



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	01	Sept	2020		31	Aug	2021

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

14th 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	Loretta Carr	Secretary		AGM (all members)
3	Jadu Dash	Treasurer		AGM (all members)
4	Joanna White	Committee member		AGM (all members)
5	Kai Yang	Committee member		AGM (all members)
6	Lesley Roberts	Committee member		AGM (all members)
7	Alex Bowman	Committee member		AGM (all members)
8	Ingrid Hunt	Committee member		AGM (all members)
9	Graeme Day	Committee member		AGM (all members)
10	Robert Crunden	Committee member		AGM (all members)
11				
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 2020/2021**

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.

The entire of this period was run during COVID-19. When we were not able to open, we used the furlough scheme to ensure the financial stability of the club and our staff was not impacted.

For much of this period we operated 2 sites (The Scout Hut, and the Local Church Hall). This enabled us to support the school bubble system and in doing so support the families in our community.

For a period, the restrictions were increased and during this time we remained open with a reduced service for the children of Keyworkers and families in need of support. This was really appreciated by all.

Once again, we were able to reopen and we returned to full capacity, albeit still operating over the two sites.

Our achievement has been to operate throughout the pandemic. This has been because of our staff and their ability to operate effectively throughout and in an environment unlike any other they have worked in. In doing so, they supported many families and keyworker parents, who, in turn were able to perform their roles throughout the pandemic.

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 31st August 2021 our reserves stood at £62,880 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 £106,957 (2020: £95,865).

Our operating costs for the year were £106,978, These costs were up significantly from the previous year as we had increased staff costs and rental from running 2 sites.

Funds are raised from fees paid by the members (parents and guardians of the children attending HASC). This year we were able to apply for and receive support from the COVID support funds – which has mitigated the increased costs and ensured that the pandemic has not left us with any financial concerns.

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)



Full name(s)	Mr Daniel Laird	
Position (eg Secretary, Chair, etc)	Chair	
Date	23.04.2022	



CHARITY COMMISSION
FOR ENGLAND AND WALES

Highfield After School Club

1162623

Receipts and payments accounts

CC16a

For the period
from

01-Sep-20

To

31-Aug-21

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					
Fees	70,638	-	-	70,638	70,406
Bank Interest	5	-	-	5	96
Government Grant - CJRS	9,514	-	-	9,514	25,363
Other statutory Grants	26,800	-	-	26,800	-
	-	-	-	-	-
Sub total (Gross income for AR)	106,957	-	-	106,957	95,865
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	106,957	-	-	106,957	95,865
A3 Payments					
Staffing Costs	89,900	-	-	89,900	80,683
Running Costs	8,561	-	-	8,561	8,051
Premises Costs	8,022	-	-	8,022	2,315
Statutory Costs	495	-	-	495	635
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total	106,978	-	-	106,978	91,683
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	106,978	-	-	106,978	91,683
Net of receipts/(payments)	(21)	-	-	(21)	4,182
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	62,901	-	-	62,901	58,719
Cash funds this year end	62,880	-	-	62,880	62,901

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	Cash at bank and in hand	62,880	-	-
		-	-	-
		-	-	-
	Total cash funds	62,880	-	-
	(agree balances with receipts and payments account(s))	OK	OK	OK
B2 Other monetary assets	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
		-	-	-
		-	-	-
B3 Investment assets	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
B4 Assets retained for the charity's own use	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
B5 Liabilities	Details	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
		Jadu Dash	Jadu Dash	23/04/2022



Section A

Independent Examiner's Report

Report to the trustees/
members of

Highfield After School Club

On accounts for the year
ended

31 August 2021

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 **31/08/2021**.

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:

27/04/2022

Name:

M R Cooper

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

ACA

Address:

29 Welbeck Avenue

Southampton

SO17 1ST