

SUNFLOWER AFTER SCHOOL CLUB CIO
ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2023

SUNFLOWER AFTER SCHOOL CLUB CIO

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees

H Henderson
S Williams
S Manrique
E Jones
S Boyd Heudebourck
A Ross-Wagenknecht

(Appointed 17 October
2022)

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 2023

The trustees present their annual report and financial statements for the year ended 31 August 2023.

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

Club has continued to run successfully during breakfast, after school and holiday clubs. In April 2023 we are able to commit to increasing our capacity ready for September 2023 to meet high and ever increasing demands for Club spaces. We successfully appointed a deputy manager who's role would commence in September 2023 to support the expansion of Club. Additional staff members were also employed to prior to this and for our Summer Playscheme.

We successfully applied for additional funding donations from local Charities towards the School Climate Classroom Project - renamed Twylze Towers. Phase 1 was due to be completed during August 2023 and further funds would help complete Phase 2 during 2024.

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.

Financial review

At the year end total funds carried forward amounted to £101,431.

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 2023

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

H Henderson

E Jackson

(Resigned 11 July 2023)

S Williams

S Manrique

E Jones

S Boyd Heudebourck

A Ross-Wagenknecht

(Appointed 17 October 2022)

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 Jones

Trustee

S Boyd Heudebourck

Trustee

9 May 2024

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 2023.

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: 13 June 2024

SUNFLOWER AFTER SCHOOL CLUB CIO

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 AUGUST 2023

		Unrestricted funds 2023 £	Restricted funds 2023 £	Total 2023 £	Unrestricted funds 2022 £
	Notes				
Income from:					
Donations and legacies	3	-	12,500	12,500	116
Charitable activities	4	140,709	-	140,709	124,883
Investments	5	314	-	314	66
Total income		141,023	12,500	153,523	125,065
Charitable activities	6	131,780	9,159	140,939	121,612
Net income and movement in funds		9,243	3,341	12,584	3,453
Reconciliation of funds:					
Fund balances at 1 September 2022		88,847	-	88,847	85,394
Fund balances at 31 August 2023		98,090	3,341	101,431	88,847

All income and expenditure derive from continuing activities.

SUNFLOWER AFTER SCHOOL CLUB CIO

BALANCE SHEET

AS AT 31 AUGUST 2023

	Notes	2023 £	£	2022 £	£
Fixed assets					
Tangible assets	12		1,759		1,354
Current assets					
Debtors	13	4,152		861	
Cash at bank and in hand		102,401		102,431	
		<u>106,553</u>		<u>103,292</u>	
Creditors: amounts falling due within one year	14	<u>(6,881)</u>		<u>(15,799)</u>	
Net current assets			99,672		87,493
Total assets less current liabilities			<u>101,431</u>		<u>88,847</u>
Income funds					
Restricted funds	15	3,341		-	
Unrestricted funds		98,090		88,847	
		<u>101,431</u>		<u>88,847</u>	

The financial statements were approved by the Trustees on 9 May 2024

E Jones
Trustee

S Boyd Heudebourck
Trustee

SUNFLOWER AFTER SCHOOL CLUB CIO

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 AUGUST 2023

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 2023

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 2023

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 2023

3 Income from donations and legacies

	Unrestricted funds 2023 £	Restricted funds 2023 £	Total 2023 £	Unrestricted funds 2022 £	Restricted funds 2022 £	Total 2022 £
Grants	-	12,500	12,500	116	-	116
Grants receivable for core activities						
Other	-	12,500	12,500	116	-	116
	-	12,500	12,500	116	-	116

SUNFLOWER AFTER SCHOOL CLUB CIO

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 AUGUST 2023

4 Income from charitable activities

	Unrestricted funds 2023 £	Unrestricted funds 2022 £
Charitable activities		
Sales within charitable activities	-	-
Fees	140,709	124,883
	<u> </u>	<u> </u>

5 Income from investments

	Unrestricted funds 2023 £	Unrestricted funds 2022 £
Interest receivable	314	66
	<u> </u>	<u> </u>

SUNFLOWER AFTER SCHOOL CLUB CIO

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 AUGUST 2023

6 Charitable activities

	Out of school activities 2023 £	Out of school activities 2022 £
Staff costs	115,577	97,978
Depreciation and impairment	342	75
Resources	1,295	1,411
Food	2,245	2,203
Rent	6,341	4,813
Insurance	672	498
Telephone and computer	339	1,095
Administration	2,346	1,550
Training	-	169
Special events	630	220
Sundries	42	224
	<u>129,829</u>	<u>110,236</u>
Grant funding of activities (see note 7)	9,909	10,000
Share of governance costs (see note 8)	1,201	1,376
	<u>140,939</u>	<u>121,612</u>
Analysis by fund		
Unrestricted funds	131,780	121,612
Restricted funds	9,159	-
	<u>140,939</u>	<u>121,612</u>

7 Grants payable

	Out of school activities 2023 £	Out of school activities 2022 £
Grants to institutions:		
Other	9,909	10,000
	<u>9,909</u>	<u>10,000</u>

-

SUNFLOWER AFTER SCHOOL CLUB CIO

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 AUGUST 2023

8 Support costs

	Support costs	Governance costs	2023 Support costs	Governance costs	2022
	£	£	£	£	£
Independent examiners fees	-	1,201	1,201	-	1,376
	-	1,201	1,201	-	1,376
Analysed between Charitable activities	-	1,201	1,201	-	1,376

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:

	2023 Number	2022 Number
Manager	1	1
Childcare	21	15
Total	22	16

Employment costs

	2023 £	2022 £
Wages and salaries	115,577	97,978

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

11 Taxation

The charity is exempt from tax on income and gains falling within section 505 of the Taxes Act 1988 or section 252 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects.

SUNFLOWER AFTER SCHOOL CLUB CIO

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 AUGUST 2023

12 Tangible fixed assets

	Plant and equipment £
Cost	
At 1 September 2022	1,584
Additions	747
	<hr/>
At 31 August 2023	2,331
	<hr/>
Depreciation and impairment	
At 1 September 2022	230
Depreciation charged in the year	342
	<hr/>
At 31 August 2023	572
	<hr/>
Carrying amount	
At 31 August 2023	1,759
	<hr/> <hr/>
At 31 August 2022	1,354
	<hr/> <hr/>

13 Debtors

	2023 £	2022 £
Amounts falling due within one year:		
Trade debtors	3,691	406
Prepayments and accrued income	461	455
	<hr/>	<hr/>
	4,152	861
	<hr/> <hr/>	<hr/> <hr/>

14 Creditors: amounts falling due within one year

	2023 £	2022 £
Other taxation and social security	294	2,227
Trade creditors	-	7,000
Other creditors	5,957	5,942
Accruals and deferred income	630	630
	<hr/>	<hr/>
	6,881	15,799
	<hr/> <hr/>	<hr/> <hr/>

SUNFLOWER AFTER SCHOOL CLUB CIO

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 AUGUST 2023

15 Restricted funds

The income funds of the charity include restricted funds comprising the following unexpended balances of donations and grants held on trust for specific purposes:

	Movement in funds		Movement in funds		
	Incoming resources	Balance at 1 September 2022	Incoming resources	Resources expended	Balance at 31 August 2023
	£	£	£	£	£
Climate Classroom Fund	-	-	12,500	(9,159)	3,341

16 Analysis of net assets between funds

	Unrestricted funds 2023 £	Restricted funds 2023 £	Total Unrestricted funds 2023 £	Total Unrestricted funds 2022 £
Fund balances at 31 August 2023 are represented by:				
Tangible assets	1,759	-	1,759	1,354
Current assets/(liabilities)	96,331	3,341	99,672	87,493
	98,090	3,341	101,431	88,847

17 Related party transactions

There were no disclosable related party transactions during the year (2022 - none).