restructuring of roles, with the Club Manager absorbing some of the responsibilities and the creation of an Admin Manager position to handle administrative tasks effectively.

In response to the closure of another childcare provider, our team worked diligently to address the resulting lack of available spaces for children. Collaborating closely with school authorities, we secured additional space at Ashley Down school and Brunel Field school. The expansion at Ashley Down school necessitated an additional Ofsted registration, increasing our registrations from 2 to 3.

As our operations expanded, so did the need for a larger staff team to maintain quality service delivery. Starting with 13 staff members in January 2022, we successfully scaled up to a team of 20 by the end

ASHLEY DOWN AFTER SCHOOL CLUB AND HOLIDAY PLAYScheme CIO

TRUSTEES REPORT

YEAR ENDED 31 DECEMBER 2022

of the year, ensuring adequate staffing levels to meet the growing demands of our programs and services.

Overall, these achievements underscore our commitment to adaptability, collaboration, and excellence in providing essential childcare services to our community. Through strategic decision-making and effective teamwork, we have successfully navigated challenges and positioned ourselves for continued growth and success in the future.

The Trustees would like to take this opportunity to thank those staff that worked hard to ensure that continuity of quality care existed for a child during return from [lockdown, move to a new premises and a change in staffing and management of the club.

Policy Reviews and Updates

Throughout the past year, our organisation undertook a comprehensive review of all existing policies, ensuring they remained current and aligned with evolving needs and regulations. Where necessary, updates were made to existing policies to reflect changes in our operations, including the expansion in size and the addition of new sites.

In addition to reviewing existing policies, we recognised the importance of establishing a robust framework to guide our activities effectively. As part of this effort, several new policies were adopted to address emerging challenges and ensure compliance with industry standards and best practices.

Reserves Policy and Risk Management

The trustees recognise the need to keep reserves at a level which will give the organisation stability to enable it to continue to operate in the future. The actual level of reserves will be periodically reviewed.

The trustees have now examined the major risks to which the charity is exposed, and systems will continue to be established to mitigate those risks.

Plans for the future

Our strategic aims for the club are:

1. To continue to offer High-Quality Care and Play Experiences by:
 - Continuously assessing and improving the programs and activities offered to ensure they meet the needs and interests of the children.
 - Regularly gathering feedback from children, parents, and staff to identify areas for improvement.
 - Investing in staff training and development to enhance their ability to provide engaging and enriching experiences for the children.
2. Continuing to meet our Regulatory Compliance and Good Practice goals by:
 - Staying updated on relevant regulations and guidelines for out-of-school care programmes
 - Establish robust policies and procedures to ensure compliance with regulations and promote best practices in childcare.

ASHLEY DOWN AFTER SCHOOL CLUB AND HOLIDAY PLAYScheme CIO

TRUSTEES REPORT

YEAR ENDED 31 DECEMBER 2022

- Conducting regular audits and reviews to monitor compliance and identify any areas for improvement.
3. Continued Provision of Care for our Schools by:
- Maintaining strong relationships with Ashley Down and Brunel Field schools to understand their needs and priorities.
 - Working collaboratively with the schools and parents to address any challenges or concerns related to our out-of-school care provision.
 - Explore opportunities for expansion to increase the reach of our services, if needed.
4. Maintain Financial Self-Sufficiency by:
- Developing a sustainable business model that generates sufficient revenue to cover operating expenses.
 - Regularly review financial performance and adjust strategies as needed to ensure long-term sustainability.
5. Maintaining Suitable Reserves by:
- Establishing a clear policy for reserve levels based on anticipated expenses and potential risks.
 - Allocate a portion of revenue to build and maintain reserves over time.
 - Use reserves prudently to address unexpected expenses or investment opportunities while ensuring they remain at an appropriate level to mitigate financial risks.

By focusing on these areas and continually evaluating and adapting our strategies, we can work towards achieving the club's strategic aims by providing high-quality care for the children and families in the schools communities.

Trustees' responsibilities in relation to the financial statements

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

Approved by the trustees and signed on their behalf by:

DocuSigned by:

Heidi Burniston
.....DAA23186A14947F.....

DocuSigned by:

Laura Rusbridge
.....0BAFD2BB8A6344B.....

25/4/2024
Date

ASHLEY DOWN AFTER SCHOOL CLUB AND HOLIDAY PLAYScheme CIO

Independent Examiner's Report to the Trustees

YEAR ENDED 31 DECEMBER 2022

I report on the accounts of the Charity for the year ended 31 December 2022 which are set out on pages 8-10.

Responsibilities and basis of report

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

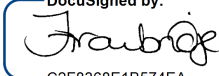
I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

I have completed my examination. I 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:

1. accounting records were not kept in respect of the Trust as required by section 130 of the Act; or
2. the accounts do not accord with those records.

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 accounts to be reached.

DocuSigned by:


.....C2F8388E1B574FA.....

Joanne Trowbridge MAAT
Bristol Community Accountants CIC
The Park
Daventry Road,
Knowle
Bristol BS4 1DQ

29/4/2024

Date

ASHLEY DOWN AFTER SCHOOL CLUB AND HOLIDAY PLAYScheme CIO**RECEIPTS & PAYMENTS ACCOUNT****YEAR ENDED 31 DECEMBER 2022**

| | Unrestricted Fund £ | Restricted Funds £ | TOTAL 2022 £ | TOTAL 2021 £ |
|------------------------------------|------------------------------------|-----------------------------------|-----------------------------|-----------------------------|
| Receipts | | | | |
| Fees | 161,658 | - | 161,658 | 91,740 |
| Fundraising | - | - | - | 837 |
| Bank Interest | 106 | - | 106 | 1 |
| JRS Grant | - | - | - | 10,302 |
| Miscellaneous | 312 | - | 312 | 685 |
| | 162,076 | - | 162,076 | 103,565 |
| Payments | | | | |
| Salaries | 109,261 | - | 109,261 | 77,727 |
| Recruitment | 692 | - | 692 | 317 |
| Training | 240 | - | 240 | - |
| Memberships | 266 | - | 266 | 1,572 |
| Insurance | 573 | - | 573 | 199 |
| Rent | 11,350 | - | 11,350 | 10,539 |
| Telephone | 1,111 | - | 1,111 | 1,092 |
| Stationery/post | - | - | - | 27 |
| Food | 4,603 | - | 4,603 | 4,712 |
| Consumables and resources | 3,890 | - | 3,890 | 1,592 |
| Equipment | 4,832 | - | 4,832 | - |
| Other | 2,026 | - | 2,026 | 3,053 |
| Subscriptions | 2,175 | - | 2,175 | - |
| Bank Charges | 120 | - | 120 | 81 |
| | 141,139 | - | 141,139 | 100,911 |
| Net of receipts/(payments) | 20,937 | - | 20,937 | 2,654 |
| Total funds brought forward | 29,393 | - | 29,393 | 26,739 |
| Total Funds Carried Forward | 50,330 | - | 50,330 | 29,393 |


ASHLEY DOWN AFTER SCHOOL CLUB AND HOLIDAY PLAYScheme CIO**STATEMENT OF ASSETS AND LIABILITIES****YEAR ENDED 31 DECEMBER 2022**

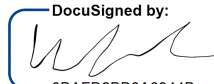
| | Unrestricted Fund £ | Restricted Funds £ | TOTAL 2022 £ | TOTAL 2021 £ |
|-----------------------|------------------------------------|-----------------------------------|-----------------------------|-----------------------------|
| Cash Funds | | | | |
| Unity Main Account | 32,910 | - | 32,910 | 12,257 |
| Unity Savings Account | 17,343 | - | 17,343 | 17,237 |
| Petty Cash Float | 64 | - | 64 | 64 |
| Lloyds Credit Card | 13 | - | 13 | (165) |
| | <u>50,330</u> | <u>-</u> | <u>50,330</u> | <u>29,393</u> |

| | Unrestricted Fund £ | Restricted Funds £ | TOTAL 2022 £ | TOTAL 2021 £ |
|-------------------------|------------------------------------|-----------------------------------|-----------------------------|-----------------------------|
| Liabilities | | | | |
| Rent | 3,405 | - | 3,405 | - |
| HMRC | 3,474 | - | 3,474 | - |
| Independent Examination | 817 | - | 817 | 563 |
| | <u>7,696</u> | <u>-</u> | <u>7,696</u> | <u>563</u> |

The trustees declare they have approved the accounts above.

Signed on behalf of the charity's trustees:

DocuSigned by:

 DAA23186A14947F.....
Heidi Burniston
 Name.....
 25/4/2024
 Date.....

DocuSigned by:

 0BAFD2BB8A6344B.....
Laura Rusbridge
 Name.....
 29/4/2024
 Date.....

ASHLEY DOWN AFTER SCHOOL CLUB AND HOLIDAY PLAYScheme CIO

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 DECEMBER 2022

1 Accounting policies

a) Basis of the preparation of the accounts

The financial statements have been prepared on a Receipts & Payments basis which summarises the movement of cash in and out of the organisation. In this context 'cash' includes cash equivalents, such as bank accounts where cash can be readily available to pay debts as they fall due. This format of accounts is available to non-company charities with gross income of £250,000 or less.

b) Income and expenditure has been analysed in the accounts using natural classification.

c) The charity maintains an unrestricted fund which represents funds which are expendable at the discretion of the trustees in furtherance of the objects of the charity. Unrestricted funds may arise from general donations, grants of a general nature, fees for service provision and payment for service delivery contracts.

Restricted funds may be provided to the charity for particular purposes and may only be spent for the purposes for which they were given. Any balance remaining outstanding on a restricted fund at the end of the year is carried forward as a balance on the fund, unless permission has been given by the funder to remove the restriction on the balance outstanding. Restricted funds will arise from grants and donations given to the charity for specific reasons.

d) The trustees confirm, in accordance with the Charitable Incorporated Organisations (General) Regulations 2012, that at year end the CIO did not have any outstanding guarantees to third parties nor any debts secured on assets of the CIO.

2 Trustee benefits, payments and expenses

There were no payments, remuneration or expenses made to trustees during the period.

ASHLEY DOWN AFTER SCHOOL CLUB AND HOLIDAY PLAYScheme

England & Wales - Charity number 1154025

Accounts

**ASHLEY DOWN AFTER SCHOOL CLUB AND HOLIDAY PLAYScheme
CIO**

ACCOUNTS

YEAR ENDED 31 DECEMBER 2021

Registered Charity Number 1154025

**ASHLEY DOWN AFTER SCHOOL CLUB AND HOLIDAY PLAYScheme CIO
FINANCIAL STATEMENTS
YEAR ENDED 31 DECEMBER 2021**

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| Receipts and payments accounts | 7 |

ASHLEY DOWN AFTER SCHOOL CLUB AND HOLIDAY PLAYScheme CIO
TRUSTEES REPORT
YEAR ENDED 31 DECEMBER 2021

LEGAL AND ADMINISTRATIVE INFORMATION

Legal Form

Charitable Incorporated Organisation (formed under the Charities Act 2011) registered charity number 1154025.

Principle Office

Bristol Civil Service Sports Club Annexe
Filton Avenue
Horfield
Bristol BS7 0AT

Trustees

| | |
|-------------------|---|
| Julia Hodgson | Chair & Child Protection Officer from June 2018 |
| Lindsey Shobbrook | HR Officer |
| Sharon Gordon | Treasurer |
| Kate Bruce | Trustee |
| Jessica Tibble | H&S Officer |
| Leigh Thomas | H&S Officer |

Independent Examiners

Joanne Trowbridge MAAT
Bristol Community Accountants CIC
The Park,
Daventry Road,
Knowle
Bristol BS4 1DQ

Bankers

Unity Trust Bank PLC
Nine Brindleyplace
Birmingham
B1 2HB

Lloyds Bank PLC
25 Gresham Street
London
EC2V 7HN

ASHLEY DOWN AFTER SCHOOL CLUB AND HOLIDAY PLAYScheme CIO

TRUSTEES REPORT

YEAR ENDED 31 DECEMBER 2021

The Trustees present their report and accounts for the year ended 31 December 2021.

Structure, Governance and Management

Organisation

Ashley Down After School Club and Holiday Playscheme CIO is a Charitable Incorporated Organisation (CIO), registered with the Charity Commission on 1 October 2013 and governed by its constitution.

Membership of the CIO is open to anyone who is interested in furthering its purpose and, who by applying for membership, has indicated agreement to become a member and accept the duties of membership. A member may be an individual, a corporate body, or an individual representing an organisation that is not incorporated. If the CIO is wound up, the members of the CIO have no liability to contribute to its assets and no personal responsibility for settling its debts and liabilities.

The affairs of the charity are managed on a day-to-day basis by the trustees, who may exercise all the powers of the CIO.

The trustees who served during the year are shown on page 2 of this report.

Appointment of Trustees

In accordance with the terms of the constitution, there must be at least four charity trustees. If the number falls below this minimum, the remaining trustee or trustees may act only to call a meeting of the charity trustees, or appoint a new charity trustee. The maximum number of Charity trustees that may be appointed to the CIO is eight.

Public benefit

The Trustees have complied with their duty under Section 17 of the Charities Act 2011 to have due regard to public benefit guidance published by the Charity Commission.

Objectives and activities

As a club catering for pupils from Brunel Field Primary School and Ashley Down Primary School, we have good relationships with staff from both school sites. Meetings are held with these partners as and when necessary to improve after school club provision.

Ashley Down After School Club is a not-for-profit organisation providing affordable, quality child care for children aged 4 to 11. We run clubs every evening after school for children from the Ashley Down Primary School and Brunel Field Primary School. The Brunel Field club is on the school site. The site for children attending Ashley Down Primary School is within the grounds of the Bristol Civil Service Sports Club on Filton Avenue.

Provision of after-school care for children attending Brunel Field and Ashley Down Primary schools, in accordance of the guidance issued by the Charity Commission on public benefit.

ASHLEY DOWN AFTER SCHOOL CLUB AND HOLIDAY PLAYScheme CIO

TRUSTEES REPORT

YEAR ENDED 31 DECEMBER 2021

The charity's purpose is to provide quality, regulated care for children between the hours of 3.15-5.45pm. This will benefit parents/carer's who work or are unable to pick their children's up at the end of the school day.

Fees are collected to cover the costs of providing this care (staff, premises, consumables) with any profit being reinvested into the club.

Across the year, the number of sessions provided per week at each club averaged at 118 (Brunel Field pupils) and 143 (Ashley Down pupils).

Objects of the Charity

The objects of the Group shall be:

- A) To provide the necessary facilities for the daily care, recreation and education of children during out of school hours and school holidays.
- B) To advance the education and training of the persons in the provision of such care, education and recreational facilities.

Nothing in this constitution shall authorise an application of the property of the CIO for the purposes which are not charitable in accordance with [section 7 of the Charities and Trustee Investment (Scotland) Act 2005 and section 2 of the Charities Act (Northern Ireland) 2008.

Summary of main achievements and performance

This reporting period was a busy year for the Ashley Down After School Club. Following lockdown (Covid 19 pandemic), the club reopened its doors at the same time as school's reopened on the 8th March.

All staff (except those that still needed to self-isolate) returned from furlough.

In line with the respective school's practice, children were kept in 'bubbles' to avoid cross year group infection. Additional policies around responding to Covid-19 related incidents were developed and communicated with parents/carers.

Having been given notice to vacate our main premises during the previous year, both staff and Trustee energies were spent finalising arrangements for the move to the new site at the Civil Service Sports Ground for the pupils from Ashley Down Primary School. The move went ahead for the start of Term 1 (2021/22).

There was significant 'churn' of staff at this time – both within playworkers and management. The club manager handed in her resignation to return to her home country (Spain) after 10 years in post in Term 1 and a new manager was appointed in Term 2.

The Trustees would like to take this opportunity to thank those staff that worked hard to ensure that continuity of quality care existed for all children during return from lockdown, move to a new premises and a change in staffing and management of the club.

ASHLEY DOWN AFTER SCHOOL CLUB AND HOLIDAY PLAYScheme CIO
TRUSTEES REPORT
YEAR ENDED 31 DECEMBER 2021

Policy Reviews and Updates

We strive to make sure our policies and procedures are always relevant and so have held workshops this year on Safeguarding and Behaviour Management and have updated our policies and procedures accordingly.

Reserves Policy and Risk Management

The trustees recognise the need to keep reserves at a level which will give the organisation stability to enable it to continue to operate in the future. The actual level of reserves will be periodically reviewed.

The trustees have now examined the major risks to which the charity is exposed and systems will continue to be established to mitigate those risks.

Plans for the future

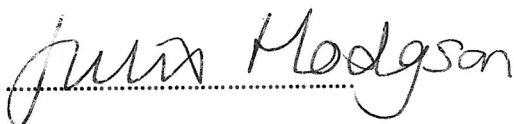

Our strategic aims hold true for the club

- to continue to provide high quality out of school care and play experiences for the children who currently use the club
- for our club to meet all regulatory requirements and to follow good practice as far as possible
- to continue provide, as far as is practicable, out of school care for the children at the Ashley Down Schools
- for our core activities to be financially self sufficient
- to maintain a suitable level of reserves

Trustees' responsibilities in relation to the financial statements

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

Approved by the trustees and signed on their behalf by:

Date 19th OCTOBER

.....2022

ASHLEY DOWN AFTER SCHOOL CLUB AND HOLIDAY PLAYScheme CIO

Independent Examiner's Report to the Trustees

YEAR ENDED 31 DECEMBER 2021

I report on the accounts of the Charity for the year ended 31 December 2021 which are set out on pages 7-9.

Responsibilities and basis of report

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

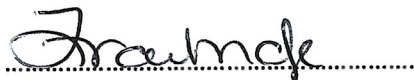
I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

I have completed my examination. I 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:

1. accounting records were not kept in respect of the Trust as required by section 130 of the Act; or
2. the accounts do not accord with those records.

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 accounts to be reached.



Joanne Trowbridge MAAT
Bristol Community Accountants CIC
The Park
Daventry Road,
Knowle
Bristol BS4 1DQ

Date 26/10/2022

ASHLEY DOWN AFTER SCHOOL CLUB AND HOLIDAY PLAYScheme CIO

RECEIPTS & PAYMENTS ACCOUNT

YEAR ENDED 31 DECEMBER 2021

| | Unrestricted Fund £ | Restricted Funds £ | TOTAL 2021 £ | TOTAL 2020 £ |
|------------------------------------|---------------------------|--------------------------|--------------------|--------------------|
| Receipts | | | | |
| Fees | 78,618 | - | 78,618 | 64,775 |
| Holiday Playscheme Fees | 2,820 | - | 2,820 | 2,403 |
| Bristol City Council | 10,302 | - | 10,302 | 3,138 |
| Fundraising | 837 | - | 837 | 1,213 |
| Bank Interest | 1 | - | 1 | 49 |
| JRS Grant | 10,302 | - | 10,302 | 8,882 |
| CSSPR Scheme | - | - | - | 192 |
| Miscellaneous | 685 | - | 685 | 632 |
| | 103,565 | - | 103,565 | 81,284 |
| Payments | | | | |
| Salaries | 77,727 | - | 77,727 | 88,099 |
| Recruitment | 317 | - | 317 | 317 |
| Training | - | - | - | 140 |
| Memberships | 1,572 | - | 1,572 | 460 |
| Insurance | 199 | - | 199 | 563 |
| Rent | 10,539 | - | 10,539 | 5,178 |
| Telephone | 1,092 | - | 1,092 | 1,020 |
| Stationery/post | 27 | - | 27 | 80 |
| Food | 4,712 | - | 4,712 | 4,265 |
| Workshop | 1,592 | - | 1,592 | 1,172 |
| HPS Expenses | - | - | - | 274 |
| Other | 3,053 | - | 3,053 | 1,656 |
| Bank Charges | 81 | - | 81 | 228 |
| | 100,911 | - | 100,911 | 103,452 |
| Net of receipts/(payments) | 2,654 | - | 2,654 | (22,168) |
| Total funds brought forward | 26,739 | - | 26,739 | 48,907 |
| Total Funds Carried Forward | 29,393 | - | 29,393 | 26,739 |

ASHLEY DOWN AFTER SCHOOL CLUB AND HOLIDAY PLAYScheme CIO

STATEMENT OF ASSETS AND LIABILITIES

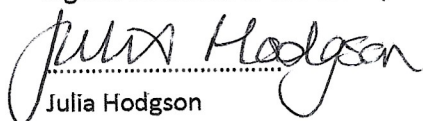
YEAR ENDED 31 DECEMBER 2021

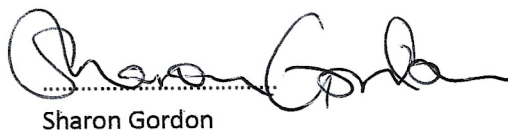
| | Unrestricted Fund £ | Restricted Funds £ | TOTAL 2021 £ | TOTAL 2020 £ |
|-----------------------|---------------------------|--------------------------|--------------------|--------------------|
| Cash Funds | | | | |
| Unity Main Account | 12,257 | - | 12,257 | 7,490 |
| Unity Savings Account | 17,237 | - | 17,237 | 19,754 |
| Petty Cash Float | 64 | - | 64 | 64 |
| Lloyds Credit Card | (165) | - | (165) | (569) |
| | <u>29,393</u> | <u>-</u> | <u>29,393</u> | <u>26,739</u> |

| | Unrestricted Fund £ | Restricted Funds £ | TOTAL 2021 £ | TOTAL 2020 £ |
|-------------------------|---------------------------|--------------------------|--------------------|--------------------|
| Liabilities | | | | |
| Independent Examination | 563 | - | 563 | 515 |
| | <u>563</u> | <u>-</u> | <u>563</u> | <u>515</u> |

The trustees declare they have approved the accounts above.

Signed on behalf of the charity's trustees:


Julia Hodgson


Sharon Gordon

ASHLEY DOWN AFTER SCHOOL CLUB AND HOLIDAY PLAYScheme CIO

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 DECEMBER 2021

1 Accounting policies

a) Basis of the preparation of the accounts

The financial statements have been prepared on a Receipts & Payments basis which summarises the movement of cash in and out of the organisation. In this context 'cash' includes cash equivalents, such as bank accounts where cash can be readily available to pay debts as they fall due. This format of accounts is available to non-company charities with gross income of £250,000 or less.

b) Income and expenditure has been analysed in the accounts using natural classification.

c) The charity maintains an unrestricted fund which represents funds which are expendable at the discretion of the trustees in furtherance of the objects of the charity. Unrestricted funds may arise from general donations, grants of a general nature, fees for service provision and payment for service delivery contracts.

Restricted funds may be provided to the charity for particular purposes and may only be spent for the purposes for which they were given. Any balance remaining outstanding on a restricted fund at the end of the year is carried forward as a balance on the fund, unless permission has been given by the funder to remove the restriction on the balance outstanding. Restricted funds will arise from grants and donations given to the charity for specific reasons.

d) The trustees confirm, in accordance with the Charitable Incorporated Organisations (General) Regulations 2012, that at year end the CIO did not have any outstanding guarantees to third parties nor any debts secured on assets of the CIO.

2 Trustee benefits, payments and expenses

There were no payments, remuneration or expenses made to trustees during the period.

ASHLEY DOWN AFTER SCHOOL CLUB AND HOLIDAY PLAYScheme

England & Wales - Charity number 1154025

Accounts

**ASHLEY DOWN AFTER SCHOOL CLUB AND HOLIDAY
PLAYSCHEME CIO**

ACCOUNTS

YEAR ENDED 31 DECEMBER 2020

Registered Charity Number 1154025

ASHLEY DOWN AFTER SCHOOL CLUB AND HOLIDAY PLAYScheme CIO
FINANCIAL STATEMENTS
YEAR ENDED 31 DECEMBER 2020

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| Receipts and payments accounts | 8 |

**ASHLEY DOWN AFTER SCHOOL CLUB AND HOLIDAY PLAYScheme CIO
TRUSTEES REPORT
YEAR ENDED 31 DECEMBER 2020**

LEGAL AND ADMINISTRATIVE INFORMATION

Legal Form

Charitable Incorporated Organisation (formed under the Charities Act 2011) registered charity number 1154025.

Principle Office

139 Muller Road
Horfield
Bristol
BS7 9RB

Trustees

| | | |
|-------------------|---|-------------------------|
| Julia Hodgson | Chair & Child Protection Officer from June 2018 | |
| Lindsey Shobbrook | Secretary & HR Officer | |
| Sharon Gordon | Treasurer | |
| Claire Mitcham | BF Liaison | resigned December 2020 |
| Kate Bruce | Trustee | |
| Jessica Tibble | | appointed December 2020 |
| Leigh Thomas | | appointed December 2020 |

Independent Examiners

Joanne Trowbridge MAAT
Bristol Community Accountants CIC
The Park,
Davenry Road,
Knowle
Bristol BS4 1DQ

Bankers

| | |
|--|--|
| Unity Trust Bank PLC Nine Brindleyplace Birmingham B1 2HB | Lloyds Bank PLC 25 Gresham Street London EC2V 7HN |
|--|--|

ASHLEY DOWN AFTER SCHOOL CLUB AND HOLIDAY PLAYScheme CIO
TRUSTEES REPORT
YEAR ENDED 31 DECEMBER 2020

The Trustees present their report and accounts for the year ended 31 December 2020.

Structure, Governance and Management

Organisation

Ashley Down After School Club and Holiday Playscheme CIO is a Charitable Incorporated Organisation (CIO), registered with the Charity Commission on 1 October 2013 and governed by its constitution.

Membership of the CIO is open to anyone who is interested in furthering its purpose and, who by applying for membership, has indicated agreement to become a member and accept the duties of membership. A member may be an individual, a corporate body, or an individual representing an organisation that is not incorporated. If the CIO is wound up, the members of the CIO have no liability to contribute to its assets and no personal responsibility for settling its debts and liabilities.

The affairs of the charity are managed on a day-to-day basis by the trustees, who may exercise all the powers of the CIO.

The trustees who served during the year are shown on page 2 of this report.

Appointment of Trustees

In accordance with the terms of the constitution, there must be at least four charity trustees. If the number falls below this minimum, the remaining trustee or trustees may act only to call a meeting of the charity trustees, or appoint a new charity trustee. The maximum number of Charity trustees that may be appointed to the CIO is eight.

Public benefit

The Trustees have complied with their duty under Section 17 of the Charities Act 2011 to have due regard to public benefit guidance published by the Charity Commission.

Objectives and activities

Objects of the Charity

The objects of the Group shall be:

- A) To provide the necessary facilities for the daily care, recreation and education of children during out of school hours and school holidays.
- B) To advance the education and training of the persons in the provision of such care, education and recreational facilities.

Nothing in this constitution shall authorise an application of the property of the CIO for the purposes which are not charitable in accordance with [section 7 of the Charities and Trustee Investment (Scotland) Act 2005 and section 2 of the Charities Act (Northern Ireland) 2008.

ASHLEY DOWN AFTER SCHOOL CLUB AND HOLIDAY PLAYScheme CIO

TRUSTEES REPORT

YEAR ENDED 31 DECEMBER 2020

Summary of main objectives in relation to the above objects

Both clubs had to close at points throughout the year due to Covid. We did offer some key worker cover.

Muller Road site

During the year Ashley Down After School club has been able to continue to run its after school provision at the Muller Road site. The club started with high numbers of children attending Monday, Tuesday, Wednesday, Thursday (average 35) with a few less on Friday.

All these mean that we have provided approximately **3600** childcare sessions after school on this site- half of our usual number of sessions.

Brunel Fields site

We have continued to provide childcare through our second club at Brunel Fields school site. This club is smaller (with a maximum of 27 children on any evening) and has access to the playground at Brunel Fields. The club is full usually full Monday to Thursday with 27 children and less on a Friday. We provided approximately **3000** childcare sessions at this site during the year- thirty percent less of our usual number of sessions.

All the children love being outside, making full use of all the latest improvements of the outside area. The mud kitchen, the wooden structure and the play pod area have been the highlights all along this short year.

The club activity and routines had to stop due to the Covid- 19 in March and the Board of Trustees decided to provide after school care for children of key workers. The provision operated at the **Studio at Brunel Field for 3 months**, we have provided approximately 65 childcare sessions during that time.

Holiday Club

We managed to provide just February half term at the Muller Road site and several Inset Days– even though demand was high, we just managed to provide 4 days of holiday club. A wide range of workshops were on offer.

The Board of Trustees decided not to offer this service due to the high risk involved among children and staff.

Parents

Even though the number of children attending was low, parents who used our service were very grateful and relieved as they could carry on working as key workers.

We have conducted our annual parents' survey for the year 2020 which confirmed that we are continuing to satisfy parents with our provision of child care after school.

ASHLEY DOWN AFTER SCHOOL CLUB AND HOLIDAY PLAYScheme CIO

TRUSTEES REPORT

YEAR ENDED 31 DECEMBER 2020

Staff

Our team continues to be strong, dedicated, professional and extremely hard working.

During the lockdown and before staff being furloughed, they reflected on their own practice, answering some questions, sharing practical ideas to make the provision more enjoyable within our ethos and play work principles.

Our last monitoring report from BAND highlighted our enthusiasm and commitment to improving our service.

'There is a clear commitment to the ongoing development and progress of the club, shared by all the staff, leaders and the management committee. The club benefits from strong and effective leadership from the committee members and from the manager of the scheme. In particular, staff are enthusiastic in planning and providing a range of interesting and fun activities for children that attend and they are continuously researching and finding out creative and exciting activities that they can plan based on children's interests'.

Inclusive Play Project

We worked with BAND and Bristol City Council to offer inclusive play and are proud to be at the forefront of this scheme and to be recognised as one of the leading clubs in this area.

Policy Reviews and Updates

We strive to make sure our policies and procedures are always relevant and so have held workshops this year on Safeguarding and Behaviour Management and have updated our policies and procedures accordingly.

Finance

We lost revenue due to the Covid where the club had to closed from March 2020 to September 2020. Staff were paid for weeks without being furloughed which made a strong impact on the finance. Brunel School premises were used to provide child care for essential workers providing child care for a low number of children. The reserves had to be used in order to keep the Club running.

Due to the unsettle financial situation, pay rise couldn't be met this year and continue £9.00 per hour for play workers.

In conclusion, we consider this has been a very difficult year operating as a charity, but thanks to the reserves, the club has survived during this uncertain times

The trustees would like to thank the staff for all their hard work and boundless enthusiasm, the parents for their ongoing support and most of all the children of Ashley Down After School Club for making it the place it is.

ASHLEY DOWN AFTER SCHOOL CLUB AND HOLIDAY PLAYScheme CIO

TRUSTEES REPORT

YEAR ENDED 31 DECEMBER 2020

Reserves Policy and Risk Management

The trustees recognise the need to keep reserves at a level which will give the organisation stability to enable it to continue to operate in the future. The actual level of reserves will be periodically reviewed.

The trustees have now examined the major risks to which the charity is exposed and systems will continue to be established to mitigate those risks.

Plans for the future

Our strategic aims hold true for the club

- to continue to provide high quality out of school care and play experiences for the children who currently use the club
- for our club to meet all regulatory requirements and to follow good practice as far as possible
- to continue provide, as far as is practicable, out of school care for the children at the Ashley Down Schools
- for our core activities to be financially self sufficient
- to maintain a suitable level of reserves

Trustees' responsibilities in relation to the financial statements

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

Approved by the trustees and signed on their behalf by:

.....

.....

Date2021

ASHLEY DOWN AFTER SCHOOL CLUB AND HOLIDAY PLAYScheme CIO

Independent Examiner's Report to the Trustees

YEAR ENDED 31 DECEMBER 2020

I report on the accounts of the Charity for the year ended 31 December 2020 which are set out on pages 8-10.

Responsibilities and basis of report

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

I report in respect of my examination of the Trust's accounts 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.

Independent examiner's statement

I have completed my examination. I 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:

1. accounting records were not kept in respect of the Trust as required by section 130 of the Act; or
2. the accounts do not accord with those records.

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 accounts to be reached.

.....

Joanne Trowbridge MAAT
Bristol Community Accountants CIC
The Park
Daventry Road,
Knowle
Bristol BS4 1DQ

Date2021

ASHLEY DOWN AFTER SCHOOL CLUB AND HOLIDAY PLAYScheme CIO
RECEIPTS & PAYMENTS ACCOUNT
YEAR ENDED 31 DECEMBER 2020

| | Unrestricted Fund £ | Restricted Funds £ | TOTAL 2020 £ | TOTAL 2019 £ |
|------------------------------------|---------------------------|--------------------------|--------------------|--------------------|
| Receipts | | | | |
| Fees | 64,775 | - | 64,775 | 104,737 |
| Holiday Playscheme Fees | 2,403 | - | 2,403 | 18,145 |
| Bristol City Council | 3,138 | - | 3,138 | 2,144 |
| Fundraising | 1,213 | - | 1,213 | 4,089 |
| Bank Interest | 49 | - | 49 | 99 |
| JRS Grant | 8,882 | - | 8,882 | - |
| CSSPR Scheme | 192 | - | 192 | - |
| Miscellaneous | 632 | - | 632 | 314 |
| | 81,284 | - | 81,284 | 129,528 |
| Payments | | | | |
| Salaries | 88,099 | - | 88,099 | 94,238 |
| Recruitment | 317 | - | 317 | 349 |
| Training | 140 | - | 140 | 405 |
| Memberships | 460 | - | 460 | 1,628 |
| Insurance | 563 | - | 563 | 563 |
| Rent | 5,178 | - | 5,178 | 12,570 |
| Telephone | 1,020 | - | 1,020 | 916 |
| Stationery/post | 80 | - | 80 | 280 |
| Food | 4,265 | - | 4,265 | 8,330 |
| Workshop | 1,172 | - | 1,172 | 5,839 |
| HPS Expenses | 274 | - | 274 | 1,849 |
| Other | 1,656 | - | 1,656 | 2,567 |
| Bank Charges | 228 | - | 228 | 380 |
| | 103,452 | - | 103,452 | 129,914 |
| Net of receipts/(payments) | (22,168) | - | (22,168) | (386) |
| Total funds brought forward | 48,907 | - | 48,907 | 49,293 |
| Total Funds Carried Forward | 26,739 | - | 26,739 | 48,907 |

ASHLEY DOWN AFTER SCHOOL CLUB AND HOLIDAY PLAYScheme CIO
STATEMENT OF ASSETS AND LIABILITIES
YEAR ENDED 31 DECEMBER 2020

| | Unrestricted Fund £ | Restricted Funds £ | TOTAL 2020 £ | TOTAL 2019 £ |
|-----------------------|---------------------------|--------------------------|--------------------|--------------------|
| Cash Funds | | | | |
| Unity Main Account | 7,490 | - | 7,490 | 24,851 |
| Unity Savings Account | 19,754 | - | 19,754 | 24,704 |
| Petty Cash Float | 64 | - | 64 | 2 |
| Lloyds Credit Card | (569) | - | (569) | (650) |
| | <u>26,739</u> | <u>-</u> | <u>26,739</u> | <u>48,907</u> |

| | Unrestricted Fund £ | Restricted Funds £ | TOTAL 2020 £ | TOTAL 2019 £ |
|-------------------------|---------------------------|--------------------------|--------------------|--------------------|
| Liabilities | | | | |
| Independent Examination | 515 | - | 515 | 467 |
| | <u>515</u> | <u>-</u> | <u>515</u> | <u>467</u> |

The trustees declare they have approved the accounts above.

Signed on behalf of the charity's trustees:

.....
 Julia Hodgson

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 Sharon Gordon

ASHLEY DOWN AFTER SCHOOL CLUB AND HOLIDAY PLAYScheme CIO
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31 DECEMBER 2020

1 Accounting policies

a) Basis of the preparation of the accounts

The financial statements have been prepared on a Receipts & Payments basis which summarises the movement of cash in and out of the organisation. In this context 'cash' includes cash equivalents, such as bank accounts where cash can be readily available to pay debts as they fall due. This format of accounts is available to non-company charities with gross income of £250,000 or less.

b) Income and expenditure has been analysed in the accounts using natural classification.

c) The charity maintains an unrestricted fund which represents funds which are expendable at the discretion of the trustees in furtherance of the objects of the charity. Unrestricted funds may arise from general donations, grants of a general nature, fees for service provision and payment for service delivery contracts.

Restricted funds may be provided to the charity for particular purposes and may only be spent for the purposes for which they were given. Any balance remaining outstanding on a restricted fund at the end of the year is carried forward as a balance on the fund, unless permission has been given by the funder to remove the restriction on the balance outstanding. Restricted funds will arise from grants and donations given to the charity for specific reasons.

d) The trustees confirm, in accordance with the Charitable Incorporated Organisations (General) Regulations 2012, that at year end the CIO did not have any outstanding guarantees to third parties nor any debts secured on assets of the CIO.

2 Trustee benefits, payments and expenses

There were no payments, remuneration or expenses made to trustees during the period.