

**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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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	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 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.

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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 providing 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 (known 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

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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.

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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

.....DAA23186A1A947F.....

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').

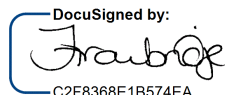
I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

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:

C2F8368E1B574EA.....

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
	<u>162,076</u>	<u>-</u>	<u>162,076</u>	<u>103,565</u>
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
	<u>141,139</u>	<u>-</u>	<u>141,139</u>	<u>100,911</u>
Net of receipts/(payments)	20,937	-	20,937	2,654
 Total funds brought forward	 29,393	 -	 29,393	 26,739
Total Funds Carried Forward	<u><u>50,330</u></u>	<u><u>-</u></u>	<u><u>50,330</u></u>	<u><u>29,393</u></u>


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

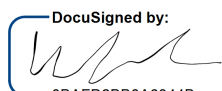
	Unrestricted Fund £	Restricted Funds £	TOTAL 2022 £	TOTAL 2021 £
Cash Funds				
Unity Main Account	32,910	-	32,910	12,257
Unity Savings Account	17,343	-	17,343	17,237
Petty Cash Float	64	-	64	64
Lloyds Credit Card	13	-	13	(165)
	<u>50,330</u>	<u>-</u>	<u>50,330</u>	<u>29,393</u>

	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.