

# Manorbrook Out of School Club



## Trustees Report for the Year Ending 31<sup>st</sup> August 2023

This report covers the reporting period 1 September 2022 to 31st August 2023. It was written in May 2024.

## 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)
- Amanda Beyers (*resigned 13 July 2023*)
- Megan Carter (Secretary)
- Clare King (*appointed 20 March 2024*)
- Jenna Lundrigan (*appointed 2 January 2024*)
- John Mann
- Karen Storey (*appointed 26 June 2023*)
- 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 80 children were registered to attend the club with session attendance ranging between 20-40 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 continuing to increase from September 2022. March 2023 saw our first Ofsted inspection since 2017. We were very pleased to achieve a Met with no actions rating – the highest available under the inspection regimes for out of school clubs. Commentary in the inspection report was also very positive.

April 2023 brought confirmation that Manorbrook Primary School would host two reception classes for the next school year (2023/24). As a result, demand for places at MOSC was unprecedentedly high. Session numbers were increased to accommodate as many places as possible within our current operating arrangements. A further four new staff were recruited to support this increased intake in July 2023. We also negotiated exclusive rental of the school hall (previously available to us on an ad hoc basis) to support increased numbers.

We ended the financial year with all but two of our ten weekly sessions at capacity, with a waiting list for many of those sessions. The relatively short notice of the increased reception intake meant that we did not have sufficient time to look at options for a greater increase of club capacity to accommodate increased demand. However, this will be a priority for trustees and club management in 2024/25, particularly if a second year of dual entry is confirmed by Manorbrook School.

Our continued ability to provide quality wraparound care was only possible thanks to the commitment and flexibility of our staff and trustees, and support from parents and our linked school, Manorbrook Primary. We are very grateful for everyone's efforts and support.

## **Financial review**

Our financial position is positive. 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 2023, in line with the national living wage and maintaining appropriate differentials between different staffing grades.

## **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 (£13,866.79)
- Meet term running costs of the organisation (circa £19,000)

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

### **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 29 February 2024 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 £9,686.74, which is over the target amount of £4,000.

Trustees agreed that the sum of £5,000 would be used for re-investment in the club on the basis of the following:

- Demand for club places is likely to increase again in 2024/25
- A change in our operating structure and agreements is required to increase capacity further to ensure that we can continue to provide quality wraparound care to as many children as need it.
- A change in operating structure is likely to require some capital investment and any surplus should be used to support this.

### **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 accounts

CC16a

For the period  
from

01.09.2022


To

31.08.23

### Section A Receipts and payments

	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Last year
	to the nearest £	to the nearest £	to the nearest £	to the nearest £	to the nearest £
<b>A1 Receipts</b>					
Fees	66,575	-	-	66,575	-
Interest	92	-	-	92	-
Other Income	546	-	-	546	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>67,213</b>	<b>-</b>	<b>-</b>	<b>67,213</b>	<b>-</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>67,213</b>	<b>-</b>	<b>-</b>	<b>67,213</b>	<b>-</b>
<b>A3 Payments</b>					
Wages/Payroll	55,434	-	-	55,434	-
Rent	3,040	-	-	3,040	-
Pension	935	-	-	935	-
Food & Drink	3,140	-	-	3,140	-
Cleaning	330	-	-	330	-
Play Resources	1,192	-	-	1,192	-
Stationery / Craft Materials	141	-	-	141	-
Insurance	599	-	-	599	-
Staff thank you / recognition gifts	899	-	-	899	-
Staff & Trustee training	1,426	-	-	1,426	-
Water Cooler	120	-	-	120	-
Subscriptions and professional fees	349	-	-	349	-
Website & WiFi	-	-	-	-	-
DBS checks	192	-	-	192	-
Donation to Manorbrook School Play	6,000	-	-	6,000	-
Equipment	197	-	-	197	-
Miscellaneous expenses	133	-	-	133	-
Telephone	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>74,127</b>	<b>-</b>	<b>-</b>	<b>74,127</b>	<b>-</b>
<b>A4 Asset and investment purchases, (see table)</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>74,127</b>	<b>-</b>	<b>-</b>	<b>74,127</b>	<b>-</b>
<b>Net of receipts/(payments)</b>	<b>- 6,914</b>	<b>-</b>	<b>-</b>	<b>- 6,914</b>	<b>-</b>
<b>A5 Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>48,750</b>	<b>-</b>	<b>-</b>	<b>48,750</b>	<b>-</b>
<b>Cash funds this year end</b>	<b>41,835</b>	<b>-</b>	<b>-</b>	<b>41,835</b>	<b>-</b>

## Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B1 Cash funds</b>	Cash in Business Acct	9,687	-	-
	Cash in Reserves Acct	32,091	-	-
	Petty Cash at Setting	57	-	-
	<b>Total cash funds</b>	<b>41,835</b>	<b>-</b>	<b>-</b>
	(agree balances with receipts and payments account(s))	OK	OK	OK
<b>B2 Other monetary assets</b>	Details	to nearest £	to nearest £	to nearest £
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
<b>B3 Investment assets</b>	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
<b>B4 Assets retained for the charity's own use</b>	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
	Various toys and play equipment	Unrestricted	-	-
	Laptop	Unrestricted	-	-
	Mobile phone	Unrestricted	-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
<b>B5 Liabilities</b>	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
			-	
			-	
			-	
			-	
Signed by one or two trustees on behalf of all the trustees		Signature	Print Name	Date of approval
			Emma Joanne Wild	24-Apr-24



**Section A**

**Independent Examiner's Report**

**Report to the trustees/  
members of**

Manorbrook Out of School Club

**On accounts for the  
period ended**

31<sup>st</sup> August 2023

**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 31<sup>st</sup> August 2023.

**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:**

22<sup>nd</sup> May 2024

**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.**