

Orchard Saturday Club Trustees' Annual Report to the Charity Commission for the period 1st April 2020 – 31st March 2021

Introduction

Orchard Saturday Club is a very small Devon based charity which provides respite care and short breaks for children with profound additional needs. Individual placement for most children is via the social services department of the Local Authority which contracts the Club to provide respite that meets each child's needs. A few children are funded by their parents.

Aims and values

At Saturday Club every child attending is valued and takes part in all the activities, gaining independence, social skills and confidence whilst having fun.

Governance

The full committee of 5 Trustees, including 2 parents and the Treasurer, normally meets four times a year, receiving reports from the manager, the administrator, and the Trustee who sets and monitors the Club's annual budget. With the onset of the Covid pandemic all such contact has been handled remotely via email, telephone etc. Committee members also liaise regularly in smaller groups, including with representatives of Devon County Council, the Club's Independent Accounts Examiner and the Club manager. All staff receive at least the living wage. Staff pay is reviewed annually. Policies are continually under review.

The Club is financially secure. The main source of income is from the placement fee for each child. This was increased from 1st April 2020 to ensure that the anticipated increase in costs would be covered. Rent, staff and transport costs have increased very significantly over recent years and it is necessary to keep the fee level under review to take account of this. The Club has received donations from a range of sources. Some of the donations this year have been in response to the specific challenges faced by the Club because of Covid.

Club operation

With the encouragement and considerable support from Devon County Council the Club has been able to stay open throughout the year, albeit at a somewhat reduced level of functionality. This modified service ensured that children whose parents wished them to could continue to benefit from attendance at the Club, albeit in a curtailed form. In order to accommodate children safely the Club undertook fewer external trips. To support the increase in activities undertaken within the Club premises the Club received grants specifically to purchase additional equipment.

Staffing continued to be stable. There is an annual programme of ongoing professional development. Any staff vacancies have been successfully filled and one-to-one staff support is provided for every child. The children continue to enjoy a wide range of activities and experiences, making good gains in personal confidence, autonomy and interpersonal skills. Club policies are regularly reviewed. They can be viewed on the Club's website, orchardsaturdayclub.co.uk, as can pictures of the Club's activities.

*Orchard Saturday Club Trustees
January 2022*

Orchard Saturday Club
Independent Examiner's Report
Year ended 31 March 2021
Charity no: 1176093

I report to the trustees on my examination of the accounts of the Orchard Saturday Club for the year ended 31 March 2021.

Responsibilities and basis of report

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act')

However, on this occasion I have prepared the accounts on behalf of the trustees from books and records that have been presented to me. I do not believe that the preparation of the accounts has impinged on my independence, as I have ensured that the Charities Commissioners' Directions have been met and I am not involved in the management or administration of the charity.


I report in respect of my examination of the accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all 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:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of the 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 accounts to be reached.


Elizabeth M Binns
High Wyke
South Tawton
Okehampton
Devon EX20 2PL

7/1/2022

Orchard Saturday Club
Statement of Financial Activities
For the Year Ended 31st March 2021

			31/03/2021		31/03/2020
		General Fund	Designated Fund	Total	Total
	Notes	£	£	£	£
<u>Incoming resources</u>					
Fee income	2	62,386.00		62,386.00	89,273
Deposit Account interest		7.41		7.41	26
Children in Need					13,400
Grants and Donations	3	3,159.35	2,500.00	5,659.35	8,472
Government Furlough Scheme			6,705.08	6,705.08	
		<u>65,552.76</u>	<u>9,205.08</u>	<u>74,757.84</u>	<u>111,170</u>
<u>Outgoing resources</u>					
<u>Direct Charitable expenditure</u>					
Rent		5,700.00		5,700.00	
Staff costs		46,004.92	6,705.08	52,710.00	54,252
Transport					12,159
Activities and outings (including refreshments)		2,461.52	391.57	2,853.09	6,006
Equipment			2,108.43	2,108.43	
Ofsted		114.00		114.00	114
Car mileage and parking		288.66		288.66	453
Staff training					520
Health, safety & hygiene		84.53		84.53	20
DBS checks		320.00		320.00	796
Hoist maintenance					404
		<u>54,973.63</u>	<u>9,205.08</u>	<u>64,178.71</u>	<u>74,724</u>
<u>Management and Administration</u>					
Insurance		407.04		407.04	376
Payroll		1,683.60		1,683.60	1,349
Accountancy		235.50		235.50	293
Professional fees					120
Printing, postage, stationery and telephone		529.14		529.14	704
Staff t-shirts/sweatshirts					365
Gifts & presentations					214
Staff dinners					200
Advertising					20
Memberships/subscriptions		15.99		15.99	250
Shed repairs		109.52		109.52	
Sundry					102
		<u>57,954.42</u>	<u>9,205.08</u>	<u>67,159.50</u>	<u>78,716</u>
Net incoming resources	5	7,598.34		7,598.34	32,454

Orchard Saturday Club
Balance Sheet as at 31st March 2021

	Notes	31/03/2021	31/03/2020
		£	£
<u>Fixed Assets</u>	1	~	~
<u>Current Assets</u>			
Cash at Bank and in hand			
Community A/C (20709018)		74,467.60	66,030
Business Premium A/C (40055905)		10,383.99	10,379
Business Premium A/C (30093718)		6,108.44	5,801
Petty cash float		146.64	271
Cash advance	4	806.70	1,834
		<u>91,913.37</u>	<u>84,315</u>
 <u>Reserves</u>	5		
General Fund		88,756.46	81,158
Designated Fund		3,156.91	3,157
		<u>91,913.37</u>	<u>84,315</u>

Approved by the Board on 21st Jan 2022

M. A. Taylor

..... Trustee

P. C. R. Taylor

..... Trustee

Orchard Saturday Club
Notes to the Accounts
For the Year Ended 31st March 2021

Note 1 - Accounting Policies

The accounts have been prepared on the Receipts and Payments basis.
The group is a registered Charitable Incorporated Organisation and as such is governed by the Charities Act 2011 and subordinate legislation including: Charitable Incorporated Organisations Regulations 2012 and Charitable Incorporated Organisations (Consequential Amendments) 2012 and 2017.
The Charity also complies with the Charities (Protection and Social Investment) Act 2016 and the Trustees Acts 1925, 2000
Under the Charities Act 2011 and the Charities (Accounts and Reports) Regulations 2008 it is classed as a small charity since the gross income or expenditure do not exceed £250,000 per annum. As a result of this, the group has taken advantage of preparing the financial statements on the more simplified basis of receipts and payments.
All Income, including grants is recorded when received.
All Expenditure is recorded when paid.
Grants or donations made with a specific purpose are accounted for as designated funds
The value of any voluntary help received is not included in the accounts but is described in the trustee's annual report.
The Club has no fixed assets

Note 2 - Fee income

	£
Devon County Council	28,334.00
Direct funding by parents	34,052.00
	<u>62,386.00</u>

These funds are unrestricted.
At the year end, £1987.50 of fee income relates to fees paid in advance and fee income of £1,669.50 was outstanding. The outstanding fees were received in April 2021.

Note 3 - Grants and Donations

Wooden Spoon	2,000.00	
Yeo Valley Farmers	250.00	
The Removal Co.	544.90	
Gilligan	304.75	
Devon County Council	2,500.00	Toys and activity resources
Amazon Smile	59.70	
	<u>5,659.35</u>	

Unless otherwise stated, donations were not made for designated purposes

Note 4 - Cash advance

Payment made to bank account held by Charity Secretary to fund petty cash.

Note 5 - Reserves

	General Fund £	Designated Fund £	Total £
Opening balance as at 1/4/20	81,158.12	3,156.91	84,315.03
Net incoming resources	<u>7,598.34</u>		<u>7,598.34</u>
Closing balance as at 31/3/21	<u>88,756.46</u>	<u>3,156.91</u>	<u>91,913.37</u>

Money from the Designated Fund is to spent at the discretion of the Orchard Saturday Club Committee