

WOODHOUSES OUT OF SCHOOL CLUB

England & Wales · Charity number 1159503

Details

Status Registered

Legal form CIO

Registered 2014-12-05

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

Contact

Address Woodhouses Out of School Club
Ashton Road
Failsworth
Manchester
M35 9WL

Phone 07340 663112

Email woodhousesoosc@yahoo.co.uk

Activities

Objects: TO PROVIDE THE NECESSARY FACILITIES FOR THE DAILY CARE, RECREATION AND EDUCATION OF CHILDREN DURING OUT OF SCHOOL HOURS AND HOLIDAYS IN MANCHESTER.

Activities: Out of school childcare provider

Classification

- **How:** Provides Services
- **What:** Education/training
- **Who:** Children/young People

Geography

- Oldham

Finances

Period end	Income	Expenditure	Assets	Employees
2025-08-31	£70,140	£71,494	-	-
2024-08-31	£71,168	£73,764	-	-
2023-08-31	£64,519	£64,925	-	-
2022-08-31	£58,915	£60,211	-	-
2021-08-31	£45,859	£49,854	-	-
2020-08-31	£44,253	£46,972	-	-

Trustees

Name	Role	Appointed
Elizabeth Bamber	Chair	2019-03-11
CAROL GREENWOOD		2014-09-01
LINDSEY WHITE		2018-03-20
SHANADE CAULFIELD		2016-01-18
Sarah Taylor		2019-03-11
Sophie Yates		2019-03-11

WOODHOUSES OUT OF SCHOOL CLUB

England & Wales - Charity number 1159503

Accounts



Trustees' Annual Report for the period

From		Period start date			To		Period end date		
		01	Sept	2024			31	Aug	2025

Section AReference and administration details

Charity nameWoodhouses Out of School Club

Other names charity is known by

Registered charity number (if any)1159503

Charity's principal addressWoodhouses Voluntary Primary School
Ashton Road, Woodhouses,
Failsworth, Manchester
PostcodeM35 9WL

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	Lindsey White	Chair		
2	Shanade Caulfield	Treasurer		
3	Carol Greenwood	Manager/Trustee		
4	Elizabeth Bamber	Secretary		
5	Sophie Yates	Trustee		
6	Sarah Taylor	Trustee		
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Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

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

--

Section B Structure, governance and management

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Constitution
How the charity is constituted (eg. trust, association, company)	Association
Trustee selection methods (eg. appointed by, elected by)	Elected by the Management Committee and Trustees

Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

To provide the necessary facilities for the daily care, recreation and education of children during out of school hours and school holidays in Manchester.

Section C Objectives and activities

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

--

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

We seek to provide a structured and safe environment for the children that encourages them to develop their capabilities, competences, and skills. We provide a range of activities that are stimulating and challenging.

In setting our objectives and planning activities, the committee have given careful consideration to the Charity Commission’s general guidance of public benefit.

Our objectives are as follows.

- To continue to develop the pastoral care we provide to the children.
- To provide a safe environment to both children and employees.
- To play our part in the life of our local community by supporting the local school, parents, and community programs.
- To provide childcare with fees that are set at a level that ensures affordable care to children from all backgrounds.
- To continue to develop links with the local school by co-operation and joint working, establishing policies that will ensure continuity of care.

Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

Section D

Achievements and performance

Summary of the main achievements of the charity during the year

The Woodhouses Out of School Club staff and committee have continued to develop and enhance policies, resources, and provisions throughout the year.

- All employees either completed or refreshed on the necessary training to ensure high standards are maintained.
- Compliance of the legal requirements to offer eligible staff members a workplace pension. Staff and employer contributions continue to be made.
- Toys and books have been replenished to ensure a stimulating environment for the children.
- Continued to work with Woodhouses Primary School to ensure the children receive continuity of care, additional support where required and a structured environment.
- Continued to work with secondary schools supporting pupils whilst they complete their Duke of Edinburgh Award by working voluntarily with the children. This opportunity helps all involved to interact and educate those outside of the local community.

Section E

Financial review

Brief statement of the charity's policy on reserves

Reserves are to be held to ensure the club's ability to operate effectively. The charity's policy is to have sufficient reserves to cover expenses for a maximum period of 6 months. This would enable the charity to meet its overheads during seasonal fluctuations and awaiting client payment receipts for the use of its services. Demand in the clubs' services over the past 12 months has remained fairly consistent to the previous year. Overall, club expenditure/overheads have been managed efficiently, despite the national minimum wage increase applied in Apr'25. Financial accounts to Y/E Aug'25 show a small net loss of £(1,353), which is an improved position when compared to the previous year of £(2,596). The reserves held in the savings account as of 31/8/25 stands at £5,199.

Details of any funds materially in deficit

Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

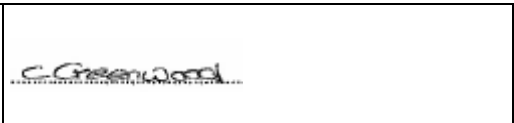
- the charity’s principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

Section F Other optional information

Section G Declaration

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

Signed on behalf of the charity’s trustees

Signature(s)		
Full name(s)	Shanade Caulfield	Carol Greenwood
Position (eg Secretary, Chair, etc)	Treasurer	Trustee/Manager
Date	08/06/2026	

Woodhouses Out of School Club

INCOME & EXPENDITURE ACCOUNT

For the year ended 31 August 2025

	2025		2024	
Income	£	£	£	£
Out of school club	70,140		71,168	
		70,140		71,168
Expenditure				
Payroll expenses	60,562		61,329	
Pension costs	1,075		981	
Refreshments	2,512		2,750	
Rent & rates	3,752		3,715	
Office expenses	58		951	
Insurance	474		465	
Professional fees	1,085		1,063	
Equipment expense	90		171	
Craft supplies	574		316	
Telephone	212		198	
Toys & books	337		285	
Training	15		437	
Dues & subscriptions	322		692	
Travel & meetings	400		418	
Cleaning products	31		-	
Bank charges	(6)		(7)	
		71,494		73,764
(Deducted from) / Added to funds		(1,353)		(2,596)

DECLARATION

We approve these financial statements and confirm that we have made available all relevant records and information for their preparation.

Signed C. Greenwood Date 31/3/2026
CAROL GREENWOOD

Signed  Date 31/03/2026
SHANADE CAULFIELD

Woodhouses Out of School Club

BALANCE SHEET

As at the year ended 31 August 2025

Funds	2025 £	2024 £
Balance as at 31 August 2024	6,552	9,148
Surplus / (deficit) for the year	(1,353)	(2,596)
Balance as at 31 August 2025	5,199	6,552

Represented by:

	2025 £	2024 £
Current bank account	2,750	2,439
Savings bank account	2,445	4,158
Undeposited funds	-	-
Petty cash account	4	(45)
Balance as at 31 August 2025	5,199	6,552

Independent examination report

I have examined the records, bank statements and receipts presented to me and have discussed the results with the committee members and I am therefore confident that these records and accounts show a true and fair view of the financial year ended 31 August 2024.

A.C.Gilbody ATT.
Accounts & Tax Advice Limited
City House
605 Oldham Road
Failsworth
Manchester M35 9AN

Signed

Dated

31/03/2026

BALANCE SHEET
As at the year ended 31 August 2025

Dated

31/03/2026

WOODHOUSES OUT OF SCHOOL CLUB

England & Wales - Charity number 1159503

Accounts



Trustees' Annual Report for the period

From		Period start date			To		Period end date		
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Other names charity is known by

Registered charity number (if any)1159503

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Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

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

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Section B Structure, governance and management

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Constitution
How the charity is constituted (eg. trust, association, company)	Association
Trustee selection methods (eg. appointed by, elected by)	Elected by the Management Committee and Trustees

Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

To provide the necessary facilities for the daily care, recreation and education of children during out of school hours and school holidays in Manchester.

Section C Objectives and activities

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

--

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

We seek to provide a structured and safe environment for the children that encourages them to develop their capabilities, competences, and skills. We provide a range of activities that are stimulating and challenging.

In setting our objectives and planning activities, the committee have given careful consideration to the Charity Commission’s general guidance of public benefit.

Our objectives are as follows.

- To continue to develop the pastoral care we provide to the children.
- To provide a safe environment to both children and employees.
- To play our part in the life of our local community by supporting the local school, parents, and community programs.
- To provide childcare with fees that are set at a level that ensures affordable care to children from all backgrounds.
- To continue to develop links with the local school by co-operation and joint working, establishing policies that will ensure continuity of care.

Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

Section D

Achievements and performance

Summary of the main achievements of the charity during the year

The Woodhouses Out of School Club staff and committee have continued to develop and enhance policies, resources, and provisions throughout the year.

- All employees either completed or refreshed on the necessary training to ensure high standards are maintained.
- Compliance of the legal requirements to offer eligible staff members a workplace pension. Staff and employer contributions continue to be made.
- Toys and books have been replenished to ensure a stimulating environment for the children.
- Continued to work with Woodhouses Primary School to ensure the children receive continuity of care, additional support where required and a structured environment.
- Continued to work with secondary schools supporting pupils whilst they complete their Duke of Edinburgh Award by working voluntarily with the children. This opportunity helps all involved to interact and educate those outside of the local community.

Section E

Financial review

Brief statement of the charity's policy on reserves

Reserves are to be held to ensure the club's ability to operate effectively. The charity's policy is to have sufficient reserves to cover expenses for a maximum period of 6 months. This would enable the charity to meet its overheads during seasonal fluctuations and awaiting client payment receipts for the use of its services. Whilst there has been a growth in demand for the clubs' services over the last 12 months, there has also been an increase in the operational costs, mainly relating to payroll (due to national minimal wage increases) and rent costs. Financial accounts to Y/E Aug'24 show a net loss of £(2,596), compared to losses of £(405) in the previous year. Whilst income has increased by 10%, payroll costs increased by 15% during the same accounting period. The reserves held in the savings account as of 31/8/24 stands at £4,158.

Details of any funds materially in deficit

Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity’s principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

Section F Other optional information

Section G Declaration

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

Signed on behalf of the charity’s trustees

Signature(s)		
Full name(s)	Shanade Caulfield	Carol Greenwood
Position (eg Secretary, Chair, etc)	Treasurer	Trustee/Manager
Date	24/06/2025	

Woodhouses Out of School Club

INCOME & EXPENDITURE ACCOUNT

For the year ended 31 August 2024

	2024		2023	
Income	£	£	£	£
Out of school club	71,168		64,519	
		71,168		64,519
Expenditure				
Payroll expenses	61,329		53,128	
Pension costs	981		1,338	
Refreshments	2,750		3,105	
Rent & rates	3,715		3,714	
Office expenses	951		329	
Insurance	465		434	
Professional fees	1,063		1,105	
Equipment expense	171		-	
Craft supplies	316		464	
Telephone	198		178	
Toys & books	285		731	
Training	437		186	
Dues & subscriptions	692		220	
Travel & meetings	418		-	
Cleaning products	-		-	
Bank charges	(6)		(8)	
		73,764		64,924
(Deducted from) / Added to funds		(2,596)		(405)

DECLARATION

We approve these financial statements and confirm that we have made available all relevant records and information for their preparation.

Signed.....*C Greenwood*..... Date.....*04/11/2024*.....
CAROL GREENWOOD

Signed.....*[Signature]*..... Date.....*04/11/2024*.....
SHANAE CAULFIELD

Woodhouses Out of School Club

BALANCE SHEET

As at the year ended 31 August 2024

Funds	2024 £	2023 £
Balance as at 31 August 2023	9,148	9,553
Surplus / (deficit) for the year	(2,596)	(405)
Balance as at 31 August 2024	6,552	9,148

Represented by:

	2024 £	2023 £
Current bank account	2,439	3,350
Savings bank account	4,158	5,753
Undeposited funds	-	-
Petty cash account	(45)	45
Balance as at 31 August 2024	6,552	9,148

Independent examination report

I have examined the records, bank statements and receipts presented to me and have discussed the results with the committee members and I am therefore confident that these records and accounts show a true and fair view of the financial year ended 31 August 2024.

A.C.Gilbody ATT.
Accounts & Tax Advice Limited
City House
605 Oldham Road
Fallsworth
Manchester M35 9AN

Signed _____

Dated _____

Woodhouses Out of School Club

BALANCE SHEET

As at the year ended 31 August 2024

Funds	2024 £	2023 £
Balance as at 31 August 2023	9,148	9,553
Surplus / (deficit) for the year	(2,596)	(405)
Balance as at 31 August 2024	6,552	9,148

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Dated _____

WOODHOUSES OUT OF SCHOOL CLUB

England & Wales - Charity number 1159503

Accounts



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	01	Sept	2022		31	Aug	2023

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Name	Dates acted if not for whole year

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Type of adviser	Name	Address

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

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Section B Structure, governance and management

Description of the charity's trusts

Type of governing document
(eg. trust deed, constitution)

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How the charity is constituted
(eg. trust, association, company)

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(eg. appointed by, elected by)

Elected by the Management Committee and Trustees

Additional governance issues (Optional information)

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Summary of the main achievements of the charity during the year

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Brief statement of the charity's policy on reserves

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Details of any funds materially in deficit

Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

Section F

Other optional information

Section G

Declaration

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

Signed on behalf of the charity's trustees

Signature(s)		
	Shanade Caulfield	Carol Greenwood
Full name(s)		
Position (eg Secretary, Chair, etc)	Treasurer	Trustee/Manager
Date	28/06/2024	

Woodhouses Out of School Club

INCOME & EXPENDITURE ACCOUNT

For the year ended 31 August 2023

	2023		2022	
Income	£	£	£	£
Out of school club	64,519		58,915	
		64,519		58,915
Expenditure				
Payroll expenses	53,129		49,846	
Pension costs	1,338		2,812	
Refreshments	3,105		3,037	
Rent & rates	3,715		1,320	
Office expenses	329		445	
Insurance	434		402	
Professional fees	1,105		904	
Equipment expense	-		-	
Craft supplies	464		236	
Telephone	178		168	
Toys & books	731		463	
Training	186		213	
Dues & subscriptions	220		331	
Travel & meetings	-		8	
Cleaning products	-		27	
Bank charges	(8)		-	
		64,925		60,212
(Deducted from) / Added to funds		(405)		(1,297)

DECLARATION

We approve these financial statements and confirm that we have made available all relevant records and information for their preparation.

Signed C Greenwood Date 18.12.2023
CAROL GREENWOOD

Signed [Signature] Date 18/11/2023
SHANADE CAULFIELD

Woodhouses Out of School Club

BALANCE SHEET

As at the year ended 31 August 2023

Funds	2023 £	2022 £
Balance as at 31 August 2022	9,553	10,850
Surplus / (deficit) for the year	(405)	(1,297)
Balance as at 31 August 2023	9,148	9,553

Represented by:

	2023 £	2022 £
Current bank account	3,350	2,194
Savings bank account	5,753	7,348
Undeposited funds	-	-
Petty cash account	45	11
Balance as at 31 August 2023	9,148	9,553

Independent examination report

I have examined the records, bank statements and receipts presented to me and have discussed the results with the committee members and I am therefore confident that these records and accounts show a true and fair view of the financial year ended 31 August 2023.

A.C.Gilbody ATT.
Accounts & Tax Advice Limited
City House
605 Oldham Road
Failsworth
Manchester M35 9AN

Signed C Greenwood.

Dated 18-12-2023

BALANCE SHEET
As at the year ended 31 August 2023

Funds	2023 £	2022 £
Balance as at 31 August 2022	9,553	10,850
Surplus / (deficit) for the year	(405)	(1,297)
Balance as at 31 August 2023	9,148	9,553

Represented by:

	2023 £	2022 £
Current bank account	3,350	2,194
Savings bank account	5,753	7,348
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Balance as at 31 August 2023	9,148	9,553

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England & Wales - Charity number 1159503

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From		Period start date			To		Period end date		
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Other names charity is known by

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Name	Dates acted if not for whole year

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Type of adviser	Name	Address

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

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Description of the charity's trusts

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(eg. trust deed, constitution)

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- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

To provide the necessary facilities for the daily care, recreation and education of children during out of school hours and school holidays in Manchester.

Section C Objectives and activities

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

--

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

We seek to provide a structured and safe environment for the children that encourages them to develop their capabilities, competences, and skills. We provide a range of activities that are stimulating and challenging.

In setting our objectives and planning activities, the committee have given careful consideration to the Charity Commission’s general guidance of public benefit.

Our objectives are as follows.

- To continue to develop the pastoral care we provide to the children.
- To provide a safe environment to both children and employees.
- To play our part in the life of our local community by supporting the local school, parents, and community programs.
- To provide childcare with fees that are set at a level that ensures affordable care to children from all backgrounds.
- To continue to develop links with the local school by co-operation and joint working, establishing policies that will ensure continuity of care.

Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

Section D

Achievements and performance

Summary of the main achievements of the charity during the year

The Woodhouses Out of School Club staff and committee have continued to develop and enhance policies, resources, and provisions throughout the year.

- All employees either completed or refreshed on the necessary training to ensure high standards are maintained.
- Compliance of the legal requirements to offer eligible staff members a workplace pension. Staff and employer contributions continue to be made.
- Toys and books have been replenished to ensure a stimulating environment for the children.
- Continued to work with Woodhouses Primary School to ensure the children receive continuity of care, additional support where required and a structured environment.
- Continued to work with secondary schools supporting pupils whilst they complete their Duke of Edinburgh Award by working voluntarily with the children. This opportunity helps all involved to interact and educate those outside of the local community.

Section E

Financial review

Brief statement of the charity's policy on reserves

Reserves are to be held to ensure the club's ability to operate effectively. The charity's policy is to have sufficient reserves to cover expenses for a 6-month period. This enables the charity's cash-flow to absorb seasonal fluctuations in receipts and payments. Fortunately, the demand for club's services post pandemic has shown signs of recovery. Whilst the financial accounts to Y/E Aug'22 shows a net loss of £(1,297), this is an improvement when compared to the previous years net losses of £(3,995). The reserves held in the savings account as of 31/8/22 stands at £7,348.

Details of any funds materially in deficit

Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

Section F Other optional information

Section G Declaration

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

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Shanade Caulfield	Carol Greenwood
Position (eg Secretary, Chair, etc)	Treasurer	Trustee/Manager
Date	28/6/2023	

Woodhouses Out of School Club

INCOME & EXPENDITURE ACCOUNT

For the year ended 31 August 2022

	2022		2021	
Income	£	£	£	£
Out of school club	58,915		45,859	
		58,915		45,859
Expenditure				
Payroll expenses	49,846		38,321	
Pension costs	2,812		2,407	
Refreshments	3,037		2,378	
Rent & rates	1,320		3,679	
Office expenses	445		293	
Charitable donations	-		-	
Insurance	402		367	
Professional fees	904		1,497	
Equipment expense	-		59	
Craft supplies	236		76	
Telephone	168		175	
Toys & books	463		270	
Training	213		284	
Dues & subscriptions	331		-	
Charitable donation to school	-		-	
Travel & meetings	7		-	
Cleaning products	27		34	
Postage & delivery	-		15	
Miscellaneous	-		-	
Bank charges	-		(1)	
Membership fees	-		-	
		60,211		49,854
(Deducted from) / Added to funds		(1,297)		(3,995)

DECLARATION

We approve these financial statements and confirm that we have made available all relevant records and information for their preparation.

Signed C. Greenwood Date 20.03.2023
CAROL GREENWOOD

Signed [Signature] Date 20/03/2023
SHANADE CAULFIELD

Woodhouses Out of School Club

BALANCE SHEET

As at the year ended 31 August 2021

Funds	2022 £	2021 £
Balance as at 31 August 2021	10,850	14,845
Surplus / (deficit) for the year	(1,297)	(3,995)
Balance as at 31 August 2022	9,553	10,850

Represented by:

	2022 £	2021 £
Current bank account	2,194	2,821
Savings bank account	7,348	8,038
Undeposited funds	-	-
Petty cash account	11	(9)
Balance as at 31 August 2022	9,553	10,850

Independent examination report

I have examined the records, bank statements and receipts presented to me and have discussed the results with the committee members and I am therefore confident that these records and accounts show a true and fair view of the financial year ended 31 August 2022.

A.C.Gilbody ATT.
Accounts & Tax Advice Limited
City House
605 Oldham Road
Fairsworth
Manchester M35 9AN

Signed _____

Dated _____

Woodhouses Out of School Club

BALANCE SHEET

As at the year ended 31 August 2021

Funds	2022 £	2021 £
Balance as at 31 August 2021	10,850	14,845
Surplus / (deficit) for the year	(1,297)	(3,995)
Balance as at 31 August 2022	9,553	10,850

Represented by:

	2022 £	2021 £
Current bank account	2,194	2,821
Savings bank account	7,348	8,038
Undeposited funds	-	-
Petty cash account	11	(9)
Balance as at 31 August 2022	9,553	10,850

Independent examination report

I have examined the records, bank statements and receipts presented to me and have discussed the results with the committee members and I am therefore confident that these records and accounts show a true and fair view of the financial year ended 31 August 2022.

A.C.Gilbody ATT.
Accounts & Tax Advice Limited
City House
605 Oldham Road
Fairsworth
Manchester M35 9AN

Signed _____

Dated _____

WOODHOUSES OUT OF SCHOOL CLUB

England & Wales - Charity number 1159503

Accounts



Trustees' Annual Report for the period

From		Period start date			To		Period end date		
		01	Sept	2020			31	Aug	2021

Section A Reference and administration details

Charity name Woodhouses Out of School Club

Other names charity is known by

Registered charity number (if any) 1159503

Charity's principal address Woodhouses Voluntary Primary School

Ashton Road, Woodhouses,

Failsworth, Manchester

Postcode

M35 9WL

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	Lindsey White	Chair		
2	Shanade Caulfield	Treasurer		
3	Carol Greenwood	Manager/Trustee		
4	Elizabeth Bamber	Secretary		
5	Sophie Thomson	Trustee		
6	Sarah Taylor	Trustee		
7				
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18				
19				
20				

Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

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

--

Section B Structure, governance and management

Description of the charity's trusts

Type of governing document
(eg. trust deed, constitution)

Constitution

How the charity is constituted
(eg. trust, association, company)

Association

Trustee selection methods
(eg. appointed by, elected by)

Elected by the Management Committee and Trustees

Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

To provide the necessary facilities for the daily care, recreation and education of children during out of school hours and school holidays in Manchester.

In response to the current global pandemic (COVID-19) and to ensure the safe-guarding of all children and members of staff, social bubbles have been formed in line with Government guidelines. Adequate PPE is available to all members of staff along with hand-sanitising stations. Surfaces and equipment are cleaned regularly.

Section C Objectives and activities

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

--

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

We seek to provide a structured and safe environment for the children that encourages them to develop their capabilities, competences, and skills. We provide a range of activities that are stimulating and challenging.

In setting our objectives and planning activities, the committee have given careful consideration to the Charity Commission’s general guidance of public benefit.

Our objectives are as follows.

- To continue to develop the pastoral care we provide to the children.
- To provide a safe environment to both children and employees.
- To play our part in the life of our local community by supporting the local school, parents and community programs.
- To provide childcare with fees that are set at a level that ensures affordable care to children from all backgrounds.
- To continue to develop links with the local school by co-operation and joint working, establishing policies that will ensure continuity of care.

Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

Summary of the main achievements of the charity during the year

The Woodhouses Out of School Club staff and committee have continued to develop and enhance policies, resources, and provisions throughout the year.

- On 1st September 2019, childcare fees were subject to a slight price increase to ensure a high quality of provisions are maintained. This was the first price increase since 2013.
- All employees completed the necessary training to ensure standards are maintained.
- Compliance of the legal requirements to offer eligible staff members a workplace pension. Staff and employer contributions continue to be made.
- Play equipment has been replenished to ensure a stimulating environment for the children.
- Continued to work with Woodhouses Primary School to ensure the children receive continuity of care, additional support where required and a structured environment.
- Continued to work with secondary schools supporting pupils whilst they complete their Duke of Edinburgh Award by working voluntarily with the children. This opportunity helps all involved to interact and educate those outside of the local community.
- Terms and Conditions have been updated to outline the club's responsibility to immediately suspend all childcare provisions in line with Government guidance in a response to combat COVID-19. Fees will not be applied.

Section E

Financial review

Brief statement of the charity's policy on reserves

Reserves are to be held to ensure the club's ability to operate effectively. The charity's policy is to have sufficient reserves to cover expenses for a 6-month period. This enables the charity's cash-flow to absorb seasonal fluctuations in receipts and payments. Unfortunately, COVID-19 has resulted in the temporary closure of club during lockdown restrictions. Fortunately, all members of staff benefited from the Government's furlough scheme. The reserves held in the savings account currently stands at £10,850.

Details of any funds materially in deficit

Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

Section F

Other optional information

Section G

Declaration

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

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Shanade Caulfield	Carol Greenwood
Position (eg Secretary, Chair, etc)	Treasurer	Trustee/Manager

Date 20/04/2022

Woodhouses Out of School Club

INCOME & EXPENDITURE ACCOUNT

For the year ended 31 August 2021

	2021		2020	
Income	£	£	£	£
Out of school club	45,859		44,253	
		45,859		44,253
Expenditure				
Payroll expenses	38,321		32,167	
Pension costs	2,407		2,782	
Refreshments	2,378		2,705	
Rent & rates	3,679		3,642	
Office expenses	293		503	
Charitable donations	-		-	
Insurance	367		384	
Professional fees	1,497		1,170	
Equipment expense	59		374	
Craft supplies	76		316	
Telephone	175		168	
Toys & books	270		1,160	
Training	284		282	
Dues & subscriptions	-		426	
Charitable donation to school	-		500	
Travel & meetings	-		-	
Cleaning products	34		4	
Postage & delivery	15		-	
Miscellaneous	-		349	
Bank charges	(1)		-	
Membership fees	-		40	
		49,854		46,972
(Deducted from) / Added to funds		(3,995)		(2,719)

DECLARATION

We approve these financial statements and confirm that we have made available all relevant records and information for their preparation.

Signed C Greenwood Date 20/4/2022
CAROL GREENWOOD

Signed Shanade Caulfield Date 20/4/2022
SHANADE CAULFIELD

Woodhouses Out of School Club

BALANCE SHEET

As at the year ended 31 August 2021

Funds	2021 £	2020 £
Balance as at 31 August 2020	14,845	17,564
Surplus / (deficit) for the year	(3,995)	(2,719)
Balance as at 31 August 2021	10,850	14,845

Represented by:

	2021 £	2020 £
Current bank account	2,821	4,005
Savings bank account	8,038	10,758
Undeposited funds	-	-
Petty cash account	(9)	82
Balance as at 31 August 2021	10,850	14,845

Independent examination report

I have examined the records, bank statements and receipts presented to me and have discussed the results with the committee members and I am therefore confident that these records and accounts show a true and fair view of the financial year ended 31 August 2021.

A.C.Gilbody ATT.
Accounts & Tax Advice Limited
City House
605 Oldham Road
Fairsworth
Manchester M35 9AN

Signed _____

Dated _____

Woodhouses Out of School Club

BALANCE SHEET

As at the year ended 31 August 2021

Funds	2021 £	2020 £
Balance as at 31 August 2020	14,845	17,564
Surplus / (deficit) for the year	(3,995)	(2,719)
Balance as at 31 August 2021	10,850	14,845

Represented by:

	2021 £	2020 £
Current bank account	2,821	4,005
Savings bank account	8,038	10,758
Undeposited funds	-	-
Petty cash account	(9)	82
Balance as at 31 August 2021	10,850	14,845

Independent examination report

I have examined the records, bank statements and receipts presented to me and have discussed the results with the committee members and I am therefore confident that these records and accounts show a true and fair view of the financial year ended 31 August 2021.

A.C.Gilbody ATT.
Accounts & Tax Advice Limited
City House
605 Oldham Road
Failsworth
Manchester M35 9AN

Signed _____

Dated _____

WOODHOUSES OUT OF SCHOOL CLUB

England & Wales - Charity number 1159503

Accounts



Trustees' Annual Report for the period

		Period start date						Period end date		
		01	Sept	2019				31	Aug	2020
From					To					

Section A Reference and administration details

Charity name Woodhouses Out of School Club

Other names charity is known by

Registered charity number (if any) 1159503

Charity's principal address Woodhouses Voluntary Primary School

Ashton Road, Woodhouses,

Failsworth, Manchester

Postcode

M35 9WL

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	Lindsey White	Chair		
2	Shanade Caulfield	Treasurer		
3	Emma Kay	Company Secretary		
4	Carol Greenwood	Manager/Trustee		
5	Fiona Walsh	Trustee		
6	Elizabeth Bamber	Trustee		
7	William Robinson	Trustee		
8	Sarah Taylor	Trustee		
9	Sophie Thomson	Trustee		
10				
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15				
16				
17				
18				
19				
20				

Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

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

--

Section B Structure, governance and management

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Constitution
How the charity is constituted (eg. trust, association, company)	Association
Trustee selection methods (eg. appointed by, elected by)	Elected by the Management Committee and Trustees

Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

To provide the necessary facilities for the daily care, recreation and education of children during out of school hours and school holidays in Manchester.

In response to the current global pandemic (COVID-19) and to ensure the safe-guarding of all children and members of staff, social bubbles have been formed in line with Government guidelines. Adequate PPE is available to all members of staff along with hand-sanitising stations. Surfaces and equipment are cleaned regularly.

Section C Objectives and activities

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

--

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

We seek to provide a structured and safe environment for the children that encourages them to develop their capabilities, competences, and skills. We provide a range of activities that are stimulating and challenging.

In setting our objectives and planning activities, the committee have given careful consideration to the Charity Commission’s general guidance of public benefit.

Our objectives are as follows.

- To continue to develop the pastoral care we provide to the children.
- To provide a safe environment to both children and employees.
- To play our part in the life of our local community by supporting the local school, parents and community programs.
- To provide childcare with fees that are set at a level that ensures affordable care to children from all backgrounds.
- To continue to develop links with the local school by co-operation and joint working, establishing policies that will ensure continuity of care.

Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

Summary of the main achievements of the charity during the year

The Woodhouses Out of School Club staff and committee have continued to develop and enhance policies, resources, and provisions throughout the year.

- On 1st September 2019, childcare fees were subject to a slight price increase to ensure a high quality of provisions are maintained. This was the first price increase since 2013.
- All employees completed the necessary training to ensure standards are maintained.
- Compliance of the legal requirements to offer eligible staff members a workplace pension. Staff and employer contributions continue to be made.
- Play equipment has been replenished to ensure a stimulating environment for the children.
- Continued to work with Woodhouses Primary School to ensure the children receive continuity of care, additional support where required and a structured environment.
- Continued to work with secondary schools supporting pupils whilst they complete their Duke of Edinburgh Award by working voluntarily with the children. This opportunity helps all involved to interact and educate those outside of the local community.
- Terms and Conditions have been updated to outline the club's responsibility to immediately suspend all childcare provisions in line with Government guidance in a response to combat COVID-19. Fees will not be applied.

Section E Financial review

Brief statement of the charity's policy on reserves

Reserves are to be held to ensure the club's ability to operate effectively. The charity's policy is to have sufficient reserves to cover expenses for a 6-month period. This enables the charity's cash-flow to absorb seasonal fluctuations in receipts and payments. The reserves held in the savings account currently stands at £10,758.

Details of any funds materially in deficit

Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

Section F Other optional information

Section G Declaration

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

Signed on behalf of the charity's trustees

Signature(s)




Full name(s)

Shanade Caulfield

Carol Greenwood

Position (eg Secretary, Chair, etc)

Treasurer

Trustee/Manager

Date

06/04/2021

Woodhouses Out of School Club

INCOME & EXPENDITURE ACCOUNT

For the year ended 31 August 2020

	2020		2019	
Income	£	£	£	£
Out of school club	44,253		57,426	
		44,253		57,426
Expenditure				
Payroll expenses	32,167		42,919	
Pension costs	2,782		2,094	
Refreshments	2,705		3,445	
Rent & rates	4,142		3,606	
Office expenses	503		1,032	
Charitable donations	-		-	
Insurance	384		382	
Professional fees	1,170		1,110	
Equipment expense	374		205	
Craft supplies	316		71	
Telephone	168		330	
Toys & books	1,160		705	
Training	282		547	
Dues & subscriptions	426		164	
Music	-		-	
Travel & meetings	-		11	
Cleaning products	4		4	
Postage & delivery	-		8	
Miscellaneous	349		315	
Bank charges	-		-	
Membership fees	40		40	
		46,972		56,988
(Deducted from) / Added to funds		(2,719)		438

DECLARATION

We approve these financial statements and confirm that we have made available all relevant records and information for their preparation.

Signed.....C Greenwood..... Date.....
CAROL GREENWOOD

Signed.....[Signature]..... Date.....30/09/2020.....
SHANADE CAULFIELD

Woodhouses Out of School Club

BALANCE SHEET

As at the year ended 31 August 2020

Funds	2020 £	2019 £
Balance as at 31 August 2019	17,564	17,126
Surplus / (deficit) for the year	(2,719)	438
Balance as at 31 August 2020	14,845	17,564

Represented by:

	2020 £	2019 £
Current bank account	4,005	6,745
Savings bank account	10,758	10,678
Undeposited funds	-	-
Petty cash account	82	141
Balance as at 31 August 2020	14,845	17,564

Independent examination report

I have examined the records, bank statements and receipts presented to me and have discussed the results with the committee members and I am therefore confident that these records and accounts show a true and fair view of the financial year ended 31 August 2020.

**A.C.Gilbody ATT.
Accounts & Tax Advice Limited
City House
605 Oldham Road
Failsworth
Manchester M35 9AN**

Signed _____

Dated _____

Woodhouses Out of School Club

BALANCE SHEET

As at the year ended 31 August 2020

Funds	2020 £	2019 £
Balance as at 31 August 2019	17,564	17,126
Surplus / (deficit) for the year	(2,719)	438
Balance as at 31 August 2020	14,845	17,564

Represented by:

	2020 £	2019 £
Current bank account	4,005	6,745
Savings bank account	10,758	10,678
Undeposited funds	-	-
Petty cash account	82	141
Balance as at 31 August 2020	14,845	17,564

Independent examination report

I have examined the records, bank statements and receipts presented to me and have discussed the results with the committee members and I am therefore confident that these records and accounts show a true and fair view of the financial year ended 31 August 2020.

A.C.Gilbody ATT.
Accounts & Tax Advice Limited
City House
605 Oldham Road
Fairsworth
Manchester M35 9AN

Signed _____

Dated _____