

**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

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

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

- 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

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

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**

Overall Spend for 23-24

Income Total	£114,469.36
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
Expenditure Total	£124,531.52
Balance for the year	-£10,062.16

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

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

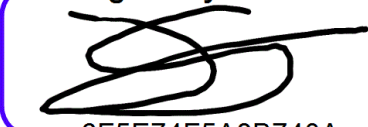
The trustees have reviewed the circumstances of the charity and consider that adequate resources continue to be available to fund the activities of the organisation for the foreseeable future. The trustees are therefore of the view that the charity is a going concern.

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

26/6/2025
Date.....

KNOWLE PARK AFTER SCHOOL CARE CIO
Independent Examiner's Report to the Trustees
YEAR ENDED 31 AUGUST 2024

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**

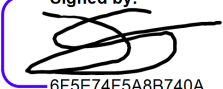
	Unrestricted Fund 2024 £	Restricted Funds 2024 £	TOTAL FUNDS 2024 £	Total Funds 2023 £
Receipts				
Fees	114,470	-	114,470	105,665
	<u>114,470</u>	<u>-</u>	<u>114,470</u>	<u>105,665</u>
Payments				
Salaries and agency	99,898	-	99,898	85,743
Pension	3,884	-	3,884	3,347
Food and drink	9,638	-	9,638	6,673
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>
Net of receipts/(payments)	(10,062)	-	(10,062)	(2,371)
Brought forward 1 September 2023	47,082	-	47,082	49,453
Total Funds Carried Forward	<u><u>37,020</u></u>	<u><u>-</u></u>	<u><u>37,020</u></u>	<u><u>47,082</u></u>

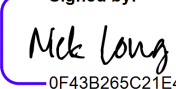
KNOWLE PARK AFTER SCHOOL CARE CIO
STATEMENT OF ASSETS AND LIABILITIES
YEAR ENDED 31 AUGUST 2024

	Unrestricted Fund 2024 £	Restricted Funds 2024 £	TOTAL FUNDS 2024 £	Total Funds 2023 £
Cash Funds				
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 £
Liabilities				
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

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.