

**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.

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## 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

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## 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**

	<b>Unrestricted Fund 2020 £</b>	<b>Restricted Funds 2020 £</b>	<b>TOTAL FUNDS 2020 £</b>	<b>Total Funds 2019 £</b>
<b>Receipts</b>				
Fees	110,661	-	110,661	125,809
Job Retention Scheme Grant	18,290	-	18,290	-
	<u>128,951</u>	<u>-</u>	<u>128,951</u>	<u>125,809</u>
<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
	<u>118,139</u>	<u>-</u>	<u>118,139</u>	<u>122,066</u>
<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
<b>Total Funds Carried Forward</b>	<u><u>70,194</u></u>	<u><u>-</u></u>	<u><u>70,194</u></u>	<u><u>59,382</u></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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### 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.