

STANBRIDGE OUT OF SCHOOL CLUB

England & Wales · Charity number 1155687

Details

Other names STANBRIDGE OSC

Status Registered

Legal form CIO

Registered 2014-02-07

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

Contact

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Activities

Objects: A) TO PROVIDE THE NECESSARY FACILITIES FOR THE DAILY CARE, RECREATION AND EDUCATION OF CHILDREN DURING OUT OF SCHOOL HOURS ON THE STANBRIDGE PRIMARY SCHOOL SITE; ANDB) TO ADVANCE THE EDUCATION AND TRAINING OF PERSONS IN THE PROVISION OF SUCH CARE, EDUCATION AND RECREATIONAL FACILITIES.

Activities: A) TO PROVIDE THE NECESSARY FACILITIES FOR THE DAILY CARE, RECREATION AND EDUCATION OF CHILDREN DURING OUT OF SCHOOL HOURS ON THE STANBRIDGE PRIMARY SCHOOL SITE; ANDB) TO ADVANCE THE EDUCATION AND TRAINING OF PERSONS IN THE PROVISION OF SUCH CARE, EDUCATION AND RECREATIONAL FACILITIES.

Classification

- **How:** Provides Services
- **What:** Other Charitable Purposes
- **Who:** Children/young People

Geography

- South Gloucestershire

Finances

Period end	Income	Expenditure	Assets	Employees
2024-08-31	£102,713	£80,520	-	-
2023-08-31	£90,975	£87,089	-	-
2022-08-31	£93,243	£90,239	-	-
2021-08-31	£76,302	£79,014	-	-
2020-08-31	£60,564	£63,861	-	-

Trustees

Name	Role	Appointed
Dr Christopher Moore	Chair	2019-09-05
Caroline Sanders		2024-12-16
Dr Christalla Pithara		2023-07-24
Julia Burleigh		2024-12-16

STANBRIDGE OUT OF SCHOOL CLUB

England & Wales - Charity number 1155687

Accounts



Trustees' Annual Report for the period

From 01/09/23 **Period start date**

To 31/08/24 **Period end date**

Charity name: Stanbridge Out of School Club

Charity registration number: 1155687

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	<p>The objects of the CIO are:</p> <ul style="list-style-type: none"> a) To provide the necessary facilities for the daily care, recreation and education of children during out of school hours on the Stanbridge Primary School site; and b) To advance the education and training of persons in the provision of such care, education and recreational facilities.
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	<p>The trustees have had regard to the guidance issued by the Charity Commission on public benefit and have agreed to the Club's purposes as detailed below.</p> <p>We see the OOSC as having four purposes relating to advancing the education of children in the Downend area, through the provision of out of school childcare at a modest cost:</p> <ul style="list-style-type: none"> 1. to further advance the provision of supervised play activities on the Stanbridge Primary School site eg basketball, football, group games such as 'tag', playing on the school field play equipment or using equipment such as skipping ropes, hula hoops, footballs etc; 2. to supplement the creative opportunities available to the children, allowing them to express themselves through craft activities, eg marking cards/presents for Mother's Day/Father's Day, or Christmas/Easter decorations, learning paper crafts such as origami etc 3. to teach the children to be 'good global citizens', supporting the work of the primary school, by providing

		<p>information on and arranging activities on protecting the environment. For example, reusing or recycling craft materials or recycling food and drink packaging.</p> <p>4. to further the children’s life skills, again, by supporting work undertaken by the primary school, by instilling values of respect for others and themselves, eg by giving children responsibility for clearing up or taking orders for snacks etc.</p>
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	See previous answer.

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	
Policy on social investment including program related investment	Para 1.38	
Contribution made by volunteers	Para 1.38	
Other		

Achievements and Performance

	SORP reference	
<p>Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.</p>	<p>Para 1.20</p>	<p>The Club has continued to provide essential wrap-around childcare to a significant number of pupils (approx. 153 children) at Stanbridge Primary School, allowing parents to work and giving the children a warm, welcoming environment to play and relax in before and after school hours.</p> <p>Hot breakfasts alongside a choice of cereal, croissants and toast are served to children each morning. In the afternoon children have a choice of jam or savoury sandwiches, along with vegetable sticks, fruit-flavoured yogurt and fruits. Juice, squash, milk and water are on offer. Dairy free alternatives are available as per parents requests.</p> <p>Compared to the previous academic year 2022/2023 numbers of children on the books increased slightly with new Reception starters replacing Y6 leavers. Tuesday is the most popular day for after-school-club reaching nearly full capacity for up to 60 children whilst Wednesday is for breakfast club. Friday is the most quiet day for both. There was no waiting list for the 2023/2024 academic year, with all parents getting the sessions they requested. That was because parents were communicated in advance on which days had/had no capacity to plan accordingly.</p> <p>This academic year one member of staff has been on long term sick leave, and one has resigned, but were not replaced.</p> <p>Ratios of staff to children remained above those used at other clubs/the levels required by Ofsted.</p> <p>The website and online registration system set by the OSC's Chair in the previous academic year has been successful and has continued to be used.</p> <p>The Trustees have continued to work closely with the Stanbridge Primary School's management and the OSC comms material are routinely included in the school's newsletter to maintain awareness among parents.</p>

		We invested in arts and crafts resources and staff training for one member of staff to attend Level 3 Award in Child Care and Education.
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Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	
Performance of fundraising activities against objectives set	Para 1.41	
Investment performance against objectives	Para 1.41	
Other		

Financial Review

<p>Review of the charity's financial position at the end of the period</p>	<p>Para 1.21</p>	<p>Finances remain healthy.</p> <p>Total income was higher than the previous financial year by £11,738 (£102,713 vs £90,975). This was due to higher number of children using the club. Total expenditure was also lower than the previous financial year (£80,520 vs 86,410), raising the surplus to £22,193, compared to £6,242 in 2022/2023. This was primarily due to lower staffing costs (see section on Achievements and Performance). We ended the year with £27,161 in the bank. Two savings accounts were opened this financial year holding £43,579 of the Club's funds.</p> <p>Staff wages were increased across the board in line with minimum wage increases, in effect for April's salaries. The club reviewed the financial impact of various potential increases and checked wages for similar roles in the local area for staff on higher-than-min-wage pay.</p> <p>Overall the number of employed staff and the hours they worked were lower than in the past financial year.</p> <p>The new self-employed bookkeeper was taken on as a Club employee during this financial year. She has continued in her role as bookkeeper, and has also taken on some of the administrator duties carried out by the Club Leader and Deputy after the departure of the previous bookkeeper.</p>
<p>Statement explaining the policy for holding reserves stating why they are held</p>	<p>Para 1.22</p>	<p>We have an informal policy to keep approx 3 months' running costs eg £20,000-£25,000 in reserve (but in the same bank account) to enable the club to continue running through times where there is less demand (ie fewer pupils) or for emergencies such as the COVID-19 pandemic. The reserves are unrestricted.</p>
<p>Amount of reserves held</p>	<p>Para 1.22</p>	<p>During this financial year £43,579 were moved into two savings accounts (a 32 Day Notice Account with £20,258, and a 95 Day Notice Account with £23,321). The decision was taken to safeguard the reserves for emergencies, allowing for relatively immediate access to 3 month's running costs- in the case of the 32 Day Notice account – with the possibility to access more funds if the need arises.</p>

Reasons for holding zero reserves	Para 1.22	N/A
Details of fund materially in deficit	Para 1.24	None
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	N/A

Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	Income from fees charged for children attending breakfast and afternoon club sessions.
Investment policy and objectives including any social investment policy adopted	Para 1.46	
A description of the principal risks facing the charity	Para 1.46	
Other		

Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	Constitution
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	Foundation Model - CIO
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	Application stating they are not barred from acting as a Trustee, followed by internal discussions with applicant as to interest, commitment and suitability for role. Subsequently, appointment by existing committee members, subject to DBS checks and EY2 checks.

Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	
The charity's organisational structure and any wider network with which the charity works	Para 1.51	
Relationship with any related parties	Para 1.51	
Other		

Reference and Administrative details

Charity name	Stanbridge Out of School Club
Other name the charity uses	Stanbridge OOSC
Registered charity number	1155687
Charity's principal address	Stanbridge Primary School, 24 Stanbridge Road Downend Bristol BS16 6AL

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)
Christopher Moore	Chair	Appointed 05.09.2019	OOSC Committee
Sarah Taylor	Secretary	Appointed 31 August 2022	OOSC Committee
Christalla Pithara-McKeown	Treasurer	Appointed 24 July 2023.	OOSC Committee
Donna Kenny	Trustee	Appointed 24 July 2023	OOSC Committee

Corporate trustees – names of the directors at the date the report was approved

Director name		

Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	

Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	N/A
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	N/A
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	N/A

Additional information (optional)

Names and addresses of advisers (Optional information)

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

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Exemptions from disclosure

Reason for non-disclosure of key personnel details

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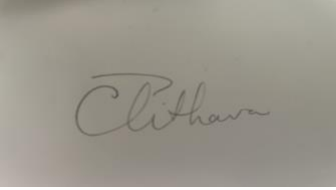
Other optional information

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Declarations

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

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Christopher Moore	Christalla Pithara-McKeown
Position (eg Secretary, Chair, etc)	Chair	Treasurer
Date	27/6/2025	



CHARITY COMMISSION
FOR ENGLAND AND WALES

Stanbridge Out Of School Club

1155687

Receipts and payments accounts

CC16a

For the period from	01/09/2023	To	31/08/2024
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Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
Fee Income	99,387	-	-	99,387	88,788
Annual Registration Fees	895	-	-	895	1,569
Sundry	585	-	-	585	35
Discounts Given	- 22	-	-	22	- 635
Furlough Grant	-	-	-	-	1,218
Prior Year Adjustment	1,868	-	-	1,868	1,218
Sub total (Gross income for AR)	102,713	-	-	102,713	90,975
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	102,713	-	-	102,713	90,975
A3 Payments					
Insurance	518	-	-	518	485
Telephone	518	-	-	518	650
Rent	7,163	-	-	7,163	5,625
Office	-	-	-	-	251
Food Provisions	6,120	-	-	6,120	6,527
Subscriptions & Membership	469	-	-	469	556
Recreation Purchases	300	-	-	300	422
Equipment	304	-	-	304	76
Professional Expenses	294	-	-	294	482
Health & Safety	7	-	-	7	9
Cleaning Materials	-	-	-	-	4
Admin Expenses	-	-	-	-	36
Prior Year Adjustment	-	-	-	-	294
Bank Staff	6,748	-	-	6,748	7,285
Payroll Services	650	-	-	650	730
Pension	1,001	-	-	1,001	958
Salaries & Wages	50,491	-	-	50,491	56,807
PAYE / NIC	5,394	-	-	5,394	4,147
Staff Training	389	-	-	389	714
Staff Expenses	154	-	-	154	352
Sub total	80,520	-	-	80,520	86,410
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	80,520	-	-	80,520	86,410
Net of receipts/(payments)	22,193	-	-	22,193	4,565
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	-	-	-	-	-
Cash funds this year end	22,193	-	-	22,193	4,565

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	Lloyds Bank Account	27,161	-	48,547
	32 Day Notice Account	20,258	-	-
	95 Day Notice Account	23,321	-	-
	Total cash funds	70,740	-	48,547

(agree balances with receipts and payments account(s))

Agreement Error OK Agreement Error

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets			-	-
			-	-
			-	-
			-	-
			-	-

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use	Office Equipment	Unrestricted Fund	2,034	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

Categories	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities			-	
			-	
			-	
			-	
			-	

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval
<i>e Moore</i>	Christopher Moore	25/06/2025
<i>Clithorne</i>	Christalla Pithara-McKeown	24/6/25

STANBRIDGE OUT OF SCHOOL CLUB

England & Wales - Charity number 1155687

Accounts

Stanbridge Out of School Club
Registered Community Interest Organisation 1155687
Statement of Financial Activities to 31st August 2023

The following accounts have been prepared in accordance with the Statement of Recommended Practice (SORP) issued by the Charity Commission to comply with the Executive Committee's obligations as the trustees of the Charity for keeping accounting records

	2023	2023	2022	2022
	£	£	£	£
Income				
Subscriptions & Donations				
Donations & Legacies			0	
Fee Income	88,788		93,074	
Annual Registration Fee	1,569		0	
Sundry	35		169	
Discounts Given	(635)		0	
Staff Reimbursement			0	
Furlough Grant	1,218		0	
Total Subscriptions & Donations		90,975		93,243
Total Income		90,975		93,243
Expenditure				
Direct Charity				
Insurance	485		432	
Telephone	650		280	
Rent	5,625		7,500	
Office	251		132	
Food Provisions	6,527		4,705	
Subscriptions & Membership	556		473	
Recreation Purchases	422		1,062	
Advertising			373	
Equipment	76		1,138	
Professional Expenses	482		1,578	
Health & Safety	9		59	
New Resources			143	
Cleaning Materials	4		0	
Admin Expenses	36		0	
Petty Cash Expenditure			0	
Depreciation	678		678	
Prior Year Adjustment	294			
		16,095		18,553
Staffing				
Bank Staff	7,285			
Payroll Services	730		677	
Pension	958		603	
Salaries & Wages	56,807		67,192	
PAYE	4,147		2,560	
Staff Training	714		167	
Staff Expenses	352		487	
Uniforms			0	
Total Staffing		70,994		71,686
Total Expenditure		87,089		90,239
Surplus/Deficit		6,242		3,004
Retained Funds B/fwd		42,979		39,975
Total Funds		49,221		42,979
Funded By:				
Current Accounts		48,543		43,657
Fixed Assets		678		678
		49,221		42,979

Notes to the Accounts

1. The accounts are prepared on a receipts and payments basis and no account has been taken of accrued/prepaid income or expenditure

Independent Examiners Report to the Trustees of Stanbridge Out of School Club 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 Charities Act
- . to follow the procedures laid down in the general Direction
- . given by the Charity Commission (under section 145(5)(b) of the
- . Charities Act) and
- . to state whether particular matters have come to my attention

Basis of Independent Examiners 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 accounts, 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 Examiners Statement

In connection with my examination, no matter has come to my attention:

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 to prepare accounts which accord with the accounting records and comply with the 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.



M J Bowles
MJIB Accounting Ltd
May 2024



Trustees' Annual Report for the period

From 01/09/22 Period start date

To 31/08/23 Period end date

Charity name: Stanbridge Out of School Club

Charity registration number: 1155687

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	<p>The objects of the CIO are:</p> <ul style="list-style-type: none"> a) To provide the necessary facilities for the daily care, recreation and education of children during out of school hours on the Stanbridge Primary School site; and b) To advance the education and training of persons in the provision of such care, education and recreational facilities.
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	<p>The trustees have had regard to the guidance issued by the Charity Commission on public benefit and have agreed to the Club's purposes as detailed below.</p> <p>We see the OOSC as having four purposes relating to advancing the education of children in the Downend area, through the provision of out of school childcare at a modest cost.</p> <p>Our first purpose is to further advance the provision of supervised play activities on the Stanbridge Primary School site eg basketball, football, group games such as 'tag', playing on the school field play equipment or using equipment such as skipping ropes, hula hoops, footballs etc</p> <p>The second purpose is to supplement the creative opportunities available to the children, allowing them to express themselves through craft activities eg marking cards/presents for Mother's Day/Father's Day, or Christmas/Easter decorations, learning paper crafts such as origami etc</p> <p>The third purpose teaches the children to be 'good global citizens', supporting the work of the primary school, by providing information on and arranging activities on protecting the environment. For example, reusing or recycling</p>

		craft materials or recycling food and drink packaging. The fourth purpose furthers the children's life skills, again supporting work undertaken by the primary school, by instilling values of respect for others and themselves eg by giving children responsibility for clearing up or taking orders for snacks etc.
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	See previous answer.

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	
Policy on social investment including program related investment	Para 1.38	
Contribution made by volunteers	Para 1.38	
Other		

Achievements and Performance

	SORP reference	

<p>Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.</p>	<p>Para 1.20</p>	<p>The Club has continued to provide essential wrap-around childcare to a significant number of pupils (approx 150) at Stanbridge Primary School, allowing parents to work and giving the children a warm, welcoming environment to play and relax in before and after school hours. Hot breakfasts were successfully reintroduced again after a long break due to the COVID pandemic.</p> <p>Numbers of children on the books increased slightly with new Reception starters replacing Y6 leavers. Tues-Thurs sessions were full or nearly full with capacity for up to 63 children plus 2 spare for emergency/ad hoc bookings. The waiting list was reduced with almost all parents getting the sessions they requested.</p> <p>A L3 SEND specialist was recruited to add further skills and ensure that a L3 staff member was available at every session. Ratios of staff to children remained above those used at other clubs/the levels required by Ofsted.</p> <p>The Chair set up a new website and online registration system for parents to more easily register and confirm termly bookings, and easier invoicing.</p> <p>We invested in new recreational equipment and staff training (educational and first aid).</p>
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Additional information (optional)

You may choose to include further statements where relevant about:

<p>Achievements against objectives set</p>	<p>Para 1.41</p>	
<p>Performance of fundraising activities against objectives set</p>	<p>Para 1.41</p>	
<p>Investment performance against objectives</p>	<p>Para 1.41</p>	
<p>Other</p>		

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Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	<p>Finances remain healthy.</p> <p>Income was slightly less than the previous financial year at £90,975 vs £93,243. However, as total expenditure was greater the Club made a surplus of £6,242 in 2022-2023 vs £3,004 in 2021-2022. We ended the year with approx £49,000 in the bank.</p> <p>Staff wages were increased across the board in line with minimum wage increases, in effect for April's salaries. The club reviewed the financial impact of various potential increases and checked wages for similar roles in the local area for staff on higher-than-min-wage pay.</p> <p>Overall the number of employed staff and the hours they worked were lower than in the past financial year.</p> <p>The Club's administrator/bookkeeper resigned at the end of the previous financial year (Aug 22), but agreed to continue providing bookkeeping services on a self-employed basis until July 23, when she was replaced by a new self-employed bookkeeper. The Club Leader and Deputy took on some of the administrator duties, and admin and financial processes were reviewed for greater efficiency.</p>
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	We have an informal policy to keep approx 3 months' running costs eg £20,000-£25,000 in reserve (but in the same bank account) to enable the club to continue running through times where there is less demand (ie fewer pupils) or for emergencies such as the COVID-19 pandemic. The reserves are unrestricted and were not used in this financial year.
Amount of reserves held	Para 1.22	See answer above.
Reasons for holding zero reserves	Para 1.22	N/A
Details of fund materially in deficit	Para 1.24	None
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	N/A

Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	Income from fees charged for children attending breakfast and afternoon club sessions.
Investment policy and objectives including any social investment policy adopted	Para 1.46	
A description of the principal risks facing the charity	Para 1.46	
Other		

Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	Constitution
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	Foundation Model - CIO
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	Application stating they are not barred from acting as a Trustee, followed by internal discussions with applicant as to interest, commitment and suitability for role. Subsequently, appointment by existing committee members, subject to DBS checks and EY2 checks.

Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	
The charity's organisational structure and any wider network with which the charity works	Para 1.51	
Relationship with any related parties	Para 1.51	
Other		

Reference and Administrative details

Charity name	Stanbridge Out of School Club
Other name the charity uses	Stanbridge OOSC
Registered charity number	1155687
Charity's principal address	Stanbridge Primary School, 24 Stanbridge Road Downend Bristol BS16 6AL

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)
2	Mr Chris Moore	Chair	Appointed 05.09.2019	OOSC Committee
3	Mr Adam Lawrence	Secretary	Appointed 23.06.2016, resigned as Secretary July 2022, stayed on as Trustee for a few months then removed in 2023.	OOSC Committee
4	Mrs Jane Evans	Treasurer	Appointed 01.09.2019, resigned September 2023.	OOSC Committee
6	Sarah Taylor	Trustee	Appointed 31 August 2022	OOSC Committee

Corporate trustees – names of the directors at the date the report was approved

Director name		

Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	

Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	N/A
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	N/A
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	N/A

Additional information (optional)

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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Exemptions from disclosure

Reason for non-disclosure of key personnel details

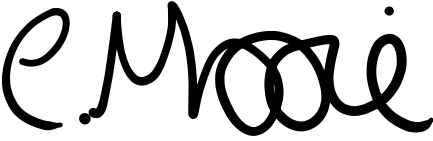
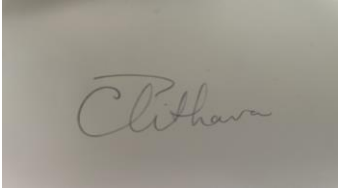
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Other optional information

Declarations

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

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Christopher Moore	Christalla Pithara-McKeown
Position (eg Secretary, Chair, etc)	Chair	Treasurer
Date	14/6/2024	

STANBRIDGE OUT OF SCHOOL CLUB

England & Wales - Charity number 1155687

Accounts

Stanbridge Out of School Club
Registered Community Interest Organisation 1155687
Statement of Financial Activities to 31st August 2022

The following accounts have been prepared in accordance with the Statement of Recommended Practice (SORP) issued by the Charity Commission to comply with the Executive Committee's obligations as the trustees of the Charity for keeping accounting records

	2022	2022	2021	2021
Income				
Subscriptions & Donations				
Donations & Legacies	0		550	
Fee Income	93,074		73,779	
HMRC JRS Grant	0		1,218	
Sundry	169		85	
Petty Cash Income	0		12	
Staff Reimbursement	0		658	
Fee Refund	0		(94)	
		<u>93,243</u>		<u>76,208</u>
Total Income		<u>93,243</u>		<u>76,208</u>
Expenditure				
Direct Charity				
Insurance	432		395	
Telephone	280		136	
Rent	7,500		7,057	
Office	132		268	
Food Provisions	4,705		2,636	
Subscriptions & Membership	473		558	
Recreation Purchases	1,062		177	
Advertising	373		0	
Equipment	1,138		905	
Professional Expenses	1,578		94	
Health & Safety	59		24	
New Resources	143		0	
Cleaning Materials	0		614	
Admin Expenses	0		78	
Petty Cash Expenditure	0		1,310	
Depreciation	678		0	
		<u>18,553</u>		<u>14,252</u>
Staffing				
Bank Staff			1,364	
Payroll Services	677		575	
Pension	603		515	
Salaries & Wages	67,192		58,953	
PAYE	2,560		2,383	
Staff Training	167		342	
Staff Expenses	487		157	
Uniforms	0		380	
Total Staffing		<u>71,686</u>		<u>64,669</u>
Total Expenditure		<u>90,239</u>		<u>78,921</u>
Surplus/Deficit		<u>3,004</u>		<u>(2,713)</u>
Retained Funds B/fwd		39,975		42,688
Total Funds		<u>42,979</u>		<u>39,975</u>
Funded By:				
Current Accounts		43,657		39,975
Less Depreciation Charge		(678)		
		<u>42,979</u>		<u>39,975</u>

Notes to the Accounts

1. The accounts are prepared on a receipts and payments basis and no account has been taken of accrued/prepaid income or expenditure

**Independent Examiners Report to the Trustees of Stanbridge Out of School Club
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 Charities Act
- . to follow the procedures laid down in the general Direction
- . given by the Charity Commission (under section 145(5)(b) of the
- . Charities Act) and
- . to state whether particular matters have come to my attention

Basis of Independent Examiners 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 accounts, 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 Examiners Statement

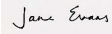
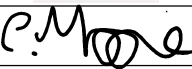
In connection with my examination, no matter has come to my attention:

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

to prepare accounts which accord with the accounting records and comply with the 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.

M J Bowles
MJIB Accounting Ltd
June 2023

Signed by one or two trustees on behalf of all the trustees				
	Signature	Print name	Position	Date
		Jane Evans	Treasurer	16.06.2023
		Chris Moore	Chair	16.06.2023



CHARITY COMMISSION
FOR ENGLAND AND WALES TRUSTEES ANNUAL REPORT

From 01/09/21 Period start date To 31/08/22 Period end date

Charity name: Stanbridge Out of School Club

Charity registration number: 1155687

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	The objects of the CIO are: a) To provide the necessary facilities for the daily care, recreation and education of children during out of school hours on the Stanbridge Primary b) To advance the education and training of persons in the provision of such care, education and recreational facilities.
		The trustees have had regard to the guidance issued by the Charity Commission on public benefit and have agreed to the Club's purposes as detailed below.

<p>Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.</p>	<p>Para 1.17 and 1.19</p>	<p>We see the OSC as having four purposes relating to advancing the education of children in the Downend area, through the provision of out of school childcare at a modest cost.</p> <p>Our first purpose is to further advance the provision of supervised play activities on the Stanbridge Primary School site eg basketball, football, group games such as 'tag', playing on the school field play equipment or using equipment such as skipping ropes, hula hoops, footballs etc</p> <p>The second purpose is to supplement the creative opportunities available to the children, allowing them to express themselves through craft activities eg marking cards/presents for Mother's Day/Father's Day, or Christmas/Easter decorations, learning paper crafts such as origami etc</p> <p>The third purpose teaches the children to be 'good global citizens', supporting the work of the primary school, by providing information on and arranging activities on protecting the environment. For example, reusing or recycling craft materials or recycling food and drink packaging.</p> <p>The fourth purpose furthers the children's life skills, again supporting work undertaken by the primary school, by instilling values of respect for others and themselves eg by giving children responsibility for clearing up or taking orders for snacks etc.</p>
<p>Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit</p>	<p>Para 1.18</p>	<p>See previous answer.</p>

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
<p>Policy on grant making</p>	<p>Para 1.38</p>	
<p>Policy on social investment including program related investment</p>	<p>Para 1.38</p>	
<p>Contribution made by volunteers</p>	<p>Para 1.38</p>	
<p>Other</p>		

Achievements and Performance

	SORP reference	

<p>Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.</p>	<p>Para 1.20</p>	<p>The Club continued to run effectively through the final leg of the COVID pandemic, moving back into one room after the year-group bubble system was disbanded by the school.</p> <p>Club leader and founder Jayne Uren resigned in December 2021 and after an open recruitment and interview process, long-standing deputy Nikki Morris was appointed as leader in January 2022. A new recruit joined us as deputy in February 2022, and we also replaced other employees who left during this financial year, starting the year with 9 staff members and ending the year with 7 (our admin assistant is now self-employed but still works for the club).</p> <p>We invested in new equipment (staff laptops, iPads and games for the children), staff training, and also extended opening hours from a 5.45pm end to 6pm end, with no additional charge.</p> <p>After low use periods in lockdowns, we were able to take on more children in each session.</p> <p>Minimum wage pay increases were implemented and for those on higher wages pay was reviewed and increased in line with inflation.</p> <p>We have continued to review our administration and financial processes.</p> <p>Payroll and pension calculations continue to be outsourced, and we also used other professional services eg accountant for light exam of 20/21 accounts, plus HR consultancy.</p> <p>In line with our long-term aim to become a cashless organisation, we stopped using Petty Cash in March 2021 (previous financial year) and this year invested in a card machine for parents to pay on the day for ad hoc sessions.</p>
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Additional information (optional)

You may choose to include further statements where relevant about:

<p>Achievements against objectives set</p>	<p>Para 1.41</p>	
<p>Performance of fundraising activities against objectives set</p>	<p>Para 1.41</p>	
<p>Investment performance against objectives</p>	<p>Para 1.41</p>	
<p>Other</p>		

Financial Review

<p>Review of the charity's financial position at the end of the period</p>	<p>Para 1.21</p>	<p>In 2021/22 we finished the year with a small surplus, a very good result coming out of two years of COVID, especially compared to the small losses we made in both the previous financial years.</p> <p>Take-up of the club has increased, and although costs have also increased, we have been able to increase our fee income significantly on the last financial year.</p> <p>Finances remain healthy despite investment in new equipment (eg staff laptops, games for the children), as well as higher costs on staff due to recruitment, wage increases and more qualified/higher paid staff on the books.</p> <p>Session prices were increased to ensure the organisation is able to cover its costs and retain suitably qualified staff while offering a good service. Session prices had remained the same for many years and are still lower than other similar local services.</p> <p>Ad hoc session prices saw a higher increase than regular bookings, to encourage parents to use this option for emergencies only, as this makes it easier for the Club to ensure appropriate staffing levels for each session.</p> <p>We invested in a card reader for parents using ad hoc sessions to track these payments and reduce the admin burden.</p>
<p>Statement explaining the policy for holding reserves stating why they are held</p>	<p>Para 1.22</p>	<p>We have an informal policy to keep 3 months' running costs eg £20,000-£25,000 in reserve (but in the same bank account) to enable the club to continue running through times where there is less demand (ie fewer pupils) or for emergencies such as the COVID-19 pandemic. The reserves are unrestricted and were not used in this financial year. The club remains in high demand and has been able to stay open and running while other local out of school clubs closed down due to running difficulties during the pandemic.</p>
<p>Amount of reserves held</p>	<p>Para 1.22</p>	<p>See answer above.</p>
<p>Reasons for holding zero reserves</p>	<p>Para 1.22</p>	<p>N/A</p>
<p>Details of fund materially in deficit</p>	<p>Para 1.24</p>	<p>None</p>
<p>Explanation of any uncertainties about the charity continuing as a going concern</p>	<p>Para 1.23</p>	<p>N/A</p>

Additional information (optional)

You may choose to include further statements where relevant about:

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The charity's principal sources of funds (including any fundraising)	Para 1.47	Income from fees charged for children attending breakfast and afternoon club sessions.
Investment policy and objectives including any social investment policy adopted	Para 1.46	
A description of the principal risks facing the charity	Para 1.46	
Other		

Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	Constitution
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	Foundation Model - CIO
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	Application stating they are not barred from acting as a Trustee, followed by internal discussions with applicant as to interest, commitment and suitability for role. Subsequently, appointment by existing committee members, subject to DBS checks and EY2 checks.

Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	

The charity's organisational structure and any wider network with which the charity works	Para 1.51	
Relationship with any related parties	Para 1.51	
Other		

Reference and Administrative details

Charity name	Stanbridge Out of School Club
Other name the charity uses	Stanbridge OSC
Registered charity number	1155687
Charity's principal address	Stanbridge Primary School, 24 Stanbridge Road Downend Bristol BS16 6AL

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	Mrs Jayne Uren	Club Leader	Since inception, appointed 13.12.2013, resigned December 2021	OSC Committee
2	Mr Chris Moore	Chair	Appointed 05.09.2019	OSC Committee
3	Mr Adam Lawrence	Secretary	Appointed 23.06.2016, resigned as Secretary September 2022, stayed on as Trustee.	OSC Committee
4	Mrs Jane Evans	Treasurer	Appointed 01.09.2019	OSC Committee
5	Mrs Mandy Tucker	Trustee	Appointed 05.03.2015, resigned August 2021.	OSC Committee
6	Sarah Taylor	Trustee	Appointed 31 August 2022	OSC Committee
7				
8				

Corporate trustees – names of the directors at the date the report was approved

Director name		

Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	

Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	N/A
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Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	N/A
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	N/A

Additional information (optional)

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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Exemptions from disclosure

Reason for non-disclosure of key personnel details

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Other optional information

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Declarations

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

Signed on behalf of the charity's trustees:

Signature(s)		
Full name(s)	Christopher Moore	Jane Katherine Evans
Position:	Chair	Treasurer
Date:	16.06.23	

STANBRIDGE OUT OF SCHOOL CLUB

England & Wales - Charity number 1155687

Accounts



Trustees' Annual Report for the period

From 01/09/2020 To 31/08/2021

Charity name: Stanbridge Out of School Club

Charity registration number: 1155687

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	The objects of the CIO are: <ul style="list-style-type: none">a) To provide the necessary facilities for the daily care, recreation and education of children during out of school hours on the Stanbridge Primary School site; andb) To advance the education and training of persons in the provision of such care, education and recreational facilities.
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	<p>The trustees have had regard to the guidance issued by the Charity Commission on public benefit and have agreed to the Club's purposes as detailed below.</p> <p>We see the OSC as having four purposes relating to advancing the education of children in the Downend area, through the provision of out of school childcare at a modest cost.</p> <p>Our first purpose is to further advance the provision of supervised play activities on the Stanbridge Primary School site eg basketball, football, group games such as 'tag', playing on the school field play equipment or using equipment such as skipping ropes, hula hoops, footballs etc</p> <p>The second purpose is to supplement the creative opportunities available to the children, allowing them to express themselves through craft activities eg marking cards/presents for Mother's Day/Father's Day, or Christmas/Easter decorations, learning paper crafts such as origami etc</p> <p>The third purpose teaches the children to be 'good global citizens', supporting the work of the primary school, by providing information on and arranging activities on protecting the environment. For example, reusing or recycling</p>

		craft materials or recycling food and drink packaging. The fourth purpose furthers the children's life skills, again supporting work undertaken by the primary school, by instilling values of respect for others and themselves eg by giving children responsibility for clearing up or taking orders for snacks etc.
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	See previous answer.

Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	<p>The club has continued to run effectively through the many difficulties presented by the COVID-19 pandemic, using extra sanitation measures and running over two rooms (rather than one) to keep the separate bubbles for each Year Group, following on from the school's procedures.</p> <p>More play assistants were recruited to ensure staff could cover both rooms, and emergency 'bank' staff were used to step in when existing assistants were ill due to COVID or had to isolate according to government guidelines. We were also able to stay open during lockdowns to support keyworkers and their children, with far reduced pupil numbers. Parents whose children were unable to use the club due to lockdown or COVID (illness or isolation) were not charged.</p> <p>Some parents kindly donated their fees for unused sessions in recognition of the support the club was able to offer.</p> <p>Despite low use periods in lockdowns, overall we were able to take on more children and/or offer more sessions to children already using the club, following our initial expansion in April 2019, and take-up continues to grow.</p> <p>We also supported staff by continuing to pay them as normal if they were ill or isolating due to COVID. Minimum wage pay increases were implemented and for those on higher wages pay was reviewed and increased in line with inflation.</p> <p>We have continued to review our administration and financial processes.</p>

		<p>A new admin assistant was recruited and we upgraded our accounting system to Quickbooks.</p> <p>Payroll, pension & furlough claims were/continued to be outsourced.</p> <p>In line with our long-term aim to become a cashless organisation, we stopped using Petty Cash in March 2021.</p>
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Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	<p>In 2020/21 we made a loss of £2700, a slightly lower loss than that made in 2019/2020, despite the demands of running through a pandemic.</p> <p>Take-up of the club has increased, and our fee income was up on last year and previous years.</p> <p>Finances remain healthy (cash in bank at the end of the financial year was £39,975), despite investment in new equipment (eg staff laptops), higher rent due to requiring two rooms rather than one, to keep the children in 'bubbles' according to school policy, as well as higher costs on staff (more employed staff to cover both rooms, illness/COVID isolation and bank staff for emergencies), cleaning equipment and groceries (wrapped food) etc</p> <p>Recommendations for next year:</p> <ul style="list-style-type: none"> • Review costs - especially staffing levels and number of rooms rented, where appropriate (and depending on COVID-19 requirements). • Review session prices – these have remained the same for a number of years and are lower than other similar local services. • Look at investing in a card reader for parents using ad hoc sessions to better track payments.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	<p>We have an informal policy to keep 3 months' running costs eg £15,000-£20,000 in reserve (but in the same bank account) to enable the club to continue running through times where there is less demand (ie fewer pupils) or for emergencies such as the COVID-19 pandemic.</p>

		The reserves are unrestricted and were not used in this financial year. The club remains in high demand and has been able to stay open and running while other local out of school clubs have closed down.
Amount of reserves held	Para 1.22	Cash in bank remains at just over £39,000, reserves are approx. half of this.
Reasons for holding zero reserves	Para 1.22	N/A
Details of fund materially in deficit	Para 1.24	None
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	N/A

Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	Income from fees charged for children attending breakfast and afternoon club sessions.
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Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	Constitution
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	Foundation Model - CIO
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	Application stating they are not barred from acting as a Trustee, followed by internal discussions with applicant as to interest, commitment and suitability for role. Subsequently, appointment by existing committee members, subject to DBS checks and EY2 checks.

Reference and Administrative details

Charity name	Stanbridge Out of School Club
Other name the charity uses	Stanbridge OSC
Registered charity number	1155687
Charity's principal address	Stanbridge Primary School, 24 Stanbridge Road Downend Bristol BS16 6AL

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	Mrs Jayne Uren	Club Leader	Since inception, appointed 13.12.2013	
2	Mr Chris Moore	Chair	Appointed 05.09.2019	OSC Committee
3	Mr Adam Lawrence	Secretary	Appointed 23.06.2016	OSC Committee
4	Mrs Jane Evans	Treasurer	Appointed 01.09.2019	OSC Committee
5	Mrs Mandy Tucker	Trustee	Appointed 05.03.2015	OSC Committee

Other optional information

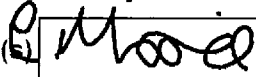
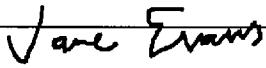
In this financial year some payments were made to a trustee for services above and beyond their trustee role. While the Club believes these services were allowed by the governing document, and were in the Club's best interests, a written agreement was not prepared at the time.

In the interests of being as open and transparent as possible, a document detailing the services and agreement has since been created, signed and submitted to the Charity Commission via its online form, to inform the Commission and ensure this does not happen again.

Declarations

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

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Christopher Moore	Jane Katherine Evans
Position (eg Secretary, Chair, etc)	Chair	Treasurer

Date 29/06/2022

**Independent Examiner's Report to the Trustees of
Stanbridge Out Of School Club**

Independent examiner's report to the trustees of Stanbridge Out Of School Club

I report to the charity trustees on my examination of the accounts of Stanbridge Out Of School Club (the Trust) for the period 1 September 2020 to 31 August 2021.

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').

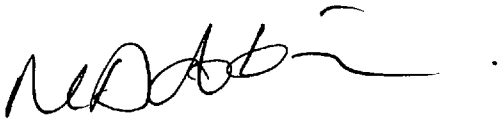
I report in respect of my examination of the Trust's accounts carried out under section 145 of the Act and in carrying out my examination I have followed all applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

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; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination.

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.



Matthew Dobbins FCA

Dunkley's
Woodlands Grange
Woodlands Lane
Bradley Stoke
Bristol
BS32 4JY

Date: 29/06/2022



CHARITY COMMISSION
FOR ENGLAND AND WALES

Charity Name
Stanbridge Out of School Club
Charity No
1155687

CC16a

Receipts and payments accounts

For the period from 01/09/2020 To 31/08/2021

Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts (Income)					
Donations and legacies	550	-	-	550	-
Fee Income - via bank (registration, fee income, debtors)	73,779	-	-	73,779	52,347
Breakfast Club Food	-	-	-	-	-
Uniform Sales income - bank	-	-	-	-	-
Fundraising	-	-	-	-	-
HMRC JRS Grant - Furlough	1,218	-	-	1,218	7,718
Misc (eg refund)	85	-	-	85	2
Petty cash income - fees (separate statement/account)	12	-	-	12	478
Petty cash income - uniform sales (separate statement/account)	-	-	-	-	18
+ staff reimbursement (separate statement/account)	658	-	-	658	-
Sub total (Gross income for AR)	76,302	-	-	76,303	60,563
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	76,302	-	-	76,303	60,563
A3 Payments (Expenditure)					
Bank Staff / Self Employed	1,364	-	-	1,364	-
Payroll Services (prev Wages Admin)	575	-	-	575	500
Pension Contributions	515	-	-	515	460
Salaries & Wages (prev Staff Salaries (total))	58,953	-	-	58,953	46,732
PAYE/NIC (Tax & NI)	2,383	-	-	2,383	1,977
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	79,014	-	-	79,014	63,861
*Net of receipts/(payments)	- 2,712	-	-	- 2,711	- 3,298
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	-	-	-	-	-
*Cash funds this year end	- 2,712	-	-	- 2,711	- 3,298

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	Closing bank balance 31 Aug 2021 (Lloyds 50493960)	39,975	-	-
	Petty Cash / cash in hand closing balance Mar 2021	-	-	-
		-	-	-
	Total cash funds	39,975	-	-

(agree balances with receipts and payments account(s))

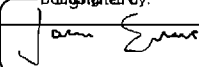
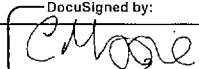
Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets			-	-
			-	-
			-	-
			-	-

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

Categories	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities			-	
			-	
			-	
			-	

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval
	Jane Evans	6/29/2022
	Chris Moore	6/29/2022

STANBRIDGE OUT OF SCHOOL CLUB

England & Wales - Charity number 1155687

Accounts



Trustees' Annual Report for the period

From 01/09/2019 **Period start date**

To 31/08/2020 **Period end date**

Charity name: Stanbridge Out of School Club

Charity registration number: 1155687

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	THE OBJECTS OF THE CIO ARE: A) TO PROVIDE THE NECESSARY FACILITIES FOR THE DAILY CARE, RECREATION AND EDUCATION OF CHILDREN DURING OUT OF SCHOOL HOURS ON THE STANBRIDGE PRIMARY SCHOOL SITE; AND B) TO ADVANCE THE EDUCATION AND TRAINING OF PERSONS IN THE PROVISION OF SUCH CARE, EDUCATION AND RECREATIONAL FACILITIES.
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	<p>The trustees have had regard to the guidance issued by the Charity Commission on public benefit and have agreed our purposes as detailed below.</p> <p>We see the OSC as having 4 purposes relating to advancing the education of children in the Downend area through the provision of out of school childcare at a modest cost.</p> <p>One purpose is to further advance the physical, mental and team-working skills of children in primary school through the provision of supervised play activities on the Stanbridge School site e.g. basketball, football, group games such as 'tag' and dodgeball, playing on the school field play equipment or using equipment such as skipping ropes, hula hoops and football and rugby.</p> <p>The second purpose is to supplement the creative opportunities available to the children, allowing the children to express themselves through craft activities which are planned each term e.g. making cards and presents for Mother's Day/Father's Day, making Christmas and Easter gift/card/decorations, learning paper crafts such as origami etc.</p> <p>The third purpose teaches the children to be 'good global citizens', supporting the work of the primary school, by providing information</p>

		<p>and activities they can participate in relating to protecting our environment; eg children are taught to reuse and recycle craft materials or recycle food and drink packaging.</p> <p>The fourth purpose furthers the children's life skills, again supporting work undertaken by the primary school, by instilling values of respect for others and themselves, and by giving children responsibility eg for clearing up or taking orders for snacks or distributing food and drink.</p>
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	See previous answer.

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	
Policy on social investment including program related investment	Para 1.38	
Contribution made by volunteers	Para 1.38	
Other		

Achievements and Performance

	SORP reference	
<p>Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.</p>	<p>Para 1.20</p>	<p>Although the club was forced to close temporarily in March due to COVID-19, it was able to open a few weeks later to support keyworkers' children. The club worked with the school to create separate 'bubble' spaces and tables for each class in each year group (2 classes per year group) and used the hall for Key Stage 1 and moved into the gym next door for Key Stage 2 pupils. More play assistants were recruited to ensure staff-children ratios remained at their previous levels, and emergency 'bank' staff were also recruited to step in when existing assistants had to isolate. Extra sanitation measures were introduced (clean-downs before and after each session, separate toilets for KS1 and KS2, antibac handgel used on entrance/exit of each space, a one-way walkway system, open windows to ensure ventilation and wrapped food and drink at breakfast). Isolation policies for staff were also implemented.</p> <p>These procedures and policies were put together at very short notice and implemented successfully to ensure a continuous service after the initial closure until the end of term in July 2020. Despite the extra staffing, cleaning, food and material costs pricing was kept the same for parents.</p> <p>We have continued to review our administration and financial processes to ensure that they are efficient, secure and effective. We have continued to:</p> <ul style="list-style-type: none"> - reduce cash receipts and increase receipts from BACS & childcare vouchers. Cash is now rarely accepted and since September 2019, breakfast has been included in the price of the morning session. This also supports families who may financially struggle to pay for school meals. - use a spreadsheet for calculating fees payable and showing amounts paid and outstanding, reducing manual calculations - centralise payments and receipts with our administrator - regularly forecast costs - benchmark salaries annually. Staff's contract and pay are reviewed annually to make sure they are in line with statutory employment regulations, such as annual leave entitlement and rates of pay. - benchmark fees in the local area annually

		<p>- review costs including insurance, phones and payroll admin</p> <p>-We have increased the hours of our admin support to ensure all accounting and admin actions are carried out in good time</p> <p>Revisions of club policies and procedures over a 2-year cycle has continued.</p> <p>The monitoring of training and qualifications has continued, to allow us to budget for future planned training.</p>
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Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	
Performance of fundraising activities against objectives set	Para 1.41	
Investment performance against objectives	Para 1.41	
Other		

Financial Review

<p>Review of the charity's financial position at the end of the period</p>	<p>Para 1.21</p>	<p>In 2019/20 we made a loss of £3,297 compared to a surplus of £808 in 2018/2019 and a surplus of £14,505 in 2017/2018.</p> <p>Reserves remain at a healthy level (cash in bank at the end of the financial year was £42,645), which will be used for further equipment/staffing investments and possible IT improvements to improve the childcare service provided by the charity.</p> <p>Recommendations for next year:</p> <ul style="list-style-type: none"> • Monitor use of bank/extra staff (recruited for Covid measures) where possible while keeping ratios at necessary levels • Upgrade Quickbooks for easier analysis of income/expenditure • Review reserves to budget for extra rent, equipment, sanitation measures, wrapped food etc for Covid policies.
<p>Statement explaining the policy for holding reserves stating why they are held</p>	<p>Para 1.22</p>	<p>The reserves are unrestricted. The key reason for holding cash reserves is to enable the club to continue through times when there is less demand or for emergencies (eg Covid-19). The available spaces in the club were increased to 50 per morning and afternoon session since moving into using the school hall in April 2019. In general, the club has increased in popularity, and been able to serve more pupils. This is not always the case and can have a material financial impact, in the short term, on cash flow as staffing is adjusted.</p> <p>This was especially the case since March 2020/the first lockdown. While we have been able to maintain most of our reserves far fewer children used the club and we had to increase staffing and spend more on cleaning/sanitation materials, wrapped food and drink etc. Reserves were also used and will be used to update club equipment including laptops and printers for staff, and ipads, games and furniture for the children (eg the school had to remove some sofas owned by the club in the first lockdown in March 2020, which are yet to be replaced).</p>
<p>Amount of reserves held</p>	<p>Para 1.22</p>	<p>Cash in bank has remained above £40,000 each month</p>
<p>Reasons for holding zero reserves</p>	<p>Para 1.22</p>	<p>N/A</p>

Details of fund materially in deficit	Para 1.24	None
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	N/A

Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	
Investment policy and objectives including any social investment policy adopted	Para 1.46	
A description of the principal risks facing the charity	Para 1.46	
Other		

Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	Constitution
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	Foundation Model – CIO
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	Application stating they are not barred from acting as a Trustee, followed by informal discussions with applicant as to interest, commitment and suitability for role. Subsequently, appointment by existing committee members subject to DBS checks and EY2 checks.

Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	
The charity's organisational structure and any wider network with which the charity works	Para 1.51	
Relationship with any related parties	Para 1.51	
Other		

Reference and Administrative details

Charity name	Stanbridge Out of School Club
Other name the charity uses	Stanbridge OSC
Registered charity number	1155687
Charity's principal address	Stanbridge Primary School, 24 Stanbridge Road Downend Bristol BS16 6AL

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	Mrs Jayne Uren	Club Leader	Since inception, appointed 13.12.2013	
2	Mr Chris Moore	Chair	Appointed 05.09.2019	OSC Committee
3	Ms Stephanie Evans	Treasurer	From 01.09.17 to 01.01.20	OSC Committee
4	Mrs Jane Evans	Treasurer	Appointed 01.09.19	OSC Committee
5	Mr Adam Lawrence	Secretary	Appointed 23.05.16	OSC Committee
6	Mrs Mandy Tucker	Trustee	Appointed 05.03.2015	OSC Committee
7				
8				

Corporate trustees – names of the directors at the date the report was approved

Director name		

Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	

Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	N/A
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	N/A
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	N/A

Additional information (optional)

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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Exemptions from disclosure

Reason for non-disclosure of key personnel details

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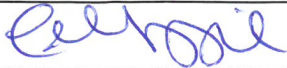

Other optional information

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Declarations

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

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Christopher Moore	Jane Katherine Evans
Position (eg Secretary, Chair, etc)	Chair	Treasurer
Date	12/10/2021	

**Stanbridge Out of School Club (OSC) - Income and Expenditure Summary for HMRC Corporat
Charitable Incorporated Organisation from 1/9/2014 charity n**

Financial Year 2019-2020		FY 2018/2019	FY 2017/2018	FY 2016/2018	
<u>INCOME</u>					
	Fees - bank	52,347	62,779	57,428	53,219
	Breakfast Club Food	-	1,177	1,190	1,223
	Uniform Sales income - bank	-	25	96	76
	Fundraising	-	18	100	-
	HMRC JRS Grant	7,718	-	-	-
	Misc	2			
	Total - bank	60,068			
	Petty cash income - fees	478			
	Petty cash income - uniform sales	18			
	Petty cash income - misc	76			
	Total - bank acc + petty cash	60,564	63,999	58,814	54,518
<u>EXPENDITURE</u>					
STAFF pay	Club Leader	JU 11,996	13,082	11,775	11,441
	Deputy Leader	NM 6,033	7,529	7,113	7,025
	Club Assistant 1	AW 7,919	7,385	5,145	4,621
	Club Assistant 2	ER 3,242	349	6,497.52	2,361.38
	Club Assistant 3	NL 229	6,642		
	Bank Staff 1	CW 459	4,972	322	2,333
	Club Assistant 4	LC 4,259	2,010		
	Admin Assistant	TH 5,684	1,080		
	Club Assistant 5	TT 6,778	118	2,378	3,704
	Bank Staff 2	ET 132	399	19	33
Payments	PAYE/NIC	1,977	4,372	1,905	1,939
	Pension	JU 460	413	187	78
	Wages Admin	500	444	449	400
	Rent	5,663	4,275	4,275	4,146
	Insurance	395	359	320	300
	BC Food Charge	594	1,316	1,124	1,503
	Mobile Phone	154	156	138	133
	Training	112	32	349	403
	ASC Food	589	16	34	23
	Petty Cash imprest (withdrawal)	380	-	-	-
	New Equipment	974	289	1,908	-
	Donation to school for running track	-	6,000	-	-
	Refund of fees	1,616	-	-	-
	Misc	2,772	1,956	371	1,386
	Total - bank acc	62,918			
	Petty cash -B/F club groceries	943			
	Totals	63,861	63,191	44,309	41,828
	Surplus/Loss for financial year (loss):	- 3,297	808	14,505	12,689
Balances	Opening balance HSBC current acc	£22,857	HSBC saver + curent accs closed;		
	Opening balance HSBC saver acc	£22,623	£55,8088.37 transfered to one Lloyds		
	Lloyds a/c closing balance 31/08/20	£42,645	account 18/09		
	Petty cash opening balance	£31			
	Petty cash closing balance	£40			



Section A Independent Examiner's Report

Report to the trustees/ members of

Charity Name Stanbridge Out of School Club

On accounts for the year ended

31/08/2020 Charity no (if any) 1155687

Set out on pages

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/ 08 / 2020.

Responsibilities and basis of report

As the charity's trustees, 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

[The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of [insert name of applicable listed body]]-Delete [] if not applicable.

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination (other than that disclosed below *) which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
• the accounts did not accord with the accounting records; or
• the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

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.

* Please delete the words in the brackets if they do not apply.

Signed:

[Signature]

Date:

12/10/21

Name:

Tom Rigby

Relevant professional qualification(s) or body

LONDON SCHOOL OF ECONOMICS, MANAGERIAL FINANCE

(if any):

Address:

7A MARKET STREET
WOTTON-UNDER-EDGE
GL12 7AE

Section B

Disclosure

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.