

SUNFLOWER AFTER SCHOOL CLUB CIO
ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2024

SUNFLOWER AFTER SCHOOL CLUB CIO

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees

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

(Appointed 12 October 2023)

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 2024

The trustees present their annual report and financial statements for the year ended 31 August 2024.

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.

Public benefit

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

Achievements and performance

Significant activities and achievements against objectives

The Club has continued to run successfully during breakfast, after school and holiday clubs. In April 2024 we are able to commit to increasing our capacity even further ready for September 2024 to meet high and ever increasing demands for Club spaces. Additional staff members were employed prior to this to ensure the smooth running during the first term. We are working with a new team in the Local Authority dedicated to wraparound provision and secured funding from September 2024 to support the expansion of Club, potentially throughout 2025/26.

We successfully applied for additional funding donations from local Charities towards the School Climate Classroom Project - renamed Twylze Towers. Phase 2 was completed in April 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.

Due to increased demand and income our holiday club provision reduced in the number of days on offer.

The manager was on sick leave during the first half of 2024, this will have impacted on wages, with an increase of covering her in ratio shifts with the children.

Financial review

At the year end total funds carried forward amounted to £107,593.

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 2024

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

H Henderson

S Williams

S Manrique

E Jones

S Boyd Heudebourck

A Ross-Wagenknecht

D Adams

(Appointed 12 October 2023)

Recruitment and appointment of trustees

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

6 May 2025

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 2024.

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: 7 May 2025

SUNFLOWER AFTER SCHOOL CLUB CIO

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 AUGUST 2024

		Unrestricted funds 2024 £	Restricted funds 2024 £	Total 2024 £	Unrestricted funds 2023 £	Restricted funds 2023 £	Total 2023 £
	Notes						
Income from:							
Donations and legacies	3	-	12,500	12,500	-	12,500	12,500
Charitable activities	4	170,770	-	170,770	140,709	-	140,709
Investments	5	680	-	680	314	-	314
Total income		171,450	12,500	183,950	141,023	12,500	153,523
Expenditure on:							
Charitable activities	6	165,288	12,500	177,788	131,780	9,159	140,939
Total expenditure		165,288	12,500	177,788	131,780	9,159	140,939
Net income and movement in funds		6,162	-	6,162	9,243	3,341	12,584
Reconciliation of funds:							
Fund balances at 1 September 2023		98,090	3,341	101,431	88,847	-	88,847
Fund balances at 31 August 2024		104,252	3,341	107,593	98,090	3,341	101,431

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 2024

	Notes	2024 £	£	2023 £	£
Fixed assets					
Tangible assets	13		1,343		1,759
Current assets					
Debtors	14	2,585		4,152	
Cash at bank and in hand		111,257		102,401	
		113,842		106,553	
Creditors: amounts falling due within one year	15	(7,592)		(6,881)	
Net current assets			106,250		99,672
Total assets less current liabilities			107,593		101,431
The funds of the charity					
Restricted income funds	16		3,341		3,341
Unrestricted funds	17		104,252		98,090
			107,593		101,431

The financial statements were approved by the trustees on 6 May 2025

E Jones
Trustee

S Boyd Heudebourck
Trustee

SUNFLOWER AFTER SCHOOL CLUB CIO

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 AUGUST 2024

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 or grantors 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 2024

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 2024

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 2024

3 Income from donations and legacies

	Restricted funds 2024 £	Restricted funds 2023 £
Grants	12,500	12,500

4 Income from charitable activities

	Unrestricted funds 2024 £	Unrestricted funds 2023 £
Core activities		
Fees	170,770	140,709

5 Income from investments

	Unrestricted funds 2024 £	Unrestricted funds 2023 £
Interest receivable	680	314

SUNFLOWER AFTER SCHOOL CLUB CIO

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 AUGUST 2024

6 Expenditure on charitable activities

	Out of school activities 2024 £	Out of school activities 2023 £
Direct costs		
Staff costs	147,394	115,577
Depreciation and impairment	416	342
Resources	2,420	1,295
Food	2,831	2,245
Rent	5,999	6,341
Insurance	636	672
Telephone and computer	419	339
Administration	2,214	2,346
Special events	717	630
Sundry	1,384	42
	<u>164,430</u>	<u>129,829</u>
Grant funding of activities (see note 7)	12,500	9,909
Share of support and governance costs (see note 8)		
Governance	858	1,201
	<u>177,788</u>	<u>140,939</u>
Analysis by fund		
Unrestricted funds	165,288	131,780
Restricted funds	12,500	9,159
	<u>177,788</u>	<u>140,939</u>

7 Grants payable

	Out of school activities 2024 £	Out of school activities 2023 £
Grants to institutions:		
Other	<u>12,500</u>	<u>9,909</u>

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SUNFLOWER AFTER SCHOOL CLUB CIO

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 AUGUST 2024

8 Support costs allocated to activities

	Out of school activities 2024 £	Total 2024 £	Total 2023 £
Governance	858	858	1,201
Governance costs comprise:		2024 £	2023 £
Independent Examiners fees		858	1,201
		858	1,201

9 Net movement in funds

The net movement in funds is stated after charging/(crediting):

Fees payable for the independent examination of the charity's financial statements	858	1,201
Depreciation of owned tangible fixed assets	416	342

10 Trustees

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

11 Employees

The average monthly number of employees during the year was:

	2024 Number	2023 Number
Manager	1	1
Childcare	21	21
Total	22	22

Employment costs

	2024 £	2023 £
Wages and salaries	147,394	115,577

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 2024

11 Employees

(Continued)

Remuneration of key management personnel

The remuneration of key management personnel was as follows:

	2024 £	2023 £
Aggregate compensation	45,123	45,671

12 Taxation

The charity is exempt from taxation on its activities because all its income is applied for charitable purposes.

13 Tangible fixed assets

	Plant and equipment £
Cost	
At 1 September 2023	2,331
At 31 August 2024	2,331
Depreciation and impairment	
At 1 September 2023	572
Depreciation charged in the year	416
At 31 August 2024	988
Carrying amount	
At 31 August 2024	1,343
At 31 August 2023	1,759

14 Debtors

	2024 £	2023 £
Amounts falling due within one year:		
Trade debtors	2,060	3,691
Prepayments and accrued income	525	461
	2,585	4,152

SUNFLOWER AFTER SCHOOL CLUB CIO

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 AUGUST 2024

15 Creditors: amounts falling due within one year

	2024 £	2023 £
Other taxation and social security	-	294
Other creditors	6,962	5,957
Accruals and deferred income	630	630
	<u>7,592</u>	<u>6,881</u>

16 Restricted funds

The restricted funds of the charity comprise the unexpended balances of donations and grants held on trust subject to specific conditions by donors as to how they may be used.

	At 1 September 2023 £	Incoming resources £	Resources expended £	At 31 August 2024 £
Twylze Towers	<u>3,341</u>	<u>12,500</u>	<u>(12,500)</u>	<u>3,341</u>

Previous year:

	At 1 September 2022 £	Incoming resources £	Resources expended £	At 31 August 2023 £
Climate Classroom Fund	<u>-</u>	<u>12,500</u>	<u>(9,159)</u>	<u>3,341</u>

17 Unrestricted funds

The unrestricted funds of the charity comprise the unexpended balances of donations and grants which are not subject to specific conditions by donors and grantors as to how they may be used. These include designated funds which have been set aside out of unrestricted funds by the trustees for specific purposes.

	At 1 September 2023 £	Incoming resources £	Resources expended £	At 31 August 2024 £
General Funds	<u>98,090</u>	<u>171,450</u>	<u>(165,288)</u>	<u>104,252</u>

Previous year:

	At 1 September 2022 £	Incoming resources £	Resources expended £	At 31 August 2023 £
General funds	<u>88,847</u>	<u>141,023</u>	<u>(131,780)</u>	<u>98,090</u>

SUNFLOWER AFTER SCHOOL CLUB CIO

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 AUGUST 2024

18 Analysis of net assets between funds

	Unrestricted funds 2024 £	Restricted funds 2024 £	Total 2024 £
At 31 August 2024:			
Tangible assets	1,343	-	1,343
Current assets/(liabilities)	102,909	3,341	106,250
	<u>104,252</u>	<u>3,341</u>	<u>107,593</u>
	Unrestricted funds 2023 £	Restricted funds 2023 £	Total 2023 £
At 31 August 2023:			
Tangible assets	1,759	-	1,759
Current assets/(liabilities)	96,331	3,341	99,672
	<u>98,090</u>	<u>3,341</u>	<u>101,431</u>

19 Related party transactions

There were no disclosable related party transactions during the year (2023 - none).