



# Trustees' Annual Report for the period

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

## 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<br>(eg. trust deed, constitution)        | Constitution                                     |
| How the charity is constituted<br>(eg. trust, association, company) | Association                                      |
| Trustee selection methods<br>(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:

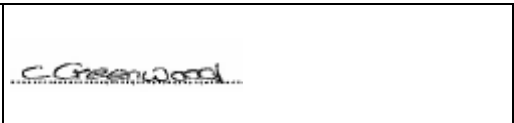
- the charity’s principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

**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         |
| <b>Expenditure</b>                      |        |                |        |                |
| 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         |
| <b>(Deducted from) / Added to funds</b> |        | <b>(1,353)</b> |        | <b>(2,596)</b> |

**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

**BALANCE SHEET**  
As at the year ended 31 August 2025

|                                  | 2025    | 2024    |
|----------------------------------|---------|---------|
| Funds                            | £       | £       |
| Balance as at 31 August 2024     | 6,552   | 9,148   |
| Surplus / (deficit) for the year | (1,353) | (2,596) |
|                                  | <hr/>   | <hr/>   |
| 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)  |
|                              | <hr/> | <hr/> |
| 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**  
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|                                  | <hr/>     | <hr/>     |
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Dated

31/03/2026