



Trustees' Annual Report for the period

From		Period start date		Period end date	
Day	Month	Year	Day	Month	Year
01	09	2020	31	08	2021
			To		

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:

- 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 an enhanced DBS check.</p> <p>All trustees give their time on a voluntary basis and receive no remuneration or other benefits.</p>

Section C Objectives and activities

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

<p>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</p>

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.

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 are held in a deposit account to earn interest.

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	<i>15/09/21</i>	

BROOKSIDE OUT OF SCHOOL CARE CLUB

INCOME & EXPENDITURE ACCOUNT

YEAR ENDED 31 AUGUST 2021

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

Closing Cashbook Balance

126,875.80
88,470.92

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

0.00
0.00

Statement Balance as at Year End

88,470.92

Reviewed By

Date

J McGuire

12/06/2022

Signed on behalf of Governors

Date

Shahwan
(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.

