



Trustees' Annual Report for the period

		Period start date						Period end date		
		01	Sept	2020				31	Aug	2021
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	Carol Greenwood	Manager/Trustee		
4	Elizabeth Bamber	Secretary		
5	Sophie Thomson	Trustee		
6	Sarah Taylor	Trustee		
7				
8				
9				
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)

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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.

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

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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

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Balance as at 31 August 2020	14,845	17,564
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Balance as at 31 August 2021	10,850	14,845

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Undeposited funds	-	-
Petty cash account	(9)	82
Balance as at 31 August 2021	10,850	14,845

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