

**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

CONTENTS	PAGE
Trustees annual report	2
Independent Examiner's Report	6
Receipts and payments accounts	7

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 31st 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 29th 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

Date2022

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 £
Receipts				
Fees	78,794	-	78,794	110,661
Job Retention Scheme Grant	14,387	-	14,387	18,290
	<u>93,181</u>	<u>-</u>	<u>93,181</u>	<u>128,951</u>
Payments				
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
	<u>123,873</u>	<u>-</u>	<u>123,873</u>	<u>118,139</u>
Net of receipts/(payments)	(30,692)	-	(30,692)	10,812
Brought forward 1 September 2020	70,194	-	70,194	59,382
Total Funds Carried Forward	<u><u>39,502</u></u>	<u><u>-</u></u>	<u><u>39,502</u></u>	<u><u>70,194</u></u>

KNOWLE PARK AFTER SCHOOL CARE CIO

STATEMENT OF ASSETS AND LIABILITIES

YEAR ENDED 31 AUGUST 2021

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

	Unrestricted Fund 2021 £	Restricted Funds 2021 £	TOTAL FUNDS 2021 £	Total Funds 2020 £
Liabilities				
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

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.