

# **Orchard Saturday Club Trustees' Annual Report to the Charity Commission for the period 1<sup>st</sup> April 2021 – 31<sup>st</sup> March 2022**

## **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. Since the onset of the Covid pandemic all such contact has been handled remotely via online meetings, 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 1<sup>st</sup> 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 also received donations from a range of sources in the past, although the level of donations dropped during the current year. This has not caused any financial problems because the level of activity in the Club has returned to pre-Covid levels.

## **Club operation**

Because of Covid the Club has continued to operate a flexible attendance policy. Nevertheless Club activities have largely returned to pre-Covid level, including external trips, while allowing parents to choose when to make use of the Club.

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](http://orchardsaturdayclub.co.uk), as can pictures of the Club's activities.

*Orchard Saturday Club Trustees  
January 2023*

**Orchard Saturday Club**  
**Statement of Financial Activities**  
**For the Year Ended 31st March 2022**

		31/03/2022	31/03/2021
		Total	Total
	Notes	£	£
<b><u>Incoming resources</u></b>			
Fee income	2	61,533.40	62,386.00
Deposit Account interest		1.64	7.41
Children in Need			
Grants and Donations	3	52.74	5,659.35
Government Furlough Scheme		363.21	6,705.08
		<u>61,950.99</u>	<u>74,757.84</u>
<b><u>Outgoing resources</u></b>			
<b>Direct Charitable expenditure</b>			
Rent			5,700.00
Staff costs		46,012.60	52,710.00
Transport		7,833.00	
Activities and outings (including refreshments)		6,966.78	2,853.09
Equipment			2,108.43
Ofsted		114.00	114.00
Car mileage and parking		1,077.31	288.66
Staff training			
Health, safety & hygiene		73.88	84.53
DBS checks		128.00	320.00
Hoist maintenance		402.00	
		<u>62,607.57</u>	<u>64,178.71</u>
<b>Management and Administration</b>			
Insurance		441.06	407.04
Payroll		1,363.20	1,683.60
Accountancy		247.50	235.50
Printing, postage, stationery and telephone		131.11	529.14
Staff t-shirts/sweatshirts		442.74	
Gifts & presentations		57.94	
Staff dinners			
Advertising		25.00	
Memberships/subscriptions		24.99	15.99
Repairs		210.00	109.52
		<u>65,551.11</u>	<u>67,159.50</u>
Net (outgoing)/ incoming resources	5	(3,600.12)	7,598.34

**Orchard Saturday Club**  
**Balance Sheet as at 31st March 2022**

	Notes	31/03/2022 £	31/03/2021 £
<b><u>Fixed Assets</u></b>	1	~	~
<b><u>Current Assets</u></b>			
Cash at Bank and in hand			
Community A/C (20709018)		71,025.47	74,467.60
Business Premium A/C (40055905)		10,385.03	10,383.99
Business Premium A/C (30093718)		6,109.04	6,108.44
Petty cash float		-42.64	146.64
Cash advance	4	836.35	806.70
		<u>88,313.25</u>	<u>91,913.37</u>
 <b><u>Reserves</u></b>	5		
General Fund		85,156.34	88,756.46
Designated Fund		3,156.91	3,156.91
		<u>88,313.25</u>	<u>91,913.37</u>

Approved by the Board on 27.1.2023

H. Taylor ..... Trustee

P. C. R. Taylor ..... Trustee

**Orchard Saturday Club**  
**Notes to the Accounts**  
**For the Year Ended 31st March 2022**

**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	25,837.50
Direct funding by parents	35,695.90
	<u>61,533.40</u>

These funds are unrestricted.

**Note 3 - Grants and Donations**

Amazon Smile	52.74
	<u>52.74</u>

Unless otherwise stated, donations were not made for designated purposes

**Note 4 - Cash advance**

Payment made to bank account held by Club secretary to fund petty cash.

**Note 5 - Reserves**

	General Fund £	Designated Fund £	Total £
Opening balance as at 1/4/21	88,756.46	3,156.91	91,913.37
Net outgoing resources	<u>(3,600.12)</u>		<u>(3,600.12)</u>
Closing balance as at 31/3/22	<u>85,156.34</u>	<u>3,156.91</u>	<u>88,313.25</u>

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

**Orchard Saturday Club**  
**Independent Examiner's Report**  
**Year ended 31 March 2022**  
**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 2022.

**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')

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.

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

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