

**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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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	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 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

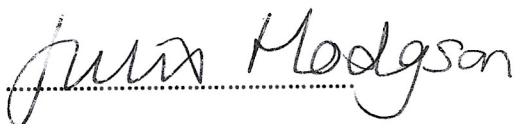
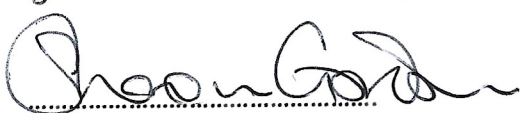
Our strategic aims hold true for the club

- 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').

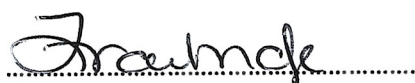
I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

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
	<hr/> 103,565	<hr/> -	<hr/> 103,565	<hr/> 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
	<hr/> 100,911	<hr/> -	<hr/> 100,911	<hr/> 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	<hr/> <hr/> 29,393	<hr/> <hr/> -	<hr/> <hr/> 29,393	<hr/> <hr/> 26,739

ASHLEY DOWN AFTER SCHOOL CLUB AND HOLIDAY PLAYScheme CIO

STATEMENT OF ASSETS AND LIABILITIES

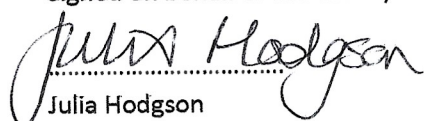
YEAR ENDED 31 DECEMBER 2021

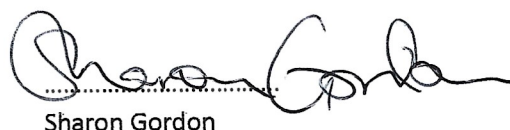
	Unrestricted Fund £	Restricted Funds £	TOTAL 2021 £	TOTAL 2020 £
Cash Funds				
Unity Main Account	12,257	-	12,257	7,490
Unity Savings Account	17,237	-	17,237	19,754
Petty Cash Float	64	-	64	64
Lloyds Credit Card	(165)	-	(165)	(569)
	<u>29,393</u>	<u>-</u>	<u>29,393</u>	<u>26,739</u>

	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.