



**CHARITY COMMISSION
FOR ENGLAND AND WALES**

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	<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; 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

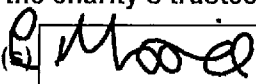
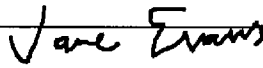
In this financial year some payments were made to a trustee for services above and beyond their trustee role. While the Club believes these services were allowed by the governing document, and were in the Club's best interests, a written agreement was not prepared at the time.

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').

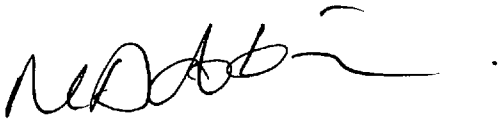
I report in respect of my examination of the Trust's accounts carried out under section 145 of the Act and in carrying out my examination I have followed all applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

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 Number
1155687

Receipts and payments accounts

CC16a

For the period from	Period start date 01/09/2020	To	Period end date 31/08/2021
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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 (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))			

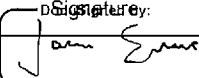
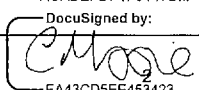
	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

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

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

	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
DocuSigned by:		
	Chris Moore	6/29/2022