

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

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

The Trustees present their report and accounts for the year ended 31st 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 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.

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TRUSTEES REPORT

YEAR ENDED 31 AUGUST 2023

- 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

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TRUSTEES REPORT

YEAR ENDED 31 AUGUST 2023

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

Income Total	£105,664.85
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
Balance for the year	-£2,370.51

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

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TRUSTEES REPORT

YEAR ENDED 31 AUGUST 2023

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.

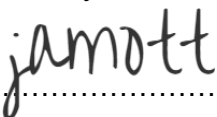
Going concern

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

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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 £
Receipts				
Fees	105,665	-	105,665	113,670
	<u>105,665</u>	<u>-</u>	<u>105,665</u>	<u>113,670</u>
Payments				
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
	<u>108,036</u>	<u>-</u>	<u>108,036</u>	<u>103,719</u>
Net of receipts/(payments)	(2,371)	-	(2,371)	9,951
Brought forward 1 September 2022	49,453	-	49,453	39,502
Total Funds Carried Forward	<u><u>47,082</u></u>	<u><u>-</u></u>	<u><u>47,082</u></u>	<u><u>49,453</u></u>

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STATEMENT OF ASSETS AND LIABILITIES

YEAR ENDED 31 AUGUST 2023

	Unrestricted Fund 2023 £	Restricted Funds 2023 £	TOTAL FUNDS 2023 £	Total Funds 2022 £
Cash Funds				
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 £
Liabilities				
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:

Joanne Amott
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Joanne Amott

19/06/2024

Date.....

Nicholas Long
.....

Nicholas Long

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

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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.