

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)	
		93,243		76,208
Total Income		93,243		76,208
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	
		18,553		14,252
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		71,686		64,669
Total Expenditure		90,239		78,921
Surplus/Deficit		3,004		(2,713)
Retained Funds B/fwd		39,975		42,688
Total Funds		42,979		39,975
Funded By:				
Current Accounts		43,657		39,975
Less Depreciation Charge		(678)		
		42,979		39,975

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

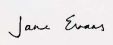
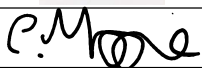
In connection with my examination, no matter has come to my attention:

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 site. 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.

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>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>
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	
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<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

Review of the charity's financial position at the end of the period	Para 1.21	<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>
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 £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>
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:

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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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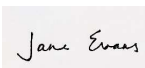
Other optional information

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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	