



**CHARITY COMMISSION
FOR ENGLAND AND WALES**

Trustees' Annual Report for the period

From 6th April 2020 Period start date To 5th April 2021 Period end date

Charity name: Woodcote After School Club

Charity registration number: 1162057

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	Woodcote After School Club provides after-school care for children. The sessions run from 3.15pm-6pm (including a light tea) and are for children aged 4-12 years old.
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	<p>Woodcote After School club continues to benefit parents and carers of children attending the school by offering high quality after school childcare. This service continues to allow working parents to go to work confident that the children will be well cared for in a familiar environment. Being non-profit allows us to ensure that fees remain reasonable and therefore affordable. We do take children who are under social services and in this financial year 2 places were provided to such individuals.</p> <p>Operating from the primary school continues to be a convenient location for teachers to drop off at the end of the school day.</p>
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	The trustees are aware of the guidance issued by the Charities Commission with regards to Public Benefit and have taken it into account when making decisions to which the guidance is relevant. i.e., any increases in fee costs to parents. No trustees take any benefit from the club.

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making		N/A

	Para 1.38	
Policy on social investment including program related investment	Para 1.38	N/A
Contribution made by volunteers	Para 1.38	N/A
Other	Para 1.38	N/A

Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	Provided 955 sessions of supervised after school care during the review period.

Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	N/A
Performance of fundraising activities against objectives set	Para 1.41	N/A
Investment performance against objectives	Para 1.41	N/A
Other		N/A

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	<p>After a turbulent year, the financial position is stable.</p> <p>We finished the 2020/21 tax year with £7,758 in the bank, which is approximately £3K less than the previous year. The losses caused by the impact of COVID (lower session numbers, additional staff (to comply with the schools' requirements)) have been adsorbed by our cash funds.</p> <p>During the financial year the club was open for 1 term (Sept-Dec) lower session numbers reduced the clubs income to £37,329 by £8,880. The furlough scheme and the school not charging us</p>
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reserves		
Details of fund materially in deficit	Para 1.24	N/A
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	The charities sustainability is reliant of the number of children attending after school club. Monitoring of this with regards to the breakeven point will continue going forward, currently booked sessions for the Autumn term indicate that the club will be running profitably until Christmas.

Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	N/A
Investment policy and objectives including any social investment policy adopted	Para 1.46	N/A
A description of the principal risks facing the charity	Para 1.46	N/A
Other		N/A

Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	Association - using the approved Pre-school learning alliance governing document.
How is the charity constituted?	Para 1.25	CIO - Association Registered 08 Jun 2015
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	New trustees are selected at the AGM via a process of seconding from the current group of trustees.

Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	
The charity's organisational structure and any wider network with which the charity works	Para 1.51	N/A
Relationship with any related parties	Para 1.51	N/A
Other		

Reference and Administrative details

Charity name	Woodcote After School Club
Other name the charity uses	
Registered charity number	1162057

		<p>rent for when the club (and whole school) was not open has helped the club remain viable. Furlough payments totalled £16,399. The rent costs are the second largest cost at £3857. The 'other costs' of £1043 are for the payroll, Ofsted and insurance costs which are fixed and payable irrespective of if the club is open or closed.</p>
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	<p>During the year the reserves were utilized to allow the club to continue to operate. The reserve value (i.e. 3 months running costs) were reviewed during the period (see below).</p> <p>A thorough review during this financial year of the liabilities, using the employment contracts and calculation of redundancy costs if the club were required to close, identified a significant shortfall in funds (3 long term members of staff had worked for the club greater than 15 years). There was no evidence of funds required for these liabilities being 'ring fenced' by previous committees, although there were funds available until 2-3 years ago, when due to increasing running costs the reserves were used to keep the club open.</p>
Amount of reserves held	Para 1.22	<p>The treasurer reached an agreement with the primary school (from which premises are rented) that if the club had to close the final terms rent would be written off. The committee changed the parents agreement to make it a requirement for parents to pay half termly in advance for the childcare provided by the ASC. The committee also set up a review of booked sessions at the beginning of each term to confirm that the breakeven point had been reached. The committee also agreed a plan in the event that the club was no longer breaking even, as to how to wind the club up over a 3 month period (a term), thereby reducing the scale of the liabilities to be incurred. These have all been implemented to breach the shortfall. Going forward, the committee have agreed that topping up this fund is a top priority and profit from the sessions once the club is up and running will be used to do this. With the goal that the funds are replenished by the end of the next financial year 2022.</p>
Reasons for holding zero	Para 1.22	N/A

Charity's principal address

WOODCOTE PRIMARY SCHOOL
READING ROAD
WOODCOTE
READING
RG8 0QY

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Michael Hammer	Chair (2019 -)	Sept 2018 -	
2	Liz Gupta		Sept 2018 -	
3	Andrea Finlay		Sept 2017-	
4	Lisa Towers	Treasurer (2019-)	Sept 2017-	
5	Janice Sharpe	Secretary (2019-)	Sept-2016-	
6	Kate Davis		Sept 2015-	

Corporate trustees – names of the directors at the date the report was approved

Director name		
N/a		

Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	
N/A		

Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	N/A
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	N/A
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	N/A



Exemptions from disclosure

Reason for non-disclosure of key personnel details (N/A)

Declarations

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

Signed on behalf of the charity's trustees

Signature		
Full Name	LISA TOWERS	MICHAEL HAMMER
Position	TREASURER	Chair person

Date	15 th September 2021	15 th September 2021



CHARITY COMMISSION
FOR ENGLAND AND WALES

Woodcote After School Club No (if any)

Receipts and payments accounts

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For the period from	00-Apr-20	To	09-Apr-21
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Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
Income from Sessions	8,880	-	-	8,880	37,329
Bank Interest from savings account	42	-	-	42	101
Furlough Payments	16,399	-	-	16,399	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	25,321	-	-	25,321	37,430
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	25,321	-	-	25,321	37,430
A3 Payments					
HR (wages, taxes and benefits)	22,970	-	-	22,970	32,486
Food	415	-	-	415	2,130
Equipment/activities	61	-	-	61	385
Rent	3,857	-	-	3,857	6,100
Other	1,043	-	-	1,043	4,955
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total	28,346	-	-	28,346	46,056
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	28,346	-	-	28,346	46,056
Net of receipts/(payments)	- 3,026	-	-	- 3,026	- 8,626
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	10,784	-	-	10,784	-
Cash funds this year end	7,758	-	-	7,758	8,626

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	Treasurers Account	2,378	-	-
	BIA Account	5,380	-	-
		-	-	-
	Total cash funds	7,758	-	-
	(agree balances with receipts and payments account(s))			
		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
B3 Investment assets			Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
B4 Assets retained for the charity's own use		Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
B5 Liabilities		Fund to which liability relates	Amount due (optional)	When due (optional)
			-	
			-	
			-	
			-	
			-	

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval
Lisa Towers	LISA TOWERS	15.9.21
Michael Hammer	Michael Hammer	15.9.21

After School Club Accounts Audit

From: Cath Lissenden (cathlissenden@yahoo.co.uk)

To: lmaryt2000@yahoo.co.uk

Date: Sunday, 1 August 2021, 15:23 BST

Hi Lisa,

I have completed my examination of the ASC accounting records for financial year Apr 2020 - Apr 2021. I confirm that there is nothing that has come to my attention in connection with the examination giving me cause to believe the records were not kept as per the legal requirement, or that the accounts do not match with the 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.

Kind regards

Catherine Lissenden
9 West Chiltern, Woodcote, Reading, RG8 0SG
1st August 2021