

TIMEOUT AFTER SCHOOL AND BREAKFAST CLUB

England & Wales · Charity number 1172436

Details

Other names TIMEOUT

Status Registered

Legal form CIO

Registered 2017-04-05

Register [View on the Charity Commission register](#)

Contact

Address Manland Primary School
Sauncey Avenue
Harpenden
Herts
AL5 4QW

Phone 01582713452

Email manlandtimeoutclub@gmail.com

Website <https://time-out-club.org/>

Activities

Objects: 1) TO PROVIDE THE NECESSARY FACILITIES FOR THE DAILY CARE, RECREATION AND EDUCATION OF CHILDREN DURING OUT OF SCHOOL HOURS AND HOLIDAYS;2) TO ADVANCE THE EDUCATION AND TRAINING OF THE PERSONS IN THE PROVISION OF SUCH CARE, EDUCATION AND RECREATIONAL FACILITIES.

Activities: Provision of wrap around care services to the children attending Manland Primary School

Classification

- **How:** Provides Services
- **What:** Education/training, Other Charitable Purposes
- **Who:** Children/young People

Geography

- Hertfordshire

Finances

Period end	Income	Expenditure	Assets	Employees
2025-09-30	£142,881	£150,865	-	-
2024-09-30	£156,369	£139,709	-	-
2023-09-30	£115,404	£101,081	-	-
2022-09-30	£104,080	£94,212	-	-
2021-09-30	£54,055	£64,945	-	-

Trustees

Name	Role	Appointed
Dr York Mui Liu	Chair	2021-11-01
Anna Read		2022-07-01
Elizabeth Hage		2021-11-03
Jeffrey Phillips		2019-03-01
Sarah Parkin		2022-06-08
Shona Crichton		2021-11-01
Yen Tran		2022-10-09

TIMEOUT AFTER SCHOOL AND BREAKFAST CLUB

England & Wales - Charity number 1172436

Accounts



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

From 01/10/2024 To 30/09/2025

Charity name: Timeout After School and Breakfast Club CIO

Charity registration number: 1172436

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	To provide the necessary facilities for the daily care, recreation and education of children during out of school hours and holidays; To advance the education and training of the persons in the provision of such care, education and recreation facilities.
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	Provision of childcare services and activities for the children of Manland Primary School. Collaboration with Manland Primary School regarding the update of the inside and outside spaces to be used primarily by Time Out Club.
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	We confirm our understanding of the public benefit requirement of operating as a charity. The purpose of Time Out is to assist the parents and carers of any child who attends Manland Primary School, who in turn benefit from being able to use wrap-around childcare, at an affordable rate, in an easily accessible place.

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	N/A
Policy on social investment including program related investment	Para 1.38	N/A

Contribution made by volunteers	Para 1.38	N/A
Other		N/A

Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	During 2024 / 2025, Time Out Club has seen a further increase in usage by families of Manland Primary School. We have been able to increase our capacity to be able to accommodate more children each day at the club. We have increased capacity by negotiating use of a second room in the school and increasing staff numbers. Childcare provision at Primary schools is now an imperative, as the population on our surrounding area is increasingly comprised of two working parents who commute, and who wouldn't be able to maintain a stable household without easily accessible childcare. Time Out Club is meeting this demand by accommodating as many children as possible in its setting and allowing flexible booking and cancellation terms to help working parents. This financial year Time Out Club paid for the refurbishment of the children's toilets at Manland Primary School to improve the environment and facilities of our club, as per our Constitution.

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	Income for the year (including grants) was £142, 881 Expenditure was £150,865 resulting in a loss of £7984. Cash reserves as at 30th September 2025 were £51,490 The refurbishment of the children's toilets at Manland Primary School required a one-off payment of £15,000, which resulted in a net loss for the year, covered by cash reserves.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	Reserves are set at three months income. We hold these funds to ensure that we can continue to provide childcare at affordable rates. The reserve is set to cover the possibility of having to move the club to alternative premises. A section of the reserve is held for potential staff turnover that could incur recruitment costs and resulting potential increase in salary payments for key roles.

Amount of reserves held	Para 1.22	£51,490
Reasons for holding zero reserves	Para 1.22	N/A
Details of fund materially in deficit	Para 1.24	N/A
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	None

Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	Membership and sessional fees charged to parents / guardians of children attending the club.
Investment policy and objectives including any social investment policy adopted	Para 1.46	N/A
A description of the principal risks facing the charity	Para 1.46	The charity is dependent on working at Manland Primary School to provide wrap-around care exclusively for the children who attend the school. The risk to Time Out Club exists if the school wishes to terminate this agreement and use another provider, but the school have made no indication that they wish to do this.
Other		N/A

Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	Trust deed
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	CIO (Association model)
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	Trustees are appointed by the members at the annual general meeting. If a vacancy is not filled at the AGM, members or trustees may at any time decide to appoint a new trustee. One third of the trustees shall be required to retire at the AGM.

Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	All trustees are required to hold a DBS certificate. All Trustees are required to complete Safeguarding training. All trustees must have applied for EY2/Ofsted registration. Once approved, all trustees are made aware of the Time Out Club policies.
The charity's organisational structure and any wider network with which the charity works	Para 1.51	N/A
Relationship with any related parties	Para 1.51	N/A
Other		N/A

Reference and Administrative details

Charity name	Timeout After School and Breakfast Club
Other name the charity uses	Time Out Club
Registered charity number	1172436
Charity's principal address	Manland Primary School Sauncey Avenue Harpenden Herts AL5 4QW

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	York Mui Liu	Chair current		
2	Liz Hage			
3	Jeff Phillips			
4	Shona Crichton	Secretary		
5	Sarah Parkin			
6	Anna Read			
7	Yen Tran	Treasurer		
8				
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17				
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19				
20				

Corporate trustees – names of the directors at the date the report was approved

Director name		
N/A		

Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	
N/A		

Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	None
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity’s objects	None
Details of arrangements for safe custody and segregation of such assets from the charity’s own assets	N/A

Exemptions from disclosure

Reason for non-disclosure of key personnel details

N/A

Other optional information

None

Declarations

The trustees declare that they have approved the trustees’ report above.

Signed on behalf of the charity’s trustees

Signature(s)	<i>Anna Read</i>	<i>York-Mui Liu</i>
Full name(s)	Anna Read	York-Mui Liu
Position (eg Secretary, Chair, etc)	Trustee	Chair
Date	04/02/2026	



CHARITY COMMISSION
FOR ENGLAND AND WALES

Charity Name	No (if any)
Timeout After School and Breakfast Club CIO	1172436

CC16a

Receipts and payments accounts

For the period from	Period start date	To	Period end date
	10/1/2024		9/30/2025

Section A Receipts and payments

	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Last year
	to the nearest £	to the nearest £	to the nearest £	to the nearest £	to the nearest £
A1 Receipts					
Care fees	142,744	-	-	142,744	156,179
Interest	137	-	-	137	190
CJRS claims	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	142,881	-	-	142,881	156,369
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	142,881	-	-	142,881	156,369
A3 Payments					
Salaries and other staff costs	94,059	-	-	94,059	88,975
Food, crafts and other supplies	9,888	-	-	9,888	9,027
Rent and premises costs	41,571	-	-	41,571	36,456
Stationery and admin	2,390	-	-	2,390	2,030
Accountancy and payroll	1,872	-	-	1,872	1,676
General expenses	90	-	-	90	-
Software	895	-	-	895	1,576
Donations	-	-	-	-	-
Bank charges	99	-	-	99	33
Sub total	150,865	-	-	150,865	139,709
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	150,865	-	-	150,865	139,709
Net of receipts/(payments)	- 7,984	-	-	- 7,984	16,660
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	59,474	-	-	59,474	42,814
Cash funds this year end	51,490	-	-	51,490	59,474

Section B Statement of

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	Bank accounts	51,491	-	-
		-	-	-
		-	-	-
	Total cash funds	51,491	-	-
B2 Other monetary assets	Debtors	6	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
B3 Investment assets			-	-
			-	-
			-	-
			-	-
			-	-
B4 Assets retained for the charity's own use			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
B5 Liabilities	Creditors		-	
	Accruals		-	
	Other liabilities		2,940	
			-	
			-	
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval	
	York-Mui Liu	York-Mui Liu	2/4/2026	
	Anna Read	Anna Read	2/4/2026	



CHARITY COMMISSION
FOR ENGLAND AND WALES

Independent examiner's report on the accounts

Section A

Independent Examiner's Report

Report to the trustees/ members of

Timeout After School and Breakfast Club CIO

On accounts for the period ended

30th September 2025

Charity no (if any)

1172436

Set out on pages

1-2

(remember to include the page numbers of additional sheets)

Responsibilities and basis of report

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the period from 1/10/2023 to 30/09/2024.

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 other 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:

05/02/2026

Name:

Alison Cook

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

FCA (ICAEW)

Address:

Unit 40, Thrales End Business Centre

Thrales End Lane, Harpenden

Herts AL5 3NS

Section B

Disclosure

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.

TIMEOUT AFTER SCHOOL AND BREAKFAST CLUB

England & Wales - Charity number 1172436

Accounts



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

From 01/10/2023 Period start date To 30/09/2024 Period end date

Charity name: Timeout After School and Breakfast Club CIO

Charity registration number: 1172436

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	To provide the necessary facilities for the daily care, recreation and education of children during out of school hours and holidays; To advance the education and training of the persons in the provision of such care, education and recreation facilities.
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	Provision of childcare services and activities for the children of Manland Primary School. Collaboration with Manland Primary School regarding the update of the inside and outside spaces to be used primarily by Timeout Club.
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	We confirm our understanding of the public benefit requirement of operating as a charity. The purpose of Timeout is to assist the parents and carers of any child who attends Manland Primary School, who in turn benefit from being able to use wrap-around childcare, at an affordable rate, in an easily accessible place.

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	N/A
Policy on social investment including program related investment	Para 1.38	N/A

Contribution made by volunteers	Para 1.38	N/A
Other		N/A

Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	During 2023 / 2024, Time Out Club has seen a further increase in usage by families of Manland Primary School. The number of families using both the Breakfast Club and After School club increased over the course of the year. We have been operating at full capacity after school on three days per week but are able to continue to offer Ad-hoc childcare for Breakfast Club and After School days when bookings are not full. Childcare provision at Primary schools is now an imperative, as the population on our surrounding area is increasingly comprised of two working parents who commute, and who wouldn't be able to maintain a stable household without easily accessible childcare. We continue to use our current room at Manland Primary School and have agreed with the school that we may use other available space within the school building on days where our room is at capacity. We have increased staff levels to meet the ratios for extra children. We hope to continue to offer additional clubs in the holiday periods.

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	Income for the year (including grants) was £156,369. Expenditure was £139,709 resulting in a profit of £16,660 Cash reserves as at 30th September 2024 were £59,474.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	Reserves are set at three months income. We hold these funds to ensure that we can continue to provide childcare at affordable rates. The reserve is set to cover the possibility of having to move the club to alternative premises. A section of the reserve is held for potential staff turnover that could incur recruitment costs and resulting potential increase in salary payments for key roles.
Amount of reserves held	Para 1.22	£59,474
Reasons for holding zero	Para 1.22	N/A

reserves		
Details of fund materially in deficit	Para 1.24	N/A
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	None

Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	Membership and sessional fees charged to parents / guardians of children attending the club.
Investment policy and objectives including any social investment policy adopted	Para 1.46	N/A
A description of the principal risks facing the charity	Para 1.46	The charity is dependent on working at Manland Primary School to provide wrap-around care exclusively for the children who attend the school. The risk to Timeout Club exists if the school wishes to terminate this agreement and use another provider, but the school have made no indication that they wish to do this.
Other		N/A

Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	Trust deed
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	CIO (Association model)
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	Trustees are appointed by the members at the annual general meeting. If a vacancy is not filled at the AGM, members or trustees may at any time decide to appoint a new trustee. One third of the trustees shall be required to retire at the AGM.

Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	All trustees are required to hold a DBS certificate. All Trustees are required to complete Safeguarding training. All trustees must have applied for EY2/Ofsted registration. Once approved, all trustees are made aware of the Timeout Club policies.
The charity's organisational structure and any wider network with which the charity works	Para 1.51	N/A
Relationship with any related parties	Para 1.51	N/A
Other		N/A

Reference and Administrative details

Charity name	Timeout After School and Breakfast Club
Other name the charity uses	Timeout
Registered charity number	1172436
Charity's principal address	Manland Primary School Sauncey Avenue Harpenden Herts AL5 4QW

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	York Mui Liu	Chair current		
2	Liz Hage			
3	Jeff Phillips			
4	Shona Crichton	Secretary		
5	Sarah Parkin			
6	Anna Read			
7	Elizabeth Montgomery		Retired July 2024	
8	Yen Tran	Treasurer		
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

Corporate trustees – names of the directors at the date the report was approved

Director name		
N/A		

Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	
N/A		

Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	None
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity’s objects	None
Details of arrangements for safe custody and segregation of such assets from the charity’s own assets	N/A

Exemptions from disclosure

Reason for non-disclosure of key personnel details

N/A

Other optional information

None

Declarations

The trustees declare that they have approved the trustees’ report above.

Signed on behalf of the charity’s trustees

Signature(s)	<i>Anna Read</i>	<i>York-Mui Liu</i>
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Full name(s)	Anna Read	York-Mui Liu
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Position (eg Secretary, Chair, etc)	Trustee	Chair
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Date	24/02/2025
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CHARITY COMMISSION
FOR ENGLAND AND WALES

Charity Name	No (if any)
Timeout After School and Breakfast Club CIO	1172436

CC16a

Receipts and payments accounts

For the period from	Period start date	To	Period end date
	10/1/2023		9/30/2024

Section A Receipts and payments

	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Last year
	to the nearest £	to the nearest £	to the nearest £	to the nearest £	to the nearest £
A1 Receipts					
Care fees	156,179	-	-	156,179	115,314
Interest	190	-	-	190	90
CJRS claims	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	156,369	-	-	156,369	115,404
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	156,369	-	-	156,369	115,404
A3 Payments					
Salaries and other staff costs	87,706	-	-	87,706	69,614
Food, crafts and other supplies	9,027	-	-	9,027	7,561
Rent and premises costs	12,275	-	-	12,275	19,431
Stationery and admin	2,030	-	-	2,030	1,769
Accountancy and payroll	1,676	-	-	1,676	1,127
General expenses	-	-	-	-	63
Software	1,576	-	-	1,576	1,383
Donations	-	-	-	-	-
Interest payable	-	-	-	-	-
Bank charges	33	-	-	33	133
Sub total	114,259	-	-	114,259	101,081
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	114,259	-	-	114,259	101,081
Net of receipts/(payments)	42,110	-	-	42,110	14,323
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	42,814	-	-	42,814	28,491
Cash funds this year end	84,924	-	-	84,924	42,814

Section B Statement of

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	Bank accounts	59,474	-	-
		-	-	-
		-	-	-
	Total cash funds	59,474	-	-
B2 Other monetary assets	Debtors	2,562	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
B3 Investment assets		Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
B4 Assets retained for the charity's own use		Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
B5 Liabilities	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
	Creditors		-	
	Accruals		-	
	Other liabilities		2,887	
			-	
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval	
			2/10/2025	
			2/10/2025	



Section A

Independent Examiner's Report

Report to the trustees/
members of

Timeout After School and Breakfast Club CIO

On accounts for the
period ended

30th September 2024

Charity no
(if any)

1172436

Set out on pages

1-2

(remember to include the page numbers of additional sheets)

Responsibilities and
basis of report

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the period from 1/10/2023 to 30/09/2024. 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").

Independent
examiner's statement

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.

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 other 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:

24/02/2025

Name:

Alison Cook

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

FCA (ICAEW)

Address:

Unit 40, Thrales End Business Centre

Thrales End Lane, Harpenden

Herts AL5 3NS

Section B

Disclosure

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

TIMEOUT AFTER SCHOOL AND BREAKFAST CLUB

England & Wales - Charity number 1172436

Accounts


Trustees' Annual Report for the period

 From **01/10/2022** Period start date To **30/09/2023** Period end date

 Charity name: **Timeout After School and Breakfast Club CIO**

 Charity registration number: **1172436**
Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	To provide the necessary facilities for the daily care, recreation and education of children during out of school hours and holidays; To advance the education and training of the persons in the provision of such care, education and recreation facilities.
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	Provision of childcare services and activities for the children of Manland Primary School. Collaboration with Manland Primary School regarding the update of the inside and outside spaces to be used primarily by Timeout Club.
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	We confirm our understanding of the public benefit requirement of operating as a charity. The purpose of Timeout is to assist the parents and carers of any child who attends Manland Primary School, who in turn benefit from being able to use wrap-around childcare, at an affordable rate, in an easily accessible place.

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	N/A
Policy on social investment including program related investment	Para 1.38	N/A

Contribution made by volunteers	Para 1.38	N/A
Other		N/A

Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	During 2022 / 2023, Time Out Club has seen a further increase in usage by families of Manland Primary School. The number of families using both the Breakfast Club and After School club increased over the course of the year. We have been operating at full capacity on some days but are able to continue to offer Ad-hoc childcare for Breakfast Club and most After School days when bookings are not full. Childcare provision at Primary schools is now an imperative, as the population on our surrounding area is increasingly comprised of two working parents who commute, and who wouldn't be able to maintain a stable household without easily accessible childcare. We continue to use our current room at Manland Primary School and have agreed with the school that we may use other available space within the school building on days where our room is at capacity. We have increased staff levels to meet the ratios for extra children. We hope to continue to offer additional clubs in the holiday periods.

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	Income for the year (including grants) was £115,404. Expenditure was £101,081 resulting in a surplus of £14,323 Cash reserves as at 30th September 2023 were £42,814.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	Reserves are set at three months income. We hold these funds to ensure that we can continue to provide childcare at affordable rates. The reserve is set to cover the possibility of having to move the club to alternative premises. A section of the reserve is held for potential staff turnover that could incur recruitment costs and resulting potential increase in salary payments for key roles.
Amount of reserves held	Para 1.22	£42,814
Reasons for holding zero reserves	Para 1.22	N/A

Details of fund materially in deficit	Para 1.24	N/A
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	None

Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	Membership and sessional fees charged to parents / guardians of children attending the club.
Investment policy and objectives including any social investment policy adopted	Para 1.46	N/A
A description of the principal risks facing the charity	Para 1.46	The charity is dependent on working at Manland Primary School to provide wrap-around care exclusively for the children who attend the school. The risk to Timeout Club exists if the school wishes to terminate this agreement and use another provider, but the school have made no indication that they wish to do this.
Other		N/A

Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	Trust deed
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	CIO (Association model)
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	Trustees are appointed by the members at the annual general meeting. If a vacancy is not filled at the AGM, members or trustees may at any time decide to appoint a new trustee. One third of the trustees shall be required to retire at the AGM.

Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	All trustees are required to hold a DBS certificate. All Trustees are required to complete Safeguarding training. All trustees must have applied for EY2/Ofsted registration. Once approved, all trustees are made aware of the Timeout Club policies.
The charity's organisational structure and any wider network with which the charity works	Para 1.51	N/A
Relationship with any related parties	Para 1.51	N/A
Other		N/A

Reference and Administrative details

Charity name	Timeout After School and Breakfast Club
Other name the charity uses	Timeout
Registered charity number	1172436
Charity's principal address	Manland Primary School Sauncey Avenue Harpenden Herts AL5 4QW

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	York Mui Liu	Chair current		
2	Liz Hague			
3	Jeff Phillips			
4	Shona Crichton	Secretary		
5	Sarah Parkin			
6	Anna Read			
7	Elizabeth Montgomery			
8	Yen Tran	Treasurer	From October 2022	
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

Corporate trustees – names of the directors at the date the report was approved

Director name		
N/A		

Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	
N/A		

Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	None
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	None
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	N/A

Exemptions from disclosure

Reason for non-disclosure of key personnel details

N/A

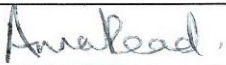
Other optional information

None

Declarations

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)	Anna Read 	York-Mui Liu 
Full name(s)	Anna Read	York-Mui Liu
Position (eg Secretary, Chair, etc)	Trustee	Chair

Date 27 / 03 / 2024



CHARITY COMMISSION
FOR ENGLAND AND WALES

Charity Name
Timeout After School and Breakfast Club CIO

No (if any)
1172436

CC16a

Receipts and payments accounts

For the period from	Period start date 01/10/2022	To	Period end date 30/09/2023
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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					
Care fees	115,314	-	-	115,314	104,078
Interest	90	-	-	90	2
CJRS claims	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	115,404	-	-	115,404	104,080
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	115,404	-	-	115,404	104,080
A3 Payments					
Salaries and other staff costs	69,614	-	-	69,614	66,460
Food, crafts and other supplies	7,561	-	-	7,561	5,474
Rent and premises costs	19,431	-	-	19,431	14,579
Stationery and admin	1,769	-	-	1,769	1,911
Accountancy and payroll	1,127	-	-	1,127	1,157
General expenses	63	-	-	63	2,507
Software	1,383	-	-	1,383	964
Donations	-	-	-	-	1,000
Interest payable	-	-	-	-	85
Bank charges	133	-	-	133	77
Sub total	101,081	-	-	101,081	94,212
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	101,081	-	-	101,081	94,212
Net of receipts/(payments)	14,323	-	-	14,323	9,868
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	28,491	-	-	28,491	18,623
Cash funds this year end	42,814	-	-	42,814	28,491

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	Bank accounts	42,814	-	-
		-	-	-
		-	-	-
	Total cash funds	42,814	-	-

	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets	Debtors	127	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
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 liability relates	Amount due (optional)	When due (optional)
B5 Liabilities	Creditors		-	
	Accruals		11,166	
	Other liabilities		5,382	
			-	
			-	

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval
		16/02/2024
		16/02/2024



Section A

Independent Examiner's Report

Report to the trustees/
members of

Timeout After School and Breakfast Club CIO

On accounts for the
period ended

30th September 2023

Charity no
(if any)

1172436

Set out on pages

1-2

(remember to include the page numbers of additional sheets)

Responsibilities and
basis of report

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the period from 1/10/2022 to 30/09/2023. 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").

Independent
examiner's statement

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.

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 other 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:

23/02/2024

Name:

Alison Cook

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

FCA (ICAEW)

Address:

Unit 40, Thrales End Business Centre

Thrales End Lane, Harpenden

Herts AL5 3NS

Section B

Disclosure

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.

TIMEOUT AFTER SCHOOL AND BREAKFAST CLUB

England & Wales - Charity number 1172436

Accounts



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

From **01/10/2021** Period start date To **30/09/2022** Period end date

Charity name: **Timeout After School and Breakfast Club CIO**

Charity registration number: **1172436**

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	To provide the necessary facilities for the daily care, recreation and education of children during out of school hours and holidays; To advance the education and training of the persons in the provision of such care, education and recreation facilities.
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	Provision of childcare services and activities for the children of Manland Primary School. Collaboration with Manland Primary School regarding the update of the inside and outside spaces to be used primarily by Timeout Club.
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	We confirm our understanding of the public benefit requirement of operating as a charity. The purpose of Timeout is to assist the parents and carers of any child who attends Manland Primary School, who in turn benefit from being able to use wrap-around childcare, at an affordable rate, in an easily accessible place.

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	N/A
Policy on social investment including program related investment	Para 1.38	N/A
		N/A

Contribution made by volunteers	Para 1.38	
Other		N/A

Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	During 2021 / 2022 our facility operation returned to pre-Covid levels. The number of families using both the Breakfast Club and After School club increased over the course of the year. We have been operating at full capacity on some days but are able to continue to offer Ad-hoc childcare for Breakfast Club and most After School days when bookings are not full. Childcare provision at Primary schools is now an imperative, as the population on our surrounding area is increasingly comprised of two working parents who commute, and who wouldn't be able to maintain a stable household without easily-accessible childcare. Our plan for 2023 /24 is to continue the current room use and staff levels, but if demand grows we will explore the possibility of expanding to another room in the school building and employing more staff so that we can accept more children. We hope to continue to offer additional clubs in the holiday periods.

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	Income for the year (including grants) was £104,080. Expenditure was £94,212 resulting in a profit of £9,868 Cash reserves as at 30th September 2022 were £28,491.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	Reserves are set at three months income. We hold these funds to ensure that we can continue to provide childcare at affordable rates. The reserve is set to cover the possibility of having to move the club to alternative premises. A section of the reserve is held for potential staff turnover that could incur recruitment costs and resulting potential increase in salary payments for key roles.
Amount of reserves held	Para 1.22	£28,491

Reasons for holding zero reserves	Para 1.22	N/A
Details of fund materially in deficit	Para 1.24	N/A
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	None

Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	Membership and sessional fees charged to parents / guardians of children attending the club.
Investment policy and objectives including any social investment policy adopted	Para 1.46	N/A
A description of the principal risks facing the charity	Para 1.46	The charity is dependent on working at Manland Primary School to provide wrap-around care exclusively for the children who attend the school. The risk to Timeout Club exists if the school wishes to terminate this agreement and use another provider, but the school have made no indication that they wish to do this.
Other		N/A

Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	Trust deed
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	CIO (Association model)
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	Trustees are appointed by the members at the annual general meeting. If a vacancy is not filled at the AGM, members or trustees may at any time decide to appoint a new trustee. One third of the trustees shall be required to retire at the AGM.

Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	All trustees are required to hold a DBS certificate. All Trustees are required to complete Safeguarding training. All trustees must have applied for EY2/Ofsted registration. Once approved, all trustees are made aware of the Timeout Club policies.
The charity's organisational structure and any wider network with which the charity works	Para 1.51	N/A
Relationship with any related parties	Para 1.51	N/A
Other		N/A

Reference and Administrative details

Charity name	Timeout After School and Breakfast Club
Other name the charity uses	Timeout
Registered charity number	1172436
Charity's principal address	Manland Primary School 50 Sauncey Avenue Harpenden Herts AL5 4QW

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	Richard Lord	Vice chair (retired)	From April 2017 – Oct 2022	
2	Sarah Beale	Trustee (retired)	April 2017 – July 2022	
3	Renarta Guy	Chair current (Retired)	April 2017 – July 2022	
4	Laura Moxham	Treasurer (retired)	From April 2017 – Oct 2022	
5	York Mui Liu	Chair current	From Nov 2021	
6	Liz Hague		From Nov 2021	
7	Jeff Phillips			
8	Shona Crichton	Secretary	From Nov 2021	
9	Sarah Parkin		From June 2022	
10	Anna Read		From July 2022	
11	Elizabeth Montgomery			
12	Yen Tran	Treasurer	From October 2022	
13				
14				
15				
16				
17				
18				
19				
20				

Corporate trustees – names of the directors at the date the report was approved

Director name		
N/A		

Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	
N/A		

Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	None
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity’s objects	None
Details of arrangements for safe custody and segregation of such assets from the charity’s own assets	N/A

Exemptions from disclosure

Reason for non-disclosure of key personnel details

N/A

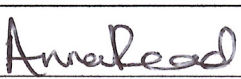
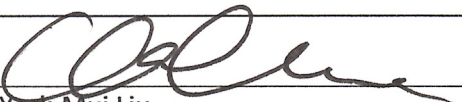
Other optional information

None

Declarations

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Anna Read	York-Mui Liu
Position (eg Secretary, Chair, etc)	Trustee	Chair
Date	12/03/2023	



CHARITY COMMISSION
FOR ENGLAND AND WALES

Charity Name
Timeout After School and Breakfast Club CIO

No (if any)
1172436

Receipts and payments accounts

CC16a

For the period from	Period start date 01/10/2021	To	Period end date 30/09/2022
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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					
Care fees	104,078	-	-	104,078	39,112
Interest	2	-	-	2	1
CJRS claims	-	-	-	-	14,941
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	104,080	-	-	104,080	54,055
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	104,080	-	-	104,080	54,055
A3 Payments					
Salaries and other staff costs	66,460	-	-	66,460	52,862
Food, crafts and other supplies	5,474	-	-	5,474	1,703
Rent and premises costs	14,579	-	-	14,579	6,706
Stationery and admin	1,911	-	-	1,911	494
Accountancy and payroll	1,157	-	-	1,157	1,212
General expenses	2,507	-	-	2,507	549
Software	964	-	-	964	1,335
Donations	1,000	-	-	1,000	-
Interest payable	85	-	-	85	-
Bank charges	77	-	-	77	84
Sub total	94,212	-	-	94,212	64,945
A4 Asset and investment purchases. (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	94,212	-	-	94,212	64,945
Net of receipts/(payments)	9,868	-	-	9,868	10,890
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	18,623	-	-	18,623	29,513
Cash funds this year end	28,491	-	-	28,491	18,623

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	Bank accounts	28,491	-	-
		-	-	-
		-	-	-
	Total cash funds	28,491	-	-

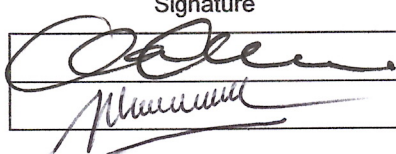
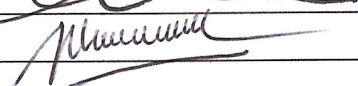
	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets	Debtors	51	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
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 liability relates	Amount due (optional)	When due (optional)
B5 Liabilities	Creditors		-	
	Accruals		-	
	Other liabilities		6,676	
			-	
			-	

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval
	Clark-Mun L14	12/03/2023
	YEW TRAN	12/03/2023



Section A

Independent Examiner's Report

Report to the
trustees/ members
of

Timeout After School and Breakfast Club CIO

On accounts for the
period ended

30th September 2022

Charity
no (if
any)

1172436

Set out on pages

1-2

(remember to include the page numbers of additional sheets)

Responsibilities and
basis of report

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the period from 1/10/2021 to 30/09/2022.

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").

Independent
examiner's
statement

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.

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 other 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:

AJ Cook

Date:

14/3/2023

Name:

Alison Cook

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

FCA (ICAEW)

Address: Unit 40, Thrales End Business Centre
Thrales End Lane, Harpenden
Herts AL5 3NS

Section B

Disclosure

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.

TIMEOUT AFTER SCHOOL AND BREAKFAST CLUB

England & Wales - Charity number 1172436

Accounts



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

From 01/10/2020 **Period start date** **To** 31/09/2021 **Period end date**

Charity name: **Timeout After School and Breakfast Club CIO**

Charity registration number: **1172436**

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	To provide the necessary facilities for the daily care, recreation and education of children during out of school hours and holidays; To advance the education and training of the persons in the provision of such care, education and recreation facilities.
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	Provision of childcare services and activities for the children of Manland Primary School. Collaboration with Manland Primary School regarding the update of the room to be used primarily by Time Out Club. The provision of new storage facilities for Time Out Club.
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	We confirm our understanding of the public benefit requirement of operating as a charity. The purpose of Timeout is to assist the parents and carers of any child who attends Manland Primary School, who in turn benefit from being able to use wrap-around childcare, at an affordable rate, in an easily accessible place.

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	N/A
Policy on social	Para 1.38	N/A

investment including program related investment		
Contribution made by volunteers	Para 1.38	N/A
Other		N/A

Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	During 2020 / 2021 Our facility re-opened fully running our standard schedule as we were pre-covid. Our numbers for our breakfast facility have dwindled due to the lasting effect of home working. However, our after-school facility has returned to full operating capacity. We have continued to offer Ad-hoc childcare as we operate a registration system meaning that we have been able to cope with the extra safety precautions caused by COVID Childcare provision at Primary schools is now an imperative, as the population on our surrounding area is increasingly comprised of two working parents who commute, and who wouldn't be able to maintain a stable household without easily-accessible childcare. Our plan for 2022 /23 is to maintain the levels of attendance we have a grow our offerings with additional clubs in the holiday periods.

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	Income for the year (including grants) was £54,055. Expenditure was £64,945 resulting in a deficit of £10,890 Cash reserves as at 30th September 2021 were £18623.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	Reserves are set at three months income. We hold these funds to ensure that we can continue to provide childcare at affordable rates. The reserve is set to cover the possibility of having to move the club to alternative premises. A section of the reserve is held for potential staff

		turnover that could incur recruitment costs and resulting potential increase in salary payments for key roles.
Amount of reserves held	Para 1.22	£18,623
Reasons for holding zero reserves	Para 1.22	N/A
Details of fund materially in deficit	Para 1.24	N/A
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	None

Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	Membership and sessional fees charged to parents / guardians of children attending the club.
Investment policy and objectives including any social investment policy adopted	Para 1.46	N/A
A description of the principal risks facing the charity	Para 1.46	The Corona virus risk is evident in sudden reduction in numbers along with the increased risk of having to use additional space (therefore increasing costs) in the school in which we operate.
Other		N/A

Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	Trust deed
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	CIO (Association model)
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	Trustees are appointed by the members at the annual general meeting. If a vacancy is not filled at the AGM, members or trustees may at any time decide to appoint a new trustee. One third of the trustees shall be required to retire at the AGM.

Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	All trustees are required to hold a DBS certificate. All trustees must have applied for EY2/Ofsted registration. Once approved, all trustees are made aware of the Timeout Club policies.
The charity's organisational structure and any wider network with which the charity works	Para 1.51	N/A
Relationship with any related parties	Para 1.51	N/A
Other		N/A

Reference and Administrative details

Charity name	Timeout After School and Breakfast Club
Other name the charity uses	Timeout
Registered charity number	1172436

Charity's principal address	Manland Primary School 50 Sauncey Avenue Harpenden Herts AL5 4QW

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	Richard Lord	Vice chair	From April 2017	
2	Sarah Beale	Trustee	April 2017	
3	Renarta Guy	Chair current (Retired)	April 2017 – July 22	
4	Laura Moxham	Treasurer	From April 2017	
5	York Mui Liu	Chair	Form March 22	
6	Liz Hague		From March 22	
7	Jeff Phillips		From April 22	
8	Shona Crichton	Secretary	From March 22	
9	Sarah Parkin		From May 22	
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

Corporate trustees – names of the directors at the date the report was approved

Director name		
N/A		

Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	
N/A		

Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	None
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	None
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	N/A

Exemptions from disclosure

Reason for non-disclosure of key personnel details

N/A

Other optional information

None

Declarations

The trustees declare that they have approved the trustees’ report above.

Signed on behalf of the charity’s trustees

Signature(s)	Sarah Beale	York-Mui Liu
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Full name(s)	Sarah Beale	York-Mui Liu
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Position (eg Secretary, Chair, etc)	Trustee	Chair
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Date	29/07/20
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CHARITY COMMISSION
FOR ENGLAND AND WALES

Charity Name
Timeout After School and Breakfast Club CIO

No (if any)
1172436

CC16a

Receipts and payments accounts

For the period from	Period start date 01/10/2020	To	Period end date 30/09/2021
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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					
Care fees	39,112	-	-	39,112	54,045
Interest	1	-	-	1	-
CJRS claims	14,941	-	-	14,941	17,313
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	54,055	-	-	54,055	71,358
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	54,055	-	-	54,055	71,358
A3 Payments					
Salaries and other staff costs	52,862	-	-	52,862	55,726
Food, crafts and other supplies	1,703	-	-	1,703	5,453
Rent and premises costs	6,706	-	-	6,706	7,855
Stationery and admin	494	-	-	494	1,841
Accountancy and payroll	1,212	-	-	1,212	1,152
General expenses	549	-	-	549	695
Software	1,335	-	-	1,335	1,195
Bad debt	-	-	-	-	517
Bank charges	84	-	-	84	72
Sub total	64,945	-	-	64,945	74,506
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	64,945	-	-	64,945	74,506
Net of receipts/(payments)	- 10,890	-	-	- 10,890	- 3,148
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	29,513	-	-	29,513	32,661
Cash funds this year end	18,623	-	-	18,623	29,513

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	Bank accounts	18,623	-	-
		-	-	-
		-	-	-
	Total cash funds	18,623	-	-

	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets	Debtors	61	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
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 liability relates	Amount due (optional)	When due (optional)
B5 Liabilities	Creditors		54	
	Accruals		-	
	Other liabilities		4,496	
			-	
			-	

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval
	Sarah Beale	26/07/2022
	York-Mui Liu	26/07/2022



Section A

Independent Examiner's Report

Report to the trustees/
members of

Timeout After School and Breakfast Club CIO

On accounts for the
period ended

30th September 2021

Charity no
(if any)

1172436

Set out on pages

1-2

(remember to include the page numbers of additional sheets)

Responsibilities and
basis of report

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the period from 1/10/2020 to 30/09/2021. 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").

Independent
examiner's statement

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.

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 other 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:

27/07/2022

Name:

Alison Cook

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

FCA (ICAEW)

Address:

3 Westfield Avenue

Harpenden

Herts AL5 4HN

Section B

Disclosure

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.