



## **Cupar After School Club**

### **Annual Report 2020/ 2021**

#### **Introduction**

This year has been extremely tough year for Cupar After School Club to survive through the Covid Pandemic. We are very pleased to have got through it and maintained a good level of support from the parents, community and schools and still be in a position to offer a welcoming, safe environment for the children of Cupar After School.

#### **Reopening**

We reopened our doors in August 2020, and it was a whole new way of working. We adapted our setting to become covid friendly. We separated toys, made up separated drawing pots, bags of toys to be easily cleaned or put into isolation. The hall was split up into two areas to separate the schools into bubbles as recommended by the government guidelines. We also dropped our numbers from 56 to 30. We redefined all the areas, and we have a designated isolation area where children or staff can go should they become unwell. We upped our cleaning schedule, and all staff had a sanitiser bottle to always keep on them. We updated all our policies with covid related policies and procedures, and staff completed staff training on hand hygiene, PPE, and a lateral flow test.

All staff participate in the covid testing, which involves testing twice a week with a lateral flow test submitted to the government portal. We have to date, not had any outbreak in the club since covid started.

Since August 2021, we have increased our number to 40 children, hoping to increase again shortly. However, recruiting staff seems to be an issue. We have a rolling advert in, and we are looking into



hiring an apprentice. The Fife council liaison has mentioned there were approx. Twenty clubs in fife, and there are now Nine

### **Fundraising**

Even though we have had covid and locked downs, we have achieved good links with the local community. We contacted the Cupar Rotary club, which donated paint, and wood chips to help update our outside area. We also received £1000 from the Arnold Clark community fund, which helped us buy big games for the outside area and buy scooters and helmets for the children. We also were awarded £500 from Asda Tokens, and we are waiting to hear if we have won from Tesco blue tokens appeal.

We have contacted Tesco and Morrisons, who have donated various things from pens and pencils to gardening resources. We took part in the Morrisons Community of hope programme.

### **Moving forward**

We are changing the club to a Scio, changing the Cupar After School Club to Cupar Kids Club, and becoming an incorporated co. We have submitted forms have, and we have had a visit from the Care Inspectorate. We have a few things to complete, and then we should be given the registration certificate.

### **Financial statement**

As previously mentioned, the Coronavirus pandemic has severely impacted our business. Fortunately, we were in a strong position with a healthy reserve going into lockdown which has resulted in us staying afloat. With that said, our group funds at the start of the academic year were £43531.95, we have suffered a large decrease in funds of just over £16000 bringing our group funds as at 31<sup>ST</sup> July 2021 to £27312.91. Thankfully, in January of this year, as a board, we agreed to the increase of a session in club to £11.00. This has helped to claw back some of the funds lost. The Government's job retention scheme provided support just over £17000 which enabled us to continue to pay the staff their full wage whilst the club was closed.

### **Reflection**

This year has had challenges and been hard, but we have had support from the parents and the community, and the club is a highly valued service in the Cupar area. We have been proud of what we have achieved this year and look forward to rebuilding the service to pre covid status.

**Cupar After School Club Chairperson KIRSTY KEAY**

**Date 30/09/2021**





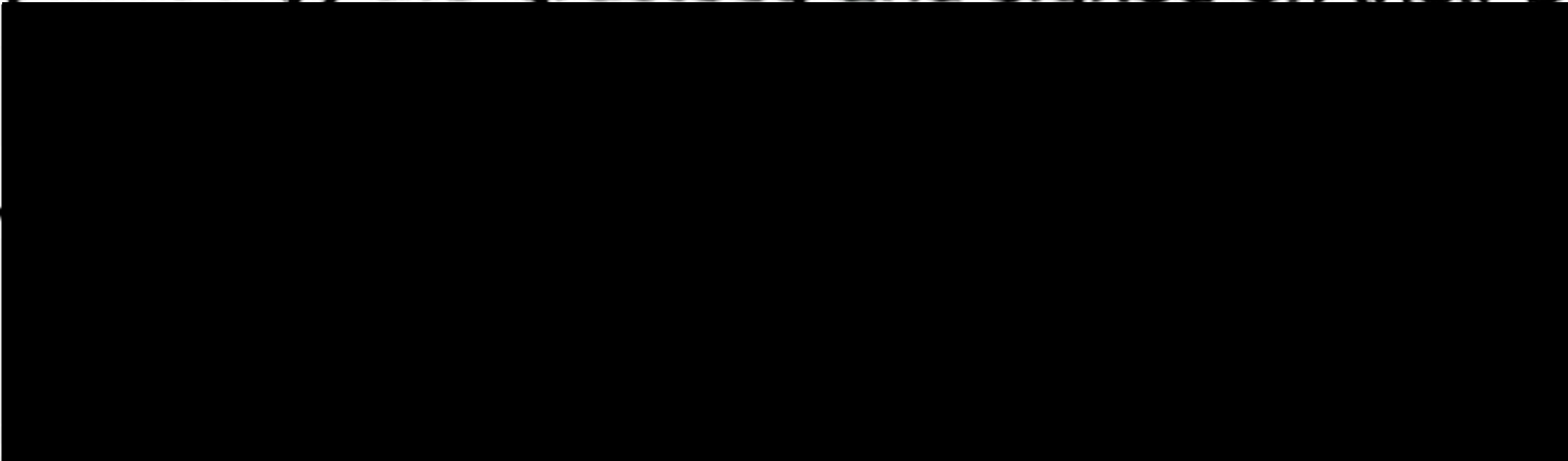


**CUPAR AFTER SCHOOL CLUB**  
**SCOTTISH CHARITY NUMBER SC018266**  
**STATEMENT OF INCOME EXPENDITURE**  
**1 AUGUST 2020-31 JULY 2021**

	<u>2020/2021</u>	<u>2019/2020</u>
<b><u>RECEIPTS</u></b>		
FEES	£29,553.25	£33,013.46
GRANTS	£20,841.48	£16,021.46
BANK INTEREST	£0.00	£0.00
OTHER	£254.60	£0.00
FUNDRAISING	£100.00	£0.00
<b>TOTAL REVENUE INCOME</b>	<u>£50,749.33</u>	<u>£49,034.92</u>
<b><u>PAYMENTS</u></b>		
<b>PAYMENTS FOR CHARITABLE ACTIVITIES</b>		
RENT	£3,158.87	£4,431.91
WAGES	£57,622.84	£53,809.41
EXPENDABLES	£1,656.03	£530.96
TRANSPORT	£0.00	£0.00
PHONE	£154.20	£167.73
EQUIPMENT/ACTIVITIES	£856.28	£1,337.50
INTERNET	£0.00	£0.00
FOOD	£552.80	£1,342.47
OTHER	£88.00	£1,041.43
<b>TOTAL PAYMENTS FOR CHARITABLE ACTIVITIES</b>	<u>£64,089.02</u>	<u>£62,661.41</u>
<b>GOVERNANCE COSTS</b>		
FEES / INSURANCE	£853.85	£1,717.57
ADMIN MISC	£2,025.33	£957.24
<b>TOTAL GOVERNANCE COSTS</b>	<u>£2,879.18</u>	<u>£2,674.81</u>
<b>TOTAL PAYMENTS</b>	<u>£66,968.20</u>	<u>£65,336.22</u>
<b>SURPLUS / LOSS FOR YEAR</b>	-£16,218.87	-£16,301.30
 BALANCE BROUGHT FORWARD 1 AUG	 £43,507.18	 £59,740.40
CASH IN HAND 1 AUG	£24.60	£92.85
 BALANCE AT 31 JULY	 <u>£27,312.91</u>	 <u>£43,531.95</u>
<b><u>REPRESENTED BY:</u></b>		
BANK OF SCOTLAND	£27,312.91	£43,507.18
Less: UNPRESENTED CHEQUES	£0.00	£0.00
Add: CREDITS IN TRANSIT	£0.00	£0.00
	<u>£27,312.91</u>	<u>£43,507.18</u>
CASH IN HAND	£0.00	£24.60
UNIDENTIFIED ERROR		£0.17
<b>TOTAL GROUP FUNDS 31 JULY</b>	<u>£27,312.91</u>	<u>£43,531.95</u>

ALL FUNDS ARE UNRESTRICTED

Approved by the Trustees and signed on their behalf:



Chairperson

15/10/21

Chairperson



# Cupar Afterschool Club

Charity No SC018266

I report on the accounts of the charity for the year ended 31<sup>st</sup> July 21 which are set out on the following page.

## Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts in accordance with the terms of the Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006. The charity trustees consider that the audit requirement of Regulation 10(1)(d) of the Accounts Regulations does not apply. It is my responsibility to examine the accounts as required under section 44(1)(c) of the Act and to state whether particular matters have come to my attention.

## Basis of independent examiner's statement

My examination is carried out in accordance with Regulation 11 of the Charities Accounts (Scotland) Regulations 2006. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeks explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.

## Independent examiner's statement

In the course of my examination, no matter has come to my attention

1. which gives me reasonable cause to believe that in any material respect the requirements:
  - to keep accounting records in accordance with Section 44(1)(a) of the 2005 Act and Regulation 4 of the 2006 Accounts Regulations, and
  - to prepare accounts which accord with the accounting records and comply with Regulation 9 of the 2006 Accounts Regulationshave not been met, or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Name: [REDACTED]

Address:

Fife Voluntary Action  
Caledonia House  
Pentland Park  
Saltire Centre  
Glenrothes, KY6 2AL

Date:

29/11/21

