

**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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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,
Daventry Road,
Knowle
Bristol BS4 1DQ

Bankers

| | |
|----------------------|-------------------|
| Unity Trust Bank PLC | Lloyds Bank PLC |
| Nine Brindleyplace | 25 Gresham Street |
| Birmingham | London |
| B1 2HB | 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 |
| | <u>81,284</u> | <u>-</u> | <u>81,284</u> | <u>129,528</u> |
| 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 |
| | <u>103,452</u> | <u>-</u> | <u>103,452</u> | <u>129,914</u> |
| Net of receipts/(payments) | (22,168) | - | (22,168) | (386) |
| Total funds brought forward | 48,907 | - | 48,907 | 49,293 |
| Total Funds Carried Forward | <u><u>26,739</u></u> | <u><u>-</u></u> | <u><u>26,739</u></u> | <u><u>48,907</u></u> |

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

.....
 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.