

**SUNFLOWER AFTER SCHOOL CLUB CIO**  
**ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 AUGUST 2021**

# SUNFLOWER AFTER SCHOOL CLUB CIO

## LEGAL AND ADMINISTRATIVE INFORMATION

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### Trustees

L Taylor	
H Henderson	
E Jackson	
S Williams	(Appointed 23 February 2021)
S Manrique	(Appointed 23 February 2021)
E Mott	(Appointed 23 February 2021)
S Boyd Heudebourck	(Appointed 23 February 2021)

### Charity number

1170069

### Principal address

Recreation Road Infant School  
Recreation Road  
NORWICH  
Norfolk  
United Kingdom  
NR2 3PA

### Independent examiner

Argents Accountants Limited  
15 Palace Street  
NORWICH  
Norfolk  
United Kingdom  
NR3 1RT

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# SUNFLOWER AFTER SCHOOL CLUB CIO

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# SUNFLOWER AFTER SCHOOL CLUB CIO

## TRUSTEES' REPORT

### FOR THE YEAR ENDED 31 AUGUST 2021

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The trustees present their annual report and financial statements for the year ended 31 August 2021.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the charity's [governing document], the Charities Act 2011 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" (effective 1 January 2019).

#### **Objectives and activities**

The charity's objects are to provide quality care and education of children during out of school hours and school holidays.

The trustees have paid due regard to guidance issued by the Charity Commission in deciding what activities the charity should undertake.

#### **Achievements and performance**

Following the re-opening of Club in August 2020 after a 4 month closure due to Coronavirus we still had government restrictions placed upon us regarding limited group sizes and the mixing of children in bubbles. To adhere to these restrictions our Club could only open Monday-Thursday afternoons from September 2021. Our breakfast club and Friday afternoons would not be financially viable and we would be working at a further loss, as we also required additional staffing to cover our separate groups of children.

In January 2021 the Government announced another national lockdown so once again we were forced to close and place staff on furlough. We re-opened towards the end of March but with the same restrictions in place, limited group sizes and no mixing across bubbles. Our breakfast club and Fridays remained closed until the end of term in July 2021. We were able to operate a successful Summer holiday club during August 2021 as the government restrictions had been eased and we were also awarded funding from the council to fund families eligible for means tested free school meals as a new government scheme, therefore boosting our bookings and income.

During the year we received two sustainability grants from Norfolk County Council totalling £17,500 and also money through the furlough scheme.

Club remained in high demand and we had a waiting list in place ready for the forthcoming academic year starting in September 2021.

#### **Financial review**

At the year end total funds carried forward amounted to £85,394.

Please see the financial statements below.

#### **Reserves Policy**

It is the policy of the charity that unrestricted funds which have not been designated for a specific use should be maintained at a level equivalent to between six and twelve month's expenditure. The trustees consider that reserves at this level will ensure that, in the event of a significant drop in funding, they will be able to continue the charity's current activities while consideration is given to ways in which additional funds may be raised. This level of reserves has been maintained throughout the year.

# SUNFLOWER AFTER SCHOOL CLUB CIO

## TRUSTEES' REPORT (CONTINUED)

### FOR THE YEAR ENDED 31 AUGUST 2021

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#### Structure, governance and management

The charity is controlled by its governing document and constitutes a Charitable Incorporated Organisation. On 1st September 2017 the charity took over the operation of the after school club from the unincorporated charity Sunflower After School Club registered number 1051237. On that date the assets and liability were transferred to this charity and are shown as a gift in these accounts.

The trustees who served during the year and up to the date of signature of the financial statements were:

L Taylor	
R Morgan	(Resigned 9 June 2021)
J Locke	(Resigned 3 September 2020)
H Henderson	
E Jackson	
R Parke	(Resigned 9 June 2021)
S Williams	(Appointed 23 February 2021)
N Moulton	(Resigned 3 September 2020)
S Manrique	(Appointed 23 February 2021)
E Mott	(Appointed 23 February 2021)
S Boyd Heudebourck	(Appointed 23 February 2021)
N Clegg	(Resigned 9 June 2021)

The total number of Trustees should not be less than six. The Trustees will from time to time appoint people with specific skills to fulfil specific projects.

The Trustees meet once each half term.

The trustees' report was approved by the Board of Trustees.

L Taylor  
**Trustee**

E Jackson  
**Trustee**

22 April 2022

# SUNFLOWER AFTER SCHOOL CLUB CIO

## INDEPENDENT EXAMINER'S REPORT

### TO THE TRUSTEES OF SUNFLOWER AFTER SCHOOL CLUB CIO

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I report to the trustees on my examination of the financial statements of Sunflower After School Club CIO (the charity) for the year ended 31 August 2021.

#### **Responsibilities and basis of report**

As the trustees of the charity you are responsible for the preparation of the financial statements in accordance with the requirements of the Charities Act 2011 (the 2011 Act).

I report in respect of my examination of the charity's financial statements carried out under section 145 of the 2011 Act. In carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

#### **Independent examiner's statement**

Your attention is drawn to the fact that the charity has prepared financial statements in accordance with Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) in preference to the Accounting and Reporting by Charities: Statement of Recommended Practice issued on 1 April 2005 which is referred to in the extant regulations but has now been withdrawn.

I understand that this has been done in order for financial statements to provide a true and fair view in accordance with Generally Accepted Accounting Practice effective for reporting periods beginning on or after 1 January 2015.

I have completed my examination. I confirm that no 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 charity as required by section 130 of the 2011 Act; or
- 2 the financial statements do not accord with those records; or
- 3 the financial statements do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination.

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 financial statements to be reached.



**Mark Johnstone FCA**

Argents Accountants Limited  
15 Palace Street  
NORWICH  
Norfolk  
NR3 1RT  
United Kingdom

Dated: 4 May 2022

# SUNFLOWER AFTER SCHOOL CLUB CIO

## STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 AUGUST 2021

	Notes	Unrestricted funds 2021 £	Unrestricted funds 2020 £
<b><u>Income from:</u></b>			
Donations and legacies	3	31,285	9,168
Charitable activities	4	67,664	68,825
Investments	5	256	133
		<hr/>	<hr/>
<b>Total income</b>		99,205	78,126
		<hr/>	<hr/>
<b><u>Expenditure on:</u></b>			
Charitable activities	6	81,566	84,591
		<hr/>	<hr/>
<b>Net income/(expenditure) for the year/ Net movement in funds</b>		17,639	(6,465)
Fund balances at 1 September 2020		67,755	74,220
		<hr/>	<hr/>
<b>Fund balances at 31 August 2021</b>		85,394	67,755
		<hr/>	<hr/>

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

# SUNFLOWER AFTER SCHOOL CLUB CIO

## BALANCE SHEET

AS AT 31 AUGUST 2021

	Notes	2021 £	£	2020 £	£
<b>Fixed assets</b>					
Tangible assets	10		109		162
<b>Current assets</b>					
Debtors	11	653		400	
Cash at bank and in hand		93,493		76,185	
		<u>94,146</u>		<u>76,585</u>	
<b>Creditors: amounts falling due within one year</b>	12	(8,861)		(8,992)	
Net current assets			85,285		67,593
<b>Total assets less current liabilities</b>			<u>85,394</u>		<u>67,755</u>
<b>Income funds</b>					
Unrestricted funds			85,394		67,755
			<u>85,394</u>		<u>67,755</u>

The financial statements were approved by the Trustees on 22 April 2022

L Taylor  
Trustee

E Jackson  
Trustee



# SUNFLOWER AFTER SCHOOL CLUB CIO

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 AUGUST 2021

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### 1 Accounting policies

#### Charity information

Sunflower After School Club CIO is a Charitable Incorporated Organisation.

#### 1.1 Accounting convention

The financial statements have been prepared in accordance with the charity's governing document, the Charities Act 2011, FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" ("FRS 102") and the Charities SORP "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" (effective 1 January 2019). The charity is a Public Benefit Entity as defined by FRS 102.

The charity has taken advantage of the provisions in the SORP for charities not to prepare a Statement of Cash Flows.

The financial statements have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a true and fair view. This departure has involved following the Statement of Recommended Practice for charities applying FRS 102 rather than the version of the Statement of Recommended Practice which is referred to in the Regulations but which has since been withdrawn.

The financial statements are prepared in sterling, which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention, modified to include the revaluation of freehold properties and to include investment properties and certain financial instruments at fair value. The principal accounting policies adopted are set out below.

#### 1.2 Going concern

At the time of approving the financial statements, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

#### 1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives.

Restricted funds are subject to specific conditions by donors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

Endowment funds are subject to specific conditions by donors that the capital must be maintained by the charity.

#### 1.4 Income

Income is recognised when the charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Cash donations are recognised on receipt. Other donations are recognised once the charity has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Fee income is recorded in the period in which the service is provided.

# SUNFLOWER AFTER SCHOOL CLUB CIO

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 AUGUST 2021

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### 1 Accounting policies

(Continued)

Legacies are recognised on receipt or otherwise if the charity has been notified of an impending distribution, the amount is known, and receipt is expected. If the amount is not known, the legacy is treated as a contingent asset.

#### 1.5 Expenditure

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement, and the amount of the obligation can be measured reliably.

Expenditure is classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spent, and depreciation charges are allocated on the portion of the asset's use.

#### 1.6 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

Plant and equipment	20% on cost
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The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in the statement of financial activities.

#### 1.7 Impairment of fixed assets

At each reporting end date, the charity reviews the carrying amounts of its tangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any).

#### 1.8 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

#### 1.9 Financial instruments

The charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the charity's balance sheet when the charity becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

# SUNFLOWER AFTER SCHOOL CLUB CIO

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 AUGUST 2021

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### 1 Accounting policies

(Continued)

#### Basic financial assets

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

#### Basic financial liabilities

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

#### Derecognition of financial liabilities

Financial liabilities are derecognised when the charity's contractual obligations expire or are discharged or cancelled.

#### 1.10 Taxation

The charity is exempt from tax on its charitable activities.

#### 1.11 Employee benefits

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the charity is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

### 2 Critical accounting estimates and judgements

In the application of the charity's accounting policies, the trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

# SUNFLOWER AFTER SCHOOL CLUB CIO

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 AUGUST 2021

### 3 Donations and legacies

	Unrestricted funds	Unrestricted funds
	2021	2020
	£	£
Donations and gifts	563	150
Grants	30,722	9,018
	<u>31,285</u>	<u>9,168</u>
<b>Grants receivable for core activities</b>		
Government Job Retention Scheme Grant	13,222	9,018
Government Covid Business support Grant	17,500	-
	<u>30,722</u>	<u>9,018</u>

### 4 Charitable activities

	Out of school activities	Out of school activities
	2021	2020
	£	£
Fees	67,664	68,825
	<u>67,664</u>	<u>68,825</u>

### 5 Investments

	Unrestricted funds	Unrestricted funds
	2021	2020
	£	£
Interest receivable	256	133
	<u>256</u>	<u>133</u>

# SUNFLOWER AFTER SCHOOL CLUB CIO

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 AUGUST 2021

### 6 Charitable activities

	Out of school activities	Out of school activities
	2021	2020
	£	£
Staff costs	71,337	76,007
Depreciation and impairment	53	53
Resources	991	666
Food	922	1,389
Rent	4,399	2,130
Insurance	417	401
Telephone and computer	334	163
Administration	1,463	1,256
Training	75	498
Special events	130	295
Sundries	323	215
	<u>80,444</u>	<u>83,073</u>
Share of governance costs (see note 7)	1,122	1,518
	<u>81,566</u>	<u>84,591</u>

### 7 Support costs

	Support costs	Governance costs	2021	Support costs	Governance costs	2020
	£	£	£	£	£	£
Independent examiners fees	-	1,122	1,122	-	1,518	1,518
	<u>-</u>	<u>1,122</u>	<u>1,122</u>	<u>-</u>	<u>1,518</u>	<u>1,518</u>
Analysed between Charitable activities	-	1,122	1,122	-	1,518	1,518
	<u>-</u>	<u>1,122</u>	<u>1,122</u>	<u>-</u>	<u>1,518</u>	<u>1,518</u>

### 8 Trustees

None of the trustees (or any persons connected with them) received any remuneration or benefits from the charity during the year.

# SUNFLOWER AFTER SCHOOL CLUB CIO

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 AUGUST 2021

### 9 Employees

The average monthly number of employees during the year was:

	2021 Number	2020 Number
Manager	1	1
Childcare	13	14
Total	<u>14</u>	<u>15</u>

### Employment costs

	2021 £	2020 £
Wages and salaries	<u>71,337</u>	<u>76,007</u>

There were no employees whose annual remuneration was more than £60,000.

### 10 Tangible fixed assets

	Plant and equipment £
<b>Cost</b>	
At 1 September 2020	<u>264</u>
At 31 August 2021	<u>264</u>
<b>Depreciation and impairment</b>	
At 1 September 2020	102
Depreciation charged in the year	53
At 31 August 2021	<u>155</u>
<b>Carrying amount</b>	
At 31 August 2021	<u>109</u>
At 31 August 2020	<u>162</u>

# SUNFLOWER AFTER SCHOOL CLUB CIO

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 AUGUST 2021

### 11 Debtors

	2021	2020
	£	£
Amounts falling due within one year:		
Trade debtors	306	98
Prepayments and accrued income	347	302
	<u>653</u>	<u>400</u>

### 12 Creditors: amounts falling due within one year

	2021	2020
	£	£
Other taxation and social security	2,972	3,119
Other creditors	5,259	5,243
Accruals and deferred income	630	630
	<u>8,861</u>	<u>8,992</u>

### 13 Related party transactions

There were no disclosable related party transactions during the year (2020 - none).