

Orchard Saturday Club Trustees' Annual Report to the Charity Commission for the period 1st April 2024 – 31st March 2025

Aims and values

Orchard Saturday Club is a 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. A lot of children we support have no other services that can meet their needs, perhaps due to increased communicative behavioural or medical issues.

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.

Club Management

The year presented a number of challenges regarding the increases in the national minimum wage and National Insurance. We engaged in negotiations with Devon County Council as the minimum rise in session fees stipulated by DCC didn't meet the rise in other costs, including transport. Outside visits are a vital part of the Club's offer, so engagement and ongoing discussion with DCC was essential, to communicate with clarity the mission and values of the Club and to ensure that Orchard Saturday Club's sustainability can be maintained.

In these discussions with Devon County Council, Orchard Club has been able to evidence our success at taking on young people as staff, training them with high quality Continuing Professional Development (CPD) and building their confidence and skills. We have many fabulous staff members, some of whom came to us feeling anxious and who have grown hugely in confidence since joining us. They have flourished whilst working at the Club and have since gone into full time jobs in the care, social and education sectors. We also had quite a lot of staff who went off to university. So we have been training new staff throughout the year.

Meanwhile the Club's young people went on lots of amazing trips. Particularly fun and enriching were surfing for both young and older groups. The Club undertakes a wide variety of activities including visits to attractions in the local and wider area. These visits open up opportunities for Club children that may not at first feel obviously accessible to them, giving them the chance to enjoy experiences that many young people their age take for granted. These visits give our parents and carers respite as well as the confidence to return to these activities and attractions at a time that suits them, knowing that access is achievable and that the experience is both acceptable and fun for their child. The attractions themselves also benefit from this as well, particularly out of holiday season, with income from Club visits. The Club also continues to hold its Christmas and Summer parties.

This year we moved the Club fully to a new home within a local Special Educational Needs (SEN) school, which is much better suited to the children's needs.

Governance

Through realistic management and careful stewardship of funding, the Club is currently financially secure. All staff receive at least the minimum wage. Staff pay is reviewed annually. The main source of Club income is from the placement fee for each child. This has been increased in line with National Insurance and minimum wage rises. The Club has also received modest donations from a range of sources, which contribute to maintaining the Club's financial well-being.

The full committee of 5 Trustees, including 2 parents and the Treasurer, normally meets at least 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 and meetings online are the norm, as it's the best way of getting everyone together regularly.

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.

The Committee is seeking further Trustees to help maintain the quality of Trusteeship and governance and ensure continuity.

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, with regular updates from the Manager and core provision team. Policies can be viewed on the Club's website, orchardsaturdayclub.org, as can pictures of the Club's activities.

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.

*Orchard Saturday Club Trustees
January 2026*

Statement of Financial Activities

Orchard Saturday Club

For the year ended 31 March 2025

Cash Basis

Charity No 1176093

		31 Mar 2025	31 Mar 2024
	Notes	£	£
<u>Incoming Resources</u>			
Fee Income	2	91,164.30	94,765.00
Deposit Account Interest		248.24	199.00
Grants and Donations	3	2,667.79	1,535.66
		94,080.33	96,499.66
<u>Outgoing Resources</u>			
Direct Charitable Expenditure			
Rent		2,850.00	4,571.88
Staff Salaries		68,175.89	58,794.06
Transport		11,731.00	10,188.00
Activities and Outings (including refreshments)		9,602.72	8,212.81
Equipment		0.00	85.52
Car Mileage and Parking		2,347.10	1,590.05
Health, Safety & Hygiene		20.61	6.98
DBS Checks		372.00	558.00
		95,099.32	84,007.30
Management and Administration			
Insurance		460.40	446.42
Payroll		1,516.39	1,397.40
Accountancy		115.00	115.00
Printing, Postage, Stationary & Telephone		71.39	19.90
Staff T-Shirts/Sweatshirts		351.36	182.40
Gifts & Presentations		15.00	94.46
Staff Events		252.00	0.00
Advertising		0.00	25.00
Memberships/Subscriptions		160.47	0.00
Repairs		43.47	6.57
Bank Fees & Interest		1.99	0.00
		2,987.47	2,287.15
Total Outgoing Resources		(98,086.79)	(86,294.45)
Net (outgoing)/incoming resources	6	(4,006.46)	10,205.21

Balance Sheet

Orchard Saturday Club
As at 31 March 2025
Cash Basis

Charity No 1176093

		31 Mar 2025	31 Mar 2024
	Notes	£	£
<u>Fixed Assets</u>	1	0.00	0.00
<u>Current Assets</u>			
Cash at Bank and in hand			
Barclays Community Account (20709018)		65,291.44	78,688.11
Barclays Business Premium Account (40055905)		10,689.29	10,532.99
Barclays Business Premium Account (30093718)		6,288.03	6,196.09
Cooperative Bank Account (6734881500)		10,217.90	0.00
Petty Cash Account		60.67	204.92
Cash Advance (73180018)	4	472.44	1,041.54
Total Cash at Bank and in hand		93,019.77	96,663.65
Accounts Receivable	5	(362.58)	0.00
Total Current Assets		92,657.19	96,663.65
Net Current Assets (Liabilities)		92,657.19	96,663.65
Total Assets less Current Liabilities		92,657.19	96,663.65
Net Assets		92,657.19	96,663.65
<u>Capital and Reserves</u>	6		
Current Year Earnings		(4,006.46)	10,205.21
General Fund		93,506.74	83,301.53
Designated Fund		3,156.91	3,156.91
Total Capital and Reserves		92,657.19	96,663.65

Approved by the Board on 2025

..... Trustee

..... Trustee

Orchard Saturday Club
Notes to the Accounts
For the Year Ended 31st March 2025

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	52,271.52
Direct funding by parents	38,892.78
	<u>91,164.30</u>

These funds are unrestricted.

Note 3 - Grants and Donations

The Removal Co	400.00
Seamoor Lotto	82.00
Personal	2,185.79
	<u>2,667.79</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 outings and petty cash.

Note 5 - Accounts receivable

The charity prepares its financial statements on a cash basis, in accordance with applicable accounting standards for smaller charities. Under the cash basis, income is recognised when received and expenditure when paid. However, a negative balance has been reported under accounts receivable at the year-end. This balance does not represent amounts due to the charity but arises due to a duplicated receipt and will be resolved in the next accounting cycle.

Note 6 - Reserves

	General Fund £	Designated Fund £	Total £
Opening balance as at 1/4/2024	93,506.74	3,156.91	96,663.65

Net (outgoing)/ incoming resources	<u>(4,006.46)</u>	<u></u>	<u>(4,006.46)</u>
Closing balance as at 31/3/2025	<u>89,500.28</u>	<u>3,156.91</u>	<u>92,657.19</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

31st March 2025

Charity no
(if any)

1176093

Set out on pages

1 and 2

(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 31/03/2025.

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:

12th September
2025

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