

Whartons After School Club Annual General Meeting 2023

Date: 12th July 2023

Attendees: Julia Dickson (Chair), Gareth Walters (Treasurer), Anna Macdonald (Secretary), Emma Morgan, Isabel Dennison, Dani Beattie (Club Manager) Kerrie Johnson (Temporary Club Manager).

Apologies: None

Chairs Opening remarks:

It has been another successful year this year for the Whartons After School Club. There was an effective transition of Kerrie Johnson into the role of Club manager to cover Dani Beattie's maternity leave in December 2022. Kerrie has since gone on to continue to develop the club's inclusive environment, proof of which can be seen with a recent email from a parent, which commented on the inclusivity they felt the club offered for her son.

At the beginning of the year, new furniture was purchased which helped create a new layout to accommodate the increasing number of children attending the club. This helps with the organisation of toys and allows children easier access to things.

As the club continues to grow with in excess of 170 children on the role for September 2023, creative thinking will be needed to ensure that the club can continue to support children. School leaders and Club staff will continue to work together to look at space availability within the school's footprint to ensure the children have the space to play and develop.

The club is thriving, with children engaged and parents happy supported by written feedback and parent surveys.

The club is in a great place for the future.

Treasurers report:

The club remains financially robust with 2022 accounts detailing Capital and Reserves of £18,183.40 and a surplus of £238.57. The surplus is lower this year due to an annual leave payment of the outgoing club manager (Carly Milner), and a club manager transition period in December 2022. Discussions over a potential price increase for parents have been dismissed due to the current financial climate and the desire not to add additional burden to parents.

Officer Election:

All officers (Chair, Treasurer and Secretary) are currently happy to remain in position on the committee; however, trustee Emma Morgan has informed the committee that she will be looking to leave as her son has now left the school to move to secondary school. She will inform the committee when that time will be in due course.

Staff Changes:

As mentioned in the chairs remarks Kerrie Johnson is providing maternity leave cover for the club manager Dani Beattie which started in December 2022. Several staff members have left during the year (Rachel Rumsey, Lucy Wilkinson, Keira Jagpal) either leaving for further education or to explore new opportunities. To backfill this headcount, Caitlin Rumsey, Ewan Welsh and Steph Dodson have been recruited and have either recently started or will be starting in September.

Self Evaluation Form (SEF), Action Plan and Constitution:

The SEF is current and the Action Plan is in progress and continual being evidenced. The constitution is now signed by trustees.

Staff Training:

All staff members have been through first aid training in January 2023 which incurred a large financial cost to the club and discussions were had regarding the need for all staff to be first aid trained. It was deemed that this wasn't necessary but will be discussed further in the new academic year.

New staff that have joined the team will be required to do their food hygiene training which will be organised again in the new academic year.

Funding:

There was no funding applied for this year.

Any Other Business:

Afterschool club and Breakfast club area needs replacement floors therefore Gareth and Kerrie to complete a draft budget to confirm there are sufficient funds to spread the cost with Breakfast Club.

Close:

The next Annual General Meeting will be arranged June/July 2024.

Balance Sheet for Whartons Afterschool Club
For Period:31/12/2022

FIXED ASSETS:

Total Fixed Assets:	0
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CURRENT ASSETS:

1100 Debtors Control Account	1,182.40
1200 Current Account	6,978.09
1210 Bank Reserve Account	10,022.91
Total Current Assets:	18,183.40

CURRENT LIABILITIES:

Total Current Liability:	0
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Current Assets less Current Liabilities:	18,183.40
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Fixed Assets + Current Assets less Current Liabil	18,183.40
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CAPITAL AND RESERVES:

P&L Account	18,183.40
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Total Capital and Reserves:	18,183.40
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Profit and Loss Report for Whartons Afterschool Club
For Period: 01/01/2022 to 31/12/2022

TURNOVER

4000 General Sales	54,084.75
Total:	54,084.75

LESS COST OF SALES:

5000 General Purchases	-9,788.55
Total:	-9,788.55

GROSS PROFIT:	44,296.20
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LESS EXPENSES:

7000 Gross Wages	-43,357.55
7900 Bank Interest Paid	21.75
8204 Insurance	-721.83

Total:	-44,057.63
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Profit Before Tax:	238.57
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Otley

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1st September 2023

Dear Mrs Dickson,

Re: Audit of The Whartons After School Club accounts

I confirm that I undertook an audit of The Whartons After School Club accounts for the period 01/01/22 to 31/12/22 on 1st August 2023.

I was provided with sufficient evidence by the manager, Kerri Johnson, to test a sample of income and expenditure transactions, reviewing their appropriateness, and agreeing the bank balance to the statement of accounts.

I confirm that I have found no material error or disclosure.

As such, I am pleased to confirm that The Whartons After School Club for the period 01/01/22 to 31/12/22 is in accordance with the books of accounts and supporting documents supplied to me, and that the closing balances are correct.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'G. Walters', written in a cursive style.

Gareth Walters

ACMA