



# Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	Day 1 <sup>st</sup>	Month April	Year 2021		Day 31 <sup>st</sup>	Month March	Year 2022

## Section A Reference and administration details

Charity name

VICTORIA OUT OF SCHOOL CLUBS

Other names charity is known by

Registered charity number (if any)

1191354

Charity's principal address

C/o Victoria C.P. School, Junior Department

Poyser Street

Wrexham

Postcode

LL13 7RR

### Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Cheryl Spiers	Chairperson and Registered Person		
2	Jitender Pal Singh Dhaliwal	Vice Chair		
3	Georgina Farr	Treasurer		
4	Kate Cunningham	Secretary		
5	Beverly Jepson	Committee Member		
6	Deborah Eccles	Committee Member and School Head		
7				
8				
9				
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11				
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14				
15				
16				
17				
18				
19				
20				

**Names of the trustees for the charity, if any, (for example, any custodian trustees)**

Name	Dates acted if not for whole year

**Names and addresses of advisers (Optional information)**

Type of adviser	Name	Address

**Name of chief executive or names of senior staff members (Optional information)**

Jessica Belton, Manager. Lauren Griffiths, Deputy Manager.

## Section B Structure, governance and management

**Description of the charity's trusts**

Type of governing document (eg. trust deed, constitution)	Constitution
How the charity is constituted (eg. trust, association, company)	CIO
Trustee selection methods (eg. appointed by, elected by)	Elected by Trustees

**Additional governance issues (Optional information)**

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

We provide out of school hours care for children aged 3 to 11 years. We are Registered with CIW to care for a maximum of 43 children at any one time. DBS checks are carried out prior to commencement of employment and carried out again in line with statutory requirements.

All staff are committed to the Club by getting involved in many activities and ensuring they update their training on a regular basis in first aid, food hygiene, health and safety and Safeguarding children together with other courses relevant to the setting.

All Trustees and Committee members are required to read our Code of Conduct for Trustees and Committee members and each sign a Statement of Acceptance. All Trustees and Committee members have completed the course titled Committee Rules and Responsibilities to which has been beneficial in supporting the Management and Staff in the continued successful running of our Club.

We are a member of Clybiau Plant Cymru Kids Clubs, AVOW (Association of Voluntary Organisations in Wrexham), Wrexham Family Information Services and Early Year's Wales.

The Trustees, Committee members and Club Manager work closely to ensure the health, safety and welfare of all staff, children, visitors and other individuals who may be affected by the Club's activities and actual existence. We have daily Health and Safety checks in place which, are signed each day after checks have been made.

We create an environment that is:

- Safe and without risk to health
- Prevents accidents and cases of work-related ill health
- Use, maintain and store equipment safely
- Ensure that all staff are competent in the work in which they are engaged

## Section C

## Objectives and activities

### Summary of the objects of the charity set out in its governing document

The aim of the Group is to provide accessible, affordable quality childcare for primary school age children out of school hours. We hope that our service will be able to support working families and those in education or training and support parents in need of respite. We also open on training days to support these families. We aim to provide a stimulating play environment where the children feel happy, safe, valued, and respected. We provide choice, independence, and development through a wide range of play opportunities.

We follow a three-week healthy menu for the children's snacks.

We operate an Equal Opportunity Policy.

**Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)**

When planning our activities and compiling our annual Play Plan we take into account the Charity Commission's guidance on public benefit, this is discussed at our Trustees/Committee meetings.

Play is at the forefront of the setting allowing children to express and develop themselves giving them the time, space, equipment, and materials to allow them to do this. We have a quiet area with a comfy sofa, TV, a selection of children's DVD's and a large selection of books for those children who maybe tired after a day in school or just need a place to 'chill out' for whatever reason.

The play opportunities we offer cover the full spectrum of child development. They range from physical to creative including:

- Large selection of outdoor equipment, bikes, scooters etc
- Den building
- Football and Netball
- Tri golf
- Team games
- Large variety of Arts and Crafts
- Tabletop and board games, jigsaws
- Pool table
- Air Hockey table
- Baking

We also have off site trips these include the Zoo, Castles, Museums, Safari Park, Farms and Educational settings.

Children determine and control the content and intent of their play, by following their own instincts, ideas and interest, in their own way for their own reasons.

We aim to make our activity programme inclusive so that children of all abilities can take part.

The staff and Trustees take an active role in making sure that the Club comes up to the highest standards of performance through regular Meetings.

**Additional details of objectives and activities (Optional information)**

Parents and carers offer a range of contributions to club whether that be baking goods for fundraising cake sales, volunteering to help with fundraising events or donating any unused toys or equipment to club.

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

## Section D Achievements and performance

**APRIL** – Easter Holiday club – Easter egg hunt, craft and activities.

**MAY** – Variety of arts and crafts and activities. Lots of outdoor playing on the school playground and within club.

**JUNE** – Summer display. End of term party for Year 6 leavers. Preparation for summer holidays.

**JULY** – Holiday club – off site trips and qualified visitors who prepare a variety of activities for the children i.e. football and dancing.

**AUGUST** – Holiday club – off site trips and qualified visitors who prepare a variety of activities for the children i.e. football and dancing.

**SEPTEMBER** – Welcome back display which was based on different types of holidays and play.

**OCTOBER** – Harvest/Autumn display. DIWALI – craft. Halloween party - children made a 'spooky' craft display.

**NOVEMBER** – Bonfire – Craft and activities i.e. apple bobbing.

**DECEMBER** – Winter and Santa display. Christmas crafts, making cards, decorations to take home. Daily Christmas challenges/games. Christmas party for all children.

**JANUARY** – New year crafts and activities – variety of games and activities.

**FEBRUARY** – Valentines craft and baking. Celebrating shrove Tuesday.

**MARCH** – Spring activities, St Davids day craft and mothers day cards, craft and baking.

We have parents of all different religions who volunteer to come into club and talk to the children about their individual traditions and provide different activities and foods for them to taste. i.e. DIWALI, Chinese New year etc.

Throughout the year we have had fundraising events to raise money for a variety of equipment for club, such as bake sales and Bags4School, etc.



## Section E

## Financial review

### Brief statement of the charity's policy on reserves

Victoria Out of School Club's Trustees have agreed to keep a reserve of £30,000. The funds are held to cover 6 months operational costs in the event of a loss of income and to meet any unforeseen expenditure that may occur. The reserve is built up from the unrestricted income and the level of reserves required is monitored by the Trustees.

### Details of any funds materially in deficit

NONE

### Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

Fees paid by parents and also grants applied for and awarded. Fundraising events such as bake sales.

Ensures we can still provide the children with a variety of different play opportunities.

As noted last year, the club incorporated as a CIO in September 2020. However, the formal transfer of assets took place in October 2021 which is in this period.

## Section F

## Other optional information

## Section G

## Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)	C.Spiers	J.Dhaliwal
Full name(s)	Cheryl Spiers	Jitender Dhaliwal
Position (eg Secretary, Chair, etc)	Chairperson	Vice Chair
Date	27/01/2023	



## Receipts and payments accounts

CC16a

For the period from	Period start date	To	Period end date
	01/04/2021		31/03/2022

## Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
<b>A1 Receipts</b>					
CHARITABLE ACTIVITIES	78,718	-	-	78,718	22,741
FUNDRAISING	392	-	-	392	-
JRS GRANTS RECEIVABLE	-	-	-	-	5,797
RESTRICTED GRANT	-	750	-	750	2,606
DONATION FROM PREVIOUS CHARITY (Bank)	41,688	-	-	41,688	-
DONATION FROM PREVIOUS CHARITY (cash)	100	-	-	100	-
HMRC (Maternity pay)	3,787	-	-	3,787	-
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>124,685</b>	<b>750</b>	<b>-</b>	<b>125,435</b>	<b>31,144</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>124,685</b>	<b>750</b>	<b>-</b>	<b>125,435</b>	<b>31,144</b>
<b>A3 Payments</b>					
WAGES (including pension contributions)	60,406	-	-	60,406	28,322
OTHER CHARITABLE COSTS	16,722	750	-	17,472	6,612
GOVERNANCE AND SUPPORT COSTS	1,378	-	-	1,378	3,741
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>78,506</b>	<b>750</b>	<b>-</b>	<b>79,256</b>	<b>38,675</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>78,506</b>	<b>750</b>	<b>-</b>	<b>79,256</b>	<b>38,675</b>
<b>Net of receipts/(payments)</b>	<b>46,179</b>	<b>-</b>	<b>-</b>	<b>46,179</b>	<b>- 7,531</b>
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	(7,531)	-	-	-	-
<b>Cash funds this year end</b>	<b>38,648</b>	<b>-</b>	<b>-</b>	<b>38,648</b>	<b>- 7,531</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>	Current account	8,546	-	-
	Deposit account	30,002	-	-
	Petty cash	100	-	-
	<b>Total cash funds</b>	<b>38,648</b>	<b>-</b>	<b>-</b>
	(agree balances with receipts and payments account(s))	OK	OK	OK
<b>B2 Other monetary assets</b>		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
		-	-	-
		-	-	-
		-	-	-
		-	-	-



	-	-	-
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B3 Investment assets

Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
		-	-
		-	-
		-	-
		-	-
		-	-

B4 Assets retained for the charity’s own use

Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
		-	-
		-	-
		-	-
		-	-
		-	-
		-	-
		-	-
		-	-
		-	-

B5 Liabilities

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
	Cheryl Spiers	27/01/2023
	Jitender Dhaliwal	27/01/2023



Section A

Independent Examiner's Report

Report to the trustees/  
members of

Charity Name  
VICTORIA OUT OF SCHOOL CLUBS

On accounts for the year  
ended

31 MARCH 2022

Charity no  
(if any)

1191354

Set out on pages

1 to 2 and pages 1 to 7 of the Trustees' Annual Report

(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 / 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 (other than that disclosed below \*) 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.

\* Please delete the words in the brackets if they do not apply.

Signed:

Date:

27/1/22

Name:

BRUCE ROBERTS

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

FCA

Address:

10 EDISON COURT

ELLICE WAY, WREXHAM TECHNOLOGY PARK

WREXHAM LL13 7YT

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.**