



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	<p>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.</p> <p>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</p> <p>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.</p> <p>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.</p>

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.