



Trustees' Annual Report for the period

From		Period start date			To		Period end date		
		01	Sept	2023			31	Aug	2024

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 Yates	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)

--

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*.....
SHANADE 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

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 _____