



## **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	
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>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"> <li>- reduce cash receipts and increase receipts from BACS &amp; 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.</li> <li>- use a spreadsheet for calculating fees payable and showing amounts paid and outstanding, reducing manual calculations</li> <li>- centralise payments and receipts with our administrator</li> <li>- regularly forecast costs</li> <li>- 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.</li> <li>- benchmark fees in the local area annually</li> </ul>

		<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

Review of the charity's financial position at the end of the period	Para 1.21	<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><b>Recommendations for next year:</b></p> <ul style="list-style-type: none"> <li>• Monitor use of bank/extra staff (recruited for Covid measures) where possible while keeping ratios at necessary levels</li> <li>• Upgrade Quickbooks for easier analysis of income/expenditure</li> <li>• Review reserves to budget for extra rent, equipment, sanitation measures, wrapped food etc for Covid policies.</li> </ul>
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	<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>
Amount of reserves held	Para 1.22	Cash in bank has remained above £40,000 each month
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	
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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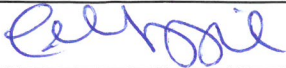

## Other optional information

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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 Corporate Charitable Incorporated Organisation from 1/9/2014 charity n**

<b>Financial Year 2019-2020</b>				<b>FY 2018/2019</b>	<b>FY 2017/2018</b>	<b>FY 2016/2018</b>
<b><u>INCOME</u></b>						
	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				
	<b>Total - bank</b>	<b>60,068</b>				
	Petty cash income - fees	478				
	Petty cash income - uniform sales	18				
	Petty cash income - misc	76				
	<b>Total - bank acc + petty cash</b>	<b>60,564</b>		<b>63,999</b>	<b>58,814</b>	<b>54,518</b>
<b><u>EXPENDITURE</u></b>						
<b>STAFF pay</b>	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
<b>Payments</b>	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
	<b>Petty Cash imprest (withdrawal)</b>		<b>380</b>	-	-	-
	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
	<b>Total - bank acc</b>		<b>62,918</b>			
	Petty cash -B/F club groceries		943			
	<b>Totals</b>		<b>63,861</b>	<b>63,191</b>	<b>44,309</b>	<b>41,828</b>
	<b>Surplus/Loss for financial year (loss):</b>		<b>- 3,297</b>	<b>808</b>	<b>14,505</b>	<b>12,689</b>
<b>Balances</b>						
	Opening balance HSBC current acc		<b>£22,857</b>	HSBC saver + curent accs closed; £55,8088.37 transfered to one Lloyds account 18/09		
	Opening balance HSBC saver acc		<b>£22,623</b>			
	Lloyds a/c closing balance 31/08/20		<b>£42,645</b>			
	Petty cash opening balance		<b>£31</b>			
	Petty cash closing balance		<b>£40</b>			



CHARITY COMMISSION  
FOR ENGLAND AND WALES

## Independent examiner's report on the accounts

### 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:

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.

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