

BROOKSIDE OUT OF SCHOOL CARE CLUB

England & Wales - Charity number 1154732

Details

Other names BROOKSIDE OUT OF SCHOOL CARE CLUB - CLITHEROE

Status Registered

Legal form Trust

Registered 2013-11-25

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

Contact

Address Clitheroe Brookside County School
Bright Street
Clitheroe
BB7 1NW

Phone 01200425564

Email careclub@brookside.lancs.sch.uk

Website www.brookside.lancs.sch.uk

Activities

Objects: THE TRUSTEES SHALL HOLD THE TRUST FUND AND ITS INCOME UPON TRUST TO APPLY THEM FOR THE FOLLOWING OBJECTS IN CLITHEROE IN THE COUNTY OF LANCASHIRE A) TO PROVIDE THE NECESSARY FACILITIES FOR THE DAILY CARE, RECREATION AND EDUCATION OF CHILDREN OF SCHOOL AGE DURING OUT OF SCHOOL HOURS INCLUDING SCHOOL HOLIDAYS

Activities: Brookside Out of School Care Club & Nursery opens term time from 7.30 am and after school up to 6.00 pm. During some of the school holidays it operates from 9.00 am - 5.30 pm. This enables parents and carers to follow their own career safe in the knowledge that their children are being looked after by caring, qualified staff. It was OFSTED inspected in Jan 2020 and was found to be Good.

Classification

- **How:** Provides Human Resources, Provides Buildings/facilities/open Space, Provides Services
- **What:** General Charitable Purposes, Education/training, Amateur Sport, Human Rights/religious Or Racial Harmony/equality Or Diversity, Recreation
- **Who:** Children/young People, Other Defined Groups, The General Public/mankind

Geography

- Lancashire

Finances

Period end	Income	Expenditure	Assets	Employees
2024-08-31	£142,801	£156,813	-	-
2023-08-31	£130,912	£106,417	-	-
2022-08-31	£127,629	£150,119	-	-
2021-08-31	£116,795	£126,875	-	-
2020-08-31	£140,087	£132,351	-	-

Trustees

Name	Role	Appointed
ANITA COLCLOUGH		2013-09-11
HEATHER CAMPBELL-SMITH		2013-09-11
Katie Riley		2026-02-25

BROOKSIDE OUT OF SCHOOL CARE CLUB

England & Wales - Charity number 1154732

Accounts



Trustees' Annual Report for the period

From	Period start date		Period end date			
	Day 01	Month 09	Year 2020	To	Day 31	Month 08

Section A

Reference and administration details

Charity name	Brookside Out of School Care Club
Other names charity is known by	
Registered charity number (if any)	1154732
Charity's principal address	Bright Street Clitheroe Lancashire Postcode BB7 1NW

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Beverley Allan	Chair		
2	Anita Colclough			
3	Heather Campbell-Smith			
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Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

Name of chief executive or names of senior staff members (Optional information)

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Section B Structure, governance and management

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Trust Deed 05/07/2012
How the charity is constituted (eg. trust, association, company)	Committee of Trustees
Trustee selection methods (eg. appointed by, elected by)	There shall be at least three trustees. Every future trustee shall be appointed by a resolution of the trustees passed at a special meeting called under clause K of the Trust Deed

Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

All trustees are appointed subject to an enhanced DBS check.
All trustees give their time on a voluntary basis and receive no remuneration or other benefits.

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

Section C Objectives and activities

Summary of the objects of the charity set out in its governing document

To provide the necessary facilities for the day care, recreation and education during out of school hours including school holidays and nursery aged children during the school day

When planning for the year ahead we keep in mind the charity Commission's guidance on public benefit at our trustee meetings.

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

Additional details of objectives and activities (Optional information)

Surplus funds not required to fund activities are held in a deposit account to earn interest.

You may choose to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

Summary of the main achievements of the charity during the year

The nursery unit continues to grow in strength, providing enhanced provision for the parents of Brookside pupils and the wider community as well as greater opportunities for staff, training and recruitment.

Our Holiday Club continues to be a community strength in providing enhanced working opportunities for the wider community.

During lockdowns we supported the community and keyworkers by operating in bubbles according to guidance.

We are particularly proud of how the staff supported children, our families and our setting at this difficult time.

Section E

Financial review

Brief statement of the charity's policy on reserves

Resources are reviewed and allocated on a termly basis to keep such funds in reserve to cover short term losses in the event of falling numbers.

Details of any funds materially in deficit

Further financial review details (Optional information)

You may choose to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

Section F

Other optional information

Section G

Declaration

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

Signed on behalf of the charity's trustees

Signature(s)	<i>Beverley Allan</i>	<i>Anita Colclough</i>
Full name(s)	Beverley Allan	Anita Colclough
Position (eg Secretary, Chair, etc)	Chair	Trustee

Date

15/09/21

BROOKSIDE OUT OF SCHOOL CARE CLUB

INCOME & EXPENDITURE ACCOUNT

YEAR ENDED 31 AUGUST 2021

Income	
Subscriptions	
Grants	
Other income	
Total income	
Expenditure	
Wages	
Materials	
Repairs	
Travel	
Printing	
Postage	
Telephone	
Insurance	
Depreciation	
Other	
Total expenditure	
Surplus/Deficit	
Balance b/f	
Balance c/f	

BROOKSIDE OUT OF SCHOOL CARE CLUB

01 September 2020 to 31 August 2021

Opening Cashbook Balance

98,551.27

ADD Income

Care Club Fees	6,749.84
Resources	19.95
Vouchers - Care club	32,564.57
Vouchers - Nursery	11,179.56
Apprentice	1,500.00
Misc	595.22
Nursery Fees	531.00
Holiday Club	2,795.25
LCC	58,644.74
Vouchers - H C	2,215.32
	116,795.45

LESS Expenditure

Resources	1,554.36
Training	296.25
Food	3,191.47
Phone	179.99
Insurance	1,225.41
Salaries	108,455.72
Sport	1,200.00
Misc	1,057.40
Holiday Club	84.00
Accommodation	7,200.00
Nursery Meals	2,286.20
DBS	145.00
	126,875.80

Closing Cashbook Balance

88,470.92

LESS Income not shown on statement

0.00

0.00

ADD Expenditure not shown on statement

0.00

88,470.92

Statement Balance as at Year End

Reviewed By

Date

J McGuire

12/06/2022

Signed on behalf of Governors

Date

J. HALL
(Chair)

12.06.22

BROOKSIDE OUT OF SCHOOL

CARE CLUB

YEAR ENDED 31 AUGUST 2021

Audit Prepared By:

James McGuire

12.06.22

SCHOOL FUND AUDIT

YEAR ENDED 31 AUGUST 2021

I can confirm that these accounts show a true and fair view and are free from material misstatements and faithfully represent the financial position of the school fund.

Auditor J McGuire

Date 12.06.22

BROOKSIDE OUT OF SCHOOL CARE CLUB

Auditor Comments

- The account continues to be managed well.
- All evidence is filed in an organised manner in the file.
- A sample of income and expenditure transactions was done.
- A sample of payments made by the charge card was done, all evidence was available for checking.

Auditor Queries

- None.

Recommendations

- None.

BROOKSIDE OUT OF SCHOOL CARE CLUB

England & Wales - Charity number 1154732

Accounts



Trustees' Annual Report for the period

From	Period start date		Period end date	
	Day 01	Month 09	Year 2019	To
		Day 31	Month 08	Year 2020

Section A

Reference and administration details

Charity name Brookside Out of School Care Club

Other names charity is known by

Registered charity number (if any) 1154732

Charity's principal address
 Bright Street
 Clitheroe
 Lancashire
Postcode BB7 1NW

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Beverley Allan	Chair		
2	Anita Cunliffe			
3	Heather Campbell Smith			
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Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
Bank	Yorkshire Bank PLC	25 Manchester Road, Burnley, BB11 1HX

Name of chief executive or names of senior staff members (Optional information)

Section B Structure, governance and management

Description of the charity's trusts

Type of governing document <i>(eg. Trust deed, constitution)</i>	Trust Deed 05/07/2012
How the charity is constituted <i>(eg. Trust Association, company)</i>	Committee of Trustees
Trustee selection methods <i>(eg. appointed by, elected by)</i>	There shall be at least three trustees. Every future trustee shall be appointed by a resolution of the trustees passed at a special meeting called under clause K of the Trust Deed

Additional governance issues (Optional information)

<p>You may choose to include additional information, where relevant, about:</p> <ul style="list-style-type: none"> • policies and procedures adopted for the induction and training of trustees; • the charity's organisational structure and any wider network with which the charity works; • relationship with any related parties; • trustees' consideration of major risks and the system and procedures to manage them. 	<p>All trustees are appointed subject to a DBS check</p> <p>All trustees give their time on a voluntary basis and receive no remuneration or other benefits.</p>
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Section C Objectives and activities

<p>Summary of the objects of the charity set out in its governing document</p>	<p>To provide the necessary facilities for the daily care, recreation and education of children during out of school hours including school holidays and nursery aged children during the school day.</p>
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When planning for the year ahead we keep in mind the Charity Commission's guidance on public benefit at our trustee meetings.

The focus of our planning this year was somewhat hindered by the COVID-19 pandemic. Working alongside school we were able to provide consistent childcare for the children of Keyworkers. The education, wellbeing and safety of all in our care was paramount.

Prior to the outbreak our focus was further enhancing provision both in nursery, out of school care club and holiday club for the wider community.

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

Additional details of objectives and activities (Optional information)

Surplus funds not required to fund activities were placed in a deposit account to earn interest.

We invited Grandparents for a "Grandparents" day to share their storytelling, skills and life experiences with the children. Both the children and grandparents benefitted from the experience and we aim to run more activities like this in the future to embrace the wider community.

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

Summary of the main achievements of the charity during the year

The nursery unit continues to grow, providing enhanced provision for the parents of Brookside pupils and the wider community as well as greater opportunities for staff, training and recruitment.

Holiday Club continues to be a strength, providing enhances working opportunities for the wider community.

Growing relationships with outside agencies to further enhance the children's development and learning.

Themed sessions promoted community relations and to promote awareness of equality/disability/diversity/British values.

Staff continue to work hard to ensure working to current legislation and all paperwork and practices are embedded.

Staff stability ensuring a strong team.

Our children both in care club and nursery are growing in confidence. BOSCC provides a home from home, caring environment to ensure the wellbeing and nurturing of the children whilst providing peace of mind for the parents.

We were graded good in our OFSTED inspection of January 2020. The outcome of the report will help form our focus for improvement and growth.

Section E

Financial review

Brief statement of the charity's policy on reserves

Resources are reviewed and allocated on a termly basis. To keep such funds in reserve to cover short term losses due to falling numbers of children attending.

Details of any funds materially in deficit

None

Further financial review details (Optional information)

You may choose to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

Section F

Other optional information

Section G

Declaration

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

Signed on behalf of the charity's trustees

Signature(s)

B Allan

Full name(s)

Beverley Allan

Position (eg Secretary, Chair, etc)

Chair

Anita Cunliffe

Anita Cunliffe

Trustee

Date

17/12/20

BROOKSIDE OUT OF SCHOOL CARE CLUB

AUDIT

01.09.19 - 31.08.20

Audit Prepared By:

**James McGuire
15.12.19**

OUT OF SCHOOL CARE CLUB

YEAR ENDED 31.08.2020

BROOKSIDE OUT OF SCHOOL CARE CLUB

I can confirm that these accounts show a true and fair view and are free from material misstatements and faithfully represent the financial position of the school fund.

Auditor J McGuire

Date 29.11.2020

BROOKSIDE OUT OF SCHOOL CARE CLUB


01 September 2019 to 31 August 2020

Opening Cashbook Balance	£90,815.79
ADD Income	
Care Club Fees	£14,474.25
Resources	£178.64
Holiday Club	£4,140.40
Vouchers - C C	£24,253.75
Vouchers - Nur	£11,451.44
Food	£2.00
LCC	£83,958.97
Nursery Meals	£125.70
Nursery Fees	£988.85
Misc	£428.00
Keyworker lunches	£85.10
	£140,087.10

LESS Expenditure	
Resources	1,459.47
Training	365.00
Vouchers - C C	61.60
Food	2,265.71
Phone	149.54
LCC	2,751.02
Sport	120.00
Salaries	109,670.77
Nursery Meals	4,709.60
Accommodation	8,400.00
Insurance	904.99
Tesco card	1,087.42
Nursery Uniform	72.00
Misc	300.00
Keyworker lunches	34.50
	£132,351.62

Closing Cashbook Balance	£98,551.27
LESS Income not shown on statement	£0.00
ADD Expenditure not shown on statement	£0.00
Statement Balance as at Year End	£98,551.27

<u>Reviewed By</u>	<u>Date</u>
J McGuire (Auditor)	29.11.20

Signed on behalf of Chair  (Chair)	14/12/20
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This independent examiners report relates to the accounts of

BROOKSIDE OUT OF SCHOOL CARE CLUB

Charity Commission Registered No 1154732

Year ending 31st August 2020

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to:

- Examine the accounts under section 145 of the 2011 Act
- To follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the 2011 Act, and
- To state whether particular matters have come to my attention.

Basis of independent examiner's statement

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with these records. It also includes consideration of any unusual items or disclosures in the account, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a "true and fair" view and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention (other than that disclosed below)

1. which gives me reasonable cause to believe that in, any material respect, the requirements:
 - To keep accounting records in accordance with section 130 of the Charities Act; and
 - To prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act have not been met; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

James McGuire

15 Belgrave Road
Blackpool
FY4 4DZ

Recommendations

None.

OUT OF SCHOOL CARE CLUB

YEAR ENDED 31.08.2020

BROOKSIDE OUT OF SCHOOL CARE CLUB

Comments

- This years audit has been carried out without the file therefore no backup was checked. There was enough information on the spreadsheet for the audit to be carried out.
- The spreadsheet used to record transactions continues to be used well and balanced back to the bank statements.
- The out of School Care Club accounts continue to be managed well.

Queries

- Has June, July & August wages been paid back to school yet?
- Has anything been done with the money in the Skipton Building Society account?

Recommendations

- None.