

# **Orchard Saturday Club Trustees' Annual Report to the Charity Commission for the period 1<sup>st</sup> April 2022 – 31<sup>st</sup> March 2023**

## **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. We support our staff to be dedicated, enthusiastic and inspirational in the care they give and in the relationships they build with our children and young people. Skilful leadership and regular training ensure that they have the skills and personal qualities needed to work with our young people. This training is a core offer for those who want to work with us, and it benefits not only the children who attend the club, but the staff - enabling them to develop professional skills and knowledge in their careers.

## **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. However, the quality of the meetings has been maintained. 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 minimum wage. Staff pay is reviewed annually. Policies are continually under review and the Trustees are careful to ensure that all aspects, such as mental health and wellbeing of all those who work at the club, are taken into account.

Through realistic management and careful stewardship of funding, the Club is currently financially secure. The main source of income is from the placement fee for each child. This has not been increased since 1<sup>st</sup> April 2020. The Club has also received modest donations from a range of sources, which contribute to maintaining the Club's financial well-being.

Since the onset of Covid the Club has operated a flexible attendance policy. Now that attendance has settled down post Covid and most children attend every session, for the next financial year (2023-24) it has been agreed that the charging policy should revert to its normal basis of charging irrespective of attendance.

The Club has initiated a review of its budget to ensure that its fees rise in accordance with cost pressures – in particular the rise in minimum wage from April 2023 and increased transport costs. These rises have the potential to offer challenge, and Trustees are discussing this with Devon County Council to ensure careful stewardship continues.

## **Club operation**

Now that the disturbance caused by Covid is largely in the past, the Club has returned to its normal pattern of activity, including external trips.

Staffing continues to be stable. There is an annual programme of ongoing professional development. 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.org](http://orchardsaturdayclub.org), as can pictures of the Club's activities.

During the year our long term Treasurer retired on account of ill health. We are most grateful to her for many years of dedicated service to the Club. Another member of the Committee will fulfil her role.

*Orchard Saturday Club Trustees  
January 2024*

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**Orchard Saturday Club**  
**Statement of Financial Activities**  
**For the Year Ended 31st March 2023**

		31/03/2023	31/03/2022
		Total	Total
	Notes	£	£
<b><u>Incoming resources</u></b>			
Fee income	2	68,420.18	61,533.40
Deposit Account interest		36.01	1.64
Children in Need			
Grants and Donations	3	1,966.90	52.74
Government Furlough Scheme		0.00	363.21
		<u>70,423.09</u>	<u>61,950.99</u>
<b><u>Outgoing resources</u></b>			
<b>Direct Charitable expenditure</b>			
Rent			
Staff costs		49,315.76	46,012.60
Transport		9,629.30	7,833.00
Activities and outings (including refreshments)		8,135.43	6,966.78
Equipment		250.00	
Ofsted		114.00	114.00
Car mileage and parking		1,532.70	1,077.31
Staff training			
Health, safety & hygiene		37.85	73.88
DBS checks		526.49	128.00
Hoist maintenance		0.00	402.00
		<u>69,541.53</u>	<u>62,607.57</u>
<b>Management and Administration</b>			
Insurance		424.77	441.06
Payroll		1,744.60	1,363.20
Accountancy		0.00	247.50
Printing, postage, stationery and telephone		51.75	131.11
Computer etc		236.67	
Staff t-shirts/sweatshirts		258.59	442.74
Gifts & presentations		19.99	57.94
Staff dinners			
Advertising		0.00	25.00
Memberships/subscriptions		0.00	24.99
Repairs		0.00	210.00
		<u>72,277.90</u>	<u>65,551.11</u>
Net (outgoing)/ incoming resources	5	(1,854.81)	(3,600.12)

**Orchard Saturday Club**  
**Balance Sheet as at 31st March 2023**

	Notes	31/03/2023 £	31/03/2022 £
<b><u>Fixed Assets</u></b>	1	~	~
<b><u>Current Assets</u></b>			
Cash at Bank and in hand			
Community A/C (20709018)		69,348.62	71,025.47
Business Premium A/C (40055905)		10,407.70	10,385.03
Business Premium A/C (30093718)		6,122.38	6,109.04
Petty cash float		34.96	-42.64
Cash advance	4	544.78	836.35
		<u>86,458.44</u>	<u>88,313.25</u>
 <b><u>Reserves</u></b>	5		
General Fund		83,301.53	85,156.34
Designated Fund		3,156.91	3,156.91
		<u>86,458.44</u>	<u>88,313.25</u>

Approved by the Board on ..... 2023

P. C. R. Taylor

Trustee

M. A. Taylor

Trustee

**Orchard Saturday Club**  
**Notes to the Accounts**  
**For the Year Ended 31st March 2023**

**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	25,281.00
Direct funding by parents	43,139.18
	<u>68,420.18</u>

These funds are unrestricted.

**Note 3 - Grants and Donations**

The Removal Co	606.20
Amazon Smile	51.81
Seamoor Lotto	31.00
Splash	857.89
Personal	420.00
	<u>1,966.90</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 1/4/2022	85,156.34	3,156.91	88,313.25
Net outgoing resources	<u>(1,854.81)</u>		<u>(1,854.81)</u>
Closing balance as at 31/3/2023	<u>83,301.53</u>	<u>3,156.91</u>	<u>86,458.44</u>

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



Section A

Independent Examiner's Report

Report to the trustees

Charity Name  
Orchard Saturday Club

On accounts for the year  
ended

31<sup>st</sup> March 2023

Charity no  
(if any)

1176093

Set out on pages

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/03/2023.

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 Trust's 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 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.

Signed:

Date:

25<sup>th</sup> September  
2023

Name:

Kay Smith MICB PM Dip

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

Chartered Institute of Book-keepers

Address:

Devon Self-Assessment Ltd, Unit 7a Hanbury Buildings,  
Bradley Lane, Newton Abbot, TQ12 1LZ



**Section B**

**Disclosure**

Only complete if the examiner needs to highlight material 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.**

Not applicable