



# Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	01	Sept	2019		31	Aug	2020

## Section A Reference and administration details

Charity name

Highfield After School Club

Other names charity is known by

Registered charity number (if any)

1162623

Charity's principal address

14<sup>th</sup> Southampton Scout Hut

Adjacent to 51 Brookvale Rd

Southampton

Postcode

SO17 7QS

### 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	Daniel Laird	Chair		AGM (all members)
2	Kirstine Haslehurst	Secretary	01.09.2019-28.02.2020	AGM (all members)
3	Richard Pugh	Treasurer		AGM (all members)
4	Jan Hill	Committee member		AGM (all members)
5	Joanna White	Committee member		AGM (all members)
6	Kai Yang	Committee member		AGM (all members)
7	Lesley Roberts	Committee member		AGM (all members)
8	Alex Bowman	Committee member		AGM (all members)
9	Ingrid Hunt	Committee member		AGM (all members)
10	Loretta Carr	Committee member		AGM (all members)
11	Graeme Day	Committee member		AGM (all members)
12				
13				
14				
15				
16				
17				
18				
19				
20				

### Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

### Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

### Name of chief executive or names of senior staff members (Optional information)

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## Section B Structure, governance and management

### Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Constitution
How the charity is constituted (eg. trust, association, company)	Charitable Incorporated organisation
Trustee selection methods (eg. appointed by, elected by)	Appointed

### Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

All new trustees are appointed a mentor from the existing trustee committee to discuss the role of the trustees and are invited to attend all the regular trustee committee meetings where they can participate in the group discussions on the decisions made regarding operation of HASC by the trustee committee.

The charity is run by the trustee committee (drawn from the members) who employ a number of staff (led by the Play Manager) to run the After School Club.

We have a strong working relationship with the Scout committee from whom we rent our premises.

## Section C Objectives and activities

### Summary of the objects of the charity set out in its governing document

The objects of the CIO are to provide the necessary facilities for the daily care, recreation and education for children during out of school hours between 3.15 and 6.00pm, term time only.

**Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)**

The trustees have had regard to the guidance issued by the Charity Commission on public benefit.

Our members are benefitting from the high quality childcare offered by HASC, as an example, as part of this activity we fully support afterschool clubs by offering a drop-off and pick-up service at low cost to allow the children to attend a range of after school clubs, local ballet and tennis clubs, Kumon and Brownies and Beavers activities (based at the Scout Hut). For working parents, it is a significant benefit that their children can still participate in such a wide range of after school activities. Our staff also actively work to support the natural habitat of the copse surrounding the Scout Hut (for instance we continue to engage with the Woodland Trust with our landlords the Scouts to establish how best to support the surrounding copse).

**Additional details of objectives and activities (Optional information)**

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

**Summary of the main achievements of the charity during the year****Chairs report 2019/2020**

We remain the only after school club in Southampton that is run as a charity and are proud of the contribution we make to delivering a high quality and affordable service to support working parents & carers.

Our achievements this year are split into 'before COVID-19' and 'after COVID-19'.

From September -> February we continued from the previous year , offering excellent after school care to 50+ children daily.

Taking many of these children to many other after school activities and ensuring we help the children to participate in as much as possible.

As usual the Christmas party was a real highlight and hugely enjoyed by all.

However, in March the HASC closed its doors as Lockdown began.

From March to September we were unable to offer our services.

However, the achievement is that during this time, we built relationships with School, secured a second venue, learnt adopted and adapted as rules changed and ensured we had safe venues for children and staff alike.

We were also able to use the Furlough scheme to ensure we retained our staff and did not risk the financial stability of the Club.

This hard work enabled us to re-open in September and start providing our services again. The offering has changed and adapted. But we are back up and running. A real achievement by all involved.

## Section E

## Financial review

### Brief statement of the charity's policy on reserves

Our policy is to maintain reserves sufficient to cover staff costs and rental commitments for up to 6 months.  
At 31<sup>st</sup> August 2020 our reserves stood at £62,901 which is higher than our target reserves, but in the light of the current global uncertainty, we are not planning any major spending initiatives to reduce this.

### Details of any funds materially in deficit

### Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

HASC's total income for the year was £95,865 (2019: £90,322). The closure from March to the end of the school year reduced the fees by £19,810, but this income was replaced by a Covid Job Retention Scheme Grant of £25,363.

Our operating costs for the year were £91,863, reduced by £6,344 from the previous year. This relatively small reduction is because the majority of these costs are for salaries, and as has been noted, we were able to retain our staff due to the furlough scheme.

Funds are raised from fees paid by the members (parents and guardians of the children attending HASC).

Expenditure is only incurred to cover staff costs, staff training, rental of the premises where HASC is situated and necessary food, equipment for the activities of HASC.

Reserves are kept in a savings account, no investment policy is deemed appropriate as the reserves need to be available to cover staff costs or rental commitments for up to 6 months in the event of a total loss of fee income.

## Section F

## Other optional information

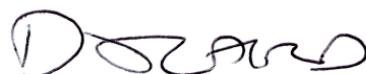
## Section G

## Declaration

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

Signed on behalf of the charity's trustees

Signature(s)



<b>Full name(s)</b>	Mr Daniel Laird	
<b>Position (eg Secretary, Chair, etc)</b>	Chair	
<b>Date</b>	21.11.2020	



Section A

Independent Examiner's Report

Report to the trustees/  
members of

Highfield After School Club

On accounts for the year  
ended

31 August 2020

Charity no  
(if any)

1162623

Set out on pages

2 & 3

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended **31/08/2020**.

Responsibilities and  
basis of report

As the charity trustees of the Trust, 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 Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed 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 which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed:

Date:

21/01/20

Name:

M R Cooper

Relevant professional  
qualification(s) or body  
(if any):

ACA

Address:

29 Welbeck Avenue

Southampton

SO17 1ST



CHARITY COMMISSION  
FOR ENGLAND AND WALES

Highfield After School Club

1162623

## Receipts and payments accounts

CC16a

For the period  
from

01-Sep-19

To


31-Aug-20

### 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 £
<b>A1 Receipts</b>					
Fees	70,406	-	-	70,406	90,216
Bank Interest	96	-	-	96	106
Fundraising and Donations		-	-	-	-
Government Grant - CJRS	25,363	-	-	25,363	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>95,865</b>	<b>-</b>	<b>-</b>	<b>95,865</b>	<b>90,322</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>95,865</b>	<b>-</b>	<b>-</b>	<b>95,865</b>	<b>90,322</b>
<b>A3 Payments</b>					
Staffing Costs	80,683	-	-	80,683	81,952
Running Costs	8,051	-	-	8,051	12,411
Premises Costs	2,315	-	-	2,315	3,095
Statutory Costs	635	-	-	635	569
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>91,683</b>	<b>-</b>	<b>-</b>	<b>91,683</b>	<b>98,027</b>
<b>A4 Asset and investment purchases, (see table)</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>91,683</b>	<b>-</b>	<b>-</b>	<b>91,683</b>	<b>98,027</b>
<b>Net of receipts/(payments)</b>	<b>4,182</b>	<b>-</b>	<b>-</b>	<b>4,182</b>	<b>(7,705)</b>
<b>A5 Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>58,719</b>	<b>-</b>	<b>-</b>	<b>58,719</b>	<b>66,424</b>
<b>Cash funds this year end</b>	<b>62,901</b>	<b>-</b>	<b>-</b>	<b>62,901</b>	<b>58,719</b>



## 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 £
<b>B1 Cash funds</b>	Cash at bank and in hand	62,901	-	-
		-	-	-
		-	-	-
	<b>Total cash funds</b>	62,901	-	-
	(agree balances with receipts and payments account(s))	OK	OK	OK
		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B2 Other monetary assets</b>		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
<b>B3 Investment assets</b>			Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
<b>B4 Assets retained for the charity's own use</b>		Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
<b>B5 Liabilities</b>		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
			Richard Pugh	10.1.21