

# KNOWLE PARK AFTER SCHOOL CARE

England & Wales · Charity number 1160221

## Details

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**Other names** KPASC

**Status** Registered

**Legal form** CIO

**Registered** 2015-01-29

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

## Contact

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**Address** c/o Knowle Park Primary School  
Queenshill Road  
Bristol  
BS4 2XG

**Phone** 07722915165

**Email** [kpascbookings@gmail.com](mailto:kpascbookings@gmail.com)

**Website** <http://www.knowlepark-pri.bristol.sch.uk/community/knowle-park-after-school-care-kpasc>

## Activities

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**Objects:** TO ADVANCE THE EDUCATION AND PROVIDE FOR THE RECREATION AND DAILY CARE OF PUPILS AT KNOWLE PARK PRIMARY SCHOOL BY MAKING FACILITIES AND SERVICES AVAILABLE TO THEM DURING OUT OF SCHOOL CORE HOURS.

**Activities:** Childcare provision

## Classification

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

## Geography

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- Bristol City

## Finances

Period end	Income	Expenditure	Assets	Employees
2024-08-31	£114,470	£124,532	-	-
2023-08-31	£105,664	£108,035	-	-
2022-08-31	£113,670	£103,719	-	-
2021-08-31	£93,181	£123,873	-	-
2020-08-31	£128,951	£118,139	-	-

## Trustees

Name	Role	Appointed
<b>Jennie Stapleford</b>	Chair	2024-06-05
Adam Evans		2023-04-26
Lowri Clyesdale		2025-09-01
Nicholas Long		2022-11-09
Penny Whittle		2023-05-15
Ulrike Hartmann-cadey		2024-01-31
William Noel Harris		2024-09-01

**KNOWLE PARK AFTER SCHOOL CARE**

England & Wales - Charity number 1160221

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# Accounts

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**KNOWLE PARK AFTER SCHOOL CARE CIO  
ACCOUNTS  
YEAR ENDED 31 AUGUST 2024**

**Registered Charity Number 1160221**

**KNOWLE PARK AFTER SCHOOL CARE CIO  
FINANCIAL STATEMENTS  
YEAR ENDED 31 AUGUST 2024**

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## **KNOWLE PARK AFTER SCHOOL CARE CIO**

### **TRUSTEES REPORT**

**YEAR ENDED 31 AUGUST 2024**

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#### **LEGAL AND ADMINISTRATIVE INFORMATION**

##### **Legal Form**

Charitable Incorporated Organisation (formed under the Charities Act 2011) registered charity number 1160221.

##### **Principle Office**

c/o Knowle Park Primary School  
Queenshill Road  
Bristol  
BS4 2XG

##### **Trustees**

Jennie Stapleford	Chair	Appointed June 24
Nicholas Long	Treasurer	
Adam Evans		
Kate Ashton		
Penny Whittle		
Ulrike Hartmann-Cadey		Appointed Jan 24
Joanne Amott		Resigned August 24

##### **Independent Examiners**

Bristol Community Accountants CIC  
The Park,  
Daventry Road,  
Knowle  
Bristol BS4 1DQ

##### **Bankers**

Lloyds Bank PLC  
25 Gresham Street  
London  
EC2V 7HN

## **KNOWLE PARK AFTER SCHOOL CARE CIO**

### **TRUSTEES REPORT**

#### **YEAR ENDED 31 AUGUST 2024**

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The Trustees present their report and accounts for the year ended 31<sup>st</sup> August 2024.

#### **Structure, Governance and Management**

##### **Organisation**

Knowle Park After School Care is a Charitable Incorporated Organisation (the CIO) governed according to its Constitution. The charity was established on 29<sup>th</sup> January 2015 to take forward the work of the unincorporated non-charitable organisation, Knowle Park After School Care.

##### **Members and Trustees**

The members of the CIO shall be its charity trustees for the time being. The only persons eligible to be members of the CIO are its charity trustees. Membership of the CIO cannot be transferred to anyone else.

Any member and charity trustee who ceases to be a charity trustee automatically ceases to be a member of the CIO.

If the CIO is wound up, the members of the CIO have no liability to contribute to its assets and no personal responsibility for settling its debts and liabilities.

The affairs of the charity are managed on a day to day basis by the trustees, who may exercise all the powers of the CIO.

The trustees who served during the year are shown on page 2 of this report.

##### **Appointment of Trustees**

In accordance with the terms of the constitution, there must be at least three charity trustees. If the number falls below this minimum, the remaining trustee or trustees may act only to call a meeting of the charity trustees, or appoint a new charity trustee. The maximum number of charity trustees that may be appointed to the CIO is eight.

##### **Public benefit**

In shaping the objectives for the year and planning activities, the trustees have considered the Charity commission's guidance on public benefit, including the guidance 'public benefit: running a charity (PB2)'.

##### **Objectives and activities**

- To advance the education and provide for the recreation and daily care of pupils at Knowle Park Primary School by making facilities and services available to them during out of school core hours.
- To provide enriching wrap around childcare for pupils at Knowle Park Primary School, for breakfast from 7:30 till school start and afterschool until 5:45pm

## **KNOWLE PARK AFTER SCHOOL CARE CIO**

### **TRUSTEES REPORT**

**YEAR ENDED 31 AUGUST 2024**

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#### **The objectives of the Charity shall be:**

- A) To provide the necessary facilities for the daily care, recreation and education of children during out of school hours.
- B) To advance the education and training of the persons in the provision of such care, education and recreational facilities.

#### **Summary of main achievements of the Charity during the year**

KPASC has continued to provide high quality care for over 150 children in its 14th year of operation. Our continued partnership with Knowle Park Primary School has benefitted the school community and we continue to support and work with the school and community for the benefit of the children. Here are a few of my highlights for 24/25

#### **Key Highlights from the chair:**

- Achieving The Bristol Standard for the second year running
- Onboarding of 3 new play workers who have added new skills and ideas into our team we have been able to raise our salaries to match the real living wage for all those over 21

#### **Key Objectives for the Year: 24/25**

- Provide enriching and fun care for children using the club
- To ensure we meet all obligations in the care of our children

#### **Achievements and Impact**

- Without KPASC there would be limited wrap-around care in the local area. We provide an affordable and practical solution for parents at Knowle Park Primary School. Our setting being inside the school not only reduces cost but it ensures children are not having to travel for care. Impacting not only their wellbeing and safety but environmentally.
- We have helped children celebrate their care givers with Mothers Day and Fathers day breakfasts encouraging care givers to sit down with their children and provided resources for the children to make gifts.
- The Bristol standard was achieved for the second year running. This standard outlines that KPASC provides quality play provision for the children that attend.
- Mentoring of our two new starters by experienced members of the team means we have been able to provide a stepping stone into work for some starting on their careers.
- We have also brought in an experienced LSA to add to our expanding knowledge bank.
- We now have a trained Mental Health First Aider
- The kitchen received a 5 star rating from the good hygiene awards
- Had visits from Avon Valley wildlife
- We have completed all fire and lockdown drills successfully

## **KNOWLE PARK AFTER SCHOOL CARE CIO**

### **TRUSTEES REPORT**

**YEAR ENDED 31 AUGUST 2024**

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#### **Governance and Management**

KPASC continues to be managed and run by a group of volunteer trustees who are parents from Knowle Park Primary School.

#### **Trustees:**

- Chair of Trustees - Jennie Stapleford
- Treasurer - Nick Long
- Safeguarding Lead - Adam Evans
- Secretary - Ulrike Hartmann- Cadey
- Policies Governance Officer - Will Harris
- Communications - Penny Whittle

#### **Treasurers Report**

For the year 23-24, we ran a deficit budget though greater than originally planned for target was -£5K, actual was -£10K). This was significantly impacted by two areas. Firstly the decision to hold off on making the change to session costs until after Christmas, and secondly by aligning our staff rates to the living wage we saw an unexpected rise in staffing costs that was fuelled by inflation. This inflation also saw the cost of food increase significantly as well. These risers were slightly offset by the increase in numbers each week for ASC.

With the school having a maximum intake for the year, we saw an increase in bookings for Tuesday and Wednesday which saw both days regularly at maximum capacity for ASC. Thursday also saw high attendance. Other days and breakfast club saw smaller increases. These increases in attendance justified the taking on two additional members of staff at a junior level. This decision was made to allow for succession planning with the expected reduction in hours to by one of our senior staff members.

The budget for 24-25 needs to account for an earlier increase to the price per session and the significant increase in the minimum wage.

#### **Attendance figures for 23-24**

Breakfast club bookings total - 4788  
ASC bookings - 8863

A rise of 50p on breakfast club and £1 ASC at the beginning of the year, would have brought in a small profit. A price rise for 25/26 school year is recommended.

**KNOWLE PARK AFTER SCHOOL CARE CIO**  
**TRUSTEES REPORT**  
**YEAR ENDED 31 AUGUST 2024**

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**Overall Spend for 23-24**

<b>Income Total</b>	<b>£114,469.36</b>
Staff Costs (Payroll, wages, Pension etc)	£103,781.28
Business costs (licencing, subscription, insurances etc)	£5,789.74
	£9,638.32
Food and Drink	
Supplies	£3,893.37
Enrichment	£230.50
Refunds/Cancellations	£1,198.31
<b>Expenditure Total</b>	<b>£124,531.52</b>
<b>Balance for the year</b>	<b>-£10,062.16</b>

**Key points from the budget:**

- We are not able to increase capacity of the ASC without a drastic change, e.g. location.
- Our income increased by £10k on the previous year, driven by: maximum attendance Tuesday and Wednesday ASC; increase in session prices.
- Our commitment to pay no less than the living wage impacts our budget.
- Sharp rises in food costs were unexpected and we had little option to mitigate
- Staffing cost increases impacted more than expected due to the delayed increase in session costs

# KNOWLE PARK AFTER SCHOOL CARE CIO

## TRUSTEES REPORT

YEAR ENDED 31 AUGUST 2024

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### Reserves Policy and Risk Management

The trustees recognise the need to keep reserves at a level which will give the organisation stability to enable it to continue to operate in the future. The actual level of reserves will be periodically reviewed.

The trustees have now examined the major risks to which the charity is exposed and systems will continue to be established to mitigate those risks.

### Going concern

The trustees have reviewed the circumstances of the charity and consider that adequate resources continue to be available to fund the activities of the organisation for the foreseeable future. The trustees are therefore of the view that the charity is a going concern.

### **Trustees' responsibilities in relation to the financial statements**

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

Approved by the trustees and signed on their behalf by:

Signed by:  


.....6F5E74F5A8B740A.....

Jennie Stapleford

Date.....26/6/2025.....

## KNOWLE PARK AFTER SCHOOL CARE CIO

### Independent Examiner's Report to the Trustees

**YEAR ENDED 31 AUGUST 2024**

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I report to the trustees on my examination of the accounts of Knowle Park After School Care CIO for the year ended 31 August 2024.

#### **Responsibilities and basis of report**

As the charity trustees you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the charities accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

#### **Independent examiner's statement**

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

- 1) accounting records were not kept in respect of the Trust as required by section 130 of the Act; or
- 2) the accounts do not accord with those records.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Signed by:  
  
7D20A50E086A4A2.....

Geoff Archer  
Bristol Community Accountants CIC  
The Park  
Daventry Road,  
Knowle  
Bristol  
BS4 1DQ

26/6/2025  
Date .....

**KNOWLE PARK AFTER SCHOOL CARE CIO****RECEIPTS & PAYMENTS ACCOUNT****YEAR ENDED 31 AUGUST 2024**

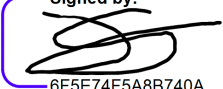
	<b>Unrestricted Fund 2024 £</b>	<b>Restricted Funds 2024 £</b>	<b>TOTAL FUNDS 2024 £</b>	<b>Total Funds 2023 £</b>
<b>Receipts</b>				
Fees	114,470	-	114,470	105,665
	<u>114,470</u>	<u>-</u>	<u>114,470</u>	<u>105,665</u>
<b>Payments</b>				
Salaries and agency	99,898	-	99,898	85,743
Pension	3,884	-	3,884	3,347
Food and drink	9,638	-	9,638	6,673
Play equipment	3,893	-	3,893	3,738
Enrichment	231	-	231	359
Telephone	99	-	99	186
Fees & insurance	5,672	-	5,672	5,334
Training	19	-	19	-
Miscellaneous	1,198	-	1,198	2,656
	<u>124,532</u>	<u>-</u>	<u>124,532</u>	<u>108,036</u>
<b>Net of receipts/(payments)</b>	<b>(10,062)</b>	<b>-</b>	<b>(10,062)</b>	<b>(2,371)</b>
<b>Brought forward 1 September 2023</b>	<b>47,082</b>	<b>-</b>	<b>47,082</b>	<b>49,453</b>
<b>Total Funds Carried Forward</b>	<u><u>37,020</u></u>	<u><u>-</u></u>	<u><u>37,020</u></u>	<u><u>47,082</u></u>

**KNOWLE PARK AFTER SCHOOL CARE CIO**  
**STATEMENT OF ASSETS AND LIABILITIES**  
**YEAR ENDED 31 AUGUST 2024**

	Unrestricted Fund 2024 £	Restricted Funds 2024 £	TOTAL FUNDS 2024 £	Total Funds 2023 £
<b>Cash Funds</b>				
Business Banking Extra Account	37,020	-	37,020	47,082
	<u>37,020</u>	<u>-</u>	<u>37,020</u>	<u>47,082</u>

	Unrestricted Fund 2024 £	Restricted Funds 2024 £	TOTAL FUNDS 2024 £	Total Funds 2023 £
<b>Liabilities</b>				
Independent Examination	815	-	815	549
Pension	384	-	384	897
	<u>1,199</u>	<u>-</u>	<u>1,199</u>	<u>1,446</u>

The trustees declare they have approved the accounts above.  
 Signed on behalf of the charity's trustees:

Signed by:  
  
 .....6F5E74F5A8B740A.....  
 Jennie Stapleford  
 26/6/2025  
 Date.....

Signed by:  
  
 .....0F43B265C21E4AB.....  
 Nicholas Long  
 26/6/2025  
 Date.....

**KNOWLE PARK AFTER SCHOOL CARE CIO**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**YEAR ENDED 31 AUGUST 2024**

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**1 Accounting policies**

- a) The financial statements have been prepared on a Receipts & Payments basis which summarises the movement of cash in and out of the organisation. In this context 'cash' includes cash equivalents, such as bank accounts where cash can be readily available to pay debts as they fall due. This format of accounts is available to non-company charities with gross income of £250,000 or less.
- b) The Charitable Incorporated Organisation (CIO)1160221 was registered on 29 January 2015, to take forward the work of the Unincorporated organisation, Knowle Park After School Care. Assets, liabilities and funds of the two organisations are combined. This is further explained in the introduction to the Trustees Annual Report.
- c) Income and expenditure has been analysed in the accounts using natural classification.
- d) The charity maintains an unrestricted fund which represents funds which are expendable at the discretion of the trustees in furtherance of the objects of the charity. Unrestricted funds may arise from general donations, grants of a general nature, fees for service provision and payment for service delivery contracts.

Restricted funds may be provided to the charity for particular purposes and may only be spent for the purposes for which they were given. Any balance remaining outstanding on a restricted fund at the end of the year is carried forward as a balance on the fund, unless permission has been given by the funder to remove the restriction on the balance outstanding. Restricted funds will arise from grants and donations given to the charity for specific reasons.

- e) The trustees confirm, in accordance with the Charitable Incorporated Organisations (General) Regulations 2012, that at year end the CIO did not have any outstanding guarantees to third parties nor any debts secured on assets of the CIO.

**2 Trustee benefits, payments and expenses**

There were no payments, remuneration or expenses made to trustees during the period.

**KNOWLE PARK AFTER SCHOOL CARE**

England & Wales - Charity number 1160221

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# Accounts

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**KNOWLE PARK AFTER SCHOOL CARE CIO  
ACCOUNTS  
YEAR ENDED 31 AUGUST 2023**

**Registered Charity Number 1160221**

**KNOWLE PARK AFTER SCHOOL CARE CIO  
FINANCIAL STATEMENTS  
YEAR ENDED 31 AUGUST 2023**

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# KNOWLE PARK AFTER SCHOOL CARE CIO

## TRUSTEES REPORT

YEAR ENDED 31 AUGUST 2023

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### LEGAL AND ADMINISTRATIVE INFORMATION

#### Legal Form

Charitable Incorporated Organisation (formed under the Charities Act 2011) registered charity number 1160221.

#### Principle Office

c/o Knowle Park Primary School  
Queenshill Road  
Bristol  
BS4 2XG

#### Trustees

Joanne Amott	Chair	Appointed November 22
Nicholas Long	Treasurer	Appointed November 22
Jennie Stapleford		Appointed April 23
Adam Evans		Appointed April 23
Kate Ashton		Appointed April 23
Penny Whittle		Appointed May 23
Ulrike Hartmann-Cadey		Appointed Jan 24
Helen Symonds		Resigned December 22
Ross Robinson		Resigned January 23
Emma Miller		Resigned January 23
Jemma Martin		Resigned April 23
David Mountford	Treasurer	Resigned June 23
Heather Romaine		Resigned June 23

#### Independent Examiners

Bristol Community Accountants CIC  
The Park,  
Daventry Road,  
Knowle  
Bristol BS4 1DQ

#### Bankers

Lloyds Bank PLC  
25 Gresham Street  
London  
EC2V 7HN

# **KNOWLE PARK AFTER SCHOOL CARE CIO**

## **TRUSTEES REPORT**

**YEAR ENDED 31 AUGUST 2023**

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The Trustees present their report and accounts for the year ended 31<sup>st</sup> August 2023.

### **Structure, Governance and Management**

#### **Organisation**

Knowle Park After School Care is a Charitable Incorporated Organisation (the CIO) governed according to its Constitution. The charity was established on 29<sup>th</sup> January 2015 to take forward the work of the unincorporated non-charitable organisation, Knowle Park After School Care.

#### **Members and Trustees**

The members of the CIO shall be its charity trustees for the time being. The only persons eligible to be members of the CIO are its charity trustees. Membership of the CIO cannot be transferred to anyone else.

Any member and charity trustee who ceases to be a charity trustee automatically ceases to be a member of the CIO.

If the CIO is wound up, the members of the CIO have no liability to contribute to its assets and no personal responsibility for settling its debts and liabilities.

The affairs of the charity are managed on a day to day basis by the trustees, who may exercise all the powers of the CIO.

The trustees who served during the year are shown on page 2 of this report.

#### **Appointment of Trustees**

In accordance with the terms of the constitution, there must be at least three charity trustees. If the number falls below this minimum, the remaining trustee or trustees may act only to call a meeting of the charity trustees, or appoint a new charity trustee. The maximum number of charity trustees that may be appointed to the CIO is eight.

#### **Public benefit**

In shaping the objectives for the year and planning activities, the trustees have considered the Charity commission's guidance on public benefit, including the guidance 'public benefit: running a charity (PB2)'.

#### **Objectives and activities**

##### **Objects of the Charity**

- To advance the education and provide for the recreation and daily care of pupils at Knowle Park Primary School by making facilities and services available to them during out of school core hours.

##### **The objectives of the Charity shall be:**

- A) To provide the necessary facilities for the daily care, recreation and education of children during out of school hours.

# KNOWLE PARK AFTER SCHOOL CARE CIO

## TRUSTEES REPORT

### YEAR ENDED 31 AUGUST 2023

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B) To advance the education and training of the persons in the provision of such care, education and recreational facilities.

#### **Summary of main achievements of the Charity during the year**

KPASC has continued to deliver high quality childcare to over 150 children in its 13th Year. We have had some great highlights this year with the certificate from Bristol Standard for quality improvement for play provision in 24/25. Our partnership with Knowle park school PTA gave our children the opportunity to join the Treefest project in December which saw them decorate a donated Christmas tree which was displayed at St Mary Redcliffe church to help raise money for local charities.

We have continued to explore different enrichment projects for the children including Avon Gorge & Downs wildlife project, music session supplied by BAND, as well as an activity calendar supplied by our playworkers.

If any parents have any suggestions for future activities, please get in touch with the club manager or committee.

#### **Staff**

Kevin Charlesworth is our Club manager with Sarah Jordan as a deputy. We have welcomed two new members, Rhianne Campbell and Louis Jordan who have brought creativity and sport to the club. From September we will see a little less of Sarah Jordan as she will be taking some time out to go travelling and we wish her all the best. I would like to thank all the staff for their hard work and support in continuing our development and consistency moving forward.

#### **School liaison**

KPASC continues to work closely with Knowle Park school and is grateful for the support of Mrs Bailey and Mr Jones.

#### **Committee members**

KPASC continues to be run by a voluntary group of parents. The current structure is

Joanne Amott -Chair

Jennie Stapleford-HR

Nick Long -Treasurer

Kate Ashton-Communications

Penny Whittle-Secretary

Adam Evans-Child Protection Officer/Safeguarding Lead

Ulrike Hartman - IT

# KNOWLE PARK AFTER SCHOOL CARE CIO

## TRUSTEES REPORT

YEAR ENDED 31 AUGUST 2023

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### Treasurer's comments

For the year 22-23, we ran to a deficit budget though less than originally planned. We made no change to the cost of sessions and increased the number of staff. Despite this, our deficit target was not met, due to a more consistent children numbers through the year with higher numbers of children attending the club during terms 5 and 6 than expected. This allowed us to end the year above the contingency level of funds set by the treasurer which we keep in the event of having to wind up the club.

The budget for the next year, 23-24, has taken into account the increase in staffing costs and the increasing costs for enrichment activities. We've also budgeted for a further increase in staff due to the increase in the school's intake and the expected impact on numbers for the club.

### Overall Spend for 22-23

<b>Income Total</b>	<b>£105,664.85</b>
Staff Costs (Payroll, wages, Pension etc)	£89,272.24
Business costs (licencing, subscription, insurances etc)	£3,809.94
Food and Drink	£6,688.70
Supplies	£2,911.48
Enrichment	£716.43
Refunds/Cancellations	£2,266.06
Expenditure Total	£108,035.36
<b>Balance for the year</b>	<b>-£2,370.51</b>

Key points from the budget:

- We are not able to increase capacity of the ASC without a drastic change, e.g. location.
- Improvements to revenue are from: increase attendance for BSC; increase attendance at Monday and Friday ASC; increase prices.
- Our commitment to pay no less than the living wage impacts our budget.
- Competition for staff and wages is increasing.
- Costs generally are increasing

# KNOWLE PARK AFTER SCHOOL CARE CIO

## TRUSTEES REPORT

YEAR ENDED 31 AUGUST 2023

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### **Farewells**

From 23rd July I will be stepping down as chair and Kate Ashton will be stepping down from communications. Jennie Stapleford will be stepping in as chair as discussed at our last committee meeting unless there is any objections. This will mean the changes in structure will look like;

Jennie Stapleford – Chair, Nick Long – Treasurer, Penny Whittle – Communications, and Ulrike Hartmann – Secretary.

### **Reserves Policy and Risk Management**

The trustees recognise the need to keep reserves at a level which will give the organisation stability to enable it to continue to operate in the future. The actual level of reserves will be periodically reviewed.

The trustees have now examined the major risks to which the charity is exposed and systems will continue to be established to mitigate those risks.

### **Going concern**

The trustees have reviewed the circumstances of the charity and consider that adequate resources continue to be available to fund the activities of the organisation for the foreseeable future. The trustees are therefore of the view that the charity is a going concern.

### **Trustees' responsibilities in relation to the financial statements**

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

Approved by the trustees and signed on their behalf by:

  
.....

Joanne Amott

Date..... 19.06.2024

# KNOWLE PARK AFTER SCHOOL CARE CIO

## Independent Examiner's Report to the Trustees

YEAR ENDED 31 AUGUST 2023

---

I report to the trustees on my examination of the accounts of Knowle Park After School Care CIO for the year ended 31 August 2023.

### **Responsibilities and basis of report**

As the charity trustees you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the charities accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

### **Independent examiner's statement**

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

- 1) accounting records were not kept in respect of the Trust as required by section 130 of the Act; or
- 2) the accounts do not accord with those records.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

*Geoff Archer*

.....

Geoff Archer  
Bristol Community Accountants CIC  
The Park  
Daventry Road,  
Knowle  
Bristol  
BS4 1DQ

Date ..... 20/06/2024 .....

# KNOWLE PARK AFTER SCHOOL CARE CIO

## RECEIPTS & PAYMENTS ACCOUNT

YEAR ENDED 31 AUGUST 2023

	Unrestricted Fund 2023 £	Restricted Funds 2023 £	TOTAL FUNDS 2023 £	Total Funds 2022 £
<b>Receipts</b>				
Fees	105,665	-	105,665	113,670
	<hr/>	<hr/>	<hr/>	<hr/>
	105,665	-	105,665	113,670
<b>Payments</b>				
Salaries and agency	85,743	-	85,743	86,993
Pension	3,347	-	3,347	2,202
Food and drink	6,673	-	6,673	5,930
Play equipment	3,738	-	3,738	2,628
Enrichment	359	-	359	-
Telephone	186	-	186	171
Fees & insurance	5,334	-	5,334	2,798
Training	-	-	-	27
Miscellaneous	2,656	-	2,656	2,970
	<hr/>	<hr/>	<hr/>	<hr/>
	108,036	-	108,036	103,719
<b>Net of receipts/(payments)</b>	(2,371)	-	(2,371)	9,951
<b>Brought forward 1 September 2022</b>	49,453	-	49,453	39,502
	<hr/>	<hr/>	<hr/>	<hr/>
<b>Total Funds Carried Forward</b>	<u>47,082</u>	<u>-</u>	<u>47,082</u>	<u>49,453</u>

# KNOWLE PARK AFTER SCHOOL CARE CIO

## STATEMENT OF ASSETS AND LIABILITIES

YEAR ENDED 31 AUGUST 2023

	Unrestricted Fund 2023 £	Restricted Funds 2023 £	TOTAL FUNDS 2023 £	Total Funds 2022 £
<b>Cash Funds</b>				
Business Banking Extra Account	47,082	-	47,082	49,453
	<u>47,082</u>	<u>-</u>	<u>47,082</u>	<u>49,453</u>

	Unrestricted Fund 2023 £	Restricted Funds 2023 £	TOTAL FUNDS 2023 £	Total Funds 2022 £
<b>Liabilities</b>				
Independent Examination	549	-	549	407
Pension	897	-	897	530
	<u>1,446</u>	<u>-</u>	<u>1,446</u>	<u>937</u>

The trustees declare they have approved the accounts above.

Signed on behalf of the charity's trustees:

*jamott*  
.....

Joanne Amott

19/06/2024

Date.....

*Nicholas Long*  
.....

Nicholas Long

Date...19/06/24.....

# KNOWLE PARK AFTER SCHOOL CARE CIO

## NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 AUGUST 2023

---

### 1 Accounting policies

- a) The financial statements have been prepared on a Receipts & Payments basis which summarises the movement of cash in and out of the organisation. In this context 'cash' includes cash equivalents, such as bank accounts where cash can be readily available to pay debts as they fall due. This format of accounts is available to non-company charities with gross income of £250,000 or less.
- b) The Charitable Incorporated Organisation (CIO)1160221 was registered on 29 January 2015, to take forward the work of the Unincorporated organisation, Knowle Park After School Care. Assets, liabilities and funds of the two organisations are combined. This is further explained in the introduction to the Trustees Annual Report.
- c) Income and expenditure has been analysed in the accounts using natural classification.
- d) The charity maintains an unrestricted fund which represents funds which are expendable at the discretion of the trustees in furtherance of the objects of the charity. Unrestricted funds may arise from general donations, grants of a general nature, fees for service provision and payment for service delivery contracts.

Restricted funds may be provided to the charity for particular purposes and may only be spent for the purposes for which they were given. Any balance remaining outstanding on a restricted fund at the end of the year is carried forward as a balance on the fund, unless permission has been given by the funder to remove the restriction on the balance outstanding. Restricted funds will arise from grants and donations given to the charity for specific reasons.

- e) The trustees confirm, in accordance with the Charitable Incorporated Organisations (General) Regulations 2012, that at year end the CIO did not have any outstanding guarantees to third parties nor any debts secured on assets of the CIO.

### 2 Trustee benefits, payments and expenses

There were no payments, remuneration or expenses made to trustees during the period.

**KNOWLE PARK AFTER SCHOOL CARE**

England & Wales - Charity number 1160221

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# Accounts

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**KNOWLE PARK AFTER SCHOOL CARE CIO  
ACCOUNTS  
YEAR ENDED 31 AUGUST 2022**

**Registered Charity Number 1160221**

**KNOWLE PARK AFTER SCHOOL CARE CIO  
FINANCIAL STATEMENTS  
YEAR ENDED 31 AUGUST 2022**

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# KNOWLE PARK AFTER SCHOOL CARE CIO

## TRUSTEES REPORT

YEAR ENDED 31 AUGUST 2022

---

### LEGAL AND ADMINISTRATIVE INFORMATION

#### Legal Form

Charitable Incorporated Organisation (formed under the Charities Act 2011) registered charity number 1160221.

#### Principle Office

43 Stoneleigh Road  
Knowle  
Bristol  
BS4 2RH

#### Trustees

David Mountford	Treasurer	
Heather Romaine		
Emily Metcalfe		Resigned September 2021
Katherine Lingham		Resigned September 2021
Rachel Abba		Resigned November 2021
Jeanine Williams		Resigned March 2022
Alexandra Allen	Chair	Resigned November 2022
Helen Symonds		Resigned December 2022
Emma Miller		Resigned January 2023
Ross Robinson		Appointed July 2021, Resigned January 2023
Jemma Martin		Appointed July 2021
Nicholas Long		Appointed November 2022
Joanne Amott	Chair	Appointed November 2022

#### Independent Examiners

Bristol Community Accountants CIC  
The Park,  
Daventry Road,  
Knowle  
Bristol BS4 1DQ

#### Bankers

Lloyds Bank PLC  
25 Gresham Street  
London  
EC2V 7HN

# **KNOWLE PARK AFTER SCHOOL CARE CIO**

## **TRUSTEES REPORT**

**YEAR ENDED 31 AUGUST 2022**

---

The Trustees present their report and accounts for the year ended 31<sup>st</sup> August 2022.

### **Structure, Governance and Management**

#### **Organisation**

Knowle Park After School Care is a Charitable Incorporated Organisation (the CIO) governed according to its Constitution. The charity was established on 29<sup>th</sup> January 2015 to take forward the work of the unincorporated non-charitable organisation, Knowle Park After School Care.

#### **Members and Trustees**

The members of the CIO shall be its charity trustees for the time being. The only persons eligible to be members of the CIO are its charity trustees. Membership of the CIO cannot be transferred to anyone else.

Any member and charity trustee who ceases to be a charity trustee automatically ceases to be a member of the CIO.

If the CIO is wound up, the members of the CIO have no liability to contribute to its assets and no personal responsibility for settling its debts and liabilities.

The affairs of the charity are managed on a day to day basis by the trustees, who may exercise all the powers of the CIO.

The trustees who served during the year are shown on page 2 of this report.

#### **Appointment of Trustees**

In accordance with the terms of the constitution, there must be at least three charity trustees. If the number falls below this minimum, the remaining trustee or trustees may act only to call a meeting of the charity trustees, or appoint a new charity trustee. The maximum number of charity trustees that may be appointed to the CIO is eight.

#### **Public benefit**

In shaping the objectives for the year and planning activities, the trustees have considered the Charity commission's guidance on public benefit, including the guidance 'public benefit: running a charity (PB2)'.

#### **Objectives and activities**

##### **Objects of the Charity**

- To advance the education and provide for the recreation and daily care of pupils at Knowle Park Primary School by making facilities and services available to them during out of school core hours.

##### **The objectives of the Charity shall be:**

- A) To provide the necessary facilities for the daily care, recreation and education of children during out of school hours.

# KNOWLE PARK AFTER SCHOOL CARE CIO

## TRUSTEES REPORT

YEAR ENDED 31 AUGUST 2022

---

B) To advance the education and training of the persons in the provision of such care, education and recreational facilities.

### **Summary of main achievements of the Charity during the year**

This has been another year of change for KPASC with a lot of personnel turnover on the committee and within the staff body and a thank you should go to everyone who has served to keep the club running smoothly.

As the first year out of Covid restrictions, we didn't know exactly what to expect from this year. We knew that some families would require less childcare than pre-covid but that others would choose to continue to use the service. We had a lot of staff choosing to leave the club for a variety of reasons and it has been very difficult to recruit replacement staff. This is an ongoing issue that we are working on and one that is shared by many other childcare settings. We think that this issue is going to continue for some time and we are looking at creative solutions.

We budgeted for a deficit this year as we expected numbers to take time to rebuild and we wanted to keep costs as low as possible for families. As we started the year with a healthy surplus in the bank, this was deemed reasonable. As it turned out, income was £6,198 above budget and expenditure was £24,566 below budget due to staff shortages. This resulted in a £9,951 surplus over the course of the year.

As the club was in a strong financial position, we were able to offer two pay rises roughly in line with inflation without needing to increase club fees mid-year.

After school club is as full as it can be 4 afternoons per week and is very quiet on a Friday. Breakfast club is much quieter than it was pre-covid and we do not expect it to increase much next year.

### **Expenditure**

Wages, Pensions, Tax and National Insurance Contributions make up £89,195 of our total costs, around 86%. Food and equipment account for a further £8,558, around 8%. The remainder is mostly fees and insurance.

The biggest factor in our budget underspend was a deputy manager role which was unfilled from October to September. The fact that we were not even able to use many bank staff to cover staff absence shows how hard it is to recruit.

### **Income**

Income was higher than expected as numbers picked up again following Covid lockdown on most days. Changes in working routines means that fewer people need breakfast club and we have reduced staff working at breakfast accordingly.

If we can recruit more staff we will increase maximum numbers at after school club back to pre-covid levels. This will allow us to budget income back at pre-covid levels. Until we do, we are forced to reduce numbers of children attending the club.

# KNOWLE PARK AFTER SCHOOL CARE CIO

## TRUSTEES REPORT

YEAR ENDED 31 AUGUST 2022

---

### Budget for 2022-23

The budget for the next year has once again been set at a deficit with prices to be regularly reviewed by the committee if the cash in hand gets close to the minimum level set by the treasurer which we keep in the event of having to wind up the club.

In 22-23, due to chronic understaffing constraints, we have budgeted for fewer children to attend the club so that we stay in ratio. If the recruitment is successful, we will reconsider the budget accordingly.

Income	£87,590.00
Wages	67,293.64
Holiday pay	8,122.34
Employer NIC	2,018.81
Employer pension	514.24
Food and drink	£8,514.00
Equipment & materials	£1,980.00
Enrichment	£550.00
Phones	£240.00
Uniform	£110.00
Fees/insurance	£3,600.00
Stationery	£55.00
Publicity	£0.00
Training	£275.00
Other/ contingency	£3,355.00
INCOME TOTAL	£87,590.00
EXPENDITURE TOTAL	£96,628.03
<b>BALANCE</b>	<b>-£9,038.03</b>

### Key points from the budget

- this is based on worst case scenario for staffing with only 36 children able to attend each afternoon.
- Under the current circumstances there is a considerable possibility we will have to increase pay mid-year with the high rate of inflation. We set a Cost of Living pay rise for 3% in September which was amended to 5%.
- We would like to increase take up at breakfast club

### Trustee turnover

David Mounford was due to stand down as treasurer in September but the replacement was unable to start so a new treasurer, Emma Miller took over in February who in turn will step down over the winter. Alex Allen is standing down as Chair in November.

# KNOWLE PARK AFTER SCHOOL CARE CIO

## TRUSTEES REPORT

YEAR ENDED 31 AUGUST 2022

---

### Reserves Policy and Risk Management

The trustees recognise the need to keep reserves at a level which will give the organisation stability to enable it to continue to operate in the future. The actual level of reserves will be periodically reviewed.

The trustees have now examined the major risks to which the charity is exposed and systems will continue to be established to mitigate those risks.

### Going concern

The trustees have reviewed the circumstances of the charity and consider that adequate resources continue to be available to fund the activities of the organisation for the foreseeable future. The trustees are therefore of the view that the charity is a going concern.

### **Trustees' responsibilities in relation to the financial statements**

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

Approved by the trustees and signed on their behalf by:

..... Joanne Amott

..... David Mountford

Date.....2023

# KNOWLE PARK AFTER SCHOOL CARE CIO

## Independent Examiner's Report to the Trustees

YEAR ENDED 31 AUGUST 2022

---

I report to the trustees on my examination of the accounts of Knowle Park After School Care CIO for the year ended 31 August 2022.

### **Responsibilities and basis of report**

As the charity trustees you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the charities accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

### **Independent examiner's statement**

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

- 1) accounting records were not kept in respect of the Trust as required by section 130 of the Act; or
- 2) the accounts do not accord with those records.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

.....  
Geoff Archer  
Bristol Community Accountants CIC  
The Park  
Daventry Road,  
Knowle  
Bristol BS4 1DQ

Date .....2023

# KNOWLE PARK AFTER SCHOOL CARE CIO

## RECEIPTS & PAYMENTS ACCOUNT

YEAR ENDED 31 AUGUST 2022

	Unrestricted Fund 2022 £	Restricted Funds 2022 £	TOTAL FUNDS 2022 £	Total Funds 2021 £
<b>Receipts</b>				
Fees	113,670	-	113,670	78,794
Job Retention Scheme Grant	-	-	-	14,387
	<hr/>	<hr/>	<hr/>	<hr/>
	113,670	-	113,670	93,181
<b>Payments</b>				
Salaries and agency	86,993	-	86,993	104,772
Pension	2,202	-	2,202	2,857
Food and drink	5,930	-	5,930	6,245
Play equipment	2,628	-	2,628	1,674
Enrichment	-	-	-	742
Telephone	171	-	171	192
Fees & insurance	2,798	-	2,798	4,256
Stationery	-	-	-	747
Training	27	-	27	1,234
Miscellaneous	2,970	-	2,970	1,154
	<hr/>	<hr/>	<hr/>	<hr/>
	103,719	-	103,719	123,873
<b>Net of receipts/(payments)</b>	9,951	-	9,951	(30,692)
<b>Brought forward 1 September 2021</b>	39,502	-	39,502	70,194
	<hr/>	<hr/>	<hr/>	<hr/>
<b>Total Funds Carried Forward</b>	<u>49,453</u>	<u>-</u>	<u>49,453</u>	<u>39,502</u>

# KNOWLE PARK AFTER SCHOOL CARE CIO

## STATEMENT OF ASSETS AND LIABILITIES

YEAR ENDED 31 AUGUST 2022

---

	Unrestricted Fund 2022 £	Restricted Funds 2022 £	TOTAL FUNDS 2022 £	Total Funds 2021 £
<b>Cash Funds</b>				
Business Banking Extra Account	49,453	-	49,453	39,502
	<u>49,453</u>	<u>-</u>	<u>49,453</u>	<u>39,502</u>

	Unrestricted Fund 2022 £	Restricted Funds 2022 £	TOTAL FUNDS 2022 £	Total Funds 2021 £
<b>Liabilities</b>				
Independent Examination	407	-	407	311
Pension	530	-	530	343
	<u>937</u>	<u>-</u>	<u>937</u>	<u>654</u>

The trustees declare they have approved the accounts above.

Signed on behalf of the charity's trustees:

.....  
Joanne Amott

.....  
David Mountford

.....2023

.....2023

# KNOWLE PARK AFTER SCHOOL CARE CIO

## NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 AUGUST 2022

---

### 1 Accounting policies

- a) The financial statements have been prepared on a Receipts & Payments basis which summarises the movement of cash in and out of the organisation. In this context 'cash' includes cash equivalents, such as bank accounts where cash can be readily available to pay debts as they fall due. This format of accounts is available to non-company charities with gross income of £250,000 or less.
- b) The Charitable Incorporated Organisation (CIO)1160221 was registered on 29 January 2015, to take forward the work of the Unincorporated organisation, Knowle Park After School Care. Assets, liabilities and funds of the two organisations are combined. This is further explained in the introduction to the Trustees Annual Report.
- c) Income and expenditure has been analysed in the accounts using natural classification.
- d) The charity maintains an unrestricted fund which represents funds which are expendable at the discretion of the trustees in furtherance of the objects of the charity. Unrestricted funds may arise from general donations, grants of a general nature, fees for service provision and payment for service delivery contracts.

Restricted funds may be provided to the charity for particular purposes and may only be spent for the purposes for which they were given. Any balance remaining outstanding on a restricted fund at the end of the year is carried forward as a balance on the fund, unless permission has been given by the funder to remove the restriction on the balance outstanding. Restricted funds will arise from grants and donations given to the charity for specific reasons.

- e) The trustees confirm, in accordance with the Charitable Incorporated Organisations (General) Regulations 2012, that at year end the CIO did not have any outstanding guarantees to third parties nor any debts secured on assets of the CIO.

### 2 Trustee benefits, payments and expenses

There were no payments, remuneration or expenses made to trustees during the period.

**KNOWLE PARK AFTER SCHOOL CARE**

England & Wales - Charity number 1160221

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# Accounts

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**KNOWLE PARK AFTER SCHOOL CARE CIO  
ACCOUNTS  
YEAR ENDED 31 AUGUST 2021**

**Registered Charity Number 1160221**

**KNOWLE PARK AFTER SCHOOL CARE CIO  
FINANCIAL STATEMENTS  
YEAR ENDED 31 AUGUST 2021**

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# KNOWLE PARK AFTER SCHOOL CARE CIO

## TRUSTEES REPORT

YEAR ENDED 31 AUGUST 2021

---

### LEGAL AND ADMINISTRATIVE INFORMATION

#### Legal Form

Charitable Incorporated Organisation (formed under the Charities Act 2011) registered charity number 1160221.

#### Principle Office

43 Stoneleigh Road  
Knowle  
Bristol  
BS4 2RH

#### Trustees

Alexandra Allen	Chair	
David Mountford	Treasurer	
Jemma Martin		Appointed July 2021
Jeanine Williams		Appointed November 2021
Heather Romaine		
Ross Robinson		Appointed July 2021
Helen Symonds		
Rachel Abba		
Emily Metcalfe		
Peter Gisborne		Resigned Aug 2020
Katherine Lingham		

#### Independent Examiners

Bristol Community Accountants CIC  
The Park,  
Daventry Road,  
Knowle  
Bristol BS4 1DQ

#### Bankers

Lloyds Bank PLC  
25 Gresham Street  
London  
EC2V 7HN

# **KNOWLE PARK AFTER SCHOOL CARE CIO**

## **TRUSTEES REPORT**

**YEAR ENDED 31 AUGUST 2021**

---

The Trustees present their report and accounts for the year ended 31<sup>st</sup> August 2021.

### **Structure, Governance and Management**

#### **Organisation**

Knowle Park After School Care is a Charitable Incorporated Organisation (the CIO) governed according to its Constitution. The charity was established on 29<sup>th</sup> January 2015 to take forward the work of the unincorporated non-charitable organisation, Knowle Park After School Care.

#### **Members and Trustees**

The members of the CIO shall be its charity trustees for the time being. The only persons eligible to be members of the CIO are its charity trustees. Membership of the CIO cannot be transferred to anyone else.

Any member and charity trustee who ceases to be a charity trustee automatically ceases to be a member of the CIO.

If the CIO is wound up, the members of the CIO have no liability to contribute to its assets and no personal responsibility for settling its debts and liabilities.

The affairs of the charity are managed on a day to day basis by the trustees, who may exercise all the powers of the CIO.

The trustees who served during the year are shown on page 2 of this report.

#### **Appointment of Trustees**

In accordance with the terms of the constitution, there must be at least three charity trustees. If the number falls below this minimum, the remaining trustee or trustees may act only to call a meeting of the charity trustees, or appoint a new charity trustee. The maximum number of Charity trustees that may be appointed to the CIO is eight.

#### **Public benefit**

In shaping the objectives for the year and planning activities, the trustees have considered the Charity commission's guidance on public benefit, including the guidance 'public benefit: running a charity (PB2)'.

#### **Objectives and activities**

##### **Objects of the Charity**

- To advance the education and provide for the recreation and daily care of pupils at Knowle Park Primary School by making facilities and services available to them during out of school core hours.

##### **The objectives of the Charity shall be:**

- A) To provide the necessary facilities for the daily care, recreation and education of children during out of school hours.

# KNOWLE PARK AFTER SCHOOL CARE CIO

## TRUSTEES REPORT

YEAR ENDED 31 AUGUST 2021

---

B) To advance the education and training of the persons in the provision of such care, education and recreational facilities.

### **Summary of main achievements of the Charity during the year**

The club's 10th year was a difficult one being dominated by Covid 19. The club started the year with a healthy surplus built up over several years of high uptake and financial prudence. 2020-21 was a year to eat into the reserves.

Covid restrictions, year group bubbles and the difficulties around staffing groups that were sometimes very small, parents working from home, flexible school drop off times and the high rates of absences and isolations reduced out children to staff ratios from about 7.5:1 to about 4:1. Income was reduced while staffing costs remained high.

The club was able to make use of the furlough scheme during particularly during January and February (around £8200) and made the decision to top up wages to the full amount to protect staff incomes while we could. The club continued to make use of the furlough scheme right up to September 2021.

- As trustees, we are proud that we were able to
- Keep the club open for vulnerable children and children of key workers
- Protect our staff from financial hardship
- Adhere to dynamic and sometimes difficult-to-implement guidelines from central government
- Maintain a good working relationship with Knowle Park Primary School who had to impose their own health and safety decisions.
- Stay solvent

During the course of the pandemic it should be note that the trustees chose to make a temporary change to the reserves policy. It was decided that during the Covid pandemic, it was not going to be possible to move the club to a new location should the school no longer be able to accommodate the club. This part of the policy has now been reviewed and has been reinstated.

Investment in outside enrichment activities was curtailed however investment in training of our staff carried on. A change in management required an increase in workload for our new manager to make the improvements needed to keep the club up to date.

The club had total outgoings of around £117,000 or which around £96,000 was wages. The income of the club dropped to around £92,000. After school care continues to dominate the financial activity of the club.

Our commitment to increase wages towards the national living wage continues and this, combined with general wage inflation means out costs continue to rise. As a result, we have increased our fees for the first time in over 5 years. The club remains in a good financial position, provided it is mainly able to function normally this financial year. We are committed

# KNOWLE PARK AFTER SCHOOL CARE CIO

## TRUSTEES REPORT

### YEAR ENDED 31 AUGUST 2021

---

to maintaining sufficient financial reserves to allow the club to close down in an orderly manner in the unlikely event of that need arising.

Pete Gisborne resigned as treasurer in September 2020 but stayed on to help with the financial audit of 2020.

This year is due to be the last year that David Mountford serves as treasurer for the club.

#### **Reserves Policy and Risk Management**

The trustees recognise the need to keep reserves at a level which will give the organisation stability to enable it to continue to operate in the future. The actual level of reserves will be periodically reviewed.

The trustees have now examined the major risks to which the charity is exposed and systems will continue to be established to mitigate those risks.

#### **Going concern**

The trustees have reviewed the circumstances of the charity and consider that adequate resources continue to be available to fund the activities of the organisation for the foreseeable future. The trustees are therefore of the view that the charity is a going concern.

#### **Trustees' responsibilities in relation to the financial statements**

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

Approved by the trustees and signed on their behalf by:

..... Alexandra Allen

..... David Mountford

Date.....2022

# KNOWLE PARK AFTER SCHOOL CARE CIO

## Independent Examiner's Report to the Trustees

YEAR ENDED 31 AUGUST 2021

---

I report to the trustees on my examination of the accounts of Knowle Park After School Care CIO for the year ended 31 August 2021.

### **Responsibilities and basis of report**

As the charity trustees you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the charities accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

### **Independent examiner's statement**

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

- 1) accounting records were not kept in respect of the Trust as required by section 130 of the Act; or
- 2) the accounts do not accord with those records.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

.....  
Geoff Archer  
Bristol Community Accountants CIC  
The Park  
Daventry Road,  
Knowle  
Bristol BS4 1DQ

Date .....2022

# KNOWLE PARK AFTER SCHOOL CARE CIO

## RECEIPTS & PAYMENTS ACCOUNT

YEAR ENDED 31 AUGUST 2021

	Unrestricted Fund 2021 £	Restricted Funds 2021 £	TOTAL FUNDS 2021 £	Total Funds 2020 £
<b>Receipts</b>				
Fees	78,794	-	78,794	110,661
Job Retention Scheme Grant	14,387	-	14,387	18,290
	<hr/>	<hr/>	<hr/>	<hr/>
	93,181	-	93,181	128,951
<b>Payments</b>				
Salaries and agency	104,772	-	104,772	97,789
Pension	2,857	-	2,857	948
Food and drink	6,245	-	6,245	7,724
Play Equipment	1,674	-	1,674	3,220
Enrichment	742	-	742	1,605
Telephone	192	-	192	186
Fees & insurance	4,256	-	4,256	5,838
Stationery	747	-	747	46
Training	1,234	-	1,234	294
Miscellaneous	1,154	-	1,154	489
	<hr/>	<hr/>	<hr/>	<hr/>
	123,873	-	123,873	118,139
<b>Net of receipts/(payments)</b>	(30,692)	-	(30,692)	10,812
<b>Brought forward 1 September 2020</b>	70,194	-	70,194	59,382
	<hr/>	<hr/>	<hr/>	<hr/>
<b>Total Funds Carried Forward</b>	<u>39,502</u>	<u>-</u>	<u>39,502</u>	<u>70,194</u>

**KNOWLE PARK AFTER SCHOOL CARE CIO**  
**STATEMENT OF ASSETS AND LIABILITIES**  
**YEAR ENDED 31 AUGUST 2021**

	<b>Unrestricted Fund 2021 £</b>	<b>Restricted Funds 2021 £</b>	<b>TOTAL FUNDS 2021 £</b>	<b>Total Funds 2020 £</b>
<b>Cash Funds</b>				
Business Banking Extra Account	39,502	-	39,502	70,194
	<u>39,502</u>	<u>-</u>	<u>39,502</u>	<u>70,194</u>

	<b>Unrestricted Fund 2021 £</b>	<b>Restricted Funds 2021 £</b>	<b>TOTAL FUNDS 2021 £</b>	<b>Total Funds 2020 £</b>
<b>Liabilities</b>				
Independent Examination	311	-	311	263
Pension	343	-	343	421
DWP - Attachment of earnings	-	-	-	-
	<u>654</u>	<u>-</u>	<u>654</u>	<u>684</u>

The trustees declare they have approved the accounts above.

Signed on behalf of the charity's trustees:

.....  
 Alexandra Allen

.....  
 David Mountford

.....2022

.....2022

# KNOWLE PARK AFTER SCHOOL CARE CIO

## NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 AUGUST 2021

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### 1 Accounting policies

- a) The financial statements have been prepared on a Receipts & Payments basis which summarises the movement of cash in and out of the organisation. In this context 'cash' includes cash equivalents, such as bank accounts where cash can be readily available to pay debts as they fall due. This format of accounts is available to non-company charities with gross income of £250,000 or less.
- b) The Charitable Incorporated Organisation (CIO)1160221 was registered on 29 January 2015, to take forward the work of the Unincorporated organisation, Knowle Park After School Care. Assets, liabilities and funds of the two organisations are combined. This is further explained in the introduction to the Trustees Annual Report.
- c) Income and expenditure has been analysed in the accounts using natural classification.
- d) The charity maintains an unrestricted fund which represents funds which are expendable at the discretion of the trustees in furtherance of the objects of the charity. Unrestricted funds may arise from general donations, grants of a general nature, fees for service provision and payment for service delivery contracts.

Restricted funds may be provided to the charity for particular purposes and may only be spent for the purposes for which they were given. Any balance remaining outstanding on a restricted fund at the end of the year is carried forward as a balance on the fund, unless permission has been given by the funder to remove the restriction on the balance outstanding. Restricted funds will arise from grants and donations given to the charity for specific reasons.

- e) The trustees confirm, in accordance with the Charitable Incorporated Organisations (General) Regulations 2012, that at year end the CIO did not have any outstanding guarantees to third parties nor any debts secured on assets of the CIO.

### 2 Trustee benefits, payments and expenses

There were no payments, remuneration or expenses made to trustees during the period.

**KNOWLE PARK AFTER SCHOOL CARE**

England & Wales - Charity number 1160221

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# Accounts

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**KNOWLE PARK AFTER SCHOOL CARE CIO  
ACCOUNTS  
YEAR ENDED 31 AUGUST 2020**

**Registered Charity Number 1160221**

**KNOWLE PARK AFTER SCHOOL CARE CIO  
FINANCIAL STATEMENTS  
YEAR ENDED 31 AUGUST 2020**

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# KNOWLE PARK AFTER SCHOOL CARE CIO

## TRUSTEES REPORT

YEAR ENDED 31 AUGUST 2020

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### LEGAL AND ADMINISTRATIVE INFORMATION

#### Legal Form

Charitable Incorporated Organisation (formed under the Charities Act 2011) registered charity number 1160221.

#### Principle Office

Knowle Park Primary School  
Queenshill Road  
Knowle  
Bristol  
BS4 2XG

#### Trustees

Alexandra Allen	Chair	
Peter Gisborne	Treasurer	
Adam Armitage		resigned June 2020
Katherine Lingham		
David Mountford		appointed June 2020
Rachel Abba		appointed June 2020
Emily Metcalfe		appointed January 2020
Heather Romaine		appointed June 2020
Helen Symonds		appointed June 2020

#### Independent Examiners

Joanne Trowbridge MAAT  
Bristol Community Accountants CIC  
The Park,  
Daventry Road,  
Knowle  
Bristol BS4 1DQ

#### Bankers

Lloyds Bank PLC  
25 Gresham Street  
London  
EC2V 7HN

# **KNOWLE PARK AFTER SCHOOL CARE CIO**

## **TRUSTEES REPORT**

**YEAR ENDED 31 AUGUST 2020**

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The Trustees present their report and accounts for the year ended 31<sup>st</sup> August 2020.

### **Structure, Governance and Management**

#### **Organisation**

Knowle Park After School Care is a Charitable Incorporated Organisation (the CIO) governed according to its Constitution. The charity was established on 29<sup>th</sup> January 2015 to take forward the work of the unincorporated non-charitable organisation, Knowle Park After School Care.

#### **Members and Trustees**

The members of the CIO shall be its charity trustees for the time being. The only persons eligible to be members of the CIO are its charity trustees. Membership of the CIO cannot be transferred to anyone else.

Any member and charity trustee who ceases to be a charity trustee automatically ceases to be a member of the CIO.

If the CIO is wound up, the members of the CIO have no liability to contribute to its assets and no personal responsibility for settling its debts and liabilities.

The affairs of the charity are managed on a day to day basis by the trustees, who may exercise all the powers of the CIO.

The trustees who served during the year are shown on page 2 of this report.

#### **Appointment of Trustees**

In accordance with the terms of the constitution, there must be at least three charity trustees. If the number falls below this minimum, the remaining trustee or trustees may act only to call a meeting of the charity trustees, or appoint a new charity trustee. The maximum number of Charity trustees that may be appointed to the CIO is eight.

#### **Public benefit**

In shaping the objectives for the year and planning activities, the trustees have considered the Charity commission's guidance on public benefit, including the guidance 'public benefit: running a charity (PB2)'.

#### **Objectives and activities**

##### **Objects of the Charity**

- To advance the education and provide for the recreation and daily care of pupils at Knowle Park Primary School by making facilities and services available to them during out of school core hours.

##### **The objectives of the Charity shall be:**

- A) To provide the necessary facilities for the daily care, recreation and education of children during out of school hours.

# KNOWLE PARK AFTER SCHOOL CARE CIO

## TRUSTEES REPORT

### YEAR ENDED 31 AUGUST 2020

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B) To advance the education and training of the persons in the provision of such care, education and recreational facilities.

#### **Summary of main achievements of the Charity during the year**

The club's 8th year has been an eventful one, and one which falls into two distinct halves.

The first half of the year was characterised by 'business as usual'.

We continued to provide before and after school care to the children of Knowle Park Primary School, as described in our constitution. The club was full and had a short waiting list on some days.

We continued to build on and maintain the aspects of the club that were singled-out for praise from Ofsted at our last inspection:

- Leadership and Management
- Quality of learning and assessment
- Personal development, behaviour and welfare

Whilst further investing time and money to improve the things which Ofsted told us we needed to do better to be judged outstanding:

- Allowing children to complete tasks themselves
- Making snack time better-organised

We further invested in a wide range of enrichment activities provided by outside parties, including yoga, cake making, drumming and pottery, jewellery-making, birds of prey.

We continued to invest in the skills of the club's staff, and our relationship with Knowle Park Primary School remained strong, productive and mutually beneficial. Securing enough high-quality staff to meet escalating demand for care remained our biggest priority.

The latter part of the year was dominated by the global Covid-19 pandemic. This unprecedented event caused us to have to juggle the sometimes conflicting needs of children, the school, staff members and trustees as we sought to react to the fast-changing and uncertain circumstances. As trustees, we are proud that our efforts resulted in us having:

- kept the club open for vulnerable children and the children of key workers
- adhered to dynamic and sometimes difficult-to-implement guidance for central government
- protected and rewarded our staff appropriately
- remained solvent

Fees from parents and carers are our only source of income, and most of our expenditure is on staff wages. Our commitment to increase wages towards the national living wage, combined with general wage inflation, means our costs continue to rise slightly. However, we have absorbed these increased costs without increasing the price of care. The club remains financially stable, and we are committed to maintaining sufficient reserves to allow the club to close down in an orderly manner in the unlikely event of that need ever arising. The club was in a strong financial position at the start of the COVID-19 outbreak and, due to careful management of staffing levels and incomes is still in a strong financial position with some reserves to draw upon if needed. We have drawn up a budget for the academic year which against which we will continue regular and frequent informal and formal reviews. We have

# KNOWLE PARK AFTER SCHOOL CARE CIO

## TRUSTEES REPORT

### YEAR ENDED 31 AUGUST 2020

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considered a wide range of possible income and staffing scenarios and have robust plans in place. We will review government financial schemes that may be available to us should the situation change again as we did with the Job Retention Scheme.

In order to make appropriate decisions, we will closely monitor demand for places and availability of staff. We will closely watch the emerging guidance to ensure we are following the correct procedures and will make appropriate changes and review the budget as required. We have hired a new manager which enables us to be both more nimble in response and more strategic in planning. We will continue to monitor our bookings and payments processes and will adapt them if required. We are keeping a close relationship with the school to ensure we are meeting their guidelines and requirements and that their facilities are meeting ours.

We have added Covid-specific risks to our existing risk identification / management processes and are keeping these under review.

#### **Reserves Policy and Risk Management**

The trustees recognise the need to keep reserves at a level which will give the organisation stability to enable it to continue to operate in the future. The actual level of reserves will be periodically reviewed.

The trustees have now examined the major risks to which the charity is exposed and systems will continue to be established to mitigate those risks.

#### **Going concern**

The trustees have reviewed the circumstances of the charity and consider that adequate resources continue to be available to fund the activities of the organisation for the foreseeable future. The trustees are therefore of the view that the charity is a going concern.

#### **Trustees' responsibilities in relation to the financial statements**

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

Approved by the trustees and signed on their behalf by:

..... Alexandra Allen

..... Peter Gisborne

Date.....2020

# KNOWLE PARK AFTER SCHOOL CARE CIO

## Independent Examiner's Report to the Trustees

YEAR ENDED 31 AUGUST 2020

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I report to the trustees on my examination of the accounts of Knowle Park After School Care CIO for the year ended 31 August 2020.

### **Responsibilities and basis of report**

As the charity trustees you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the charities accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

### **Independent examiner's statement**

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

- 1) accounting records were not kept in respect of the Trust as required by section 130 of the Act; or
- 2) the accounts do not accord with those records.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

.....  
Joanne Trowbridge MAAT  
Bristol Community Accountants CIC  
The Park  
Daventry Road,  
Knowle  
Bristol BS4 1DQ

Date .....2020

# KNOWLE PARK AFTER SCHOOL CARE CIO

## RECEIPTS & PAYMENTS ACCOUNT

YEAR ENDED 31 AUGUST 2020

	Unrestricted Fund 2020 £	Restricted Funds 2020 £	TOTAL FUNDS 2020 £	Total Funds 2019 £
<b>Receipts</b>				
Fees	110,661	-	110,661	125,809
Job Retention Scheme Grant	18,290	-	18,290	-
	<hr/>	<hr/>	<hr/>	<hr/>
	128,951	-	128,951	125,809
<b>Payments</b>				
Salaries and agency	97,789	-	97,789	98,208
Pension	948	-	948	730
Food and drink	7,724	-	7,724	10,996
Play Equipment	3,220	-	3,220	4,414
Enrichment	1,605	-	1,605	529
Telephone	186	-	186	187
Fees & insurance	5,838	-	5,838	5,568
Stationery	46	-	46	214
Training	294	-	294	-
Miscellaneous	489	-	489	1,220
	<hr/>	<hr/>	<hr/>	<hr/>
	118,139	-	118,139	122,066
<b>Net of receipts/(payments)</b>	10,812	-	10,812	3,743
<b>Brought forward 1 September 2019</b>	59,382	-	59,382	55,639
	<hr/>	<hr/>	<hr/>	<hr/>
<b>Total Funds Carried Forward</b>	<u>70,194</u>	<u>-</u>	<u>70,194</u>	<u>59,382</u>

# KNOWLE PARK AFTER SCHOOL CARE CIO

## STATEMENT OF ASSETS AND LIABILITIES

YEAR ENDED 31 AUGUST 2020

	Unrestricted Fund 2020 £	Restricted Funds 2020 £	TOTAL FUNDS 2020 £	Total Funds 2019 £
<b>Cash Funds</b>				
Business Banking Extra Account	70,194	-	70,194	59,382
	<u>70,194</u>	<u>-</u>	<u>70,194</u>	<u>59,382</u>

	Unrestricted Fund 2020 £	Restricted Funds 2020 £	TOTAL FUNDS 2020 £	Total Funds 2019 £
<b>Liabilities</b>				
Independent Examination	263	-	263	227
Pension	421	-	421	568
DWP - Attachment of earnings	-	-	-	88
	<u>684</u>	<u>-</u>	<u>684</u>	<u>883</u>

The trustees declare they have approved the accounts above.

Signed on behalf of the charity's trustees:

.....  
Alexandra Allen

.....  
Peter Gisbourne

.....2020

.....2020

# KNOWLE PARK AFTER SCHOOL CARE CIO

## NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 AUGUST 2020

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