


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	<p>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.</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>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.</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 £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	<p>Reserves are set at three months income. We hold these funds to ensure that we can continue to provide childcare at affordable rates.</p> <p>The reserve is set to cover the possibility of having to move the club to alternative premises.</p> <p>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.</p>
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

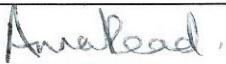

Other optional information

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.