



Trustees' Annual Report for the period

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

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				
11				
12				
13				
14				
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
Failsworth
Manchester M35 9AN**

Signed _____

Dated _____