

SUNFLOWER AFTER SCHOOL CLUB CIO
ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2022

SUNFLOWER AFTER SCHOOL CLUB CIO

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees

L Taylor
H Henderson
E Jackson
S Williams
S Manrique
E Mott
S Boyd Heudebourck

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

SUNFLOWER AFTER SCHOOL CLUB CIO

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SUNFLOWER AFTER SCHOOL CLUB CIO

TRUSTEES' REPORT

FOR THE YEAR ENDED 31 AUGUST 2022

The trustees present their annual report and financial statements for the year ended 31 August 2022.

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 lifting of Covid restrictions we were able to resume normal operational working hours with breakfast and after school club running successfully all through term time. We were in high demand and sessions were booked to capacity with an additional waiting list in place.

We continued our involvement with the Norfolk County Council Big Norfolk Holiday Fun scheme providing funded childcare for families eligible for free school meals, therefore boosting the number of children attending our holiday clubs.

As part of an ongoing school project we have donated a sum of £10,000 towards the development of an outdoor area which will enhance the children's play experiences and potentially allow us to expand and offer more places to those currently on our Club waiting list. Work is due to commence in March 2023 and we are also seeking and applying for further funding opportunities.

Financial review

At the year end total funds carried forward amounted to £88,847.

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.

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.

SUNFLOWER AFTER SCHOOL CLUB CIO

TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2022

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

L Taylor

H Henderson

E Jackson

S Williams

S Manrique

E Mott

S Boyd Heudebourck

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.

E Jackson

Trustee

1 February 2022

S Boyd Heudebourck

Trustee

SUNFLOWER AFTER SCHOOL CLUB CIO

INDEPENDENT EXAMINER'S REPORT

TO THE TRUSTEES OF SUNFLOWER AFTER SCHOOL CLUB CIO

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 2022.

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: 21 March 2023

SUNFLOWER AFTER SCHOOL CLUB CIO

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 AUGUST 2022

	Notes	Unrestricted funds 2022 £	Total Unrestricted funds 2022 £	Unrestricted funds 2021 £
<u>Income from:</u>				
Donations and legacies	3	116	116	31,285
Charitable activities	4	124,883	124,883	67,664
Investments	5	66	66	256
Total income		<u>125,065</u>	<u>125,065</u>	<u>99,205</u>
<u>Expenditure on:</u>				
Charitable activities	6	<u>121,612</u>	<u>121,612</u>	<u>81,566</u>
Net income for the year/ Net movement in funds		3,453	3,453	17,639
Fund balances at 1 September 2021		<u>85,394</u>	<u>85,394</u>	<u>67,755</u>
Fund balances at 31 August 2022		<u><u>88,847</u></u>	<u><u>88,847</u></u>	<u><u>85,394</u></u>

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 2022

	Notes	2022 £	£	2021 £	£
Fixed assets					
Tangible assets	11		1,354		109
Current assets					
Debtors	12	861		653	
Cash at bank and in hand		102,431		93,493	
		<u>103,292</u>		<u>94,146</u>	
Creditors: amounts falling due within one year	13	<u>(15,799)</u>		<u>(8,861)</u>	
Net current assets			87,493		85,285
Total assets less current liabilities			<u>88,847</u>		<u>85,394</u>
Income funds					
Unrestricted funds			88,847		85,394
			<u>88,847</u>		<u>85,394</u>

The financial statements were approved by the Trustees on 1 February 2023

E Jackson
Trustee

S Boyd Heudebourck
Trustee

SUNFLOWER AFTER SCHOOL CLUB CIO

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 AUGUST 2022

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 2022

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 2022

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 2022

3 Donations and legacies

	Unrestricted funds	Unrestricted funds
	2022	2021
	£	£
Donations and gifts	-	563
Grants	116	30,722
	<u>116</u>	<u>31,285</u>
Grants receivable for core activities		
Government Job Retention Scheme Grant	-	13,222
Government Covid Business support Grant	-	17,500
Other	116	-
	<u>116</u>	<u>30,722</u>

4 Charitable activities

	Out of school activities	Total	Out of school activities	Total
	2022	2022	2021	2021
	£	£	£	£
Fees	<u>124,883</u>	<u>124,883</u>	<u>67,664</u>	<u>67,664</u>

5 Investments

	Unrestricted funds	Unrestricted funds
	2022	2021
	£	£
Interest receivable	<u>66</u>	<u>256</u>

SUNFLOWER AFTER SCHOOL CLUB CIO

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 AUGUST 2022

6 Charitable activities

	Out of school activities	Out of school activities
	2022	2021
	£	£
Staff costs	97,978	71,337
Depreciation and impairment	75	53
Resources	1,411	991
Food	2,203	922
Rent	4,813	4,399
Insurance	498	417
Telephone and computer	1,095	334
Administration	1,550	1,463
Training	169	75
Special events	220	130
Sundries	224	323
	<u>110,236</u>	<u>80,444</u>
Grant funding of activities (see note 7)	10,000	-
Share of governance costs (see note 8)	1,376	1,122
	<u>121,612</u>	<u>81,566</u>

7 Grants payable

	Out of school activities	Out of school activities
	2022	2021
	£	£
Other	<u>10,000</u>	<u>-</u>

SUNFLOWER AFTER SCHOOL CLUB CIO

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 AUGUST 2022

8 Support costs

	Support costs £	Governance costs £	2022 Support costs £	Governance costs £	2021 £
Independent examiners fees	-	1,376	1,376	-	1,122
	-	1,376	1,376	-	1,122
Analysed between Charitable activities	-	1,376	1,376	-	1,122

9 Trustees

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

10 Employees

The average monthly number of employees during the year was:

	2022 Number	2021 Number
Manager	1	1
Childcare	15	13
Total	16	14

Employment costs

	2022 £	2021 £
Wages and salaries	97,978	71,337

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

SUNFLOWER AFTER SCHOOL CLUB CIO

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 AUGUST 2022

11 Tangible fixed assets

	Plant and equipment £
Cost	
At 1 September 2021	264
Additions	1,320
	<hr/>
At 31 August 2022	1,584
	<hr/>
Depreciation and impairment	
At 1 September 2021	155
Depreciation charged in the year	75
	<hr/>
At 31 August 2022	230
	<hr/>
Carrying amount	
At 31 August 2022	1,354
	<hr/> <hr/>
At 31 August 2021	109
	<hr/> <hr/>

12 Debtors

	2022 £	2021 £
Amounts falling due within one year:		
Trade debtors	406	306
Prepayments and accrued income	455	347
	<hr/>	<hr/>
	861	653
	<hr/> <hr/>	<hr/> <hr/>

13 Creditors: amounts falling due within one year

	2022 £	2021 £
Other taxation and social security	2,227	2,972
Trade creditors	7,000	-
Other creditors	5,942	5,259
Accruals and deferred income	630	630
	<hr/>	<hr/>
	15,799	8,861
	<hr/> <hr/>	<hr/> <hr/>

14 Related party transactions

There were no disclosable related party transactions during the year (2021 - none).