



## Trustees' Annual Report for the period

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

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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:

- 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.

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

## 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 daily care, recreation and education of children during out of school hours including school holidays and nursery aged children during the school day.
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**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)**

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.

### **Additional details of objectives and activities (Optional information)**

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

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

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.

**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

Anita Cunliffe

Full name(s)

Beverley Allan

Anita Cunliffe

Position (eg Secretary, Chair, etc)

Chair

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
	<b>£140,087.10</b>

## 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
Accomodation	8,400.00
Insurance	904.99
Tesco card	1,087.42
Nursery Uniform	72.00
Misc	300.00
Keyworker lunches	34.50
	<b>£132,351.62</b>

Closing Cashbook Balance

£98,551.27

LESS Income not shown on statement  
ADD Expenditure not shown on statement

£0.00  
£0.00

Statement Balance as at Year End

£98,551.27

Reviewed By

Date

J McGuire (Auditor)

29.11.20

Signed on behalf of Chair

Date

*Julie Currie*  
(Chair)

14/12/20

**This independent examiners report relates to the accounts of**

**BROOKSIDE OUT OF SCHOOL CARE CLUB**

**Charity Commission Registered No 1154732**

**Year ending 31<sup>st</sup> 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.