

Manorbrook Out of School Club



Trustees Report for the Year Ending 31st August 2022

This report covers the reporting period 1 September 2021 to 31st August 2022. It was written in March 2023.

Reference and administrative details of the charity

Name: Manorbrook Out of School Club

Charity Commission Registration Number: 1188183

Address: Manorbrook School, Park Road, Thornbury BS35 1JW

Trustees

The trustees during the financial year, and up to the date that this report was approved were:

- Emma Wild (Chair)
- Megan Carter (from 18 February 2022)
- Tara Dallard (Secretary) (resigned 25 June 2022)
- Amanda Beyers
- Samantha Hendy (resigned 8 April 2022)
- John Mann (from 18 February 2022)
- Catherine Wood

Structure

Manorbrook Out of School Club is a Charitable Incorporated Organisation (CIO) – Foundation Model, formed on 27th February 2020.

Trustees are appointed following an application and selection process by a properly convened meeting of the charity trustees. In selecting individuals for appointment, the charity trustees must have regard to the skills, knowledge and experience needed for the effective administration of the CIO.

Activities and objectives

Manorbrook out of School Club's primary objective is to provide parents and carers of children attending Manorbrook School with high quality, affordable wraparound care which enables children to thrive.

During this reporting period, over 70 children were registered to attend the club with session attendance ranging between 15-36 children.

Achievements and performance

Throughout this year we delivered our childcare provision in line with our objective, providing high quality care to meet the needs of children ranging from age 4 to age 11.

The start of the school and financial year was a positive one, with session numbers and new registrations increasing as parents and carers began returning to more office-based working. COVID-19 remained a major influence on how we operated in the first six months of the year and we maintained our dynamic risk-assessment and operating procedures in line with Government guidance. As COVID-19 rates increased over the winter period, we faced some staffing challenges due to required self-isolations, but managed to maintain a safe provision thanks to flexibility of staff and resilience built into the staffing model which allows this.

The removal of restrictions in April 2022 saw a return to ordinary operating procedures, maintaining good infection control procedures to reduce transmission of COVID and general illnesses amongst children and staff.

Registrations for new children for 2022-23 opened in April and once again we saw a positive number of new children registering to join the club. Session requests from existing children also increased. This meant that in June 2022 we were able to recruit two new Play Assistants to support increased numbers from September 2022.

Whilst this year effectively saw the tailing off of the worst of the impact of COVID-19, it was not without pandemic-related challenges. Once again, we are proud that we have managed to provide an uncompromised service to families using the club throughout the year. This was only possible thanks to the commitment and flexibility of our staff, and support from trustees, parents and our linked school, Manorbrook Primary. We are very grateful for everyone's efforts and support.

Financial review

Our financial position is positive thanks to a full year of uncompromised operations. We are committed to providing affordable, high quality care and balancing this with long-term financial stability to ensure that the provision remains reliable and sustainable in the long-term.

We are also committed to our obligations as a good employer. Our pay expenditure increased during this period as a result of uplifting staff salaries from 1st April 2022, in line with the national living wage and maintaining appropriate differentials between different staffing grades. To support the ongoing wellbeing of our employees, we also made permanent the temporary occupational sick pay arrangements put in place during COVID-19, so all employees are now entitled to two weeks contracted hours of sick pay over the course of the financial year.

After a positive half year performance and as the risk and impact of COVID-19 diminished, we also took the opportunity to invest in new play equipment and a new sofa for the relaxation area of the club room.

Reserves policy

The objective of Manorbrook Out of School club is to provide high quality child care, recreation and education for children out of school hours. We provide this in a safe environment, ensuring it is

delivered by appropriately trained and qualified staff. The majority of income to the club is used directly for this purpose.

To support the ongoing financial stability of the charity, some funds must be held in reserve to ensure that we can continue to meet our obligations and deliver our services, in the case of unforeseen events or financial shortfall.

To meet this purpose, our reserves policy sets out the amount held in designated reserves for MOSC should:

- Meet all our redundancy obligations in full (£11,826.89)
- Meet one term full running costs of the organisation (circa £20,000)

The policy also states that we should aim to have a month's expenditure (currently around £4k) held as free cash reserves.

At the end of this financial year, we transferred our banking provision to The Co-Operative bank. At the close of the reporting period, all funds were held in our new current account temporarily (as shown in the CC16a), while we arranged the opening of a second, savings account. This second account is now operational and all designated reserves have been transferred accordingly.

Review of reserves: excess / shortfall

The amount held in reserve will be reviewed annually to ensure it complies with this policy. Any decisions to hold a sum that is in excess of the amount set out in the reserve policy will be noted in Board minutes and MOSC's annual report, in line with governance requirements.

Trustees will review the reserve policy and amounts, along with any income surplus generated for the previous financial year (ending 31st August) every Autumn. Once any adjustments have been made, the Board will discuss, agree and set out how it intends to:

- Re-invest any surplus to the reserves in ways that will benefit children who attend the club.
- Adjust income / expenditure to meet any shortfall in reserves for the remainder of the financial year.

At the Board meeting on 20th October 2022, the Trustees agreed that our target designated reserve level, based on our policy, should be £32,000. We have met this target.

The charity's free cash reserves at the end of the year were £16,749, which is over the target amount of £4,000.

Trustees agreed that the sum of £12,000 could be used for re-investment in the club on the basis of the following:

- Financial forecast for 22/23 was positive and registrations for 22/23 were also very good.
- The impact and risk related to COVID-19 is now very low, so we don't need to hold additional reserves to address ongoing challenges related to the pandemic.

In line with our reserves policy that any surplus should benefit the children of the club and, where possible, the wider school community, trustees agreed to donate £6,000 of this year's surplus to Manorbrook School, to support their programme of activity to replace outdated outdoor play equipment.

Children from MOSC benefit from use of the play equipment throughout the year and it is stated as one of the most popular activities by both children and parents / carers. The donation will be used to replace a piece of large play equipment which has been decommissioned for safety reasons with a multi-tower play environment that will offer excellent play opportunities for all ages of MOSC children. The school aim to make this purchase during 2023.

Confirmation of going concern

The trustees have assessed the charity's ability to continue for at least 12 months from the date that the accounts are approved. We conclude that our current level of reserves and continuing increase of children attending sessions support this position.



Receipts and payments account

For the period from	01.09.2021	To	
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Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £
A1 Receipts			
Fees	65,598	-	-
Interest	4	-	-
Other Income	73	-	-
		-	-
	-	-	-
	-	-	-
	-	-	-
	-	-	-
Sub total (Gross income for AR)	65,676	-	-
A2 Asset and investment sales, (see table).			
	-	-	-
	-	-	-
Sub total	-	-	-
Total receipts	65,676	-	-

A3 Payments

Wages/Payroll	42,413	-	-
Rent	3,040	-	-
Pension	576		
Food & Drink	2,358		
Cleaning	407		
Play Resources	969		
Stationery / Craft Materials	120		
Insurance	557	-	-
Staff thank you / recognition gifts	664	-	-
Staff & Trustee training	199	-	-
Water Cooler	126	-	-
Subscriptions and professional fees	401	-	-
Website & WiFi	144		
DBS checks	110		
Club equipment	1,260		
Platinum jubilee celebrations	250		
	-	-	-
Sub total	53,592	-	-

A4 Asset and investment purchases, (see table)

	-	-	-
	-	-	-
Sub total	-	-	-

Total payments	53,592	-	-
Net of receipts/(payments)	12,083	-	-
A5 Transfers between funds	-	-	-
A6 Cash funds last year end	36,666	-	-
Cash funds this year end	48,750	-	-


Section B Statement of assets and liabilities at the end of

Categories	Details	Unrestricted funds to nearest £
B1 Cash funds	Cash in Business Acct	48,717
	Cash in Reserves Acct	1
	Petty Cash at Setting	32
	Total cash funds	48,750
	(agree balances with receipts and payments account(s))	OK
B2 Other monetary assets	Details	Unrestricted funds to nearest £
		-
		-
		-
		-
		-
		-
B3 Investment assets	Details	Fund to which asset belongs
B4 Assets retained for the charity's own use	Details	Fund to which asset belongs
	Various toys and play equipment	# Unrestricted
	Laptop	Unrestricted
	Mobile phone	Unrestricted
B5 Liabilities	Details	Fund to which liability relates

Signed by one or two trustees on
behalf of all the trustees

Signature

Print Name



Emma Jones

188183

ounts

31.08.22

CC16a



Total funds	Last year
to the nearest £	to the nearest £
65,598	-
4	-
73	-
-	-
-	-
-	-
-	-
-	-
65,676	-
-	-
-	-
-	-
65,676	-
42,413	-
3,040	-
576	-
2,358	-
407	-
969	-
120	-
557	-
664	-
199	-
126	-
401	-
144	-
110	-
1,260	-
250	-
-	-
-	-
53,592	-
-	-
-	-
-	-

53,592	-
12,083	-
-	-
36,666	-
48,750	-

the period

Restricted funds to nearest £	Endowment funds to nearest £
-	-
-	-
-	-
-	-
OK	OK

Restricted funds to nearest £	Endowment funds to nearest £
-	-
-	-
-	-
-	-
-	-
-	-

Cost (optional)	Current value (optional)
-	-
-	-
-	-
-	-
-	-

Cost (optional)	Current value (optional)
-	-
-	-
-	-
-	-
-	-
-	-
-	-
-	-
-	-

Amount due (optional)	When due (optional)
-	
-	

-	
-	
-	

name	Date of approval
anne Wild	01.06.23



Section A

Independent Examiner's Report

**Report to the trustees/
members of**

Manorbrook Out of School Club

**On accounts for the
period ended**

31st August 2022

**Charity no
(if any)**

1188183

Set out on pages

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the period ended 31st August 2022.

**Responsibilities and
basis of report**

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").

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.

**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:

- 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:

2/6/23

Name:

David Curtis

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

FCA (ICAEW)

Address:

22 Barley Fields

Thornbury

BS35 1AJ

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.